

Fee Schedule

	***Members	Non-Members/In-Active Members
Sanctuary Use	~~~	\$500 (half paid at time of scheduling)
*Premarital Counseling	\$ 35	\$185 (payable to CtKLC)
Pastor	~~~	\$250 plus mileage (\$.57/mile) if off-site
CtK Musician	\$200	\$200 plus mileage (\$.57/mile) if off-site
Custodian	\$25/Hr.	\$100 (custodian fee/per room)
Facility Host	\$25/Hr.	\$250 (if CtK's pastor is not presiding)

Additional Room Fees (reception/showers/etc.):

Social Hall	~~~	\$300 (half paid at time of scheduling)
Kitchen	~~~	\$150 (half paid at time of scheduling)

Typical Time Frame for Facility Fee Calculation (not incl. Reception)

Rehearsal	1 hour
Decorating Sanctuary/Facility	1-2 hours
Pre-Ceremony	2-3 hours (dressing, photography, etc.)
Ceremony	1 hour
Take-down	1-2 hours (floral removal, re-arranging furniture, etc.)
Total Hours/Approx.	6-9 hours average

Security Deposit and Fee ** Payment

A security deposit is required of all facility users to cover any exceptional custodial fees, damages or other unforeseen expense that may be incurred; and can be as high as the total fee schedule due. A security deposit (150% of all facility fees) is due at time of scheduling (example: \$500 security deposit + \$250 ½ room fee).

Deposits **MUST** be paid when your wedding **schedule is approved** and put on the church calendar. Payment of any remaining fees (ie: Counseling, musicians, facility host, custodian fees) will be made no later than one week (5 business days) **prior to** the scheduled date of the event.

Deposits will be refunded no later than one week (5 business days) after the event to the name and address left with the office manager, with the understanding, however, that deposits will first be applied against any exceptional custodial services, damages, or other unforeseen expenses which may have been incurred during the wedding rehearsal or wedding ceremony.

**\$35 Prepare/Mate inventory fee payable online for pre-marriage inventory. The balance of \$150 is payable to Christ the King Lutheran Church at time counseling is scheduled.*

*** Check for fees payable to Christ the King Lutheran Church. 100% total room fee for **security deposit**, plus 50% room fees for **down payment** due upon scheduling; remaining room fee/balance due one week before wedding.*

**** A "member" is someone who is currently on our congregation's "Active Membership" roster. Members of the congregation are not charged for the building use or the pastor's time. It is assumed that they and/or their families have been faithful contributors to the ministry of the congregation.*

Revised 2015



Wedding Information

4383 Durston Road
Bozeman, MT 59718
406-587-4131
www.ctkbozeman.org

Dear Bride and Groom,

The people of Christ the King Lutheran Church rejoice with you as you make plans for your Christian wedding. In the Bible, marriage is used as a symbol of God's relationships with God's people and is held in the highest regard. A Christian wedding is not just a ceremony involving people, but a **service of worship** in which we seek God's blessing and give thanks to God for a couple's new life together. As in all acts of worship, the focus is on Jesus Christ, whose life and love hold all things together. This fact should guide you in the making of plans for this special day.

We take seriously our responsibility to those who are married in our community of faith, and pray that our Lord will bless your marriage and that your new life together will be a reflection of Christ's love. The first step in planning your wedding is to speak with a pastor of CtK. The pastor will want to discuss with you the nature of marriage, as well as the form of the marriage service. At that time, **after** checking with the church calendar **and** the pastor's calendar, you can confirm the date and time of the wedding and make the appropriate deposit to secure the date!

The Lord be with you,

The Pastors and Members of
Christ the King Lutheran Church

As part of our ministry to all couples seeking to marry at our church, we require that all couples participate in premarital counseling and be actively worshiping in a Christian congregation. If a couple doesn't currently have a church home they will be invited to worship with this congregation.

Guidelines for Weddings

What do we do first?

When the decision has been made to marry in the church, and a couple decides to get married at CtK, an appointment will be scheduled to meet with the pastor. The initial meeting will take place *at least* three months before the desired wedding date. A wedding date and all premarital counseling sessions will be scheduled at that initial meeting.

Scheduling

Weddings and rehearsals may **not** be scheduled during the season of Lent, Holy Week, Easter Sunday, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day or on any other church holidays. Members*** can reserve the sanctuary up to one year in advance. Non-members and in-active members can schedule their wedding date up to six months in advance of the wedding. *A security deposit is due at time of scheduling whether a member or non-member. See the fee schedule on the back of this brochure.*

Premarital Counseling

Premarital counseling sessions (typically 4-6) are required of all couples being married at CtK. This allows the pastor to get acquainted with you as a couple and explores relationship history, family backgrounds, use of the Prepare/Mate survey (*\$35 fee, payable online for pre-marriage inventory*) and discussion of responses, and includes focused sessions, as well as the planning of the wedding. If the couple does not live in the Bozeman area, they will need to arrange counseling with a pastor or professional counselor where they live.

Leadership

The pastor(s) of Christ the King will preside over all weddings at CtK. Participation of other clergy will be at the invitation of the CtK pastor. The pastor of CtK will work with couples in planning the ceremony. Exceptions will be made for other Lutheran clergy or clergy of a full-communication partner on a case by case basis and with the approval of the CtK church council, and/or its pastor(s).

A **facility host** may be required to be present at all times the wedding party is in the facility: to open the facility and offer suggestions/advice where needed during set-up, decorating and take-down (*they are not required to help*). Their time will be compensated by the wedding couple, which includes rehearsal time, set-up and take-down, decorating time, as well as before, during and immediately after the wedding ceremony. (*See fee schedule.*) *Final decision regarding the need of a Facility Host is up to the officiating Pastor(s).*

Music

Music is expected to reflect the worship setting. The pastor will give final approval of all musical selections used within the wedding ceremony. All musical performance is live (not taped) with the exception of a bride or groom's solo. Secular music that distracts or does not enhance the worship experience will not be allowed.

CtK can supply an accompanist for the wedding ceremony, however musician(s) availability and fees are set by the musicians (not CtK). If additional music is chosen for the wedding, the couple will be responsible for finding musicians and soloists.

Decorations

Arrangements to decorate for the wedding, as well as a delivery time for flowers, can be made with the facility manager or host. Altar candles are provided and are to remain on the altar at all times. Flowers and other decorations (other than a Unity Candle, if one is used) shall not be placed on the altar, or attached in any way to the pews or other sanctuary furnishings without first consulting the pastor or facility manager. The paraments (cloths adorning the altar/pulpit and banners), baptismal font and Christ or Paschal candle may not be moved or removed for any reason.

With the exception of flower petals, nothing else may be thrown inside or outside of the building. Bubbles may be used *outside* of the building only.

You are responsible for cleaning the facility *immediately* following the wedding ceremony. All pews and church furniture will need to be placed in its original position and all wedding decorations are to be removed from the facility. Restrooms, changing rooms, nursery, etc. all need to be cleaned, also. CtK does have a custodian on staff that may be "hired" to help with set-up and clean-up IF he is available. (*Please see fee schedule.*)

Photography

During the ceremony flash photography is permitted only during the entrance to and the exit from the sanctuary. Non-flash photographs taken during the ceremony are to be taken from behind the congregation so as to not distract from the worship service. A video camera on a stationary tripod may be used during the entire service. *Please have your photographer/videographer meet with the pastor prior to the wedding rehearsal.*

Responsible Conduct

With the exception of communion wine, no alcohol is allowed on the premises *including the parking lot*. No smoking is allowed in the church building. You are responsible for supervision in this area. Family, guests, and members of the wedding party are to conduct themselves appropriately for a service of worship. Inappropriate conduct, particularly the appearance of intoxication, can result in ejection from the premises, and/or delay or cancellation of the wedding.

Rehearsal Schedule

Except in unusual circumstances, rehearsals will be held the evening before the wedding service. The exact time will be determined in consultation with the pastor. Rehearsals last approximately 45 minutes-1 hour. Please strongly encourage everyone participating in the wedding to be there and on time.

Marriage License

The marriage license should be left in the church office one week before the wedding. Montana residents **must** obtain a marriage license in the county of which one of the applicants is a resident, but can marry anywhere within the state.

The purpose of these guidelines is to provide for a positive wedding experience and preserve the sacred character and beauty of the Christian marriage service.