

# FIRST EVANGELICAL LUTHERAN CHURCH

## Wedding Policies

Pastor Larry Cudmore  
455 West Sunnyside  
Idaho Falls, Id 83402  
522-9301

### **INTRODUCTION**

First Evangelical Lutheran Church (FELC) congratulates you on your upcoming marriage. We are pleased to make our facilities and members of our staff available to help you. We hope and trust that the occasion of your wedding will be one you treasure and will be one of reverence, beauty and joy. To this end we offer the following requirements and suggestions concerning facilities, furnishings and staff.

### **CHURCH FACILITIES**

Our Church facilities consist of the sanctuary where your marriage can be performed, preparation rooms for the bridal party, and a fellowship hall and kitchen where- if you choose- you may hold a reception following your wedding.

Our Sanctuary seats up to 300 guests comfortably and the capacity of the Fellowship Hall is approximately 300 people.

### **CHURCH FURNISHINGS**

**SANCTUARY** -FELC offers the use of its pulpit and altar. Oil-filled candles for use on the altar, two sets of candelabras, and a wedding kneeling pillow are also available for use. The unity candle, if being used, and set up (taper

candles and holder) are supplied by the wedding party. It is inappropriate to decorate the Church so as to disguise its appearance as a place of worship, as the Church wedding is a service of worship. Therefore, we ask that all Church property is left in its original position. In most cases, decorating may be done prior to the day of the wedding with the help and guidance of the Wedding Coordinator.

**FELLOWSHIP HALL** -Table and chairs may be arranged in the Fellowship Hall for use during the reception. Kitchen items such as dishes, silverware, linens, etc. are available for use. Food, beverages, and paper products are supplied by the wedding party. The Wedding Coordinator will help coordinate the reception.

## **STAFF PEOPLE WHO SERVE YOU**

The persons needed to serve you in your wedding may vary according to the nature of your wedding service plans. All of the staff people involved in the wedding process are listed here with their individual functions.

**THE PASTOR** will conduct the service and will be concerned for you, your anticipated marriage, and the home you are preparing to establish. He will meet with you before any plans are finalized and requires four premarital conversation sessions. These sessions are designed to help you, as a couple, prepare for a life-long marriage, as well as the wedding.

The Pastor will discuss the service with you so as to tailor the service to you and to insure that it is appropriate for the Church. He will direct the rehearsal, officiate at the wedding service, and take care of the necessary reporting of the marriage to the County Clerk.

**THE WEDDING COORDINATOR** will work with you in making arrangements for your wedding and the execution of a successful event. She will meet with you to work out details and answer your questions. She will work with those who will assist at the wedding itself and at the reception if it is held at the Church.

**THE DIRECTOR OF MUSIC** will assist in providing an organist for the rehearsal and wedding ceremony. She will assist you with your selection of music. The Director of Music can also help provide a soloist if needed.

**THE CHURCH CUSTODIAN** prepares the building for the wedding and reception. It is the responsibility of the wedding party to leave all facilities clean and orderly.

## **REGULATIONS AND SUGGESTIONS**

Weddings held at FELC need to be scheduled 30 days in advance and will be conducted by one of FELC's Pastors or their invited Guest Pastor.

**PREMARITAL CONVERSATIONS:** The Pastor, by oath of his office, is required to diligently inquire:

A) Whether the union contemplated be in accordance with the Word of God

B) Whether it be in accordance with the laws of the State of Idaho  
Whether it is intended to be in accordance with this policy

Therefore, marriage will be conducted after premarital conversations with the Pastor. Four sessions are required and must be completed one week before the wedding date. Appointments can be made by calling the Parish Secretary at 522-9301. If one or both members of the wedding party live outside the area, other arrangements can be made.

**HOLY COMMUNION:** The sacrament of Holy Communion may be combined with the Rite of Marriage after proper planning and counsel with the Pastor.

## **RESERVATION PROCEDURE:**

1. Select a date and check with the Church Office for availability. A \$100 deposit fee is required to secure the date.
2. Schedule an appointment with the Pastor to begin the premarital conversation sessions. Normally, the wedding coordinator is present for the first appointment. Please do not have your wedding invitations printed up and mailed until after this 1<sup>st</sup> session.
3. Schedule additional appointments with the wedding coordinator as needed to review your plans and work with her to carry them out.
4. Call the Director of Music and make arrangements for an organist at 522-9301

## CHURCH USE POLICIES

No smoking in the building

No alcoholic beverages or narcotics may be served or used on the premises. Food and beverages are only allowed in the Fellowship Hall.

Flash pictures may not be taken during the service by guests or professional photographers. Ushers should inform guests with cameras of this policy. Any photography or videotaping done during the service should cause a minimum distraction. At no time are video cameras with tripods to impinge on the aisles. Cameras should be set up no later than 15 minutes prior to the ceremony.

No rice, birdseed or confetti is to be thrown on church property. Bubbles may be used outside of the building.

Flowers or plants may be used in the altar area. Silk petals may be dropped by flower girls.

The Church is open from 9:00 AM until 4:00 PM Monday through Friday. Deliveries or other arrangements requiring access to the building during any other hours will require special arrangements, which can be made through the Wedding Coordinator.

## WEDDING FEES

Member

Pastor: Larry Cudmore - 522-9301

Visitation Pastors: Alton Johnson & John Piirto - 522-9301

Director of Music: Penny Dixon - 522-9301

Wedding Coordinator: To be arranged - 522-9301

Make checks payable to First Evangelical Lutheran Church unless otherwise noted.

Building Reservation \$100 - Refundable if the building is left in the same condition it is found.

Building reservation needs to be paid to secure your date.

The following payments need to be paid before the rehearsal

**Clergy Fees - Honorarium** (payable to Pastor)

**Required Church Fees: \$200**

Includes:           \$75 Wedding Coordinator  
                          \$75 Organist (payable to the organist)  
                          \$50 Custodian  
                          No Charge - Use of Church Building

**Optional Fees: \$50 Soloist** (payable to soloist)

## WEDDING FEES

Nonmember

Pastor: Larry Cudmore - 522-9301

Visitation Pastors: Alton Johnson & John Piirto - 522-9301

Director of Music: Penny Dixon - 522-9301

Wedding Coordinator: To be arranged - 522-9301

Make checks payable to First Evangelical Lutheran Church unless otherwise noted.

Building Reservation \$100 - Refundable if the building is left in the same condition it is found

Building reservation needs to be paid to secure your date.

The following payments need to be paid before the rehearsal

**Clergy Fees - \$150** (payable to Pastor)

**Required Church Fees: \$350**

Includes:           \$75 Wedding Coordinator  
                          \$75 Organist (payable to organist)  
                          \$50 Custodian  
                          \$150 Sanctuary

**Optional Fees:**

\$100 Fellowship Hall & Kitchen  
\$50 Soloist (payable to soloist)