

**WEDDING POLICIES AND PROCEDURES**  
**Our Saviour's Lutheran Church**  
**Williamsburg, Virginia 23188**

We are pleased that you have chosen our church for your wedding, and we want to make your wedding a joyful, Christian experience. Your wedding is, and should be, one of the happiest moments of your life. Our Saviour's Lutheran Church (OSLC) rejoices with you. It is our desire to make every phase of your wedding one that you will remember with joy. A church wedding is a service of worship, where two people pledge their faith to each other and enter into a covenant with God. The wedding ceremony affirms this covenant with reverence and faith.

The following policies will help make your wedding memorable. We encourage you to become familiar with these policies and to share them with your wedding party, florist, caterer, photographers, and musicians.

These policies may be altered or waived with consent and permission of the pastor and organist.

**1. Scheduling and Cancellation**

- a. To reserve the church for the rehearsal and wedding ceremony and/or to reserve the Parish Hall for the reception, you must submit the Wedding Information Form well in advance of the wedding date (see [www.oslcnorge.org](http://www.oslcnorge.org)) or contact the Church Office at 757.564.3745 (Monday through Thursday, 9 a.m. to 2 p.m.)
- b. Half of all fees for use of the building must be paid when the church is reserved (payable Our Saviour's Lutheran Church); the remaining portion is due in the church office one month before the wedding.
- c. If the reservation is canceled less than three months prior to the wedding, the church will retain \$100 of the fees.

**2. Counseling with Pastor**

- a. The presiding minister will determine the nature and the number of counseling sessions to be held before and/or after the wedding. It is the responsibility of the bride and groom to schedule these meetings with the pastor.

**3. Music and Organist**

- a. A marriage service held at the Our Saviour's Lutheran Church is different from a civil ceremony. A church wedding is a service of worship and the music should reflect the

dignity of the moment. The bride and groom should contact the Minister of Music at least three months prior to the date. Should another organist be selected, he or she must be approved by the Minister of Music, and must approve all guest musicians, music and procedures, in consultation with the pastor.

#### **4. License**

- a. The marriage license must be in the church office one week prior to the wedding.

#### **5. Rehearsal**

- a. One hour is scheduled for the wedding rehearsal. Please ask all participants to arrive 15 minutes early to ensure that the rehearsal begins on time.

#### **6. Facilities**

- a. The facility is available for the wedding party two hours before the wedding.
- b. A Bride's Room will be assigned in the Parish Hall and a Groom's Room will be assigned in the church's basement. These rooms should be cleared of any personal belongings immediately following the service.

#### **7. Nursery**

- a. We are unable to provide nursery care for weddings. You may, however, use our nursery facility and your own nursery personnel. Please make sure the nursery is in order before you leave.
- b. Please notify the Wedding Director if you plan to use the nursery. OSLC seeks to provide a safe environment for children and youth. The provisions OSLC's current Child Safety Policies and Procedures must be adhered to for any use where children and youth are involved. This document is found on our web site <http://www.oslcnorge.org>.

#### **8. Decoration**

- a. Avoid using tape, nails, tacks or staples to attach decorations to the walls, wood-work, furniture or floors.
- b. Avoid using an aisle runner because it is a trip hazard.
- c. Flower petals may be used in the church. Bird seed, flower petals, and bubbles may be used outside in front of the church.

## **9. Photography**

- a. We ask that these guidelines be observed to preserve the sacredness of the worship service:
  - i. Avoid using flash photography. It is the responsibility of the photographer to replace furniture moved in rooms used for pictures. After the ceremony, pictures must be completed within 30 minutes after the ceremony.
  - ii. During the wedding, the photographer is to remain as unobtrusive as possible.
  - iii. At the discretion of the presiding pastor, one video camcorder may be permitted. If a camcorder is used, its location is to remain stationary during the ceremony.

## **10. Other Policies**

- a. All cell phones and pagers must be turned off or in silent mode during the wedding.
- b. OSLC facilities and property are smoke-free. Consumption of alcohol is not permitted on the premises, except that beer and wine may be permitted at the reception, if approved in advance by the OSLC's Church Council.
- c. OSLC will not be liable for personal items lost, stolen or damaged during the wedding and reception.
- d. The bride and groom will be responsible for paying for the repair of any damage done to the church during the rehearsal, wedding, or reception.
- e. User must contact the ABC Board and have them determine if an ABC license is needed. Provide a determination letter from the ABC Board to the Hall Committee.

## **11. Catering the Reception**

- a. If your reception is held in the Parish Hall, your caterer must have a certificate of liability insurance and must contact the church for the necessary information and a copy the OSLC's Kitchen Use and Sanitation Guidelines.
- b. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster near entrance to the parking lot.
- c. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Virginia Department of Agriculture Rules and with the OSLC's Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen. All food waste must be double bagged.
- d. Refrigeration and Freezer space is limited.
- e. Following the reception, the kitchen and Parish Hall must be cleaned.

## 12. Wedding Fees

- a. Our Saviour's Lutheran Church requires that 50% of the wedding fees be paid when reserving the church. The remaining portion is due in the church office one month prior to the wedding. Fees for the musician, Wedding Director, Sexton should be paid directly to those involved prior to the wedding.
- b. Costs for the professional services offered in counseling, music, and officiating at the wedding are the responsibility of the bride and groom.
- c. Rates for the Minister of Music have been established in accordance with the guidelines set by the American Guild of Organists:
  - i. Wedding/Consultation: \$200.00
  - ii. Rehearsal with Wedding Party (not required): \$ 85.00
  - iii. Rehearsal with another musician (per rehearsal): \$ 85.00
  - iv. All fees are payable to the Minister of Music (check should be made payable to Gigi Paddock) one month before the wedding.
- d. Soloist fees should be negotiated with each soloist.

## 13. Pastor: Any pastoral participation (other than OSLC pastor) in a wedding ceremony will be with the consent and coordination of the OSLC's Pastor.

- a. In addition to the fees set forth below, a fully refundable \$100 damage fee is required for all weddings.

## 14. Active Members

Members who, by their regular offerings, support the ministry of OSLC are not charged for the use of the facilities of the Church or Parish Hall.

Members are responsible for the cleaning of the sanctuary and the services of the Wedding Director (payable to the Wedding Director).

## 15. Fees

### a. Non-member

i.	Non-Member Wedding	\$500.00
ii.	Non-Member Parish Hall	\$500.00
iii.	Non-Member Use of Kitchen	\$500.00
iv.	Pastor - Wedding	\$250.00
v.	Pre-Marital Counseling	\$ 35.00
vi.	Organist - Wedding and Consultation	\$200.00
vii.	Organist - Wedding Rehearsal	\$ 85.00
viii.	Organist- Rehearsal with another musician	\$ 85.00
ix.	Cleaning fee	\$100.00 per building

**b. Members**

- i. Church - no fee
- ii. Parish Hall -no fee
- iii. Kitchen - no fee
- iv. Pastor - no fee
- v. Pre-marital counseling - no fee
- vi. Organist - Wedding and Consultation-no fee
- vii. Organist - Wedding Rehearsal-no fee
- viii. Organist - Rehearsal with another Musician-no fee
- ix. Cleaning fee \$100.00 per building