

## **Weddings At Immanuel Lutheran Church -Non-Member Weddings-**

### **General Information**

This policy directs the use of the facilities of Immanuel Lutheran Church of Boise Idaho for the purpose of a wedding service by those who are not affiliated with Immanuel Lutheran Church (ILC), whether they are not members or do not attend this church.

To have your wedding at Immanuel Lutheran Church (ILC) is to ask this congregation to offer a service of worship. In getting married at Immanuel, you are not "renting the building" for your wedding; rather, you are choosing Immanuel as the religious community within which to celebrate your marriage worship service. Accordingly, weddings held at Immanuel will be within our religious liturgical and theological tradition.

The Marriage Service is prescribed as a formal liturgical setting from an Evangelical Lutheran Church in America approved worship service. The church will assist the wedding couple in the selection of desired scripture readings, prayers and vows for use during the service.

The Christian marriage is an act of worship in which the wedding party and the guests participate. Immanuel will work with you to provide a carefully planned atmosphere of worship for your marriage ceremony.

### **The Wedding Service**

We ask that the couple attend at least 2 ILC worship services within 6 weeks of scheduling the wedding so as to feel familiar and comfortable with the church and its staff. Please let the church office know what Sundays you will be attending.

Marriage ceremonies will not be allowed in the facility during Holy Week (the week prior to Easter). If a wedding is requested during the celebration of Lent, the service will conform to the solemnity of that church season.

#### **The Pastor:**

- The service will be conducted by a clergy person affiliated with ILC as he/she is available. If an ILC clergy person is not available, then, a clergy person from a denomination in full communion with the ELCA may perform the service at the discretion of the pastor. Churches in full communion with the ELCA include The Presbyterian Church (U.S.A.), the Moravian Church, The Episcopal Church, Reformed Church in American, and the United Church Of Christ.
- The Pastor will require at least two pre-wedding counseling session. It is the responsibility of the wedding couple to arrange for these sessions.
- The Pastor will assist and advise the wedding couple on any and all portions of the wedding ceremony.

#### **The Wedding Facilitator:**

- The Wedding Facilitator will contact the couple shortly after the scheduling of the wedding to help plan the rehearsal and any other details of the wedding. She/he will be present at the rehearsal and will coordinate that event with the presiding Pastor. He/she will also be present at the wedding ceremony to assist with all details.
- The Wedding Facilitator may explain ceremony requirements to maintain the integrity of the worship service. He/she may make suggestions for the ceremony that are not included in this policy . Some of those suggestions may include an additional fee.

- The Wedding Facilitator is available for any inquiries preceding the wedding date.

### **The Organist (Church Musician)**

- An organist of ILC must play for all weddings in either sanctuary. If the couple desires a guest organist/musician, the church organist must consent to that request. Consultation with the church organist should occur as soon as possible after the facility is booked to make decisions on the music selections. Music is an integral part of worship. Wedding service music selected should embody the quality and theology of music incorporated into any other church worship service. Following this standard, Immanuel Lutheran Church does not permit the use of the Lohengrin Wedding March.
- If there is a question as to the appropriateness of a music selection, Immanuel's music staff will make the decision according to the standards and guidelines in this policy.
- A vocal or instrumental soloist(s) is the choice of the couple and is not included in the fee. The soloist(s) should contact the church organist to schedule a rehearsal(s).
- Recorded music is not permitted.
- The sound system used in the Immanuel sanctuary for voice amplification may be operated only by persons provided by the church and for whose assistance a separate fee is charged.

## **Decor, Photography & Facility Guidelines**

### **Decorations:**

- Professionally prepared (live or silk) or garden flowers can be used in either sanctuary, are the responsibility of the wedding party, and are not included in the fee. Flower arrangements may not be placed on the altar, but may be placed beside or behind the altar or outside the altar rail. Silk flower petals are preferred during the processional, but fresh flower petals may be used only with a wedding runner and an additional custodial fee of \$25.00
- Flowers left after the ceremony become the property of the church.
- Decorations placed on the pews should only be fastened so as not to damage the wood.
- Professionally prepared or garden flowers can be used in either sanctuary. Flower arrangements may not be placed on the altar, but may be placed beside or behind the altar or outside the altar rail. Either live or silk flowers may be used. Silk flower petals are preferred during the processional, but fresh flower petals may be used only with a wedding runner and an additional custodial fee.
- All candles used during the service must be "drip-less", with the exception of the pew candles, and must be provided by the wedding party. If the candelabras of the church are used then those candles should be purchased through the church with advice from the Altar Guild. Discuss candle needs with the wedding facilitator. If a unity candle is desired as a part of the wedding service it must be supplied by the couple.
- Decorations placed on the pews should only be fastened so as not to damage the wood. The church provides pew candle stands upon request that can be placed along the center aisle in the Immanuel sanctuary. Requests for these pew candle stands should be made to the wedding facilitator. The use of pew candles incurs an additional custodial fee of \$25.
- No balloons.
- The sanctuary space and furnishings may not be moved or changed unless approved by the church Pastor(s) and/or the wedding facilitator. The altar furnishings have liturgical

meaning, and will not be changed for color preferences. Additional banners or decorations may be added to the space in consultation with the Pastor(s) and/or the wedding facilitator.

- The narthex, including displays regarding church activities, may be rearranged only by the wedding facilitator. Requests regarding the narthex should be directed to the wedding facilitator. Requests regarding lighting or heating should also be directed to the wedding facilitator.

### **Photography/Videography:**

- Photographs may be taken before or following the service as long as the session fits within the time block. However, the church will not be available for photography more than three hours before the service.
- The nave (altar area) is to be free at least 30 minutes before the time of the service. Inform the Wedding Facilitator about the schedule for photography.
- The candelabra are not to be moved for the taking of photographs and no poses are to be made inside the altar rail.
- Under no circumstances is artificial light or flash to be used during the wedding service. The photographer should not intrude upon the processional or recessional. During the ceremony pictures may be taken from the rear of the church and from the balcony. The wedding party must inform the photographer and guests of these restrictions.
- A video using natural light may be made of the service. The balcony is the preferred location for this video equipment. ***Other positions in the church may be utilized but cannot be disruptive of the service.***

### **Facility Guidelines:**

- Confetti and regular rice are **not** permitted inside or outside the church. Birdseed or bird friendly rice are permitted outdoors only and only if agreed to by the Pastor(s) and/or wedding facilitator. Bubbles are permitted outside only.
- The use of alcohol or illegal drugs, ***or being under the influence thereof***, on the church campus is prohibited except for the communion elements.
- Smoking is not permitted within the facility or closer than 20 feet from any entrance.

## **Scheduling & Fees**

### **Scheduling:**

- Date and time of the wedding and rehearsal must be scheduled with the Parish Administrator at 344.3011
- The calendar of events for ILC is usually scheduled far in advance. Therefore, prescheduled church events will take priority.
- Fees are based upon a 4 hour time block for the use of the facility for the ceremony. The wedding rehearsal is not counted against the 4 hour time block. Anyone wishing to extend the time block may do so at \$50.00 per each 30 minutes added, payable **prior** to the scheduled wedding date. All church related wedding events **MUST** be scheduled within the time block, i.e. ceremony, photos, etc. No early arrivals please.

### **Fees:**

- A non-refundable deposit of \$200 is required in order to schedule your wedding. This amount will go toward the wedding fee.
- The **remaining balance** is due **60 days prior** to the wedding date.

- Payment may be made with check, money order or cash.
- ILC requires a \$200.00 security deposit to be submitted with the final payment. This security deposit WILL be returned a week after the wedding IF the facility is left in respectable order after the wedding.
- There is an additional \$50 fee for Immanuel to prepare and print service bulletins.

**\$1000.00 Wedding Fee Includes:**

Organist

Wedding Facilitator

Custodian

Sound Technician (if in Immanuel Sanctuary)

Bride's Room and Groom's Room

**\*Important Note:** *It is a usual and customary practice to give an honorarium for the pastor performing a wedding. Honorariums are above and beyond the wedding fees listed in this policy. Pastor honorariums are set by the minister performing your wedding and usually range between \$200 and \$500, though the actual amount may be more or less. It is the sole responsibility of the wedding party to give the honorarium directly to the pastor performing the wedding.*

**Other Possible Fees:**

\$25 Pew candle set-up

\$50 Bulletin preparation & printing

\$50 per additional 30 minute time block

\$25 Fresh flower petals

***Deposits and Payments:***

Payments should be made to Immanuel Lutheran Church, Attn: Parish Administrator

707 Fort St., Boise, ID 83702 ***Please include the bride's last name, groom's last name and the wedding date with payment.***