



WEDDING GUIDELINES

Information about Wedding Blessing Ceremony

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Thank you for contacting American Church in Berlin about your desire to have a blessing of marriage ceremony at the church. We want to serve your needs as well as we can, and we hope that we can accommodate your requests. Because we are an international and interdenominational congregation, we welcome people from diverse backgrounds and Christian traditions. This information has been prepared to help you understand the procedures we follow and to answer the most frequently asked questions about having a ceremony at our Church.

1. In Germany, only weddings solemnized by the civil authorities have legal standing; thus a church wedding has spiritual significance, but not legal status. Before celebrating the religious wedding ceremony, you must provide us with a copy of your legal marriage certificate. The easiest way to do this is to be married in a legal ceremony in your home country and then fax us a copy of the certificate, or send a scanned copy by email.
2. All wedding ceremonies in American Church in Berlin will be performed by our pastor. If you desire for your pastor to be involved, he/she can co-officiate at the invitation of the pastor. You will need to discuss such a request with the pastor. We do not rent out the church for weddings. All weddings are services of American Church in Berlin. Our basic order of service will be sent to you, and you may make suggestions, but any changes must be approved by the pastor in charge. Should there be a request for major changes in the text, you will need to provide a typed copy of the suggested order of service. This can be sent by email. Bulletins for the guests, if desired, are to be provided by you.
3. Weddings must be reserved as far in advance as possible, and should be confirmed in writing, preferably by e-mail or by fax.
4. Confirming weddings and/or communicating questions or requests is best done by email or fax, especially when there is a time difference involved (between Germany and the U.S., for example).
5. The wedding service will be conducted in English, though if you desire for all or part of the ceremony to also be in German, this can usually be done. If you desire a bilingual service in other than English/German, it will be your responsibility to find a translator. In this case, you will need to discuss it with the pastor.
6. It is desirable for you to meet with the officiating pastor prior to the wedding ceremony. This is easiest to arrange if you can arrive in Berlin a day or so before the wedding date. If a rehearsal is desired a day or so before the wedding, the reservation should be set with the pastor. Weddings that do not have several persons in the wedding party (for processional, bridesmaids & groomsmen, etc.) will not require a rehearsal in the sanctuary.

American Church in Berlin Wedding Guidelines

1. Flowers, photographs, video, limousine and a soloist if desired, are your responsibility. The ACB music director/organist can help with the plans for your music. Additional fees for organ and/or sound technician apply and depend upon the needs of the service.
2. Photographers should understand that the ceremony is an occasion of religious significance, and, therefore, photos taken during the actual ceremony should be done discreetly and with regard for the occasion. The photographer should visit with the pastor before the ceremony about where and when photos may be taken.
3. The sanctuary must be left as it was before the wedding. Ribbons, pew decorations and similar items must be removed. Flowers that you provide for the altar may either be taken following the ceremony

or left on the altar. Items such as rice, confetti, etc, are not permitted. Flower petals should only be used on the pavement outside of the church. (Please note flower petals on the church premises will have to be removed by wedding party or guests)

Expected donations

American Church in Berlin is a self-supporting congregation with no external sources of funding. Its extensive ministries to the English-speaking expatriate community are supported solely by the giving of the congregation, rents from community groups using the church's facilities, and wedding donations. The schedule of suggested donations reflects not only our costs in providing you with a beautiful atmosphere and spiritual ministry on the occasion of your wedding ceremony, but a source of vital income that enables us to continue to provide our extensive ministries to all who come through our doors.

The expected donation for a wedding ceremony is **400 euros**. To secure a booking, a 200 euro deposit is required with the registration form. The balance is due 14 days before the ceremony. Weddings at the American Church include two hours of sanctuary time, the pastor, correspondence with the office, the pastor, and the music director, a meeting with the pastor, and a one hour rehearsal in the sanctuary a day or two prior to the wedding date if it is desired. The two hour sanctuary reservation allows time for the ceremony, preparation prior to the ceremony, and greetings and photos following the ceremony.

Please Note: Any time heating of the sanctuary is required (usually between the months of October and April) an additional fee of 400 euros will be assessed. This fee is exactly what it will cost the congregation to heat the sanctuary and no monetary benefit is gained by the congregation.

Organ music by our organist is a separate fee that must be worked out in advance with our organist. Use of sound equipment or any of the churches musical instruments will include an additional fee.

Cancellations must be made to the church office at least 14 days before the wedding date. The charges for cancellations made after this limit will result in the loss of the deposit of 200 euros and it will not be refunded. A refund of the balance that has been paid, minus currency conversion costs, bank charges and any other charges experienced by the church, will be made.

ACB has an account with the Commerzbank: BLZ 100 400 00, Konto Nr. 02612 91900

