



Fir-Conway Lutheran Church
Wedding Services

Facilities Use Application
&
Planning Materials

SCHEDULING A WEDDING

We want to express our excitement for you as you plan your wedding ceremony. Fir-Conway Lutheran Church is open to anyone who wishes to be married. Since Fir-Conway Lutheran Church is a Christian Church, our focus is on God in Christ being present in and part of the marriage and the wedding ceremony will reflect this. The Pastor of Fir-Conway Lutheran Church will be the Officiant. If you wish to have another Pastor participate that needs to be discussed with our Pastor. Please review the attached application, fees chart and planning materials.

Step 1.

Select possible dates, time, and location.

Download the wedding paperwork at www.firconwaylutheran.org/facilities or ask the Front Office for packet. Call the Front Office at 360-445-5396 to check the church and pastor's availability for date and desired time.

Or if you are interested in hiring our Pastor for her services offsite, please inquire about her availability. Keep in mind a large wedding normally requires a prep time of 4-6 months. Our church seats 230-250 max, including 80 in the balcony.

Step 2.

Make payment and confirm date.

Complete the *Wedding Reservation Form and Agreements* in this packet. Mail or return the form to the office with a \$500 deposit and a separate \$200 damage deposit.

This reserves 4.5 hours of the building use, 1.5 hours for rehearsal and 3 hours on the day of the wedding.

The balance of fees is due at least 2 weeks prior to your wedding date.

Your completed application will be presented to the church council for approval at their monthly meeting. Once your date and event has been approved, your \$500 deposit will be deposited in Fir-Conway Lutheran Church's bank. The \$200 damage deposit check will be held until after your wedding and returned to you if no damage has occurred.

Step 3.

Contact the Wedding Coordinator

Following the approval of your wedding date by the council, your contact details and wedding packet will be shared with our Wedding Coordinator.

The Wedding Coordinator provides Christian hospitality and is essential for all weddings at Fir-Conway Lutheran Church. She provides an overview of wedding protocol, guidelines for using the space, and information related to decorating the sanctuary. On the day of the wedding, she serves as hostess at the church.

The Wedding Coordinator assists the minister in carrying out the wishes of the bride and the church.

You will meet with her 2-3 times as you prepare for your wedding.

She provides valuable insights, showing you and your family around the facility and is there during the decorating and rehearsal.

On your Wedding Day she opens the church, receives flowers, helps with boutonnieres and corsages, welcomes family, runs the elevator etc. She will be there to help direct the wedding procession.

Step 4.

Meeting with the Pastor

Pre-marriage counseling is essential in preparing for your wedding and marriage. Pastor will meet with couples approximately three times to help you learn more about marriage, what the joys and challenges might be in a life-long relationship and plan for the ongoing care of your marriage.

Marriage care is critical to successful life-long relationships. Together you will evaluate the strengths of your relationship and know where growth might be needed.

Fir-Conway Lutheran Church

Wedding Reservation Form

Name of Couple: _____ Date of Application: _____

Address: _____

Date(s) of Event: _____

Time Facility is Needed From: _____ To: _____

Weddings (250 Guests)			
Pastor		\$250.00 payable to the Pastor	
Pre-marital counseling w/Pastor		Included in the Pastor's fee	
Wedding Coordinator	REQUIRED	\$250.00 payable to the Wedding Coordinator	\$300 includes rehearsal dinner
Musician		\$150.00 payable to the Musician	
Facilities Use - FCLC Member		\$500.00 payable to FCLC	
Facilities Use - Non-FCLC Member	4.5 hours	\$1000.00 payable to FCLC	\$25.00 per hour
Fellowship Hall for reception	2 hours	\$400.00 payable to FCLC	\$70.00 per hour
Fellowship Hall for Rehearsal Dinner	2 hours	\$160.00 payable to FCLC	\$70.00 per hour

A Wedding Coordinator is required and will work with you during your function. This person will open and close the building and will be available to answer any questions during the time of your use of our church facilities. More details about this person's role are detailed on page 2.

Contact Person: _____ Phone Number: _____

E-mail: _____

If there is a member of Fir-Conway Lutheran Church who is also a member or associate of the applying group and who will accept responsibility for the proper use of the facilities:

Church Member: _____ Phone Number: _____

E-mail: _____

HOLD HARMLESS AGREEMENT

I/We, the undersigned, in consideration of being allowed to use the property and/or facilities of Fir-Conway Lutheran Church in Mount Vernon, Washington, do agree to hold the said church, its officials, employees and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss of expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of undersigned, its employees, agents, volunteers or subcontractors.

Printed Name and Signature of Applicant Date _____

Signature of Fir-Conway Lutheran Church Representative Date _____

Copy to be given to applicant after approval. Original application to be retained in church file

For Church Office Use		
Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Approval _____
Rooms/Areas to be Used: _____		
Donation Paid \$ _____	Receipt Number: _____	
\$200.00 Damage Deposit (to be refunded if no damage is noted)		
Damage Deposit Paid \$ _____	Receipt Number: _____	
Invoice		
Paid \$ _____	Receipt Number: _____	

FACILITIES USE POLICY

POLICIES

Fir-Conway Lutheran Church recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for non-church group use of our church facilities.

All non-church groups (any group not sponsored by or related to Fir-Conway Lutheran Church) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Further, all deposits, donations, etc., must be paid when facilities use is approved. A **\$200.00 damage deposit** will be held and returned when a church representative certifies that the area has been satisfactorily cleaned and returned in good condition and no items were damaged or needed replaced. Donations for the use of our facilities may be paid in cash or by check. If a check is issued, it shall be made out to Fir-Conway Lutheran Church. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st. **A wedding coordinator will be assigned to your wedding.** This person will open and close the building and will be available to answer any questions during the time of your use of our church facilities.

The Council of the Congregation of Fir-Conway Lutheran Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements. Requests for use of the facilities and/or equipment are to be processed through the church office.

Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time, if required, a downpayment must be made unless prior arrangements have been made. Regularly scheduled activities of Fir-Conway Lutheran Church have priority over all other requests.

REGULATIONS

1. All persons and groups desiring to use the church facilities and/or equipment that are not church related must sign an agreement with Fir-Conway Lutheran Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damage to the facilities and/or equipment.
2. The using group must be an organization in alignment with the practices and beliefs of Fir-Conway Lutheran Church. The objectives of the group and the activities conducted on church property must not conflict with the mission of the church.
3. Unless specific exception to this rule has been granted in writing by the governing body of the church, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
 - A) Church usage fees
 - B) Instructional expenses for materials and leadership
 - C) Organizational dues or assessments to meet group operating expenses.
4. User agrees that it will not use the premises for any unlawful purpose, and will obey all laws, rules, and regulations of all governmental authorities while using the facilities.

5. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above-described facilities.
6. User will see that the facility is not misused or abused.
7. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on Church property at any time.
8. Smoking is not permitted inside the church facility. Smoking is allowed outside in the designated smoking area ONLY. All garbage pertaining to smoking must be placed in the designated smoking receptacle.
9. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. Church facilities may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Property Committee of Fir-Conway Lutheran Church. Floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
10. Candles are not permitted unless for ceremonial use. If used, lit candles must be "dripleless" and must not be placed on the organ, piano, or sound system. Lit candles must be placed on a plate or in a holder.
11. Building use hours are 8:00 a.m. to 10 p.m. Events will be concluded, and the building will be closed by 10 p.m.
12. User groups will be responsible for leaving the facilities in a condition that is the same, or better, than when they found it. All furniture and equipment must be returned to their customary position. If using the kitchen, the Kitchen Checklist is to be completed and signed. Any food waste or paper should be bagged and emptied into the gray garbage can outside the kitchen door. Recycling can be placed in the blue bin outside the kitchen door.
13. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
14. Nursery Rules:
 - The Nursery is for birth to 5-years ONLY
 - A parent/adult MUST be present at ALL times
 - All toys must be put away before you leave
15. No facilities, equipment, furniture, or kitchen equipment shall be added, modified, loaned out, moved, or removed without prior approval from the Fir-Conway Lutheran Church Property Committee.
16. At no time shall equipment or facilities other than those covered by prior approval be used.
17. Permission to use church facilities or equipment shall not include liability on the part of the church

for property damage or personal injuries resulting from user-group activities.

- 19. The communion table may not be used for any purpose other than its primary symbolic function.
- 20. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must always be under adult supervision.
- 21. Use of the sound system and keyboards are permitted **only** under the supervision of people authorized by the Fir- Conway Lutheran Church Property Committee. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training will select individuals be authorized to operate the sound system and keyboards.

I have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Non-Church Groups"

Printed Name and Signature of Applicant

Date

Signature of Fir-Conway Lutheran Church Representative

Date

Adopted 3/11/2025

GENERAL INFORMATION

Music

The Pastor at Fir-Conway Lutheran Church must approve all music choices. If you choose to use the pipe organ or piano, we can offer names of musicians you can hire. You may also choose your own musicians (who bring their own instruments). We have standing and cordless microphones.

Guest Pastor

Please talk to Fir-Conway Lutheran Church's Pastor regarding a guest Pastor officiating. In most cases, guest Pastors are welcome to assist with weddings.

Photography

Although it is often desired that the bride and groom do not see each other prior to the wedding on the day of the marriage, it is much more convenient if pictures are taken in advance of the service. This allows you to greet your guests and celebrate your marriage immediately following the wedding. Finish pictures 1 hour prior to the ceremony.

Sanctuary

Fir-Conway Lutheran Church seats approximately 230-250 people including the balcony and choir loft. 7 adults fit comfortably in a pew.

Liturgical Colors

We have a variety of liturgical seasons in a church year and different colors represent each season. Linens and banners in the sanctuary reflect the color of the season of the church year and cannot be changed.

Holy Communion

Holy Communion may be an option. Talk to the Pastor if you would like to include Holy Communion as part of the wedding worship.

Flowers/Decorating

Only fresh flowers are to be used on the altar. If you would like to leave them for worship, please tell the Wedding Coordinator. No nails, tape or hooks are to be used anywhere. Furnishings are not to be moved unless approved by the Wedding Coordinator. A 50-foot runner is sufficient for the aisle, pin down carefully. All decorations must be removed after the ceremony. No glitter tulle or ribbon is allowed to be used in the sanctuary or in the church.

Candles

We have two 7 candle brass candelabras available. Only 12-inch dripleless candles may be used. The couple provides the unity candle and two tapers for its lighting if being used for the ceremony.

Rehearsals

Wedding party participants are expected to be on time and should be courteous and cooperative to the process. The entire wedding party including parents, ushers and musicians should be in attendance. Plan on 1 – 1 ½ hours.

No Alcohol/No Smoking

No alcohol or smoking is permitted in the building except for communion wine. Further, the bride, groom, and wedding party may not consume alcohol prior to the rehearsal or the wedding service. This is not only a worship service, but a legal and binding covenant and must be done with full awareness.

Dressing Rooms

There is a room available for the bridal party to dress and assemble. The groomsmen also have a room for dressing and hanging out. Remember to have bridal party load their belongings into their cars prior to the ceremony.

SERVICE/PROGRAM INFORMATION

Would you like a program provided for the wedding? If so, please provide the following details:

Today's Date _____
Wedding Date ____/____/____ Time _____
Rehearsal Date ____/____/____ Time _____

Number of guests invited _____
How many programs do you need printed _____

Reception location _____

Bride's Name: _____
Address _____
Phone Number (____) _____
Email _____
Bride's Parents/Stepparents _____

Groom's Name: _____
Address _____
Phone Number (____) _____
Email _____
Groom's Parents/Stepparents _____

After wedding address _____

Maid of Honor _____
Bridesmaids _____

Flower Girl _____
Ring Bearer _____
Best Man _____
Groomsmen _____

Ushers _____
Other Attendants _____

Will you have a special reading or a special song/hymn sung during the service?
If so, where in the service will this occur _____
Reader _____

Reading _____

Special Song/Hymn _____

Will you have? (Y or N) Unity Candle _____ Candelabra _____

Aisle Runer (50 Foot) _____

Musicians _____

Soloist(s) _____

Florist _____

Photographer _____

Will the flowers be left for the Sunday worship service? _____