

WEDDING PLANNER



Lutheran Church of Our Redeemer
2001 Second Street Northwest
Watertown, South Dakota 57201
605.886.2696
www.lcoorwatertown.org

Dear Bride and Groom,

Congratulations on your upcoming wedding! We feel that we can provide an important service to you and our congregation by helping you plan your wedding and reception. This planner will help you make your wedding day a meaningful experience for all involved.

There are three primary people from LCOOR who will work to help you in this process.

First, there is the pastor who will have the honor of officiating at your wedding. Contact him/her as soon as possible to set the first wedding planning session. This pastor will also be in charge of your pre-marital sessions.

The second person who is ready to assist you is our Reception Coordinator. If you are having your wedding reception in our Great Hall, please contact the church office for the name and phone number of the Reception Coordinator. This person should be contacted at least 6 months prior to the event.

And the third person who will help to ensure that your wedding weekend goes smoothly will be our Wedding Host. You will meet this individual at the rehearsal. Her/his responsibility is to be available to the bridal couple and the pastor during the rehearsal and on the wedding day. The Wedding Host will also ensure that the policies of LCOOR are respected.

Pastor _____
Telephone: 886-2696

Reception Coor. _____
Telephone: _____

LCOOR WEDDING INFORMATION

Bride _____ Groom _____

Address _____ Address _____

Phone (Home) _____ Phone (Home) _____

(Work) _____ (Work) _____

Birth Date _____ Age _____ Birth Date _____ Age _____

Church Membership _____ Church Membership _____

Your New Address _____

Names for Wedding Certificate _____

Wedding Date _____ Time of Wedding _____

Rehearsal Date _____ Time of Rehearsal _____

Name of Photographer _____

Time of Photographs _____

Would you want a Bridal Dressing Room? _____

Wedding Party

Maid or Matron of Honor _____

Best Man _____

Bridesmaids _____ Groomsmen _____

Flower Girl _____ (see p. 15) Ring Bearer _____ (see p. 15)

Officiating Pastor: _____

Assisting Pastor: _____

Ushers _____

Other Special Participants in your Wedding

Lector(s) _____

Acolyte(s) _____

Organist/Pianist _____ Telephone: _____

Special Musicians _____ Telephone: _____

_____ Telephone: _____

Parent(s) of the Bride _____

Parent(s) of the Groom _____

Guest Book Attendant(s) _____

Personal Attendant(s) _____

Flower-Pinner _____

Gift Carriers _____

Videographer _____

Honored Guests (Grandparents, Godparents, etc...) _____

Others (Please give name and specify their service)

Notes on the Service

How will the attendants enter? _____

Scripture to be read (2-3): _____

Which form of vows will be used? _____

Who will have the rings? _____

Will a blessing be given by other than the Pastor? _____

Will a Unity Candle be used? _____ Placement _____

You will need to provide the two slim candles.

Will you have an Aisle Runner? _____ If yes, it will be unrolled before the
entrance of whom? _____

Will Holy Communion be celebrated? _____

If so, who will assist in Distribution? _____

Will the couple kiss during the service? _____

How does the couple wish to be presented?

Music

Processional _____

Recessional _____

Hymn(s) _____

Special Music _____

Reception: (Give Location) _____

If at the church, please fill in the following.

Who will be the Caterer? _____

Telephone: _____

Approximate number of Guests _____

How many people at the Head Table? _____

Would you like a table for the punch bowl? _____

Menu Items _____

Host and/or Hostess _____

Reception Waiters/Waitresses _____

Punch Servers _____

Coffee Pourers _____

Cake Cutters _____

PLANNING YOUR WEDDING CEREMONY

The following pages have been designed to assist you in the planning of your wedding service. The suggested marriage service is printed beginning on page 286 of our Evangelical Lutheran Worship Hymnal. This service has been written to allow for your own creative touches, while still remaining true to a traditional Lutheran Service. So, feel free to discuss with the pastor any ideas that you would like to incorporate into the given service.

Scripture Readings

Marriage is not solely a Christian Institution. But, when two Christians enter into a lifelong commitment, it is surely appropriate and desirable to frame the marriage service with readings from God's Holy Word. Listed below are some suggested readings for your consideration.

Genesis 1: 26-31

Genesis 2: 18-24

Ruth 1: 12-18

Ecclesiastes 4: 9-12

Song of Solomon 2: 10-13

Song of Solomon 8: 7

Isaiah 63: 7-9

Matthew 7: 24-29

Matthew 19: 4-6

Mark 12: 28-31

John 2: 1-10

John 13: 33-35

John 15: 9-12

Romans 12: 1-2

I Cor. 12:31 - 13:13

Ephesians 3: 16-19

Ephesians 5: 21-33

Philippians 4: 4-9

Colossians 3: 12-19

I John 4:7-12

You may also choose to use one of the psalms in your marriage service. Again, what follows is not an exhaustive list, but only a few of the psalms that would be appropriate for use in the ceremony.

Psalm 33 A joyful song to the Creator

Psalm 100 Praise to God, the Creator and Shepherd

Psalm 117 A worldwide call to praise God

Psalm 127 Success depends on God's blessing

Psalm 128 The blessings of home

Psalm 136 Litany of praises

Psalm 150 A grand doxology

Certainly, there are many other sources that you may wish to consider as readings for your ceremony. Due to the public nature of the service, we ask that if you are considering any non-biblical readings or poetry, please consult with the pastor to insure that these sources reflect the Christian understanding of love and marriage.

WEDDING MUSIC

Music is a powerful way to express God's love for his children, and the blessing we will be asking God to grant upon your marriage. Thus, to convey this message, careful attention should be given to the selection of the music used for the service. One of our organists will be available to assist you in the selection of processional, recessional, solo music and hymns, that you may wish to consider. Use of one or more hymns is an excellent way to involve the whole congregation in this special service. The following hymns from the Evangelical Lutheran Worship Hymnal have been listed for your consideration.

870	We Praise You, O God
883	All People That on Earth Do Dwell
533	Open Now Thy Gates of Beauty
537	On Our Way Rejoicing
539	Abide with Us, Our Savior
585	Hear Us Now, Our God and Father
631	Love Divine, All Loves Excelling
714	O God of Mercy, God of Light
502	The King of Love, My Shepherd Is
404	Come Gracious Spirit
789	Savior, Like a Shepherd Lead Us
802	Let Us Ever Walk With Jesus
586	This Is a Day, Lord, Gladly Awaited
648	Beloved, God's Chosen
816	Come, My Way, My Truth, My Life
312	Jesus, Come! For We Invite You
308	O Morning Star, How Fair and Bright! (continued on next page)

839/840	Now Thank We All Our God
871	Sing Praise to God, the Highest Good
858	Praise to the Lord, the Almighty
836	Joyful, Joyful, We Adore Thee
867	In Thee is Gladness
881	Let All Things Now Living
879	For the Beauty of the Earth
532	Here in This Place
526	God Is Here!
543	Go, My Children, with My Blessing
732	Borning Cry
760	O Christ the Same

- Be sure to examine both the text and tune. If you will be having a small wedding, you may wish to select a familiar tune that will be easy for the congregation to follow.
- If your ceremony will include Holy Communion, you may also choose hymns from 460-502 of the ELW.

THE MARRIAGE VOWS

The vows you will make to each other are the very heart of the ceremony. It is by these promises, made before the community and God, that you will pledge your fidelity, and lifelong commitment. What follows are five approved forms of the vows you can choose from for your ceremony. If you choose to write your own vows or use vows from another source, they must be approved by the pastor, since it is the pastor's responsibility to maintain the integrity of the vows and certify that the marriage has taken place.

Form I.....I take you, _____, to be my husband/wife 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.

Form II.....I take you, _____, to be my husband/wife, and these things I promise you: I will be faithful to you and honest with you; I will 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 to better understand ourselves, the world, and God; through the best and worst of what is to come until death parts us.

Form III.....I take you, _____, to be my husband/wife, I promise before God and these witnesses to be your faithful wife/husband, 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.

Form IV....._____, I take you to be my husband/wife from this time onward, to join with you and to share with you 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 be loyal to you with my whole life and with all my being until death parts us.

Form V..... I, _____ take you, _____ to be my husband/wife, 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.

* Some people wish to memorize their vows, while most have found it better to simply repeat after the pastor. Even if you choose to memorize your vows, be assured that the pastor will have a written copy of your vows in case the moment overwhelms you.

THE UNITY CANDLE

If you choose to use a Unity Candle, its most appropriate positioning in the service is after the pastor has announced the marriage. Since we must pay attention to what our actions are saying, we would discourage you from extinguishing the two slim candles after you have lit the Unity Candle. Because, you do not extinguish your own lives to begin a new life, but rather we are celebrating two individuals that promise to share of each other in the commitment of marriage.

THE PARENTAL OR COMMUNITY BLESSING

The service includes the option for the parents to come forward to give a blessing. Another option is to have the wedding party and/or the gathered community give this blessing. If the community is to participate you should have the blessing printed in the bulletin. Two suggestions are offered here:

- “May you dwell in God’s presence forever; may true and constant love preserve you.” (Psalm 61: 7)
- “Let us rejoice and be glad for you; let us praise your love more than wine and your caresses more than any song.” (Song of Solomon 1: 4)

HOLY COMMUNION

We offer the opportunity for you to place your ceremony in the setting of Holy Communion. The Blessed Sacrament of Holy Communion celebrates both the intimacy of your vows and the Celebration of Christ’s presence in your lives and in your marriage. If you choose to have the Sacrament as part of your service, it must be available for all people. As the presiding minister, the pastor will invite all the congregation with similar words; “If you are baptized and believe that Christ is present with us in worship, we invite you to partake in the Holy Meal.” By this, people who would not feel comfortable receiving Communion in our church could chose not to come forward. It would be very appropriate to have the bride and groom and/or the wedding party involved presenting the elements or in the distribution.

SAMPLE SERVICE

This is only a sketch of what your service might look like. But, it will give you a guide to the appropriate places for any special music, use of the Unity Candle, and the proper place for Holy Communion, if you desire to encompass them into your ceremony.

	The Marriage Service
	Uniting
	Name and Name
	Date
The Prelude	
(Special Music)	
The Processional (Could be a hymn)	
The Greeting and Prayer	
A Scripture Reading	
A Psalm	
A Scripture Reading	
The Message	
A Hymn	
The Intention	
The Marriage Vows	
The Exchange of Rings	
The Marriage is Blessed	
The Unity Candle Ceremony (Special Music)	
The Sharing of the Peace	ELW 106
The Great Thanksgiving	ELW 107
The Words of Institution	
The Lord's Prayer	
The Distribution (Communion Hymns or Special Music)	
Post Communion Prayer	
A Prayer of Blessing	
The Prayers of the Church & The Lord's Prayer	
The Benediction	
The Presentation	
The Recessional (Could be a hymn)	
The Postlude	

GENERAL WEDDING POLICIES & FEES:

- *Members & children of members will not be charged to use the sanctuary. Membership activity is recommended and discussion with the Pastor about becoming active will be part of the wedding planning.
- *Non-member weddings will NOT be scheduled more than six (6) months in advance, nor can they hold a wedding between May 1-September 30.
- *Rehearsal: facility usage times will begin a 1/2 hour before and end a 1/2 hour after the scheduled rehearsal.
- *Wedding: facility usage times will be four (4) hours before the scheduled wedding and a 1/2 after the event. A wedding host will need to be in attendance during these times.
- *LCOOR will not host non-member receptions.

(Special Music)

Wedding Fees:

	<u>Member</u>	<u>Non-Member</u>
Facility Use/Guest Lutheran Pastor (Due when date is confirmed)	No fee	\$400
Facility Use/LCOOR Pastor (Due when date is confirmed)	No fee	\$450
Custodial/No Reception (Due at final meeting with the Pastor Check Payable to: LCOOR)	\$75	\$100
Premarital Fee (Due at first meeting with the Pastor Check Payable to: <u>Life Innovations Inc.</u>)	\$35	\$35
Wedding Host (Due at final meeting with the Pastor Check: leave Payee blank)	\$75	\$75
LCOOR Organist Fee: (Due at final meeting with the Pastor Check Payable to the musician)	\$125	\$125
Pastor's Fee:	No fee	No fee

Wedding Reception Fees

Damage/Loss Deposit \$200 (Payable to LCOOR and Returned after facilities & equipment are checked)

Reception Coordinator: \$250 (Payable to LCOOR when Reception is booked)

This fee covers a gift to the Reception Coordinator and to the Women of LCOOR who will serve in the kitchen. This also includes the use of a crystal punch bowl, silver service sets and linens for the head table, punch bowl table and serving tables.

Custodial: Wedding with Reception \$200

Consumables Fee \$40 per hour

(There is no facility use fee for receptions, but the above is assessed for consumables to include heat, lights, cooling, soaps, paper products, equipment usage.)

-Receptions must be booked 6 months in advance of the date to ensure ample time for a Reception Coordinator to do her/his work with you. The deposit and consumable fee is payable when date is booked & form is completed and signed.

OTHER POLICY STATEMENTS

Setting the Date: Reservations for the church and all other arrangements should be made with the church office well in advance of the ceremony.

Holy Week: No weddings will be scheduled during Holy Week.

Premarital Sessions: All weddings will be preceded by at least two sessions with the pastor.

Sanctuary Furnishings: Any modifications or arranging of church facilities for a wedding must be done by the church custodian. The following items will not be moved or altered for weddings: Altar Furniture, Paraments, Processional Cross, Eternal Flame or Seasonal Decorations.

Ring Bearers & Flower Girls: There will be no 'participating' attendants under the age of five years. Younger children may be listed and photographed in these roles, but will not be part of the processional or recessional.

Aisle Cloth: The family is to make arrangements for an aisle cloth, if desired, directly with an outside supplier (rental company or florist) 75 ft. cloth is needed.

Candles: Any additional candles brought into the sanctuary, must be contained inside a glass globe or cylinder to protect the floor and carpet from dripping wax.

Decorations: Decorations put up for the wedding must be removed promptly from the sanctuary and the fellowship hall. We cannot store these at the church.

Body Glitter: Is not allowed, due to its difficulty to remove from upholstery.

Bulletins: The church office does not print wedding bulletins.

Pictures: No flash pictures will be taken during the wedding service. The Pastors/wedding hosts have guidelines for Photographers, & Videographers.

Music: All music needs approval by the pastor who will perform the service.

Leaving the Church: No rice or birdseed may be thrown outside the church.

Gifts: - arrange to have them transported following service or reception.

Ushers: Must attend the Rehearsal, as they will receive specific instructions.

Clergy: A Lutheran Pastor (not necessarily from LCOOR) must preside at the wedding. Other ministers may assist.

Invitation to Pastor and/or Pastor's Family: It is not necessary to invite the Pastor or the Pastor's family to all of your festivities. But, if you would like to invite them to be present at your Rehearsal Dinner, Wedding, and/or Reception it is expected that you will send an invitation.

Alcoholic Beverages: No rehearsal or wedding will be conducted when any member of the wedding party is intoxicated. Alcoholic beverages are not permitted on the church grounds. This includes alcoholic beverages as displays.

RECEPTIONS

Interview: Your first interview with a Reception Coordinator can take place at the church building. The person assigned to help you will be happy to show you through the church and acquaint you with the facility and with the equipment we can provide.

The Reception Coordinator is responsible for ensuring that she/he has made the contact with church staff and volunteers to:

- set up tables and chairs
- make coffee & punch
- arranging for the dishes and food
- clean-up

Your Host/Hostess: works in conjunction with the Reception Coordinator to make sure all your guests are directed to the punch, tea, and buffet tables as established before hand with the Bride and Groom.

Cake Cutting: Please ask the person who bakes the cake to leave cutting instruction with the cake when they deliver it to the church.

Food: The Bride and Groom furnish all the food to include sugar lumps, cream, coffee, punch, wedding napkins and any decorations. These items must be at the church at least three hours prior to the service.

Flowers: Please instruct the florist to deliver all flowers no later than three hours before the service.

Table Prayer: A prayer is encouraged before the food is to be served. This could be led by a Family member, or by the Pastor, on request.

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