



*Wedding  
Policies and Procedures*

*Rev. Dr. Jeffery G. Gramza, Pastor*

# St. John Lutheran Church

1100 N. Main St.  
Celina, OH 45822  
(419) 586-2332

St. John Lutheran Church is a member of the Evangelical Lutheran Church of America. Our wedding policies are meant to assist you as you plan your wedding at St. John. Fees for services and use of the church facility do apply. **Note:** Policies and fees are subject to change without prior notice.

## The Christian Wedding as Worship

**After weeks, months or perhaps years**, the two of you have come to the place in your lives where you desire to express before God your total commitment to one another. The steps leading to this point may not have been easy. Yet prayerfully and in faith you now desire to be joined as husband and wife in a Christian marriage ceremony.

A Christian wedding has as its primary focus the triune God and, as such, it is first and foremost a worship service. It is an opportunity to acknowledge God, the Father, as the source of your life and existence. God has prepared you for this special relationship. Thus, with thankfulness and praise, you can affirm that God is love!

It is a time to publicly affirm your faith in Jesus Christ as your personal Lord and Savior. The forgiveness and love, which you receive through Christ, is that which God desires you to share with one another in ever increasing measure. It is also the time for you to receive the blessing of the Holy Spirit upon your union, receive His blessing of unity, peace and joy, and be empowered for witness and service as co-workers in the Gospel.

Many will come to share in your joy. Family members, friends and neighbors all desire to sense the presence of God as you worship and praise Him through your Christian marriage ceremony. They are not merely observers or witnesses of this service. Provide opportunities for all who are present to participate in your worship.

Conduct appropriate to a Christian marriage ceremony is expected from the bride, groom and wedding party.



## *Greetings in the Name of Jesus!*



**Thank you for getting a good start on your marriage.** Building a good marriage requires that two people work and play and love so that your relationship keeps growing! St. John Lutheran Church stands with you and prays that you may have a fulfilling and happy marriage. A pre-marriage program is required of you as you begin this exciting chapter in your lives. Couples are expected to participate in all parts unless unusual circumstances make this impossible. As your pastor, let us emphasize the importance of participating in all parts of the program.

**First, you are encouraged to participate in a PREPARE evaluation.** PREPARE is an inventory that is designed to help you learn more about yourself, your partner and your relationship. PREPARE is **not** a test, but rather an opportunity for you to identify some of the strengths in you relationship and problematic issues for you to discuss with your partner.

At the time when you take the Prepare survey, you are asked to pay the amount of the survey with your credit card. This fee covers the scoring of the survey.

### **Second, meet with the pastor to evaluate the PREPARE**

results. This is an opportunity to discuss various issues and concerns regarding your relationship. These items may include such things as realistic expectations, communication, conflict resolution, children, family management and others. This usually takes three to four sessions.

These sessions may also be used to plan the wedding ceremony. We will take time to discuss how your wedding can be most meaningful to you.

Please schedule so that these sessions to be finished approximately two weeks prior to the wedding.

### **Meet with the St. John Wedding Coordinator.**

This is only required for couples who are not members at St. John

## Meet with an Organist from St. John.

Our organists can be tremendously helpful to you in planning your wedding. It is recommended and preferred that all music for a wedding be performed live. The church musicians will be able to assist you in your selection of music. They may also provide you with resources for musicians, instrumentalists and/or vocalists.



A wedding is first and foremost a worship service. Therefore Christ ought to be the focus. Select music and hymns which are celebratory and worshipful. The music ought to lift up Christ as the center of the wedding and marriage. Please allow the pastor, wedding coordinator and/or organist the right to affirm your musical selections, and if need be, to suggest alternatives. The music and text must be selected with the underlying thought of glorifying God and must be suitable for a Christian church service. The use

of secular texts and music should be reserved for the reception. **The pastor is responsible to make the final determination on all music.**

One of St. John's musicians will be the principal musician at all weddings held at the church. They should be consulted at least three months prior to your wedding for the purpose of scheduling and beginning the selection process. Guest musicians are welcome and encouraged to be involved in the service. Guest musicians must be approved by the pastor.

## Schedule a Wedding Rehearsal

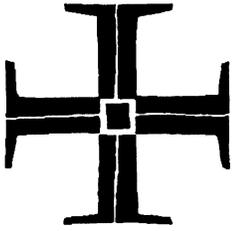
The wedding rehearsal will be scheduled by the bride and groom and is usually scheduled for the day or evening prior to the wedding as the pastor's and musician's schedule permits. It is expected that all members of the wedding party be present at the rehearsal and on time.

The bride, groom, maid/matron of honor, attendants, flower girl, ring bearer, ushers, and parents should be present at the rehearsal. The duties and responsibilities of each member of the wedding party will be carefully explained during the rehearsal.

The bride should bring the following items, if applicable, to the wedding rehearsal:

- ❖ Marriage License
- ❖ Unity Candle and two tapers
- ❖ Basket for flower girl
- ❖ Pillow for ring bearer.

The rehearsal is not the time for practicing music. The wedding party may find it convenient for musicians to rehearse just prior to the rehearsal. You may also find it timely to decorate and prepare dressing rooms prior to the rehearsal. This is possible and encouraged as the church calendar allows.



## *Scheduling and Planning your Wedding*

### **Selecting a date and time**

The scheduling of a wedding will be at the pastor's discretion and should take place prior to printing invitations.

### **Wedding Date Considerations**

- ❖ Scheduling a wedding over a holiday weekend is discouraged.
- ❖ Schedule at least six (6) months prior to the event, if not sooner.
- ❖ Weddings may not be scheduled during Holy Week and should be avoided during Lent.
- ❖ Weddings may be scheduled during Sunday morning worship at the pastor's discretion.

### **Contacting the Church Office**

By Wednesday, the week of your wedding, call the office and schedule what time you want the doors to be open for decorating, rehearsal and the wedding.

## *Wedding Receptions held at the Church*

Receptions held at the church are to be coordinated with the church staff. Our church does not provide any food. You are responsible for cleanup of the kitchen.

### **Alcohol Policy**

A wedding is a sacred event and as such, the serving or consuming of alcohol is prohibited on the church's premises at the rehearsal, wedding and reception (if at St. John). The pastor will invite any persons who have been drinking to leave the premises (including bride or groom). Violations of this policy will immediately **CONCLUDE** any festivities held on or in the church facility.

### **Smoking Policy**

Smoking is not permitted anywhere in the church.

## *Flowers and Candles*

Flowers and candles, other than the two singles candles already on the altar, are not to be placed on the altar.

### **Flowers**

Only real flowers should be used within the worship space; exceptions to this rule are at the pastor's discretion. Flowers are permitted on flower stands. Flowers may also adorn the candelabra, pew candles, and communion rails. Flowers may not go on the front altar or piano.

Flowers may not be attached using anything that could possibly damage the brass or wood in the church.

## Candles

If you choose to purchase candles for the service, St. John strongly encourages candles with no less than 50% beeswax be used in the church. These candles are better quality, burn cleaner, and drip less.

St. John's candelabra and pew candles are available to the couple.

## Unity Candle

If you wish, you may use a unity candle set during the service. You must provide the unity candle set.

## Aisle Runner

**Use of an aisle runner is allowed but is strongly discouraged.** Aisle runners create a significant tripping hazard for the wedding party and guests. If the couple chooses to use an aisle runner the wedding coordinator and pastor can offer instructions for safer use.

## Fertility Blessing

Throwing rice over the newly married couple is an ancient pagan fertility rite. The belief was that the fertility of the rice would be transferred to the couple. While this rite may still have sentimental value, St. John does not allow the throwing of rice, or confetti over the newly married couple. You may throw birdseed, flower petals or use bubbles.



## *Photography and Videography*

Photography and videos are an important part of the memories created during a wedding. Photographers and videographers are not allowed to do anything that will distract from the worship service.

- ❖ Photographers and videographers are to check in with the pastor upon arriving at the church.
- ❖ No flash photography during the ceremony. (The ceremony begins when the Pastor begins to speak and concludes with the benediction.)
- ❖ Cameras that do not require a flash are acceptable during the ceremony.
- ❖ Proper etiquette by the videographer and photographer should be maintained during the ceremony. Check with the pastor about any questions concerning this topic.
- ❖ Placement of tripods must be approved by the pastor.
- ❖ Photos taken before the ceremony must be completed one half hour before the ceremony begins.

## *Audio*

A Sound Person will be assigned to your wedding service if the sound system is needed. He/she will also be responsible to set up any microphones and assist with any audio needs.

## *Outside Bridal Consultants*

If the services of an outside bridal consultant are being used, the consultant should be informed that the pastor and church wedding coordinator are in charge and will assume direction of the wedding rehearsal and service. If a consultant has any special requests or questions, they should be communicated to the church wedding coordinator prior to the rehearsal.

## *Weddings in a contemporary setting*

### *Outdoor weddings*

Outdoor weddings, either on the church grounds or at another outdoor venue are subject to the same guidelines as indoor ceremonies. If appropriate, the wedding couple is responsible for covering all travel costs for the pastor.

The church's wedding coordinator and musicians may be available for off-premises services.

### *Destination Weddings*

For many reasons, destination wedding have great benefits and are gaining in popularity. If you would like our church pastor to preside over your destination wedding, the wedding couple is responsible for covering all costs (plane tickets, mileage, car rental, lodging, food, etc., for the pastor)

### *Con-Celebrated weddings*

In a community with a strong Roman Catholic and Lutheran presence, con-celebrated services allow for a Lutheran Pastor and Roman Catholic priest to preside over the service together. These services are possible but must be jointly coordinated between the pastor and the priest. The couple will be subject to the wedding guideline of both churches and the couple may be required to do pre-marital work with the pastor and the priest.

## *Holy Communion*

Because a wedding is such an important event in the life of a family, and because so many members of the family are present, wedding ceremonies are ideal opportunities for Christian communities to celebrate Holy Communion. At the request of the bride and groom and at the discretion of the pastor, Holy Communion is encouraged at weddings.

Admission to the sacrament of Holy Communion is by invitation of the Lord, presented through the Church to those who are baptized. Therefore all present who are baptized Christians and communing members of any Christian church will be welcomed to receive the sacrament of Holy Communion.

## *Contact Information*

### **Pastor**

Rev. Jeffrey Gramza

765-524-0328

[revgramza@purpledoorchurch.org](mailto:revgramza@purpledoorchurch.org)

### **Wedding Coordinator**

Cheryl Heindel

419-586-2155

[cherylheindel@gmail.com](mailto:cherylheindel@gmail.com)

### **Organist**

Carl Stuck

419-733-2609

### **Church Receptionist**

Rachel Russell

419-586-2332

[office@purpledoorchurch.org](mailto:office@purpledoorchurch.org)

## *Fees*

We welcome all couples to begin the marriage preparation process at St. John Lutheran Church. Our wedding contributions are divided into two categories. For those members who are active in the life of the congregation with a personal history of support to St. John Lutheran Church—weddings are a part of our ministry to them. To those who are inactive members or guests, we offer fees comparable to other churches within our area.

### **Active Members:**

Church	Honorarium is at the discretion of the couple.
Pastor	Honorarium is at the discretion of the couple.
Kitchen	Honorarium is at the discretion of the couple.
Prepare survey	\$40
Wedding Coordinator	\$75 (payable to Cheryl Heindel)
Organist	\$100 (payable to Carl Stuck; \$125 if accompanying other musicians)
Custodian	\$50 (payable to Mary Meyer)
Soloist	\$50-\$100 (recommended gift depending on amount of music)
Audio Operator	\$50

### **Guests or Inactive members:**

Church	\$250 (payable to St. John Lutheran Church)
Pastor	\$300 (payable to Rev. Jeffery Gramza)
Prepare Survey	\$40
Wedding Coordinator	\$75 (payable to Cheryl Heindel)
Organist	\$100 (payable to Carl Stuck; \$125 if accompanying other musicians)
Custodian	\$50 (payable to Mary Meyer)
Soloist	\$50-\$100 (recommended depending on amount of music)
Audio Operator	\$50

**To secure the wedding date on the church calendar  
a deposit of \$100.00 is required.**

This is payable to “St. John Lutheran Church”  
and will be applied to the Church Use Donation.

## *Scripture Readings*

Scripture readings help put marriage in its appropriate context. Marriage is a part of God's creation. It is a commitment of fidelity and love made between two individuals. In a Christian wedding we make public profession of our union with Christ.

The following are possible readings:

### **Psalms**

33

100

117

127

128

136

150

Canticle 16 (LBW)

### **Old Testament Lessons**

Genesis 1:26-31

Genesis 2:18-24

Ruth 1:16-17

Song of Solomon 2:10-17

Song of Solomon 8:7

Isaiah 60:19-22

Isaiah 63:7-9

### **New Testament Readings**

Romans 12:1-3, 9-13

I Corinthians 12:31-13:13

Galatians 5:22-26

Ephesians 5:21-33

Philippians 1:27-2:5

Philippians 4:4-7 (8-9)

Colossians 2:6-7

Colossians 3:12-17

Hebrews 13:1-6

1 Peter 1:13-16, 22-25

1 Peter 3:8-9

2 Peter 1:3-11

2 Peter 3:11-15a

1 John 2:12-17

1 John 3:18-24

1 John 4:7-12

### **Gospel Readings**

Matthew 19:3-6

Matthew 22:34-40

Mark 10:2-9

John 2:1-10

John 15:9-12

John 17:11, 15-19

## *Music*

A wedding is first and foremost a worship service. Therefore Christ ought to be the focus. Select music and hymns which are celebratory and worshipful. The music ought to lift up Christ as the center of the marriage. Please allow pastor, wedding coordinator and/or organist the right to affirm your musical selections, and if need be, to suggest alternatives.

## *Notes/Questions*

## *Helpful Hints*

- Plan to be ready to go about 2 weeks in advance.
- Have food and water available for the wedding party, prior to the service, on the day of the wedding.
- If appropriate to your wedding party, please advise them that alcohol and smoking are prohibited on the church campus.
- It is often helpful to advise the wedding party regarding your preference for attire at the rehearsal and dinner. Whether you prefer coat and tie or jeans and flip-flops, you are helping them by sharing your preference.
- Schedule a clean-up/transition team to stay after, check for items left behind, straighten up the rooms where the bridal party dresses, and move items (special candles, guest book, floral arrangements, etc.) to the wedding reception. Too often, this forgotten responsible falls on the parents of the bride and groom.

### With Pastor:

- If the pastor's, (and his family's) presence is requested at the rehearsal dinner or wedding reception it is most appropriate to invite him (them).
- If the couple would like the pastor to offer a table blessing at the rehearsal dinner and/or reception, please ask ahead of time.
- The pastor typically wears a white robe for indoor weddings and a suit for outdoor weddings. Please inform him if you prefer otherwise or if you prefer he wear a black robe.

Groom: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_ Baptized (yes/no)

Home Church: \_\_\_\_\_

Bride: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_ Baptized (yes/no)

Home Church: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Pastor: \_\_\_\_\_

Organist: \_\_\_\_\_

Other Musicians: \_\_\_\_\_  
\_\_\_\_\_

Best Man: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring bearer: \_\_\_\_\_

Wedding Party:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Order of Service? Yes/No

Holy Communion? Yes/No

Father Giving Away the Bride? Yes/No

How many rings? \_\_\_\_\_

# Building Use Request

Event or Group Coordinator/contact person: \_\_\_\_\_

Phone Number for Group Coordinator/contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

*Please circle doors used for the event:*

East Fellowship      Education Wing      Family Life Center      Sanctuary Door

Playground      Office      Trophy      West Fellowship Hall

Date/ Time of Event: \_\_\_\_\_

Time Doors Need Opened: \_\_\_\_\_ Time Doors Need Closed: \_\_\_\_\_

Services with Fee (*Facility rental fee should be remitted within ten (10) days of use*):

*Make checks payable to: St. John Lutheran Church, 1100 N. Main Street, Celina, OH 45822*

Kitchen \_\_\_\_\_ Audio \_\_\_\_\_ Janitor Clean-up \_\_\_\_\_ Donation \_\_\_\_\_

Building Use Charge \_\_\_\_\_ Coffee \_\_\_\_\_

Not adhering to the Building Use Contract or the rules and regulations of St. John Lutheran Church may result in removal from the calendar. Please refer back to your Building Use Contract or contact the St. John office for any questions or concerns.

**Please inform the church office if there is a change in schedule or cancellation.**

Any secondary individuals that may be contacted in the event that the Group Coordinator cannot be reached (These people do not have authority to change information on the calendar permanently): \_\_\_\_\_

Additional information or details: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

I/We, \_\_\_\_\_ agree to indemnify and HOLD HARMLESS St. John Lutheran Church and their agents and employees from all liability, claims, demands, or costs, for or arising out of the wedding. Whether it be caused by the negligence of indemnitor or St. John Lutheran Church or either party's agents or employee, or otherwise.

Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

# USE OF OUR FACILITY

## FEE RATES

WHO	FACILITY FEE	KITCHEN FEE	CUSTODIAL FEE	EQUIPMENT CHARGE
Member	No Fee	No Fee	Clean or pay <i>(See fee for custodian below)</i>	No Fee If audio person is required there is a fee <i>(see below)</i>
Private Group Non Members	Fee <i>(See below)</i>	Fee <i>(See below)</i>	Fee <i>(See fee for custodian below)</i>	Fee <i>(If equipment is needed)</i> If audio person is required there is a fee <i>(see below)</i>
Religious Group	No Fee	No Fee	Clean or pay <i>(See fee for custodian below)</i>	Staff Review
Public Health Service Clubs Non-Profit Community Interest Child Welfare Youth Group Y-Groups Recitals	No Fee	Fee <i>(See below)</i>	Fee <i>(See fee for custodian below)</i>	Staff Review
Any Fun Raiser (non-profit)	No Fee	Fee <i>(See below)</i>	Fee <i>(See fee for custodian below)</i>	Staff Review
Any Fund Raiser (profit)	Fee <i>(See below)</i>	Fee <i>(See below)</i>	Fee <i>(See fee for custodian below)</i>	Fee <i>(See below)</i>

## FEES FOR NON MEMBER USE:

	(4 hours or less)	(5 hours or more)
Family Life Center	\$150.00	\$250.00
Fellowship Hall	\$75.00	\$125.00
Parlor	\$50.00	\$50.00
Classrooms (ea.)	\$10.00	\$20.00
Kitchen Areas	\$50.00	\$50.00

## ADDITIONAL FEES:

### Custodial Fees:

\$15.00 per hour is based on facility being used during normal scheduled custodial service.

\$30.00 per hour for non-scheduled time and holiday periods.

In addition to this rate, custodial supply fees at \$10.00 per hour will be added.

### Audio Person:

\$50.00 for operator.

## EQUIPMENT CHARGES/PER USE:

Video Projector	\$25.00 per use
TV & VCR & DVD	\$10.00 per use

# The Church Facilities Policy



St. John Lutheran Church  
1100 N. Main Street-Celina, OH 45822



## GENERAL REGULATIONS

1. Request for application for the use of church premises shall be made with the Church Secretary.
2. Requesting person or group receiving a permit shall be responsible in cases of loss or damage, if any, to the church property, including that belonging to employees. Also, permitted users will assume liability for all personal injuries.
3. Requesting person or group should be eighteen (18) years of age or older.
4. Request for application for use of facilities shall be made at least one (1) month in advance of intended use. Cancellations of already arranged use must be made more than two (2) weeks before the scheduled use or service fees as established shall be charged.
5. Request for application for use will be issued for a specific room(s) of the building and it shall be the responsibility of the user to see that the remainder of the building is not entered or disturbed.
6. Request for application for use of the facilities shall include a complete itinerary of activities and events to take place. It shall also state the hours of use.
7. Request to serve food whether prepared in the church kitchen(s) or catered will require paying the kitchen fees and may require the need for a church representative to be present and have general supervision of the kitchen equipment. The Church Secretary will determine this.
8. The church reserves the right to use the Fellowship Hall in the event of a church funeral dinner. This will always take precedence. The Church Secretary may offer a substitute location.
9. No alcoholic beverages shall be permitted on the church property at any time. There shall be no smoking or tobacco use in the church buildings. There shall be no profanity or language not befitting of a church environment.
10. Any right or privilege granted to a person, group or organization to use any part of the church facility is personal, and shall not be transferred to another person, group or organization.
11. Person requesting use of the facilities shall be present during the time period of use unless otherwise determined by the Church Secretary.
12. Request for use of the church equipment (DVD, VCR, Projector, Sound System, Dumpster, etc.) to be used by non-church groups, special arrangements must be made with the Church Secretary. This may involve arranging for and paying for church operators.
13. The Church Secretary will seek approval of requests from the Church Staff.
14. Only the Pastor(s) and/or Church Staff can make any exceptions to the rules list above.
15. All Wedding Policies are in addition to the Church Facility Policy.
16. Ministries and/or groups that use the building are requested to return the rooms to their original condition and in the best shape possible. The custodian will sweep and clean as needed. Rooms will be set up and a picture will be posted by the light switch. These pictures also give the information for the wifi password and how to use the thermostat.