

*Advent Lutheran Church  
Wedding Guidelines*



*7985 Munson Road  
Mentor, Ohio 44060  
440.257.5565*

## **PLANNING YOUR WEDDING:**

We are delighted you will be married at Advent Lutheran Church. By having your wedding in God's house, you are asking God to be present in your marriage. These people, working with you, will help make your wedding a service of worship, praise, and prayer:

**Pastor:** Rev. Steven Bond  
257-5565

**Office Administrator:** Mrs. Sue Keeley  
257-5565

**Organist/pianist:** Mrs. Elizabeth Sumiejski  
257-5565

**Wedding Director/  
Coordinator** Mrs. Sue Keeley  
440-862-2790

**Janitor:** Call office

**Office Hours:**  
Monday-Friday 9am-4pm

This booklet was prepared to answer questions you may have and as Advent's guidelines. Call the Wedding Director or Pastor if any questions or concerns arise. We are looking forward to helping you to make your wedding day very special. May God Bless you while planning your wedding and your future together.

### **What should we do after notifying the church of our wedding?**

After you have decided on a date to be married, call Advent's Pastor and Office Administrator to check the church's availability. They will fill out the information sheet for the use of the church.

Your wedding date will be placed on the calendar once the information sheet is filled out. **Note:** Weddings are not conducted during Holy Week, Easter, Christmas Eve or Day, or when any worship services are scheduled.

### **Can we have a reception at Advent?**

Advent has a fellowship hall that will accommodate a small reception. The hall accommodates approximately 75 comfortably. Advent has no catering service available.

### **Are there dressing rooms for the bridal party/ groomsmen?**

We will provide a room for the bride and bridesmaids to use for dressing and relaxing, as well as one for the groomsmen to relax in. This is included in the church reservation.

### **Who will officiate at our wedding?**

Pastor Steven Bond can officiate at your wedding as his schedules permit. Call when your date has been set. The officiating pastor will be responsible for premarital counseling, unless other arrangements are made under consultation with the pastor.

### **May I have a guest pastor conduct or participate in our wedding?**

Yes. If you would like a guest pastor to participate in your wedding, please consult with Advent's pastor for further discussion.

### **What is premarital counseling?**

The pastor may require up to a total of four premarital sessions that will include both marriage and wedding sessions. A Life Innovation, Inc. premarital inventory, "Prepare" will be used. Life Innovation requires a \$35 processing fee.

## **When do we schedule a wedding rehearsal?**

Schedule your rehearsal at the first session with the Pastor. Your wedding rehearsal is usually scheduled the day before your wedding. It should be scheduled when all the wedding party and Pastor are able to attend. Rehearsals usually take one hour.

## **Can Holy Communion be served at our wedding?**

Yes. Holy Communion is a wonderful way to celebrate your wedding. Invite guests to celebrate the sacrament with you. The option of not having Holy Communion is available as well.

## **Can photographs/videos be taken during the service?**

Photographs and videos are a wonderful way to remember your wedding. A wedding is a worship service, so to keep the worshipful nature, it is requested no photographs are taken during the service. Photographs may be taken during the processional and the recessional. Professional photographers may take pictures without a flash from the back of the church. If you have a photographer video- taping your wedding, please have the tripod stand behind the pulpit. To be as inconspicuous as possible, do not use flood lights.

## **Who will play at our wedding and who selects the music?**

Advent's organist, if available, will be happy to play at your wedding and help you select your music. You are welcome to use a guest organist or other musicians.

Selection of music should be made in consultation with the organist. You may wish to have a hymn or two to include your guests as active participants.

The wedding service is a worship service where people join in praising God and asking for His blessing. The music should reflect the reverence of the service and the joy of the occasion. Sacred music is the recommended focus.

## **Who will help us with setting up the church?**

The Wedding Director/Coordinator will be invaluable in making your wedding day less stressful. The Director will assist you at your rehearsal and wedding.

## **Ways the Director will help:**

- ★ Opens/closes the church on your wedding day and rehearsal day.
- ★ Turns on the lights.
- ★ Helps with placement of flowers and bows/decorating ideas.
- ★ Provides information on use of candelabras.
- ★ Aids in coordinating wedding participants.

The Wedding Director is not responsible for clean up or moving furniture.

## **How do we obtain a marriage license?**

A marriage license must be obtained from the clerk of courts of Lake County. The office is located at the Lake County courthouse in Painesville. **Bring the license to the rehearsal for the pastor's signature.**

## **Will the church provide a printed bulletin?**

Couples may choose to purchase and print their own bulletins or choose to have the office administrator print them. If you choose to have the bulletins printed at the church, all of the information needs to be given to the office administrator three weeks before the wedding. You may purchase bulletins through the church or buy them yourself, possibly at The Christian Bookstore.

## **What about rose petals and birdseed?**

Bird seed and rose petals are acceptable as long as thrown outside. It is requested that no rice or confetti be thrown inside or outside of the church.

## Is smoking allowed?

Advent is a no smoking facility.

### GENERAL INFORMATION:

Sanctuary capacity	200
Fellowship Hall	75
Center aisle	50'

### FINANCIAL ARRANGEMENTS:

There are various expenses connected with preparing for and holding the wedding ceremony and reception. **All fees should be submitted in separate checks (made out to the individuals) to the church office one month prior to the wedding.**

	<i>Members</i>	<i>Non-members</i>
<b>Pastor</b>	discretionary	\$200.00
<b>Organist</b>	\$125.00	\$125.00
<b>Rehearsing w/ soloist</b>	\$25.00	\$25.00
<b>Printing of Bulletin (optional)</b>	\$35.00	\$35.00
(check made out to the office administrator)		
<b>Janitorial Staff</b>	\$50.00	\$75.00
<b>Wedding Coordinator/Director</b>	\$100.00	\$100.00
<b>Advent Lutheran Church</b>		
<b>Sanctuary</b>	Free	\$300.00
<b>Fellowship Hall</b>	Free	\$100.00

(In cases of financial need the Pastor may make special arrangements.)