

# Bethlehem Lutheran Church Fees for Weddings:

<u>Active Member</u>	<u>Non Member/Inactive</u>
Sanctuary Rental	\$100.00
Fellowship Room Rental	\$200.00
Custodian*	\$ 50.00*
Pastor	\$100.00
Organist (please contact organist for fee information)	\$ 60.00
Use of Organ (if not using our organist)	\$ 50.00
WELCA (servers for reception in church)	\$100.00

\*Weddings which begin at 6:00 p.m. or after on Saturday evening will have an additional Custodial Fee of \$100.00.

Members are considered inactive if in the last 12 months prior to contacting the church to request the wedding date:

- They have not contributed financially, or
- They have not taken Communion

A \$50.00 nonrefundable deposit needs to be made at the time the wedding is put on the calendar.

All fees for the pastor need to be paid directly to him/her. The custodian fee needs to be made payable to "Bethlehem Lutheran Church" and left with the church office. Checks for the Women of Bethlehem to serve at your reception should be made out to "Bethlehem WELCA" and left with the church office.

In order to keep your chosen wedding date reserved, all church fees need to be paid directly to the church office at least two weeks before the wedding date.

If you plan to leave any flower bouquets used in your wedding for the next Sunday's worship service, please notify the office a week before the wedding so that we might acknowledge this gift in the Sunday bulletin.

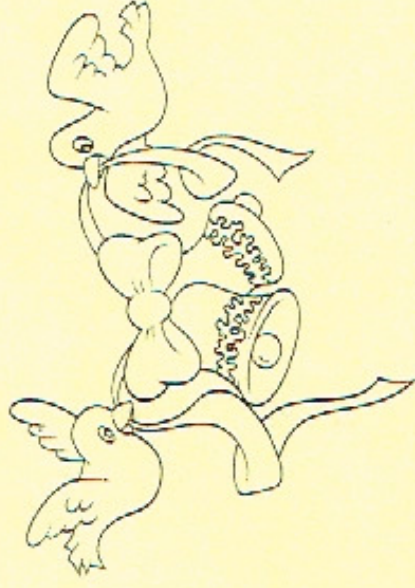
**No one should be deprived of a church wedding because of cost. Fees can be adjusted according to financial circumstances. If, for any reason, costs are prohibitive for a wedding and/or reception at the church, please talk with the Pastor.**

We have drafted these guidelines to preserve our Church. Bethlehem Lutheran Church is maintained by voluntary giving from members and friends. It is not our intention to profit for the use of the facilities. Our fees are intended to cover the cost of utilities, staff support, and ongoing maintenance.

These Guidelines & Fees are effective: March 1, 1999

Guidelines Revised: June 1, 2001

## Two Shall Become One Wedding Guidelines and Fees



### Bethlehem Lutheran Church

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Slater, Iowa 50244

Phone/Fax: (515)228-3933

E-mail: [Bethlehem@huxcomm.net](mailto:Bethlehem@huxcomm.net)

#### Bethlehem Church Staff

**Pastor: Heidi Williams**

**Secretary: Marlene Fairchild**

**Custodians: Janice Berhow  
and Tammy Johnson**

We are pleased you have chosen to be married at Bethlehem Lutheran Church. We recognize our responsibility as a church to equip each couple with the kind of counsel which will strengthen and build a marriage relationship.

You will need to meet with the pastor several times prior to your marriage. Please contact him/her a minimum of three months before your wedding date to set your first appointment. This will provide the necessary time to discuss such important things as spiritual resources, family planning, sexual issues, finances, role expectations, and the meaning of Christian marriage. It is also recommended that you attend a marriage encounter weekend prior to your marriage.

We are committed to helping make every wedding here a spiritual and joyful occasion.

### Bethlehem Lutheran Church Wedding Guidelines & Information:

1. Appointment times made with the pastor need to be kept. If a conflict arises that you are unable to keep your appointment, you must contact the church to reschedule the appointment.
2. The Iowa State marriage licenses are issued by the Clerk of the District Court for the county in which you live. Contact them well ahead of your wedding date regarding what you need to know about obtaining a *marriage license*. After obtaining your license, fill out the vital statistic blanks and **bring all the papers to the wedding rehearsal**.
3. Our sanctuary can accommodate approximately 200 people comfortably, 230 if you use the choir loft. There are 12 pews on the west side of the sanctuary and 13 on the east side. There are 4 pews in the choir loft. The aisle is approximately 55 feet from the back of the church up to the altar area.
4. Your organist or the pastor can help you with your music selections for the ceremony. Music needs to be appropriate for a Christian worship service and selections need to be approved by the pastor.
5. The Altar cloths represent the church season and cannot be removed or changed to a different color for weddings. If you would like to know what color the paraments will be for your wedding, please check with the church office.
6. If the church sound equipment is needed for your ceremony, please let the pastor know, and the appropriate person will be contacted.
7. Some of our furniture may be rearranged with the pastor's approval. Please make sure it is returned to its original place following the ceremony.

8. Photographs may be taken during the wedding ceremony provided that no flash bulbs or other reinforced lighting is used, and that it does not disrupt the worship of the congregation. We ask that no pictures are taken during prayers or vows. Video taping is allowed from a stationary point agreed upon at the rehearsal.

9. You are free to decorate the church for your wedding ceremony with the advance approval of the pastor. However, no nails, tacks, staples, screws, or scotch tape are to be put in walls, pews, or furniture.

10. Our kitchen is available for use, but must be left neat and clean. Make sure all dishes have been collected, washed, and returned to their proper places, and the floor is swept and mopped, if needed. If you use our dishtowels and/or towels, we ask that you launder and return them.

11. If you need an organist, the church will provide you with the names of qualified persons. You will need to discuss the organist's fees directly with that individual. If you have your own organist, please let the church know ahead of time. There is a fee for the use of the organ when a Bethlehem organist is not playing.

12. Candles may be used, but we request that they be dripless. Please contact the church office if you would like to use our oil candles.

13. Bird seed may be thrown outside the church as long as it is swept off the stairs and sidewalks following the wedding. No confetti or rice may be used.

14. No alcoholic beverages, smoking, or controlled substances are allowed on church property (in the building or outside property) at any time.

15. It is very important to start the wedding rehearsal on time. It is the responsibility of the Bride and Groom to make sure that the attendants, musicians, vocalists, family, and any others involved in the rehearsal are there on time.

16. The Women of Bethlehem would be happy to host your wedding reception here at our church. If you would like more information, please ask the church office for the name of the person you should contact.

17. We ask you to care for the church in the same way you would your home. The Bride and Groom need to appoint someone to make sure all candles have been extinguished; all decorations are removed (inside and outside the church); birdseed, if used, is swept up; all rooms are checked for garbage and is placed in cans in the kitchen; furniture has been returned to it proper place; doors are closed; and the lights are turned off.

18. You are responsible for paying for any damages made to the church or church property during your rental time.

19. Bethlehem Lutheran Church is not responsible for accidents or items which are lost, stolen, or left on the premises.