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| LSA%20Logo**Request For A Wedding at Lakeshore St. Andrew’s** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A. To be completed by the couple:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Groom: | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Home Phone: | | | |  | | | | | | Work Phone: | |  | | | | | Email: | | |  | | | | | |
| Bride: | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Home Phone: | | |  | | | | | | Work Phone: | |  | | | | | Email: | | | |  | | | | | |
| Date of Wedding: | | | 1st choice: | | | | | |  | | | | | | | 2nd choice | | | |  | | | | | |
| Time (if decided): | | |  | | | | | | | Attendants: | | | Men | |  | | Women | | |  | | | Kids | |  |
| Musicians | | Instrumental | | | | | | | |  | | | | | | | | | | | | | | | |
| Vocal | | | | | | | |  | | | | | | | | | | | | | | | |
| Will you both exchange rings: | | | | | | | | | | Yes  No | | | | Number of Guests: | | | | | | |  | | | | |
| **B. Office use only:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Session approval: | | | | | | Yes  No | | | | | | | Date: | | | |  | | | | | | | |
| 2 | License/Banns: | | | | | | |  | | | | | | License received by church | | | | | | | | Yes  No | | | |
| 3 | Marital Expectations Class competed: | | | | | | | | | | | | | Yes  No | | | | | Date: | | |  | | | |
| 4 | Officiating: | | | |  | | | | | | | | | Facilitator: | | | | |  | | | | | | |
| 4 | Rehearsal Date: | | | |  | | | | | | | | | Time: | | | | |  | | | | | | |
| 5 | Auditorium  Meeting Place | | | | | | | | | | | | | Off Site: | | | | |  | | | | | | |
| 6 | Flower Delivery: | | | | | Yes  No | | | | | | | | Date: | | | | |  | | | Time: | |  | |
| 7 | Fees Received: | | | | | Technical  Facilitator  Janitorial  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| 8 | Notes: | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please return to the Church Office when section A is complete** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lakeshore St. Andrew’s Church  235 Amy Croft Drive  Tecumseh, Ontario, N9K 1C8 Fax: 519-979-8084 or email: moffice@lsachurch.net | | | | | | | | | | | | | | | | | | | | | | | | | |

##### REQUEST FOR WEDDING AT LAKESHORE ST. ANDREW’S

### The following will assist you in understanding how your request for a wedding at Lakeshore St. Andrew’s will be processed. Complete the Request Form attached to this sheet and return it to the church office as indicated.

The Presbyterian Church in Canada requires that all requests for marriage be considered by the governing body of the church, the Session consisting of member Elders. Your request will be presented to the Session for approval at their monthly meeting. Prior to your request being presented to Session, you will be contacted for an interview with one of our pastors.

You will be informed of their decision within a week of Session’s meeting. If Session approval is granted, you will be provided with follow-up information that will include the additional material required for planning your wedding.

You will be required to attend a Marital Expectations Class.

#### Planning of the ceremony will be arranged with the minister responsible approximately 3 months prior to the date of the wedding. You should be prepared to bring your ideas and input for the ceremony to those meetings.

Weddings are an important part of our ministry and we want to do all we can to make this not only a memorable day but a vital spiritual experience.

Questions related to your request or the attached form

can be directed to the church office at 519-979-8082.

**Planning a Wedding at Lakeshore St. Andrew’s**

We are excited about being part of your special day. In the meantime there are a couple of things you can plan for now to assist in reducing pressure later on.

1. **Marital Expectations Class**: This class is helpful in preparing for your life together. We will notify you well in advance of the class.

2. **Banns:** This option is available for couples who are **in regular attendance** at Lakeshore St. Andrew’s, who are both over 18 years of age, who are both residents of Canada, and who have not had a previous marriage dissolved or annulled. Banns must be published in the church bulletin for 3 Sundays prior to the ceremony. Please contact the church office if you wish to exercise this option.

**OR**

**Marriage License:** You will be required to obtain this license from City Hall in Windsor or Town Hall in Essex. The license is valid for 90 days so we urge you to acquire it as early as possible in that time frame and bring it to the church office two weeks in advance so the information may be transferred into the church register.

3. **Fees:** A number of people will be involved on behalf of Lakeshore St. Andrew’s, to facilitate your wedding. You will be given a total cost figure that will cover some or all of the following items: technical (sound, lighting), janitorial and wedding coordinator services. There will either be a minister’s fee indicated or you may make a separate honorarium. **There is no fee assessed for use of the church for your ceremony.** The technical people will provide you a quality audio CD of the service. The fees are to be handed in to the church office two weeks prior to the date of the wedding. If paying the fees by personal cheque, your wedding facilitator will provide you with the names of the individuals. Arrangements for live music and fees are made directly by you with the musicians.

4. **Church information**: For your records, the church address is:

Lakeshore St. Andrew’s Church

235 Amy Croft Drive

Tecumseh, Ontario N9K 1C8

Phone: 519-979-8082 Fax: 519-979-8084

For invitation purposes, you may want to indicate “off West Pike Creek Road north of County Road #22 in the Town of Lakeshore”.

5. **Decorating:** Please arrange all decorating details - including deliveries of flowers, archways, pew bows, etc. - with your wedding facilitator.

\*Bulletins: Printed bulletins on paper you provide. Information must be submitted in Word format.