



FIRST EVANGELICAL LUTHERAN CHURCH A LCMC and NALC Congregation

Pastor Mike Knauff
455 W. Sunnyside Rd
Idaho Falls, ID 83402
(208) 522-9301
Website: www.firstlc.com

Matrimony/Wedding Policy

First Evangelical Lutheran Church (FELC) congratulates you on your upcoming marriage and is pleased to make our facilities and members of our staff available to help you. We hope and trust that the occasion of your wedding will be one you treasure and will be one of reverence, beauty and joy. We offer the following requirements and suggestions concerning facilities, furnishings and staff.

CHURCH FACILITIES:

- Our Church facilities consist of the sanctuary where your marriage can be performed, preparation rooms for the bridal party, and a Fellowship Hall and kitchen where – if you choose – you may hold a reception following your wedding. Receptions will be scheduled with the church office under a “Building Use” agreement. The church is not available for rental purposes.
- Our Sanctuary seats up to 300 guests comfortably and the capacity of the Fellowship Hall is approximately 300 people.
- Weather permitting, outside services are available at the church. Please contact the church office for details.

CHURCH FURNISHINGS:

- **SANCTUARY** – FELC offers the use of its pulpit and altar. We have oil-filled candles for use on the altar, two sets of candelabras, and a wedding kneeling pillow available for use. The unity candle, if being used and set up (taper candles and holders) is supplied by the wedding party. It is inappropriate to decorate the Church so as to disguise its appearance as the place of worship, as the Church wedding is a service of worship. Therefore, we ask that all Church property is left in its original position. In most cases, decorating may be done prior to the day of the wedding with the help and guidance of your Wedding Coordinator.
- **FELLOWSHIP HALL** – Tables and chairs may be arranged in the Fellowship Hall for use during the reception. Kitchen items such as dishes, silverware, linens, etc. are available for use. Food, beverages, and paper products are supplied by the wedding party. Your Coordinator will help coordinate the reception. All arrangements for clean-up of the Fellowship Hall following a reception are the responsibility of the wedding party. Please refer to the schedule for further details.

STAFF PEOPLE WHO SERVE YOU: The persons needed to serve you in your wedding may vary according to the nature of your wedding service plans. The following are staff members who will be involved in the wedding process with their individual functions.

- **PASTOR** will conduct the service and will be concerned for you, your anticipated marriage, and the home you are preparing to establish. Pastor will meet with you before any plans are finalized and requires three premarital conversation sessions. These sessions are designed to help you, as a couple, prepare for a life-long marriage, as well as the wedding. The Pastor will discuss the service with you so as to tailor the service to you and to insure that it is appropriate for the Church. The pastor will direct the rehearsal and the wedding service. And take care of the necessary reporting of the marriage to the County Clerk. Only a called Pastor of First Lutheran presides at marriages at FELC.

- **WEDDING COORDINATOR** will work with you in making arrangements for your wedding and the execution of a successful event. The wedding coordinator will meet with you to work out details and answer your questions. He/She will work with those who will assist at the wedding itself and at the reception if it is held at the Church. The wedding Coordinator also arranges for the building set-up for the wedding and reception. It is the responsibility of the wedding party to make arrangements to leave all facilities clean and orderly. If desired, he/she can provide advice on obtaining professional cleaning services.
- **DIRECTOR OF MUSIC** is available to assist in providing an organist for the rehearsal and wedding ceremony. The Director of Music will assist you with your selection of music and can also help provide a soloist if needed.

REGULATIONS AND SUGGESTIONS: Weddings held at FELC need to be scheduled 30 days in advance and will be conducted by FELC's Pastor.

PREMARITAL CONVERSATIONS/COUNSELING:

The Pastor, by oath of his office, is required to diligently inquire:

1. Whether the union contemplated be in accordance with the word of God.
2. Whether it is in accordance with the laws of the State of Idaho.
3. Whether it is intended to be in accordance with this policy.

Therefore, the wedding will be conducted after premarital conversations with the pastor. three (3) sessions are required and must be completed one week before the wedding date. Appointments can be made by calling the Parish administrator at 208-522-9301. If one or both members of the wedding party live outside the area, other arrangements can be made.

HOLY COMMUNION: The sacrament of Holy Communion may be combined with the Rite of Marriage after proper planning and counsel with the Pastor.

RESERVATION PROCEDURE:

1. Select a date and check with the Church Office for availability. A \$100 deposit fee is required to secure the date.
2. Schedule an appointment with the Pastor to begin the premarital conversation sessions. Normally, your wedding Coordinator is present for the first appointment.
Please do not have your wedding invitations printed up and mailed until after this 1st session.
3. Schedule additional appointments with your Wedding Coordinator as needed to review your plans and work with them to carry them out.
4. Call the Director of Music and make arrangements for an organist at 208-522-9301

CHURCH USE POLICIES:

- No smoking in the building.
- No alcoholic beverages or narcotics may be served or used on the premises, Food and beverages are only allowed in the Fellowship Hall.
- Flash pictures may not be taken during the service by guests or professional photographers. Ushers should inform guests with cameras of the policy. Any photography or videotaping done during the service should cause minimum distraction. Cameras are not allowed in the altar area. At no time are video cameras with tripods to impinge on the aisles. Cameras should be set up no later than 15 minutes prior to the ceremony.
- No rice, birdseed or confetti is to be thrown on church property. Bubbles may be used outside of the building.

- Flowers or plants may be used in the altar area. Silk petals may be dropped by flower girls.
- The Church is open from 9:00 AM until 4:00 PM Monday through Thursday (our summer hours June - August may vary, please check with the church for the most current information). Deliveries or other arrangements requiring access to the building during any other hours will require special arrangements, which can be made through your Wedding Coordinator.

WEDDING FEE SCHEDULE:

Make checks payable to each service person; building reservation checks should be payable to FELC.

Pastor: Reverend Mike Knauff – 208-522-9301 extension 102

Musician, Wedding Coordinator & Custodian: To be arranged through Pastor and the Church administrator.

Building Reservation refundable deposit: *\$100.00

**Building reservation deposit needs to be paid to secure your date and is refundable if the building is returned in same condition it was received. If not, the deposit will pay out church custodian for 3 hours of cleaning.*

The following payments need to be paid in full before the rehearsal:

Clergy Fees:

- Honorarium for Members, \$200.00 *(payable to Pastor)* for Non-members.

Church Fees:

- Building Use: No Charge for Members, \$150.00 for Non-members.
- Wedding Coordinator \$100.00 *(Payable to assigned Wedding Coordinator)*
- Organist \$75.00 *(Payable to the organist)*

Optional Fee:

- Soloist \$50.00 *(Payable to soloist)*
- Fellowship Hall & Kitchen use for day before Rehearsal and Reception \$100.00.