

# *Guidelines for Weddings*



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## INFORMATION FOR YOUR WEDDING

(Revised 2010)

Dear Prospective Bride and Groom:

Congratulations on your upcoming marriage! We at Immanuel Lutheran Church want to help you in making preparations for your wedding ceremony to make sure that it will be conducted in an atmosphere of cordiality, cooperation and good order. For this reason, we offer this manual as a guideline for your preparations.

We at Immanuel understand and believe that marriage is a sacred union between a man and a woman. Therefore, no “marriage” or “blessing of a same-sex union” will be performed at Immanuel.

We look upon a wedding as a worship service, involving not only you and your attendants, but also your families and your invited guests. It is from this viewpoint that we approach these guidelines. As a ministry of Immanuel congregation, all weddings will be officiated by a called pastor of this congregation. Other clergy may be invited to participate as assisting ministers.

In requesting that yours be a church wedding, the implication is that a bride and groom want to make their marriage vows in the presence of God. They want to seek God's blessing on their marriage. What this means is that a wedding is not primarily a social affair but that it is above all an event which asks God's presence and blessing upon your marriage. Therefore, we suggest that a couple study the Order of Marriage from our Worship Book (pages 202-205) ahead of time and note how the wedding ceremony revolves around God's Word and prayer.

### **MAKING THE ARRANGEMENTS FOR YOUR WEDDING**

We suggest that you inquire of the pastor and church office as soon as possible after your engagement to reserve the church for your wedding to avoid any scheduling conflicts.

When a date for your wedding is set, the pastor or church secretary will give you two forms for wedding information. One sheet is for the church office, and asks you to list the date and time of your wedding and the rehearsal, plus a listing of all the people in your wedding party. The secretary will use this information for making up your wedding bulletin.

The other sheet is for biographical information required by the State Board of Health and reflected on your marriage license. Following your wedding ceremony you will both be asked to sign the marriage license. Signatures of your best man and maid/matron of honor are optional on the license.

The church will also use some of this information to enter into the life-history records which we maintain on each member of our church.

We believe worship is central in the faith life of the Christian. Because you are asking for a wedding in the church, we expect that you will be regular in worship beginning now, as an engaged couple, and continuing throughout your married life. By worshiping together, your faith is given the nourishment it needs to grow.

### **MARRIAGE LICENSE**

There are two parts to your marriage license. One sheet will be filled out by the Parish Secretary and returned to the County Clerk after the wedding. The other half is your marriage certificate and will be filled out and returned to you following the wedding ceremony. You should keep this certificate among your important papers. Another suggestion is to have your certificate framed. **Your marriage license should be brought to the pastor or church office one week prior to your wedding day.**

### **MARRIAGE PREPARATION SESSIONS**



Our pastor(s) offer marriage preparation sessions for every couple married in Immanuel Lutheran Church. These sessions offer each couple the opportunity to see what the Bible teaches about marriage, to study the insights into sexuality given by the Scriptures, the Biblical teaching about divorce, the mutual subservience concept of each partner to the other, etc.

These sessions should be started with the pastor at least four months before your wedding. This will allow sufficient time to work them into your schedule and the pastor's. It is a fact of life that the two weeks before your wedding will be a busy time so it is wise to get the marriage preparation sessions in before that time period. We ask that you not look upon these sessions as a legalistic requirement of the Church, but rather as an opportunity to gain insights into the "give and take" of marriage. They are also an opportunity for you to become better acquainted with your pastor and to see him as an empathetic person to whom you can go for help and counseling in other circumstances of life.

In situations where neither the bride nor the groom are members at Immanuel, it is expected that you will attend the new member classes held periodically throughout the year. It is not required that you join Immanuel. However, we would like to share with you the basics of the faith and to introduce you to the congregation. Should you wish to join, please discuss this with the pastor.

## **THE WEDDING REHEARSAL**

When you plan for your wedding rehearsal, keep the following in mind:

- 1) Set the rehearsal time so that all participants in your wedding (attendants, parents, ushers, flower girl, ring bearer) can be on hand.
- 2) Allow at least an hour for the rehearsal.
- 3) If you plan to have a flower girl and/or ring bearer in your wedding, choose a child who is familiar with church attendance. Children without this background will often do well in rehearsal when few people are on hand, but when they see a church full of people at the wedding, they sometimes panic and don't carry out their particular roles.
- 4) You may have a person from the approximate age of 13-16 to serve as acolyte. If this person has not served as an acolyte before, the pastor will show him/her where the acolyte vestments are and give instructions for lighting candles on the altar before the ceremony and extinguishing them afterward. If you don't have such a person available, one of your ushers can light the altar candles. Again, the pastor will give these instructions.
- 5) The pastor will do a complete "dry run" of the wedding service at the rehearsal. This is to assure that each person in the wedding party will know what to do during the ceremony itself.
- 6) If you desire their presence, the Pastor and family should be specifically invited in advance to the rehearsal dinner and/or wedding reception. They will be happy to join you, but they need to know in advance of the weekend.

## **ADDITIONAL ITEMS TO CONSIDER**

In planning for your wedding worship service, the following suggestions may give added meaning:

- 1) Procession: The following order is appropriate:

Banner Bearer  
Acolytes  
Presiding Minister (ordained clergy)  
Assisting Minister (or lay person such as, lector)  
Parents  
Attendants  
Bride & Groom

- 2) Involve Parents: provision is made within the worship service for the parents to join in giving the blessing.

- 3) Involve family and friends: family and friends can serve as lectors, soloists, or musicians.
- 4) Involve the congregation in the singing of hymns, responsive reading of Psalms and participation in the wedding liturgy of the Lutheran Book of Worship. Remember your wedding takes place in a worship service and your guests are participants.
- 5) Consider exchanging your vows during a regular Sunday morning worship service. The wedding couple and attendants would come forward after the sermon. This is a very old practice within the church.
- 6) If one of you is an active member of another congregation, consider involving the pastor in the wedding. The Pastor of Immanuel will preside at the wedding and will be glad to invite him/her.
- 7) Altar paraments are changed according to the church year, which is based on the life of Christ. The color of the paraments will be that which is appropriate to the season of the church: Advent–blue; Christmas and Easter–white; Epiphany and Pentecost season–green; Lent–purple; Pentecost Day and All Saints' Day–red.



### **CHOOSING THE MUSIC FOR YOUR WEDDING**

Since your wedding will take place in our church and before God, no secular (non-religious) music is permitted. Three questions help to determine music's adequacy for worship. 1) Is the focus on God? 2) Does it form us in Christ-like love for marriage? 3) Does it incorporate the community centered in Christ? We have a music committee which has drawn up a list of acceptable music for weddings. This list is printed toward the end of this booklet. This is not meant to be a comprehensive list but is considered exemplary. Some examples of music which does not meet this criteria, and are therefore not useful are: Organ – "Bridal March" "Mid-Summer Night's Dream" and "Wedding March." Vocal Music – "I Swear," "I Will Be There" and "The Wedding Song."

There are also many appropriate hymns in our worship hymnal which may be sung by the congregation. Suggestions for these hymns are also part of the music listing.

Since we have a number of organists in our congregation, we will gladly ask one of them to play for your wedding. We suggest that you meet with the organist to select the music that you want played or sung.

Should your organist not be a member of Immanuel, we ask that the person you select be a qualified organist and be willing to familiarize himself/herself with our wedding service.

A list of the selections to be played or sung at your wedding (including processional and recessional) should be provided to the pastor for approval and to the church secretary so that she can include them in your wedding folder.

## **SCRIPTURE READINGS**

You will want to include Scripture as part of the wedding worship service. Here are some examples from which to choose. The wedding sermon will be based on one of the lessons you selected. Couples usually include from one to three readings, though you can select more. We encourage you to select a Psalm which can be read responsively with the congregation. We also encourage you to select a reading from the Gospels.

Genesis 1:26-31  
Psalm 33  
Psalm 127  
Psalm 150  
1 Cor. 6:19-20; 7:4-5  
Philippians 1:3-11  
Hebrews 13:1-6  
Matthew 6:25-33  
John 2:1-11

Genesis 2:18-21  
Psalm 100  
Psalm 128  
Isaiah 63:7-9  
I Corinthians 13:1-13  
Philippians 4:4-9  
I John 3:18-24  
Matthew 19:4-6  
John 15:9-12

Ecclesiastes 3:1-8  
Psalm 117  
Psalm 136  
Romans 12:1-2, 9-13  
Galatians 5:22-26  
Colossians 3:12-17  
I John 4:7-12  
Matthew 22:34-40

## **THE WEDDING ITSELF**

The following are a number of "housekeeping" matters to be kept in mind:

- 1) The pastor will gladly show where the men and women are to change clothing. The women ordinarily use the ladies' lounge in the church basement. Normally, the men come in their tuxes. If they would like a place to change, one will be found.
- 2) Photography: Please inform your photographer that flash pictures may be taken of the processional and recessional only. No flash pictures are allowed during the ceremony. Time exposures may be taken during the ceremony from an inconspicuous location such as the balcony. Pictures may also be taken before or after the ceremony. Arrangements for pre-service pictures should be made with the pastor to avoid interrupting other activities taking place at the church. Review with your photographer the list of poses you desire some time before the day of your wedding.

Some couples wish to have their wedding ceremony videotaped. In order to preserve the sanctity of the worship service, we expect that: a) no floodlights or spotlights be used; b) excessive movements by the operator be eliminated; and c) no audio transmission equipment be used. We have the capability to connect the camera with the public address equipment for better sound quality. Our PA operator can help you with this. The location of the camera should be discussed with the pastor.

- 3) No alcoholic beverages are to be brought onto the church property, either at the rehearsal or the wedding itself. No smoking is permitted in the church premises.

- 4) No rice or birdseed is to be thrown at the wedding. These become imbedded in clothing and are tracked into the church carpeting. Some forms of rice are harmful to birds and birdseed sprouts undesirable weeds in church lawns.
- 5) Flowers: You may use the brass vases of the church for altar flowers. It is the policy of Immanuel that altar flowers be fresh flowers. The brass vases have liners in which the florist arranges your flowers. These vase liners can be borrowed during the week of your wedding and given to your florist. Immanuel's Altar Guild will put the liners in the vases and place them on the altar prior to your wedding. Please make sure that the flowers are delivered (usually by noon of an afternoon or evening wedding).

If you wish to use a different kind of container from the florist (usually made of paper-machè), please have them placed on some kind of shallow tray so that no water will leak on the altar surface or the paraments.

Should you want to leave your flowers for use at the worship services the day after your wedding (assuming that yours is a Saturday wedding), please inform the church office so that acknowledgment of this may be made in the Sunday bulletin.

Only artificial petals may be scattered by a flower girl. Petals from live flowers crush under foot and stain carpeting, even when an aisle runner is used.

- 6) Worship folders: The church office has samples of service folders used in previous weddings as well as catalogs showing various designs for wedding bulletin covers. The secretary will be glad to show you these samples and order your selection for you in the name of the church.

After the church receives the statement, the secretary will inform you of the amount of the bill, and you are expected to reimburse the church. The number of worship folders you want is up to you.

You should make a first and second selection four to six weeks before ceremony so that the covers may be ordered and received in a timely manner. All information to be included in wedding folders should be furnished to the secretary two weeks before the wedding.

The secretary will type up the wedding service and duplicate it for you. (Suggestion: You may wish to order extra worship folders to send to invited guests who are unable to attend your wedding.)

- 7) Aisle runner: If you wish to use an aisle runner, these are available from your florist. The aisle of our church is 100 feet in length. Also, please inform the pastor if you plan to have an aisle runner so that he can instruct the ushers at the rehearsal how and when to unroll it.
- 8) Decorating the church: Decorations may be affixed to the pews of the church, however, **no tape** of any kind is allowed. Any decoration must be affixed using either ribbon or rubber bands. If you are not personally doing the decorating, it is **your** responsibility to inform your florist or whomever is doing the decorating of this rule.

- 9) The church has a brass unity candle holder, a pair of brass floor wedding candelabra and three pairs of pew-end candelabra available for your use.

The unity candle holder allows the use of the wedding candle and two tapers. Candles for the unity holder are provided by the couple. These should be white (not colored candles) as the colored candles stain the altar linens.

Each piece of the floor candelabra uses nine candles. The pew-end candelabra each hold one candle. These candles are supplied by the church for a small charge.

Again, if any decorating (bows, flowers) is to be done on the candelabra, **no tape or wire** is to be used. The tape leaves a residue on brass and the wire scratches the brass very easily. **It will also be your responsibility to clean the candelabra within a day or two after the ceremony. If you will not be available to do this within this time period, a family member should be requested to undertake this responsibility for you.**



**CHARGES, FEES, ETC.**

Church	Member: No Charge Non-Member: \$500
Diers Hall including Kitchen	Member: No Charge Non-Member: \$100
Custodian	\$ 100.00 \$ 50.00 addition if Diers' Hall is used
P.A. Operator	\$ 50.00
Candles, Bulletins, Etc.	Actual Cost
Secretary	\$ 50.00
Prepare <sup>®</sup>	\$ 40.00
Organist	\$150 (additional \$50 for accompanying soloist)
Pastor	\$200 (Suggested)

- 1) Cleaning charge for use of the church is \$100; if parish hall is used for rehearsal dinner, reception, etc., an additional cleaning fee will be charged.
- 2) The public address system operator will be available at both the wedding and rehearsal.
- 3) All fees are to be paid one week prior to the wedding.
- 4) Pastor: The pastor does not charge a professional fee for weddings, nor is this figured into his salary. If you wish to give him a gift for his services, take into consideration the amount of time he spends in marriage preparation sessions, the rehearsal, and the wedding itself. Non-members will be charged \$200 for the pastor's services.
- 5) Organist: If you choose an organist from our congregation, please consider that they are not salaried by the congregation for weddings. A fee of \$150 for the services of one of Immanuel's organists will be assessed. If you use a different organist, you will be responsible for their fees.

## **RECOMMENDED WEDDING MUSIC**

### **I. PROCESSIONALS/RECESSIONALS FOR THE ORGAN**

Bach, J. S. – "Sheep May Safely Graze"  
    "Sinfonia" from "The Wedding Cantata"  
Gieschen, Thomas, editor:  
    "The Parish Organist IX; Wedding Music"  
Jacob, G. (arr.) – "Brother James' Air"  
Karg-Elert, S. – "Now Thank We All Our God"  
Manz, Paul O. – "Let Us Ever Walk With Jesus"  
    (Octavo No. 1503)  
Marcello, B. – "Psalm XIX" - "Psalm XX"  
Purcell, Henry – "Trumpet Tune I"; "Trumpet Voluntary"  
Wetzler, Robert – Processional on "Westminster Abbey"

### **II. VOCAL MUSIC:**

Bunjes, Paul, editor: "Wedding Blessings"  
    Contents: "Jesus, Shepherd Be Thou Near Me"  
    "O Love That Casts Out Fear"  
    "The Lord My Shepherd Is"  
    "O Jesus, Joy of Loving Hearts"  
    "Love Divine, All Loves Excelling"  
    "Come, Follow Me"  
    "O Father, Son, and Holy Ghost"  
    "Jesu, Joy of Man's Desiring"  
    "Lord, Who at Cana's Wedding Feast"  
    "O Father, All Creating"  
    "The Lord Bless You"  
Copeland, Roger – "With This Ring"  
Hopson, Hal – "The Gift of Love"  
Moe, Daniel – "The Greatest of These Is Love"  
Murakami, Paul, "On This Day"  
Paris, Twila, "How Beautiful"  
Vajda, Jaroslav, "Go, My Children, with My Blessing" (WOV)  
Wren, Brian, "As Man and Woman We Were Made" (WOV)  
    "When Love Is Found" (WOV)  
Ylvisaker, John, "Borning Cry" (WOV)

### III. CONGREGATIONAL HYMNS (from the *Lutheran Book of Worship*):

- #245 – "All People That on Earth Do Dwell"
- #287 – "O Perfect Love"
- #288 – "Hear Us Now, Our God and Father"
- #289 – "Heavenly Father, Hear Our Prayer"
- #315 – "Love Divine, All Loves Excelling"
- #320 – "O God, Our Help in Ages Past"
- #354 – "Eternal God, Before Your Throne"
- #456 – "The King of Love My Shepherd Is"
- #487 – "Let Us Ever Walk With Jesus"
- #520 – "Give to Our God Immortal Praise"
- #533, #534 – "Now Thank We All Our God"
- #543 – "Praise to the Lord, the Almighty"
- #551 – "Joyful, Joyful We Adore Thee"
- #561 – "For the Beauty of the Earth"
- #564, 565 – "Praise God, From Whom All Blessings Flow"

When you meet with the organist, he/she will be happy to go over any of this music so that you can make your selections in an informed way.

### **WRAPPING UP**

Many questions about details regarding your wedding can be discussed during the marriage preparation sessions with the pastor. It is a good idea to make a list of your questions so that none of your concerns will be overlooked.

The pastor and church secretary will be available to discuss any special concerns or questions you may have. We will do all in our power to help make your wedding a dignified and reverent service so that your marriage will get off to a good start.

### **FOLLOWING THE WEDDING**



We would like very much to have you continue to worship with us each week. In worship we are reminded of God's constant presence in our life. For Christian people this is a great source of strength and hope throughout life.

If you are not a member of Immanuel Lutheran, we invite you to join us. Members of other Lutheran congregations may join by a Letter of Transfer. Adult Inquirer's Classes are held periodically for members of other Christian denominations or those who have had no church affiliation. Membership is then open through public affirmation of faith or by Holy Baptism if a person has not been baptized.

We encourage you in your marriage and invite you to share deeply in the life of our congregation at Immanuel Lutheran Church.