

# Sharing Christ's Love



*A Beacon in the Middletown Valley*

ZION LUTHERAN CHURCH

107 West Main Street

Middletown, MD 21769

301-371-6500 (office phone)

301-371-8100 (fax number)

## Wedding Policy

### Co-Pastors

The Rev. Diane Day—[pastordiane@zionmiddletown.org](mailto:pastordiane@zionmiddletown.org)

The Rev. Matthew Day—[pastormatt@zionmiddletown.org](mailto:pastormatt@zionmiddletown.org)

### Wedding Ministry Coordinators

Claudia and Paul Pearl—[paulmaddog@aol.com](mailto:paulmaddog@aol.com)

### Organist

Bobby Staples—[rstaples93@gmail.com](mailto:rstaples93@gmail.com)

## **TO THE COUPLE**

Your wedding is one of the most important events of your life. We at Zion Lutheran Church are pleased to share this happy occasion with you and want to do everything possible to make it a meaningful experience for you.

Your desire to have a church wedding indicates that you see marriage as a commitment made before God with Christ as the center of your wedding service. We hope that the policies in this booklet will help make planning easier for your wedding.

We are eager to help you prepare for your marriage. You will meet with a pastor three times for pre-marital conversations related to the ways you care for your lifelong relationship. You will also meet with our wedding ministry coordinators to discuss the details of your wedding.

Our hope and prayer for you is that you will grow together in Christ's love.

## **ARRANGING FOR THE WEDDING SERVICE**

As soon as you have a wedding date in mind, contact the Church Office at 301-371-6500 or [office@zionmiddletown.org](mailto:office@zionmiddletown.org). No other arrangements should be made until the required request form is received and the date and time are on the church calendar and approved by the pastors.

## **MEETING WITH THE PASTORS**

In preparation for both the wedding and your marriage, you will meet with the pastors for three, one-hour sessions. The pastor will contact you to schedule your first appointment soon after your wedding date is secured. At this first meeting, you will begin to discuss some of the aspects of your wedding ceremony and begin pre-marital counseling.

## **WEDDING MUSIC**

It is standard policy for Zion's organist or someone approved by the Worship and Music Committee to play for all weddings. The church organist, Bobby Staples, will give guidance in selecting appropriate wedding music and, should it be desired, assist in securing the services of other musicians.

All music, including that of a soloist, is to be cleared with the church organist and pastors at least four weeks prior to the wedding.

## **WEDDING MINISTRY COORDINATORS**

To facilitate the coordination of all details between the couple, Zion, and pastors require the use of Zion's wedding ministry coordinators. A pre-wedding meeting will be scheduled between the couple and the wedding coordinators. Zion's wedding coordinators are present at the rehearsal and on the wedding day. They will coordinate with the wedding party and guests, as well as securing the facility following the wedding ceremony. If an outside wedding coordinator is used, they will be under the direction of Zion's wedding coordinators and pastors for the wedding ceremony and/or rehearsal.

## **PHOTOGRAPHY/VIDEOGRAPHY**

It is Zion's policy to not permit flash photos during the ceremony. Natural light photos may be taken from the back or the balcony of the sanctuary during the wedding ceremony. If the photographer is disruptive, they may be asked to stop during the ceremony. No flash photos may be taken during the wedding.

After the wedding, photos may be posed in the chancel. Photographers should see the pastor or wedding coordinators before the wedding to review Zion's policies. Videotaping of the wedding is permitted.

## **FLOWERS AND DECORATIONS**

Should you wish to place flowers on the altar for your wedding, vase liners are available for you to take to your florist. Our wedding coordinators will discuss decorating possibilities with you. The color of the altar paraments will remain the color of the church season and are not changeable. Seasonal decorations will remain.

The candelabrum is available for use. Pew candles can also be arranged through the wedding coordinators—a separate fee applies. Unity candles are available through the wedding coordinators.

## **ALCOHOL AND SMOKING**

**No alcoholic beverages are allowed in the church or on the church property at any time.** Your attendants and ushers must refrain from drinking before the wedding, as it is against the law to marry someone who is impaired. If this is suspected, the pastor reserves the right to refuse to conduct the wedding. There is no smoking or vaping in any room of the church. Any food brought in, including beverages, must be removed immediately following the wedding. Please designate someone to be responsible for this task. **No food or beverages in the sanctuary please.**

## USE OF FACILITIES AND SAFEKEEPING OF PERSONAL ITEMS

Absolutely no rice or any other material may be thrown inside or outside of the church at any time. If it is the desire of the couple to use the Social Room of the church for a reception following the ceremony, contact the Church Office for availability and fees. The church will be available for 2 1/2 hours prior to the ceremony for setting up, flowers, decorations, or photographs prior to the ceremony and for the wedding party preparations. If additional time prior to the ceremony is required, please notify the wedding coordinators. Please place all trash in the waste receptacles in the Nursery or Living Library and leave the facilities in the same condition as when you arrived. Zion assumes no liability for items lost or stolen. It is suggested that all personal items and valuables be secured prior to the wedding ceremony.

## WEDDING FEES

The following fee schedule has been established by Zion's Congregational Church Council:

Wedding Ministry Coordinators	\$200
Organist	\$200
Audio Technician	\$ 50
Soloist	varies
Bulletins (on request)	varies
Candelabrum	no fee
Pew Candles	\$ 40
Pastor	honorarium (no established fee for current members) \$500 for non-members

### Use of Sanctuary

Current members:	no fees
Non-members:	\$850 (includes \$250 cleanup deposit) (\$400 deposit due when wedding request form is returned)

### Use of Social Room for reception:

Current members:	no fees
Non-members:	\$200

**\*\*All fees must be paid by the time of the wedding rehearsal\*\***

## Wedding Request Form

**This form must be completed and returned to the Church Office via mail, email or fax before the wedding date can be secured and added to the church calendar.**

**Deposits can be paid via personal check or through our online giving portal on our website:  
[www.zionmiddletown.org](http://www.zionmiddletown.org)**

Zion Lutheran Church  
107 West Main Street  
Middletown, MD 21769

301-371-6500—phone  
301-371-8100—fax #

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Note: Saturdays, no later than 3 p.m. due to Saturday evening worship services at 5 p.m.*

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Location: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Garden \_\_\_\_\_ Other

Reception at Zion? \_\_\_\_\_yes \_\_\_\_\_ no

Couple's address after marriage: \_\_\_\_\_  
\_\_\_\_\_

**Bride:**

member: \_\_\_\_\_yes \_\_\_\_\_no

Full name: (first, middle, last)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Groom:**

member: \_\_\_\_\_yes \_\_\_\_\_no

Full name: (first, middle, last)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have read the wedding policy and have returned the wedding request form and deposit (if applicable):  
Signature of bride or groom: \_\_\_\_\_