

Pilgrim Lutheran Church

*1430 North Lake Drive
Lexington, South Carolina
(803) 359-9421*



Wedding Guidelines

*Revised
3/10*

***Marriage, according to the service, is a Holy Estate,
ordained of God, to be held in honor by all.***

God delights in your plans for marriage, and the love which you and your partner share is a sign of God's love for us all. Your preparation for marriage, and your wedding ceremony itself are an important ministry of this congregation. The purpose of this guide is to assist you in your preparations, to familiarize you with Pilgrim's wedding policies, and to guard the sanctity of this important day.

Much of this wedding guide can be summarized by our deep conviction that the Wedding Ceremony is a service of worship. Christ is surely present in your ceremony, just as He will be present in your marriage. Your wedding service, therefore, will be shaped and guided by the same solemn and joyful rituals which shape and guide the other important festivals of the Church. The focus of the service is the triune God, not the bride and groom.

Your wedding will mean more to you, your families, and your friends when there is careful concern for all the aspects of this celebration.

Certain policies have been established by the Church Council to accomplish that purpose and to assist the bride and groom and their families in answering questions regarding this wedding ceremony.

We ask that you honor these guidelines and requests so that your wedding will be a memorable worship experience and a witness to Christ's presence among us. God's blessings to you!

SCHEDULING REQUIREMENTS

Consult with one of the Pastors (or a designated representative of the Pastors) to confirm date/time of wedding and to enter the date on the church calendar. If you desire to hold a reception in Pilgrim's Fellowship Hall, this should be confirmed on the church calendar also. (Weddings will not be scheduled during the penitential season of Lent or Holy Week.)

A Pastor of Pilgrim or a representative duly designated by a Pastor of Pilgrim must be present at the wedding and the wedding rehearsal, in a presiding role or assisting as mutually agreed upon.

The prospective bride and groom must participate in pre-marital counseling with a Pastor of Pilgrim (with the number of sessions to be determined by the Pastor).

Pilgrim's organist, unless unavailable, will be the organist for your wedding. If Pilgrim's organist is not available, s/he will assist in the selection of a suitable organist. The organist's fees will be negotiated with the organist.

Pilgrim's Sound Technician must be secured if you desire a microphone of any type during the service. The fee will be negotiated with the sound tech.

The Cleaning Service must be coordinated through Pilgrim's Director of Church Operations.

SOUTH CAROLINA LAWS REGARDING MARRIAGE

Obtain a marriage license from any county courthouse in South Carolina. The Lexington County Marriage License Bureau is located at 139 East Main Street, Room 110. The telephone number is 951-7718. Office hours are Monday through Friday, 8:30am-4:30pm. Both persons must be present to apply, but one may pick up the license after applying.

The State of South Carolina does not require a blood test. If you are over the age of 18, you must present birth certificates or drivers' licenses and Social Security card. Persons under 18 years of age must be accompanied by a parent and present a certified copy of their birth certificate which will remain with the bureau as a permanent record.

A 24-hour waiting period is required to secure your license, but there is no expiration date. There is a fee for a marriage license.

The marriage license should be brought to the rehearsal and given to the pastor. Following the wedding itself, the newly married couple and their witnesses will sign the license. The pastor also will sign it. Copies may be obtained through the courthouse where the marriage is recorded.

WORSHIP GUIDELINES

The rubrics for the Order of Marriage in the Lutheran Church shall be followed unless otherwise approved by the Pastor.

Everything in the service is to be an expression of worship, and should be appropriate to such an occasion. This includes music, decorations, procession and recession, behavior, attitude, and manner of dress for the wedding party and guests.

Pilgrim's sanctuary will comfortably seat approximately 500 people. The chapel will seat approximately 80.

Bulletins for the service are not provided by the church. Should the couple desire a service bulletin, appropriate bulletin covers may be ordered through the church office and printing secured by the couple. If the bulletin is to be printed by the church office, information must be provided at least three weeks prior to the date of the wedding. An appropriate fee must be established prior to any commitment by the Church Secretary.

Other pastors may participate in the service with the approval of the pastor who is conducting your ceremony. An invitation from the Pastor will be extended to the guest pastor.

The appropriate paraments for the seasons will be used on the day of the wedding. White paraments designated for Festival days are also appropriate. Please notify the church office two weeks in advance so that the Sacrament of Altar committee can change the paraments, if necessary.

If acolytes, crucifers and banner bearers are used, they should wear the vestments normally used in worship.

MUSIC

All music used in connection with the wedding shall be appropriate to a Christ-centered service of worship.

Wedding music must be approved by the Pastor and/or the Director of Music. Most popular "love songs" and even the "Wedding March" (taken from an European opera that made fun of marriage) have questionable usage in the church. The organist of Pilgrim will assist the couple with the selection of appropriate music, and to coordinate soloists and instrumentalists if necessary. Please contact the organist by calling the church office at 359-9421.

PHOTOGRAPHY

Photographs, using flash photography, may not be taken during the ceremony (time exposure excepted) Any photography must be coordinated with the Pastor as to properly maintain a worshipful posture during the ceremony. The service may be videotaped as long as the camera is not visible or distracting during the ceremony. The wedding party is asked to advise their photographer, professional, or otherwise of these guidelines. NO tape may be placed on the floor of the sanctuary, as it pulls the stain off of the concrete.

Consult with the officiating pastor to discuss recreating any portion of the service after the wedding. Photographs should be posed and taken immediately after the ceremony. The bride and groom may consider scheduling some of the official picture-taking before the ceremony.

DECORATIONS

Fresh flowers should be placed in the altar vases, as is customary for other services of worship. It is not necessary to have any additional decorations. Accessories such as candelabras, palms, unity candle, etc. must be discussed in advance with the pastor. All decorations are to be removed promptly following the wedding and the sanctuary restored to its original setting.

No additional decorations are to be placed on the altar.

Ribbon and/or greenery may be used for pew markers. However, you are asked not to use tacks, nails or clamps that may mar the pews or any other furniture.

The pulpit, altar, cross, Bibles, altar candles, lectern and Baptismal Font will not be moved or obstructed from view by floral arrangements or decorations.

If aisle candles are used, precautions must be taken to prevent wax damage to carpet or other furnishings. Non-drip candles should be used and proper protection should be placed on the carpet beneath the candelabra.

Altar flowers can be left in the chapel on the Sunday following the wedding, but you must contact the church office to see there is no conflict with a prior flower commitment.

RECEPTION

The Fellowship Hall is available for receptions and rehearsal dinners and can be reserved when scheduling the wedding. Appropriate reservation fees may apply. (see fee schedule) The Director of Church Operations must approve all requests and plans for use of any rooms or facilities of the congregation.

Alcoholic beverages are not permitted on the property of the church.

Rice, bird seed, or other such items may not be thrown in any part of the church buildings. Only bird seed may be used outside the church.

Coordinate the possible use of bubbles, bell ringing, etc. with the pastor prior to the reception.

CLEANING

It is the responsibility of the wedding party to clean the building(s) following the service. In-house sexton services are required. (see fee schedule) Please contact the church office at 359-9421 to schedule this service. These services must be scheduled at least 2 weeks prior to the wedding.

It is the expectation that any space requested will be thoroughly cleaned after use to the satisfaction of duly designated representatives of Pilgrim Lutheran Church. All boxes and decorations must be removed from the facilities. Failure to comply will result in loss of all deposits received for such services. You are also responsible for any damage or breakage to church equipment and facilities.

MISCELLANIOUS

The Bride's Room, located in the narthex, is available as a dressing area for the Bride and bridesmaids. Other dressing rooms in the church will be provided, upon request, for the groom, groomsmen, etc. Care should be given to leaving these room(s) properly cleaned and in order.

Smoking is not permitted in any part of the church building, including the restrooms.

Courtesy dictates personal invitations to all individuals whom you desire to attend the various functions celebrating the marriage, i.e., rehearsal party, wedding reception, etc. The pastor(s), organist, wedding consultant, etc., will not assume he/she are included if an invitation has not been extended.

Wedding directors, consultants, florist, etc. must contact the Director of Church Operations before any arrangements are made. Pilgrim does not provide a wedding consultant.

FEE SCHEDULE

As a member of Pilgrim Lutheran Church, there is no charge for the use of the facilities. Fees to the pastor(s), organist, other musicians, sound technician and sexton should be paid at the rehearsal or brought to the church office prior to the rehearsal. These fees should be negotiated with the individual(s) and paid directly to the individuals involved, not to the church.

(Non-members only): The fees for the building use should be paid to the church office and made out to Pilgrim Lutheran Church. Payment is required when the building is scheduled.

A refundable deposit for EACH building reserved is required at the time the wedding is scheduled. This deposit will be refunded upon completion of a post-wedding building checklist.

FEE SCHEDULE	MEMBER	NON-MEMBER
Sanctuary (2 days)	No fee	\$600.00
Chapel (2 days)	No fee	\$200.00
Chapel (1day)	No fee	\$150.00
Fellowship Hall(2 days)	No fee	\$400.00
Fellowship Hall (1 day)	No fee	\$200.00
Refundable deposit		\$200 for Sanctuary \$100 for Chapel \$100 for FHall
Cleaning Fee	See below	See below

Cleaning Service Fees:

Event Description

Wedding Only:—————\$125.00

Rehearsal Party in the fellowship hall
& Wedding:—————\$150.00

Wedding Reception in the fellowship hall
& Wedding:—————\$175.00

Wedding, Reception, & Rehearsal Party:—————\$200.00

Please contact the church office at 359-9421 to schedule wedding custodial services and set-ups.
*Prices are subject to change based on cleaning services fees

BUILDING USE FORM
PILGRIM LUTHERAN CHURCH
1430 North Lake Drive, Lexington SC 29072
Phone 803-359-9421 Fax 803-359-3211

MEETING DATE: _____

TIME: _____ TO: _____

please print

GROUP: _____

FUNCTION: _____

RESPONSIBLE PERSON: _____

PHONE: _____

PREFERRED ROOM/S FOR YOUR ACTIVITY:

When appropriate charges have been paid at the church office, the facility will be reserved for your use.

I agree to use the facilities and equipment outlined above in a manner consistent with the facility use policy. Everything used will be in as good or better condition than it was in when I used it. ***Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment.***

SIGNATURE OF RESPONSIBLE PERSON:
