

Wedding Guidelines

St. John's Lutheran Church

3517 Jeffco Boulevard

Arnold, Missouri

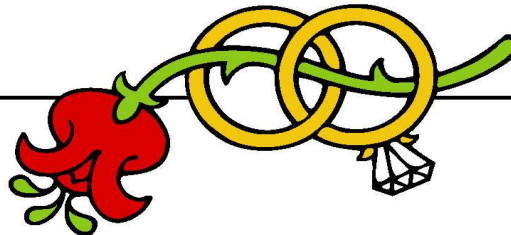
636.464.0096

Rev. Dr. Jack Miller, Senior Pastor

Mr. Burnell L. Hackman, Director of Music Ministry

Mrs. Sharon Brazzil, Wedding Coordinator

Mrs. Linda McDermott, Church Secretary



St. John's is a popular site for weddings. We get a variety of requests for weddings from persons unrelated to the congregation. Our policy is that member families get first preference but that nonmembers may be married here if the schedule permits. There is a "use fee" which covers all of the normal expenses for use of the building, Pastor's preparation time, Organist, rehearsal time, Sexton, and candle expenses. Use of a soloist or other musicians involve an additional fee.

The Wedding Ceremony is the spiritual union of two persons who vow, before God, their friends and family, to faithfully love and cherish one another. The wedding is a worship experience in which the couple seals a covenant modeled after the covenant between Christ and His church. Every wedding shall respect scriptural principles, the customs and policies of St. John's congregation and the Lutheran Church - Missouri Synod. While wedding ceremonies performed by clergy are legally binding, the primary role of the clergy is to conduct sacred worship in which a couple is joined in the eyes of God.

Pre-Marriage Counseling

As part of the marriage process, St. John's requires each couple to complete pre-marriage counseling provided by Justin Hanneman prior to the wedding. This counseling includes one seminar style session with other couples and two personal counseling sessions. Call Mr. Hanneman to make arrangements and follow their instructions which will be mailed to you. Telephone 314.954.0661.

General Information

The Facility: Weddings can be conducted in either the Sanctuary, which comfortably seats 600 guests or historic Founder's Hall which comfortably seats 150. The facility will normally be unlocked one-half hour before the start of rehearsal and 2 hours before the ceremony. If additional time is needed please contact the wedding coordinator. Please notify your photographer and florist of the times the facility is open. St. John's conducts a worship service at 5:00 pm Saturday. Saturday weddings must start by 2:00 pm or after 7:00 pm. (Saturday afternoon weddings must be over and wedding party out of the church by 4:00 pm so cleanup may be completed.)

Marriage License: All weddings in the State of Missouri must have a license. You will need to apply for your marriage license at the Recorder of Deeds office in any Missouri county. The license should be turned in to the church office at least one week prior to the wedding.

Wedding Worship Folders: The church office will be happy to produce service folders for your wedding. There is a \$25.00 fee for this service. You must supply the cover (which may be purchased at a Christian Book Store). The information should be turned in to the office two weeks prior to the wedding. If you choose to have your service folders printed somewhere other than St. John's, they must be approved by the pastor before they are sent to the printer.

Children In The Wedding Party: Children participating in the wedding should be old enough to perform their roles without undue distraction. We recommend a minimum age of 5 years old.

Ushers: One usher for every 75 guests is suggested. The ushers should attend the rehearsal.

Rehearsal: This is a time of great joy for you and your entire wedding party as you gather in Church to rehearse for your wedding. We ask the Bride and Groom to remind everyone involved to show reverence for our Lord's sanctuary. Proper respect is expected during the entire time the Wedding Party is in the church. It is also important to have your Wedding Party arrive on time. The Pastor or designee will conduct rehearsals for members. The Wedding Coordinator will conduct rehearsals for non-members.

Smoking/Drinking/Weapons and Damage to Property: Smoking and drinking of alcoholic beverages are NOT permitted anywhere in the church. This policy is absolutely enforced for rehearsals and weddings. Inebriated behavior will not be tolerated. Any member of the wedding party deemed inebriated (in the pastor's judgment) will not be permitted to participate in the ceremony. Likewise, weapons are not permitted on church property, including ceremonial weapons such as swords and daggers. Non-members are required to remit a \$500.00 Damage/Alcohol Deposit. If everything is in order you will receive a check returning the deposit within two weeks following the wedding.

Personal Items: St. John's is not responsible for the wedding party's personal items. You may want to assign a person to watch over your valuable items in the dressing areas prior and immediately following the service.

Handicapped Accessibility: St. John's is accessible to persons with disabilities. Parking spaces for the handicapped are provided in front of the building and behind the building. If the guest list includes persons with special needs, the wedding coordinator and the ushers should be notified in advance so they will be fully prepared.

Pastoral Policies

Members may request either pastor to officiate at your wedding. However, personal and church calendars will determine which pastor will be working with you. Pastors who are affiliated with the Lutheran Church - Missouri Synod may participate in weddings at St. John's with an **invitation from our Senior Pastor**. For non-member weddings, the pastor's schedules will determine who officiates. Only Lutheran Church - Missouri Synod Clergy may participate in weddings at St. John's.

A pastor from St. John's will oversee all weddings performed here. If an outside Lutheran Church - Missouri Synod pastor is used, he should contact Pastor Miller and make appropriate arrangements.

Off-Site weddings may be performed at the Pastor's discretion. The fee will be the same as those for on-site weddings with the additional charge for the pastor's mileage. The current IRS mileage rate will apply.

You will need to contact the officiating pastor at least four weeks before the wedding, to set up a time to meet with him to discuss the format of the wedding ceremony.

A Wedding Coordinator is provided by St. John's. She is available to assist the wedding family with church facility needs such as flower delivery, set up and to answer questions. Our wedding coordinator is Sharon Brazzil and you can contact her at 636.464.7974.

Chancel Decorations

The Altar is a sacramental table, and must not have wedding decor or candles on it. Altar flowers may be placed to the side of the Altar. All flowers are to be in self-contained vases.

Chancel furnishings may not be moved or removed.

Liturgical season decorations (Advent Wreath, Easter Flowers, etc.) are not to be removed. To emphasize the proper spirit of the Season of the Church year, banners and hangings (paraments) are changed at specific times of the year. These may not be changed. These items include, but are not limited to, the wall hangings, altar cloths, etc.

Additional Candles may not be placed in the chancel area.

Aisle Runners are not permitted.

Loose Flower petals are not permitted anywhere in the Sanctuary.

Pew markers or flowers are allowed, but nails, screws, any type of tape, or any other material which can mar the wood finish are prohibited. Ribbons or pipe cleaners work well for this.

Rented Pew Candle holders are not permitted.

A Unity Candle stand is available. The bridal couple must purchase appropriate candles. The stand is the only way to display the unity candle.

Rice, Bird Seed and Confetti may not be used on St. John's property.

St. John's would welcome any floral arrangements you may wish to leave after your wedding.

Photographs

Please be respectful of the wedding service taking place. Photographers and Videographers are not allowed to roam the church once the service has begun.

The Photographer: During the wedding ceremony, the photographer is to show proper respect for the religious rites. Photographers are not permitted to be on the Chancel (slate area surrounding the altar) during the wedding, and are expected to remain stationary during the ceremony.

The Videographer: Two cameras is the limit. No microphones may be taped or placed in Church. Videographers may not "plug into" the existing sound system. No video editing equipment is allowed in Church. Videographers must remain stationary during the ceremony.

All Attendees: Flash photographs are prohibited between the Invocation and the Benediction.

Music

The selection of music for your wedding service shall be made in consultation with the Director of Music Ministry. Plan to confer BEFORE you make any decisions or arrangements involving music or musicians, as final approval of all music rests with the Director of Music Ministry. Remember, your wedding ceremony is a worship service and the music must reflect the dignity of the occasion.

Because a wedding is a worship service, the same rules apply toward music for a wedding that apply to a Sunday worship service. The music is to the praise of God; therefore, secular love songs, however meaningful to the couple, have no place in the program before the wedding ceremony or within it. The simple rule remains: If it is suitable for a Sunday worship service, it is suitable for the wedding.

Director of Music Ministry or one of his designees will play the organ for all St. John's Weddings. Because of the extreme value of this instrument, only on rare occasions, when a competent musician has been cleared by our Director of Music Ministry, will he or she be allowed to use our instrument.

No tapes or CDs may be used before, during or after the ceremony.

If you are using a string or brass ensemble, St. John's Director of Music Ministry will coordinate their participation during the rehearsal and wedding ceremony. There is a fee for this service.

Agreement

We, the undersigned, have read, understand, and agree to follow the Wedding Guidelines of St. John's Lutheran Church, Arnold, Missouri. We will make very clear to our wedding party all of these guidelines. We further understand that failure to comply with this agreement will be cause for immediate cancellation of our use of the church with no refund of moneys paid.

Groom's Signature _____ Date _____
Bride's Signature _____ Date _____

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