

Instructions for a WEDDING Service during COVID-19

July 2020 (updated 11/18/20jmw)

First Lutheran Church of Columbia Heights, MN – website: flcch.org

For the safety of your family and guests, we have created these policies and procedures for weddings held in the Sanctuary or Chapel during the COVID-19 pandemic.

The Pastor, wedding assistant and couple will meet to review this document.

The order of service we suggest includes:

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| <ol style="list-style-type: none">1. Prelude2. Processional3. Welcome and Announcements4. Opening Prayer5. Readings (1 or 2 from the Bible)6. Instrumental or Vocal Music7. Gospel Reading8. Message – a pastor from First Lutheran | <ol style="list-style-type: none">9. Instrumental or Vocal Music10. Exchange of Vows11. Pronouncement of Marriage12. Prayers13. The Lord’s Prayer14. Instrumental or Vocal Music15. Recessional |
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Checklist for the Family:

Current Seating Capacity: Following MDH Protocol

Guest List

- ♦ We recommend that this be understood as a private service, inviting only to the capacity of our facility at that time.
- ♦ Please create your guest list as a spreadsheet for use as guests arrive and register for contact tracing in case someone who attends tests positive for COVID-19.
- ♦ All guests will be screened for COVID19: temperature checks, screening questions. Please encourage guests who have any symptoms or known exposure not to attend. We request a copy of the guest list be left for our records.
- ♦ Please provide the church with list of who will be assigned to the tasks outlined in this document.

Personal Protection & Masks

- ♦ Please let your guests know that we expect that they will wear a mask while they are in the church. Masks will be provided at check-in for those individuals that don’t arrive with one.

Wedding Party Preparation

- ♦ We encourage the members of the wedding party to dress at home and come to the church no sooner than 2 hours before the wedding for photographs. Masking will not be enforced during photos. We encourage all photos to be taken preceding the ceremony.

☐ **Order of Service/Bulletin**

- ◆ At this time, medical experts advise against a printed paper bulletin.
- ◆ We do not allow any congregational singing at this time.
- ◆ Soloists and instrumentalists must be approved by the pastor/music director. Duets or ensembles must sit at least six feet apart, just as guests do during the ceremony. Masks will not be required for musicians as they are performing. When not performing, masks should be worn. The Music Director will provide the setup for instrumentalists/singers.

☐ **Seating, Ushers & Greeters**

- ◆ When guests enter the building (with doors propped open, weather permitting), they'll be asked to wear a mask, register on the guest list, and apply hand sanitizer. Guests will immediately be ushered into the sanctuary for seating.
- ◆ Seating is limited in the Sanctuary using physical distancing at this time. The church has been marked with tape to indicate where people may sit.
- ◆ Because of social distancing, we ask that you have 5-6 ushers greet guests, register them, and escort them to their seats in the order they arrive. We will seat from the front center aisle, and ask that people move to the taped places on each pew. Ushers will also direct guests out of the Sanctuary by row at the end of the service.
- ◆ Guests who live in the same household may sit together.

- ◆ Immediately following the service, we ask that everyone leave the building immediately for the safety of all concerned.
- ◆ The Bridal party is encouraged to leave the building as the service ends.

☐ **Cards/Gifts**

- ◆ Please designate a friend of the family to watch the card box as people arrive, and then secure it in the office during the service. This person should deliver it to a designated family member after the service.

☐ **Guest Book**

- ◆ We discourage use of a guest book, and prefer a spreadsheet for guests who are invited to be checked off as they arrive by a designated person.
- ◆ The church will keep a copy of the guests who signed in for the wedding in case there is a need for contact tracing.

☐ **Flowers**

- ◆ Flowers will be arranged and set up by the Wedding Coordinator.

☐ **Fees**

- ◆ Pastor \$300
- ◆ Wedding Coordinator \$275
- ◆ Musician / Organist \$150
- ◆ Soloist or other musician \$100
- ◆ Tech Fee \$100
- ◆ Facility Fees \$600