

Information and Policy Regarding Weddings at Immanuel Lutheran Church **Immanuel Lutheran Church, 512 5th St. N.E., Independence, Iowa 50644 319-334-2511**

Approved by Council –

Revised – July 2020

1. **SCHEDULING** - Weddings at Immanuel Lutheran Church will be scheduled on a first come basis. Weddings will be scheduled through the church office and must be approved by the Pastor before being placed on the calendar.
2. **RESERVING THE CHURCH FACILITIES** - Reservations for the church and all other arrangements should be made with the church office. Saturday weddings will be scheduled keeping the Saturday 5:30pm service in mind. The building must be cleaned up and vacated by 4:30 P.M.
3. **PRESIDING PASTOR** - Pastors presiding at marriages must be on the roster of the E.L.C.A. or of another church body in a full communion partnership with the ELCA. Other clergy may assist in cooperation with the Pastor at Immanuel Lutheran Church. Pastors other than those under call to Immanuel Lutheran may officiate without an Immanuel Lutheran Pastor present with the approval of the pastors and congregational council.
4. **PRE-MARITAL COUNSELING** - All weddings will be preceded by at least three sessions of counseling with the pastor, each session lasts 1-2 hours. A fourth visit may be needed. The sessions are designed to include discussion of the wedding service, initial arrangements, personality or relationship inventories, communication patterns, conflict resolution and other issues.
5. **ORDER OF WORSHIP** - The order of worship will be discussed and arranged during pre-marital counseling.
6. **AUDIO VISUAL and BAND EQUIPMENT**- The equipment will only be operated or moved by Immanuel Lutheran Church trained operators. (See cost for the A/V technician below.)
7. **WEDDING MUSIC** - Remembering that a wedding is a worship service, the music, vocal and instrumental, live or recorded, should reflect high standards of quality, praising God and God's steadfast love in Christ as the foundation and model for marriage, while asking God's presence and blessing. All music is subject to the approval of the presiding pastor.
8. **PARAMENTS** - The Liturgical color used for weddings is that of the season in the church year. Seasonal decorations of the Church shall not be disturbed.
9. **DECORATIONS** - Decorations on pews or church furniture should be removable in nature, using florist tape or string for placement. Decorations must be removed following the service. Placement of floral arrangements, unity candle, and/or other decorations will be discussed with the pastor during pre-marital sessions.
10. **BANNER** – An attractive and appropriate white wedding banner is available for use. Notify the pastor is you wish to use it.
11. **PICTURE TAKING** - Photography will be allowed at the discretion of the pastor. Professional photographers should consult with the pastor about location and flash photography.
12. **VIDEO TAPING** -Videotaping is permitted after consulting with the pastor as to the location from which to videotape.
13. **ACOLYTES AND USHERS** - Acolytes or ushers should meet with the pastor during the rehearsal for instructions.
14. **POST CEREMONY CELEBRATION** - Rice should not be thrown in the church or on church grounds. Birdseed, bubbles, etc are permitted only when distributed outside after the wedding.
15. **FURNITURE** - Any furniture, chairs, tables, etc., which have been moved should be put back into their place directly after the wedding by family or friends. Saturday worship is at 5:30 p.m. and so all decorations must be removed from the church immediately after the wedding ceremony and no later than 4:30 p.m. Custodians will take care of the remaining clean up.

16. CEREMONY FOLDERS - Wedding Folders, whether printed by the church office or elsewhere, must be submitted for approval before printing at least one week prior to the wedding.
17. SMOKING AND DRINKING - No rehearsal or wedding will be conducted when members of the wedding party are intoxicated. Alcoholic beverages are not permitted on church grounds before, during or following the rehearsal and ceremony. The church is a smoke free environment. There is to be no smoking in the church buildings.
18. FEE SCHEDULE - The following fee schedule applies to both members and non-members except where noted. The fees are payable to Immanuel members such as Organists and Soloists. Fees paid to family members who might perform are to be negotiated with the individual. Checks for services should be paid to Immanuel Lutheran Church. All fees are to be paid at the wedding rehearsal.

Church Use	
Congregational Member	N/A
Non - Member	\$100.00
Fellowship Hall (reception)	
For Member	N/A
For Non – Member	50.00
Kitchen Assistance	75.00
Custodian (wedding)	75.00
Custodian (reception)	100.00
Organist/Pianist	125.00
Soloist	100.00
Instrumentalist	100.00
Audio/Visual Technician	75.00
Pastor Suggested honorarium -Member	200.00
Non-Member	300.00
Relationship Profile on-line	Under \$50.00
Prepared Ceremony Folder	20.00/100