

St Luke's Wedding Packet



*Therefore a man shall leave his father and mother
and hold fast to his wife, and the two shall become one flesh.
So they are no longer two but one flesh.
Mark 10:7-8*



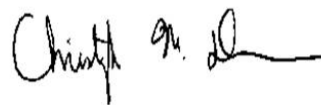
Live, Love, Learn

Your wedding day is the day that God takes two people and unites them as “one flesh” (Genesis 2:24) to mirror the perfect love that God has for each of you through His Son, Jesus (Ephesians 5:22-33). We are excited for you and want to join with you in preparing for this special day!

We partner with you as you have chosen to conduct your wedding ceremony in our church, seeking out and asking for the presence of God in your marriage. As you begin your married life, we will help equip you for wedded life with premarital counseling from a Christian pastor and help arrange a ceremony rich in spiritual meaning. In this partnership we ask of you a proper consideration for the ceremony as a worship service, appropriate music selections, and the utmost regard for our church facility as a place of worship.

If you have not done so already, please contact Tammy Caley at (253) 941-3000 to make an appointment with one of the pastors at St. Luke's. After your appointments(s) are made with a pastor, please contact our Venue Specialist, Dennette Church at (253) 370-5489. May the God who has brought you together fill you with joy for your wedding day, and love that will last a lifetime.

Peace Always,



Wedding Payment Schedule

Bride and Groom: _____

Wedding Date: _____

Rehearsal Date/Time _____

Total Fee For Wedding at St. Luke's **\$300.00**

This includes:

Non-Refundable Deposit of \$100.00	\$100.00	_____
Pre-Marriage Taylor/Johnson Assessment (TJ)	\$75.00	_____
Venue Specialist/Custodian	\$175.00	(\$100 comes from the Non-refundable Deposit)
Sound Specialist	\$50.00	_____

Date Deposit Paid: _____

Extra (optional) Fees:

Candelabras and Candles	\$25.00	_____
Malkow Hall Reception	\$350.00	_____
Great Room Reception	\$450.00	_____

Date Final Deposit Paid: _____

Checks are made payable to St Luke's.

Please note that your wedding date and the worship center will not be reserved until the non-refundable deposit has been made.

Balance due 30 days prior to wedding

Pastoral Service: Couple's Discretion (Suggested \$200.00), made directly to pastor.

Guest Ministers: All weddings at St Luke's are performed by one of our pastors.

Permission must be obtained through the Senior Pastor for a guest pastor to participate in the wedding ceremony.

Available Resources and Fees: Please let Venue Specialist know if you are planning on using any of these extra items as fees will be added to final balance due.

Copies TC____
TJ____
DC ____

Facility Informational Packet

1. Immediately make an appointment to meet with the Pastor.
2. Pay deposit to church office meet receive the informational packet.
3. Someone from the church office will contact couple to finalize the date and rooms needed.
4. Set an initial appointment with the Venue Specialist.
5. The Venue Specialist will contact you again after two months to finalize:
 - a. Rehearsal date and time confirmed
 - b. Vendor information
 - c. Timeline review
6. 30 days prior wedding, all fees are due
7. Rehearsal (date/time based on availability, traditionally the day prior)
 - a. Rehearsal will last approximately 45 min as long as attendees are on time
 - b. No date or time of rehearsal shall be changed unless approved by church office/Venue Specialist
 - c. Please bring your marriage license to this appointment
8. Wedding Day!!

Church will be available no earlier than 3 hours prior to your wedding ceremony.

Please carefully read and understand the following information concerning policies and procedures.

Church Campus Guidelines

The church is a place of worship and should be treated with respect.

1. There is a No Smoking policy in effect on campus premises. Smoking is not allowed anywhere inside the buildings. Smoking must be 25 feet from any entrance.
2. Alcoholic beverages and other drugs are not to be used on the church campus at any time. This includes vehicles parked in our parking lots. Any member of the wedding party under the influence of these substances will not be allowed to participate and will be asked to leave the premises.
3. Birdseed and rice shall not be thrown on church premises. Materials that leave litter and debris such as, but not limited to, confetti, balloons, shaving cream, toilet tissue, tin cans, etc. are prohibited. Bubbles may be used outside only.
4. The wedding party is responsible for leaving the building and grounds in the condition in which it was found. All personal belongings and décor items that were brought in must be taken out. All trash must be disposed of in designated cans, and all personal belongings removed from rooms.

Flowers

1. All floral arrangements should be in place before the photographer arrives and in place no later than 2 hours prior to ceremony. Again, doors will open no earlier than 3 hours prior to ceremony for florist delivery.
2. Corsages and boutonnieres can be distributed and pinned on by the venue specialist. They should be well marked for whom they are intended.
3. 2 wood flower stands are available for use. A round plastic container measuring 7" wide and 10" tall will fit into the stands.
4. Petals dropped by a flower girl must be silk, and must be cleaned up by a designated person from bridal party.
5. A designated person from the bridal party must remove all décor and flowers.



Décor

1. You may use pew hooks to attach bows or other items. St Luke's has tulle bows and pew hooks available for use.
2. There are 10 pews on either side of center aisle.
3. The only attachment materials that may be used are:
 - a. Floral Tape
 - b. Chenille strips
4. St Luke's strictly prohibits the use of:
 - a. Fish line
 - b. 3M removable hooks
 - c. Scotch/Double-stick/Duct Tape
 - d. Thumbtacks
 - e. Hot glue
 - f. Or other items that are difficult to remove and/or that may damage church property.
5. The use of aisle runners is prohibited due to the potential for accidents and injury.

Candelabras/Pew Candelabras

(Cost is \$25.00)



2 Matte Gold Spiral Candelabras



8 Shiny Gold Pew Hook Candelabras



2 Shiny Gold Flat Back Candelabra



2 Shiny Gold Fan-Shaped Candelabras

Music

Instrumental or vocal music for the ceremony shall be appropriate for a religious service and the church reserves the right for the final approval of all musical selections. The couple may request assistance in their choice of music from the Director of Worship and Arts.

The church has an excellent sound system with wireless and wired microphones for use by musicians, readers and minister. Please let Venue Specialist know how many you will need. A sound technician is required for any event.

Music for wedding: Venue Specialist can assist with list of potential musician's. Rates and availability are upon musicians' discretion. Fee will be paid directly to musician(s) 30 days prior to wedding. Musicians that are available are:

Organist, Pianist, Guitar or Trumpet player, and Flautist

Sound/Lighting Technician

A required sound/lighting technician will handle sound and lighting needs for the wedding. Services provided are basic sound reinforcement for the pastor and any musicians, basic room lighting, and playback of CDs for vocalists. (Cost: \$50.00)

Videotapes and computer files must be prepared in advance and available for the technician at or before the rehearsal to review.

A technician may make a sound recording of your ceremony by patching into the church sound system. Arrangements for this **MUST** be made in advance of the wedding date.

Wedding Photographer

1. Wedding photos are best taken before the ceremony. Any photos taken after the ceremony must be completed within a ½ hour after the conclusion of the ceremony to allow for cleanup of sanctuary and church service.
2. The church is available to you 3 hours before the scheduled start time of the ceremony. The church has scheduled approximately 4 hours for the presence of your wedding party. Photo taking may begin 2.5 hours before the ceremony and must be completed and all personal and equipment removed from the Worship Center 30 minutes before the ceremony. This allows a full 2 hours for photography. If no photos are to be taken before the ceremony, plan to arrive 1 hour before the wedding.
3. **NO** flash photography from your professional photographer or your guests is to be taken during the ceremony. Not only does this maintain the sanctity of the religious ceremony, it prevents interference with exposures by your professional photographer and keeps the focus on the bride and groom.
4. During the ceremony, the professional photographer may unobtrusively take photos from the Worship Center balcony or center doorway, using natural light only. If the photographer shoots from the aisle for processional or recessional shots, he/she must remain at all times behind the last row of seated guests. All photography must be done as unobtrusively as possible. Photographers are not to walk behind bridal party or on stage during the ceremony.
5. In addition, liturgical fixtures, furniture, and other existing church equipment may not be moved from their ordinary placement. A photographer may not move aisle candleholders, flowers, or candelabra already in place for the ceremony.

Videotaping

1. Videotaping of the service by anyone, professional or otherwise, must be done from the balcony only, using natural light. If videotaping is to be done, the Venue Specialist must be notified at your 2-month out meeting. No videographer may be in the chancel area during the service.
2. You are solely responsible for furnishing all of the necessary video equipment and set-up such as extension cords, cables, DVDs, microphones, etc.

Reception Facilities

Malkow Hall or the Great Room are available to rent for receptions. They include the use of the kitchen, tables and chairs. The wedding party is responsible for all set up and clean up. Based on availability.

Malkow Hall has a full kitchen and has 20-22 round tables with 8 chairs for each table. It can hold approximately 160-175 people. The cost is \$350 for a reception.

Great Room includes a kitchenette and has 16 round tables and 6-7 chairs for each table. It can hold approximately 100-120 people. The cost is \$450 for a reception.

Payment for either one of these spaces is due to the Venue Specialist for the reservation of the room.

After the Wedding

1. Please assign a person to remove all personal items and debris from the dressing rooms before the ceremony (even if your reception will take place at the church). Decorations from the Worship Center, including candles, flowers, flower petals, pew hooks, etc. must also be removed.
2. If gifts are received at the church, please have a designated person in charge of them. This person should remain with the gifts until the wedding and reception (if held here) are over. The church is not responsible for lost or stolen items. A card box is the best way to ensure all monetary gifts are kept secure.

Postponement or Cancellation of a Wedding

If, for any reason, there is a postponement or cancellation of your wedding, there shouldn't be embarrassment. Please contact the Venue Specialist or the church office immediately, so that we do not hold the date on the calendar in reserve. It is better to cancel a wedding than to enter into an unhappy relationship. We are here to support you.