

DUTIES OF WEDDING CO-ORDINATOR

- When a wedding is scheduled, contact the bride to set up a time to meet with the bride and whoever she wants to be included
- Give the bride your phone number & e-mail address for future contacts
- Find out the time of the wedding
- Find out the time of rehearsal
- Check to see if they have set up a time to meet with pastor for counseling
- Go over our rules and charges

About a month before wedding

- check if they plan to use the unity candle
- check if they want a gift table and where it will be located
- check where they want the guest book
- check to see if they would like to decorate the day of rehearsal, if so what time
- check what time to open the church on their wedding day

Weekend of wedding

- be at the church ½ hour before they plan to decorate to
 - *unlock doors
 - *set up unity candle
 - *set up guest book table
 - *set up gift table
- lock doors after the decorating is finished if it will be too long until the rehearsal
- be at the church ½ hour before rehearsal to open doors
- plan to be at the rehearsal
- turn off all lights and lock all doors after rehearsal
- open doors at agreed upon time on the day of the wedding
- plan to be back at the church 2 hours before the wedding to help with any last-minute questions
- then become timekeeper
 - *make sure pictures are finished 45 minutes before the ceremony
 - *instruct ushers to light any candles that need to be lit
 - *locate grandparents & get them ready to be ushered in
 - *usher in groom's parents
 - *usher in Mother of bride
(instruct mother of groom and mother of the bride to light family candle by unity candle)
 - *line up wedding party

During the wedding

- put together items in the rooms that have been used by the wedding party
- clean up kitchen and fellowship hall

After the wedding

- check to see that all personal items have been picked up, if not place them in a secure place
- clean up after everyone
- turn off all lights
- check to make sure that all doors are locked

Note: Pastor will take care of all counseling, order of wedding service, music for the wedding, etc

DECORATIONS

- we provide plastic hooks for pew decorations – no decorations can be fastened to woodwork or walls in any area of our church building
- the wedding party should use our oil candles in the candelabra
- we have a unity candle holder for your use (or you can purchase your own) but you will need to provide the candles
- floral decorations are the responsibility of the wedding party – only real natural flowers or silk flowers will be allowed in the altar area at St. Paul's.

No plastic, paper or wax flowers.

- Any candles used in the aisle must be enclosed in a glass globe and securely attached to the pew
- seasonal decorations that are in the Sanctuary can be used for your wedding (do not remove seasonal decorations from the sanctuary or altar area)

PICTURES

- no flash pictures in the chancel area during the wedding service
- you can video tape your ceremony. You can have someone in the balcony and have a video camera set up for self-operation by the altar to get a front view of the ceremony. If you are videotaping from the balcony, you must provide your own camera. The recording equipment in the balcony is for St. Paul's use only, please do not disturb
- most couples prefer to have their pictures taken before the wedding ~ if this is done plan to finish 45 minutes before the ceremony is to begin

FOOD

- You can bring snacks and light refreshments for your wedding party during the time of picture taking. We ask that the food and drink be limited to kitchen and fellowship hall. Be sure to remove any unused food or drink following the service. No alcohol is allowed.

DRESSING ROOMS

- The "Gathering Room (old preschool) is a great place to get dressed for your wedding (this room can be divided by a folding door). The bride and her attendants use the side by the bathrooms. The groom and his attendants use the opposite side. No food or drink in this room please. Be sure to assign someone to remove all clothing and personal items from the room following the ceremony

MISCELLANEOUS ITEMS

- No dishes or equipment are to be removed from the church or kitchen
- No alcoholic beverages are allowed to be served or consumed on the church premises
- Our facility is smoke free
- Throwing birdseed, confetti or rice are not allowed by Minnesota law
- St. Paul's is not responsible for any lost or stolen items
- Parties using the church are responsible for all damage that is incurred
- Be sure someone is assigned to pick up gifts, clothing, decorations, food, personal items, and flowers (unless you are leaving them for church use). All items must be removed from the church following the ceremony unless other arrangements are made with the wedding coordinator.

WEDDING FEES

Note: these fees have been approved by the church council of St. Paul's Lutheran Church

Use of the sanctuary	<u>member</u>	\$100.00	facility rent
	<u>non-member</u>	\$500.00	facility rent
		\$ 50.00	janitorial fee
		\$100.00	security deposit

*Security deposit will be refunded after the wedding if the church is clean and undamaged.

Note: This fee is due when reserving your date

Make your check payable to St. Paul's Lutheran Church

500 6th Ave SW

Perham, Mn 56573

If the wedding is cancelled at least 30 days prior to the reserved date, member \$150.00 and nonmember \$550.00 will be refunded.

Pastor will spend additional time to help prepare you for your wedding (counseling, rehearsal, ceremony). Because of this **a pastoral fee of \$100.00**

is to be paid to him at the time of your final counseling session. Please make this payable to Andrew Ratcliffe

If these fees are not paid there will be the possibility that your wedding will not take place

Wedding coordinator fee is **\$100.00**
This fee is to be paid at the time of rehearsal

Organist & Soloist fees should be agreed upon when you ask for their services for your wedding

WEDDING FORM and CHECK LIST

Bride's name: _____ phone _____

e-mail _____

Groom's name: _____ phone _____

e-mail _____

Date of wedding _____ time _____

Rehearsal date _____ time _____

Unity candle yes _____ no _____

Gift table yes _____ no _____

Guest book table yes _____ no _____

Aisle runner yes _____ no _____ (our aisle is 68' long)

Use pew hooks yes _____ no _____

Aisle candles yes _____ no _____

Use CD player yes _____ no _____

Use microphone yes _____ no _____

Use organ yes _____ no _____

Use piano yes _____ no _____

Notes:

* if using aisle runner be sure to remove before ushering out