



# ST. JAMES LUTHERAN CHURCH

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*“We respond to God’s abundant grace by being hearers, proclaimers and doers of the Word.”*

## Wedding Guidelines

A wedding is the occasion for a service of worship and praise in which you, the couple, declare your love and commitment to each other before God and the congregation, and receive assurance of God’s blessing and support. The service affirms that marriage goes beyond intimacy and companionship; it is a place for you to live out your baptismal calling to glorify God and love your neighbor, and to learn what mutual, faithful love entails. The congregation bears witness to your exchange of promises, pledges its support and rejoices with you. When communion is celebrated as part of the marriage service all baptized Christians present are invited to commune.

1. A pastor of St. James normally officiates at all weddings in the church. A couple desiring another minister to participate in the service should make this known to a pastor of St. James. Church practices permitting, an invitation shall be extended to the other minister. Lay persons, especially members of the family of the bride or groom, are welcome to participate in the service by reading lessons, offering prayers or serving as assisting ministers.
2. All members of the congregation are entitled to use the church building for a marriage. Non-members may use the building as it is available. Determination of church membership (those who are currently active members of St. James Evangelical Lutheran Church) is defined by the church’s governing documents. Membership status may be determined by contacting the church office. It is not a requirement to be a member of St. James in order to be married within the church.
3. It is wise to make your wedding plans as early as possible since the dates of your wedding and rehearsal need to be cleared and reserved with the church office, the officiating Pastor, and the Minister of Music. The following times are not available for scheduling:
  - Saturdays from 3:00-7:00pm, as Saturday evening worship is taking place
  - Sundays, except when the wedding is part of a regularly scheduled worship service
  - Flea Market days
  - Holy Week (the week prior to Easter), including the Saturday before Easter
  - The second Saturday of December
  - Christmas Eve
  - Christmas Day

4. Rehearsal is usually held the day prior to the wedding. All members of the wedding party must be present and on time for the rehearsal. The marriage license should be given to the pastor at the rehearsal.
5. Premarital preparation is required. These sessions include getting to know you as a couple, discussing strength and growth areas in your relationship, and planning the worship service.
6. Once you have reserved your wedding date with the church office and have scheduled an appointment with the officiating pastor, contact Timothy Braband, Minister of Music, (334-2012 ext. 209) to schedule a meeting time with him. He serves as organist for weddings at St. James and is a most valuable resource for planning service music. If Mr. Braband is unable to play for a wedding, he will provide a list of possible substitutes.
7. It is recommended to use our Wedding Hostess to help facilitate and organize your wedding day so that you may enjoy the day, and not be worried with details. If you choose to utilize our Wedding Hostess, she will be in touch with you after you schedule your wedding.
8. The Building Superintendent or Assistant Sexton will be on duty during your wedding and will be glad to assist you. He/she will unlock the building on the day of the wedding, prior to the service. Please keep in mind that you are responsible for any decorations and cleanup of the dressing rooms, decorations, etc. after the marriage service and or reception.
9. The dining room of the church building is available for receptions when the church schedule permits, and accommodates 225-250 people. The dining room must be reserved with the church office. There are no church groups available to serve at receptions, but outside catering is permitted.
10. Parking is available in our church parking lot. On Saturdays, please make sure that the parking lot is cleared by 4:00 p.m. to make room for the worshipers who are attending the Saturday worship service. If you wish to have reserved spaces on York and/or Stratton Streets, you may arrange this with the Gettysburg Borough which is located on East High Street. (You must go to the Borough Office in person to fill out paperwork and to pay for these meters ahead of time.)
11. Rooms are available if you wish to dress at the church. The bride's party may dress in Room 201, which includes a restroom. The groom's party may dress in Room 204.
12. The church office will print wedding bulletins if you provide the bulletin covers. (These can be purchased or ordered at most Christian bookstores in the area.) Please keep the back of the bulletins blank, so that the names of the wedding party may be printed there. You will need to provide the names of participants, covers, etc., one month before the wedding and make arrangements to proofread the bulletin prior to the wedding. The pastor will then bring your bulletins to the wedding rehearsal, unless you make other arrangements.

We do have some prohibitions: No throwing of rice or birdseed and the like; No flash pictures may be taken during the service as they detract from worship; likewise during the marriage service, the photographer and/or videographer should shoot from a fixed position in the back or side aisles only. Neither smoking nor consumption of alcoholic beverages is permitted in the church or building anywhere. If you wish to smoke outside, please use the covered Stratton Street porch where an ashtray has been provided.

## Wedding Reservation Form for Members of St. James

A marriage service is a special occasion that requires some members of the church staff to serve beyond their normal duties. Please be informed by the following fee schedule:

Indicate what you will need from the church and staff of St. James Lutheran Church

	Church Building Usage	None
	Pastor	None
	Prepare-Enrich Relationship Survey Scoring Fee	\$35 <i>(if applicable)</i>
	Organist	None
	Building Superintendent	\$200
	Additional Sexton (if using Dining Room)	\$50
	Wedding Hostess	\$150
	Wedding Bulletin Printing	None

Total            \$ \_\_\_\_\_

Although it is not a requirement, you may choose to provide an honorarium for the pastor and organist. The size and expense of the wedding may serve as a guide. The bride and groom together, may also make an offering to the church.

When you reserve your wedding date at St. James Lutheran Church, the church office manager will be in touch with you regarding fees and payment. It is required that half of the payment is received within two weeks of reserving the date. The final half of the payment must be received two weeks prior to the wedding date. Checks should be made payable to "St. James Lutheran Church."

If your payment is not received by this fee schedule, the church will be considered available to other parties.

**If your plans should change and the reserved date is no longer needed, please notify the church office as soon as possible so that the church can be made available for other uses.**

Bride's Name: \_\_\_\_\_

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

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

Groom's Name: \_\_\_\_\_

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

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

**Reserved Wedding Date:** \_\_\_\_\_

## Wedding Reservation Form for Non-Members of St. James

A marriage service is a special occasion that requires some members of the church staff to serve beyond their normal duties. Please be informed by the following fee schedule:

Indicate what you will need from the church and staff of St. James Lutheran Church

	Church Building Usage	\$200
	Pastor	\$150
	Prepare-Enrich Relationship Scoring Fee	\$35 <i>(if applicable)</i>
	Organist	\$100
	Building Superintendent	\$200
	Additional Sexton (if using Dining Room)	\$50
	Wedding Hostess	\$150
	Wedding Bulletin Printing	\$50

Total            \$\_\_\_\_\_

When you reserve your wedding date at St. James Lutheran Church, the church office manager will be in touch with you regarding fees and payment. It is required that half of the payment is received within two weeks of reserving the date. The final half of the payment must be received two weeks prior to the wedding date. Checks should be made payable to “St. James Lutheran Church.”

If your payment is not received by this fee schedule, the church will be considered available to other parties.

**If your plans should change and the reserved date is no longer needed, please notify the church office as soon as possible so that the church can be made available for other uses.**

Bride’s Name: \_\_\_\_\_

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

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

Groom’s Name: \_\_\_\_\_

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

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

**Reserved Wedding Date:** \_\_\_\_\_