



GRACE EVANGELICAL LUTHERAN CHURCH (ELCA)
 1624 E. Euclid Ave. | Mount Prospect, IL 60058
 847-824-7408 | www.checkgrace.org

WEDDING *Guidelines*

Congratulations on your engagement! Preparing to be married is an exciting time in your journey as a couple, and we are excited to accompany you with spiritual guidance. Grace Lutheran Church welcomes non-members wanting to be married at this church. However, officiating at a wedding is at the pastor's discretion, based on the faith and individual situation of the couple.

The Marriage Service

Weddings are celebrated as a Christian service of worship and a personal expression of the couple's love and commitment. The pastor of Grace Lutheran Church, or the pastor's designated substitute, is the presiding minister at all weddings. The church building is not available for rent to couples using their own minister. Couples who wish to invite guest clergy from other churches should make this request to the pastor of Grace Lutheran Church, who may then issue the invitation to participate in the ceremony. Holy Communion—the Eucharist—may be celebrated at the wedding. All Christians present will be invited to receive the sacrament.

Pre-marital Guidance

The pastor will meet with the couple initially to provide opportunity to share information and provide guidance in preparing for marriage and the ceremony. Every couple will participate in pre-marital guidance offered by the pastor, which usually involves completing a relationship inventory and one or two feedback sessions. The scientifically developed and widely recognized Prepare/Enrich program will be used in providing pastoral relationship guidance (www.prepare-enrich.com/couples). Life Innovations administers the program for a cost of \$35 to be paid online by credit card, or if taken in person payable by check to the pastor.

Scheduling

After the pastor agrees to officiate at the wedding, the date must be reserved with the church office. A non-refundable \$200 deposit towards compensation for the wedding is requested in order for the date to be reserved. In addition, the couple will need to schedule a rehearsal with the pastor during the week preceding the ceremony.

Compensations

Grace Lutheran Church requires a comprehensive compensation for the wedding to cover the following:

	Member	Non-Member
Building Use (\$125 + \$75 for Rehearsal)	–	\$200
Pastor	–	\$200
Musician	\$150	\$150
Assistant	\$ 40	\$ 40
Office Work and Materials	\$ 10	\$ 10
<i>Total:</i>	<hr/> \$200	<hr/> \$600

Compensations are due at the church office at least two weeks prior to the wedding by check or in cash. Please provide compensation to Music Director and Assistant in separate envelopes.

Marriage License

The marriage license can be obtained from any branch of your County Clerk's office. The license must be brought to the church no later than two weeks before the wedding to ensure that the wedding can take place as planned. The pastor will return the signed license to the county clerk after the wedding. The church certificate provided is not a legal document. Couples may obtain copies of the legal marriage certificate from the clerk's office only.

Music

The Director of Music of the congregation, or that person's designated substitute, participates at all weddings, serves as organist and accompanist, and oversees the planning and performance of all other music. Guest instrumentalists and vocalists are welcome to participate only in coordination with the Director of Music. All music for the service will be music appropriate for a church setting and is chosen in consultation with Grace's Director of Music.

Since the wedding is a service of worship, any music sung or played should glorify God; texts of vocal music should speak to God in prayer, praise or thanksgiving. Hymn singing, if included, helps to make the service joyful and involves all participants. The church will help in securing the services of a soloist if one is desired. Their fees vary. Special rehearsals with the organist other than for the rehearsal need to be compensated at \$30/hr.

Please contact the Director as soon as possible to select music together.

Service Bulletins

The church can provide a printed program with the order of the service and participants. Quantities in excess of the first 75 complimentary copies need to be compensated at \$10 for each additional 25. Information about the content needs to be submitted at least two weeks before the wedding. Any programs not provided by the church need to be approved by the pastor prior to printing.

Photography and Video

Professional photographers are allowed to photograph the service unobtrusively and respectfully using available light. During the procession, flash may be used and pictures taken from the aisle.

Videographers may place a camera in a stationary position during the service provided the pastor approves of the placement prior to the service. No additional lighting is permitted for the video. The congregation will be requested to refrain from taking pictures during the service. Opportunity will be provided for taking pictures following the service.

Facilities

The church sanctuary seats 200 people and is air-conditioned. A runner should be 75 ft to fit the length of the aisle. The entrance foyer and hallways of the church are not air-conditioned. The music room is air conditioned and available to the bridal party. Receptions may be held in the church's fellowship hall, depending on availability. Information about usage policies and compensation is available from the church office. No alcohol may be consumed on the church's property.

Additional Information

Floral arrangements may be placed on flower pedestals at either side of the altar. Flowers are not normally placed on the altar itself, except for floral adornments of a unity candle. A unity candle and its holder including tapers are responsibility of the couple. Other decorations may be brought in for the wedding provided they do not detract from the sanctuary as a worship space; please discuss your plans with the pastor. No rice or real flower petals may be used. The couple is also responsible for obtaining a runner, and flowers for presentation if these will be used.

The address for printed invitations and deliveries is: Grace Evangelical Lutheran Church, 1624 East Euclid Avenue, Mount Prospect, Illinois 60056.