

## FEES & RECEPTION GUIDELINES

### Church Women's Group Guidelines for Funerals and Weddings:

**Funerals:** The women of Zion grieve with you in your loss and wish to help in any way we can. Because we have been called upon to help at memorial services and receptions many times, we have a few suggestions that might help you and us at this difficult time.

We are prepared to serve the reception at the church in the Fire-side Room. This makes a central point to which the women can bring food. We can do a mid-morning or a mid-afternoon reception with coffee, tea (punch if desired). We can serve small sandwiches and cookies if provided. We know it is difficult to plan at a time like this, but if you can let Pastor know what you wish for a reception and approximately how many are expected, it would be helpful.

Since the women do not have a fund to cover table service supplies, a donation to the women would be appreciated; checks can be made out to Zion WELCA. Families may also purchase their own supplies. If there are other ways in which we can help, please let Pastor know and he will convey it to us.

**Wedding Receptions:** women members of Zion can be asked to help with wedding receptions for a donation to WELCA.

- **Members**                                 **\$50.00**
- **Non-Members**                           **\$100.00**

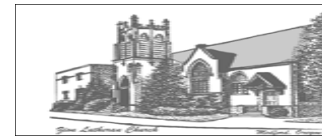
(Please make checks payable to W.E.L.C.A.)

Reception fees include coffee service, punch bowl, arrangement of reception room and tables, making of punch and/or coffee and tea, refilling the punch bowl and coffee urns, and clean-up.

Wedding Hostess will arrange and oversee the reception.

1. Serving is limited to cake, coffee and punch.
2. The bridal party will furnish cake, coffee, punch and/or ingredients, napkins, mints, nuts and decorations.

**No alcoholic beverages can be served.**



## FUNERAL & WEDDING POLICIES FOR FEES & RECEPTION GUIDELINES

Charges for funerals and weddings vary depending if one is a member or not.

**For a funeral,** a member is charged nothing. Usually a pastor will receive a gratuity for a funeral service which is theirs to keep. \$150.00 is a normal gratuity.

It is unusual for non-church members to have a church funeral. When that happens, it is usually a former member or family of a member and they are treated as church members in good standing.

A separate payment is usually made for a church musician at a funeral of any kind and the willingness to do it and the price is up to the musician. Family may provide their own musician or music as approved by pastor.

There is generally no cleanup or building use fee for a funeral. A cleanup fee is possible, but is not usually pressed during such a difficult time for the family. It's part of what comes from having been a member of the church. Flowers should be removed and the church facility left in good order.

Doing funerals for people who are not members of the church is at the pastor's discretion. In such a circumstance, the pastor's fee would be up to the pastor.

## WEDDINGS

**Wedding fees** also vary based on whether or not the couple are members of the church. If either one is a member of the church, the fee is reduced. Typically the couple will give the pastor a gratuity of \$150.00.

For a member, there would a separate fee for any church musicians involved and a fee for building use and cleanup. The fee is based on whatever it will cost to have the building clean and useable for the event and after the event.

For non-church members there would be a set fee for the pastor's services and a fee for use of the building. Again, non-church member weddings are done at the pastor's and council's discretion and it is up to the pastor as to whether or not he wants to do them and how much he charges for his service.

## WEDDING FEES

Customary fees for wedding services are as follows: Unless other arrangements are made, payments must be made as follows: reservation fees are due when dates are set. Pastor must receive his fee and the Musician and Caretaker fees two weeks in advance to keep the date. The wedding license must be delivered to pastor during the week proceeding the wedding day.

	<u>Member</u>	<u>Non Member</u>
<b>Pastor</b>	\$150.00	\$200.00
<b>Use of Sanctuary</b>	No Charge	\$150.00
<b>Use of Fireside Room</b>	No Charge	\$150.00
<b>Caretaker Fee</b>	\$25.00	\$25.00
<b>Musician</b>	Price is up to the musician.	

## OTHER IMPORTANT INFORMATION

**A member is defined** as someone who has participated in the life and mission of this congregation by communing and by making a contribution of their time, abilities and/or financial support during the current or preceding year.

A word about **church decorations**: these must be approved by the pastor and taken care of during office hours the day preceding the wedding.

**Music**: as Zion is a Christian Church, only Christian music is permitted and must be previewed by the pastor in advance.

**On the wedding day**, the wedding party may come to the church no earlier than two hours before the ceremony. If no reception is held at the church, everyone and all personal effects must be out of the church one hour after the wedding.

**Photographers**: please check in with the pastor so we don't get in each other's way!

The **furnishings** in the Sanctuary **may not** be moved. This refers to the altar, pews, railings and anything considered furniture in the Sanctuary of the church.

By regulation of the fire marshal, no lighted **candles** can be used in the church except on the altar. Only **mechanical** candles are allowed and all candles should be extinguished with a snuffer to avoid dripping hot wax.

Due to a request by our insurance carrier, **no rice, birdseed**, etc., is to be used on the church property.

**No liquor or drugs** are to be used on the church property.

**Smoking** is allowed in outdoor designated areas only.

**Having covered the dos and don'ts, it is our sincere desire that you have a joyful wedding day and life blessed by God in every way!!!**

**From the Pastor & all of us at Zion Lutheran Church**