

WEDDING GUIDELINES



SHEPHERD
OF THE HILLS
LUTHERAN CHURCH, SCHOOL, AND CHILD CARE

6914 Wurzbach Road
San Antonio, Texas 78240
210-614-3742
shepherdlutheran.com/weddings

Dear Prospective Bride and Groom,

Congratulations! We rejoice with you that God has brought you into each other's life and we pray, with you, that your marriage will bring glory to God and great happiness into your life. In his Word, God tells us that "We love because he first loved us." The love you feel for one another is a small taste of the awesome love God has for all the people of the world, a love so great that he gave his one and only Son to be the world's Savior.

Our greatest concern for you is your relationship with God. If you do not have an active faith life, our first priority is to help you establish a vibrant, growing faith, which will affect your married life and, most importantly, your eternity.

Serving you in Christ's name,
The Pastoral Staff

SCHEDULING YOUR WEDDING *Please note that Saturday weddings can begin no later than 3:00 p.m.* Complete the wedding application at shepherdlutheran.com/weddings and mail your deposit to the church office.

SCHEDULE OF FEES FOR WEDDING SERVICES

Members	\$500.00
Friend / School Family Someone who has an immediate family member who is a member and/or has a child attending our day school or attends worship regularly.	\$750.00
Non-Member	\$1500.00

Fees include: use of Worship Center, Pastor, Organist, Premarital Counseling, Wedding Coordinator. Additional services from the Wedding Coordinator, as well as soloists and instrumentalists, are available at an additional charge.

The Worship Center seats 600 on the main floor. The balcony is reserved for musicians and photographers only.

DEPOSIT A 50 percent deposit of the Wedding Service fee is payable at the time the wedding is scheduled in order to reserve the date. The balance of the fees is to be paid no later than one (1) week before the wedding. Fees are refundable if the wedding is canceled thirty (30) days prior to the wedding date. Half of the fees will be refunded when weddings are canceled in less than thirty (30) days prior to the wedding date.

RECEPTION FACILITIES Reception facilities are available for an additional fee - \$250 for member, \$350 for “friend,” \$500 for non-member. The Cafeteria seats 120; the gym seats 200 (150 with a dance floor). There is a well-equipped kitchen. Use of facilities, including arrival times and entrance to all buildings must be coordinated with the Wedding Coordinator.

CATERING All church equipment must remain at church. The caterer must make arrangements for the use of the facilities with the Wedding Coordinator and sign an agreement for use of the facilities. The caterer is responsible for cleaning up after himself and removing his trash to the dumpster. The caterer will be held responsible for any damage to the property or kitchen

equipment. SHLC is not responsible for equipment left here by the caterer. Foods that cause permanent stains, like red-based punch, must be avoided.

SMOKING AND ALCOHOL USE POLICY Smoking or alcoholic beverages are not allowed anywhere on the campus. Illegal drugs will not be tolerated anywhere on campus and will be reported to the authorities. Anyone appearing to be under the influence of drugs or alcohol during the rehearsal, wedding or reception will be required to leave the premises immediately. Abuse of the alcohol and drug policy could result in the sudden cancellation of the wedding.

LEGAL AND SAFETY RESPONSIBILITY The host families are responsible for the conduct and safety of their guests. SHLC will not be held responsible for the misconduct of wedding guests. If a guest's behavior becomes unacceptable, SHLC staff will have the right to require the offending guest to leave the premises. SHLC is not responsible for any personal property or valuables left on the premises. Please make sure to check that all the items you brought with you are still with you when you leave. You may want to ask a family member to be responsible for this task. SHLC does not allow rice to be thrown at the couple because it is harmful to birds. Birdseed, flower petals or soap bubbles are allowed in the place of rice. These may be used only outdoors.

A WORD ABOUT TIME Instruct all who need to attend the rehearsal to be at the church *at least 15 minutes* before the rehearsal is scheduled to begin. Instruct all members of the wedding party and family members to be at the church *at least 30 minutes* before the wedding is scheduled to begin.

MUSIC A church wedding is a worship service and for that reason all the music must be appropriate for worship as determined by the officiating pastor. Songs that do not address God at all or merely hint at God are not appropriate. The Minister of Music must approve all instrumentalists and soloists not affiliated with Shepherd of the Hills prior to the rehearsal.

PHOTOGRAPHY Pre-service photographs must be completed thirty (30) minutes before the ceremony. Flash photos may not be taken by anyone during the service, except during the processional and recessional.

Photographers and videographers may move about only at the back of the worship center during the ceremony. There must not be any movement in the altar area and in any other place where their movement would cause distraction. Standing on church furniture or placing equipment on top of church furniture in a way that would harm the furniture is not allowed. It is recommended that cell phones and other recording devices be turned off during the ceremony to avoid distractions.

FLOWERS AND DECORATIONS Tacks, pins, nails or glue must never be used to fasten decorations to the furniture or building. Flowers cannot be placed on the altar; however pillars are available on which to place flowers next to the altar. Because of the risk for falls, aisle runners are not recommended. If you desire to use a Unity Candle, there is a stand that can be used or you can rent a stand. You must provide your own Unity Candle and tapers.

MARRIAGE LICENSE It's the couple's responsibility to present a valid marriage license at the time of the ceremony. By Texas law, the officiating pastor must return the license to the state following the ceremony.

WEDDING BULLETINS If you would like to use worship bulletins, you must provide them. The Wedding Coordinator must approve the worship folder before it is printed.

A WORD ABOUT MODESTY As you make your wedding plans and choose your wardrobe for that day, please remember that your wedding will take place in God's house and that everyone in the wedding party should dress in a fashion that would not dishonor God.