



Chapel by the Lake
11024 Auke Lake Way
Juneau, AK 998901
Phone: (907) 789-7592
Fax: (907) 789-3337
Email: admin@chapelbythelake.org

Update 4/2018

Wedding Application (cover sheet, information)

Completion of this form does not guarantee the use of our facility on the date requested.

Important

- Due to scheduling limitations, Chapel by the Lake may limit the number of weddings per month; special consideration will be given to Chapel by the Lake members
- ALL weddings need to be approved by our Session (the governing body of our church), which meets once a month, so turn in your applications early
- Chapel by the Lake is a Presbyterian Church (ECO); we are Christian so our wedding ceremonies are a worship service. If you are not Christian, or do not believe the tenets of the Christian faith we cannot offer you our wedding services

Requirements:

The requirements listed below apply to anyone considering marriage at Chapel by the Lake. If you cannot meet these requirements or are unwilling to adhere to our policies, then we strongly suggest you look for another location for your wedding event.

- **Christian marriage/wedding**
Weddings at Chapel by the Lake are considered worship services and our ceremonies are Christian ceremonies. Chapel by the Lake is a congregation of ECO: A Covenant Order of Evangelical Presbyterians. We are governed by ECO's Essential Tenants & Confessional Standards that state the covenant of marriage is between a man and a woman as established by God at the creation (Genesis Chapters 1 and 2). If you are not a Christian, or do not believe in the tenets of the Christian faith, we cannot offer you our wedding services.
- **Six month notice**
This allows time for approval of your application, completion of wedding counseling, and the coordination of ministers; special consideration will be given to Chapel by the Lake members
- **Agreement to participate in pre-marital counseling**
Counseling must be done with one of our ministers or someone approved by one of our ministers
- **A Chapel by the Lake pastor must officiate**
- **A Chapel by the Lake wedding coordinator will be involved with the wedding**

Application process

1. Fill out your application (following two pages)
2. Turn in to the Chapel by the Lake office (mail, fax, via email; info at top of page)
3. Application goes to pastors for preliminary review. A pastor will discuss with the applicants the suitability for the couple's wedding at Chapel by the Lake, per the requirements in the wedding application.
4. If appropriate, the application goes to Session for approval.
 - a. If approved, you will be contacted and assigned a wedding coordinator
 - b. If denied, a letter will be sent notifying you of the Session's decision

Wedding Application

Please be sure to read the requirements section on the cover sheet before filling out this application. By submitting this application, you are affirming that you have read and can meet the requirements for marriage here at Chapel by the Lake.

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Bride

Personal Information

Full Name: _____

Date of Birth: _____

Marital status:

- Single
- Widowed
- Divorced

Mother's Name: _____

Father's Name: _____

Church Affiliation: _____

The **BRIDE'S** affiliation with Chapel by the Lake (please check the most appropriate):

- I am a member of Chapel by the Lake
- I attend Chapel by the Lake regularly; non-member
- My mother and/or father is a member of Chapel by the Lake
- My grandmother and/or grandfather is a member of Chapel by the Lake
- I have no affiliation with Chapel by the Lake

Contact Information

Street Address: _____

City, State, Zip Code: _____

Daytime Phone: _____

Evening Phone: _____

Other: _____

Email Address: _____

Groom

Personal Information

Full Name: _____

Date of Birth: _____

Marital status:

- Single
- Widowed
- Divorced

Mother's Name: _____

Father's Name: _____

Church Affiliation: _____

The **GROOM'S** affiliation with Chapel by the Lake (please check the most appropriate):

- I am a member of Chapel by the Lake
- I attend Chapel by the Lake regularly; non-member
- My mother and/or father is a member of Chapel by the Lake
- My grandmother and/or grandfather is a member of Chapel by the Lake
- I have no affiliation with Chapel by the Lake

Contact Information

Street Address: _____

City, State, Zip Code: _____

Daytime Phone: _____

Evening Phone: _____

Other: _____

Email Address: _____

Reason for choosing Chapel by the Lake

Please let us know why you want to be married here.

Additional Details

Choice of location:

- Sanctuary, seats ~200—250
- Log Chapel, seats ~75

Choice of reception location:

- Smith Hall
- Chapel by the Lake facility not needed
- We are undecided at the moment

Summary of Charges

Charges below listed for the most commonly used rooms / services.

Personnel Fees

- Honorarium for Pastor, service (\$150) – mandatory
- Wedding Coordinator, service (\$100) – mandatory
- Wedding Coordinator, reception (\$40)
- Organist / Pianist, service (\$75)
- Soloist, service (\$30)
- Sound System Operator, service (\$40)

Building Fees

- See Facility Use Agreement _____

For Office Use:

- Application received: _____
- Date available on calendar
- Session decision: _____
- CC: Senior Pastor, Head of Staff
- Minister decision: _____
- Officiant: _____
- Notify Wedding Coordinator
- Scheduled on master calendar