



King of Glory Lutheran Church Fountain Valley, California

Pastor Tim Philips' Wedding Policies and Guidelines For Community Members' Weddings held at King of Glory

1. You and I will work together to plan your wedding ceremony, taking into account basic Christian convictions about marriage, your uniqueness as a couple, and the sanctuary as the setting for your wedding. All aspects of the ceremony, including any music to be included in the service, need to be discussed and mutually agreed upon prior to the wedding day.
2. Please do not schedule the time and date for the rehearsal until after you have confirmed them with me.
3. It is necessary to have King of Glory's Wedding Coordinators involved in all weddings to assist with certain aspects of your preparation as well as the ceremony itself. After the initial interview with me, you will be contacted by the Wedding Coordinators to begin the planning process.
4. Each party is allotted one hour for the rehearsal and a maximum of five hours for the ceremony, photographs, etc. on the day of the wedding.
5. No flash photography or video lights shall be used during the ceremony. It is the responsibility of the wedding party to notify any photographers or videographers about this policy. Photographs and/or videotaping may take place with available lighting during the ceremony as long as it does not disrupt the service. Please consult the pastor and the Wedding Coordinators prior to the ceremony to clarify how this can best be done. ***All picture taking shall cease 30 minutes prior to the start of the ceremony.***
6. The consumption of alcoholic beverages is not permitted at the wedding.
7. I absolutely insist upon a sober bride and groom. I reserve the right to refuse to participate in the wedding if you are under the influence of drugs or alcohol. I also reserve the right to remove any member of the wedding party under the influence of drugs or alcohol. Please initial below to indicate your agreement with this particular item.

Bride

Groom

8. The Marriage License and all fees are to be brought to the church office at least one week prior to the wedding ceremony. After the wedding, I will secure the necessary

signatures. The wedding will be recorded in the records of our congregation and our staff will mail the certificate to the appropriate county Recorder's Office.

9. Please respect the campus and honor its purpose:
 - a. Smoking is not permitted in any church buildings. Cigarettes/cigars are not to be discarded along walkways, in flowerbeds, or in the parking lot. There are ashtrays located outside the Fellowship Center and in the patio area.
 - b. Rice, birdseed, confetti or any other similar materials are prohibited.
 - c. Any decorating of the sanctuary must be done in consultation with the Wedding Coordinators.
10. These policies and fees are for the use of the Sanctuary for the Wedding Ceremony only.
11. Please see the Reception and Special Events Policies and Fees document if you would like the reception to be held at King of Glory. This document will set out the steps to reserve the facility, facility use policies, and all associated with such use.

Wedding Fees

Payable to King of Glory Lutheran Church:

- + Sanctuary Use: \$200

There are fees required for those who provide the services necessary to support the ceremony. The fees are to be made payable to the individuals providing the service and are to be brought in to the church office at least one week before the ceremony.

- + Pastor: \$250
- + Organist/Pianist: \$100.00
- + Organist/Pianist if required to work with a vocalist: \$125.00
- + Wedding Coordinators: \$250.00 (includes rehearsal night and up to five (5) hours of service on the day of the wedding. Additional time can be arranged in advance, at \$50.00 per hour)
- + Custodian: \$100.00
- + Sound Technician (if needed): \$25.00

We the undersigned have reviewed these policies and fees and agree to abide by them.

Signature of Bride to be/date

Signature of Groom to be/date