

Wedding Policies and Procedures



Living Waters
Lutheran Church
4451 40th Ave. S.
Fargo, ND 58104
701-282-0530
www.livingwaters.fm

Bride _____

Groom _____

Wedding Date & Time _____

Rehearsal Date & Time _____

Wedding Coordinator _____

Telephone Number _____

POLICIES CONCERNING WEDDINGS

AT LIVING WATERS LUTHERAN

A Christian wedding is more than just getting married in a church building. A Christian wedding is where a couple desires to make the Christian Church a part of their marriage relationship. Jesus Christ lies at the center of our ceremony. It is because of Christ, that we know love. God has loved us, so that we may love each other. To get married in a Christian Church is to ask God's blessings upon the marriage. Marriage itself is a civil service, but marriage in a Christian Community is a special blessing. When we confess our love in a Christian Community, we are asking God in Jesus Christ to be present in our love. We are asking God the Father, Son and Holy Spirit to guide our lives, forgiving us and allowing us to be a servant to one another. It is to this servanthood that the Christian Community is called into action. This community is gathered to show their support and willingness to help sustain the Christian marriage.

The church and its pastors are responsible to God and to the state in performing marriages. It is our hope that every couple married by the authority of our church will be helped to establish their family in a bond of Christian love, with an understanding firmly based on God's Word, and with the continued blessings of our Heavenly Father.

Below are some aids to help in the planning of your Christian Wedding.

Officiating Pastor

Weddings performed at Living Waters are officiated by a called pastor of Living Waters Lutheran Church. If the couple would like another member of the clergy to assist in the wedding, they should make this request as early as possible to the pastor of Living Waters, and that pastor will make the invitation to visiting clergy. Exceptions to this rule can be arranged to allow other called pastors of the Evangelical Lutheran Church in America (ELCA) to participate. Final decisions on clergy participation will be made by the pastor of Living Waters.

Pastors at Living Waters do not typically attend Groom's Dinners or Wedding Receptions, as these tend to take away from family time. You are welcome to send an invitation to the Pastor if you desire their attendance. This applies to all other paid staff working with your wedding.

Couples will meet with the pastor prior to plan the ceremony, get to know each other, and answer any questions that either party may have.

PRE-MARITAL COUNSELING

All couples married at Living Waters are expected to participate in pre-marital counseling. Pre-marital counseling is available through LifeWorks out of Fargo, ND. Three options are available:

Pre-marital retreat (most recommended) - These retreats are available for a Friday evening and Saturday, and those who have participated have come back with extremely positive reviews. Cost: \$300.00

Individual Pre-Marital Counseling—4 sessions with a certified LifeWorks coach to lead the couple through individual conversations. Cost: \$350.00

Online Pre-Marital Retreat—Participate digitally through an online retreat. Cost: \$110.00

For more information and links to register, visit

<http://lovecommitsucceed.com/products/pre-marriage-products/>

WEDDING COORDINATORS

It is also required that every wedding performed here must have a wedding coordinator. **They are in charge of all proceedings at the wedding and rehearsal, and has full authority.** She will ably guide you through the wedding while adhering to church policies. The wedding coordinator will meet with the bride and groom at a mutually convenient time.

ALL CHANGES OF REHEARSAL TIME OR WEDDING TIME MUST BE CLEARED BY THE WEDDING COORDINATOR.

AISLE CLOTH

Living Waters Lutheran does not provide aisle cloths. You may rent or purchase one from an independent vendor. Your wedding coordinator will need fifteen minutes prior to the ceremony for securing the aisle cloth.

ALCOHOLIC BEVERAGES

The use of alcoholic beverages by any member of the wedding party on church property at either the rehearsal or wedding is prohibited. The bride and groom are responsible for informing the wedding party of this policy. **The wedding will not take place if this is violated.**

DRESSING ROOMS

Two spaces can be made available for the wedding party to dress in prior to the wedding. The dressing rooms are available **FOUR** hours before the ceremony.

Members of the wedding party should keep valuables, especially purses and cameras, with them at all times so they are not lost or stolen. The church cannot be responsible for stolen or lost articles.

FLOWERS, CANDLES AND DECORATIONS

Every effort has been made by our staff and your coordinator to see that the church is in proper order for your wedding. We expect you will not make any changes to the seasonal decor or arrangement of furniture in the church. Be sure that your florist is aware of the need to work within the seasonal decor of the church.

No decorations may be fastened to the woodwork or walls. Chair decorations may be fastened only with padded clamps, wire or elastic that will not mar the surface. Any decorations should be in place at least three hours before the wedding.

We encourage the use of real flowers and plants as decorations. Any silk flowers, candelabras, decorations and stands must be removed from the church immediately following the ceremony. If a candelabra is brought in, drip less candles are highly recommended. Please arrange that such items be picked up on the day of the wedding or arrange to have them removed and returned by family or friends. We do not have storage space to keep them over the weekend.

If you wish to leave the altar flowers from your wedding (and be acknowledged) for the following Sunday's worship services, please call the church office at 282-0530 at least one week prior to your wedding so proper acknowledgement can appear in the bulletin.

Those wishing to include lighting of the unity candle in their ceremony, please provide the unity candle and two tapers.

FLOWER PETALS

Flower petals thrown by flower girls need to be fabric. **No** real flower petals will be allowed.

CHANGE OF ADDRESS

Members are asked to notify the church office of their new address following the wedding.

CHILDREN IN BRIDAL PARTY

From past experience, we recommend that age be considered when choosing a ring bear or flower girl. As well, it is important for the ring bear and flower girl to be at the rehearsal.

GIFTS

Living Waters assumes no responsibility for gifts brought to the wedding. Someone needs to be in charge of them at all times. You will want to see to the removal of gifts immediately following the wedding ceremony.

LICENSE/FEES

The marriage license needs to be brought to the church office no later than two weeks before the wedding. At the same time, all fees connected with the wedding must be paid. Please call the church office for the amounts and names. You will need to write separate checks. This information is also printed in the back of this booklet.

NON-MEMBER WEDDINGS

Membership is not a requirement for weddings at Living Waters Lutheran Church. However, pre-marriage counseling is a requirement and should be arranged with the Pastor of Living Waters.

PHOTOGRAPHS

The Sanctuary is available to you for photographs beginning **FOUR HOURS** prior to the ceremony and ending forty-five minutes before the ceremony begins. For example, photographs for a 2:00 p.m. wedding may begin at 11:00 a.m. but must end at 1:15 p.m.

Church policy does **NOT** allow the taking of flash pictures during the ceremony. This detracts from the worship service. Pictures may be taken as the bride and groom are returning down the aisle after the ceremony, and ushers should be instructed to inform guests with cameras that pictures are **NOT** taken during the ceremony. (You might include a statement in your wedding bulletin asking that your guests not take flash pictures during the ceremony.)

Video cameras may be used if no distracting lighting is used. The video equipment is to be positioned in an inconspicuous spot. Please check with your coordinator regarding this matter. No photographer or videographer is to move around the sanctuary during the ceremony.

You are invited to bring in snacks and non-alcoholic beverages for the wedding party during the time of photographs before the wedding. Please feel welcome to use the coffee pot, refrigerator, sink and counter in the kitchen. Remember, you are responsible for clean-up prior to the arrival of your guests.

NURSERY

Since the nursery will be used for dressing areas during the wedding, the nursery will not be available for wedding rehearsals or for weddings.

QUESTIONS

If you have any questions regarding your wedding, please feel free to contact your wedding coordinator.

RECEPTIONS

For smaller weddings, receptions are possible at Living Waters Lutheran. Please talk this over with the wedding coordinator. These events will need to be catered.

RICE, BIRDSEED AND CONFETTI

No confetti is to be thrown either indoors or outdoors. Rice and birdseed cannot be thrown indoors. "Bubbles" are a great alternative. Please inform your wedding party and guests. There will be a \$50.00 fee for clean-up if this rule is not followed.

HOLY COMMUNION AND UNITY SYMBOLS

Many couples choose to include a symbol of unity in their weddings. Unity candles or unity sand show the union of the couple, but Holy Communion is also an appropriate symbol of unity in Christian Marriage, signifying the unity of the congregation in Christ. If you would like to include Holy Communion in the wedding service, please let the Pastor know as you plan.

At Living Waters Lutheran Church, Holy Communion is celebrated by all the baptized. We welcome individuals of any Christian denomination to the table, as well as children whose parents are willing to allow them to commune.

WEDDINGS IN REGULAR WORSHIP

Under special circumstances, a couple may choose to have their wedding as a part of the regular Sunday or Wednesday worship. If a couple chooses to hold their wedding during this time, please consult with the pastor of LWLC.

SCHEDULING DATES AND TIMES

Church weddings are to be scheduled with the church office administrator. Rehearsal is usually the night before the wedding and generally lasts less than one hour. Please make sure that everyone is on time to all events.

SMOKING POLICY

There is absolutely no smoking inside the church. The bride and groom are responsible for informing their wedding party regarding this policy.

PARKING

If the bridal party will be leaving cars at the church after the ceremony and until the next day, we request those cars be parked in the far East end of the parking lot (toward the twinhomes).

USHERS

Ushers greet and welcome guests, hand out programs and are responsible for lighting the candles unless the bride and groom have designated someone else. At approximately thirty minutes prior to the wedding, the ushers should begin to seat the guests. The wedding coordinator will direct the ushers.

WEDDING MUSIC

The marriage service is a service of worship, thus the music should be carefully chosen. It should embody high standards of quality and, in general, reflect the praise of God, God's steadfast love in Christ as the foundation of the model for marriage, and the asking of God's presence and blessing. Appropriate music may also be an invocation of God's presence and blessing.

A number of musical options are possible before the entrance procession: solo, ensemble, or choral pieces; organ or other instrumental music; or music using a combination of these.

Music used within the worship service should reflect the mood of joy and celebration in the service. Wherever music is employed in the worship, and by whatever instruments or voices, it should be high-quality examples of the art of composition.

Consider the singing of hymns for your service since it involves the congregation in the celebration. This may be done by the congregation alone, or it may be done by a combination between a soloist and the congregation. For example, a soloist may sing the first stanza of a hymn and then the congregation may sing the remaining verses. Please discuss your wedding music choices with your officiating pastor.

The church musician can help with selecting appropriate music, as well as with coordinating a musician for the ceremony if desired. They can provide a list of music that Living Waters has copies of. If other music is desired, copies of appropriate sheet music should be provided to Living Waters no less than 45 days prior to the wedding. Fees for a wedding pianist are listed, additional musicians required should also be paid by the wedding party.

VIDEO/SOUND TECHNICIAN

If it is determined that a video or sound technician is needed, the church will secure someone for the wedding and rehearsal. A fee of \$35 is charged for the services of the technician. Possible reasons include the playing of recorded music during the service, use of screens to show video or slides, or the use of multiple microphones for multiple leaders/musicians.

SCRIPTURE

The Word of God as written in the Scripture is a centerpiece to any Christian Worship. Some suggestions follow (If you find a passage which is fitting, expand it. Read what is before it and after it. These passages are only a starting point.):

Old Testament

Genesis 1:26-31	Genesis 2:18-24	Numbers 6:24-26
Joshua 24:14-15	Ruth 1:16-17	2 Samuel 7:29
Psalms 4:5	Psalms 23	Psalms 25:10
Psalms 33	Psalms 37:5	Psalms 37:39
Psalms 67:1	Psalms 84:11	Psalms 85:8
Psalms 91:1	Psalms 100	Psalms 103:17-18
Psalms 117	Psalms 121:8	Psalms 124:8
Psalms 127	Psalms 128	Psalms 129:8
Psalms 136	Psalms 144:15	Psalms 150
Proverbs 1:33	Proverbs 3:5-6	Proverbs 3:33
Proverbs 8:17	Proverbs 15:16	Proverbs 18:22
Proverbs 30:8-9	Proverbs 31:10-12	Ecclesiastes 4:9-12
Ecclesiastes 7:14	Song of Solomon 2:10-13	Song of Solomon 8:7
Isaiah 25:9	Isaiah 63:7-9	Jeremiah 32:38-39
Malachi 4:2		

New Testament

Matthew 6:33	Matthew 7:24-27	Matthew 18 :20
Matthew 19:4-6	Matthew 28:20	Luke 1:6
Luke 10:5	Luke 19:5-6	John 6:68
John 2:1-10	John 14:27	John 15:9-12
John 15:12-17	Acts 16:31	Romans 12:1-2
Romans 12:16	Romans 14:19	1 Corinthians 13:1-13
Ephesians 5:21-33	Philippians 4:4-7	Colossians 3:12-16
Colossians 3:17-19	1 Thessalonians 5:15	2 Thessalonians 3:5
2 Thessalonians 3:16	Hebrews 13:5	James 1:17
1 Peter 3:7	1 Peter 5:7	1 John 4:7-21
1 John 15:9-12	Jude 20-21	Revelations 1:4

This is not an exhaustive list of lessons that are proper for a wedding. These are just a starting point.

The Wedding Vows

During the marriage ceremony, the bride and the groom make a vow to one another. This promise must indicate the complete sharing which marriage implies and make clear that the promises are a lifelong commitment. It is not a formula but the promise of fidelity that makes a marriage.

Following are two options for traditional vows. The bride and groom are welcome to write their own based on the criteria which were stated above and the examples which follow. Please be cautious that the vows do not become too personal, or trail off into sentimentality.

Option 1

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 2

In the presence of God and this community,
I, *name*, take you, *name*, to be my *wife/husband*;
to have and to hold from this day forward,
in joy and in sorrow,
in plenty and in want,
in sickness and in health,
to love and to cherish,
as long as we both shall live.
This is my solemn vow.

Typical Order of Worship

Generally, weddings should include all of the following. The words in ALL CAPS are the parts of service. The rest of the writing are notes about service planning.

PROCESSIONAL—Music can be selected for before the service, the procession of the bridal party, and for the bride.

GREETING

DECLARATION OF INTENTION

PRAYER OF THE DAY

SCRIPTURE READING—Select two or three readings. A gospel reading is recommended but not required. Readings should be read in the order they appear in the Bible. Can be read by pastor or person of couple's choosing.

SERMON

HYMN/MUSICAL PIECE—If you have two or more pieces of music, one should be here.

VOWS—Select from in this book.

GIVING OF RINGS

ACCLAMATION

MARRIAGE BLESSING

UNITY SYMBOL/SPECIAL MUSIC (IF DESIRED) - If you have one or more pieces of music, one should be placed here.

PRAYERS OF INTERCESSION

HOLY COMMUNION (IF DESIRED)

LORD'S PRAYER

PEACE

HYMN/MUSICAL PIECE—If you have three or more pieces of music, one should be placed here.

BLESSING

PRESENTATION OF THE COUPLE

DISMISSAL—Music should be selected to for the bridal party to leave to.

If you have questions about the service, please feel free to contact the Pastor or the Wedding Coordinators.

THE WEDDING PARTY NEEDS TO DESIGNATE SOMEONE TO:

- Remove food and pick up personal items
- Remove gifts
- Assign a responsible person to oversee your card basket/box
- Remove decorations, flowers and candles
- Remove guest book, unity candle, extra programs
- Remove all personal belongings and clothing, especially from dressing rooms

WEDDING FEES (PAID SEPERATELY TO EACH INDIVIDUAL)

Required Costs

Officiating Pastor – \$200.00
Wedding Coordinator - \$200.00
Custodian Fee - \$175.00

Other Possible Costs

Musician - \$175.00
Reception Custodian Fee- \$75.00
Reception Coordinator Fee- \$50.00
Audio/Video Specialist—\$75.00

Non-Member Fees

\$200 Building Use Fee
(\$100 non-refundable deposit at time of booking)

SEPARATE CHECKS MUST BE WRITTEN TO:

Officiating Pastor
Wedding Coordinator – Beth Oien or Chris Ault
Musician (If coordinated through the church)
Audio Visual Technician (if necessary)
Non-member Facility Use—Living Waters Lutheran Church
Custodian—Dave or Angie Roth

LIVING WATERS LUTHERAN CHURCH RESERVES THE RIGHT TO AMEND THESE POLICIES AT ANY TIME.

Updated 08/17

