

# A Guide to Planning your Wedding



## South Santiago Lutheran Church

### *“Teaching the Word, Reaching the World”*

We are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Christ Jesus.

We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God’s Word connecting to others within our congregation, our community and the world.

## **SCHEDULES AND TIMETABLE:**

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- \_\_\_\_\_ **At least six months before your anticipated date:**  
Contact the church office as soon as you decide to get married to check the availability of the date at the church and with the pastor.
- \_\_\_\_\_ Read through this booklet. Contact the pastor with any questions or concerns.
- \_\_\_\_\_ With you partner, discuss the options for pre-marriage care (described beginning on p. 13) in which you will participate.
  - Questions and concerns can be addressed to the pastor directly.
  - Know that you are cordially invited and encouraged to make worship a regular part of your practice during this time of preparation. See p. 13 for more of an explanation of this.
- \_\_\_\_\_ Fill out and file with church office the Wedding Information Form beginning on p. 17 of this booklet. This form includes the complete fee structure, building use expectations, a required copy of your homeowner's liability insurance, etc.
- \_\_\_\_\_ Make sure all applicable fees (if any) are submitted to the church office. **No date is confirmed until all fees are paid in full.** See pages 15 & 16 for complete detail of those fees.
- \_\_\_\_\_ Make sure the marriage license is filed with the church office **3 days** prior to your wedding date.

Please make sure you follow this timeframe and communicate with the church office if there is an issue with any of these steps.

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## **ARRANGING FOR YOUR WEDDING**

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### **Reserving a Date**

To reserve a wedding date on the church calendar, you must:

- Clear the date with South Santiago Lutheran Church pastor & office. Please do not set a date with the caterer, florist, etc. and expect automatically for the church or pastor to be available.
- Weddings will not be reserved by phone. You may certainly request information, the wedding packet, request more information, and more by phone. This policy ensures that we are able to serve you best by being able to put a name with a face if you are not familiar with us. This also helps us administer communication within the office by making sure that you are speaking directly with our office administrator in making sure dates are available.
- As soon as you are able, please complete and file with the church office the Wedding Information Form beginning on p. 17 of this booklet.
- Pay all the applicable wedding fees at the time of making your reservation.

### **Your Wedding**

#### **A Sacred Worship Service for You and Your Guests**

Your wedding at South Santiago Lutheran Church is a public act of the church. Even as the pastor serves as an agent of the state in signing off on the legal document of the marriage license, filing it, and so on, the church still reserves the right and freedom to define what it is that is occurring within its building and ceremonies. A representative of the government can marry you and would do so without any question about what you believe or how you practice your faith and spirituality. But you have come to the Church, which the Bible calls “the body of Christ” (Romans 12, 1 Corinthians 12, Ephesians 3:6 and 5:23, Colossians 1:18, etc.).

Since you have come to a church seeking to exchange your marriage vows, this fact indicates that you must have some concern about having a “Christian wedding,” whatever that might mean to you. You may have recognized and believe that God is the one above all who will bind your lives together in a life-long commitment of joy, even in a world filled with challenges and failings. You may be coming to give thanks and praise to that God; to ask God’s blessing on your marriage; or to glorify Christ in the Word and in the prayers offered at the wedding. Even if none of these things has entered your mind or intentions for your wedding, these themes (and others) run through the heart of what our congregation would want to say about a wedding. It is good, therefore, for us to take a look at the wedding

service as an act of worship of God. Your wedding ceremony here at South Santiago should reflect that Christ is the center, and it is His blessing being sought.

Your wedding service is a public ministry of the Word of God carried out by the church and its pastor. With that ministry there comes a sense of reverence, dignity, and of course, JOY, all of which echo what we believe God has in mind for the love we share together. **We at South Santiago want to do everything possible to help you fulfill your desires for your wedding day and meet the responsibility we have to minister to the world through the Word of God.** Please realize, then, that a wedding is not simply a matter of “anything goes.” Some things are better left to the reception and celebration afterward. Neither the pastor nor the congregation desire to be arbitrary nor unaccommodating.

### **The Ceremony: An Act of Worship**

Almost everything that happens during the ceremony either is directed to God or reflects some aspect of God’s love and promises. For example, at a number of points of the service, we pray to God. We praise and thank God for the happiness you have found in each other.

The object of our worship is always God. Attention will be drawn to the bride and her party, their beautiful gowns, the dashing men, the music, and all the rest of the finery of the day. But the object of our worship is always God. So every aspect of the wedding service should point us to the Creator of your love for each other. **It is your responsibility to partner with the pastor to see that nothing in your service detracts from our worship and praise of God.**

### **Scripture**

You will be asked to select Scripture passages for use in your wedding. Couples may choose any number of passages, usually two or three. A list of possibilities is included for you. You need not limit yourself to this list, but hopefully it will be a good place for you to start.

#### **Old Testament**

Genesis 1:26-31, Genesis 2:18-24  
Joshua 24:14-15  
Ecclesiastes 4:9-12  
Song of Solomon 2:10-13  
Song of Solomon 8:6-7

Psalm 33 (selected verses)  
Psalm 100, Psalm 112  
Psalm 117, Psalm 127  
Psalm 128  
Psalm 136 (selected verses)  
Psalm 150

**New Testament (Gospels—Stories about Jesus, his teachings, etc.)**

Matthew 16:24-25  
Matthew 19:4-6  
Matthew 22:35-40  
Mark 8:34-35

Luke 9:23-24  
John 2:1-11  
John 15:9-14

**New Testament (Letters—teachings from the early church based on the Good News in Jesus)**

Romans 12:1-2  
1 Corinthians 12:31-13:13  
Ephesians 5:21-33  
Colossians 3:12-17

1 Thessalonians 3:12-13  
1 John 4:7-8  
1 John 4:16-19

**Other readings, poems, etc.**

You are welcome to include other readings, poems, and material that is meaningful to you. So as to make a clear distinction between these readings and the Bible readings, this material should have some separation from the Bible readings in terms of when they are read in the service. Similarly, these readings should not be read from the same place as the Bible readings. The Pastor can help you figure out where to place these.

**Reader(s)**

The Scripture readings do not need to be read by a clergy person. A friend or relative who would be comfortable reading in front of the congregation is welcomed and perfectly appropriate. Conversation should be had about what Bible versions will be best for the reader and congregation. There is some flexibility here.

**Congregational Participation**

Whether they realize it or not, all who gather at a Christian wedding have been invited to worship. It is a communal service. It is not for you alone. People who come to celebrate with you are worshipers, not spectators. You can help the congregation share your joy by planning ways in which they can have an active part. Congregational hymn singing, prayers for your union, praying together the Lord's Prayer are all ways in which the congregation can participate. (The pastor can guide you here.) There are suggestions of hymns under the **Music** heading below.

**Communion Service**

Since a wedding is a public worship service, the offering of Holy Communion is always an option. The unity of love between God and the church and the joy of promised new life that come with Holy Communion

are all appropriate for a wedding day. Some things to be mindful of if you are considering this:

- If a service of Holy Communion is desired, it must be open to the assembled congregation and not limited to the bride and groom or wedding party.
- Consideration should be taken regarding those who will be gathered as a congregation. Will this exclude or make some who are not Christian feel awkward? Is this a normal practice for most who will be gathered for your wedding? Will the mood and attitude of your congregation be respectful and receptive?

### **Pastors**

The presiding minister at any wedding at SSLC must be authorized to solemnize marriages in accordance to the laws of the state of Minnesota. Officials most commonly able to do this are judges, clerks of court, and licensed ministers, priests or rabbis ordained or credentialed in good standing with their denomination.

Normally, the presiding pastor will be the pastor of SSLC.

If you have a meaningful relationship with another pastor or priest and wish to invite them to participate in the service, please discuss this with the South Santiago Lutheran Church pastor in advance.

### **Ushers**

It is recommended that for weddings up to 100 guests, two ushers should be used. Over 100 guests should plan on 3 - 4 ushers. You may also use groomsmen as ushers.

Ushers should be present one hour prior to the start of the service.

Their primary responsibilities will be to light candles (15 minutes prior to service); usher guests to their seats, per the bride and groom's preference; unroll the aisle runner (if used); seat the parents and grandparents; usher the congregation out at the end of the service; and extinguish all candles after the photographs have been taken.

### **Prayers and Vows**

There are a number of opportunities for you to provide your own prayers and vows for the ceremony. The internet provides a wealth of both good material, as well as (unfortunately) material that might not be as appropriate in a Christian worship service. You may also write your own prayers and vows, and any of these can be led by the pastor, by you, by another person from your wedding party, and/or by a member of your family. The Lord's Prayer is a regular feature of the wedding and can be

read or said by the congregation together. **If you would like to provide your own prayers and vows, please speak with the pastor for guidance.**

## **Music For the Christian Wedding**

The music should be Christian in nature, meaning it should reflect...

- ...an explicit praise of God;
- ...God's steadfast love in Jesus as the foundation or and model for marriage;
- ...the love you have for one another in a self-giving, self-sacrificial sort of way, as Jesus has modeled; and/or
- ...the asking of God's presence and blessing.

This isn't to say that other secular music can not be used. **For example, some otherwise classified "secular" music very well might embody any of these points.** (For example, "Bless the Broken Road" by Rascal Flatts is a "secular" piece by a "secular" artist, with an explicitly Christian sentiment.) Secular musical selections can also be chosen both for before the service, for afterward, as well as for the reception or dance afterward, which may be a more appropriate setting.

Music that is of a more secular nature should be chosen through conversation with pastor.

### **Accompanist for the Wedding**

It is suggested you use, if available, the accompanist from SSLC. If she is not available first, or if you have a special reason for inviting another accompanist, please have this approved by the pastor. It is your responsibility to contact the accompanist for planning and practicing your music choices.

SSLC's accompanist can aid you in choosing appropriate music.

Other musical selections by your own accompanist still need to meet the criteria on page 6.

### **Other Musicians and Vocalists**

You may contact other live musicians and vocalists to add to your day, as well. If you do not have friends or family willing or able to provide this service, SSLC's accompanist may be able to steer you in the right direction to hire vocalists or musicians.

### **Recorded Music**

SSLC does have the capability for playing recorded music that meets the criteria on page 6 and/or that has met with the pastor's approval. That

service is provided by our Mechanical Engineer, and arrangements for that person's time and services are made by indicating that need in the Wedding Information form on p. 17. **No one but the Mechanical Engineer is ever authorized to run the church's sound system.**

## **Other Wedding Items**

### **Printed Order of Worship (Bulletin)**

Printed folders are handy tools for providing hospitality for your guests. These bulletins can help guests who are not familiar with the order for worship, the words used in worship (i.e., the Lord's Prayer), or who do not know all the people in the wedding party.

A typical order for worship would look like this:

- Prelude and Processional
- Invocation and Opening Prayer
- Scripture Readings
- Wedding Message (Sermon)
- Marriage Vows and Exchange of Rings
- Pronouncement of Marriage
- Unity Candle (or other similar ritual)
- Marriage Blessing
- Prayers
- Holy Communion (if offered)
- The Lord's Prayer
- Final Blessing
- Recessional and Postlude

Musical selections are inserted throughout.

**Bulletins are provided at cost plus whatever the office fee is for setting up the bulletin; proofing it; printing it; etc. You must make those arrangements with the Office Administrator.**

### **Projection During the Service**

We do have the capability of providing video projection during the service, primarily for the order for worship. The Mechanical Engineer runs this during the service.

**Because setting up the projection slides does take some time and effort, there is an office fee that applies to that service. You must make those arrangements with the Office Administrator.**

## Candles/Flowers

The area immediately surrounding the altar is called *the chancel*, and the major items in and around the chancel are intended to communicate God's loving presence in our lives. Central to the chancel are **the pulpit** (the podium from which the Scriptures are read); **the baptismal font**; **the altar**; **the Light of the Abiding Presence** (the red candle), **the altar paraments** (the colored banners on the pulpit and altar that correspond to the church's calendar). **Because they are so central to who we are as the church, they can not be moved much from their central placement within the chancel.**

- **Flowers**—Your florist usually helps decorate before the service.

Flowers in or around the chancel area should not detract from or cover the font, the paraments, or any other of the symbols displayed on the paraments.

A limited number of flower stands are available as a part of the use of the sanctuary.

**Please place a sheet of plastic under any cut flowers on the altar.**

**No nails or tacks may be used anywhere in the church to fasten decorations.**

- **Candles**—Additional candles beyond the two on the altar are your responsibility to provide.

**Please place a sheet of plastic under the candles to avoid wax on the altar linens.**

- **Unity Candle**—Couples provide their own unity candle arrangements or other such ritual that visually portrays the unity of their marriage.

## Photographs and Video

Wedding pictures may be taken either before and/or after your service.

Photography during the service should be discussed with the pastor.

The responsibility to retain a photographer is yours.

If pictures are taken before the service, the pictures must be finished at least one-half hour prior to the service time.

Video of your wedding may be taken from a variety of locations within the sanctuary.

Video cameras and operators are provided by the wedding party.

### **Wedding License**

The marriage license needs to be in the church office **3 days** prior to the wedding service. This is obtained from the county recorder's office at least one week prior to the wedding and is valid for six months from the date of application.

### **Rice, Confetti and Bird Seed**

Please inform your family and friends that these items may not be used anywhere on church property. Failure to comply could result in the forfeiture of your damage deposit.

### **Rehearsal**

The rehearsal is usually held the night before the ceremony and takes an hour or less if members of the wedding party are punctual and attentive.

The rehearsal should include only those participating in the service.

- Ushers should be familiarized with the timing and seating arrangements for parents and immediate family; the lighting of candles; dismissal of the congregation; and other duties as requested by the bride.
- Parents and wedding party will familiarize themselves with their roles and blocking during the service.

You should bring along the unity candle (or other such objects if used).

Bring along the printed order for worship or bulletin

The photographer and/or videographer will be able to determine ideal placements by observing the rehearsal. You might have them present to record portions of the rehearsal.

Practice time for musicians, soloists, etc. will not be included during this rehearsal.

### **Smoking**

Not only is SSLC a tobacco-free building, it is also expected that cigarette butts, spit cans, etc. not be discarded anywhere on the grounds. A receptacle is provided outside of the front door of the building for cigarette butts. Spit cans should be discarded elsewhere, not on premises. Failure to comply could result in the forfeiture of at least a portion of the Damage Deposit.

### **Dressing Rooms**

Dressing rooms for the men and women are provided. Ironing boards can be provided upon request.

### **Alcohol/Drugs**

The use of alcohol or drugs on church property is forbidden.

Intoxication of wedding party members may cause the pastor to cancel the wedding.

### **Other Building Use Issues**

Expectations and policies with regard to the use of the building and premises of South Santiago Lutheran Church are covered in its Building Use policy and Expectation documentation provided with the fee schedule and Wedding Information Form, beginning on p. 17.

### **General Decorum**

At no time are suggestive or tasteless signs, slogans, or displays of behavior permitted in the building, the grounds, or the vehicles of the wedding party.

### **Reception and the Pastor's Presence**

If church facilities are desired for the reception, arrangements should be made through the Building Use Application.

If the pastor's presence is requested at the rehearsal dinner or reception, please make that desire known to the pastor and/or his/her family.

## Pre-Marriage Care at South Santiago Lutheran Church

Our mission here at SSLC is, *“Teaching the Word, Reaching the World.”*

This means we are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Christ Jesus. We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God’s Word, connecting to others within our congregation, our community and the world. **Because of these things and as an attempt as a community of faith to serve you better in growing your own faith and practice, there are a few things we ask you to do in anticipation not just of your wedding day but, more importantly, your marriage and everything that comes after your wedding day.**

- **Worship**—The life of Christian faith and practice includes learning a language of faith that first comes to us through the Bible. This language includes words like “grace” and “forgiveness” and “stewardship.” These are not words that typically enter our daily vocabulary. The practice of worshipping together will help us have a common language between us, especially you work with the pastor in pre-marriage care sessions.

But it’s bigger than simply learning a language; what happens in worship suggests a belief in a daily and real presence of God. So worship also invites us to acknowledge that gracious and loving presence of God in our own daily lives. That presence of God is a source of strength and power that allows us to weather situations that are bigger than we are as individuals, or even as couples.

Worship is also a vital source of grace in our relationships as husbands and wives. In worship, we ultimately admit, “There is a God, and I’m not it.” This impacts how we relate to people with whom we share life.

**For all of these reasons, we want to invite and encourage you to worship with us.** (You can find a schedule of our worship services on our website [www.sslcmn.org](http://www.sslcmn.org).) This will help the congregation put names with faces as they see your wedding on the calendar. And, it helps the pastor get to know you better, as well.

- **Pre-Marriage Preparation:** Participation in a pre-marital program of some kind is required. A couple of options that are provided through SSLC are described below.

Alternative pre-marital counseling arrangements can be made to accommodate the need for those traveling a long distance or for those whose schedules simply can not accommodate a longer, deeper marriage care experience. One of those options is also described below.

1. **Walking Side-by-Side**—Because of our mission, our congregation

offers a series called *Pathfinders* as the centerpiece of its “preparation” ministries. Pathfinders is for people who are preparing for baptism, for membership, and/or for marriage within our congregation. For those preparing for marriage, our Pathfinders ministry is called **“Walking Side-by-Side.”**

The full description of Side-by-Side can be found in the Pathfinders brochure included in the packet. For the time being, here are some pertinent details for you to know and to be planning for:

- Side-by-Side is offered to couples who...
  - ...are already members in good standing at SSLC;
  - ...are looking for a church home;
  - ...have become inactive but are looking to renew their membership at SSLC; or
  - ...are looking to explore Christian faith and practice.
- Side-by-Side seeks to **provide knowledge** in reviewing the basics of Christianity from a Lutheran perspective; **build relationships** within the congregation; invite couples to **continue crafting their marriage** (beyond just the wedding day); and **invite you to grow deeper** in your own exploration of the Christian faith and practice.
- Side-by-Side gathers on various Sundays throughout the fall and early winter. (Please see the Pathfinders brochure for those specific dates.)
- Side-by-Side includes a unit of pre-marriage counseling that satisfies the requirement of participation in a pre-marriage program of some kind.
- Side-by-Side offers exploration toward the option of becoming a member of SSLC.
- Couples who choose to explore the Side-by-Side option for pre-marriage care, **incur no cost for the pastor, the building, bulletins, and projection.**

**Please note:**

- ⇒ Fees for other staff are not included for waiver simply because they serve above and beyond their regular job descriptions and are compensated accordingly. The pastor has taken the initiative of his/her own accord to waive the pastor’s fee, as well as that for the building. However, the pastor can not take that initiative for the other staff members.

- ⇒ In order to “qualify” for the fee waiver, a couple needs to be signed up for the unit that begins in fall (usually mid to late September) and continues through late November. There will be 5 to 6 sessions—you need to plan on attending at least 4 or 5. This precedes the pre-marriage counseling that begins in the winter, usually early January.
  - ⇒ Our hope is that you will continue investigating SSLC as your home congregation in the rest of the Pathfinder material that continues after your pre-marriage counseling.
2. **Basic Pre-Marriage Counseling**—For those who are simply looking for a place and a pastor, a basic 5-session pre-marriage counseling program is offered in the early winter of the year. (Please check with the church office for that program.) There is a small fee for the administration of this program and its supplies.

The material covered in this session includes topics like communication skills, conflict resolution, finances, children and parenting, blended families (where applicable), and more.

All of the other fees for the pastor’s time, building use, etc. are in place.

3. **Lutheran Social Services of Minnesota**—The social services arm of our denomination also provides roughly monthly sessions of pre-marriage care. They take place on a single Saturday and are held throughout the state, though mostly in Minneapolis.

At the time of the publication of this document, the cost of their pre-marriage care units was \$185, which includes all materials, snack breaks, and lunch.

You can find out more information about LSS-MN’s offerings on their website: [www.lssmn.org/counseling/marriagePreparation/](http://www.lssmn.org/counseling/marriagePreparation/)

You would need to provide proof of completion.

4. **Planning for the wedding:** Beyond whichever pre-marriage care plan you select, you should expect to meet with the pastor to discuss questions about your wedding service. That meeting usually lasts 1 to 1 1/2 hours. Appointments can be made directly with the pastor by calling the church office.

## Fees

Fees must be paid at the time you reserve the church. Make checks payable to the individual who performs the service (custodian, technician, pastor, etc.). These names will be provided by the Pastor or office staff.

### **Members—Standard Fees Charged for Use of Facilities**

Our constitution defines an “active” member as one who has attended worship at least two times over the previous calendar year and given a gift of record.

Sanctuary—no charge	Kitchen/Narthex/Fellowship Hall—donation
Custodian—\$150.00	Mechanical Engineer/Projection—\$150.00
Organist—Negotiable*	Damage Deposit—\$150.00
Classroom—donation	Pastor—\$150

### **Non-Members—Standard Fees Charged for Used of Church Facilities**

Sanctuary—\$200	Kitchen/Narthex/Fellowship Hall—\$150
Custodian—\$200	Mechanical Engineer—\$200
Organist—Negotiable*	Damage Deposit—\$200
Classroom—donation	Pastor—\$200
Bulletins—at cost + \$50	Projection—\$50

If our organist is used for consultation for music and for playing for the service, his/her compensation should match what the rest of the staff receives: \$150. If the organist is only used for consultation, \$75-100 would be an appropriate compensation.

**SOUTH SANTIAGO LUTHERAN CHURCH  
WEDDING INFORMATION FORM**

Tear out pages 17-22, complete, and return to the church office as soon as possible. **Reminder:** Your date is not confirmed until these sheets are filed and the applicable fees have been paid.

**WEDDING SERVICE DATES, TIMES, FACILITIES NEEDED**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Getting dressed and ready at the church?      Y      N

Photos at church before the service?      Y      N

Time: \_\_\_\_\_.

Reception location: \_\_\_\_\_.

Time: \_\_\_\_\_.

Estimated attendance: \_\_\_\_\_

Rooms needed, in addition to the Sanctuary:

\_\_\_\_\_ Narthex/Entry Way (if more than just a guest book and receiving line.)

\_\_\_\_\_ Women's dressing room      \_\_\_\_\_ Men's dressing room

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Other: \_\_\_\_\_.

\_\_\_\_\_.

**Building Use Expectations:** The acceptance of a permit issued for use of South Santiago Lutheran Church facilities constitutes an acknowledgement by the organization or group of the following conditions:

1. No group or organization may sublet their use of the facilities to any other group.
2. **You will need to provide proof of liability insurance (home owners).**
3. A Host, Mechanical Engineer, or responsible church member must be present from the time of entry into the facility until time of departure.

4. The organization or individual making the application must assume the responsibility and the liability for injury to person and/or damage to property.
5. All groups using the kitchen are required to clean up after using the kitchen. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use. (A checklist will be provided to assist with this.)
6. Food shall not be left at the church after use of the kitchen or dining area.
7. All dish towels, dish clothes and table cloths used by the group shall be put in a marked container on the counter. The South Santiago Lutheran Church kitchen chairperson will do the laundering of them.
8. Any equipment/supplies destroyed or missing will be replaced by South Santiago Lutheran Church with equipment/supplies of equal quality and the cost charged to the group.
9. **Rice, confetti, and birdseed are prohibited from use at weddings and/or other occasions anywhere on the church property.**
10. **This is a smoke free building.**
11. **Use of alcoholic beverages is prohibited on church property.**
12. Make checks payable to the individual (Custodian, Host / technician & etc.) who performs the services.
13. All rooms not requested will be locked.
14. If kitchen is not reserved and /or paid for, kitchen will be locked.

*I have read South Santiago Lutheran Church's Building Use Expectations (above) and agree to abide by them. I will take responsibility for our group while using the facilities and will see that all guidelines are followed. I agree to indemnify and hold harmless South Santiago Lutheran Church from all losses, damages, or expanses incurred by any participant.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: 5% of the total use/rental fee will be donated to one of the following charities of your choice: \_\_\_\_\_ Becker Backpack Buddies. \_\_\_\_\_ Minnesota Food Share. \_\_\_\_\_ ELCA World Hunger Relief \_\_\_\_\_ Other—please specify:**

\_\_\_\_\_.

**COUPLE INFORMATION**

Bride's Full Name: \_\_\_\_\_.

Address: \_\_\_\_\_.

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Text: Y N

Email: \_\_\_\_\_.

Member of SSLC? Y N

Bride's mother's name \_\_\_\_\_.

Bride's father's name \_\_\_\_\_.

Are your parents still married? Y N

Parents' spouses/significant other's names:

\_\_\_\_\_.

\_\_\_\_\_.

Groom's Full Name: \_\_\_\_\_.

Address: \_\_\_\_\_.

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Text: Y N

Email: \_\_\_\_\_.

Member of SSLC? Y N

Groom's mother's name \_\_\_\_\_.

Groom's father's name \_\_\_\_\_.

Are your parents still married? Y N

Parents' spouses/significant other's names:

\_\_\_\_\_  
\_\_\_\_\_

**WEDDING PARTY INFORMATION**

Maid/Matron of Honor: \_\_\_\_\_

Relationship: \_\_\_\_\_

Brides Maids Relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best Man: \_\_\_\_\_

Relationship: \_\_\_\_\_

Grooms Men Relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl(s)/Ring Bearer(s) Age(s)

\_\_\_\_\_  
\_\_\_\_\_

**WEDDING SERVICE INFORMATION**

Recorded Music?        Y        N

Organist/Musicians: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Soloist(s): \_\_\_\_\_

\_\_\_\_\_

Processional: \_\_\_\_\_

Recessional: \_\_\_\_\_

Other music: \_\_\_\_\_

\_\_\_\_\_

Scripture readings: \_\_\_\_\_

\_\_\_\_\_

Other readings: \_\_\_\_\_

Reader(s): \_\_\_\_\_

Other clergy: \_\_\_\_\_

Communion?    Y        N        Unity Candle/Ceremony?    Y        N

Vows:    \_\_\_\_\_ From the traditional liturgy

          \_\_\_\_\_ We will write our own.

Photographer: \_\_\_\_\_

Video: \_\_\_\_\_

Printed bulletin?        Y        N

Overhead projection?   Y        N

Other information you need the pastor to know—i.e., special concerns about family members; mobility issues for guests; etc: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only:**

Form received by: \_\_\_\_\_ Date: \_\_\_\_\_.

Damage deposit amount: \_\_\_\_\_ Date received: \_\_\_\_\_ Returned: \_\_\_\_\_.

Total Fee amount (Building use, rooms requested, bulletins, overhead projection): \_\_\_\_\_.

Date received: \_\_\_\_\_

Charity selected (5% of total): \_\_\_\_\_

Custodial/Janitor Fee: \_\_\_\_\_ Date received: \_\_\_\_\_

Mechanical Engineer's Fee: ` \_\_\_\_\_ Date received: \_\_\_\_\_

Pastor's Fee: \_\_\_\_\_ Date received: \_\_\_\_\_

Organist's Fee: \_\_\_\_\_ Date received: \_\_\_\_\_

Name of responsible person on site during the event: \_\_\_\_\_.

Proof of liability provided?   Y        N        Date received: \_\_\_\_\_ (Please attach copy.)

County Wedding License Received?        Y        N



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South Santiago Lutheran Church

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 South Santiago Lutheran Church—Clear Lake, MN