

St. John's Lutheran Church

Wedding Handbook

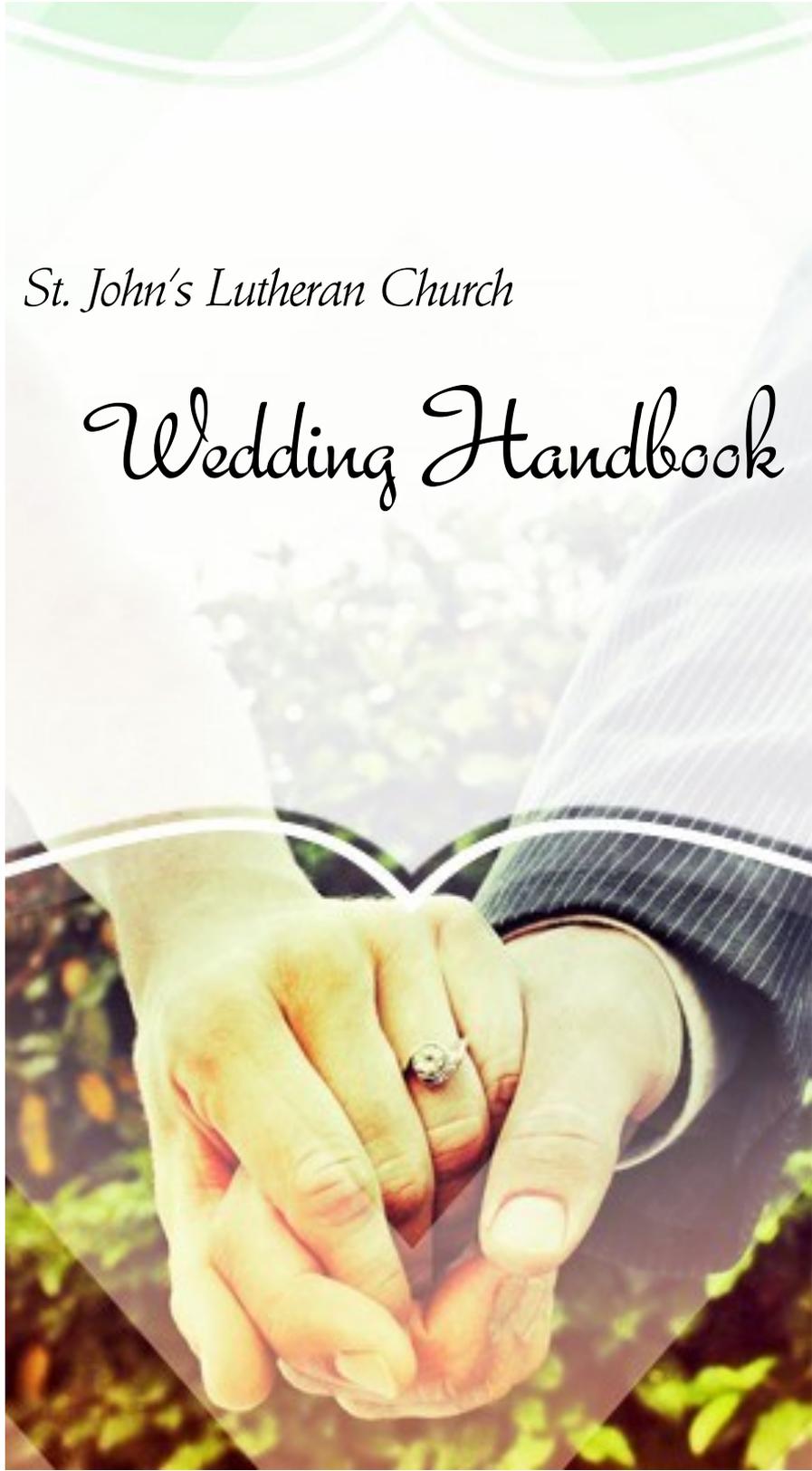


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Scheduling Checklist

Immediately after saying "Yes"

- Secure the date with the Office Manager
- Schedule your first marriage counseling session with the pastor
- Contact the organist. Ask the Office Manager for the scheduled organist for the date of the wedding.

3 months before _____(wedding date)

- Contact the church office if you want assistance with wedding bulletins
- Meet with the Organist and/or Musicians to finalize music
- Meet with the Custodian for Decorating discussion
- Check the rules for obtaining a marriage license

1 months before _____(wedding date)

- If church office is printing and designing bulletins, be sure they have all pertinent information to accomplish this task.
- If you are considering any provision to the standard ceremony the presiding pastor must have all items approved by this time. ie. Wedding vows, music, etc.
- Meet with the Custodian to confirm any agenda

2 weeks before _____(wedding date)

- Proof the wedding bulletin if the church office is handling this
- Ensure Pastor has had a chance to look over wedding bulletin
- Confirm with Custodian building times, etc.

1 weeks before _____ (wedding date)

- Have marriage license

1 day before _____ (wedding date)

- Wedding rehearsal. All members of the wedding party, including attendants, parents, additional clergy, readers, ushers, soloists and musicians are expected to attend unless excused by the presiding minister
- All donation fees are paid
- Bring your marriage license to the rehearsal! The rehearsal cannot continue without the wedding license.

Scheduling a wedding at St. John's

Your wedding is not officially booked until these items have been completed. Please after you have an answer of “yes” and you tell your family and friends please contact the church to book your wedding. It is wise to make sure the date is available before, or at the same time as booking the reception location.

- ◆ Please secure the date with the Church Office manager well in advance of the date when you wish to be married. Please don't assume the date will be available. We books events 6-12 months in advance in a year.
- ◆ Please schedule the first meeting with the pastor when you secure the date for the wedding ceremony. The marriage preparation work can be done immediately even if the wedding is scheduled more than a year in advance.
- ◆ Contact the organist (ask the Office Manager who is the scheduled organist for the date) to secure the date and discuss your wedding music.

Donation Fees

	<u>Member</u>	<u>Non-Member</u>
Pastor (includes counseling, rehearsal and ceremony) <i>(paid to Pastor)</i>	\$150.00	\$300.00
Church — Sanctuary <i>(paid to St. John's)</i>	\$0	\$125
Organist	\$100	\$200
Soloist/Musicians (suggested minimum) <i>(paid to musician)</i>	\$50	\$50
Custodian <i>(paid to Custodian)</i>	\$75	\$100
Custodian — Rose pedals used <i>(additional paid to Custodian)</i>	\$25	\$50
Custodian (Parish Hall use) <i>(additional paid to Custodian)</i>	\$25	\$50
Bulletin	Actual invoice	Actual invoice
Bulletins (design & printing) <i>(paid to Office Manager)</i>	\$25	\$50
<u>Candelabras</u>		
Pew Candelabras Use <i>(paid to St. John's)</i>	\$50	\$100
Custodian set up/take down of candelabras <i>(additional paid to Custodian)</i>	\$25	\$50
<u>Parish Hall & Great Room</u>	See Building Use Form	See Building Use Form

Marriage Preparation Goals

Marriage is more than the wedding service and the Pastor's goal is to help prepare you for that. This preparation will help you create a solid base to build your marriage.

Discussion points within the counseling include:

1. Emphasize faith and church in the wedding service and most importantly as a continuing part of your marriage.
2. Assist you in planning your wedding ceremony to be a reflection of your personalities and commitment.
3. Work with you in deepening your commitment and relationship
 - a. To have a clearer understanding of each other
 - b. To develop greater appreciation and communication in your marriage
 - c. To become familiar and comfortable with tools that are effective in building a good and happy marriage

Counseling Sessions

Appointments with the officiating pastor are to be made well in advance of the date when you wish to be married. The purpose of these meetings is not only to plan the ceremony but most importantly to provide counsel and support for establishing a lifelong and happy marriage. There will be a minimum of four meetings with the Pastor.

Information to be covered in these meetings:

1. Introduction to Marriage Preparation

- a. You will receive a copy of the Wedding Handbook
- b. A copy of a sample wedding service and wedding bulletins
- c. Choices for marriage vows, scripture readings, music and arrangement of the liturgy
- d. Information on decorating
- e. Fee schedule
- f. Explanation of premarital inventory and marriage preparation

2. Planning a Christian wedding and marriage

Options, traditions and the history and meaning of the marriage ceremony will be explained. You will have many choices and opportunities for involving others and personalizing your wedding ceremony, but the ceremony must be a Christian service in which the message, praise and blessing of Almighty God is emphasized.

3. Premarital Counseling

These sessions will take approximately 1½ hours. We will discuss communication, family of origin, goal setting and other matters that you may choose.

Planning the Service

The Christian marriage service celebrates the love of God and thanks God for bringing a couple together. The service also asks our heavenly Father to bless the relationship two people plan to share for the rest of their lives.

We teach that the wedding ceremony is primarily a worship service. All that happens at the service centers on the love of God, the power of the Holy Spirit, and the grace of Christ. The elements of the worship need to be in keeping with the understanding that everything we do honors God. This includes music, readings and vows.

The marriage service also gives public witness to the joy of life which is so abundant at this time. Since the congregation will give ongoing support to the couple, their participation is encouraged during the service. The marriage service is the most important event of the day.

Preparation's should be made with this in mind. It is the desire of St. John's Lutheran Church that your wedding be a memorable event—beautiful and meaningful. It is to this end that the following guidelines and policies have been established.

The Wedding Service

Generally, the marriage service in the *Evangelical Lutheran Worship (ELW)* will form the basic outline of the service. The service details are determined by the couple and the presiding pastor.

Clergy

A pastor from St. John's shall officiate at all weddings held at St. John's. If you wish other clergy to be involved indicate this to the officiating pastor. The invitation to be included in the worship service must be issued from St. John's presiding pastor.

Readings

Couples are encouraged to choose their own scripture reading for worship. You may choose one or more friends or family members to serve as lectors during the worship service and read one or more of the readings. Many Biblical texts are appropriate. Typically a wedding service contains 2-3 scripture readings, which may include an Old Testament reading, a New Testament reading and a Gospel reading. You are invited to consult with the pastor about scripture choices. Often a family member or friend is chosen to read one or two readings with the pastor reading the Gospel selection.

All scripture is of great benefit to us as the people of God, but there are passages that are particularly valuable to hear at this time. The following list provides suggestions. You are welcome to choose from this list, or to consult with pastor about other passages you might prefer.

Old Testament

Genesis 1:26-31

Genesis 2:18-24

Ruth 1:16-17

Song of Solomon 2:10-13

Song of Solomon 8:7

Isaiah 63:7-9

New Testament

Romans 8:31-39

Romans 12:1-2

1 Corinthians 13:1-13

Ephesians 5:21-33

Colossians 3:12-17

1 John 3:18-24

Gospel Readings

Matthew 19:4-6

Matthew 7:24-27

Mark 10:6-9

John 2:1-10

John 15:9-17

Vows

A list of suggested vows can be found in the ELW. You may choose one of these or you may write your own vows. Written vows should be consistent with biblical understand of marriage and should make clear that the promises are a life-long commitment. They must be submitted in writing to the presiding minister for approval at least one month before the wedding.

Holy Communion

Holy Communion is an appropriate addition to Christian weddings when couples being married are active participants in the faith community. Couples may choose to include Holy Communion in the wedding worship service, provided that the sacrament is celebrated by the whole community in accordance with the practices of the Evangelical Lutheran Church of America (ELCA). Please let Pastor know if you are choosing to have Holy Communion as part of your wedding service.

Music

Music needs to be carefully selected. The music must be appropriate for a Christian ceremony and the lyrics are to reflect a lifelong marriage commitment. All musical selections must be approved by the Pastor and Organist. Please see page 15 for more information.

Bulletins/Programs

St. John's will happily assist you with your wedding bulletins. The decision of who designs and prints the bulletins is your choice. We can provide you with samples of layouts. You may choose to order pre-printed cover bulletins. If you choose to order through St. John's we ask you order three months in advance in case your choice is out of print. You will receive an invoice to reimburse St. John's.

If you choose to have St. John's design and printed a draft must be submitted six weeks prior to the wedding. Please pay the Office Manager directly for this service.

Carefully review the final draft before printing – there have been many mistakes and omissions not noticed until the day before the wedding. Spelling, listing of people and messages need careful review. It is your responsibility and you will be required to sign-off to have printed.

Decorating

St. John's has a beautiful sanctuary and little decoration is necessary. You must meet with the Custodian to discuss decorations if you are choosing to decorate. It is the responsibility of the wedding couple to ensure the Custodian knows that time the building should be open for any purchased or rented items to be delivered.

We have candelabras available that attach to the ends of the pews available for your use (see donation fees). You may decorate the candelabra but must use only florist wire to attach items to the candelabra.

You may decorate the pews with your decorations. To attach items to the pew use only ribbon or removable tape. Couples must arrange to have a member of the bridal party (personal

attendant) remove decorations prior to leaving our facilities.

If you plan on using an aisle runner, the aisle is 66' to end of rug and 75' to steps.

We encourage you to leave the altar flowers (must be live flowers – NO artificial flowers on the altar) for worship for the weekend as a reminder of your wedding and as a sign of your desire and need for the congregation's prayers. Please notify the church office if you will be leaving your altar flowers for weekend worship.

Any damage or breakage to church property is to be repaired or replaced by the responsible party.

Photography/Videography

A photographic record of weddings is important to the couple being married and their families. In order to assure a proper working relationship between the photographer and the church staff the following policy has been put in place. The use of St. John's Lutheran church as a setting for photographs is a privilege, not a right that comes with the services of a photographer. Every attempt will be made to assist the photographers in accomplishing their task, so long as these policies are observed. Guidelines and policies preceding and following the wedding service are different than those during the service itself.

Before and After the Service

Formal photographs of the wedding party can be taken within the sanctuary until thirty minutes before the service and following the service. For a Saturday wedding, all activity in the church building must be cleaned up before 4:00 PM, as the building needs to be prepared for an evening worship service. Photographers are expected to bring their own extension cords. Under no circumstances shall any of the furniture be moved for photographs. The altar is used exclusively for sacramental

purposes. Nothing should be placed on the table at any point.

During the Ceremony

Photographers and their assistants moving without constraint during the service is an unnecessary distraction and inappropriate in a service of worship. Worship itself must remain the focus during the ceremony. Because the wedding liturgy is a worship service, no flash photographs may be taken during the service. One photographer not take flash photographs as the wedding party enters the Sanctuary, but must not stand in the center aisle. Any/all photographers are asked to sit among the wedding guest and not be a distraction to those surrounding them. The photographer may not take any flash photographs until the wedding party leaves the front of the sanctuary at the end of the service.

During the worship service, one photographer is allowed to take photographs without flash from the balcony or the back of the sanctuary. All photographers' equipment must be stored out of sight during the worship service.

Video Cameras

The same policies are those listed for photographers apply to video cameras; however it is possible to put a vide camera on a tripod at an appropriate location in the sanctuary, check with the Pastor for specific locations. This video camera may be activated prior to the service and left unattended throughout the service. The video camera or equipment must not become a distraction at any point during the service.

These policies must be respected. We ask that the couples ensure that the professionals they engage adhere to these policies. Should these policies be violated by photographers or guests, the presiding minister may stop the service until the integrity of the service is restored.

Music

There are many options on your wedding music; whether to have music, the number of songs, style, who sings, instruments used, and placement of songs – are a matter of your choice. Music should be carefully selected as this is a sacred worship service and must be approved by the Pastor and musician/organist.

The assigned organist is the person responsible for music at St. John's. Each week St. John's has an organist assigned for the week's events. If you choose not to use a St. John's approved musician you must make that known as soon as possible. Please check with the Office Manager to see who is scheduled for the day of your wedding.

Music Selections

A. Music needs to be carefully selected. The music must be appropriate for a Christian ceremony (acknowledging God and seeking God's blessing and presence) and the lyrics are to reflect a lifelong, marriage commitment. Popular music may be inappropriate in a Christian ceremony or may be more appropriate at the wedding reception.

B. The organists at St. John's are very knowledgeable on wedding music and are excellent resources for ideas, suggestions. They are very willing to play through music with you.

C. The people attending are often not involved. It is very appropriate to have the congregation sing and there are many songs that are well-known and fitting.

D. It is especially good to have music between the liturgy of the Word and the liturgy of marriage and between the liturgy of marriage and the liturgy of the blessings.

Organist/Pianist

Please note that only approved organists and keyboardists are permitted to use St. John's instruments.

Contact the organist at least 3 months prior to meet with them to discuss your music selections. If you are choosing to have a soloist please discuss those music selections with the organist also.

Remember, our organists are very knowledgeable and helpful in planning music for your wedding. They have a great repertoire and know what is appropriate. Please make use of their knowledge.

Organists are providing a hired service for your sake. Please consider them in the same professional way as photographers are (see the fee schedule). The organist is to be paid on or before the night of rehearsal!

Soloist/Singers/Musicians

The soloist or other special music performers you choose should be contacted by the couple. The couple is also responsible for all arrangements for the attendance of the soloist/singers/musicians at the wedding rehearsal and any other practice sessions they may need among themselves or with the organist. Again, please feel free to consult the organist for advice and keep them informed.

Unless the soloist is a special friend or relative they need to be paid on or before the night of rehearsal. Also if more than 2 selections are chosen with organist accompaniment an additional amount to the organist and soloist should be given (minimum \$25 additional) as there is much more time which needs to be spent preparing and practicing.

Musical Instruments

Other musical instruments are permissible. It must always be appropriate for a Christian ceremony. Communicate with the pastor and/or organist to clarify and confirm your desires.

Arrangements for other instruments is the arranged with the additional musicians.

Order of Service Sample

Prelude

Processional

Greeting

Prayer of the Day

Liturgy of the Word

First Reading

Second Reading

Solo

Sermon

Wedding Service

Vows

Exchange of Rings

Blessing of the Church

Prayers

The Lord's Prayer

Benediction

Presentation of Couple

Recessional

Vow Suggestions

Name, will you have *name* to be your *wife/husband*,
to live together in the covenant of marriage?
Will you love *her/him*, comfort *her/him*,
honor and keep *her/him*, in sickness and in health,
and, forsaking all others,
be faithful to *her/him* as long as you both shall live?

Name, will you receive *name* as your *wife/husband*
and bind yourself to *her/him* in the covenant of marriage?
Will you promise
to love and honor *her/him* in true devotion,
to rejoice with *her/him* in times of gladness,
to grieve with *her/him* in times of sorrow,
and to be faithful to *her/him* as long as you both shall live?

Name, living in the promise of God,
[joined to Christ in baptism,]
will you give yourself to *name* in love and faithfulness?
Will you share your life with *her/him*,
in joy and in sorrow, in health and in sickness,
for richer, for poorer, for better, for worse,
and will you be faithful to *her/him*
as long as you both shall live?

