Wedding Brochure

Gloria Dei Lutheran Church
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Pastor:
Reverend Helen Liesenberg

2011

The Marriage Service:

We are pleased that you have chosen Gloria Dei Lutheran Church for your wedding. The wedding ceremony is a worship service. It is a happy occasion and an opportunity for us to rejoice in all the gifts God has given to us. **Gloria Dei's Pastor presides at all weddings.** (Rare exceptions, in special circumstances, may be made.)
At Gloria Dei, marriages are performed throughout the year except during the week preceding Easter (Holy Week), when the church is focused on the last week of our Lord's life.

Your wedding may be as simple and private, or as large and elaborate as you desire. The pastor and the wedding coordinator will assist you in planning a service appropriate for you.

Music:

Because your wedding is a worship service, the music needs to be carefully chosen. Our church organist has many suitable selections to choose from. The pastor may also assist you in making appropriate selections, which reflect your personal preference and are in keeping with the nature of worship. Additionally, instrumental music, such as piano, violin, flute or harp may be added to the service.

Flowers:

Any flowers/decorations for the sanctuary need to be discussed with the Wedding Coordinator. Floral displays are limited to: one floral spray on the altar, two flower arrangements on the pillars next to the lectern and pulpit), and small arrangements in the side windows. Your florist may add ribbons and bows to pews if attached in a way so as not to mar the furniture surfaces. A bow with a sprig of Baby's Breath may be placed on the candelabras.

Candelabras:

Two white candelabras (7 candles each) are available for use during the ceremony. Your flowers may be taken home or left for the congregation's Sunday worship. Please let the wedding coordinator know your decision. The added fee covers the cost of replacement of the candles.

Miscellaneous:

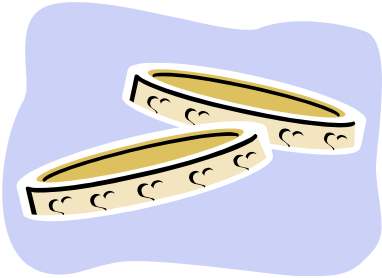
Unity Candle: The candle ceremony may be included in the service after consultation with the pastor. You may provide your own unity candle, or unity candle arrangement. Please speak with the wedding coordinator for ideas and suggestions about where to find them.

Wedding Programs: You may decide to print an Order of Service, listing the participants in the wedding. The Pastor will assist with the ordering, layout and printing. It is essential to pay close attention to the Order of Service.

Guest Book and Gifts: You may want to appoint a close friend to manage your guest book and any gifts brought to the church.

Aisle Runner: We do not encourage the use of an aisle runner as we have only the center aisle; also because it is difficult to keep in place and it is usually in the way for pictures.

Seating Capacity: Our church seats approximately 200 people. This includes seating in the balcony. Discuss with the Wedding Coordinator whether you wish all your guests to be escorted to their seats, or just the parents and grandparents of the bride and groom.



Photographs and Video Tapes:

It is important that there be as few distractions or disruptions as possible during the service. Therefore, your photographer must understand our policy. If it is at all possible, the photographer should visit the church to understand our lighting, etc.

1. Photographs may be taken before the ceremony, outdoors, or in the bride's dressing room. All photographs before the ceremony need to be completed 15 minutes before the ceremony. After the ceremony, photographs may be taken in the church, including re-staging portions of the service. You and your photographer may decide on an appropriate time allotment; however, if the picture taking extends beyond 45 minutes after the ceremony, an additional $15 will be paid to the wedding coordinator from your security/misc. deposit.

2. Flash photography is only permitted during the processional and recessional. Other photographs may be taken during the service with natural lighting from the back of the church or out of view of the guests.

3. Your ushers will be asked to remind your guests arriving with **cameras or cells phones** that **no flashes** are permitted during the ceremony. This helps preserve the dignity of the ceremony.

4. Video cameras (without lights) may be placed in the back at the center of the church, or in the balcony. A camera may be set up to the side of the chancel area, only if left unattended.

Obtaining the License:

The "License and Certificate of Registry of Marriage" is available at the County Recorder's Office. You must both be present. There is a fee for this document. The document is valid for ninety (90) days. Please bring this document to the church office no later than the Wednesday prior to the ceremony. The County Recorder's Information Telephone Number is (562) 462-2137.

Wedding Fees

Use of the Church: $250.00

This fee is to partially defray the costs of maintaining the church buildings. Active members of Gloria Dei Lutheran Church do not pay this fee. Their offerings support the ministry of the church.

The Pastoral Fee (Includes Pre-marital counseling) $230.00

There will be 4-6 sessions for pre-marital counseling and planning of the wedding. When either the bride or groom is an active member of the congregation the pastoral duties associated with the wedding are assumed without remuneration.

Wedding Coordinator: $120.00

Weddings at Gloria Dei include the services of a wedding coordinator. The wedding coordinator will assist in all details related to the use of the building and will assist the bridal party at the rehearsal and on the wedding day.

Organist: $150.00

The organist at Gloria Dei is usually available for weddings, or we will arrange for another organist. The music will be mutually agreed upon between you, the pastor and the organist. The organist's participation in the rehearsal is included in the fee. However, if an additional rehearsal is needed with the soloist, this fee will be increased by $35.

Custodian: $ 50.00

The custodial fee includes clean-up of the church, restrooms, brides' changing room, parking area, and closing of the church.
The throwing of rice or bird seed is not permitted.

Soloist: (optional)

We can provide you with the names of soloists, or you may have someone in mind yourself. The usual fee is $75, if provided by the church. The soloist is responsible for arranging rehearsal time with the accompanist.

Candelabra: **$25.00**

There are two candelabra available for use. The fee includes the purchase of seven candles per candelabra, set up, and clean up.

Security/Miscellaneous Deposit: **$ 75.00**

This (refundable) deposit will be used if extra cleaning is needed or for additional staff time if the rehearsal or the wedding start is significantly delayed, or if the photo session runs longer than the agreed upon 45 minutes.

Parking

Onsite parking is limited to approximately 17 automobiles and local parking is often limited. (If you are using a nearby facility for the reception, perhaps you can arrange for shuttling or carpooling.)

Wedding Rehearsal:

All members of the "Wedding Party", the Pastor, Wedding Coordinator, Organist and Soloist (if there is one) are to be present and on time.

Reception:

The Social Hall is available for a "Stand-up Reception" of 80 people or less. Small finger-food would be appropriate (OR) a buffet-dining (chairs only except for food table(s) for 60 people. No alcoholic beverages are permitted; however this need not deter you from having a reception here. For more information, please contact the church office (562) 438-0929).

No alcoholic beverages are to be served or consumed on the church premises at *any time*. Please inform your wedding party of this.

Financial Arrangements:

A non-refundable deposit of $200.00 is needed to reserve the dates for the rehearsal and wedding. The check should be made out to **Gloria Dei Lutheran Church** and given to the Pastor at the first appointment or when the date is secured.

Wedding Cost Breakdown:

BASIC FEES:

A. Use of the Church	$250	
B. Pastoral Fee	$230	
C. *Prepare/Enrich Inventory & Analysis*	$ 40	
D. Organist	$200	
E. Wedding Coordinator	$120	
F. Security/Misc. (refundable)*	$ 75	
G. Custodian	$ 50	
Basic Fees Sub-Total		**$965**

Miscellaneous Fees:

G. Wedding folders ($10 per 100) _____
H. Soloist ($50-$100 if provided by church) _____
I. Special Rehearsal with Soloist ($75) _____
J. Candelabra Use ($25) _____

TOTAL **$_____**

BALANCE DUE: $_____

DATE DUE: _____

The agreed upon balance is due two weeks before the wedding date. Please give the check to the Pastor.

*SECURITY DEPOSIT ($75) will be refunded immediately following the wedding.