



# Christ Lutheran Church

## Wedding Handbook: Policies and Procedures 2011

1820 Knight Avenue North

Glencoe, MN 55336

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## **Congratulations**

One of the most important days in your life is your wedding day. We wish to do everything possible to make it a most happy occasion and Christ Lutheran and its pastors are pleased to share it with you. Having a church wedding indicates your desire to see your marriage as a commitment made before God, with emphasis on the Christ-centered basis of the ceremony. While there is much room for flexibility in a church wedding, the information in this booklet will make planning easier and more enjoyable. May God bless you during these days of planning and anticipation.

## **A Church Wedding**

You have asked the pastor to conduct your marriage ceremony. Our pastor regards this as a sacred privilege and trust. In this capacity the pastor will act both as an official of the State and of the Church. As an official of the State, the pastor is authorized to legalize the marriage. The pastor of the Church is given a commission to join you in sacred marriage according to God's holy ordinances and to add the blessings of God and God's Church.

Our church will seat 220 people comfortably. We can accommodate up to 275 people if the choir loft is used and chairs are set up in front of the organ.

## **Setting the Date**

Set the date and hour for your wedding as far in advance as possible. Six months before the date is not too soon to assure you of the date you prefer and to give you enough time for all that needs to be done. Please contact the main church office (320-864-4549) for a

tentative reservation of the date and time. Our church secretary is in the office Monday through Thursday from 8:00 am until 4:30 pm. The date and time will be checked by the pastor. Once the date is verified you will receive a reservation form from the church office. Please fill out and return the form, along with your \$50 deposit made out to Christ Lutheran Church, as soon as possible. When the church has received your signed reservation form and the deposit you will get a call confirming the date.

It is a good idea to have an alternate date and time in mind in case the church is in use or the pastor is not available on the first date selected. Please do not plan any part of the wedding until after you have determined the availability of both the church and pastor. It is the responsibility of the bride and groom to reserve the dates.

After you have selected a tentative date and time for your wedding, it is important to make your initial appointment with the pastor. The proper information can then be entered into the church calendar.

A pastor from Christ Lutheran shall normally officiate at weddings within the church. However, other pastors may officiate by mutual agreement between pastors, the Christ Lutheran Church Council, and the wedding party.

## **Pre-marriage Sessions**

Christ Lutheran sees its ministry to couples contemplating marriage in a holistic sense; not merely providing a place and a ceremony for the wedding, but as an opportunity to help them prepare for their new life together.

No weddings are performed by a pastor of Christ Lutheran without pre-marriage preparation sessions. These are conducted by the pastor with each couple according to a convenient schedule for parties concerned. The Premarital Awareness Inventory is one questionnaire that may be used during the sessions. It is usually taken at the first official meeting with the pastor.

## **The Christian Wedding as Worship**

A wedding, first of all, is a worship of the God who calls a man and woman together in marriage. As you plan your wedding service, if you keep in mind that it is God who ordains marriage this will give you a clearer vision of what your wedding service should be. Keep simplicity in mind as you plan.

The Christian wedding service is an act of worship. It is a service in which Christians, particularly you as bride and groom, come together to offer special thanks and praise and to ask God's blessing upon your lifetime together as husband and wife. When we remember that this service is a reflection of the relationship of the bride and groom to their Lord, then it will not become a display or production to impress friends or to conform to social customs. The wedding service is an act of joyful worship, because the object of worship for Christians is always God. This means that as we worship, our attention is to be drawn first and last to God. You will want to be sure that nothing in your wedding detracts from giving God the place of greatest importance. It is God's blessing upon the union that is sought. God should be foremost in your wedding service and in the hearts and minds of those who attend.

It is also significant that you have chosen to have your marriage begin in the church building. It is not that the sanctuary provides an impressive background for the service. This setting has real meaning because this is the place where you became part of God's family through your Holy Baptism; this is the place where God's people will come together and ask God's blessing upon this union and thank God for that blessing.

## **Planning the Wedding**

As you begin planning for the marriage service, please keep in mind the following guidelines:

The Christian wedding

...is a service of worship.

...is a public service; it belongs to all the people.

...is corporate worship; everyone is involved in the worship of God.

...proclaims God's good news.

...celebrates God's goodness and grace.

## **The Order of Service**

This is a preliminary order of service for you to work with. The asterisks indicate places where you are welcome to insert music of some kind of special music, solo, or congregational hymn. For more information regarding music see the Music section below. You do not need to have music in all of the areas indicated by asterisks.

Prelude

Processional

Greeting

Invocation

Opening Prayer

\*

Scripture Readings (select one or two)

\*

Gospel

Homily or Wedding Address

\*

Vows

Blessing & Exchange of Rings

\*

Lighting of the Unity Candle

Marriage Blessing

Prayers

Lord's Prayer

\*

Benediction

Pronouncement

Recessional

The order of service is printed on pages 286-291 in the front of the Lutheran Book of Worship. Other possible additions or options would include such things as the lighting of a unity candle, the blessing of the rings, etc. You will work with your pastor to finalize your musical selections, readings, and bulletin.

# **Music**

Music at the wedding must be of a sacred nature and it should serve, reflect, and intensify the meaning of the wedding as a sacred occasion. Music selections must be cleared with the pastor. While special music can enhance a wedding, it is by no means necessary.

## **Guidelines in Selecting Music**

The marriage service is an order of worship in the church. In this service a man and woman publicly commit themselves to a lifelong relationship with each other and ask God's blessing upon their life together. The various parts of the service also offer an opportunity to give thanks and praise to God for the gift of marriage.

The music must be carefully and discriminately chosen. It should embody high standards and the texts should reflect the praise of God, the steadfast love of Christ for His church as the foundation and model for love and fidelity in marriage, and the invocation of God's presence and blessing. (Manual on the Liturgy)

Music used in the marriage service may be instrumental and/or vocal. It may be organ/piano music or other instrumental music such as strings, brass or woodwind performed by a soloist or an ensemble. It may be music with text sung by a single voice, duet, small ensemble, full choir, or the congregation.

In every case, the music selected should be of high quality and not cloud the mood of the service with triteness or sentimentality. It should moreover be within the ability of the performers at hand to play or sing with assurance. (Manual on the Liturgy)

While there are appropriate contemporary songs, it should be remembered that recordings of such music are made under ideal conditions with sophisticated electronic equipment

and mixing devices. Renditions of these selections on an organ will not sound like the recorded selections.

In summary, if you can answer “yes” to the following questions, the music is probably appropriate:

- Does the music and text reflect praise and/or thanksgiving to God?
- Is it based on, or does it reflect, a Scriptural theme?
- Would this song be appropriate for a regular morning worship service?

One option often overlooked is that the reception provides an excellent opportunity and a less restricted performance situation, for using lighter, less functional popular music of good quality.

The church has a CD player connected to our sound system. If you plan to use a song or accompaniment using our equipment, please let your wedding coordinator know as soon as possible. This will aid us in our selection of your sound board technician. We ask that your CD's are made available to your wedding coordinator by no later than the rehearsal date. It would be even more helpful if you could give them to your wedding coordinator several days to a week in advance of the rehearsal.

Please let us know how many microphones you will need to have set up as well as any other special sound related items we would need to be aware of.

## Congregational Hymns

To help the congregation be more than spectators, you might consider having them sing a hymn or two. Below are listed some possibilities:

### **ELW: Red Book**

415	Father, Most Holy
503-505	A Mighty Fortress is Our God
870	We Praise You, O God
876	Let the Whole Creation Cry
883	All People That on Earth Do Dwell
527	Lord Jesus Christ, Be Present Now
539	Abide with Us, Our Savior
585	Hear Us Now, Our God and Father
631	Love Divine, All Loves Excelling
767	Lord, Take My Hand and Lead Me
658	O Jesus, Joy of Loving Hearts
655	Son of God, Eternal Savior
645	Christ is Made the Sure Foundation
656	Blest Be the Tie That Binds
689	Praise and Thanksgiving
778	The Lord's My Shepherd
502	The King of Love My Shepherd Is
786	O Holy Spirit, Enter In
781	Children of the heavenly Father
404	Come, gracious Spirit, heavenly dove
789	Savior, like a shepherd lead us
818	O Master, Let Me Walk with You
820	O Savior, Precious Savior

838 Beautiful Savior  
848 Give to Our God Immortal Praise  
408 Come, Thou Almighty King  
863 My God, How Wonderful Thou Art  
854 Blessing and Honor  
835 All Creatures of Our God and King  
434 Jesus Shall Reign  
856 How Great Thou Art  
839-840 Now Thank We All Our God  
414 Holy God, We Praise Your Name  
858-859 Praise to the Lord, the Almighty  
842 Oh, Worship the King  
836 Joyful, Joyful We Adore Thee  
824 This is My Father's World  
881 Let All Things Now Living  
879 For the Beauty of the Earth

**With One Voice: Blue Book**

648 Jesus, Come For We Invite You  
664 A New Commandment  
666 Great God, Your Love Has Called Us  
721 Go, My Children, with My Blessing  
748 Bind Us Together  
749 When Love is Found  
751 As Man and Woman We Were Made  
765 Jesu, Jesu, Fill Us with Your Love  
770 I Was There to Hear Your Borne Cry  
776 Be Thou My Vision

778	O Christ the Same
779	You Who Dwell in the Shelter of the Lord (On Eagle's Wings)
783	Seek Ye, First the Kingdom of God
790	Praise to You, O God of Mercy (Thanks Be to You)

### Organist

Arrange with one of the church organists for her/his services as early as possible. If another organist is wanted this must be by special arrangement with the pastor or Worship and Music Ministry Team of Christ Lutheran. We are particularly concerned about the organ being handled only by competent organists. **Please check with the organist on their fee, their fee may differ from the amount shown in the fees table below.** The organist fee is payable directly to your organist no later than the time of the rehearsal.

Currently our organists/pianists at Christ Lutheran are:

- Vicky Harris 320-327-2728
- Chris Starr 952-467-2494

### Soloists

Our church can provide a list of names for you of people who will perform solos at weddings. Please contact our Director of Vocal Music, Randy Wilson, at 320-864-5046 for this list. **Please check with the individual soloists on their fee, their fee may differ from the amount shown in the fees table below.**

If you have other music related questions in regard to your service, such as needing ideas for solos, processional music, or recessional music please to not hesitate to ask us. Your first contact person regarding music should be the pastor presiding at your wedding. If he or she cannot help you, they will give you the names and numbers of some people who can.

## **Scripture Readings**

As the service indicates, one or more lessons from the Bible help us understand marriage in the context of God's creative love for us. Select a family member or friend to read.

The following are suggested scripture readings, but are not limited to the following:

Genesis 1:26-31	Male & female made in God's image
Genesis 2:18-24	God creates male & female for each other
Ecclesiastes 3:1-8	A time for every purpose
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:7	Unquenchable love
Isaiah 63:7-9	God's love for His people
Romans 12:1-2	A living sacrifice to God
Romans 15:5-7	Live in harmony with each other
1 Corinthians 13:1-13	Paul's hymn of love
Ephesians 3:14-21	God, the source of love
Ephesians 5:21-23	Marriage reflects Christ's love for the church
1 John 4:9-12	Our love comes from God
Matthew 19:4-6	God's intention for marriage
Matthew 22:35-40	Two great commandments
John 2:1-10	Jesus at the wedding in Cana
John 15:9-12	Love one another

A psalm may also be used between the lessons. This may be a good opportunity to involve members of the congregation assembled. Consider the following which appear in the Lutheran Book of Worship.

Psalm 33	A joyful song to the Creator
Psalm 67	A thankful prayer for God's blessings
Psalm 91	God's faithfulness
Psalm 100	Praise to God, the Creator & Shepherd
Psalm 111	Thanks to God for his acts
Psalm 117	A worldwide call to praise
Psalm 127	Success depends on God's blessing
Psalm 128	The blessings of home
Psalm 136	A litany of praises
Psalm 150	A grand doxology

## **Marriage Vows**

If you wanted to reduce the marriage service to its simplest form, it would be just this: the exchange of promises by the bride and groom. The heart of marriage is God's promise to us. If you do not indicate otherwise, one of the following vows will be use by the pastor during your ceremony.

### **Traditional**

I take you, (name), to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

### **Option A**

I take you (name), to be my wife/husband and these things I promise you: I will be faithful to you and honest with you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world and God; through the best and worst of what is to come until death parts us.

### **Option B**

I take you (name), to be my wife/husband, and I promise before God and these witnesses to be your faithful husband/wife, to share with you in plenty and want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.

### **Option C**

(Name), I take you to be my wife/husband from this time onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

If you wish to write your own promises, they should be consistent with the Biblical understanding of marriage, and should make clear that the promises are a lifelong commitment. Since it is the pastor who must certify that a marriage has taken place, he/she must approve the wording before the wedding.

## **Holy Communion**

As baptized Christians, you may request that your marriage be set in the context of the celebration of Holy Communion. Under no circumstances should the bread and wine be received by the bride and groom to the exclusion of the congregation. The Sacrament is

for the gathered congregation. If because of denominational practice many of your non-Lutheran guests may not be able to participate in the communion, it may be wise not to do it. But if you believe that the worshipers could participate freely, celebrating marriage in the context of the Holy Communion enriches the meaning of both. Marriage often involves a festive meal; Holy Communion always does. Marriage is a sign of intimacy and union and communion; so is Holy Communion. The Holy Communion abounds in festive marriage imagery in which Christ the bridegroom celebrates with his bride, the Church, the heavenly wedding banquet which knows no end.

If you desire to celebrate communion during your wedding celebration, please indicate that on your wedding checklist AND let the presiding pastor know at least one month before your wedding date. There is an extra charge for Holy Communion, see fee schedule.

## **Service Bulletins**

You are responsible for purchasing and printing your service bulletins. Bulletins are available for printing the order of service, special musical selections and names of the parties involved in the ceremony. These make a nice memento of the wedding if you desire to give them to your guests. They are not a necessity. Bulletins are available through the company where you get invitations or at a Christian bookstore and can be printed by a local printer. If you have some computer know-how, you can also create your own.

Note: Your Bulletin must be proofed and approved by the presiding pastor before you have them printed.

# **Rehearsal**

If your wedding is taking place at Christ Lutheran Church in our sanctuary, there must be a rehearsal. The time should be arranged with your pastor and wedding coordinator and notification should be made to the church office. You will list this date and time on your wedding reservation form. All who participate in the wedding should be requested to be present and on time. The bride will clear time & date with the organist and members of the wedding party. If you are having a groom's dinner and wish to include the pastor & spouse, please invite them well in advance.

## **Wedding Ceremony Responsibilities**

### **Wedding Coordinator**

A wedding coordinator will be assigned to your wedding to help answer any questions that you might have during the wedding planning process. Your wedding coordinator will be your primary contact regarding the church facilities available to you. She is willing to talk or meet with you at any time during your planning process.

- Answer any questions the couple has during the wedding planning process.
- Assist the wedding party in the planning of the rehearsal together with the pastor, setting up the date and time.
- Open the church for the wedding party prior to rehearsal and on the wedding date
- Assist the Pastor(s) in directing the flow of the rehearsal and ceremony.
- Assist the florist in the placement and arrangement of flowers in the sanctuary.
- Assist the wedding party in setting the lighting for the sanctuary.
- Setup of extra chairs in sanctuary.
- Setup of pew candles, if pew candles are going to be used.
- Setup and takedown of sound equipment to be used during the ceremony.

## **Custodians**

- Cleaning and vacuuming of the sanctuary before the wedding rehearsal.
- Set the thermostat for the sanctuary prior to the ceremony, depending on the weather and season.
- Will be on-call for emergency needs the evening of the rehearsal and during the morning and afternoon of the wedding ceremony.
- Cleaning and resetting the sanctuary and fellowship hall, if used, after the wedding ceremony before Sunday morning worship services.
- Lock the church following the rehearsal and wedding.

## **Wedding Party**

- Flower arrangement and delivery.
- Removal of flowers following the ceremony.
- Aisle runner. Removal of aisle runner.
- Inform the photographer and videographer of the picture taking limitations.
- Removal of all personal items from the dressing areas.
- Removal of any food items that have been brought in for the wedding party.  
There are no food or beverage items allowed in the sanctuary.
- **No alcohol beverages** of any kind are allowed on the church premises. Anyone violating this ordinance will jeopardize the wedding ceremony.

## **Ushers**

Ushers need training to do a good job. The pastor or wedding coordinator will hold a brief conference with them at rehearsal. It is also the role of the ushers to assist with straightening up hymnal racks and restoring chairs as they were found prior to the wedding.

## **Flowers**

If a florist's services are desired, the bride or groom will make the arrangements with them directly. We encourage you to use a florist who is familiar with our church and also with good church decor. The floral arrangements should be situated in such a way that they do not obstruct the placing of the wedding party nor detract from the centrality of the altar, pulpit and lectern.

Christ Lutheran Church does not allow flowers on the altar, piano or the organ.

We have several plant stands available to be used. Please indicate on the wedding checklist how many you will need. Please let your wedding coordinator know the date and time that your flowers will be delivered to the church.

## **Candles**

The Church takes care of the candles on the altar. There are 10 candle holders for the pews available upon request. Please indicate on your wedding checklist form if you would like to use the pew candles. The cost is \$25 for the pew candles.

The Church has a Unity Candle Stand. If you would like to use this, please indicate that on your wedding checklist form. You will be responsible for providing your own unity candle and the two side candles to fit onto the candle stand. Please remember that we only allow dripless candles in the church.

## **Aisle Cloth**

If a white aisle cloth is desired, check with the florists. You need to make arrangements with them for rental. The use of a white aisle cloth is not a necessity. Our aisle at Christ Lutheran is approximately 52 feet long.

## **Pictures**

The couple will make their own arrangements with a photographer if one is desired. We encourage the use of one who is familiar with our church and with good church etiquette. Photography equipment will not be permitted in the chancel area. No flash pictures will be permitted during the ceremony either by professional photographers or by friends. Other types of recording of your wedding must be approved by the pastor. Please indicate on your wedding checklist if you are having a videographer. Your wedding coordinator or the pastor will alert the photographer and videographer where they may be located during the wedding ceremony.

Consider your guests when you arrange the time for taking pictures. It is rude to make your guests wait either in the church or at the reception unoccupied while you have pictures taken. It is also an imposition on a photographer's time to expect him/her to sit around unoccupied while you are otherwise engaged.

If you would like a photo with the pastor, please let him/her know in advance so they can schedule a time to do this.

## **Wedding Day – Getting Ready**

Participants in the wedding may dress at the church. The bride and her attendants will be allowed to use the chapel.

### **Important Reminders**

Christ Lutheran is a smoke free church. Please inform your entire wedding party of this. They may smoke on the east side of the building and please remind wedding party to dispose of butts properly. No food or beverage is allowed in the sanctuary at any time.

## **Bridal Shower & Reception**

### **Bridal Shower**

You are welcome to schedule a bridal shower in our church. Please contact the church office for further information. Once you have received permission to use the facility, please contact your wedding coordinator. She will make note of any set-up help you may need for your shower.

### **Reception**

The pastor may attend the reception if invited prior to the wedding. The reception should start only after the pastor or someone designated asks the blessing. If the pastor's spouse, organist or vocalists are expected to attend the reception, they should receive a formal invitation.

If you are using the Fellowship Hall and kitchen for a reception the wedding party is responsible for finding a caterer. Consult with the church office for guidelines on use of the Fellowship Hall for a reception or shower. The wedding party is responsible for the setup of all tables and chairs and for setup of any other decorations and equipment.

## **Bubbles & Birdseed**

The use of bubbles and birdseed when sending off the couple is discouraged. Please use other means to help celebrate the couple in their sendoff from the church. Make sure to approve with pastor or wedding coordinator prior to the rehearsal and ceremony.

## **Marriage License**

Minnesota law requires a license to enter into marriage. You must apply for the license a minimum of five (5) days before the wedding (not counting the day you apply). License is good for six months. You would normally apply at the Office of the County Recorder in the county of the bride's residence. Only one person needs to apply but he/she must have proof of age for both. If there has been a previous marriage, the date and place of death, divorce or annulment is also needed. Currently the license fee is \$115.00.

The marriage license should be left with the church secretary at least three days prior to the wedding (Tuesday or Wednesday before a weekend wedding) along with the correct legal names of the witnesses so information can be typed up.

## **Considering Costs & Wedding Fees**

Church weddings can be, but need not be, expensive. We believe that the church is in constant readiness for a beautiful wedding just as it is. It is what you do in making additional plans that will add to your costs. We encourage young couples to keep their plans simple and to conserve on extravagant additions. Each wedding is a different occasion and no one needs to try to “keep up with the Jones” as they say. Simple can be more beautiful than elaborate. Let your own tastes and pocket book decide the wedding you will have.

## Wedding Fee Schedule

### Active Members\*

Description	Fee
Custodial Fee for use of sanctuary only	\$50.00
Custodial Fee for use of the fellowship hall and/or kitchen	\$35.00
Wedding Counseling** and Wedding suggested Honorarium	\$125.00
Wedding Coordinator Fee	\$50.00
Soundboard Attendant Fee	\$30.00
Organist (Please check with organist for their fee.)	\$200.00 (approx.)
Soloist (Please check with soloist for their fee.)	\$50.00 (approx)
Pew Candles (10)	\$25.00
Holy Communion	\$25.00

### Non Members / Inactive Members\*\*

Description	Fee
Fee for Use of Sanctuary	\$175.00
Fee for Use of Fellowship Hall and/or Kitchen	\$75.00
Custodial Fee for Use of Sanctuary Only	\$50.00
Custodial Fee for Use of the Fellowship Hall and/or Kitchen.	\$35.00
Pastoral Services and 4 Hours of Wedding Counseling***	\$250.00
Wedding Coordinator Fee	\$50.00
Soundboard Attendant Fee	\$30.00
Organist (Please check with organist for their fee.)	\$200.00 (approx)
Soloist (Please check with organist for their fee.)	\$50.00 (approx.)
Pew Candles (10)	\$25.00
Holy Communion	\$25.00

\*Active members in good standing - Such confirmed members shall have communed and made a contribution of record during the current or preceding year. This refers to the bride or groom and their respective parents.

\*\*Inactive and Non members of Christ Lutheran will be charged for facilities and services according to the enclosed fee schedule. Except by special arrangement, a pastor from Christ Lutheran will perform all wedding ceremonies conducted at Christ Lutheran.

\*\*\*Pastoral fees are payable to the pastor at the rehearsal.

There is a \$50.00 wedding date deposit. Payment of this fee will reserve the date and time for your wedding once the date is approved by the pastor. Please make check payable to Christ Lutheran Church. In memo section of the check please write “wedding deposit:” and the names of the couple getting married. Balance of church fees payable to Christ Lutheran Church are due one month before wedding. Please give this check to either the wedding coordinator or directly to the church office. In the memo section of the check please write “wedding: (date of wedding)” and the couple’s names. If you have any questions about how much you should make the various checks out for, or who to make them out to, please contact your wedding coordinator.

**Please remember, a wedding is not considered booked until the \$50 deposit and the signed Wedding Reservation form have been received in the church office.**