



Planning Your Wedding

Weddings and Receptions

at

Our Savior's Lutheran Church

1020 State Street

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and

The Living Room

810 N. Yale St.

Spearfish, SD 57783

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Our Savior's Lutheran Church

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PLANNING YOUR WEDDING

Your wedding day is one of the most important days in your life! Our Savior's Lutheran Church and its Pastoral Staff are pleased to share this happy occasion with you. What follows is information that will help you plan your wedding.

1. Since you are asking that your wedding be in a church, the marriage ceremony is considered a worship service. When choosing music, decorations and food please keep this in mind. The wedding service can be designed to fit your unique personalities, but it must also reflect our Christian faith. The pastor can assist you with the Order of Service, Scripture selection, etc.
2. Scheduling your wedding as far in advance as possible is helpful. Once you have selected a tentative date, contact the pastor to confirm the availability of the date and to set up your initial meeting with the pastor. In order to reserve your wedding date, we ask for a \$100.00 cash (not check) deposit, which will be kept on-site in our safe. If for any reason you must cancel your wedding date, the deposit may be refunded if we are notified of cancellation at least 2 months prior to your scheduled wedding date. Otherwise, the deposit will be returned to you after the wedding, or may be applied to any outstanding fees.
3. Our Savior's Lutheran Church requires a minimum of two pre-marriage counseling sessions.
4. The pastor will direct your wedding rehearsal. Please schedule it at a time when all your wedding party can be in attendance. (Attendance of any of your musicians may be helpful, but not necessarily mandatory). The rehearsal will last approximately 45 minutes.

5. Coordination of Sound Equipment: If you would like to use the microphones, CD player or any other sound equipment, you must speak with the pastor or the facilities liaison.

Our Savior's Pastoral Staff will work with you to make your wedding a beautiful, memorable day appropriate for God's people!

Stephan Sandness, Senior Pastor
Laura Campbell, Lay Minister

ADDITIONAL WEDDING POLICIES

1. Non-members weddings may not be scheduled more than six months in advance in order to keep weekends open for member weddings.
2. Non-Lutheran clergy are not allowed to conduct weddings of non-members in our church. They may be allowed to participate in a wedding ceremony with the approval of our pastor.
3. No rice, confetti, or shaving cream is allowed in or outside the church because of the difficulty in cleaning it up. Birdseed is allowed outside only. Please clean up the outside area immediately following the wedding couple "send-off".
4. No candles are allowed in the pew areas of the sanctuary.

5. Video cameras are allowed in the back of the church. When using a video camera near the front of the church, it must be on a tripod so as not to distract from the wedding worship service. Please confer with the pastor about the proper use of cameras during the marriage ceremony.
6. No alcohol is allowed on the church property. Smoking is allowed outside only. The pastor reserves the right to halt any ceremony when a member of the wedding party or guest in the church is not conducting himself/herself properly.
7. All personal possessions must be removed from the premises after the wedding/reception. Our Savior's Lutheran is not responsible for the security of personal items.

PRE-MARRIAGE COUNSELING

For couples being married at Our Savior's Lutheran Church:

The purpose of pre-marriage sessions at Our Savior's is to get the couples' marriage off on the most solid footing possible. The requirement is a minimum of two sessions. Our pastoral staff uses an instrument called PREPARE... a relationship inventory designed to promote better understanding and communication among couples. The inventory is taken on-line (a \$35.00 fee is charged on-line when you take it) and then the results are sent to the pastor, who will schedule a time with you to dive into it. In a subsequent session, you'll meet with the pastor to go over the nuts and bolts of the wedding service itself.

The pre-marital couple is always welcome to call the officiating pastor for questions and detail information.

WEDDING/RECEPTION FEE SCHEDULE

	Member Fees	Non-Member Fees
<u>Sanctuary Use:</u>	\$0	\$200.00
<u>Reception:</u>	\$100.00 (0-50) (.50 for each over 50)	\$200.00 (0-50) (\$1.00 for each over 50)

(Make check payable to "Our Savior's Lutheran Church")

Custodial for Wedding: \$ 75

Custodial for Reception: \$150

(Please make check payable to "Barbara Harper")

Our reception area seats approximately 100 people.

Includes use of 1 silver service, glass punch bowl and ladle, glass serving trays and cups, silverware, candleholders, cake knife, and white tablecloths. (You take care of laundering/pressing or dry cleaning.)

Includes two WELCA volunteers to serve and a kitchen /dishwasher attendant.

We provide the following services:

- a. Prepare sandwiches (You furnish ingredients and have buns already sliced.)
- b. Mix punch with your recipe and ingredients.
- c. Serve prepared food.
- d. Make coffee (which you provide).
- e. Clean up.

Bridal party's responsibilities:

Provide hostess, coffee server, cake cutters, punch server, napkins, candles, prepared food, plastic punch cups, butter, coffee, sugar and cream, ice rings, cake, punch, and mints. Decorate hall and tables (and remove decorations and replace tables to original setting afterward).
Remove gifts.

Fees

Church Organist:

\$150

(Please make check payable to musician of your choice)

Church Soloist:

\$ 75

(Please make check payable to musician of your choice)

Facilities Liaison:

\$100

(Please make check payable to facilities liaison individually)

Pastor:

\$200

(Please make check payable to pastor individually)

Payment of these fees and charges must be completed by the day of the rehearsal, or if a rehearsal is not scheduled, before the ceremony begins. It's recommended that the couple, as soon as you get your marriage license from the county, bring that license in to the church to be held with the pastor until the wedding day. It's a good idea to simply take care of any fees at that time, as well. Please pay separately: Musicians, organist, church rental, pastor, custodian and/or facilities liaison.

If wedding is scheduled over a Holiday weekend, please add an additional \$50 per person to the fee.

DECORATIONS

Please do not use nails, staples, tacks or similar devices to attach items or decorations to the pew ends, floor, windows or walls.

KEYS

Keys may be picked up one day in advance from the church office Monday through Friday from 9 a.m. to 3 p.m. A damage/key deposit may be required.

The building, facilities and equipment of Our Savior's Lutheran Church and The Living Room are here to serve the mission and ministry needs of this congregation.

MISSION STATEMENT

Our Savior's Lutheran Church seeks to follow the mission statement below in all the activities and ministries the church offers:

Mission Statement: *Inspired by God's grace, we open our hearts to all in faith, prayer, fellowship and service through Jesus Christ.*