

# Steps to Scheduling a Wedding Ceremony

## Who may be married at Fir-Conway Lutheran Church?



- 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 that 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 Pastor Sylvia.

## Step 1. Check that the date is available



- 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.
- Call (360)445-5396 or go into the office to check with Cassie, our secretary and confirm your date is available.
- Obtain the *Preliminary Wedding Information Sheet* to complete.

## Step 2. Meet with Pastor Sylvia to confirm her availability.

- Schedule a meeting through our secretary, Cassie 360-445-5396
- Bring the completed *Preliminary Wedding Information Sheet*
- Meet with Pastor Sylvia to discuss your spiritual beliefs regarding marriage and her availability to perform the marriage.
- You will meet with Pastor Sylvia approximately three times as you prepare for your marriage.
- The purpose of these meetings is to help you prepare for your wedding and even more importantly, 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





### Step 3. Reserve the church

Now that you have the Pastor's approval, your wedding date must be confirmed through the church secretary and a deposit made to hold that date.

- Complete the *Wedding Reservation Form*
- Mail or return the *Wedding Reservation Form* to the office with a \$500 deposit.
- Congratulations! Now your date is confirmed on the church calendar.
- The balance of \$500 is to be paid at least 2 weeks prior to your wedding date.
- \$1000 donation includes the use of the church, Pastors Honorarium, Wedding Coordinator and janitorial services.

### Step 4. Contact the Wedding Coordinator



Following the scheduling of a date set up a meeting with Robin Thramer, our Wedding Coordinator (360)333-8147, [gthramer@msn.com](mailto:gthramer@msn.com) She will go over the wedding booklet/protocol and answer any of your questions.

- 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, shows you and family around the facility and is there during the decorating and rehearsal.
- 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.
- She will be there the entire time you are inside the church building.