



YOUR WEDDING AT PRINCE OF PEACE

We at Prince of Peace are delighted that you have chosen, or are considering choosing, our sanctuary as the site for your wedding. Whether you are new to Prince of Peace, longtime members here, or a bit in between, you, your families and your guests are welcome here. We hope that this document will help you in planning the sacred celebration of your union in marriage while also helping you understand what a church wedding means and involves for you. We are here to answer any of your questions, with the goal of making your wedding day as comfortable and as filled with joy and faith as possible. We invite you to worship regularly with us and to make time for daily prayer in your journey toward marriage.

SCHEDULING

You have an important initial task as you embark upon your planning, and that is to schedule your wedding. Because Prince of Peace is an engaged congregation with an active facility, and because there are many people involved in your wedding, please contact us as soon as you have a date or range of dates in mind.

It's easy to make a tentative plan; just contact the church office and ask one of our office staff members to pencil your date in and to notify the Pastor. That first call will enable us to coordinate our schedules, and to suggest alternatives if your preferred date does not work out. Our office staff will provide you with a Wedding Planning Form (also provided in this procedure) so that you can begin to map out details of participants, music, and other plans.

Once Pastor has confirmed your wedding date, you will be assigned a single point of contact ("Planner") to assist you with your arrangements at Prince of Peace. Be sure to have this confirmation and Pastor approval before you make financial and schedule commitments in connection with your wedding, such as reserving space for a rehearsal dinner or wedding reception. We cannot guarantee that we will be able to accommodate your preferred date without a confirmation from our Pastor, and we do not want you to be disappointed if your arrangements conflict with our availability.

Please be aware that holiday weddings may be scheduled with the approval from our Pastor. Except in cases of extenuating circumstances, we prefer not to conduct weddings from December 24 through January 2 or from Palm Sunday through Easter Monday. In addition, Saturday evening weddings after 7:00 p.m. are discouraged.

Church office hours are from 7:00 a.m. to 11:00 a.m. Monday through Friday, excluding Wednesday, and afternoon or early evening Monday through Friday. The church phone number is (440) 871-5565; our e-mail is princeofpeacewestlake@gmail.com. We look forward to hearing from you.



PREPARATION FOR MARRIAGE

A second important task for you is to begin to prepare, with the guidance of the Pastor, for your marriage. The wedding, whether small or large, is a festive occasion. The marriage, which begins as soon as you have been declared partners in marriage, is a commitment to a life-long relationship which involves two distinct personalities as well as faith, sexuality, life goals, finances, careers, extended families, and perhaps children. We do not want you to forego taking the time to visit these topics while you are busy with the details of ceremony, reception, and daily life and therefore require that you conduct a few preparatory sessions with the Pastor.

Sometimes couples feel or believe that these preparation sessions are unnecessary, or even embarrassing. Perhaps your relationship is a long-standing one, perhaps you have been married before, perhaps you are uncomfortable discussing some of these topics with one another, or perhaps you think you've already brought everything out in the open. You can rest assured that every couple who participates in marriage preparation sessions finds that the conversations may open the door to matters they have not previously discussed or might see their partner in a new light.

Your Planner will help you schedule your preparation sessions with Pastor. You should expect three to four such meetings, with the final session used to finalize plans for the wedding ceremony.

YOUR WEDDING CEREMONY

A church wedding is a service of worship. That means that expectations regarding services of worship are followed, which might not be the case in secular venues. Those expectations, as detailed below, are designed to accommodate the holy space of our sanctuary and grounds, and the sacred nature of the ceremony, as well as your own individual preferences. To those ends:

- The Pastor of Prince of Peace will preside over and will have final approval over the wedding ceremony, whether in the church building or on the church grounds. If you would like a visiting clergy person to participate in the marriage ceremony, please indicate this on the Wedding Planning Form and discuss this with Pastor. The Pastor, knowing how important clergy connections are for a wedding, is generally happy to accommodate your request, and is the person to extend the invitation to visiting clergy.
- It is our standard approach to use the liturgy (the order of service and words spoken or sung) for the service as set forth in the Evangelical Lutheran Worship Book. Again, we are happy to work with you to tailor the service and make it special for you. The Pastor will assist you in becoming familiar with the liturgy and personalizing it to your ceremony. We believe that, even if you are unfamiliar with Lutheran liturgy, you will find it beautiful and meaningful.
- The music for the wedding ceremony (before, during, and after) requires the prior approval of the Pastor. The Pastor and any of the church's musicians can assist with musical suggestions.



Music should be appropriate to a sacred occasion, but again we will work with you to help make it a special occasion.

- Your Wedding Program, or Order of Worship, will be the final document that guides the ceremony. We ask that you have the program approved by the Pastor four to six weeks in advance of the wedding. If it you would like the program to be printed by the church, would request that you provide a draft to the church office three to four weeks in advance of the wedding so that we can anticipate any timing constraints.
- The sanctuary décor is an essential and inviting element of your wedding. To ensure that your wedding is beautiful in appearance, please provide your Planner with your floral and other decorating intentions at least four weeks prior to the wedding date. Both our office staff and our Altar Guild members are skilled in sanctuary presentation. They would be happy to work with you to select your arrangements and provide you with suggestions. Our policy is to use only real flowers and plants for your arrangements, and that they be designed so as not to impede views of the ceremony. Your Planner will assist in scheduling delivery.
- We do have a few restrictions that come from experience that we are compelled to share:
 - We discourage the carrying of lighted candles down the aisle. When approved by Pastor, only drip-less candles may be used anywhere in the sanctuary.
No thumbtacks, staples, tape or similar objects are permitted in the sanctuary, chairs, organ, piano, or rails.
 - No rice, confetti or birdseed may be used inside or outside the building. Bubbles, real flower petals or balloons may be used outside the building; however, the release of balloons is not permitted.
 - Furniture can be moved only with prior permission. Any furniture that is moved must be moved back to its original location prior to the wedding party vacating the facility, or arrangements must be made for the church to move it and move it back, with a fee to be paid if there is a significant cost.
- Please note and advise your wedding party that:
 - We will provide specific rooms for you to use as dressing areas. Coat hangers, plastic bags and other debris should be removed from dressing rooms after the wedding. Please do not hang anything from ceiling tile supports.



- Air conditioning or heating will be turned on at a reasonable time before any scheduled event (usually not more than four hours in advance.)
- Smoking is not permitted anywhere in the church facility or within 50 feet of any building entrance.
- Members of the wedding party are expected to refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at any time.
- We know that sometimes accidents happen. Breakage and damage of any kind to any church equipment must be reimbursed at replacement prices.

PHOTOGRAPHY AND AUDIO VISUAL

Photographs in the sanctuary may be taken two hours prior to the start of the wedding service and staged photography must be completed 30 minutes prior to the start of the service. During the wedding ceremony, photographers and videographers are expected neither to detract nor inhibit the worship service. They may not move around the front of the sanctuary nor in the chancel during the wedding service. They are to confirm their plans with the Pastor prior to the service, and to follow the pastor's instructions.

Video cameras may be positioned prior to the ceremony to film the wedding service. The videographer should minimize movement and avoid the front of the sanctuary during the ceremony. We have an upgraded audio-visual system in our sanctuary and narthex areas. In addition, we have Wi-Fi available throughout our facility. Please advise your Planner if you would like to utilize these systems and services.

MARRIAGE LICENSE

Marriages officiated by the Pastor of Prince of Peace are legally binding. For the Pastor to marry you, you must present a legal marriage license to the Pastor at least one week before the wedding. For information on how to obtain a license in Ohio, contact the County Clerk <http://probate.cuyahogacounty.us/marriage.aspx>. Please be aware that, because your marriage license is a legal document, the Pastor cannot sign it on behalf of another officiant.

DIVERSITY POLICY



We welcome any couple willing to comply with our Wedding Policy and approved by the Pastor to celebrate their marriage here at Prince of Peace. That portion of our Wedding Policy pertinent to our hospitality to all couples may be found in the Documents section of our website, here:

<https://www.princeofpeacewestlake.org/bylaws-and-documents>.

FACILITY AND OTHER FEES

Below are our fees for facility and services as of April 2020. We are happy to work with you to develop a proposal that meets your needs.

	<i>Prince of Peace Member</i>	<i>Non- Member</i>
* Facility Use	<i>Waived</i>	\$650
Custodial Care		\$200
Sound Technician	\$100	\$100
Pastor	<i>Honorarium</i>	\$300
Operations Manager		\$200
**Organist / Accompanist/Band		\$75-\$350+
Booking Deposit (<i>applied toward final total</i>)	\$150	\$250
Security Deposit (<i>refundable</i>)	<i>Waived</i>	\$250

** Facility use does not include kitchen. If you wish to use the kitchen at any point during the day, your Planner will provide you details.*

***Organist/accompanist fee varies according to circumstances. If another organist is used, our fee is \$75 for our organist to re-set the instrument. If our organist performs, the fee is \$150 for a pre-wedding meeting and \$200 for the service itself. If our band plays, the fee is dependent upon number of players and rehearsal time required.*

- Booking deposit is required to hold the date, will be applied to your final charges, and must be paid prior to the event being confirmed on the church calendar.
- Security Deposit and balance of all fees are due two weeks prior to event.
- If no damage is found in walkthrough after the wedding, the Security Deposit will be refunded one week after the wedding.

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We look forward to hosting your wedding and being a part of your special ceremony. We are happy to work with your independent Wedding Planner, should you choose to utilize such services. We provide below a simple planning form for your wedding that will assist us in confirming your plans. Our Planner will coordinate all plans and arrangements at Prince of Peace, and will confirm them with the Pastor,



whose approval on final plans is required. Please don't hesitate to call or email our Pastor or office staff with any questions.

PLANNING FOR A WEDDING: Background Information for Church

Date and Time of Wedding _____

Your Full Names _____

Home Church(s) _____

Estimated Size of Wedding Party

Parents/Grandparents: _____

Attendants: _____

Readers: _____

Ushers: _____

Other: _____

Worship Service

Desired Type / Length of Service / Communion?

Additional Pastor Desired? If yes, please provide name, contact information, and background information _____

Scripture. Please describe type of scripture you desire or specific scripture or other readings that you have selected.

Floral and Decorative Arrangements. Will you provide floral arrangements? Has a florist been selected? If so, please provide the florist name and contact information. Please describe your desired floral and other decorative intentions.



Music. Will you be choosing your own music? Would you like to consult with our musical staff? Please describe your desired music.

Photography. Will you be taking photographs and/or videos? Do you have specific lighting requirements? Have you selected a photographer? If so, please provide the name and contact information.

Other Information. Please provide any additional information you would like us to know to make your day special. Also, if you have any specific information or topics you would like Pastor to cover during consultation, please let us know.

THANK YOU

We are grateful for the time and thought that you have put into preparing this form. You may make changes at any time, of course, and should always feel free to discuss it with the pastor. Please sign and date this form and return to the church office or Pastor.

Signed _____ Date _____



POP POLICY NAME	Your Wedding at Prince of Peace Lutheran Church
APPROVAL DATE	April 15, 2020
UPDATE HISTORY	V 1.0 Consolidated Policy