

Policies and Procedures For Weddings



Faith Lutheran Church
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Key Contact Information

Church Office (Stacy or Yu)	713-664-3048	info@faithbellaire.org
Pastor Kerry Nelson	832-492-3858	revkerry@gmail.com
Pastor Junfeng Tan	832-540-6802	junfengtan02@gmail.com
Mary Ann White, Wedding Coordinator	713-667-6452	whitemaryann@sbcglobal.net
Alan Balias, Organist	832-755-1372	abalias1@aol.com
Clayton Faulkner, Sound/Video	713-852-7059	claytonfaulkner@gmail.com
Alicia Obando, Building Manager	713-502-7066	

Pre-Marriage Preparation

Thank you for the privilege of helping you into your new life as a married couple. Marriage is a gift from God; a wedding is a worship service; and we here at Faith want to help you plan not only for the wedding but also for the marriage of your dreams.

It is the policy of Faith Lutheran Church to require pre-marital conversation designed to assist a couple planning to be married in developing a happy and enduring marriage. Every couple planning to be married at Faith is required to make arrangements with Pastor Nelson to fulfill this requirement.

If the couple does not live in the Houston metropolitan area, arrangements for pre-marital conversation are to be made with another pastor or marital therapist in or near the community in which the couple lives. Pastor Nelson can assist with this contact.

Pre-marriage work begins by the couple contacting Pastor Nelson at revkerry@gmail.com to talk about potential wedding dates and entering into the pre-marital process. **All weddings at Faith Lutheran begin with scheduling a date with Pastor Nelson.**

Pastor Nelson uses a pre-marital questionnaire called "Prepare". This is a very popular pre-marital inventory in use across the country. It is very helpful and user friendly.

Pastor Nelson will ask for an email address for each of you. You will then receive an email with a link for the online completion of the "Prepare Premarital Inventory." There is a fee of \$35 for the cost and processing of the inventory which you will pay online using a credit card at the time you the inventory.

Each person will – without consulting the other or sharing answers – complete the online inventory. Once completed, Pastor Nelson will receive an automatic email generated by Prepare. At that point, an initial appointment will be made for the first of three or four premarital conversations.

Pastor Nelson is registered with Together in Texas. You will receive a certificate at the completion of your premarital conversation that will save you the \$60 state portion of the fee for your wedding license.

Planning the Service

Scheduling a date for the wedding should be done in consultation with Pastor Nelson. The pastor will confirm whether the date fits both his schedule and the church calendar.

Guest Pastor. Please talk to Pastor Nelson first if you would like to have a guest pastor perform your wedding or share in the leadership of the wedding service.

Wedding Service. It is our practice to use the marriage service of our Evangelical Lutheran Worship (ELW) or Lutheran Book of Worship (LBW). We will plan the wedding as part of our premarital work. Couples may request changes to the service, and will decide whether or not their wedding service will include Holy Communion.

Wedding Bulletins. Our church office will produce an order of service for use by the wedding guests during the wedding. You may purchase wedding bulletin covers at any Christian bookstore. If you don't want a special cover, we will provide one. You may also seek an outside printer if you wish.

Music. Our organist, Alan Balius, coordinates music for most weddings. **Couples are responsible for contacting the organist for availability for assistance in selection of appropriate music.** If there are vocalists or other musicians who will participate in the wedding, Alan should be consulted well in advance to arrange rehearsals. Alan is an excellent organist; however, if he is not available, we will consider allowing a guest organist to play our instrument. In that event, the guest organist **must** consult with Alan prior to Alan granting permission for the guest organist to play the organ. Contact Alan at 832-755-1372 or abalius1@aol.com.

Faith Wedding Coordinator. Mary Ann White (713-667-6452) is our wedding coordinator. The coordinator helps the wedding party to carry out arrangements at the rehearsal and for the wedding. She also handles all financial arrangements and assists the pastor in seeing that things are carried out according to church policies. **Couples are responsible for contacting her.**

Sound/Video. Clayton Faulkner is our sound/video person who assures that our use of technology runs smoothly for weddings. You will consult with him regarding the use of video during a wedding and he will be present at the rehearsal and/or wedding to set up and run all sound and video equipment. His fee also includes removing and replacing the musical instruments normally seen in the front of our worship space.

General Information

The wedding coordinator is your "go to" person for all questions and arrangements for your rehearsal, ceremony, and reception. You will make all arrangements through the wedding coordinator regarding times you will need to be in the church building, arrangements for the delivery of flowers, etc.

We have two spaces that people can use as dressing rooms. A classroom, formerly the Church Parlor, is located behind the Fellowship Hall kitchen. There are bathrooms across the hall from the room. Try to be as organized as possible. Everything brought into the room must be removed before leaving for the reception. It is very helpful if everyone brings a bag of some sort to put all their belongings in before the ceremony begins.

The other dressing room is the Conference Room located across from the church office. There are bathrooms just down the hallway. Here too the expectation is that the wedding party will leave the room as they found it. Bags for belongings are very helpful.

The church has 2 brass candelabras, and 10 wall sconces available for use. Candles for the candelabras and tea lights for the wall sconces are furnished by the church. A member of our Altar Guild will set up, remove, and clean the candelabras/sconces. They will also prepare all that is necessary for those weddings which include Holy Communion. Fees apply for these services.

The church has a unity candleholder available for use. The couple is responsible for providing the candles. The unity candle may not be placed on the altar.

The church does not have an aisle runner. If you choose to have a runner your florist should be able to help you with this. The center aisle is not closed for congregational seating.

If you plan to have your rehearsal dinner and/or reception at the church, be sure to ask the wedding coordinator to include those details in filling out the Building Use Request Form so that it can be scheduled on the church calendar.

Real flower petals, including dried, confetti, rice, birdseed, etc. are forbidden inside any part of the church buildings.

The only alcoholic beverages you may serve at the church are wine and champagne.

Very important.....remember that Texas has a three day waiting period after you receive your wedding license. Remember to bring your wedding license and payment for all fees associated with your wedding to the wedding coordinator at the rehearsal or the day before your wedding. Your wedding will not start without a wedding license and the payment of all fees.

Guidelines for Photographers

All weddings begin promptly at the appointed time.

We recognize that photographers are professionals and we expect photographers to perform their responsibilities in a professional manner. Pictures may be taken from the floor during the processional and recessional but we expect photographers to be appropriately discreet.

Pictures during the ceremony must be taken from the balcony. No flash devices may be used during the ceremony.

Videographers are required to set up in the balcony.

If pictures of the entire wedding party are to be taken before the ceremony you must be finished 45 minutes prior to the beginning of the service.

Please finish taking pre-nuptial pictures at least 10 minutes before the service begins.

Prior to the wedding, the two dressing areas for the wedding party are in a classroom in our Day School wing, just behind the kitchen, and the Conference Room, across from the Church Office.

You are welcome to visit the church ahead of time if you wish to familiarize yourself with the areas you will be working in.

The church's wedding coordinator, Mary Ann White, will be available if you have any questions. Her phone number is 713 667-6452.

Thank you for your cooperation.

Financial Costs and Arrangements

The following is a listing of fees for the use of the facility and for professional services. Your total fee depends on the plans and requirements for your wedding. The total cost for a wedding at Faith will be no more than \$850.00 for a member or \$2,200.00 for a guest.

The fees for the facilities will be given to Faith Lutheran Church. The fees for professional personnel will be placed in separate envelopes appropriately marked. All fees are due at the rehearsal or the day before the wedding. The wedding coordinator will go over the fees for your wedding during your consultation; all fees should be given to the wedding coordinator who will deliver them accordingly.

A \$300.00 refundable deposit, paid in advance, is required for use of the Faith Center.

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	<i>Members</i>	<i>Guests</i>	<i>Your Wedding</i>	<i>Notes</i>
Facilities Charges				
Sanctuary	No Charge	\$300.00		
Faith Center	No Charge	\$250.00		
Fellowship Hall	No Charge	\$100.00		
Faith Center Kitchen	No charge	\$100.00		
Bridal Showers And Parties	No Charge	\$25.00		
Personnel Fees				
Altar preparation and care fee—covers the use of candelabras and/or wall sconces and/or Holy Communion	\$75.00	\$75.00		Tina Wood
Organist—Fee covers planning music with the couple, rehearsal, and ceremony	\$150.00	\$200.00		Alan Balius
Sound technician—Fee covers removal and replacement of all musical equipment, consultation with the couple, and ceremony.	\$100.00	\$200.00		Clayton Faulkner
Sound technician—additional fee if the tech is needed for the rehearsal	\$50.00	\$50.00		Clayton Faulkner
Sound technician—additional fee if the tech provides sound for a reception	\$50.00	\$100.00		Clayton Faulkner
Video technician - Fee covers video recording and/or streaming of ceremony and 1 DVD copy. Additional DVD copies are \$10.	\$50.00	\$100.00		Clayton Faulkner
Soloist (If Provided By The Church)	\$50.00	\$50.00		
Custodial fees:				Ana Rivas
Final detail cleaning of sanctuary required for all weddings	\$75.00	\$100.00		
Wedding Reception In Faith Center (without kitchen use)	\$100.00	\$100.00		
Faith Center Kitchen	\$100.00	\$100.00		
Wedding Coordinator	\$100.00	\$150.00		Mary Ann White
Pastor— includes premarital conversation, wedding planning, and ceremony	No Charge	\$300.00		Kerry Nelson
Premarital conversation with Pastor when he won't be involved in the wedding	No Charge	\$200.00		
Total				



Facility Request Form

Today's Date: _____

Organization / Contact: _____ Phone: _____

Contact's E-mail: _____

Event Date: _____ Set-Up Time: Start _____ Finish _____

Clean Up Time: Start _____ Finish _____

Description of Event: _____

Requested Areas: *(please mark all that apply)*

<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Faith Center Kitchen	<input type="checkbox"/>	Faith Center Classroom
<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	Faith Center Youth Room	<input type="checkbox"/>	Main Building Classroom
<input type="checkbox"/>	Library	<input type="checkbox"/>	Faith Center Community Room	<input type="checkbox"/>	Morning Room (Parlor)
<input type="checkbox"/>	Fellowship Hall	<input type="checkbox"/>	Faith Center Gym	<input type="checkbox"/>	Choir Room

Other Space Requested *(not listed above)*: _____

Requested Set-Up: *(please mark all that apply)*

<input type="checkbox"/>	Round Tables - how many?	<input type="checkbox"/>	Projector / TV / DVD Player
<input type="checkbox"/>	Long Tables - how many?	<input type="checkbox"/>	Piano or Organ
<input type="checkbox"/>	Chairs - how many?	<input type="checkbox"/>	Child Care <i>(church events only)</i>
<input type="checkbox"/>	Sound - # of microphones?	<input type="checkbox"/>	Marketing <i>(church events only)</i>

Further Details or Other Set-Up Requested *(not listed above)*: _____

(Please draw a diagram on back for specific set-ups of a room)

Please submit to the Church Office at least 5 days prior to your event

(Office Use Only)

Room assigned: _____

Fees Required: _____ Deposit Required: _____