

**St. Peter Lutheran Church of Upper Allen Township**  
**130 Nittany Drive**  
**Mechanicsburg PA 17055**  
**717-766-2701**

## **Marriage/Wedding Policy Guidelines**

Of the many arrangements that you will be making for your wedding day, the most important ones are those you will make with the church. The following information is provided to assist you in the planning of your wedding at St. Peter Lutheran Church. The people of St. Peter Lutheran Church want to celebrate the love that you have found in each other and, along with the staff, are ready to serve you in the preparations for marriage.

### **1. Schedule & Pastor**

St. Peter Lutheran Church anticipates consultations leading to the wedding will begin at least six months prior to the planned date for the wedding. Weddings are not encouraged during Advent or Lent; and they are not scheduled during Holy Week. The current pastor of St. Peter Lutheran Church shall preside at the wedding, unless other arrangements have been made with the pastor's permission.

### **2. Premarital Counseling**

Premarital counseling with the pastor is required for couples desiring to be married in the Lutheran church. Counseling will be directed to guide the couple in communication, spirituality, and visioning their future together. Additional sessions may be necessary. Premarital sessions (2) may be done by an approved marriage & family therapist or by an agency when it is not logistically possible to be done by the pastor of St. Peter Lutheran Church. This alternative will need to be discussed with the pastor. The alternative counseling may be necessitated by a variety of reasons.

### **3. Organist**

Along with scheduling the church, the organist must be notified of the day you have picked. St. Peter's organist has the option of first refusal for the ceremony or,

- a. Substitute an organist of his/her choice if unavailable
- b. Approve a family-requested organist

### **4. Photography**

Photographers and Videographers will need to talk with the pastor prior to the ceremony to discuss appropriate use of equipment during the service. Pictures taken by family and friends are to be taken without disruption of the ceremony.

### **5. Reception at Church**

Receptions to be scheduled at St. Peter Lutheran Church, can be made through the Parish Administrative Assistant in the church office. Fees are included at the end of this document and can also be found in the Facilities Use Fee Schedule. Arrangements to prepare the hall and clean up following the reception will be determined by the Pastor. The church phone number is: 717-766-2701.

### **6. Alternative to Rice**

No rice or confetti shall be thrown. Alternatives must be approved prior to the ceremony.

## 7. Cleaning of Sanctuary

The couple being married shall arrange for the removal of all floral arrangements, extra candelabra, aisle runners, and personal belongings of the wedding party, etc. Arrangements will be made prior to the ceremony date. Cleaning the sanctuary will occur within 2 hours of the ceremony.

## 8. Facilities Use Agreement

The couple shall sign a Facilities Use Request and Agreement. Facilities will be available for rehearsal and the day of the wedding.

## 9. Payment of Fees

The couple shall pay all applicable fees no less than two weeks prior to the service. In event of cancellation, all fees will be refunded. Please see Facilities Use Policy; Facilities Use Request and Agreement and the Facilities Use Fee Schedule.

## 10. Honorarium for Pastor

If either party in the marriage is a member of St. Peter Lutheran Church, the honorarium for the presiding minister is at the discretion of the couple. If neither party is a member of St. Peter Lutheran Church, the fee for premarital counseling, worship preparation, and officiating at the service will be determined by the pastor. Any additional fees will be determined by the officiating clergy.

## 11. Fee Schedule

Church Personnel and a Summary of Minimum Fees (Please reference Facilities Use Fee Schedule):

Pastor – Alexander Martini Telephone: 717-766-2701 Email: [pastor.stpeter@epix.net](mailto:pastor.stpeter@epix.net)

Parish Administrative Assistant – Shirley Maxwell Telephone: 717-766-2701 Email: [stpeter@epix.net](mailto:stpeter@epix.net)

Organist – Susan Niedzwiecki Telephone: 717-432-8924 Fee: \$150 – (\$175 with soloist)

Sexton, if required - \$50.00 per hour

Gymnasium with tables and chairs - \$100.00 for two hours then \$20.00 each additional hour

Fellowship Hall \$50.00 for two hours then \$20.00 each additional hour

Kitchen, full use \$100.00

Kitchen with limited use (no cooking only coffee, non alcoholic beverages, ice cream and/or snacks) \$35.00

Sanctuary with classrooms for bridal party preparation (non-members) – Fee: \$150

**DEPOSIT** – \$200.00 Returnable after event if there are no losses or damages.

St. Peter Lutheran Church members will be charged 25% of the rates specified in the Facilities Use Fee Schedule (as reflected above) for the use of church rooms. Church members will be required to place a returnable deposit of 25% of the amount specified on the Facilities Use fee Schedule.