

**Your Wedding
at Tree of Life Lutheran Church
3201 North Loop 336 West
Conroe, TX 77305
Phone: 936-539-9530**

The Wedding Policy

The marriage ceremony is one of the most sacred rites pastors perform under the ordination and authority of the church. It is a service of worship and requires thorough preparation, both in the spiritual sense and in the temporal sense. It is a joyous occasion overflowing with joy, and those who celebrate it rejoice in the gifts of God: life, health, strength, sexuality, the family; all that God declared from the beginning to be övery goodö. The pastor and staff of Tree of Life wish to extend every possible assistance to you toward the end that your wedding will be a memorable and happy experience.

Careful judgment and study have gone into the preparation of the church's wedding policies and regulations. These policies have been reviewed and approved by the Council, pastor, and Director of Worship and Music. Therefore, please read the material carefully.

Non-members wishing to use the church facility for a wedding must submit their request in writing to the church Council at Tree of Life. The responsible parties as well as the bride and groom should be listed in the request. Requests should be made at least 60 days in advance. A Wedding Coordinator from Tree of Life will be present at such functions to answer questions and offer assistance.

Family members who are not members of Tree of Life should make their request to the Council for special consideration.

Members of Tree of Life should make requests for use of the facility for a wedding well in advance of the date.

The use of anything in the church building, other than the sanctuary, must be approved prior to the wedding. Approval is needed before moving any furnishings. All persons using the facilities are liable for any damage to church property.

DATE AND TIME OF WEDDING:

Weddings may not be scheduled when in conflict with facility use, during Holy Week, on Sunday mornings, or on the following days:

- New Year's Eve
- New Year's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Saturday weddings should be scheduled to begin not later than 8:00 pm.

MAKING THE RESERVATION:

A tentative reservation for wedding and rehearsal dates can be made by telephoning the church office. However, the bride and/or groom must personally confer with the Tree of Life pastor within seven (7) days of contacting the office before the date can be confirmed. The exact hour and date of the wedding and rehearsal must be set at the time the sanctuary is reserved. Non-members are required to make a damage deposit at the time the date is confirmed.

PASTOR:

The presiding pastor will perform a wedding only after a conference with the bride and groom. This conference is to be held at least 45 days before the wedding. Pre-marital meetings are expected and required. Christian marriage is more than a public ceremony. Generally, at least three sessions led by the pastor are needed to properly cover many of the vital issues in marriage and the planning of the service.

WEDDING COORDINATOR:

A Wedding Coordinator will assist you with your wedding at Tree of Life. The Wedding Coordinator is trained to provide this assistance.

FACILITIES AND COSTS:

Church facilities available for use in the wedding and the reception are the Sanctuary, Fellowship Hall, and the kitchen. All usage fees for the use of the church facilities must be paid at least 14 days in advance of the wedding date.

RECEPTION:

All evening receptions must be over by 10:00 pm. It is the Wedding Coordinator's responsibility to supervise the use and care of church property. In the event a caterer is used, the church provides facilities only, including a limited number of tables and chairs. Everything else necessary for a complete reception must be provided by the caterer. All church facilities must be left in the condition in which found.

Champagne and/or wine may be served at the reception with Council approval.

MUSIC:

The Christian marriage ceremony is a service of worship before God. The music that accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to make sure that it is suitable. All music used must be reviewed and approved by one of the following: Pastor, Director of Worship and Music, Organist.

The purpose of the music in a wedding ceremony, like the ceremony itself, is to glorify God. Music must be sacred in nature, in good taste, be theologically sound, and suitable for a Christian worship service. The organist and/or Director of Worship and Music will assist you in your selection.

The organist of Tree of Life should be used at weddings in which the organ is played. Use of other instruments, soloists, or organists should be made known to the church organist. If someone, other than the Tree of Life organist is used, contact should be made with the organist and/or Director of Worship and Music in advance.

PHOTOGRAPHY AND VIDEOGRAPHY:

The use of photographs during the service should be restricted. Photographs with a flash should not be taken during the service once the bride has entered the sanctuary. Exposures without flash may be taken from the rear of the church or from side aisles using utmost discretion. Unmanned video cameras will be allowed near the altar area during the ceremony at the discretion of the pastor.

RESPONSIBILITY OF THE WEDDING PARTY:

1. The church will not be responsible or liable for loss, theft, or damage to any items belonging to a member of the wedding party. This includes dresses for the wedding, suits or tuxedos, purses, money, wraps, vehicles, etc. It is strongly suggested that valuables not be left unattended.
2. Smoking is not allowed in the church facilities.
3. No food or drink is allowed in the Sanctuary.

Failure to comply with any of these regulations may result in forfeit of the damage deposit. The pastor(s) and/or church officials maintain the right to correct any violation of these regulations.

WEDDING FEE SCHEDULE

| | Member | Non-Member | Amt Paid |
|--|--------------------|------------|----------|
| Damage Deposit Payable upon reservation. (1) Refundable due to cancellation up to 30 days prior to the scheduled wedding date. (2) Refundable within 14 days following the wedding, if no problems arise. (3) Damage deposit for members will be held with the contract and not deposited unless there is damage during the event. | \$200.00 | \$200.00 | |
| Organist Additional rehearsals @ \$25.00 per hour | \$200.00 | \$200.00 | |
| Soloist (if provided by Tree of Life) | \$100.00 | \$100.00 | |
| Sanctuary | \$100.00 | \$1,000.00 | |
| Fellowship Hall and/or kitchen | Donation | \$500.00 | |
| Wedding Coordinator | \$125.00 | \$250.00 | |
| Honorarium for Pastor | At your discretion | \$250.00 | |
| Custodial Fee | \$50.00 | \$100.00 | |
| All fees must be paid 14 days in advance of wedding date. <div style="text-align: right;">Total</div> | | | |

Please return this form with your payment. Thank You

Wedding Coordinator & Pastor Information

Bride's Name _____ Groom's Name _____

Phone Number _____ Phone Number _____

Wedding Date & Time _____ Rehearsal Date & Time _____

Maid/Matron of Honor & Bridesmaids: Best Man and Groomsmen:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Flowergirl: _____ Ringbearer: _____

Ushers: _____

Who will light candles? _____

Number of rows reserved for family Bride _____ Groom _____

FAMILY MEMBERS TO BE SEATED BY USHERS:

Groom's Family:

Groom's Grandparents:

Name of Usher:

Groom's Mother:

Name of Usher:

Groom's Father:

Name of Usher:

Bride's Family:

Bride's Grandparents:

Name of Usher:

Bride's Mother:

Name of Usher:

Bride's Father

Name of Usher

Bride's Grandparents

Name of Usher

Will women walk in alone or with groomsmen? _____

Special needs? (e.g. wheelchair) _____

Guest Book Attendant's Name _____

TREE OF LIFE LUTHERAN CHURCH

3201 Loop 336 West

Conroe, TX 77305

Phone: 936-539-9530

WEDDING INFORMATION

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Reception _____ Time _____

Time to open church for decorating _____
(Church is open two hours prior to wedding; other arrangements need to be made with Wedding Coordinator)

Pastor _____

Bride _____ Church _____

Home Address _____ Phone _____

Business Address _____ Phone _____

Groom _____ Church _____

Home Address _____ Phone _____

Business Address _____ Phone _____

Florist _____

Caterer (if reception at church) _____

Photographer/Videographer _____

Pre-Wedding Photography _____ Time _____ Post-Wedding Photography _____ Time _____

WEDDING INFORMATION:

Approximate attendance _____

Dress at home _____ Dress at church _____

Given away ___ Yes ___ No Ring ___ Single ___ Double ___

Number of Attendants Maid of Honor ___ Matron of Honor ___ Bridesmaids ___ Best Man ___

Groomsmen ____ Flower Girl ____ Ring Bearer ____ Candlelighters ____ Ushers ____

Unity Candle ____ Yes ____ No

Kneeler ____ Yes ____ No

TREE OF LIFE STAFF MEMBERS:

Pastor _____

Organist _____

Soloist _____

Coordinator _____

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE.

PLEASE REMEMBER THE WEDDING DATE IS NOT OFFICIALLY PLACED ON THE CHURCH CALENDAR UNTIL YOU HAVE HAD A CONFERENCE WITH THE PASTOR AND THIS FORM IS RETURNED TO THE CHURCH OFFICE ALONG WITH YOUR DAMAGE DEPOSIT OF \$200.00.

I have read the Wedding Policies for Tree of Life Lutheran Church and agree to abide by them.

(Bride)

(Groom)

WEDDING COORDINATOR RESPONSIBILITIES

- Φ Pastor contacts Wedding Coordinator with names and phone numbers of prospective bride and groom
- Φ Contact and consult with bride and/or groom confirming date and time of both the rehearsal and the wedding
- Φ Check for scheduling conflicts and make sure these dates and times are posted on the church calendar
- Φ Arrange to have couple fill out Wedding Information Form and the Wedding Coordinator and Pastor Information form. Upon completion, make and deliver copies to a Tree of Life pastor, church secretary, assisting coordinator, and the bride and groom.
- Φ Have the couple select the bulletin cover. Give selection and necessary information for the bulletin to the church secretary. (Church secretary orders bulletins.)
- Φ Contact Altar Guild in case of Holy Communion
- Φ Attend rehearsal (arrive 30 minutes prior to starting time)
- Φ Attend wedding (arrive two (2) hours prior to starting time to allow for flower delivery unless special arrangements have been made)
- Φ Speak with photographer and videographer on day of wedding (See Wedding Policy)
- Φ Assist Pastor and wedding party as needed
- Φ Open and close facility, making sure the facility is ready for worship and Sunday School
- Φ Collect appropriate fees and stipends at rehearsal
- Φ Procure marriage license and appropriate signatures
- Φ Make copy of license for church office and mail original for recording

**WEDDING COORDINATOR
CHECK REQUEST FORM**

Wedding: _____

Date of Wedding: _____

Damage Deposit Return: Amount: \$ _____

Payee: _____

Pastoral Honorarium: _____ Amount: \$ _____

Organist: _____ Amount: \$ _____

Soloist: _____ Amount: \$ _____

Wedding Coordinator: _____ Amount: \$ _____

Custodian: _____ Amount: \$ _____

Requested by: _____, Wedding Coordinator

Date: _____