



Lutheran Church 
OUR SAVIOURS



Dear Bride & Groom,

Congratulations on your upcoming wedding! The Christian marriage service is a meaningful celebration and we are delighted to assist you.

This Wedding Information booklet has been prepared as a way of giving you helpful information and to assure you that Our Saviour's Lutheran Church values the sanctity of your marriage and the vows you will speak. Carefully read through the booklet and return the last three pages at the time that you book your wedding.

As you prepare for your wedding, please know that you will be in our thoughts and prayers! If you have any questions, please feel free to contact me, your Wedding Coordinator or the Pastor officiating your wedding service.

Blessings,

Holly McKinney

Worship and Arts Administrator
630-281-4210
hollymckinney@oursaviours.com

Where to Begin

For weddings held at the church:

1. **Check the date** - As soon as you have chosen a date for your wedding, please contact Holly McKinney at (630) 355-2522. She will check the calendar and schedule the time and day for your rehearsal and service.
2. **Secure the date and complete the information form** - The Administrative fee is required along with the completed wedding form to confirm your date. If another request is received for your date and we have not received your deposit, you will be notified and given 48 hours to make the deposit. If the deposit is not made within 48 hours you will forfeit the reservation.
3. **Wedding workshop** - We highly recommend that you take the Wedding Workshop offered by SamaCare Counseling. This workshop is designed to equip couples with the essential tools needed to begin building a strong foundation for a healthy relationship. The sessions are offered several times during the year, on a Saturday from 8:30-4:00 pm and includes materials, breakfast, lunch, the PREPARE inventory and licensed counselor fees. There is also a 2-hour follow-up session with the instructor to review the PREPARE inventory. Consult the Wedding Workshop brochure or go to www.Samaracarecounseling.org/services/premarital-programs/ for more information and dates. The cost of this workshop is \$300.
4. **Officiating Pastor** - If you have not chosen a pastor one will be assigned based on availability. Contact and meet with the assigned pastor. Officiating Pastor fee \$250. When it is desired that a pastor from outside our parish participate in the wedding service, please have the officiating pastor contact Our Saviour's at (630) 355-2522.
5. **Choose your music** - Contact and meet with Sue Bergren, Wedding Music Consultant at least 8 weeks prior to your wedding. Sue can be reached at suebergren@wideopenwest.com or (630) 355-7187.
6. **Wedding Coordinator** - A wedding coordinator will be assigned to your wedding and contact you within two months of the wedding.
7. **Payment** - 3 weeks prior to wedding date all individual fees must be paid in full.

For offsite weddings:

1. **Confirm the date** - Confirm your date with the requested pastor. (Pastor's Fee \$250.00)
2. **Complete the information form** - Send the completed wedding form to one of the following addresses:

Our Saviour's Lutheran Church
c/o Holly McKinney
815 South Washington
Naperville, IL 60540

hollymckinney@oursaviours.com

3. **Wedding workshop** - see paragraph above for Wedding Workshop details.
4. **Wedding Coordinator** - If you would like a wedding coordinator assigned to your off-site wedding, the fee is \$100.00 .

The Wedding Service

Music

- The Wedding Music Consultant, using the guidelines of the church, will advise the couple as to the selection of music, obtain instrumentalists or vocalist if desired, and obtain an organist for the service. Although a variety of musical styles are acceptable -- from classical to contemporary -- all music during and preceding the service must be appropriate for a worship service. One of the organists of the congregation will generally be the wedding organist. Any exceptions to this should be requested when meeting with the Wedding Music Consultant, Sue Bergren; suebergren@wideopenwest.com. All other music options must be approved by our Director of Music and Worship.

Tech Support

- Contact Our Saviour's Media Director, Chris Brown at chrisbrown@oursaviours.com or (630) 281-4241 at least two months prior to the wedding date. The church will supply a microphone and a Sound Technician on the day of the wedding for a basic fee of \$75.00 (paid directly to Chris Brown two weeks prior to the wedding). Additional technology (prerecorded music, setting up of additional equipment, musician mics, videos, etc.) will need to be arranged through the Media Director at an additional cost.

Flowers and Sanctuary Decorating

- Two bouquets of flowers may be placed at the altar. Your florist needs to arrange flowers in 6 KK pots or your own containers. Keep in mind that the Sanctuary is usually decorated according to the season. During Lent, there are no flowers at the altar. You may purchase your own flowers and put them on the stands and take them with you when you leave. Flower arrangements and Unity Candles are never placed on the altar. Due to safety reasons no aisle runners may be used. There are 20 rows for pew bows (90 feet main aisle) and often every-other pew is decorated. Pew bows may be attached with rubber-bands only. The church provides a unity candle stand, which can be decorated similarly to the pew bow arrangement. The flower girl may only throw imitation/silk flower petals.

Candles/Unity Candles/Sand Ceremony

- The church has a Unity Candle stand to use for the wedding. Please bring your own Unity Candle/Unity Candle set (1 pillar and 2 tapers) to the rehearsal and give it to your Wedding Coordinator. Unity Candles may be purchased at a gift shop or Christian Book Store. We also offer the sand ceremony but you must provide your own containers and sand.

Program

- A wedding program can be prepared by the Worship and Arts Administrator that contains the marriage service, as well as the names of those in the wedding party. The Wedding Information Sheet found in this booklet needs to be completed and sent to the Worship and Arts Administrator within 2 weeks of receiving the Wedding Information Booklet. Program covers are available in the Church Office and need to be picked out at least one month prior to the wedding.

The Day of the Wedding

Rooms for the Wedding Party:

- Dressing rooms are available for the bridal party. Your Wedding Coordinator will direct you to your rooms. **The room may be pre-set for Church School. Please do not move the items in these rooms. If something needs to be moved, please ask your Coordinator.**

“Housekeeping” Items:

Please remember that your help in keeping the church building clean and orderly is appreciated.

- In keeping with the hospitality of those who use the building after your wedding, it is important that the areas be straightened up and left in presentable condition by your wedding party. Please assign someone to check the rooms for personal items.
- If food and beverages are brought into the dressing areas prior to the wedding, please clean-up. Garbage cans are available in the kitchen by the Nelson Fellowship Center. The maintenance staff is not available for cleaning following the wedding and prior to the worship services and church school classes on Saturdays and Sundays.
- **Rice, bird seed, flower petals, balloons, confetti and sparklers are not permitted. Imitation/silk flowers may be scattered down the aisle. For a "send-off", we suggest bubbles, little bells, or ribbon sticks.**

Parking Lot:

- **Vehicles cannot be left overnight in the Church parking lot.**

Alcoholic beverages or smoking material are not permitted anywhere on the church premises or grounds. Please make your party and limousine driver aware of this policy.

The Rehearsal:

- Wedding rehearsals for Saturday weddings are scheduled for 6:00 pm Friday evening. A Wedding Coordinator will be assigned to assist you with your wedding and will preside over the rehearsal. Rehearsals start promptly and all who are a part of the wedding party need to be present, including parents and grandparents. Starting the rehearsal promptly will enable the rehearsal to last less than an hour. The rehearsal does not include music or the reading of lessons.

Photography & Videography:

- In keeping with the atmosphere of worship, pictures may only be taken from the back of the sanctuary, with existing light and a telephoto lens, during the service. The photographer and videographer must remain behind the worshiping congregation (or behind the pillars) at all times. Flash photographs, following the above guidelines, are permitted only for the seating of grandmothers, mothers, and the wedding party. For Saturday afternoon weddings, pictures taken after the service must be concluded by 4:00 pm.
- It is the responsibility of the wedding couple to clearly communicate these guidelines to the photographer and the videographer, as well as any guests who may be taking photos or doing video taping for you. Our Saviour's does not provide photography or videographer services.
- Your Coordinator will clarify these expectations if the need arises. The photographers are welcome to dialogue with the Wedding Coordinator prior to the service.

Other Helpful Information

Church Names:

Our Saviour's Lutheran Church
815 South Washington Street
Naperville, IL 60540

Celebration Campus
919 South Washington Street
Naperville, IL 60540

The Marriage License:

√ To be obtained at the County Clerk's Office of the county in which the marriage takes place.

DuPage County Court House
421 N. County Farm Road
Wheaton, IL 60189
(630) 682-7035

NOTE: The marriage license can be taken to the church front office as soon as you obtain it. Please take it to the Church Office no later than the Monday, the week of the wedding.

Our Saviour's Wedding Coordinator:

Your Wedding Coordinator will contact you once she has been assigned to your wedding. If you do not hear from her two months prior, please contact the Church Office at (630) 355-2522. She will walk you through all the details of your wedding.

Contact List

We want your wedding to be joyous and beautiful in every way, and consistent with our faith in Christ as Lord. We wish you every blessing and joy!

If you have questions or concerns, please do not hesitate to contact the Church Office at (630) 355-2522 or:

- Holly McKinney - Worship and Arts Administrator hollymckinney@oursaviours.com
or (630) 281-4210
- The Wedding Coordinator assigned to your wedding
- The Pastor officiating your service (for questions regarding the actual worship service)
- Sue Bergren, Wedding Music Consultant (all music-related questions) - (630) 355-7187;
suebergren@wideopenwest.com
- Chris Brown, Director of Technology—630-355-4241; chrisbrown@oursaviours.com
- Wedding Workshop—SamaraCareCounseling.org - 630-357-2456.

**Things to think about....
For Wedding Coordinator Use Only**

Wedding Date: _____ Time: _____

Bride: _____ Groom: _____

Phone #: _____ Best Man: _____

Mother of Bride: _____ Phone #: _____

Phone #: _____ Groomsmen #: _____

Maid/Matron of Honor: _____ Ushers #: _____

Bridesmaids #: _____ Ring Bearer: _____ Age: _____

Flower Girl (s): _____ Age: _____

Crucifer _____

Candlebearers: _____

Communion: _____ # of Stations: _____

Unity Candle: _____ Church or Brides: _____ Who will light: _____

Any other candles: _____

Florist name/phone: _____ Disposition after service: _____

Photographer name/phone: _____ Video: _____

Bulletins: _____

Lectors/Readers: _____

Who gives bride away: _____

Dressing where?: Bride: _____ Maids: _____ Men: _____

Reception: _____ Time: _____

Receiving line: _____ Where: _____

Special music: _____ Type: _____

Rose presentation?: _____

Sendoff (Bubbles, bells, etc.) _____

Rehearsal Date/Time: _____

Process in how?: _____

Special relatives to be seated: _____

How many family on each side? _____

Guest Book?: _____ Where: _____ Person in Charge: _____

Other information:



Wedding Policy Information Review

Date _____

I/We, _____, have received and read the Wedding Policy booklet.
I/We have read and understand the policies that are to be followed by initialing:

Honorariums, Fees & Expenses _____

Wedding Workshop Info and Scheduling _____

Pastor _____

Music _____

Tech Support _____

Flowers and Sanctuary Decorating _____

Bulletins _____

Unity Candles/Sand Ceremony _____

The Rehearsal _____

Photography/Videography _____

Rooms for the Wedding Party _____

Housekeeping Items _____

Parking Lot _____

Our Rehearsal date is: _____ at _____

Our Wedding date is: _____ at _____

Bride

Groom

Wedding Coordinator

Wedding Information

June, 2020

Bride (Last) (First)

Groom Last) (First)

Wedding Date:_____ Time:_____

Rehearsal Date_____ Time _____

Reception _____ Time: _____

Pastor:_____

Wedding Coordinator_____

=====

Bride's Information:

Address:_____

City/State/Zip:_____

Home Phone Cell Phone

E-mail: _____

Ever Married_____ Any children_____

Occupation_____

Church Affiliation _____

Father's Name _____

Mother's Name_____

Our Saviour's Member(s): Yes / No - Bride

Yes / No - Groom

Basic Tech (includes lighting/microphone)

Extra Tech (includes CD/video/etc. - Yes / No)

Music provided by Our Saviour's: Y / N

Soloist provided by Our Saviour's: Y / N

Communion in Ceremony: Y / N

Bride's Name after Marriage _____

Couple's Address after marriage:

=====

Groom's Information

Address:_____

City/State/Zip:_____

Home Phone Cell Phone

E-mail: _____

Ever Married_____ Any children_____

Occupation_____

Church Affiliation _____ - _____

Father's Name _____

Mother's Name_____

=====

[For Office Use]

Scheduled and updated on:

Church Calendar: Yes/No

Wedding Calendar: Yes/No

Pastor's Calendar: Yes/No

Copies/scans:

Pastor, Coordinator, Chris Brown, Sue Bergren

Stu Vance, Custodians, Music Director

File Folder: (Y /N)

Info updated in REALM after wedding day. (Y / N)

Wedding Party (please print)

Maid [] or Matron [] of Honor:

Groomsmen: How Many?

Bridesmaids: How many?

Ring Bearer(s) _____

Flower girl(s): _____

Parents of the Groom:

Parents of the Bride:

Attending (Y / N)

Attending (Y / N)

Any special instructions:

Any special instructions:

Grandparents of the Groom: _____

Grandparents of the Bride: _____

Attending: (Y / N)

Attending: (Y / N)

Any Special instructions: _____

Any Special instructions: _____

Ushers How Many? _____

Reader(s) How Many _____

Communion Server(s) (Y / N) _____

Best Man: _____

Important for Coordinator, Tech, Music, Pastor:

Coordinator: _____

Host: _____

Unity Candle or Sand Vase _____

(couple provides, church provides stand)

Bulletin cover choice: _____

How many needed: _____

(All bulletin information must be completed 3 weeks before wedding day and sent to front office)

Music—Sue Bergren

Sound and Tech—Chris Brown

_____ \$75 Basic Tech (basic tech includes mics and lighting on wedding day).

_____ Add'l \$75 includes playing special music, CDs, videos, pictures on screen, time needed at rehearsal. All music on CD should be given to Chris at least **one week before rehearsal.**