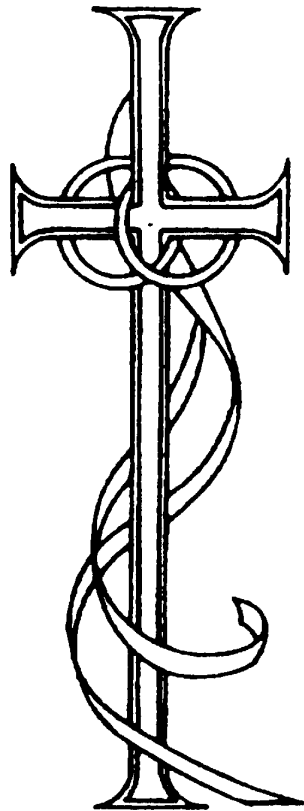


YOUR WEDDING



ST. ANDREW LUTHERAN CHURCH

908 Murfreesboro Road Franklin, TN 37064 (615) 794-1624

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Saint Andrew Lutheran Church
WEDDING POLICY

Table of Contents

Introduction page 3

Preliminary Arrangements..... 4

Premarital Counseling..... 4

Fees..... 5

Drug and Alcohol Policy..... 5

Marriage License 6

Clergy..... 6

Wedding Coordinator 6

Worship Space/Nave 7

Candles 7

Flowers 7

Photography 7

Sound System..... 8

Rehearsal..... 8

Order of Service 9

Suggested Scriptures 9

Holy Communion..... 11

Unity Candle/Other Rituals..... 11

Ring Texts 11

Music 12-14

Guest and Family Participation 14

Printed Program (Bulletin) 15

Receptions and Rehearsal Dinners at St. Andrew 16

INTRODUCTION

Congratulations on your engagement! We are honored that you are considering having us at Saint Andrew Lutheran Church help you plan your special day and prepare for your life together.

The marriage service is a service of worship. When two people wish to begin their marriage with a church wedding, they are asking the church to bless their marriage. Therefore, any wedding that takes place at St. Andrew must reflect our church's beliefs.

Marriage is a social contract involving commitments that two people make to each other. You - not the pastor - perform the marriage yourselves with the promises that you make. The pastor is the principal witness to your action and the person who, on behalf of the church, asks God's blessing and support for you.

As you plan this service, we hope these materials will help guide you so that your wedding day will be a joyous act of worship. By attending to details in a timely and thoughtful manner now, you and your guests will be able to focus on celebrating your union in the presence of God on the day you are married.

As you move through this planning process, do so carefully and prayerfully. Remember that marriage is a rite of the church, "intended for the joy and mutual strength of those who enter it and for the well-being of the whole human family" (*Evangelical Lutheran Worship, ELW*). The most important thing about your wedding day is not the flowers, the clothes, the pictures, or the party. The most important thing is worshipping God, the creator and giver of all things who makes the party possible! Our sincere hope is that you will put far more energy into preparing for your marriage than for the single day of this wedding.

This booklet will provide an overview of what a wedding service at St. Andrew involves. If you have not submitted a Marriage Request form and have questions about information in this booklet, feel free to contact our parish administrator at 615-794-1624. We want your wedding to be a joyful occasion, and we are here to support you as you prepare.

Please note that the policies and fees presented in this document are subject to change.

THE BASICS

PRELIMINARY ARRANGEMENTS

All who wish to plan a wedding service at St. Andrew Lutheran Church (members and non-members) are asked to fill out a Marriage Request form (Appendix A). This document allows the pastors and staff to learn a little bit about you and to begin the scheduling process.

Please understand that dates are often booked far in advance and are subject to the schedules of the pastors, staff, and church calendar (e.g. we do not schedule weddings during the church year seasons of Advent and Lent). **Please contact the church 6 to 12 months in advance of requested service dates.** Please be prepared to give several possible dates. Requested dates will be reviewed by church staff prior to final approval of a particular date.

All marriages at St. Andrew will be assigned to one of our pastors and to one of our wedding coordinators. Any additional participating clergy or coordinators must work with our assigned staff throughout the process. All wedding preparations and/or meetings at the church must be coordinated through the wedding coordinator.

PREMARITAL COUNSELING

A variety of resources and approaches are practiced in premarital counseling. The nature and scope of the counseling you receive will be determined by the person who is providing this service to help you prepare not only for your wedding, but also for your life as a married couple. The following paragraph describes Pastor Lippard's method.

The state of Tennessee "provides that couples who complete premarital preparation courses shall be exempt from the \$60 fee otherwise imposed..." and requires that couples attend, at least, four hours of premarital counseling in order to qualify for this exemption. For couples who complete the premarital counseling described above with Pastor Lippard or Pastor Museus, St. Andrew will issue the signed and notarized Certificate of Completion which is required to receive the exemption from the \$60 fee.

Pastors Lippard and Museus use the resource *Prepare-Enrich* in premarital counseling with couples. If you are working with them, they will register you to take an online relationship inventory. After this registration, *Prepare-Enrich* will email each of you and provide you with an access code. Once your inventories are completed, *Prepare-Enrich* will score them. You pay the fee for scoring the inventory (\$35.00/couple) with a credit card. *Prepare-Enrich* will inform the pastor(s) when the inventories are available for review. The pastor(s) will determine the number and length of your counseling sessions based on your needs and schedule (usually 3-6 sessions), making sure to meet the requirements of the State of Tennessee (detailed above). During the counseling sessions, you and the pastor(s) will get to know one another, and review and discuss the report from *Prepare-Enrich*. You will meet

with the person you have chosen to be the presiding minister or officiant at your wedding (whether one of St. Andrew's pastors or someone else) to plan your wedding or marriage celebration.

FEES

The wedding fee covers expenses related to the **use of the building** for six consecutive hours, **an honorarium for the pastor (no set honorarium for the pastor is included in the fees for members), the organist, the wedding coordinator, and the sexton.** The fee for the organist includes a music planning consultation, the service itself, and a brief rehearsal with a soloist, if necessary. Any additional requirements of the organist, the involvement of additional musicians, a sound technician and additional sound equipment may incur additional fees. For more information, refer to the Music Guidance section. A **fee of \$150** will be added for a Sound System technician for weddings that require amplification of soloists and additional musicians other than the organist. For more information, refer to page 8 on the Sound System.

The wedding fee is \$950 for members and \$2,000 for non-members. To secure the date, a \$300 deposit for members or \$600 for non-members is required. The remaining balance is due 60 days prior to the service date. All wedding fees are submitted to the Parish Administrator. The member wedding fee will apply when one or both parties getting married (when either the bride or the groom) is a member at Saint Andrew, and the wedding fee will be set based upon membership status at the time a service date is scheduled. The deposit will be refunded if the wedding is cancelled two months or more prior to the scheduled date.

To include visiting musicians or clergy in your service, St. Andrew's staff must consult with you and approve their participation. Because our staff members must be available to assist guest worship leaders and offer guidance through the planning process, working with outside participants will not change the fee stated above. You will want to discuss appropriate additional compensation for visiting participants independently with them.

Regarding rooms for your use, the fee covers the use of the nave (worship room) and dressing rooms. If you require the use of additional rooms or additional time in the building, arrangements must be made through the wedding coordinator.

If you choose to be married on a Saturday, please know that **all wedding-related activities (including photographs) must be completed by 8:30 PM** to allow our staff to prepare for Sunday morning worship services.

DRUG AND ALCOHOL POLICY

The use of alcohol or any illegal drugs anywhere on the church property is prohibited. The only exceptions to this are wine served with communion and a toast to the couple if the

reception is held at St. Andrew. The St. Andrew staff reserves the right to postpone or cancel the service if any guest or member of the wedding party appears intoxicated. Smoking is also prohibited in the church building and on the campus.

MARRIAGE LICENSE

A wedding license obtained in any county in the state of Tennessee is valid for weddings performed at St. Andrew. The license is good for 30 days from the date of issue. No blood test is required, and the fee is \$35 if the couple has completed premarital counseling and \$95 if they have not. The marriage license must be mailed back within 3 working days of the wedding. For information about obtaining a Tennessee marriage license, please see:

<http://www.williamsoncounty-tn.gov/index.aspx?NID=165>

You must give your marriage certificate to your wedding coordinator at least 14 days prior to the wedding.

WEDDING STAFF

YOUR PASTOR

When your wedding date is reserved, a St. Andrew pastor will be assigned to you. Pastors are assigned on an as-available basis. If you want to request a particular St. Andrew pastor to preside at your wedding, it will be helpful to contact him/her when you begin looking at dates. As the church calendar and pastors' schedules allow, we will be happy to honor requests for the participation of a specific pastor.

OTHER CLERGY

If you have a pastor from a home church, or an ordained member of your family who you want to involve in the marriage service, please let your wedding coordinator know as soon as possible. The participation of visiting clergy is allowed at the discretion of the St. Andrew pastor assigned to the service. The visiting clergy must contact the pastor of St. Andrew for details. Generally the visiting pastor and St. Andrew's pastor will participate in leading the worship service together. However the roles of the clergy involved are shared, the St. Andrew pastor will remain involved to ensure that the worship practices of St. Andrew Lutheran Church are honored. If you wish to do your premarital counseling with a visiting pastor, you will need to discuss this with your St. Andrew pastor.

The pastor's honorarium included in your wedding fee for non-members will be paid to the St. Andrew pastor assigned to you. St. Andrew does not pay visiting clergy. It is your responsibility to arrange an appropriate honorarium with a visiting pastor independently.

YOUR WEDDING COORDINATOR

After the wedding date has been secured and the initial fees are paid, you will be assigned to one of St. Andrew's wedding coordinators. She/he will help to guide you through the planning process outlined in this booklet and will be your primary resource, along with the pastor, for any questions you have. He/she will meet with you individually, be available to

answer your questions, facilitate your dress rehearsal, and help keep things running smoothly on your wedding day. The bridal couple, rather than a representative, will need to maintain direct contact with St. Andrew's wedding coordinator throughout the planning process.

SAINT ANDREW BUILDING AND GROUNDS

THE NAVE (WORSHIP ROOM)

There are six seasons in the church's calendar, and paraments of different colors are placed on the altar and ambo (lectern-pulpit) to reflect the spirit of each season. The following lists the colors of the various seasons of the church year. These will not be changed for wedding services:

1. Advent - blue (no weddings can be scheduled during this time)
2. Christmas - white
3. Epiphany - white
Time after Epiphany other than festival days - green
4. Lent - purple (no weddings can be scheduled 40 days before Easter)
5. Easter - white
6. Pentecost - red
Time after Pentecost other than festival days - green

The wedding coordinator will confirm the colors for the dates that you are considering. All decorations to be used in the nave must be approved by the St. Andrew wedding coordinator. **No decorative items may be placed on the altar.**

CANDLES

Two large freestanding wooden candlesticks, pew torches, and hurricane window lamps with oil candles are available for use at weddings. Any additional candles to be used during the wedding service must be oil (not wax) and must be approved by the St. Andrew wedding coordinator.

FLOWERS

Chancel flowers may be placed on the credence table as space permits and in other places in the chancel. Flower arrangements should be in self-contained vases. Your wedding coordinator will show you the flower stands available at St. Andrew, and/or your florist may provide stands. Flowers may **not** be placed on the altar. Two brass floral stands are available for use. If you would like any of your flowers to remain in the nave for Sunday services and be noted in the bulletin, please let the parish administrator know at least one month prior to the wedding.

PHOTOGRAPHY/VIDEOGRAPHY

Photographs taken in the nave prior to the marriage service must be completed at least 1 hour prior to the start of the service. Photos during the service may be taken **without** a flash from

the back of the nave. Videographers may record the service from designated locations within the nave. The wedding coordinator should meet briefly with your photographers and/or videographers prior to the service the day of the wedding to review our policies.

Because this is a worship service, we discourage members of the congregation from taking pictures during the service. If they feel it is essential to do so, they **may not** use a flash.

SOUND SYSTEM

The basic sound system is included in the wedding fee. Anything beyond the microphone that the pastor uses or the ambo mic for readings, such as soloists or musician needs, requires a trained sound system technician for the **fee of \$150. This includes an hour of rehearsal and the wedding ceremony. The Parish Administrator will assign a technician if required.**

MISCELLANEOUS

St. Andrew does not permit the throwing of plastic confetti, rice, or birdseed either inside or outside the church building, nor do we permit sparklers to be used. The use of flower petals as part of the wedding procession is acceptable. Once the wedding party is outside it is permissible to blow bubbles or throw real flower petals. (Please note that bubbles and dyed flower petals may stain fabric.)

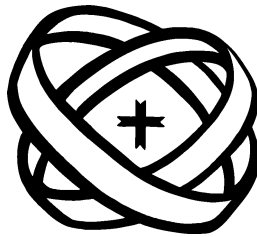
St. Andrew also does not permit the use of an aisle runner, as it poses a significant safety hazard. With the nature of the floor, a runner would easily slip as people walk on it.

Except for service animals, St. Andrew does not permit live animals anywhere in the building or to be released on the premises during weddings.

To allow our staff to clean properly, any items brought in from outside the church for use during the marriage service (flower stands, candles, etc) **must be removed from the church property by the end of the wedding day.** This includes all personal items. Please assign family members or friends ahead of the wedding to take of removal of items after the wedding.

THE REHEARSAL

Rehearsals normally take place the day before the wedding and will be facilitated by the wedding coordinator and pastor. **It is essential that all members of your wedding party be present and on time** – including parents, ushers, and greeters. The rehearsal is an opportunity for members of the wedding party to get acquainted with the worship space and become comfortable with their responsibilities for the coming day. The organist and perhaps other participating musicians will attend the rehearsal as well to run through the recessional and processional. **PLEASE allow time for travel to the church when planning your rehearsal time!**



THE MARRIAGE SERVICE

ORDER OF SERVICE

The pastor will work with the couple on choosing the marriage liturgy and order of service. Various options are available in the church hymnal and the church wedding packet.

SCRIPTURES

Below are suggested scripture readings:

Old Testament

Genesis 1: 26-31	<i>Humanity is created by God</i>
Genesis 2:18-24	<i>Created for relationship</i>
Proverbs 3:3-6	<i>Loyalty and faithfulness written on the heart</i>
Ecclesiastes 4:9-12	<i>The value of two together</i>
Song of Solomon 2:10-13	<i>The voice of the beloved; song of two lovers</i>
Song of Solomon 8:6-7	<i>Many waters cannot quench love</i>
Isaiah 63:7-9	<i>God's steadfast love lifts up the people</i>
Jeremiah 31:31-34	<i>The new covenant of the people of God</i>

Psalms

Psalm 33	<i>The Lord is our help and our shield (33:20) Let your steadfast love be upon us, as we have put our trust in you (33:22)</i>
Psalm 67	<i>May God be merciful to us and bless us</i>
Psalm 100	<i>We are God's people and the sheep of God's pasture (100:2) Enter the gates of the Lord with thanksgiving (100:3)</i>
Psalm 117	<i>The steadfast love of the Lord</i>
Psalm 121	<i>The Lord keeps watch over you</i>
Psalm 127	<i>Unless the Lord builds the house Children are a heritage from the Lord (127:4)</i>
Psalm 128	<i>Happy are they who follow in the ways of the Lord (128:1)</i>
Psalm 136	<i>God's mercy endures forever (136:1b)</i>
Psalm 150	<i>Let everything that has breath praise the Lord (150:6)</i>

New Testament Letters

Romans 12:1-2, 9-18	<i>A living sacrifice and genuine love</i>
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I Corinthians 13:1-13
Ephesians 3:14-19
Ephesians 5:21-33
Philippians 4:4-9
Colossians 3:12-17
1 John 3:18-23
1 John 4:7-12

The greatest gift is love
The breadth, length, height and depth of Christ's love
Walk in love as Christ loved us
Rejoice in the Lord always
Clothed in compassion, kindness, meekness and patience
Let us love in truth and action
Let us love one another for love is of God

New Testament Gospels

Matthew 5:14-16
Matthew 7:21-24-29
Matthew 19:4-6
Matthew 22:35-40
Mark 10:6-9
John 2:1-10
John 15:9-12

You are the light. Let your light shine
A wise person builds upon the rock
What God has united must not be divided
Love, the greatest commandment
They are no longer two but one
The wedding at Cana
Love one another as I have loved you

VOWS

The pastor will assist you in choosing wedding vows appropriate for you. If you wish, you may write your own vows and review them with the pastor. The important thing to remember is that these vows are your promises to each other. Thus, you should make sure that what you say in your vows is what you mean. *Any vows you use must include the intention to live together and be faithful to one another until parted by death.*

General counsel about composing original vows or modifying vows:

- The primary promise in Christian marriage is faithfulness to one another.
- Keep your promises simple as possible. You'll be living with them the rest of your life!
- Don't promise anything that is impossible. Avoid words like forever, never, only, always.

Below are some suggested texts for vows:

1. I take you, _____, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.
2. I, _____, take you, _____, to be my wife/husband. I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life.
3. In the presence of God and this community, I, _____, take you, _____, to be my wife/husband; to have and to hold from this day forward, in joy and in sorrow, in

plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

4. In the name of God, I, _____, take you, _____, to be my wife/husband, to have and to hold from this day forward, for better and for worse, for richer for poorer, in sickness and in health, to love and to cherish, until we are parted by death. This is my solemn vow.
5. I, _____, take you, _____, to be my wife/husband. I promise to love you, comfort you, honor and keep you, in sickness and in health; and, forsaking all others, to be faithful to you as long as we both shall live.
6. I, _____, take you, _____, to be my spouse, to have and to hold from this day forward; for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy law; and this is my solemn vow.

For other vow options please see your wedding coordinator.

HOLY COMMUNION

All baptized Christians are welcome to receive the sacrament of Holy Communion in congregations of the Evangelical Church of America (ELCA). Couples may choose to include Holy Communion in the wedding service, provided that the sacrament is celebrated by the whole community in accordance with the policies of the ELCA.

OTHER RITUALS

Recently, numerous wedding rituals, such as the unity candle, have come into vogue. Many of these have little basis in the Christian tradition and some are actually contrary to what the church teaches about marriage. Generally, *rituals other than those prescribed in the Evangelical Lutheran Worship or the Book of Common Prayer or similar traditional wedding liturgies should be avoided.*

RING TEXTS

Below are suggested ring texts:

1. I give you this ring as a sign of my love and faithfulness.
2. This ring I give you, as a sign of our constant faith and abiding love.
3. _____, I give you this ring as a symbol of my vow, and with all that I am, and all that I have, I honor you.

4. _____, I give you this ring, as a sign of the covenant we have made today.
5. As this ring has no end, my love for you has no end.
6. _____, I give you this ring as a symbol of my vow. With all that I am, and all that I have, I honor you, in the name of the Father, and of the Son, and of the Holy Spirit. (ELW, p. 288. BCP, p. 427)

For other ring texts please see your wedding coordinator.

MUSIC GUIDANCE

Music for a wedding typically consists of:

- Prelude as the guests are arriving and being seated
- Processional as the wedding party enters the nave
- Service music (liturgy, hymns)
- Vocal or instrumental solos
- Recessional as the wedding party leaves the nave
- Postlude as guests leave the nave

The Director of Music and Organist of St. Andrew Lutheran Church has the privilege and responsibility of helping you plan the music for your wedding and playing the organ for the service. Couples should schedule a meeting with the organist at least two months before the wedding to discuss the selection of music. Generally, in addition to performing the wedding music, the organist will provide a wedding music consultation and be present for the processional and recessional at rehearsal. A recording of standard processions and recessions recorded on the new St. Andrew pipe organ will be made available to assist in planning. All music used in the service must be approved by the organist and the pastor.

All music, whether traditional or contemporary, used in the wedding service will be sacred. **Recorded music is not used in weddings at St. Andrew.** Favorite secular or popular songs of special meaning to the couple or family should be reserved for the rehearsal dinner or the wedding reception.

The singing of hymns can be a welcomed addition to the wedding service – providing those in attendance are *likely* to sing. Nothing can be as joyous as a singing congregation or as tedious as a group of people enduring the organist playing four stanzas of a hymn while no one is singing. Hymns that focus on marriage and community in Christ are always appropriate. Suggestions for congregational hymns are included in this handbook.

If you are making use of a vocal soloist or instrumentalist, it is not the responsibility of the St. Andrew organist to make contact for the rehearsal or to teach the music. It is the responsibility of the couple to deliver printed music for vocal and instrumental soloists two weeks in advance of the wedding. The organist can help you arrange and hire assisting musicians (strings, trumpet, harp, etc); please make this known at the time of the music consultation. Guest musician fees can range from \$100.00 to \$700.00. Additional musicians are paid directly by the wedding party via the St. Andrew wedding coordinator. If you wish to have a friend or family member sing or play at the service, arrangements must be made with the organist at the consultation.

The organist will assist you with music titles for your wedding service bulletin.

HYMNS

Listed below are suggested hymns for your wedding. The wedding coordinator will loan you a hymnal if necessary. Hymn numbers are from *Evangelical Lutheran Worship*.

Abide with Us, Our Savior	539
All People that on Earth Do Dwell	883
(paraphrased Psalm 100)	
Beautiful Savior	838
Come, My Way, My Truth, My Life	816
For the Beauty of the Earth.....	879
For the Fruit of All Creation.....	679
(paraphrased Psalm 136)	
Give to Our God Immortal Praise!	848
(paraphrased Psalm 136)	
Hear Us Now, Our God and Father	585
In Thee Is Gladness	867
Jesus, Come! For We Invite You	312
(paraphrased John 2)	
Joy to the World	267
(paraphrased Psalm 100)	
Joyful, Joyful, We Adore Thee	836
Let All Things Now Living.....	881
(paraphrased Psalm 150.6)	
Let Us Ever Walk with Jesus	802
Lord, Take My Hand and Lead Me	767
(paraphrased Psalm 136.12)	
Love Divine, All Loves Excelling.....	631
Now, Thank We All Our God	839, 840
O God, Our Help in Ages Past (Psalm 33)	632
Oh, That I Had a Thousand Voices	833

(paraphrased Psalm 150.6)	
Open Now Thy Gates of Beauty	533
(paraphrased Psalm 100)	
Our Father, By Whose Name	640
Praise, God, from Whom All Blessings Flow	884, 885
(paraphrased Psalm 150.1)	
Praise the Lord! O Heavens	823
Praise to the Lord, the Almighty	858, 859
(paraphrased Psalm 100/150)	
Sing Praise to God, the Highest Good	871
Songs of Thankfulness and Praise	310
(paraphrased John 2)	
Soul, Adorn Yourself with Gladness.....	488, 489
Ubi Caritas et Amor	642, 653
(paraphrased I Cor. 13; John 15)	
What Feast of Love	487

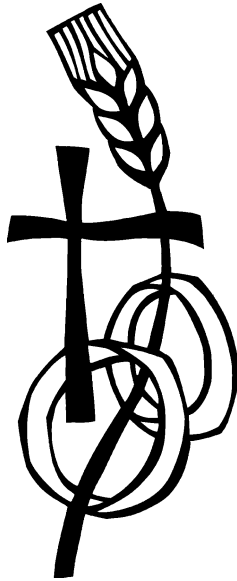
GUESTS

The wedding guests are participants in the worship service. They are there not simply to watch but to be a congregation of God’s people. The service is a glad occasion, and those who celebrate it rejoice in the gifts of God. In preparing for your wedding, plan to include the guests in the ceremony. Guests may be included in the liturgy responses, hymns and prayers for you as you begin your life together.

INVOLVING YOUR PARENTS

The parents of both bride and groom are encouraged to participate in an active way. If you want your parents to have a specific part in the service, they may:

1. Walk in the processional.
2. Share the peace with you after the procession.
3. Read the lessons. (The pastor, friends or other family members may also do this).
4. Participate in the blessing.
5. Stand behind you during your vows or during the declaration of intent.



YOUR WEDDING SERVICE BULLETIN

If you plan to provide an order-of-service bulletin for your guests, you will need to arrange for your own typing and printing. St. Andrew's staff is not available for typing or printing services. Using the resources in this booklet and the advice of the pastor and musicians, you should be able to provide a helpful source of information to those attending the service.

A few pointers:

- Choose a bulletin that will be easy to hold open. (Ribbons, seals, and stapling can make the folder more challenging.)
- Choose a font that will be easy for all to read. (Consider the oldest guests.)
- Choose how much text to include based on how familiar all of your guests are with the liturgy being used. It is often helpful to print all the words to be spoken by the assembly, including the Lord's Prayer.
- Choose content appropriate for the worship service. Biographies, photographs, etc., are best saved for the reception.
- You may include your new mailing address or directions to your reception in an insert or on the back of the bulletin.

Please ask your pastor to discuss these choices with you. He or she may have examples of previous bulletins for your review. Please bring a draft of your service bulletin to the wedding coordinator at least two weeks before the service. **He or she will assist in obtaining the required approval of your service bulletin prior to the full printing.**

NOTES

RECEPTIONS AND REHEARSAL DINNERS AT ST. ANDREW

FACILITIES AND USE

Pearson Hall (occupancy 175) or the Parish Hall (occupancy 125) may be requested for rehearsal dinners or receptions. Availability will depend on church use and time requested. This church space use must be coordinated with the Parish Administrator.

The fee to use these facilities is \$500. This fee includes use of the facility for 3 hours, sexton fees to set tables and clean-up, removal of trash, and for the Wedding Coordinator. A refundable deposit for damage of \$150 will be required. Once the facility has been checked, this money will be refunded if there are no issues.

There is no alcohol allowed on our church premises.

The church provides tables and chairs. Either the caterer or the family of the wedding party must furnish tablecloths, serving pieces, punch bowls, china and silver. Rental equipment must be removed by the end of the wedding day.

Catered meals only are requested with minimal church kitchen use. The Wedding Coordinator must be provided with the caterer's name and phone number of the appropriate contact person.

The family is responsible for cleaning up the kitchen.

If any spills, extra clean up or damage occurs, the Wedding Coordinator needs to be notified immediately.

Rehearsal dinners must end no later than 9:00 p.m. if an evening dinner.

Receptions on Saturday must end no later than 8:00 p.m. so that the church can be cleaned and ready for Sunday morning.

Absolutely NO food or drink is allowed in our sanctuary.

Revised Wedding Policy 9/29/2016 by St. Andrew Congregation Council