

Dear Bride & Groom,

Congratulations on your upcoming marriage. Your wedding will be one of the most joyous and memorable occasions of your lives, and as such should be planned carefully and thoroughly.

We at First Lutheran Church are committed to celebrating this happy event with you in a worshipful atmosphere. This brochure outlines the guidelines for weddings and receptions held here. As you set your date and begin to think about your plans, please notify the officiating pastor so that your wedding arrangements can be coordinated with the church calendar.

May God richly bless you as you begin your new life together.

Continuing Worship —

Married couples are urged to attend church regularly, whether in this church or in any other church of their choice. A common Christian commitment is not only a source of strength to both partners, but also a powerful stabilizing factor in marriage.

For further information or to schedule an appointment to begin planning your wedding, please contact our Wedding Coordinator

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FIRST
LUTHERAN
CHURCH

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FIRST
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Weddings



Scheduling

Weddings should be scheduled as far in advance as possible. Church functions have priority over wedding dates.

The preferred times for weddings are Friday evenings and Saturdays at 10:00 am, 1:00 pm, or 4:00 pm. Weddings may not be scheduled after 4:00 p.m. Saturday. Times must coordinate with the officiating pastor's schedule

Note: No weddings are performed on Sundays, major holidays or away from the church.

Wedding Coordinator

Our Wedding Coordinator is responsible for arranging for the services of the Organist, Soloist, Sexton, nursery, etc., and for coordinating the date with the church calendar. They will work with you in designing your bulletin; securing the various details for your service and administer the premarital counseling assessment required prior to your counseling sessions with the pastor.

Counseling

Couples planning marriage will meet with the pastor for a series of counseling sessions, using the "Prepare and Enrich" premarital counseling materials.

Music

The Organist will provide prelude and postlude music and will participate in the rehearsal. The music should reflect standards of reverence for God, have artistic merit and tasteful dignity. Traditional or contemporary love songs which have no direct Christian content are more suited to be sung during the reception. All wedding music will be approved by the pastor.

Only First Lutheran congregational organists are used for weddings.

Flowers

Flowers will be provided by the wedding party. They may be left for the Sunday worship services and this will be noted in the Sunday bulletin.

The Marriage License

The pastor cannot perform a wedding without a valid Colorado marriage license in hand. For information, contact the county clerk's office at 719.520.6200.

The license must be in the church office the week prior to the wedding

The pastor will see that it is properly signed after the ceremony and will return it to the county clerk to be recorded. *The church must have the license no later than 1 week before the wedding ceremony.*

Photography

Flash pictures may be taken before the ceremony as the bridal party processes down the center aisle and after the ceremony as the bridal party recesses down the center aisle. Pictures may be taken during the service from the balcony without flash. Posed formal pictures are usually taken after the ceremony; the time should be prearranged to avoid conflicting with other scheduled events. Video recordings are permitted, provided the equipment and technicians remain unobtrusive.

Decorations

The church provides liquid wax candles and two 7-branch candelabra. In order to prevent wax damage to the chancel area, regular wax candles cannot be used. A prayer kneeler is provided for the bride and groom. Aisle runners are not used. Rose petals may be sprinkled down the aisle provided they are silk. Pew decorations are permitted, however, candles cannot be used on pew decorations; care should be taken to avoid damaging the pews, using clip-on decorations (most florists know what these are).

The Christ Candle may be used during the service, however a Unity Candle cannot. We suggest you use your Unity Candle at your reception.

Other Guidelines

The wedding ceremony of the Lutheran Church is used in the service. Innovations are discouraged.

Other Christian ministers important to the bride and groom or their families may be invited by the officiating First Lutheran pastor to participate in the ceremony if requested. Rice, birdseed and confetti may not be thrown. If needed, bubbles are a suggested substitute. Seating capacity of the sanctuary is approximately 375.

Smoking is not permitted at any time or any place on the church property. *It will be the responsibility of the bride and groom to make these rules known to the wedding party.*

All paperwork detailing your wedding must be returned to the wedding coordinator by your final counseling session.

Wedding Fees and Honoraria

| | | |
|-----------------------------|----|-------------------|
| Prepare/Enrich Counseling | \$ | 35.00 |
| Nursery Attendant (2 hours) | \$ | 40.00 |
| Sanctuary Wedding | | No charge |
| Worship Center Wedding | | No charge |
| Organist | \$ | 300.00 |
| Soloist | \$ | 150.00 range |
| Other Musicians | \$ | 150.00 range |
| Pastor | | Honorarium |
| Bulletins | \$ | 50.00 per hundred |
| Reception Fees: | | |
| Peel House 100 maximum | \$ | 1,500.00 |

Reception Procedures - All receptions are coordinated by the event coordinator, who sets up for the reception and supervises serving and cleanup. The church provides the room, china, silver, glassware and linens. **The wedding party provides the food and servers.**

Our wedding coordinator will refer you to our event coordinator for assistance in arranging your reception. Wine and beer may be served. A certified and insured bartender is required and can be booked or recommended through your caterer. Cash bars are prohibited. Liquors and spirits are prohibited. A list of recommended catering companies as well as licensed/insured bartenders will be provided by the church.

Method of Payment

Fees for the Organist, Soloist and any other musician should be *made out in their name* and delivered to the church no later than the rehearsal. Checks for all other fees should be made payable to:

First Lutheran Church

Payment of all fees is expected one week before the wedding date.