



SALEM

LUTHERAN CHURCH

*Pursue real life*

**Your  
Wedding Ceremony  
At  
Salem Lutheran Church**

# Salem Lutheran Church

## Wedding Guidelines

*“For this reason a man will leave his father and mother and be united to his wife and the two will become one flesh. So they are no longer two but one. Therefore what God has joined together, let man not separate.” Mark 10:7-9*

### **CONGRATULATIONS ON YOUR ENGAGEMENT**

Thank you for expressing interest in having your wedding at Salem Lutheran Church. We value the marriage relationship and will do our best to make your wedding day one that glorifies God and is the joyous occasion you anticipate. This document provides information about having your wedding at Salem Lutheran Church.

Please contact our Wedding Administrator, Jill Carter at 281.290.1205 or [jcarter@salem4u.com](mailto:jcarter@salem4u.com) for additional information.

## Engagement Commitments

We believe that marriage is a holy and sacred gift from God, so it is our intent that couples approach marriage according to biblical standards and in a way that is pleasing to God. Therefore, we require that you make the following engagement commitments in order to be married at Salem Lutheran Church.

### **BELIEFS**

God has intended Christians to only marry Christians, so we require that both the bride and groom confirm commitment to Jesus Christ as Lord and Savior.

### **PURITY**

The sexual relationship has been designed and intended for marriage, so we ask that you agree to abstain from any sexual relationship until after the wedding. Furthermore, *a living arrangement that includes cohabitation prior to the wedding is a compromise of Christian guidelines, so we require that you agree to abstain from sexual intimacy.*

### **FAITHFULNESS**

The church is God’s primary tool for building strong marriages, so we ask that you find a place to serve within the church and pursue a lifestyle of faithfulness to your church family.

### **PRAYER**

May the Lord bless you and keep you and your marriage. May the Lord make His face to shine on you and your marriage. May the Lord lift up His face to you and give your marriage the peace that passes all human understanding. In the name of the Father and the Son and the Holy Spirit.  
Amen.

*Salem Lutheran Ministries prays for you and your marriage that will begin with this blessed and joy-filled celebration we call your wedding ceremony at Salem Ministries.*

*Go with God and may the grace of our Lord Jesus Christ be with you always.*

# Marriage Preparations

## ELIGIBILITY

Membership is required of one of the two to have a wedding at Salem Lutheran Church. Both parties must be baptized.

## MEMBERSHIP

Members are those who have completed Discovery and signed a Membership Covenant. Members are also active participants in worship at Salem Lutheran Church.

## MARRIAGE PREPARATIONS

All couples getting married at Salem Lutheran Church or by a Salem pastor off-campus are required to fulfill the following marriage preparation steps:

1. Complete appropriate wedding application (on-campus or off-campus) and pay appropriate fee (\$75 for off-campus or small private on-campus weddings as outlined below; \$400 deposit for most on-campus weddings)
2. As individuals, complete the online Prepare inventory.
3. As a couple, attend the Marriage Preparation Class. It is a full day Saturday offered twice a year. Dates for 2018 classes below:
  - April 14, 2018
  - September 22, 2018
4. Schedule your Prepare debrief with Marriage & Family Ministry Director.
5. Schedule meeting with pastor who is officiating your ceremony to review details about your ceremony and discuss the results of the Marriage Preparation Workshop. This meeting should take place at least four weeks before your wedding date.

The Salem pastor may require additional pre-marital counseling sessions in some cases. If these are required, they must be completed at least two weeks before your wedding date.

# Wedding Reservations

## Salem Lutheran Church



When making a reservation, you may request a wedding day and time. These requests are honored based on availability. Reservations are confirmed after the Wedding Application and pastor approval are processed.

### **MARRYING PASTOR**

Weddings performed at Salem Lutheran Church must be presided over by an ordained Salem Lutheran pastor or an ordained pastor that first must be approved by Salem's pastors. Due to heavy weekend service schedules, only one Salem pastor can be scheduled to officiate.

### **WEDDING DAYS AND TIMES**

Monday, Tuesday, Thursday, Friday, Saturday, Sunday

Rehearsals will be held the day before the wedding

*Weddings cannot be scheduled week of Easter, November 17 through November 30, December 14 through January 6 and other dates specifically listed on church calendar. Holiday weekends must be approved.*

### **RESERVATIONS PROCESS**

The following process can be used to make a wedding reservation:

1. Determine date and time for the wedding ceremony.
2. Schedule time to meet with Wedding Administrator.
3. Submit a Wedding Application and the appropriate fees to Wedding Administrator.
4. Your reservation will be confirmed as soon as the date has been scheduled on the church calendar and the pastor has agreed to officiate the ceremony.
5. Once your reservation has been confirmed, you may start the Marriage Preparation process.

## **FEES**

### Wedding Fee – \$800

This fee includes wedding coordinator, marriage preparation, two technicians for basic sound, lighting and video systems, maintenance personnel and utilities, and single PowerPoint slide (includes the name of the bride and groom and the date of the wedding ceremony).

### Private Wedding – \$75

This is for a wedding ceremony with up to 25 guests around altar after a Sunday service. This fee covers marriage preparation. It does not include sound system, wedding coordinator or rehearsal.

### Additional Fees

Additional fees for the Salem Community Center or other rooms and catering services for rehearsal dinners and wedding receptions are handled by our Facilities Coordinator who can be contacted at 281.351.8223.

### Other Fees

- Instrumentalists and vocalists pricing depends on needs and availability.
- Additional meetings with Wedding Coordinator - \$25
- Additional cleaning required for weddings over 500 - \$150
- Additional fees for services conducted away from the Salem campus by a Salem Pastor.

Please note: Initial consideration for an off-campus ceremony must be discussed with the pastor's assistant well in advance of the scheduled date to ensure the greatest level of success in coordinating with the officiating pastor's schedule. It may not be possible for a pastor to do an off-campus wedding due to the time commitment required for such events.

If a couple requests the services of a Salem pastor at a wedding ceremony from Salem's campus and the pastor is available to travel, please plan on the following additional expenses:

- Travel expenses such as mileage, airfare and/or local ground transportation
- Lodging and meals expenses

### Payment of Fees

In order to complete the application process and secure the facility, for most on campus weddings, one half of your wedding fee must be submitted with your Wedding Application. This amount is non-refundable. The balance of the wedding fee must be paid in full 30 days prior to your wedding date. For the private wedding option, the entire \$75 is to be submitted with your Wedding Application. Please make checks payable to Salem Lutheran Church and mail final payment to:

**Salem Lutheran Church  
22601 Lutheran Church Rd.  
Tomball, TX 77377**

**Attn: Jill Carter**

# Wedding Guidelines

*Please be aware that the guidelines contained in this packet were created to ensure that all weddings at Salem Lutheran Church honor our Lord and Savior, Jesus Christ. Make sure that you and all parties involved understand that following these guidelines will help maintain the highest standards for your wedding day. If you have any questions please talk to your Wedding Coordinator immediately.*

## **WEDDING COORDINATOR**

Salem Lutheran Church will assign a wedding coordinator to work with you during your wedding. You will meet with the coordinator approximately four to six weeks before your wedding date. The coordinator will initially plan to schedule a meeting with the couple. Your coordinator will confirm the time and date of your wedding rehearsal. She will also review the details of your wedding with you, including the order of service. She will ensure that the rehearsal and ceremony preparations are in place and will be present to assist during these activities. The coordinator will have final word in representation of Salem Ministries. Outside wedding coordinators/planners are welcome; however, the coordinator assigned by Salem Lutheran Church will lead the rehearsal and wedding.

## **WEDDING MUSIC**

Salem's belief is that a wedding is a Christian worship service. The couple should consider selections that are suitable for worship services. All music that will be used in the wedding, including song lyrics, must be submitted to the wedding coordinator and approved at least four weeks prior to your wedding. You are responsible for contacting, engaging and paying for any vocalists and instrumentalists you choose to perform.

## **FLOWERS AND DECORATIONS**

Your florist will have access to the worship center three hours prior to the scheduled time of your wedding. Please ensure that a representative of the family personally receives or accepts anything delivered to the church, such as decorations, flowers, dress or cake. All flowers and decorations must be removed immediately following the wedding ceremony and pictures. The church does not store any wedding decorations. All candelabra candles must be spring-loaded (aluminum sheath with wax insert) with the exception of the Unity Candle. All candelabras must have protective floor covering. Nails, staples, tacks, pins or glue may not be used. Aisle runners or real flower petals may not be used. Worship Center facilities and furniture may not be altered or moved. Note – the pre-existing stage set up and seasonal decorations in the Worship Center may not be removed; the decorating schedule of the church may not be altered because of the wedding date. Ceiling banners or other decorations may not be removed. The Wedding Coordinator can inform the couple of decorating colors in use on their wedding date and will coordinate special requests with Salem's staff.

## **PHOTOGRAPHY AND VIDEOTAPING**

Photographs may be taken before and after the ceremony in any reasonable, convenient location on the Salem campus. Photographs and videotape should be taken in a way that does not disrupt the wedding ceremony. No flash photography should be used during the ceremony. All photos taken after the wedding ceremony must be completed within 30 minutes following the conclusion of the ceremony. Photographers (video and still) are not permitted to walk around during the ceremony. There are appropriate, established areas for still pictures and video to be taken during the ceremony. The photographer is responsible for repairs of any damage done on Salem's campus.

## **REHEARSAL**

Your wedding coordinator will conduct your rehearsal and act on behalf of the pastor who is marrying you. Your wedding rehearsal will be scheduled for one hour on the evening before your wedding date. The bride and groom are required to participate. Please arrive promptly for the rehearsal. Your rehearsal date and time will be confirmed by your wedding coordinator. Please give your marriage license to your wedding coordinator at your rehearsal. It is important that all members of your wedding party attend the rehearsal and arrive on time. If you have ushers in addition to groomsmen, please ask them to attend the rehearsal. Parents of the bride and groom are also encouraged to attend. All wedding arrangements are made between Salem and the couple. If a couple is using an outside wedding consultant that individual must be at the rehearsal.

## **WEDDING PARTY**

It is expected that members of the wedding party will understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship. Dressing rooms will be provided for the bride and groom. These rooms will be available to the wedding party three hours before the ceremony begins. The church will not be responsible or liable for personal items such as clothing, purses, etc. brought to the church if such items are lost, stolen or damaged. No alcoholic beverages may be consumed by any member of the wedding party prior to rehearsal or wedding ceremony and no alcohol may be consumed on Salem's campus. Smoking is not permitted in Salem's facilities. No illegal drugs are allowed on Salem's campus. The host families are legally responsible for the conduct and safety of their guests. Salem will not be held legally responsible for the misconduct any wedding guests.

## **SEND-OFF TRADITIONS**

If you hire a limo service, make sure you give the contact information to someone responsible in your party. Plan your limo to arrive at least 30 minutes prior to expected departure. Please do not use rice, confetti, birdseed, flower petals, potpourri or similar materials. We would suggest bubbles, sparklers or balloons.



Salem Lutheran Church  
22601 Lutheran Church Road  
Tomball, Texas 77377  
281.351.8223 \* 281.351.6711 (fax)  
salem4u.com