

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 3.25
Subject Contracted Pastors for Weddings
Effective Date 10/8/02
Committee Personnel

Pastoral Acts/Contracted Pastors for Weddings

Once the pastor of St. James Lutheran Church has agreed with a contracted pastor that he/she shall officiate at a wedding on behalf of the pastoral office of St. James, the following will be expected to occur:

The Church Office will:

1. Notify the bridal couple (hereafter referred to as the couple) of the Officiating Pastor's name.
2. Remind the couple to contact the Minister of Music to schedule a meeting with him.
3. Schedule the wedding dates in the wedding book and building book.
4. Send the couple the Wedding Guidelines and the letter regarding the next Pre-Marital Retreat.
5. Provide the contracting pastor with two copies of the wedding information form (one will be returned to the office for the wedding bulletin).
6. Provide the contracting pastor with the Pre-Marital Retreat agenda (if not previously received by this pastor).
7. Send the required letter to the Seminary of College if the wedding will be located there.
8. Notify the Building Supervisor of the times the building needs to be accessible for the rehearsal and wedding.
9. Type and print the wedding bulletin.
10. Record the information from the marriage license in the Parish Register and send in the portion of the license that is returned to the courthouse.

The contracted pastor will:

1. Contact the couple and make arrangements to meet for planning.
2. Notify the office of the date and time for the meeting to reserve space in the building/office for the meeting.
3. Complete the wedding information sheet at the meeting. Submit on copy to the office. Retain one copy for reference for the wedding.
4. Familiarize self with the content of the Pre-Marital Retreat.
5. Conduct one or more pre-marital counseling sessions (according to own style and preference).
6. If the wedding will take place at the Seminary or College, make sure the office is aware of the location.
7. (If St. James has a Wedding Coordinator, contact coordinator with the information regarding the wedding).
8. Notify the office of the specific times the building needs to be accessible for the rehearsal and wedding.
9. For a wedding service including Eucharist, instruct the couple to designate someone to bake or obtain the bread for their wedding and to bring the bread to the rehearsal.
10. Remind the couple to contact the Administrative Assistant regarding the wedding bulletin at least one month in advance of the wedding.

11. Conduct the rehearsal. Make arrangements with the office for lighting and the sound system for the rehearsal.
12. Obtain the license from the couple at the rehearsal.
13. Conduct the service of marriage.
14. Complete the license and put it in the outbox on Office Manager's door. She will mail the license.

The congregation will compensate non-salaried pastors \$150 for their services related to a wedding (decreased by any amount which may have been already received as an honorarium).