



## WEDDING POLICIES & FEES AT:

St. Mary's Evangelical Lutheran Church  
 3978 Littlestown Pike, Westminster, MD 21158  
 (Corner of Route 97 & Mayberry Rd., Silver Run)  
 Phone: (410) 346-7146 Email: smelc@mail.com  
 www.geocities.com/stmarysevanglical

Our church is available for Christian weddings. A Christian wedding is one in which at least one of those to be married is a baptized Christian. In planning a Christian wedding service at St. Mary's, it is important that the pastor be contacted at least 3 months, and preferable 6 months, before the wedding date. This is necessary, not only to ensure the availability of the church facilities but also to schedule pre-marital counseling with the pastor and to assure the availability of the organist. Normally, three to five pre-marital counseling sessions are necessary as determined by the pastor. What is being planned in marriage is a lifetime commitment, not just a wedding day. The church and pastor will not normally be available for marriages on feast days and national holidays.

### CHURCH STAFF

PASTOR: The Reverend Dr. H. Lee Brumback II (717) 359-8882  
 ORGANIST: Mrs. Joye Kaufman (717) 637-9795  
 SEXTON: Mr. Mark Ruby (410) 346-6840  
 SECRETARY: Mrs. Susan Bowersox-Blizzard (410) 848-6384

### WEDDING FEES & COST RECOVERY CHARGES<sup>1</sup>

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
PASTOR	Undesignated honorarium	Undesignated honorarium
ORGANIST/ACCOMPANYING SOLOIST <sup>2</sup>	Arranged with Organist <sup>2</sup>	Arranged with Organist <sup>2</sup>
SECRETARY <sup>3</sup>	Arrange with Secretary	\$ 35.00
SEXTON (Church only)	none	\$ 35.00
(Parish House)	none	\$ 45.00
(Both buildings)	none	\$ 60.00
CHURCH	none	Donations appreciated
PARISH HOUSE DEPOSIT <sup>4</sup>	\$50.00	\$200.00 *
PARISH HOUSE USE	none	\$100.00
FLORIST	Arranged with own or arrangements for leaving altar flowers, etc. in the church for Sunday with Pastor.	
AISLE CANDELABRAS (optional)	none	\$ 45.00
KITCHEN <sup>5</sup>	none	\$ 25.00 **

<sup>1</sup> All fees should be paid by check and are payable one month in advance of the wedding date. Organist and Soloist to be paid no later than day of wedding. Checks should be made out in the names of the respective persons. Donations and Honorariums for the Church can be given to the Pastor at the wedding rehearsal. Donations should be written in the name of "ST. MARY'S EVANGELICAL LUTHERAN CHURCH" and an Honorarium in the name of the Pastor.

<sup>2</sup> Basic fee for Organist is \$100. If a Soloist is involved, and additional \$50 - 75 is required, depending on the complexity of expectations.

<sup>3</sup> Secretarial fees apply only when bulletins are prepared in the Church Office. There is also a fee for the bulletins themselves, if purchased through the Church Office, payable when the order is placed.

\* <sup>4</sup> The refundable security deposit is REQUIRED.

\*\* <sup>5</sup> The Kitchen fee is for cleaning, cleaning supplies & towels.

## CHURCH POLICIES

### AISLE CANDELABRAS

Candelabras which attach to the ends of the pews are available for your use. The setting of them and provision and removal of candles are an extra cost stated on the front page.

### AISLE RUNNER

If a florist is to provide an aisle runner, please instruct him/her that the aisle from bottom of first step of chancel, back to the rear aisle is 28 feet. The aisle from nursery door to narthex is 52 feet. Aisle width is 4'4".

### ALTAR PARAMENTS

The color of the altar paraments are set in accordance with the church year calendar and are not changed for weddings.

### BULLETINS

1. Wedding bulletin covers are available at many Christian supply stores. The Secretary also has bulletin cover samples available from which one can be selected. Bulletin covers must be paid by the wedding party at the time of ordering. Secretary will give more information at time of conference.
2. All information needed for the bulletin must be given to the Church Secretary **one month** in advance of the wedding day.

### FLOWERS

1. The altar vases and liners may be used only if no one has signed up for altar vases for Sunday. Vases & liners **MAY NOT BE REMOVED** from the church. Only the flowers must be removed. If a church member has reserved that date then the wedding party must secure their own vases from their florist. After the wedding, the flowers may be placed at the foot of the pulpit, lectern or at the chancel rail.
2. Altar vase arrangements should be no taller than the altar cross. This means from the bottom of flower vase to the topmost flower should not exceed 33 inches.
3. Care should be taken that water is not spilled on the altar or carpet.

### LICENSE

All copies of the official license must be given to the Pastor no later than the time of the rehearsal. The wedding service cannot be held nor a certificate of marriage be issued unless the official documents are available.

### MUSIC

Music selected should embody high standards of quality and in general reflect the praise of God, God's steadfast love in Christ as the foundation of and model for marriage asking of God's presence and blessing. The Pastor and organist have a list of appropriate wedding music.

1. A planning session with the organist should be scheduled to take place at church upon the initial contact by phone.
2. The wedding rehearsal should be scheduled with the pastor and checked with the organist's schedule to accommodate everyone.
3. At the Wedding Service, the organist will begin about twenty minutes before the appointed hour for the service.
4. Substitutes shall not be used unless the church organist is unavailable. Substitutes need clearance from our church organist before playing the organ. The substitute shall be qualified in the area of church organ music.

PEWS

There are approximately 150 seats in the nave of the church. Additional seating for 50 is available in the overflow room, but arrangements for setting up these chairs need to be made well in advance of wedding with the **Sexton**. There are 6 rows of pews in the nave on either side of the main aisle. There are 3 rows of pews in the alcove at the rear of the nave.

PHOTOGRAPHY

All photography and video taping must be cleared with the Pastor prior to the service. No photographic equipment or operator will be allowed in the sanctuary (area between the chancel and altar) or choir loft during the wedding service. Flash photography, light bars are prohibited during the marriage service. Photographs may be taken prior to and/or following the service. Photographers are encouraged to participate in the service!

RICE, CONFETTI, ETC.

The throwing of rice, confetti or other items within the church is prohibited. **Bird seed** may be used outside.

Please make checks payable to:

The Rev. Dr. H. Lee Brumback, II (Pastor honorarium)  
1954 Whitehall Road  
Littlestown, PA. 17340

Mark Ruby (Sexton)  
431 Silver Run Valley Road  
Westminster, MD. 21158

Joye Kaufman (Organist)  
1294 Grand Valley Road  
Hanover, PA 17331

Susan Bowersox-Blizzard (Secretary)  
1429-A Pleasant Valley Road  
Westminster, MD 21158



**ST. MARY'S EVANGELICAL LUTHERAN CHURCH**

3978 Littlestown Pike  
Westminster, Maryland 21158-1541

Pastor : The Rev. Dr. H. Lee Brumback II  
Office/FAX : (410) 346-7146  
Home : (717) 359-8882  
E-mail : smelc@mail.com  
Website: www.geocities.com/stmarysevangelical

**GIVE THESE GUIDELINES TO YOUR PHOTOGRAPHER**

1. All photography and video taping must be cleared with the pastor prior to the service.
2. No photographic equipment or operator will be allowed in the sanctuary (area between chancel and altar) or choir loft during the wedding service. Video taping is permissible but must be from a fixed position.
3. Flash photography, light bars are prohibited during the marriage service.
4. Photographs may be taken prior to and/or following the service.

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**AGREEMENT**

We have read and understand the wedding policies and fees at St. Mary's Evangelical Lutheran Church and the Parish House Rules and Regulations. Our signatures verify we agree to follow and abide by all policies, rules, and regulations.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

# PARISH HOUSE USE

## Cost Recovery Charges<sup>1</sup>

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
SEXTON <sup>2</sup>	none	\$ 45.00
PARISH HOUSE DEPOSIT <sup>3</sup>	\$50.00	\$200.00
PARISH HOUSE USE	none	\$100.00
KITCHEN <sup>4</sup>	none	\$ 25.00

## PARISH HOUSE RULES & REGULATIONS

No commercial or profit making use is to be made of our facilities other than occasional use for ministries of our church (e.g. Strawberry Festival, Christmas Bazaar) in carrying forward our mission. Chartered organizations of the church (e.g. Boy Scout Troop 483, Cub Scout Pack 483) need approval for fund raising activities from the Church Council.

1. Check with office when scheduling use of the Parish House. (410-346-7146).
2. Your group is to be supervised at all times. At no time are children to be allowed to roam the building.
3. No group will be permitted in the Parish House without adult supervision.
4. Your activities are to be held in your designated area only! All other areas are off limits.
5. All trash is to be taken outside and put in trash cans. No left over food is to remain in the building.
6. Kitchen floor is to be cleared of all chairs so the floor can be swept & wet mopped.
7. Kitchen tables, counters and sinks are to be washed & wiped free of crumbs, etc.
8. If any dishes, trays, utensils, etc. belonging to the Church are used they must be washed and put away in their proper places.
9. Check with Sexton to see if chairs and tables are to be put away on racks under the stage.
10. Piano must be put back in its original location if moved. Absolutely **NO PLAYING** on the piano unless by prior approval.
11. The stage and public address system are **off limits**, unless prior arrangements are made.
12. The Parish House must be vacated by 8:00 p.m. on Saturday for cleaning purposes & Sunday worship.
13. No alcoholic beverages are permitted.

Rev. Dr. H. Lee Brumback, II  
(office) 410-346-7146 (home) 717-359-8882

Mark Ruby (Sexton)  
(home) 410-346-6840

Susan Bowersox-Blizzard (Secretary)  
(office) 410-346-7146 (home) 410-848-6384

Joye Kaufman (Organist)  
(home) 717-637-9795

Maximum standing capacity	200	Maximum seating capacity	150
# of Tables	17	# of Chairs	136

<sup>1</sup> All cost recovery charges should be paid by check and are payable in advance of the event. Checks should be made payable to "ST. MARY'S EVANGELICAL LUTHERAN CHURCH", and list on "memo" section of check what it is for and date of event. Cost recovery charges are charged not to make a profit but to cover the costs associated with maintenance and operation.

<sup>2</sup> These amounts apply only if the sexton needs to clean-up after the Parish House has been used, or if kitchen supplies are used.

<sup>3</sup> The security deposit is REQUIRED before the Parish House is used. Up to \$100 of this is refundable if the Parish House and kitchen are cleaned-up by user and clean-up is approved by the Sexton.

<sup>4</sup> The Kitchen amount is for cleaning, cleaning supplies & towels.

## **St. Mary's Evangelical Lutheran Church Parish House Check-List**

(Copies of the list below can also be found on the refrigerator in the kitchen and the auditorium.)

### **General Housekeeping**

- The Parish House should be left in the same condition it was found.
- All trash must be consolidated and placed in dumpster containers found outside in the latticed enclosure at the rear of the parish house.
- Brooms, mops, etc. are found in the storage room under the stairs in the basement of the main entrance (church side), and are to be shaken-out before returning to storage room.

### **Lights and fans**

- All lights and fans are to be turned off throughout the building, including rest rooms, back hall way, etc.

### **Water and hot water heater**

- Make sure all taps are firmly turned off throughout the building.
- As a cost saving measure, the hot water heater is turned off. The hot water heater switch can be found adjacent to the furnace room, and before leaving, if used, it is to be turned off. (The switch is found in the gray box above the hot water heater on which instructions for operation are found.)

### **Bathrooms**

- Make sure all water taps are off.
- Make sure toilets are flushed and shut-off valves seated (jiggle flush handle as necessary).
- Please be sure that everything is left in a tidy condition.

### **Thermostats (cold months only)**

- There are two: one is located on the wall leading to the kitchen in auditorium; and on reverse side of that wall is the one for the kitchen. Return them to 55 degrees F.

### **Stoves** (Must obtain prior approval before use)

- Make sure that gas stoves are completely turned off (except for the pilot light which will continue to be lit for each burner of the large stove).

### **Doors and windows**

- (Cold months)--Please make sure all windows are down, latches secured, and that all doors leading to the auditorium are closed.
- (Warm months)--Doors between the auditorium and kitchen may be left open but the large doors leading to the auditorium should be kept closed when air conditioners are running.

### **Air conditioners** (Must obtain prior approval)

- Should be all turned off when leaving.

### **PA system** (Must obtain prior approval)

- Must be authorized prior to us through the church office, and turned off when leaving.

**Please report any problems ASAP at the church office, 410-346-7146. In case of emergency, 24/7, please contact Gary Meadows ( Property Committee Chairperson), 410-236-9161, or Mark Ruby (Sexton), 410-346-6840.**