

Guidelines for Facility Usage for Your Wedding at St. Olaf Church (8/12)

Dressing rooms

There are two parish rooms just off the main hallway of the Gathering Space available for use as dressing rooms. Please inform your wedding guests that for security reasons the remainder of the building is off limits.

Pictures

Pictures of the wedding party/families may only be taken on the **steps of the Sanctuary**. No pictures are to be taken in the Eucharistic Chapel or in the Sanctuary. Because liturgical ministers begin arriving by 4:00 in preparation for the 5:00 mass on Saturdays. The wedding ceremony shall begin no later than 1:30 pm so that all photo sessions may be completed by 3:30.

Respect for the Church and the Sanctuary areas

To show respect for the presence of the Eucharistic Lord and the church property:

- No running or loud talking in the Church;
- No walking or standing in the Sanctuary;
- No food or drink outside the Gathering Space area or kitchen.

Flowers and Candelabras

Flower arrangements enhance celebrations in such a wonderful way, and they may be placed in the following locations: 1) in front of or just to the left of the ambo (i.e. lector's stand); 2) behind the ambo in the back corner where the glass walls meet; 3) on the right side of the Sanctuary (in front of the presider's chair). Due to the sloped decline of our aisles, candle stands and aisle runners cannot be used. Flower arrangements and candles cannot be near, in front of, or around the altar. Ribbons or floral arrangements may be attached to the aisle ends of pews/chairs. If you have questions or need help setting up your arrangements, please notify Dee Bouley, and she will arrange for a member of the Art & Environment Committee to assist you. The Unity Candle is not an element of the Rite of Marriage and is not to be included in the church service. You may wish to incorporate this in a meaningful way at your reception! Please consider a special gift to St. Olaf's Church in the donation of a floral arrangement as a gesture of thanksgiving. Thank you!

Worship Aids

The wedding liturgy should resemble a Sunday liturgy as much as possible. Your gathered guests are encouraged to fully participate in your celebration, and we strongly recommend that you provide an aid that promotes their involvement. Having the score and words of the music for your wedding is essential to their participation. Templates or originals for printing of wedding worship aids can be prepared by our music director, Dee Bouley. Please ask your ushers to place a worship aid at the seat of your parents and all members of your wedding party before beginning to seat your other guests.

Liability insurance prohibitions

- No aisle runners in church;
- No throwing of rice, petals, grains or seeds inside or outside the church.

Clean-up

We suggest that you put your ushers in charge of clearing the Gathering Space, the Church and any other rooms used, and restoring all to their original condition by 4:00. If your pictures begin several hours before the ceremony and you want to provide a meal for your wedding party, you may use the kitchen to store and serve your food. Please clean up this area, and take any remaining food with you as you leave. Thank you!