

## **Wedding Policy of St. Andrew's Lutheran Church**

1015 Lancaster Lane • Lincoln, NE 68505 • 402.483.1692

We are happy that you are considering St. Andrew's Lutheran Church for your wedding. Anyone may be married at St. Andrew's. St. Andrew's pastor is available to officiate. Other officiants are welcome, with the approval of St. Andrew's pastor.

### **Dates and Arrangements**

- All weddings to be scheduled at St. Andrew's must be approved by the pastor prior to a deposit being made.
- Three months notice is required for all weddings at St. Andrew's.
- To reserve a date for your wedding, we request a deposit of \$150 (if by check, made out to "St. Andrew's Lutheran Church"). The deposit will be held and returned at the rehearsal (members), or the deposit will be applied toward the donation to use the building (non-members). If the wedding is canceled or moved to another location, notify St. Andrew's immediately and the reservation fee (\$150) will be reimbursed or returned.
- Weddings may be scheduled for any day of the week. Please consult with the pastor before setting a date. St. Andrew's is not available for weddings on major holidays such as New Year's Eve or Day, Holy Week, Easter, Fourth of July, Thanksgiving Eve or Day, or Christmas Eve or Day.
- The wedding party is responsible for any damage to the church property while they are using the facility.
- If the pastor at St. Andrew's is requested to officiate, premarital counseling is required. Three meetings are necessary: two for counseling and one to plan the ceremony itself. The purpose of these meetings is to prepare the couple for their married life together. If you live away from Lincoln, premarital counseling may be completed electronically (i.e. Zoom, Facetime, or the like), or arranged with a local pastor or professional counselor.

### **Service and Decorum**

- **Smoking and alcoholic beverages are not allowed anywhere on the church property (this includes the church parking lots).** If any members of the wedding party are impaired by any substance prior to the wedding day ceremony, the wedding will be canceled.
- St. Andrew's is not responsible for articles or items left at the church by the wedding party or guests for any reason.
- Please arrange for someone to be responsible for seeing that flowers, pew arrangements and personal items are removed from the sanctuary following the ceremony.
- Rice, bird seed, and/or confetti create problems both inside and outside the church. These items are not to be distributed to guests. Balloons are also discouraged because they harm the birds. Bubbles or bells are preferred.

- The Wedding Service is not long. Even the longest form of the service usually requires less than forty minutes. Compared to your months of preparation, the wedding itself is a brief period of time dedicated to God, God's Word, and God's blessing.

### **Wedding Coordinator**

St. Andrew's Wedding Coordinator officially represents St. Andrew's Lutheran Church and their service may not be replaced with anyone else. Well in advance of the wedding date, an appointment is made with the coordinator to go over wedding plans. The coordinator helps the wedding party with details of the wedding, ushering, and seating arrangements. They are present at both the rehearsal and wedding.

### **Sound System Coordinator**

St. Andrew's Sound System Operator officially represents St. Andrew's Lutheran Church and their service may not be replaced with anyone else.

### **Music and Musicians**

- St. Andrew's musician(s) are available for the wedding and should be contacted at least three months in advance. All guest musicians must be approved for playing the organ or piano by the pastor and/or The Director of Worship.
- If soloists are used, the wedding couple will make that selection.
- The pastor **must** approve all music choices to be sung or played in the church. The Director of Worship can help with those selections.

### **Decorations and Flowers**

- The church has a pair of seven-branch floor candelabra available for your use. They contain oil candles so you will not need to purchase wax candles.
- Balloons are not permitted in the sanctuary.
- If a Unity Candle is used, it must be placed in a candle holder. One is available from the wedding coordinator.
- Worship furniture is not to be moved in the sanctuary.
- The Altar and piano are not to be concealed with decorations.
- Flowers or decorations cannot be placed on the piano or organ.
- A kneeling bench is available for the service and may be placed in the Chancel area.

## **Photography, Video Taping and Sound System**

- A Wedding Ceremony at St. Andrew's is a time of worship. Flash pictures are not permitted during the service. They may be taken during the processional and recessional from the back one-third of the sanctuary.
- Pictures to be taken in the sanctuary must be completed at least thirty minutes prior to the service so that guests may be seated.
- No photos (flash or otherwise) or video may be taken from the Chancel Area once worship has begun.
- A sound system operator will be available at the rehearsal and wedding to monitor and regulate all microphones.
- Video recording of the service is permitted. Video cameras may be connected to the sound board for better sound quality (see the sound person for assistance). Cameras set to "auto record" may be used in the Chancel Area but cannot be monitored by a person during the service itself. Live streaming is available upon request.
- Please inform the pastor if their presence is requested for pictures before or following the service.

## **The Reception**

- Arrangements may be made for the wedding reception to be held in the Fellowship Hall, for an additional janitorial fee (see p. 4). Receptions may not be held in other areas of the church.
- Note: We recommend simple receptions for our Fellowship Hall, such as wedding cake and coffee or a light meal. Anything more elaborate, such as a catered banquet and/or dance, might be more enjoyable at another location.  
**No alcohol or smoking is permitted on the campus of St. Andrew's.**

## **Rehearsal**

- The rehearsal time is usually planned for the evening prior to the wedding. The time is scheduled with the pastor. All rehearsals will begin promptly at the designated time. The rehearsal takes approximately one hour.
- Solo music will usually not be performed during the walk through of the wedding service. The soloists will need to arrange a time with the accompanist/organist prior to or before or after the rehearsal.
- The Wedding License should be given to the officiant at the rehearsal.

**Honoraria for Wedding Services**

*All donations must be received by the Wedding Coordinator at the rehearsal. Checks are made payable to each of the following as applicable.*

Pastor	\$200
St. Andrew's Organist	\$150
Wedding Coordinator	\$100
Sound System Operator	\$100
Custodian (Wedding)	\$100
Custodian (Reception, if needed)	\$100
Non-Member Building Use	\$300

**Wedding Contacts**

- Rev. Kimberlee A. Osborn, Pastor..... (402) 483-1692
- Marianne McAtee, Wedding Coordinator..... (402) 483-1692
- Mandy West, Worship Director.....(402) 631-3165

**NOTE: ALL EXCEPTIONS TO THIS POLICY ARE TO BE APPROVED BY THE PASTOR AND CHURCH COUNCIL OF ST. ANDREW'S LUTHERAN CHURCH.**