

General Procedures

1. **Reservation of wedding date will be complete on payment of deposit of \$200 for Chapel/Sanctuary. (No Exceptions.)**
2. **Remaining fees are to be paid to the Church Office no later than 30 days prior to the wedding date. (Non-Refundable)**
3. Video camera placement and usage is to be cleared with the Officiating Pastor /Wedding Coordinator.
4. Guest Pastors are to consult with the Officiating Pastor about sharing responsibilities. Normally, the Guest Pastor will be responsible for the homily. The Officiating Pastor will be responsible for the rest of the service.
5. Musical selections shall be done in consultation with Pastors, Wedding Coordinator, Organist, and Soloist involved. The Officiating Pastor is responsible for final approval of all music.
6. In addition to the Lutheran Social Service sponsored counseling program, two counseling sessions with the Officiating Pastor are required to be conducted well in advance of any wedding ceremony.
7. The Church Property and Management Ministry Teams and the Officiating Pastor shall be consulted if any deviance from this present policy statement is sought.