

# **Kimball Memorial Lutheran Church Wedding Policy**

## **WEDDING POLICY**

The Evangelical Lutheran Church looks on marriage as a special relationship between a couple who desire to love and nurture one another spiritually emotionally and physically. This is not something to be taken lightly, but is to be entered into after a great deal of prayer, thought and careful consideration.

The Marriage Service is a service of worship. Primary aims of a Christian Wedding are to praise God for His good gifts (life, health, strength, sexuality, the family), to lift up the steadfast love of Christ for His Church as the foundation and model for love and commitment in marriage, and to invoke God's presence and blessing on the new union.

We are glad that you have considered this congregation as a place to begin your marriage journey. To assist you in making your final decision, we have prepared this wedding policy adopted by our Congregation Council. These statements are made in order to insure that the couple's religious outlook on the service is consistent with that of the Church and that you would understand that Kimball Memorial wants to do everything possible to help your marriage grow in grace and love.

## **POLICY STATEMENT**

1. Except in special circumstances, at least one party of the couple entering marriage must be an active baptized member of Kimball Memorial Lutheran Church, part of a member family, or active and proceeding toward membership. An active member is here defined as one who worships and communes on a regular basis. As an important part of preparation for marriage, a couple is encouraged to be worshipping regularly, especially during the counseling time.
2. The Kimball Memorial pastor(s) should be contacted as early as possible prior to the proposed marriage date. Reservation of the Sanctuary or Chapel, Fellowship Hall or Activity Center will be made via submission of a Facility Use Request to the Church Office, after consultation with the pastor.
3. Preparation for marriage is absolutely essential. Three (and more if requested) preparation sessions need to be contracted with a Kimball Memorial pastor at least three months prior to the marriage date. These sessions include planning the wedding service as well as conversations regarding faith and marriage expectations.
4. Since the wedding is a service of worship, only sacred music may be used. The pastor and/or the church organist/pianist will be glad to provide help in selecting appropriate music.
5. When an organist/pianist, other than the organist/pianist of the church, is invited to play for a wedding, the invitation must first be approved by the Director of Worship and Music and/or Kimball Memorial pastor(s).

6. Kimball's A/V system may only be operated by a member of Kimball AV team. If these services are desired, Kimball will arrange for an A/V operator for the rehearsal and wedding, and an A/V operator fee will be required in advance of the wedding.
7. The wedding rehearsal must begin promptly at the time which has been set. Those whose services are needed may have other engagements.
8. The Marriage Service from the Evangelical Lutheran Worship is to be used at weddings at Kimball Memorial Lutheran Church.
9. The use of any flash cameras during the Marriage Service is prohibited. Photographs by the time exposure may be made from the rear of the church or the balcony. Flash photos can be made after the wedding service.
10. Video cameras can be used during the service but only where approved by the pastor. Lights cannot be used during the service.
11. Flowers may not be placed on the altar itself. No silk or artificial flowers may be used.
12. The chancel altar, pulpit and lectern, baptismal font and paraments may not be moved or changed.
13. Holy Communion, if celebrated during the service, must be open to all Christians, not just the bridal couple or party.
14. The couple is responsible for cleaning up the facility and surrounding grounds after the service and/or reception. A cleaning fee will be required for all weddings to be held at Kimball Memorial. This fee will be required in advance of the wedding. For this fee, the custodians will come after the wedding has concluded and clean the building making sure it is in proper order for the next function/s. Wedding parties will still need to be neat and mindful of the condition of the building. Each wedding party will secure its own caterer, and will make arrangements for all service. Some items (punch bowl, tablecloths, etc.) which belong to the church are available for use. Following the service and/or reception, all lights are to be turned off and all doors locked.
15. The Fellowship Hall/Commons and Activity Center are part of the church building. Receptions held here are to be conducted in a Christian atmosphere and all elements of those receptions (music, refreshments, etc.) must be approved by the pastor. No alcoholic beverages may be served on the church premises.
16. The pastor reserves the right to use pastoral discretion in unusual circumstances or to refer the matter to Kimball Memorial's Council for guidance. The pastor further reserves the right not to marry those who demonstrate immaturity, insincerity toward marriage or the Christian faith, and/or lack of preparation for marriage.

**Fees and suggested honorariums for wedding services are:**

	MEMBERS (at least one party of the couple)
Use of Sanctuary	No Charge
Use of Chapel	No Charge
Commons/Fellowship Hall	No Charge
Activity Center	No Charge
Pre-Marriage Inventory Report	\$ 25.00
Bulletins (copies)	\$ 10.00 per 100
Organist	\$150.00
A/V operator	\$100.00
Custodian (cleaning fee)	\$100.00
Pastoral Services	At couple's discretion
<i>Refundable Deposit</i>	<i>No charge</i>

Please let us know if there is anything further we may do to help you in your important wedding preparations. We look forward to being of service to you in this important occasion in your life.

Congregational Council  
Kimball Memorial Evangelical Lutheran Church  
(approved 11/1988; revised 01/2015)