

# WEDDING GUIDELINES AND FEES

## NON-MEMBERS

### GOOD SHEPHERD LUTHERAN CHURCH



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The fees and guidelines included in this brochure have been directed by the Church Council of Good Shepherd to be charged to all non-members. A list of the fees and procedures will be made available to the couple. Some fees are required, others are optional and will be communicated to the wedding party by the Church Office. All fees must be paid prior to the date of the ceremony. A statement of fees due will be mailed in sufficient time for all fees to be paid by the due date. If there are any questions about the services and the fees, please contact the Administrative Coordinator, 428-4052, who will be happy to explain the services and the fees.

#### FACILITIES USE

<b>Sanctuary</b>	<b>\$350.00</b>
<b>Fellowship Hall</b>	<b>\$400.00</b>

#### PERSONNEL

<b>Organist</b>	<b>\$175.00</b>
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The Organist plays for the rehearsal, pre-service music, processional and recessional, and for any solo music that is used. If another organist, other than our own parish organist, is requested to be used, the parish organist must grant permission. If the organist has to schedule extra rehearsals with a soloist or instrumentalist, the fee is an additional \$35.00 per rehearsal. If the Organist doesn't have the music requested in her possession, it is the responsibility of the wedding couple to pay the cost of the music.

<b>Soloist</b>	<b>\$100.00</b>
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A soloist is available from the Parish. There are normally two [2] solos sung, and the Wedding Coordinator or Pastor will indicate when these may take place. If more than two [2] solos are requested and additional \$25.00 is added. If the soloist doesn't have the music requested in his/her possession, it is the responsibility of the wedding couple to pay the cost of the music. **Music must be approved by the Director of Music, Pastor or Wedding Coordinator.**

**Custodial****\$125.00**

The custodial committee must clean the Sanctuary prior to the marriage ceremony and then again after the ceremony. They are responsible for preparing the Sanctuary for the wedding.

**Wedding Consultant/Coordinator****\$275.00**

The Administrative Coordinator, reserves the date and time on her calendar, schedules meetings with the pastor for two [2] sessions if needed. She meets with the wedding couple to discuss wedding procedures, flowers, candles and candelabra, selection of bulletins, cost of which is paid by the wedding couple, prepares bulletin, attends rehearsal and wedding. Responsible for opening the church for the florist, wedding party, etc. She also meets with the photographer and videographer prior to the wedding. If more than 2 hours is needed prior to the wedding, an additional \$50.00 will be added, making the total **\$325.00**

**The Clergy****\$300.00****Other Musicians**

Other musicians will be charged at the rate those persons request. The parish will secure instrumentalist if requested. If the wedding couple desires to secure their own instrumentalists, these must be approved by the Director of Music and will probably be asked to play their instruments for him.

**EMBELLISHMENT ITEMS****Additional Candles**

There is no charge for the normal Altar candles. As part of our parish practice, we **DO NOT ALLOW a Unity Candle.**

**7 Branch Candles on each side of the altar \$200.00**

There are four [4] seven [7] Branch Candelabra, total 28 candles, that are placed on either side behind the Altar near the flower stand. The candles are 51% Beeswax and are new unused candles for each wedding. The parish reuses these after use, but these must be purchased new for each wedding.

**Aisle Candelabra \$125.00**

There are ten [10] candelabra that are attached to alternating pews on either side of the aisle with globes. This charge includes new candles, set up and take down.

**Bulletins [including printing] \$40.00 per hundred**

The bulletins, which normally include the marriage ceremony, are selected from a variety of bulletin samples. They must be selected and ordered at least four [4] weeks prior to the ceremony to assure their availability and delivery. The Office will provide sample choices, and assist in making a decision if asked. A proof copy will be submitted to the wedding couple for their approval one [1] week prior to printing

## Photography and Videos

Your photographer or videographer must come in and consult with the Wedding Consultant prior to the rehearsal. The photographer may take pictures during the service, but may take flash pictures during the processional and recessional only. He/she may take time exposures from the back of the church during the service. **Movement of the photographer shall be kept at a minimum during the ceremony so as not to detract from the ceremony. At no time will the photographer or videographer detract by his or her presence or posture.** Any and all poses, may be reenacted following the ceremony. The only proviso is that those utilizing the Pastor and clergy shall be done first in order to allow them to remove their vestments.

*Please advise your guests not to take pictures during the service. They may stay after the worship service to take pictures with the photographer.*

## Summary of Wedding Fees Member

*Note: All fees are payable by check, cash or money order and due in the office APPROXIMATELY ONE WEEK BEFORE THE CEREMONY. If checks or money orders are used, they should be made out to each person individually; amounts/names will be sent to the wedding couple by the Office in sufficient time prior to the wedding to have the checks/cash sent or brought to the Office on the date requested. The Church Administrator will distribute the checks/cash to the appropriate persons. The rest of the fees are to be included in ONE check made out to 'Good Shepherd Church', and should be given or sent to the Church Administrator at the time requested along with the above fees.*

### REQUIRED

Sanctuary	350.00
Custodial	125.00
Wedding Consultant	275.00
Clergy	300.00

### OPTIONAL

Organist	\$175.00
Soloist	100.00
7 Branch Candelabra [2 pair]	200.00
Aisle Candelabra	125.00
Bulletins [per 100]	40.00
Fellowship Hall	400.00