

WEDDING GUIDELINES

Information for those wishing to be married
at Faith Lutheran Church



FAITH LUTHERAN CHURCH
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Faith Lutheran Church

106 EIGHTH STREET
MADISON, MN 56256



Dear Friends:

Congratulations on your upcoming marriage! On behalf of all the staff, members, and friends at Faith Lutheran Church, we pray God's blessing upon you both as you prepare for your life together. We will be here for you before, during, and after your wedding to help you in any way. God has shown us what love is in Jesus. We hope that He will be your model as you grow in love for each other.

Your wedding is a service of worship. That means that you and your guests will gather not just to honor you, but to give praise to God who is the source of all true love. Your wedding is the special time, which is set aside to celebrate the glorious and mysterious act, which the Lord performs as He takes a man and a woman and makes them one flesh.

To help you prepare for your marriage, we ask that you do the following:

Attend pre-marriage counseling.

To help your wedding go smoothly, we ask that you work with the Pastor and Wedding Coordinator assigned to your wedding. Call the church office 598-3630 to set up your initial visit at least eight months prior to your wedding.

Thank you for allowing us to share in your joy.

Yours in the name of Jesus Christ,

Vicar Ann Bjorklund

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Faith Lutheran Church Wedding Guidelines

Our Goal: We want to help couples develop and maintain a strong marriage.

Our premarital program is designed to help a couple get their marriage off to a great start and motivate them to continue to develop a strong marriage. To that end, we have set forth a set of guidelines for our couples:

A duly called pastor of this congregation will perform all weddings at Faith Lutheran Church involving a member. Other pastors may be asked by the bridal couple to participate in the ceremony as the 'assisting minister' subject to the approval of the parish pastor. In the event of pastoral vacancy, the church council must be consulted.

The Order of Marriage in the Evangelical Lutheran Worship Book (ELW) will be used.

The planning of the wedding service is the responsibility of the couple. The parish pastor will assist if asked. The couple may choose their own scripture passages, write their vows, and select music for the service.

Since the wedding service is a worship service, all music (both vocal and instrumental), must be approved by the pastor. Secular music may be permitted prior to the entry of the pastor into the chancel. The 'sacred' music can be either traditional or contemporary in nature.

The pastor must approve the order of service before the bulletins are printed.

Our premarital program meets the State of Minnesota requirements for a reduction of \$70.00 off the marriage license fee. You are required to have premarital counseling.

In the event that the couple lives out of town, pre-marital counseling must be arranged with the pastor at mutually convenient times. If this is not possible, the couple must receive pre-marital counseling from another Lutheran pastor or Lutheran agency. When the counseling is completed a report to that effect should be submitted to the church office. All pre-marital counseling must be completed at least 30 days prior to the ceremony.

Wedding photographs should be taken prior to or after the wedding ceremony. No photographs will be taken while the service is in progress, unless they are taken from the balcony, without the use of a flash. Pictures may be taken in the rear of the church as the wedding party processes and recesses. Video taping equipment will be set up at the direction of the pastor if so requested ahead of time.

The couple is responsible for the conduct of the wedding party at the rehearsal, the wedding service, and the reception (if held at Faith). Any person who does not adhere to proper standards of conduct will be asked to leave the church premises.

The use of alcoholic beverages or mood-altering drugs is strictly prohibited on the church premises. Any member of the wedding party, family member, or guest who appears to be impaired by any such substance will be asked to leave immediately.

Wedding Fees/Honorarium Checklist

*\$250 refundable deposit is due at your first meeting with the pastor.
All fees are due 30 days before the wedding.*

Fees paid to Faith Lutheran Church

Wedding Coordinator \$150

Custodian \$100

Sound Technician \$ 40

Candelabras..... \$ 25

Bulletins..... Negotiate with church office

Honorariums paid directly to the individual

Pastor \$200

Organist..... Negotiate with organist

Soloist..... Negotiate with soloist

WEDDING INFORMATION

Please return this sheet to the church office at least 10 days before the wedding.

Bride's Name _____ Phone _____

E-mail address _____

Groom's Name _____ Phone _____

E-mail address _____

Current mailing address _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Address after wedding _____

Will pictures be taken before or after the ceremony? _____ Time _____

(Pictures taken in the sanctuary should be completed at least 30 minutes before the ceremony. Flash pictures are not allowed during the ceremony. During the processional and recessional flash pictures are allowed.)

Do you want a gift table at church? _____ Yes _____ No

Do you want a _____ podium or a _____ table for the guest book? _____ Nothing

Will the reception be at church? _____ Yes _____ No

Do you wish to leave altar flowers for the Sunday worship service? _____ Yes _____ No

_____ Please meet early with your organist to review and choose all the music for your wedding service!

_____ Please have your wedding license to the church office no later than Wednesday before the wedding. If you are completing at least 12 hours of pre-marital counseling with the pastor, you must have an authorized letter from that pastor to give to the license bureau to receive the discount on your marriage license at the time of application.

_____ Church policy does not allow smoking inside the building or the use of alcoholic beverages anywhere on the church grounds or in the building.

_____ Because of the danger of someone slipping, we ask that no rice, birdseed, sparkles, glitter, or bubbles be used inside the church building. We also ask that rice not be used outside.

Flowers are not allowed on the altar.

If flower petals are scattered in the aisle, they must be cleaned-up after the service. Nothing smaller than flower petals may be used, since it is too difficult to get out of the carpet.

Wedding Coordinator

You will be assigned a Wedding Coordinator. The coordinator is to help you plan all aspects of the wedding. Because of the number of weddings at Faith, the Wedding Coordinator must be used.

Responsibilities of the Wedding Coordinator

- Meet with the bride and groom to explain procedures and answer questions.
- Provide phone support from the initial meeting until the wedding.
- Update pastor and others that are involved about the wedding details.
- Assist the pastor at rehearsal.
- Open the church for the bridal party.
- Supervise decoration of the sanctuary.
- Work as a coordinator between people during the wedding day to keep it as stress free as possible.
- Supervise the church reception.
- Help to pick up the church and return everything to its proper place.

Minnesota law requires a license to marry. You must apply for the license a minimum of five days before the wedding (not counting the day you apply). You apply at the office of the Clerk of Court. Only one person needs to apply for a license, but he/she must have proof of age for both bride and groom. The Minnesota license fee is currently \$115.00. Bring the license to the church office at least two days before the wedding. Once your premarital counseling is complete, the pastor will give you a certificate which will then save you money when you apply for your license.

Wedding Coordinator for Faith Lutheran Church

Jody Dahle
925 4th Avenue
Madison, MN 56256
320-598-3948 (home)

Sound System Technician

The sound system in the Faith sanctuary must be operated by trained sound system technicians. The pastor will make arrangements to provide a Faith technician for your wedding service. The technician will contact you to coordinate any special needs, such as CD player for a soloist. The sound system technician will attend the wedding rehearsal. Please see the Wedding Honorarium schedule.

Decorations, Plus a Few Other Concerns

Floral Decorations: If floral decorations are wanted, the couple must provide them. Cut, live flowers may be placed on stands or in vases provided by the church. The altar guild will take the vases to the florist a few days prior to the wedding, so be sure to notify the office if that is what you plan. Also inform the office if you intend to leave those flowers for worship on Sunday morning. Silk flowers cannot be placed in the altar area, but can be placed in other areas.

An Aisle Runner is allowable, but discouraged due to the risk of tripping on it. They also must be arranged for through the florist by the couple.

Candles: We always have two white candles on the altar, and in addition, you can rent two candelabra, each holding 7 candles. Let us know if you want them.

Pew Decorations: Pew clips are available to decorate the ends of the pews. Tape and tacks are not allowed on the pews.

The Paraments of the church (the colored cloth on the altar) will remain in accordance with the season of the church year. They are not changed to go with any color scheme of the wedding.

Ushers should be secured for taking care of the crowd and seating guests and the wedding party. They are also responsible for lighting the candles. A minimum of two ushers is suggested, but four is better if there will be many guests. Their work will largely determine whether your wedding starts on time or not, so your ushers should be mature and confident people who will take their tasks seriously.

Worship Bulletins: A wedding bulletin may be ordered from a catalog through the church office, and it can be printed by the church office, or you may use another printing method of our own choosing. The bulletin must be viewed by the pastor before printing. If a bulletin is to be printed by the church office, please have the information available to the office at least two weeks prior to the wedding day.

Photographs: The professional photographer's sessions may be held before or after the ceremony. When taken before the wedding, all should be completed at least 30 minutes prior to the wedding. Flash pictures are not to be taken during the service. They may be taken before or after the worship service.

Suggested Bible Readings

You should choose one reading from the Old Testament, one Psalm and one reading from the New Testament:

Old Testament

Genesis 1:26-28, 31

Genesis 2: 18-24

Ruth 1:16-17

Psalm 33:1-5

Psalm 37: 3-7

Psalm 67

Psalm 100

Psalm 103

Psalm 121

Psalm 127

Psalm 128

Psalm 150

Song of Solomon 2:8-13

Song of Solomon 8:6-7

New Testament

Matthew 5:1-12

Matthew 7:24-27

John 15:9-17

Romans 8:31-39

Romans 12:1-2, 9-18

1 Corinthians 13

Ephesians 3:14-21

Ephesians 5:2, 21-33

Colossians 3:12-17

1 Peter 3:1-9

1 John 3:18-24

1 John 4:7-16

Sample Marriage Service

Faith Lutheran Church

The Marriage Service Of

And

Date

Prelude

Solo (optional)

Processional

Greeting

Declaration of Intention

Prayer

Solo/Hymn (optional)

First Lesson

Second Lesson

Sermon

Vows and Exchange of Rings

Unity Symbol (optional)

Blessing of the Couple

Solo/Hymn (optional)

Prayers

The Lord's Prayer

Benediction

Presentation of the Couple

Solo/Hymn (optional)

Recessional

Postlude

Usher Instructions

Ten minutes before the wedding begins, the candles should be lit

At the beginning of the service, guests are seated in the following order:

Grandparents of the groom
Grandparents of the bride
Parents of the groom
Mother of the bride

At the end of the service, guests of honor are escorted out in the following order:

Parents of the bride
Parents of the groom
Grandparents of the bride
Grandparents of the groom

Congregational Seating as you face the altar:

Left side is the bride's side
Right side is the groom's side

Wedding Music

The marriage service is a service of worship. The music, therefore, must be carefully and discriminately chosen. It should embody high standards of quality, and the text should reflect the praise of God, the steadfast love of Christ for his Church, and invocation of God's presence and blessing. Whenever music is employed in the service, and by whatever instruments or voices, it should be God-centered, not catered to the couple.

Guidelines in Selecting Music

Music used in the Marriage Service may be instrumental and/or vocal. It may be organ 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 congregational hymns.

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 a pipe organ or by the most talented amateurs, especially in non-studio settings, will not sound like the recorded selections.

In summary, if you can answer "Yes" to the following questions, the music is probably appropriate:

1. Does this music/text reflect praise and/or thanksgiving to God?
2. Is it based on, or does it reflect, a Scriptural theme?
3. Would this song be appropriate for a Sunday morning worship service?

(NOTE: One option which is often overlooked is that the reception for your guests provides an excellent opportunity, and perhaps a less "restricted" performance situation, for using lighter, less functional popular music of good quality).

Your active participation in the planning of music for your wedding is encouraged and welcomed. A meaningful worship experience generally evolves and grows in direct relation to the careful consideration given its planning. The staff of Faith Lutheran Church considers it a pleasure to assist you in designing a meaningful worship service and a memorable celebration for you and your guests.

If the organist from Faith Lutheran is retained to play a wedding, she will make arrangements to meet with couples and play pieces to help the couple select processional and recessional music. It is the responsibility of the couple to make an appointment with the organist.

Music at the Wedding

Musician's Worksheet

Wedding Ceremony: Organist/Pianist

Name of Musician _____ Phone _____

Event Date _____ Time _____

Musician's Start Time _____ End Time _____

Fees _____ Payable When? _____

Requested Music for Prelude _____

Processional Music for Bridal Party _____

Processional Music for Bride _____

Recessional Music _____

Postlude Music _____

Wedding Ceremony: Vocalist/ Instrumentalist

Name of Musician _____ Phone _____

Event Date _____ Time _____

Fees? _____ Payable When? _____

Music for Ceremony _____

Where will the songs appear in the order of service? _____

Questions to consider: Does the organist/pianist charge extra to rehearse with the vocalists? Will the musicians be at the rehearsal?

Wedding Worksheet

Marriage Service Information – Page 1 of the Program

Fill in the answers to the following questions to help in completing your program:

NAMES

Do you wish to have your full name (with middle name or initial) listed in the program? Print below exactly how you want it to read:

AND

Special Additions

If there is to be anything special added to the service, it must be discussed with the Pastor prior to program being sent to the printer. Describe what you wish to add (i.e. flowers presented to mothers, acknowledgment of family members, special readings, poems, etc.) Attach copy of reading.

The Wedding Party – Page two of the Bulletin

Please keep in mind the style of your bulletin when purchasing. If you plan to list many party members, an open back bulletin may be needed (for 3 pages).

Print the names of your wedding party with their corresponding places listed below; cross out any positions not needed.

If you wish the relationship to the Bride/Groom listed, please include.

Officiant _____ Organist _____

	NAME	RELATIONSHIP
Parents	_____	_____
	_____	_____
	_____	_____
Grandparents ..	_____	_____
	_____	_____
	_____	_____
Maid/Matron of Honor	_____	_____
Bridesmaids.....	_____	_____
	_____	_____
	_____	_____
Best Man	_____	_____
Groomsmen.....	_____	_____
	_____	_____
	_____	_____
Junior Attendant(s)	_____	_____
Flower Girl	_____	_____
Ring Bearer	_____	_____
Ushers.....	_____	_____
	_____	_____
	_____	_____
Reader	_____	_____
Soloist.....	_____	_____
Personal Attendant	_____	_____
Flower Attendant	_____	_____

The Reception Participants

Hosts & Hostesses.....	_____	_____
	_____	_____
Guest Book	_____	_____
Gift Attendant(s)	_____	_____
	_____	_____
Punch Server(s)	_____	_____
Cake Cutters	_____	_____
Waiters/ Waitresses	_____	_____
	_____	_____
	_____	_____
	_____	_____
Coffee Server ...	_____	_____

Photographer/Videographer Worksheet

Photographer/Videographer _____

Address _____

Phone _____

Event Date _____

Wedding Time _____

Reception Time _____

Start Time _____ End Time _____

Total Cost _____

Deposit _____ Balance Due _____

Questions to consider:

- Type of photography: color, enlargements, black and white?
- Type of shots: candid, formal, soft edge, fun, serious, romantic?
- Settings: engagement, bridal setting, close-in, bride's room, groom's room?
- Will most shots be taken prior to the wedding ceremony?
- Will photographer be taking photos at the wedding reception?
- Is the pricing all inclusive or a la carte?
- How many hours will photographer need?
- What is included in the contract: hours, number of proofs, number of pictures, albums, CDs, and picture sizes?
- How should photographer dress for the wedding?
- Can the photographer work without a flash during the ceremony?
- How long before delivery of the proofs and final pictures?
- What is the policy if the photographer misses all or part of the wedding?

For the Videographer:

- Are editing and music tracks provided if requested?
- Is there a microphone?

Additional Notes:

Flowers at Wedding

Name _____ Phone _____

Address _____

Contact Person _____

Event Date _____ Event Time _____

Delivery Time _____ Location _____

The florist will need to know:

- Inside wedding or outside
- Bridal gown style and color
- Bridesmaids' gowns, style and colors
- Color and types of flowers desired
- Who receives flowers in the wedding party
- Who receives flowers outside the wedding party (parents, host/hostess for receptions, etc.)
- Are flower petals needed for flower girl
- Type of bouquets desired
- Will you require an aisle runner
- What flowers, if any, will be required for the reception
- How flowers be transported to reception and by whom

Cost of flowers including delivery

Deposit _____ Balance Due _____

Faith Lutheran Church Policy

We allow live flowers to be placed on either side of the altar. We do not allow any silk flowers or other artificial flowers in the altar area. This means that all artificial flowers must be placed outside the altar area and at the pastor's discretion. Always try to be mindful of the movement of people when selecting places to set the flowers.

Note about pew flowers or bows:

We do allow you to use pew bows or flowers at the end of the pews, however, duct tape or adhesive tapes of any kind are not allowed to hold your bows on the pews. Ribbon or rubber bands do work well. There are also inexpensive pew clips that can be purchased or rented that will attach bows to pews without damage. Please tell your florist or those decorating about this policy. Thank you for your help in this matter.

Additional Notes:

Bride and Groom's List of Things to Think About

- Make sure the church coordinator is notified of any change in plans. A small detail may seem unimportant but could lead to problems.
- Don't forget to bring your license to the church. You cannot get married without it!
- Call on the wedding coordinator at any time if you have questions or just need someone to talk to. The wedding coordinator is here to assist you.
- Provide maps for out-of-town guests on how to get to the church.
- Arrange for someone to keep the dressing rooms in order, collect personal belongings and clean up the rooms. The church is not responsible for anything left behind.
- All wedding party members except the ushers should assemble in the Fellowship Hall 15 minutes before the wedding until the wedding coordinator or pastor comes to get you.

Additional Notes:

Be Prepared . . .
Make A Bridal Kit

- Mirror, comb, brush, hair spray, hair pins
- Nail file, emery board, and nail polish (include clear for runs in nylons)
- Extra breath mints or spray
- Tampons or pads
- Band-Aids and medicines such as something for upset stomach or headache
- Sewing kit with needles and safety pins, thread to match dresses
- Spot remover (club soda works well; remember to “blot” if you spill, don’t “rub”
- Tissues
- Spare pantyhose for Bride and Bridesmaids
- Travel iron, steamer, lint brush
- Scissors, tape, and stapler in case decorations need repair
- Pen and note paper for all those reminder notes

Additional Notes:

Worksheet for Reception

Location of Reception _____ Phone _____

Address _____

Contact Person _____

Event Date _____ Event Time _____

Number of Guests _____

Price _____

Deposit Required _____ Balance Due _____

Items to consider

_____ Sound System

_____ Cake Table

_____ Linens/Tableware

_____ Setup

_____ Decorations

_____ Parking

_____ Acoustics

_____ Caterer Policies

_____ Equipment Rental Policies

_____ Gift Table

_____ Tables/Chairs

_____ Tent

_____ Restroom

_____ Clean-Up

_____ Outdoor Policies

_____ Poor weather backup

Additional Notes: