



St Paul's Lutheran Church

3108 Sterrettania Rd, Erie, PA 16506-2658 | 814.833.1761 | www.stpaulserie.org

Wedding Policy

Congratulations on your upcoming wedding. We are so excited you have chosen to have this sacred day at St. Paul's Lutheran Church. We look forward to the opportunity of assisting you in the planning of your wedding.

Marriage is a gift from God, intended for the joy and mutual strength of those who enter it. Jesus affirmed the covenant of marriage and revealed God's own self-giving love on the cross. The Holy Spirit helps those who are united in marriage to be living signs of God's grace, love and faithfulness.

Marriage is also a human estate, with vows publically witnessed. The church, in worship, surrounds these promises with the gathering of God's people, the witnesses of the word of God and prayers of blessing. Therefore, all that is said and done during the wedding worship services is to the glory of God.

We are so excited to share that with you at St. Paul's! This booklet is designed to assist you in making arrangements for your wedding worship service. It is our intent that your wedding be a meaningful, inspiring ceremony, blessed by God, for you and your guests.

Fees:

Facility for Non-members	\$150
Facility for Members	Free-will donation
Director of Music Ministries	\$135
Other musicians (e.g. soloist)	Negotiated with Director of Music
Wedding Coordinator	\$50
Post-Cleaning	\$50
Bulletins	\$25/100

Steps to planning your wedding worship service:

1. Contact the Director of Administration for availability of the facility and pastor (814-833-1761 or office@stpaulserie.org). Contact the Director of Music Ministries (814-833-1761 or musicdirector@stpaulserie.org).
 - a. The called pastor will officiate the wedding. If you would like another pastor to assist, please talk with the pastor at St. Paul's. It is their discretion to do this. If using someone other than the Director of Music Ministries, please let us know.
 - b. As a wedding is a worship service, appropriate music that praises God and the gift of marriage is an expectation. Selection, arrangement, and rehearsal of all music and musicians are coordinated by the Director of Music Ministries. If you would like to have a different person doing the music for the service, please let us know as soon as possible.
 - c. Please do not plan a wedding worship service during Lent, Holy Week, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day or New Year's Day.



2. Schedule three, 2 hour pre-marital counseling sessions with the pastor at 814-833-1761, ext. 103 or pastor@stpaulserie.org.
 - a. *Getting Acquainted:* During your first session, couples will talk with the pastor about their relationship; how they met, how they have dealt with conflict, how they communicate, etc. Couples will be given a code to take with them to use for the Prepare/Enrich Inventory. The cost of the inventory is \$30 and will be paid by the couple at the start of taking the inventory.
 - b. *Discussing the Prepare/Enrich Inventory:* Couple and pastor will go over the results of the inventory identifying strengths and areas of growth in the relationship. Couples will complete some of the identified exercises in the curriculum.
 - c. *Planning the Wedding Worship Service;* Couples will plan their service and discuss their family dynamics.

Things to consider while planning your wedding worship service:

1. St. Paul's can seat 250 people in the sanctuary.
2. Do you want bulletins made by the church or would you like to make your own programs?
3. How do you want to enter the church in the processional?
4. Which scriptures do you wish read?
5. Who should read the scriptures?
6. Do you want the congregation to sing one or more hymns?
7. Do you want to write your own vows or have them prewritten?
8. Do you want to use a unity candle? Do you want music while you light the candle or do you want a suggested explanation of its symbolism?
9. Do you want to present a rose or flowers to your parents?
10. Do you want to celebrate Holy Communion?
11. Do you want everyone to partake in the meal or just the wedding party?
12. Would you like a receiving line?

Rehearsal

A rehearsal is strongly suggested for all weddings. It is usually done the day before the wedding date. All participants in the wedding are expected to attend the rehearsal. Please be ON TIME. The pastor will conduct the rehearsal, including specific instructions for all participants in the service. **All fees (e.g. Wedding Coordinator, facility, musicians, cleaning, bulletins) and the marriage license are due at the rehearsal.**

Pennsylvania Marriage License

The clerk of the Orphan's Court issues the marriage license. There is a three-day period of waiting between the application and the granting of the license. The license is good for 60 days. Bring your Marriage License to the officiating pastor the night of the rehearsal. It is the pastor's responsibility to fill out the lower portion of the license and return it to the Probate Court.



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Bulletins

Bulletins which list the participants and the order of service are available for a fee. The Wedding Coordinator may suggest bulletin covers that are available. Other choices are to be approved by the Wedding Coordinator. After a selection is made and necessary information is provided, the church office may prepare the bulletins. In order to do so, all information must be provided to the Wedding Coordinator no later than two weeks prior to the wedding worship service.

Flowers

St Paul's is not responsible for flower arrangements. Typically, one arrangement is placed on the stand below the main cross behind the altar.

Throwing Rice, Bird Seed, Etc.

The throwing rice, bird seed, confetti, confetti canons are not permitted inside the building. Items may be thrown outside the building but rice is not good for birds and balloons are not good for the environment. St. Paul's suggests bird seed, flower petals, or bubbles.



Photographers

Non-flash photographs are permitted; photographers must be discrete and not interrupt the worship service. Video may be taken during the service keeping in mind that it is a worshipful time.

Decorations

The paraments (colored altar cloths) of the church season will be used and they *will not be changed for a wedding*. The colors and seasons are: Blue-Advent (Nov.-Dec.), Purple- Lent (Feb-April), Green-Ordinary Time (May-Nov), White- Christmas, Epiphany, All Saint's Sunday and Easter, Red-Pentecost Sunday and Reformation Sunday. *Please note that dates change so check to make sure of the color*. Decorative bows or ribbon may be used on the pews *provided that no tacks, pins, staples or tape are used that could mark or mar the finish*. Please leave the facility the way you found it.

Pennsylvania Marriage License

Rehearsal

Typically, a rehearsal of the wedding worship service is conducted prior to the wedding day. This rehearsal is led by the pastor. All fees (e.g. facility, organist, Wedding Coordinator, cleaning and bulletins) are due at the time of the rehearsal and given to the pastor along with the marriage license.

Preparation Rooms

Rooms are available for members of the bridal party who wish to dress and prepare at St Paul's.

Cleaning of Facility

In order to prepare the facility for other worship services, a cleaning crew will arrive after the wedding worship service. Please note that due to the difficulty involved in cleaning, no rice, bird seed or confetti is to be thrown.

A Reception

The Fellowship Hall is available for receptions. The use of this space falls under a separate facility policy.

Fee Schedule

Facility for Non-members (Non-smoking and No alcohol) \$300.00

Director of Music Ministries (Only) \$135.00

Director of Music Ministries working with other musicians (e.g. soloist) \$160.00

Wedding Coordinator \$50.00

Post-Cleaning \$50.00

Bulletins \$25.00/100

For more information, please contact our Wedding Coordinator, Nancy Price at (814) 460-7642 extension 346 or Weddings@stpaulserie.org.