

Policies for Weddings at St. Luke's

Our Facility for your Ceremony

Sanctuary – The sanctuary is beautiful inside. It was built in 1917 and then rebuilt in 1934 after the 1933 earthquake. It is inspired from medieval type of architecture and has been designated as a historical landmark. The sanctuary holds 350 people in wooden pews. There is air conditioning for warm days and lighting throughout as well as a sound system that may be used for your ceremony. There are beautiful religious stained glass windows throughout the building.

Note: Smoking is not allowed anywhere on the premises. No drugs are allowed on the church property. No food or drink is permitted in the sanctuary.

Officiating Minister: St. Luke's does not provide an officiating minister for your ceremony, but will provide you with a list of resources. It is your responsibility along with the officiating minister to determine the content and timing of your ceremony.

Music - St. Luke's does not provide music accompaniment for your ceremony, but will provide you with a referral list of organists, musicians and soloists. There is an organ and piano available for your use as well as three (3) hand held microphones.

Sound System- There is a sound system at St. Luke's which may be used. A sound technician will be provided the day of the event only.

Rehearsal- St. Luke's will provide for a 1 hour rehearsal on the Thursday or Friday prior to your ceremony. Your punctuality to the rehearsal is important. If members of the wedding party are late, it is possible that there will not be time for them to participate in the rehearsal.

Ceremony - St. Luke's allows for weddings to be held on week days, Saturdays (after 2 pm on the 2nd and 4th Saturday of each month), and on Sundays after 3 pm. Ceremonies are not allowed the week of Christmas, Holy Week, or Thanksgiving weekend. Ceremonies are not allowed during Lent. The date for your ceremony will not be guaranteed until you have paid a deposit.

Site Coordinator – St. Luke's will provide a site coordinator who will be present at the rehearsal and the ceremony. The site coordinator will assist as the Sound technician. The Site coordinator is there for access to the facilities and assistance with any questions the couple may have about the facility. The site coordinator is not in charge of organizing the ceremony and how it will run. This decision is made by the couple and the priest or individual officiating the ceremony. The site coordinator can assist the couple with carrying out their ceremony plan, but she is not in charge of creating the plan. Please send all questions you may have to the site coordinator, not to the church office.

Flowers & Decorations - The sanctuary is beautiful as it stands. You are responsible for providing any flowers desired for the ceremony. Similarly, unless other arrangements are made, the flowers must be removed after the ceremony. Here are a couple of other tips:

- 1) Aisle Runners – Runners are allowed at the church as long as they are made of fabric.
- 2) Rose Petals – Some couples choose for the flower girl to throw rose petals as she walks down the aisle. The rose petals must be collected after the wedding.
- 3) Bird seeds and rice are not permitted, though bubbles are fine.
- 4) Seasonal decorations, banners, etc. (Easter, Christmas, Lent, etc.) already in place in the sanctuary cannot be changed or removed for weddings.

Programs – The church does not furnish programs and they are the responsibility of the couple.

Photography & Videotaping – No flash photography is allowed inside the church during the ceremony.

Dressing rooms - Two rooms will be provided for the wedding party. The rooms will be available 1 1/2 hours before the ceremony. During the ceremony, the rooms will be locked. It is helpful to have a person outside of the wedding party designated to make sure everything is taken out of the rooms after the ceremony. The wedding party is usually taking pictures at this time.

Parking – There are two lots on the property of St. Luke's. The first lot is adjacent to the church on Atlantic Avenue. The second lot is on Linden Avenue. If you are planning a larger wedding and need additional parking, there is additional parking at an adjacent Lutheran church that can be arranged by St. Luke's administrative staff.

Timing - St. Luke's will be open 1 ½ hours before the wedding and 30 minutes after the ceremony for photographs. .

Punctuality - It is very important that ceremonies and rehearsals begin on time. Your fee provides for one hour of rehearsal time. If members of the wedding party are late, it is possible that there will not be time to complete the rehearsal. If the ceremony starts late, then it is possible that the wedding or holy union party will not have time to complete photography after the ceremony. Since the Wedding Coordinator, Organist and Priest/Minister all may have other commitments on your wedding or holy union day, a wedding or holy union must start no later than 15 minutes after its scheduled time. Your fee provides for you to use the church facility 1 1/2 hours before the beginning of the ceremony and 30 minutes after the ceremony is concluded. If you exceed the time

allotted for either the rehearsal or the wedding or holy union or your ceremony starts later than 15 minutes after its start time, \$100 per 15 minutes of extra time will be deducted from the deposit before it is returned.

Wedding License - The couple is in charge of obtaining their own license and having the appropriate people sign it.

Beliss Hall – The Hall may be rented, for a fee of \$1000 (\$500 pledging). This amount includes the use of the kitchen. Alcohol may be served in the Hall, provided that the couple obtains appropriate liability insurance with an endorsement naming St. Luke’s Episcopal Church as additional insured for the date of the event. There are tables and chairs available for 150 people. Events in Beliss Hall must end at 10:00pm. Tables and chairs will be set up in an arrangement given by the couple. Any other hangings, displays and/or other decorations are the responsibility of the couple and not St. Luke’s.

NON-MEMBERS or NON-PLEDGING MEMBERS	PLEDGING MEMBERS OF ST. LUKE’S (having pledged for 12 months)
deposit \$500 *	deposit \$300 *
Facilities use fee - \$1,500 for Sanctuary (Including cleaning costs and site coordinator.) Organist - \$250 Priest - Separate Fee	Facilities use fee - \$1,200 for Sanctuary \$500 for Chapel (Includes Priest for ceremony, organist, site coordinator, counseling session with Priest, and cleaning costs.)
Beliss Hall rental fee for reception - \$100 deposit \$200 cleaning \$1000 rental fee for 5 hours. (\$200 per additional hour.) Reception must be completed by 10:00 pm.	Beliss Hall rental fee for reception - \$100 deposit \$200 cleaning \$500 rental fee for 5 hours. (\$100 per additional hour) Reception must be completed by 10:00 pm.

*If your wedding is cancelled at least 6 weeks before the scheduled date, you will receive one half of your deposit as a refund. If it is cancelled within 6 weeks of the scheduled date, your entire deposit is nonrefundable. A refund check will be issued the week following your wedding unless damage has been done to the facility.

Reserving your date - To reserve your wedding date, please read the policies completely, fill in the first page of the wedding reservation form and return it with your wedding date and a \$500 deposit. Once all your fees have been determined, an invoice will be sent to you with the total cost. Your fees are due four weeks before your wedding date.

Resources

Officiants - (Please contact each person to find out pricing.)

Rev. Jane Gould	jgould@stlukeslb.org	562-436-4047
Rev. Nancy Frausto	revnancy@stlukeslb.org	562-436-4047
Rev. Sharon Sheffield	punweaver@earthlink.net	562-833-3393

Organist

Johannes Müller-Stosch jmstosch@stlukeslb.org

Johannes is our director of music at St. Luke's. His fee is \$250 for a standard wedding which includes a consultation with the couple. If the couple wants to hear some of the pieces, the consultation can include him playing a few pieces for them to hear before choosing. If extra rehearsals are needed on different days with a soloist, there will be a charge of \$50 extra for each day of rehearsal. If Johannes is not available, he has a short list of some suggested people. If the couple wants to bring in their own organist and not use anyone on staff, there is a bench fee that is charged of \$150.

Florists

St. Luke's uses "ABC" - A Beautiful California Florist 562-437-4106, 455 Atlantic Ave. www.abcflorist.com Josy Johnson is the main contact. They know St Luke's well!

You are welcome to use your own florist, but some couples like to use one familiar with St. Luke's.