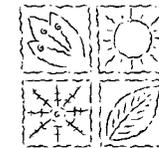


# Facility Use Guidelines

## St. James Lutheran Church

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Lawrence Boudon, Pastor



There is a time  
for everything,  
and a season  
for every activity  
under heaven

Ecclesiastes 3:1

ST. JAMES LUTHERAN CHURCH  
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Rev. 4/11

St. James Lutheran Church is happy to rent the sanctuary and the garden to individuals and families for weddings, special celebrations, and events. This booklet provides information regarding the prices and arrangements necessary in order to hold a function at the church.

## I. Weddings

You are getting married...congratulations! St. James is delighted that you are considering holding the ceremony at the church. Weddings can be scheduled by contacting the church office at 305.443.0014 and speaking with the Event Coordinator. If the coordinator is not available, simply leave a message and your call will be returned. It is important to make an appointment with the coordinator in order to visit St. James and tour the facility. Your wedding ceremony may be held in the sanctuary or in the garden. While couples desiring to be married do not need to be affiliated with St. James, the service must reflect Christian teachings.

**The fees for weddings at St. James** are as follows:

Wedding held in sanctuary or garden	\$600
Pastor's Fee	\$200
Organist	\$100
Other musicians may be arranged by the couple at couple's expense.	

**These rates are based on a three-hour use of the facility.** Also included is preparation time with the pastor and a rehearsal to be scheduled with the Event Coordinator. The garden rental includes the set up of 50 chairs. Additional seating is the responsibility of the couple.

A **non-refundable deposit of \$100** holds the date for your wedding. The balance is due two weeks prior to the ceremony. In addition, **A \$200 security deposit is required at the time of the booking. This must be in the form of a check.** The deposit will cover any damage or excessive clean up required following the wedding, or excessive delays in the start and ending of the rehearsal or wedding. The check will not be deposited unless required to cover expenses, and will be returned to the couple following the ceremony.

**Wedding Information Forms** should be completed at the time the wedding is reserved at the church. The packet includes a waiver, releasing St. James Lutheran Church of any liability for accidents that occur in the context of the event.

## III. General Facility Guidelines

Only groups whose purposes are consistent with the purposes and ministries of St. James Lutheran Church may use the facility and all meetings or events should reflect this.

The building furnishings and equipment may be used only under prior authorization by the church. The church should be left in good order with furnishings and equipment returned to the same location they were found.

The telephone may be used for local calls only.

There is no smoking permitted in the facility or in the center patio.

It is assumed that the rental of the facility does not limit its use for other activities so long as the events do not interfere with each other. Meetings or other church/school activities may be held while the facility is rented.

All payments to the church are to be paid in advance, with checks made payable to St. James Lutheran Church.

## II. Events and Small Receptions

St. James is also available for your garden party or reception.

**The fee structure for renting the facility for three hour period is as follows:**

Use of the facility (includes sexton's fee)      \$420

The date and time for the facility rental must be cleared with the Event Coordinator, and the precise facility needs must be approved by him/her. It is understood that additional time beyond the event will be needed for set up and clean up.

Contact information must be provided to the church at the time of booking, along with a **\$100 non-refundable deposit**. In addition, a waiver must be signed, releasing St. James from all liability related to the event.

**A \$200 security deposit is required at the time of the booking. This must in the form of a check.** This deposit will cover any damage or excessive clean up required following the event, or excessive delays in its start or ending. The check will not be deposited unless necessary to cover expenses, and will be returned to the renter following the event or reception.

**No alcoholic beverages other than wine** may be served or consumed at the church, and appropriate consumption is expected and required. Beverages, along with any food, music, supplies and entertainment are provided by the party hosting the event.

Caterers and other providers of services at the event must provide copies of liability insurance of at least one million dollars, and must not hold the church liable for any accidental damage to them or their property.

**Flowers, special bulletins, and other decorations** related to the ceremony will be provided by the couple. Should the ceremony be held in the garden, the church will set up chairs in the format requested by the family.

**Photography** during the service is discouraged, as the ceremony is a service of worship. Flash photography is strictly forbidden. Photographs may be taken freely before and after the service.

**It is the responsibility of the couple to obtain their marriage license and bring it to the church.** The pastor will sign the license following the ceremony and send it to the appropriate governmental agency. The license will be returned to the church, which will in turn forward it to the newlyweds.

**Preparing for your marriage at St. James** includes not only the planning and details of the wedding ceremony, but also, the preparation to enter into this holy estate. As stated above, membership at St. James is not a requirement; however, if Pastor Boudon is performing the ceremony, you will be expected to join the congregation in worship at least two times on Sunday mornings (if possible) as well as meet with him to talk about the covenant of marriage. He will also work with you to design the marriage service. You may contact Pastor Boudon at church at 305.443.0014 in order to arrange a meeting. While there is flexibility in the service, the basic order for worship is described in the following section.

### **The Lutheran Marriage Service:**

Marriage is a service in which the invited guests are not merely spectators, but participants in the service. They are a congregation of God's people gathered to celebrate and rejoice in the promises of God and rejoice in the gifts of God—life, health, strength, and family—all that the Creator declared from the beginning to be "very good." It is also the setting in which the couple exchanges vows of faithfulness and commitment to each other, grounded in the love of God which abides forever.

Congregational hymns are appropriate and encouraged during a wedding service. The following hymns from the Lutheran hymnal are appropriate for a wedding:

Joyful, Joyful We Adore Thee (551)  
Love Divine, All Love Excelling (315)  
The King of Love My Shepherd Is (456)  
Praise to the Lord, the Almighty (543)  
Hear Us Now, Our God and Father (288)

Pastors Boudon is happy to offer other ideas, and is open to your suggestions.

Being a worship service, the reading of Scripture is part of the wedding.

The following passages are suggestions:

Psalms: 33, 100, 117, 127, 128, 136, 150

Genesis 1:26-31

Genesis 2:18-24

Ecclesiastes 4:9-12

Song of Solomon 2:10-13

Song of Solomon 8:7

Isaiah 63:7-9

Romans 12:1-2

I Corinthians 12:31-13:13

Ephesians 5:21-33

Colossians 3:12-15

Matthew 19:4-6

John 2:1-10

John 15:9-12

In addition to readings from the Bible, a brief, appropriate, and theologically sound selection from a non-biblical writer, especially from a contemporary source, may be read. It should ideally be chosen by the couple as important for their life together. A short homily usually follows the readings, commenting on them and giving a contemporary witness to the biblical understanding of marriage. The exchange of vows follows, often with a hymn or solo in between, to mark the transition from the Service of the Word.

The Exchange of Vows can follow the following formats:

1. I take you, \_\_\_\_\_ to be my *wife/husband* from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

2. I take you, \_\_\_\_\_ to be my *wife/husband* and these things I promise you: I will be faithful to you and honest with you; I will respect trust, help, and care for you; I will share my life with you; I

will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the work and God; through the best and worst of what is to come until death parts us.

3. I take you, \_\_\_\_\_ to be my *wife/husband*. I promise before God and these witnesses to be your faithful *husband/wife*, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.

4. \_\_\_\_\_, I take you to be my *wife/husband* from this time onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

The couple is also invited to write their own vows, to be reviewed with the pastor.

Following the vows, the couple exchange rings as a sign of their love and faithfulness. Other signs of marriage may follow at this time, including unity candles, laying of garlands on the bride and groom, and the like.

If Holy Communion is not part of the service, the minister will conclude the service with prayers, the Lord's Prayer, and the final blessing and introduction of the newly married couple to the congregation. Should Holy Communion be celebrated, it follows the prayers. It must be open to the congregation and not be limited to the bride and groom or the wedding party. This sacrament is always for the gathered congregation.