

**Saint Matthew's Lutheran Church**  
**2440 Conestoga Road**  
**Chester Springs, Pa 19425**  
**610-458-5675**



## **Planning Your Wedding at Saint Matthew's**

We are pleased that you are considering St. Matthew's Lutheran Church for your wedding.

Hundreds of people have received God's blessing on their marriage in this church and we welcome the opportunity to bring God's blessing to your marriage.

This booklet is designed to help you prepare your wedding ceremony.

## **Scheduling the Wedding Service**

The scheduling of all weddings is done through the church office. Please call 610-458-5675 to begin the process. Allow a minimum of six months between your initial contact with the church and the date of the wedding. This provides a realistic time frame to complete the necessary preparation, including counseling sessions.

Please do not plan any part of the wedding until after you have determined the availability of the church and pastor. Your wedding date will not be added to the church calendar until we have received a signed agreement and a \$200.00 security deposit. This deposit will be returned if the guidelines have been followed.

No sanctuary weddings will be scheduled on Sundays, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day or during Holy Week.

## **Wedding Insurance**

The wedding party will be held responsible for any damage to the building or furniture. For this reason the wedding couple is required to carry wedding insurance.

## **Role of the Pastors**

Our pastors are not obligated to preside at weddings. Presiding at a wedding, or not, is always at the pastor's discretion. The pastor will agree to do so, or not, as he or she believes appropriate. The pastor's fee is \$250 for up to 3 premarital meetings, the rehearsal and wedding ceremony. There may be additional fees for extra meetings or other requests.

It is hoped that members of St. Matthew's will ask one or both of St. Matthew's pastors to preside. Whenever possible we will try to accommodate your request for a specific pastor. But the final decision will rest with the pastors.

It is not necessary to use the services of one of St. Matthew's pastors. You may use an appropriate clergy-person of a recognized Christian organization. Non-Christian clergy persons will be considered on a case by case basis.

## **Required Pre-marital Counseling**

More important than the planning of a wedding is the planning and preparation for a marriage. For this reason St. Matthew's requires pre-marriage counseling for all members of St. Matthew's and all weddings at which a pastor from St. Matthew's presides. Premarital counselling for weddings at which non-St. Matthew's clergy preside is at the presider's discretion. Speak with your pastor for more information.

## **Role of the Wedding Coordinator**

St. Matthew's provides a wedding coordinator to the couples who wish to be married in this church. The option is non-negotiable. After the contract has been signed by the couple and the church, the couple should contact the wedding coordinator. The wedding coordinator will review the plans and guidelines with the couple, will serve as the primary contact between the church and couple, and will direct both the rehearsal and the wedding. The fee for the wedding coordinator is \$250.

## **Sound Technician**

A sound technician will be provided for both the rehearsal and wedding ceremony. The fee schedule can be found at the end of this document.

## **Sexton / Cleaning staff**

The sexton will open and close the facilities for both the rehearsal and wedding and will clean the facilities after the wedding. The fee schedule can be found at the end of this document.

## **Organist / Musician**

St. Matthew's will recommend the name of an organist / pianist for the rehearsal and wedding. If this individual is not available we can suggest some other individuals for you to contact. You may also provide your own organist / pianist. This individual will need to contact St. Matthew's music director before plans are finalized. Arrangements for soloists and special music should be made with the organist / pianist. The praise band instruments are not available for use in a wedding.

## **Facilities**

Our sanctuary seats approximately 200 persons.

A dressing room is available for the bridal party. A waiting room will be provide for the groomsmen and ushers. We recommend that all personal items are removed from these rooms before the service. The fate of any personal items left behind after the wedding will be determined by the wedding coordinator or other church staff.

The church will open 30 minutes before a rehearsal and will remain open for 15 minutes after the rehearsal has been completed.

We will open the church two hours before the wedding is scheduled to begin. The facilities are then available for a total of four hours. This includes the time needed for floral setup, decorating, dressing, pictures, ceremony, receiving line and cleanup.

Smoking is not permitted on church property.

Extra building time will cost \$50 per half hour. There may be extra charges for pastors, wedding coordinator, sound person, organists and cleaning staff.

## **The Rehearsal**

The rehearsal is usually held the evening before the wedding. At this time the wedding coordinator will review the logistics of the service, e.g. where to stand, how to process ... Depending on the number of people involved the time required for the rehearsal is usually 45 minutes to one hour.

All participants in the wedding service, including parents, attendants, flower girl(s), ring bearer(s) and ushers should be present and on time. If you are having a guest pastor participate in the service, he or she should also be present.

If you are working with another wedding consultant, please be aware that St. Matthew's wedding coordinator will be in charge of all proceedings at St. Matthew's.

Soloists and special musicians must make arrangements with the organist / pianist for rehearsals. Time of practice will need to be confirmed with the wedding coordinator to insure that the church is available for practice.

### **Holy Communion**

The marriage ceremony may be set in the context of Holy Communion.

### **Lighting of the Wedding Candle**

This can be included in the service. The wedding candle and stand is yours to purchase and keep. It should be brought with you to the rehearsal and taken home after the ceremony.

### **Programs**

St. Matthew's will *not* provide printed programs for the service. If you decide to have programs printed elsewhere, the wedding coordinator might be able to answer any questions you have.

### **Decorations**

Paraments and seasonal decorations must remain in place during the wedding ceremony.

Tacks, nails, staples, adhesive tape, or scotch tape may not be used to attach decorations. Pew bow hangers, florist tape, elastic bands and / or ribbons are the only items that may be used to attach pew decorations.

### **Flowers**

Flowers may be arranged in the sanctuary 2 hours before the service. The florist can provide white runners if desired. Please remove the runner and flowers after the service. If you would like to provide flowers for the Sunday morning's worship service, please talk to the worship coordinator.

### **Marriage License**

Since weddings are regulated by the STATE, you must secure your license in Pennsylvania. The license must be given to the wedding coordinator no later than the rehearsal. No wedding can proceed without the license.

## **Photographers & Videographers**

Wedding services are worship experiences so photographers and videographers should be as non-intrusive as possible. We encourage that pictures be taken before the service. Pictures may be taken anywhere on the property. Please return things to the way you found them.

Flash may be used while the bridal party is entering and exiting the sanctuary. Photos may be taken during the service but they must not distract from the wedding service. Photographers and videographers may not be on the chancel at any time during the service.

## **Rice, Bird Seed**

If throwing rice after the service is planned, bird seed should be used as an alternative to rice. Do not use confetti.

## Wedding Fees

	<u>Members</u>	<u>Non-members</u>
Sanctuary	\$250.00	\$500.00
Sexton / Cleaning Staff	\$35.00	\$50.00 first hour + \$15.00 per extra 30 minutes.
Sound Technician	\$50.00	\$50.00
Pastor's services	\$250.00	\$250.00
Wedding Coordinator	\$250.00	\$250.00
Organist (member and non-member)		
Wedding service		\$ 200.00
Wedding Rehearsal		\$ 50.00
Rehearsing with Soloists		\$ 50.00
Rehearsing with Instrumentalists		\$ 50.00
Extra Building Time	\$50.00 / half hour	\$50.00 / half hour
Security Deposit	\$200.00	\$200.00



The check for the Pastor's services should be made out to the pastor.

The check for the Wedding Coordinator should be made out directly to the wedding coordinator.

The check for the Organist should be made out directly to the organist.

All other checks should be written out to St. Matthew's Lutheran Church.

All fees must be paid to the wedding coordinator one week before the wedding.

Thank you for choosing  
St. Matthew's as the location for your wedding.

