

A GUIDE FOR WEDDINGS

**FAITH LUTHERAN CHURCH
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RESERVING THE CHURCH FACILITY

The pastor, organist, wedding coordinator and building coordinator should all be notified by the parties involved no less than three months before the wedding is to take place. The building coordinator must be contacted to reserve the church for the date desired. A facility use application must be completed with the building coordinator. The pastor, the organist, the wedding coordinator, and the building coordinator may be reached through the church secretary Monday through Thursday between the hours of 9:00 am to 2:30 pm at 205-680-2144.

The proper liturgical color for the season and rite will be used during the special service regardless of the occasion.

Weddings may not be celebrated during Holy Week.

Faith Lutheran Church is not liable for any damages, stolen property, or injuries incurred during the course of the wedding rehearsal, the wedding, or any other activities associated with the wedding.

PRE-MARRITAL COUNSELING

No wedding will be performed unless counseling has taken place. The pastor will be available to counsel with the bride and groom prior the wedding date. The counseling should be completed at least one month before the wedding.

THE FUNCTION OF THE WEDDING COORDINATOR

The church wedding coordinator will assist you, the pastor, and the organist in coordinating your wedding ceremony. The coordinator has no responsibility for any activities preceding or following the ceremony itself. The coordinator can introduce you to the equipment available in the church kitchen if you decide to have your reception there.

The wedding coordinator will perform the following services for you:

1. Prior to the rehearsal, send a letter of information to your florist and photographer.
2. At the rehearsal, take notes of the order of persons in the wedding processional; chart the seating of the parents, relatives, and honored guests; inform the ushers of their specific duties; instruct the acolyte; show the church facilities to the wedding party; and in concert with the pastor direct the rehearsal.
3. On the day of the wedding, be on hand to greet the wedding party and direct them to the dressing rooms; place printed bulletins, in used, in the narthex; assist the bride and attendants with any last minute problems; synchronize time with the pastor and musicians; see that honored guests are seated in the proper order at the proper time; and direct the processional.
4. Make arrangements for the clean up that is required after the service.

The coordinator has been appointed to help you. Do not hesitate to ask for advisement any time. Please be sure to advise her/him of the exact time you and/or others desire entrance to the church in order to have the doors unlocked.

WEDDING COORDINATORS:

Paulette Hegg-King	---	854-5721
Paula McMillan	---	854-1462

THE MARRIAGE SERVICE

Permissible texts for the marriage service are found in:

The Lutheran Book of Worship (Green Book) pages 202-205

The Service Book and Hymnal (Red Book) pages 270-273

Renewing Worship New online resource from ELCA

Each of these services permit various options. The bride, groom, and the pastor may choose among these options to create a wedding service of worship and praise fitting to the particular occasion. The service, as it is printed, may be used by itself. Some couples may wish to celebrate Holy Communion during the service. Holy Communion must be open for the whole congregation to participate.

The wedding couple should select scripture verses appropriate for the service. The pastor will make suggestions.

You may choose one of these vows:

1. I take you, ____, 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.
(LBW 203)
2. I take you, ____, to be my wife/husband, and these things I promise you: I will be faithful to you and honest with you; I will [obey,] respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the world, and God; through the best and worst of what is to come until death parts us.
(LBW Minister's Desk Edition 36)
3. I take you, ____, to be my wife/husband, I promise before God and these witnesses to be your faithful husband/wife, to share with you in plenty and in 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.
(LBW Minister's Desk Edition 36)
4. ____, 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.
(LBW Minister's Desk Edition 36)

5. I take you, ____, to be my wife/husband, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, until death parts us.

(Service Book and Hymnal 272)

With approval of the pastor, you may write your own vows. Such vows must indicate the complete sharing which marriage implies and make clear that the promises are a lifelong commitment.

Offerings of money need not be gathered at the service. If they are, they should go to some worthy cause designated by the bride and groom. The bride and groom may also make an appropriate offering of thanksgiving.

Assistants for the marriage service may be members of the bride and groom's families or members of the wedding party.

Announcements of the wedding (the traditional term is banns) will be published in the church worship folder announcements.

DECORATIONS

Our church is already a place of dignity and beauty. Further decorations are not required to make it a suitable place for a Christian wedding. If additional decorations are desired, the wedding party is responsible for them.

Two floral arrangements of fresh flowers may be placed on the altar. Each arrangement may be no higher than 30 inches from the base of the vases provided and no wider than 22 inches. Liners to fit these vases will be loaned to your florist when requested. No other vases may be used. A very limited number of other flowers, potted plants, and other greenery may be used. Care should be taken so that movement is not restricted. No flowers, plants, or candles may be placed in front of the altar table. Chancel furniture should not be rearranged.

If you wish to use a wide cloth runner down the center aisle, make arrangements with the florist.

No tacks, nails, thumbtacks or wire may be used in arranging or securing decorations.

All decorations are to be removed from the church following the wedding and or reception.

PHOTOGRAPHS AND VIDEO TAPES

Photographs requiring flash may NOT be taken during the service by anyone, professional or guest. Your photographer may take available light photographs from the back of the church during the service, providing that he/she can work quietly without disturbing the solemnity of the occasion. A flash picture of the bride and her escort may be taken just as they enter the nave and a flash picture of the wedding party may be taken as they leave the nave.

If photographs are to be taken before the service, all should be completed no less than 30 minutes before the wedding is to begin. If asked, the pastor will be available for photographs after the service. Videotaping of the ceremony must be done using available light, and in a way that does not disturb the solemnity of the occasion.

MUSIC

The church pianist/organist usually plays for all weddings. The pastor must approve substitutions. The church pianist/organist and pastor are the final authority in selection of appropriate music for the wedding service. If you wish to have another organist, special vocal, or instrumental music arrangements will have to be made and approved with the pastor.

THE WEDDING REHEARSAL

The date and time for the wedding rehearsal must be arranged with the pastor. The rehearsal will take approximately 60 minutes. The entire wedding party and the parents of the bride and groom are expected to be present. It is strongly suggested that the bride, groom, pastor and wedding coordinator have the wedding service planned before the rehearsal

The rehearsal will generally follow this pattern:

1. The pastor will welcome the group and have an opening prayer.
2. The pastor will introduce the wedding coordinator, organist, and other participating in the service.
3. The wedding coordinator will direct the placement of the wedding party in the chancel area.
4. At the wedding coordinator's direction, the wedding party will rehearse the processional and recessional.
5. The pastor will lead the rehearsal of the wedding ceremony.
6. The wedding coordinator will assign the seating responsibilities and will lead the rehearsal of the lighting of the candles.
7. There will be a time for questions and concluding comments by the by the pastor and wedding coordinator.
8. The wedding coordinator will give a tour of the facilities and assign dressing rooms.

THE WEDDING DAY

In general, the bride and her attendants will need about 90 minutes to dress. The time of arrival of the remainder of the wedding party will depend on whether or not photographs will be taken before the wedding. All participants in the wedding party are to be present and ready at least 30 minutes prior to the service.

Ushers should be available in the narthex, ready to seat guests, no later than 30 minutes before the service. Family and special guest should gather 30 minutes prior to the service in the narthex to receive their flowers and await seating at the proper time.

The State Marriage Certificate will be filled out after the wedding service.

THE RECEPTION

If you wish to have your reception at the church, you must reserve the kitchen at the same time to make your wedding reservation. The wedding coordinator will show you where needed materials for serving and preparing are kept. It is your responsibility to have the reception set up and to have the reception cleaned up immediately afterwards.

Intoxicants and smoking are not allowed in any part of the church buildings.

Consumption of alcohol is not permitted on any part of the church property. Smoking may be done outside the church buildings with all cigarette waste properly disposed.

Bird seed, bubbles, or flower petals may be thrown at the wedding couple outside the building. Left over debris must be cleaned up and the walk ways cleared afterwards.

FEES

All fees are to be paid on or before the night of the rehearsal.

		<u>Members</u>	<u>Non-members</u>
Pastor	\$	0	250
Pianist/organist*	\$	150	200
Use of the building (Includes kitchen)	\$	0	150
Clean-up**	\$	65	75
Security Deposit (due when building is reserved)	\$	0	100

*This includes the rehearsal and wedding service only. Additional rehearsals for special vocal or instrumental music may incur additional fees.

**If custodial services are not used, the building coordinator may waive the clean-up fee.

WEDDING SERVICE INFORMATION SHEET

Please provide a copy of this form to the wedding coordinator and the pastor.

Bride _____ (maiden _____)
Age _____ City of Residence _____
Mother _____ Father _____

Groom _____
Age _____ City of Residence _____
Mother _____ Father _____

Address after marriage _____

Best Man _____
Grooms Men _____ / _____
_____ / _____
_____ / _____

Maid of Honor _____
Brides Maids _____ / _____
_____ / _____
_____ / _____

Flower Girl _____ / Ring Bearer _____

Name of Photographer _____ Ph# _____
Florist _____ Ph# _____

Scripture Chosen _____

Organists/Pianist _____ Ph# _____
Hymns and Special Music _____

List the number of which vow you will be using ____
(If writing your own vows please provide a copy to the pastor.)

Aisle Cloth ___ Yes ___ No Unity Candle ___ Yes ___ No

Dressing:
Bride & maids ___ church ___ home Groom and men ___ church ___ home

updated 06/06/06 mdp