

## Receptions

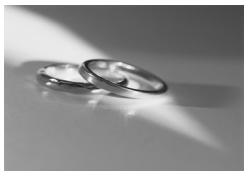
- ◆ If the pastor, organist, soloists, instrumentalists, and spouses are to be invited to the rehearsal dinner and/or reception, please extend an invitation in advance of the day of the rehearsal. The invitation is at the discretion of the wedding couple.
- ◆ The Parish Hall, gym, or church courtyard is available for receptions. The wedding consultant will put you in touch with Priscilla Circle (receptions) if you so choose.

## Fees

All fees are due at the church three weeks prior to the wedding. A fee list may be obtained from the wedding consultant.

## Other Items

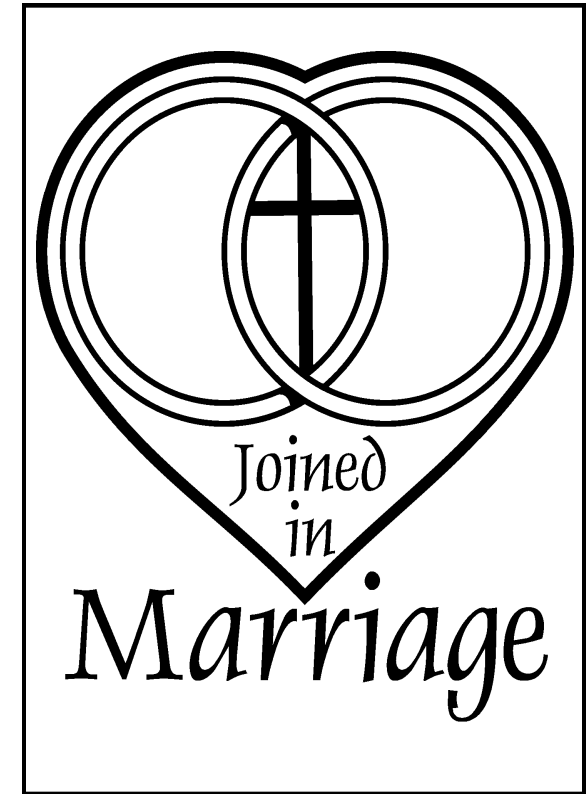
- ◆ The use of alcohol is not permitted in the building or on the church grounds at either the rehearsal or the wedding. We reserve the right to postpone the wedding and/or ask individuals to leave the church property if this rule is broken or if someone's functioning is impaired because of the use of alcohol.
- ◆ Alcohol is permitted at the rehearsal dinner/wedding reception, as long as a church Elder is present.
- ◆ We ask that neither rice nor bird seed be thrown or used either inside or outside the church.
- ◆ The colors of the paraments (altar area hangings) for the current liturgical season will be used for weddings. Other colors will not be substituted.
- ◆ Nails and tacks may not be put into any of the furniture or woodwork. All flower and equipment placement must be made in consultation with the wedding consultant.



## Wedding Preparation Checklist

- ◆ Schedule your wedding date with the pastor and facilities calendar coordinator.
- ◆ If you are a non-member and have questions about wedding policy or fees at Shepherd of the Hills, please contact our wedding consultant before proceeding.
- ◆ Complete a Building Use form (obtainable in the church office or from the wedding consultant). When confirmed, this reserves the date, time, and chosen facilities.
- ◆ If alcohol will be served, sign an Alcohol Policy form and return to the consultant.
- ◆ Fill out a "Wedding Plan" form with the consultant.
- ◆ Arrange for the pre-marriage inventory and preparation sessions with the pastor. These must be scheduled sufficiently in advance.
- ◆ Meet with the wedding consultant early on. Be sure to consult with him/her prior to making detailed wedding service decisions.
- ◆ Inform wedding participants and guests of the proper decorum expected for the rehearsal and service.
- ◆ If you want a Unity Candle (candle and two side candles), aisle runner, decorations, candelabra, these must be provided by the wedding couple.
- ◆ Others to consult:
  - Organist/Musician
  - Photographer
  - Florist
  - Other musicians (soloists, instrumentalists)
  - Best man, groomsmen
  - Maid/Matron of honor, bridesmaids
  - Ring bearer
  - Flower girl
  - Reader(s)
  - Ushers
  - Acolytes (candle lighters)
  - Attendants (personal, guest book)
  - Priscilla Circle (reception food and/or serving)

# Shepherd of the Hills Lutheran Church



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Pastoral Assistant

~include "wedding" in the subject line

## Welcome!

You have requested to be married at Shepherd of the Hills by the pastor of this community of faith. We welcome you and are privileged to be part of this joyful event in your lives! As you come to the altar for marriage, you are asking that God meet you here and give His strength and blessing as an example of His love to you.

Although you could be married elsewhere, you have chosen this place, and we understand that means you desire to be married with a Christian rite of marriage. To this end, we focus on a marriage in the sanctuary as a worship service. As such, we have established guidelines and procedures to help make this a memorable personal, family, and worship experience. Our staff is trained to assist you in your planning.

## Marriage Preparation

A bridal couple agrees to at least 4-6 sessions of pastoral counseling prior to the wedding. While the sanctuary may be reserved long in advance, the pastor holds the privilege of making a final decision relative to conducting the wedding, only after these sessions have been completed.

The pre-marital counseling utilizes the *Prepare* pre-marriage inventory, for which there is a \$40 charge.

## Wedding Consultant

The consultant assists you in the organization of all details pertaining to your wedding. S/he will invest approximately 6 hours for you: going over the wedding and preparations in detail; discussing the use of candles and flowers; serving as a contact person for you; assisting you with questions; and working to relieve you of many possible frustrations.

## Wedding and Rehearsal Times

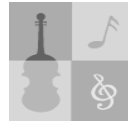
One wedding only per date will be scheduled. Your time period includes decorating, set-up, dressing, pictures, the ceremony itself, and the receiving line.

Rehearsals are normally scheduled the evening before the wedding. Forty minutes is allotted for the rehearsal. Please impress on everyone the importance of being on time.

## Wedding Service

The wedding service used at Shepherd of the Hills is a basic service used in many Lutheran churches.

- ◆ The couple has options within the various parts of the service in order to personalize the service. The pastor and/or Director of Parish Music will review the service elements with each couple.
- ◆ The head pastor of Shepherd of the Hills or his designee will officiate at weddings held in our sanctuary.



## Music

Since the wedding service is a worship service with Christ at its center, great care is given to insure all music keeps within the message of Christian marriage. Music that reflects the Lutheran tradition, either classical or contemporary or both, with religious significance, is welcomed.

- ◆ The Dir. of Parish Music is willing to assist you in planning the music. All pieces are cleared through her/him.
- ◆ CD or taped music is also cleared through the Dir. of Parish Music.
- ◆ Soloists and/or instrumentalists must rehearse in advance of the wedding. They must schedule an appointment with the organist.
- ◆ Congregational singing is encouraged!

## Flowers

The bridal party makes arrangements for flowers; these are not supplied by the church. The flowers may be delivered and arranged during your time period. Wedding flowers should also be taken to the reception. If the family wishes to contribute the flowers to the church, they will be used for worship services.



## Photography

Pictures are important for capturing memories of your wedding. It is necessary that your photographer check with the wedding consultant prior to the service for instructions about placement of cameras/video equipment and photography during the service. Photographers are not to interfere with or detract from the worship service. Pictures must be taken within the couples' time limit.

- ◆ No flash pictures may be taken during the service either by guests or by the photographer. Non-flash pictures by the professional photographer may be taken discretely during the service.
- ◆ No cameras may be located in the chancel (the very front where the pastor is).
- ◆ It is advisable that most pictures be taken prior to the service so you may be with your guests after the wedding ceremony.
- ◆ Video/DVD equipment is allowed in certain locations, using natural or sanctuary light.
- ◆ If you desire the pastor to be included in the photographs, please allow for those pictures to be taken after the service.

## Wedding License

The State of Colorado requires a marriage license. A license may be obtained at the court house of any county in the state and is valid for 30 days from the date of issue. We ask that the license be at the church on the Monday prior to the wedding service.