



ASCENSION LUTHERAN CHURCH  
CHARLOTTE - NORTH CAROLINA LCMS

## Wedding Ceremony Information and Policies

## INTRODUCTION

Ascension Lutheran Church celebrates God's gift of holy matrimony between husband and wife. Our goal in providing personnel and the setting for your service is to support you in your new life together, to reaffirm the sacred nature of marriage, and to deepen the joy and faith of all who celebrate with you.

Members of Ascension are invited to use our facilities for their wedding; non-members should speak with the Pastor if they would like to be wed at our church. Our staff are experienced in planning your ceremony and helping your entire wedding day run smoothly. Our facilities are well-equipped and are also able to host receptions and rehearsal dinners.

As a congregation in the body of the Lutheran Church-Missouri Synod (LCMS), we observe and adhere to certain practices and traditions that identify us as such, and we require that all persons who participate in or attend wedding ceremonies and receptions at Ascension Lutheran Church join us in respecting these standards. We take seriously our commitment to ensuring that wedding ceremonies held in our sanctuary are Christian worship services, and we are careful to avoid such practices which might suggest that we believe otherwise.

We will be working diligently to enable you to experience your wedding as a true spiritual celebration. In so doing, we will take seriously your own personalities and experiences and at the same time strive to maintain Christian integrity in traditions that have enriched the marriages of countless generations of people before us.

If these statements apply to you, please familiarize yourself with our wedding policies and follow the instructions to begin making plans.

# WEDDING STAFF

## WEDDING COORDINATOR

All weddings with more than twenty (20) persons in attendance are required to use Ascension's Wedding Coordinator. The Wedding Coordinator serves as the liaison between the congregation of Ascension Lutheran Church, the other hired staff and contractors who serve during your wedding, and the Wedding Party and families. The Wedding Coordinator will ensure that the ceremony reflects the couple's personal tastes, and that all components of the wedding run smoothly. The Wedding Coordinator is in charge of conducting the wedding rehearsal, as well as controlling the logistics and general flow of the ceremony.

Because the Wedding Coordinator is responsible for maintaining an integral relationship between all persons involved during both the rehearsal and the wedding, the Wedding Coordinator has the final, non-negotiable say in all matters pertaining to the ceremony and rehearsal.

Wedding Parties should be aware that the role of a wedding planner is not the same as the role of Ascension's Wedding Coordinator. Wedding planners are hired as third-party contractors to, as their title implies, plan the wedding prior to the wedding date. Wedding planners are not in charge of the actual rehearsal, ceremony, or reception. Those aspects of your wedding are the sole responsibility of Ascension's Wedding Coordinator.

## PASTOR

Generally, the Senior Pastor of Ascension Lutheran Church conducts all weddings. At the Senior Pastor's invitation, an Associate/Assistant Pastor, or other pastor ordained in the Lutheran Church-Missouri Synod (or one of our sister synods) may also conduct the ceremony.

All persons uniting in marriage at Ascension Lutheran Church are required to participate in pastoral counseling prior to the wedding. The Senior Pastor will schedule times and dates to meet with you.

## MINISTER OF MUSIC

The Minister of Music is prepared to answer questions, provide suggestions, and work

with couples to ensure that the music for the ceremony is of the highest quality, that it reflects the couple's personal tastes, and that it gives glory to God for the gift of marriage.

To accommodate for administrative logistics and adequate rehearsal, the Minister of Music requires consultation no less than two months' time before the wedding to adequately plan and prepare for a wedding. Wedding parties should contact the church office as soon as possible to schedule a time to meet and select music.

#### FACILITIES MANAGER (SEXTON)

Weddings with more than twenty (20) persons in attendance will be required to use the church's Facilities Manager (Sexton) to oversee the safety and security of the church campus during the wedding day.

# WEDDING REHEARSAL AND CEREMONY INFORMATION

## CHOOSING A DAY AND TIME FOR YOUR WEDDING

Because of its convenient location, Ascension Lutheran Church's campus is used by a large number of outside groups, particularly on weekends. We value the relationships we have with these groups.

It is therefore recommended that the couple contacts the church office as soon as possible to reserve a day and time for their wedding ceremony, wedding rehearsal, and if applicable, reception. After selecting the date, we will work diligently with those groups which use our campus to ensure that they will not interfere with the celebration of your wedding, and vice versa.

## WEDDING REHEARSAL

All weddings held at Ascension Lutheran Church with more than twenty (20) guests must be rehearsed prior. Rehearsals are generally held in the evening on the day before the ceremony, unless scheduled otherwise. Out of respect for all persons involved, including paid staff, rehearsals will begin and end on time. The Wedding Coordinator is in charge of running the wedding rehearsal.

## WEDDING PARTIES

All members of the Wedding Party must be present during the wedding rehearsal, including ring bearers and flower girls (if applicable). Ring bearers and flower girls must be mature enough to carry out their responsibilities. Animals (except trained service dogs) are not permitted to be part of the wedding ceremony.

## WEDDING DAY SCHEDULE

Wedding Parties will be given a time at which they may arrive to the church. Parties must clean up after they are finished and vacate the premises according to the wedding contract. It is important to note that on some occasions, especially Saturdays during the summer, there may be two weddings on one day.

## ATTIRE

The attire of the Wedding Party must harmonize with the fact that the wedding ceremony is a worship service. If you have questions, please speak with the Wedding Coordinator.

## MUSIC

Music that will be used during weddings must appropriately reflect the fact that a Christian wedding is indeed a worship service. Therefore, we do not allow the use of pop songs, songs with lyrics that contradict the principles of Christian love (even if the lyrics are not sung), and/or music that, by its very nature, has the potential to detract from the beauty of the overall worship service.

We do not permit prerecorded music to be used during a wedding ceremony.

Wedding parties are permitted to use third-party musicians, if desired, and the Minister of Music can assist in contracting musicians for your wedding. However, regardless of contract, all third-party musicians must be approved by the Minister of Music, and all music to be played or sung at the wedding ceremony must be approved by the Minister of Music.

The Minister of Music is more than willing to answer any questions regarding these policies, but the Minister of Music has the final say in the selection of music for the wedding ceremony.

## SAFETY AND SECURITY

Smoking is not permitted inside of any building. After the ceremony, we do not permit the throwing of rice at the couple, because it is toxic to birds, it poses a hazard of slipping and falling, and it is difficult to clean up.

## FLOWERS, DECORATIONS, AND PHOTOGRAPHY

Florists may arrive the morning of to drop off flowers. The Wedding Coordinator will need to know when to expect the florist, in order to have the doors unlocked. If your wedding is held on Saturday, you are welcome to leave flowers on the chancel for worship the next day, provided it has been cleared with the church office.

If you would like to provide decorations for the sanctuary, all decorations used must reflect the fact that the wedding is a worship service. Aisle runners, candelabras, and ribbons are tasteful ideas. Ascension Lutheran Church also has a variety of candle holders that can be used during your wedding. We do not permit the use of any adhesive or tape for displaying decorations.

Parements, banners, artwork, and other liturgical decorations in the sanctuary may not be removed, or covered up by a Wedding Party's decorations. If you would like to know the liturgical colors that will be on display during the season of your wedding, please contact the church office.

Photographers are not permitted to take flash photography during the wedding ceremony, and must remain unobtrusive during the ceremony. The Wedding Coordinator must meet with the photographers prior to the ceremony to review these policies. Wedding Parties will want to allocate thirty (30) minutes following the service for their photos to be taken.

### ALCOHOL POLICY

Other than a champagne toast during a reception (previously approved by the Wedding Coordinator and Reception Coordinator), and wine used during Holy Communion, the consumption of alcohol is expressly forbidden on Ascension Lutheran Church's property. In addition to the prohibition of consumption on the church property, no member of the wedding party may arrive to the church visibly or olfactibly intoxicated. Any person, including the bride, groom, members of the Wedding Party, family members, or any other person in the congregation, who is found to be in violation of our alcohol policy will be immediately ejected from the premises. No exceptions.

In the event that a member of the Wedding Party is found in violation of our alcohol policy, the Senior Pastor, the Wedding Coordinator, and/or the Facilities Manager has the right to postpone or cancel the wedding ceremony.

### ON-SITE RECEPTION POLICIES

If you are intending on hosting your wedding reception on our campus, please refer to the Wedding Reception Policies document, available in the church office and on our website. The document provides more information about on-site reception policies.

## FEES

Fees will be communicated between the Wedding Coordinator and the Wedding Party. All fees must be remitted separately to each individual, and must be paid at the time of the Wedding Rehearsal.

## PROCEDURES

The wedding policy of Ascension Lutheran Church is comprehensive to ensure that both the Church and the Wedding Party are treated with fairness and respect throughout the entire process. We want all of the wedding ceremonies and receptions on our campus to be joyous and reverent.

Certain chronological requirements must be met in order for you to reserve your wedding at Ascension.

- All interested parties must fill out a wedding application form, and deliver it to the church office (see page 10 for contact information). This application form must be filled out at least three months before the wedding date.
- The couple is required to meet with the Senior Pastor for Christian marital counseling before the ceremony. This may involve several meetings, and you will discuss the scheduling with the Pastor.
- The couple is expected to attend Sunday worship at Ascension with regularity between the initial consultation and the wedding date.
- The couple must schedule a time to meet with the Wedding Coordinator if their wedding attendance will exceed twenty (20) persons.
- Couples who want the Minister of Music to provide music during their ceremony, and/or couples who want the Minister of Music to contract musicians for their ceremony, will need to schedule a meeting to be held no sooner than two months before the ceremony. Alternatively, the couple may contact the Minister of Music via phone or email to discuss their wedding music no sooner than two months before the ceremony.
- The couple should secure a Marriage License from the Mecklenburg County Register of Deeds office before the wedding rehearsal.

WEDDING APPLICATION - PAGE 1 OF 2

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Wedding Ceremony Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Wedding Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Bride's Phone Number: \_\_\_\_\_

Bride's Current Address: \_\_\_\_\_

\_\_\_\_\_

Bride's Email Address: \_\_\_\_\_

Groom's Phone Number: \_\_\_\_\_

Groom's Current Address: \_\_\_\_\_

\_\_\_\_\_

Groom's Email Address: \_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_

Are You Interested in Hosting Your Reception on Ascension's Campus? \_\_\_\_\_

Number of Reserved Seats for Family Members:

Groom's Family: \_\_\_\_\_ Parents \_\_\_\_\_ Step-Parents \_\_\_\_\_ Grandparents

Bride's Family: \_\_\_\_\_ Parents \_\_\_\_\_ Step-Parents \_\_\_\_\_ Grandparents

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continued on page 10)

WEDDING APPLICATION - PAGE 2 OF 2

Check the box or indicate number, as applicable.

Bride: \_\_\_\_\_ Maid/Matron of Honor? \_\_\_\_\_ Number of Bridesmaids \_\_\_\_\_ Flower Girl?

Groom: \_\_\_\_\_ Best Man? \_\_\_\_\_ Number of Groomsmen \_\_\_\_\_ Ring Bearer?

Name of Florist: \_\_\_\_\_

Phone Number of Florist: \_\_\_\_\_

Name of Photographer: \_\_\_\_\_

Phone Number of Photographer: \_\_\_\_\_

This signed application (pages 9 and 10 only) must be sent to the church office in order to reserve your wedding on our church calendar. You can fax your signed application to 704-372-7318, or you can mail your signed application to:

Weddings  
Ascension Lutheran Church  
1225 East Morehead Street  
Charlotte, NC 28204

Formal Agreement - Please Read and Sign

We, the undersigned, agree to the aforementioned policies, regulations, and restrictions contained within pages 2 - 8 of this document, regarding wedding policies at Ascension Lutheran Church, 1225 East Morehead Street, Charlotte, North Carolina ("Ascension Lutheran Church"). We agree that Ascension Lutheran Church's policies and procedures for weddings are non-negotiable and we, as well as our guests and wedding party members (including but not limited to Maid/Matron of Honor, Best Man, Bridesmaids, Groomsmen, and family members) agree to follow the instructions of the Wedding Coordinator, Pastor, and Facilities Manager of Ascension Lutheran Church pertaining to our personal safety, the safety and/or security of the facilities of Ascension Lutheran Church, the safety of others, the integrity of the wedding rehearsal, ceremony, or reception, or the reverence, integrity, theology, or doctrine pertaining to the facilities of Ascension Lutheran Church. We understand that our deposits will not be refunded until facilities and equipment which were used are cleaned and returned to their original state as determined by the Facilities Manager and Wedding Coordinator, including but not limited to the removal of decorations, garbage, recycling, and food waste, and we agree to remunerate Ascension Lutheran Church in the event of damaged or broken property, facilities or equipment not returned to their original state, the financial consequences of utility equipment left running (including but not limited to stoves, ovens, faucets, and lights), the financial consequences of doors left open (including but not limited to interior or exterior doors, refrigerator, or freezer doors), decorations not taken down, or waste not removed.

We understand that the Wedding Coordinator, Pastor, and Facilities Manager of Ascension Lutheran Church have the right to postpone or cancel wedding ceremonies, rehearsals, and receptions as the result of individual(s) who are disobeying rules and regulations, the actions of which may jeopardize (not exclusively) the safety and security of those present or those soon to be present on the premises of Ascension Lutheran Church, or the reverence, integrity, theology, or doctrine of either the facilities of Ascension Lutheran Church and/or the wedding ceremony.

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Form Last Updated October 10, 2013.