

Phinney Ridge Lutheran Church Wedding Policy

Phinney Ridge Lutheran Church
7500 Greenwood Ave. N
Seattle, WA 98103
Phone: 206-783-2350 Fax: 206-783-2350
office@prlc.org

The Service of Christian Marriage

A Christian wedding is a service of worship, proclaiming Christian marriage as a sacred covenant. The partners give themselves to each other by solemn vows in the presence of God, supported by the presence and prayers of their loved ones. Whether the service is traditional or newly created, it expresses both the seriousness of the couple's commitment and the joy of their love for each other. The church has long believed that the love between marriage partners reflects God's love for humankind and Christ's self-giving love for the Church. God created us with a longing for relationship and blesses our efforts to live in lifelong covenant. In turn, human love can help us receive God's love more deeply. Phinney Ridge Lutheran Church is happy to be part of your marriage celebration. We also encourage you to participate in our congregation or another church of your choice. A deep and lasting marriage needs prayers not only at the beginning, but also throughout its life. The church can help you grow spiritually as individuals and as a couple, providing a community of friendship, grace, and support. You are welcome here.

The Church and Your Wedding

This information will introduce you to the policies of Phinney Ridge Lutheran Church. *When you submit the Reservation & Wedding Information form, you are agreeing to abide by these policies.* Wedding reservations are made only for ceremonies presided over by the current PRLC pastor or an affiliated ELCA pastor. Exceptions are sometimes made for members of Greater Seattle Ecumenical Parish churches. Weddings must be scheduled prior to 90 days before the wedding date. Weddings are not scheduled during holy weeks such as Christmas and Easter and are not scheduled during the 4-6 week periods of Advent or Lent. Scheduling priority for wedding ceremonies is given to Phinney Ridge Lutheran Church members and present active participants.

Reserving a Wedding Date at PRLC

1. Read the wedding policy to determine if our facility will meet your needs.
2. Phone the church office at 206-783-2350, or email at administrator@prlc.org, to determine if the facility and a PRLC pastor are available on the date you are interested in. Your request for use of the facility for the dates and times of your wedding rehearsal and ceremony will be submitted to the staff for approval at the next weekly staff meeting.
3. If your request is approved, complete the Reservation & Wedding Information form and return it to the church office at least 90 days prior to your wedding date. By submitting this form, you agree to follow PRLC wedding and facility policies.

4. Your wedding date is confirmed upon receipt of the sanctuary wedding reservation fee of \$300 for church members or \$550 for non-members. The wedding reservation fee is not refundable.
5. Payment of the remaining fees, \$290, is due in the church office at least 30 days before the wedding date. This includes a damage deposit of \$200, which will be returned after the ceremony unless there is damage, loss, or extra cleaning is required. The most common reason that damage deposits are held is because wedding parties often accidentally take home with them decorations and storage items that belong to the church. Please be sure to bring plenty of bags or boxes with you in order to carry home your new belongings and ensure that church items remain at the church.

Reserving a Wedding Reception at PRLC

The church may be used for a reception for additional fees. Please let the Parish Administrator know when scheduling your wedding if you are interested in having a reception.

Church Personnel

Parish Administrator:

Pastor:

Associate Pastor:

Church Organist:

Wedding/Building Hosts:

Wedding Fee Schedule

Member* Non-Member

Total Sanctuary Use Fees Fees cover a one-hour rental of the Sanctuary for the wedding rehearsal, a two-hour rental of the Sanctuary for the wedding ceremony, a three-hour rental of the sanctuary on the day of the wedding to prepare for the wedding, and fees for the services of a wedding hostess, custodian, and organist.	\$600	\$900
Wedding Reservation Fee: The wedding reservation fee is not refundable. Make check payable to "PRLC." This holds your date and will be deducted from the remaining fees due.	\$200	\$200
Remaining Wedding Fees: For both church members and non-members, \$400 is due in the church office at least 30 days before the wedding rehearsal. Make check payable to "PRLC." This includes a damage deposit of \$200, which will be returned after the ceremony unless there is damage, loss, or extra cleaning is required of the church building or furnishings. Excessive Damage/ Loss of Use: In addition to forfeiting the damage deposit, the wedding party is responsible for damages that exceed the deposit amount.	\$400	\$700
PRLC Pastor's Suggested Honorarium Please bring a check, made payable to the pastor, when you begin to meet with him/her to plan your wedding ceremony and pre-marital counseling.	None	\$400
Additional Musical Services: Organist services at the wedding rehearsal	\$75	\$75
Organist services at additional rehearsal with soloist	\$75	\$75
Soloist, if arranged by church organist (Please arrange with the organist whom the checks are made out to and when they are due.)	\$100	\$100
A refundable \$200 deposit is due 60 days prior to wedding date		

*The member discount applies to brides or grooms who have officially joined Phinney Ridge Lutheran Church.

Church Personnel Who Assist with Your Wedding

The Pastor

The Pastor or Associate Pastor of Phinney Ridge Lutheran Church will meet with you to help plan your wedding ceremony. They will direct the wedding rehearsal. Pre-marital counseling is required. If the PRLC pastor is not available, you may ask the Parish Administrator if there is a pastor affiliated with PRLC currently offering wedding services. Please give your marriage license to the pastor two weeks before your rehearsal.

Wedding/Building Host

Please contact your wedding host at least 3 months before the wedding.

The wedding host must be present at the rehearsal and the wedding. One of our wedding hosts will be assigned to your wedding. The wedding host is experienced in giving gracious assistance in the planning, rehearsal, and the conduct of the wedding. They work with the bride, groom, and pastor, providing advance consultation and coordination of the wedding. On the wedding day, the wedding host will open up the sanctuary and rooms for the bride and groom and provide any assistance needed, such as using an ironing board, mending, etc. They straighten the sanctuary and dressing rooms after the service. The wedding host arranges for the cleaning of church facilities that are used by the wedding party. If the areas used need more than the normal amount of cleaning, money for the extra cleaning will be deducted from your damage deposit.

Parish Administrator

The office staff will assist you coordinating dates, determining fees and procedures, and receiving payments.

The Church Organist

The church organist will perform for all weddings unless you state on your reservation form that you will not need their services. *Please contact the organist at least 30 days before the wedding to plan the music for the service.*

Since the wedding is a service of worship, care needs to be taken in the selection of appropriate music for the service. The organist provides a consultation with the couple to select music for the wedding ceremony.

If you wish to use additional musicians or alternative instruments, discuss this with the organist. They can secure a soloist if you desire. The organist rehearses with the soloist 30 minutes before the service. If the couple would like the organist to attend the wedding rehearsal or to schedule more rehearsal time with a soloist, there are additional fees. Note that it is illegal to photocopy musical scores. If you have chosen music the organist does not have, you need to provide them with a published copy of the score. If the church organist is not available on the requested date, it is their obligation to approve a substitute. They may have names of other organists you can contact. They will also need to approve any other organist. Before a person can be given permission to use the organ, he or she must demonstrate a working knowledge of organ registration and keyboard capabilities or be a current practicing organist studying with a qualified

organ instructor. There is also a grand piano in the sanctuary. Please do not move the piano without permission of the host. Use of recorded music is not permitted.

The Rehearsal

A good rehearsal is the key to a well-ordered wedding ceremony. Every member of the wedding party should be present if at all possible. Because other events are scheduled at the church, it is important that the rehearsal begin at the time scheduled. A wedding rehearsal can be completed within one hour.

Marriage License

Please give your marriage license to the pastor 2 weeks prior to the rehearsal.

Facilities & Furnishings

Phinney Ridge Lutheran Church is a non-smoking, alcohol-free, drug-free facility. The use of tobacco, alcohol, or drugs is not permitted in the church facilities, parking lot, or on the church grounds at any time.

The Sanctuary

The sanctuary seats 570 people. The beautiful sanctuary of Phinney Ridge Lutheran Church requires a minimum of adornment. Simple or more elaborate decorations will provide the setting for a lovely wedding. Generally, the decorations provided by the church must remain in place in the sanctuary. Altar cloths are available for your use, as well as a kneeler, two brass and two wooden candelabras. You provide the candles; taper candles must be drip-less. Fresh or silk flowers, greens, or plants may be placed on the altar. Please do not place anything on the piano.

Decorations

- The church facility can be decorated the day of the wedding. If no other program is to be held in the sanctuary, it may be decorated the day prior if the room is available. *Please let the parish administrator know when reserving your wedding if you would like to reserve the space for more than the wedding day.*
- All decorations, flowers, and equipment must be removed following the ceremony without damaging the facility. If you use flower petals you must use an aisle runner on the center aisle. This is provided by your florist.
- Do not use any glitter. Also, please use clips or wrap-around material to attach bows or flowers to pews. Do not use tape.
- Throwing rice or birdseed after the wedding is not permitted. Blowing soap bubbles is permitted, outside the building only. Releasing balloons, butterflies, or birds is not permitted.

Personal Items

The church is not responsible for wedding gifts or any personal effects or equipment brought to or left in the church building. Wedding parties are responsible for returning to the church and picking up any items they have left. If the owner of the lost belonging lives out-of-town, a local friend or relative can retrieve the item for the owner. If the wedding party accidentally takes home items belonging to the church, the wedding party is responsible for returning them to the church in order to have their damage deposit refunded.

Photography

Pictures of the wedding are treasured keepsakes and couples and their families want the pictures to be beautiful. Because the wedding is a service of worship, certain standards should be observed regarding pictures taken at the wedding. Once the bride has come down the aisle and is present at the chancel area, pictures can be taken from the rear of the sanctuary using available light. Flash photographs are not to be taken, nor is the photographer to move down the aisles. If you plan to videotape your wedding ceremony, the person operating the camera may set it up in the back of the sanctuary or on either side of the chancel area. The person must remain in one position throughout the ceremony. Please tell your guests not to take flash pictures during the ceremony.

PRLC Wedding Reservation and Information Form

Complete this form and return it to the church office with your reservation deposit check made out to PRLC for \$200. Payment of the deposit secures your wedding date and indicates that you agree to comply with PRLC wedding/facility use policies. The deposit is not refundable.

Bride

Full name: _____
Cell phone: _____ Work phone: _____
Address: _____

Email address: _____
Birth place: _____ Birth date: _____

Groom

Full name: _____
Cell phone: _____ Work phone: _____
Address: _____

Email address: _____
Birth place: _____ Birth date: _____

Wedding Information

Wedding Date: _____
Setup time: _____ to _____
Ceremony time: _____ to _____
Rehearsal Date: _____
Would you like to have your reception at our church following the ceremony? (circle one) Yes No
Will you be having our church organist play at your wedding? (circle one) Yes No
Additional musicians: _____

Photographer: _____
Florist: _____

Wedding Party Information

Bride's parents' names:

Phone:

Groom's parents' names:

Phone:

Best Man:

Maid/Matron of Honor:

Groomsmen:

Bridesmaids:

Ushers:

Acolyte / Candle Lighter:

Ring Bearer / Flower Girl:

Notes: