

# WEDDING PLANNER

## 2022



Lutheran Church of Our Redeemer  
2001 Second Street Northwest  
Watertown, South Dakota 57201  
605.886.2696  
[www.lcoorwatertown.org](http://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 two 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.

And the second 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

## 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 \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time of Wedding \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Name of Photographer \_\_\_\_\_

Time of Photographs \_\_\_\_\_

Would you want a Bridal Dressing Room? \_\_\_\_\_

Do you need a dressing room for the men? \_\_\_\_\_

## Wedding Party

Maid or Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower Girl \_\_\_\_\_ (see p. 12) Ring Bearer \_\_\_\_\_ (see p. 12)

Officiating Pastor: \_\_\_\_\_

Assisting Pastor: \_\_\_\_\_

Number of Ushers \_\_\_\_\_

Names of 2 people signing the wedding license \_\_\_\_\_

\_\_\_\_\_

## Other Special Participants in your Wedding

Lector(s) \_\_\_\_\_

Acolyte(s) \_\_\_\_\_

Organist/Pianist \_\_\_\_\_ Telephone: \_\_\_\_\_

Special Musicians \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

## Notes on the Service

How will the attendants enter? \_\_\_\_\_

Scripture to be read (2-3): \_\_\_\_\_

Which form of vows will be used? \_\_\_\_\_

Will a Unity Ceremony be used? \_\_\_\_\_

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

How does the couple wish to be presented?

## Music

Processional \_\_\_\_\_

Recessional \_\_\_\_\_

Special Music \_\_\_\_\_

Reception (Give Location) \_\_\_\_\_

## Photography

Please give your photographer the following information:

- Wedding party pictures must be completed 30 minutes before the ceremony to provide time to prepare the sanctuary for your guests.
- The photographer may be at the front of the sanctuary as the wedding party enters for the ceremony.
- For the remainder of the ceremony, the photographer will be at the back of the sanctuary.
- Please, no flash photography during the ceremony.

## 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

It is appropriate to have weddings in the church because it is God's intention for his people to live in love and faith. And, as such, a wedding service is a worship service: learning from God's Holy Word and praying his blessings upon you as you begin your life together. Below are some Scripture suggestions for your wedding. Choose two, one from each of the categories. You are not limited to these choices. The pastor will assist you in choosing Scripture, if you prefer.

#### Old Testament

Psalm 33  
Psalm 100  
Psalm 127  
Psalm 128  
Psalm 136  
Psalm 150  
Genesis 1:26-31  
Genesis 2:18-24  
Ecclesiastes 3:1-12  
Ruth 1:12-18  
Isaiah 63:7-9

#### Epistle

Romans 12:1-2  
I Corinthians 12:31 - 13:13  
Ephesians 5:21-33  
Philippians 4:4-7  
I John 4:7-12  
Colossians 3:12-19

#### Gospel

Matthew 7:24-29  
Matthew 19:4-6  
John 2:1-10  
John 15:9-12  
Mark 8:24-37  
Mark 12:28-31

## 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
553	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, Heavenly Dove
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	Morning Star, How Fair and Bright!	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/Gather Us In	526	God Is Here!
543	Go, My Children, with My Blessing	732	Bornng 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.

**Pre-recorded music:** (See page 10)

If more than 2 pre-recorded songs are used, one of Lutheran Church of Our Redeemer's technology persons must be hired. (See page 10 for fee.)

## 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.

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 as long as we both shall live.
2. 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, till we are parted by death, according to God's holy ordinance; and I pledge you my love and faithfulness.
3. I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife(husband). I promise before God and these friends to be your loving and faithful wife(husband), to share with you in wealth and poverty, in joy and in sorrow, in sickness and in health as long as we both shall live.
4. I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife(husband), and pledge to you my love and faithfulness as long as we both shall live.
5. 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 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 the worst of what is to come as long as we live.
6. 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.

## THE UNITY CEREMONY

If you choose to use a Unity Candle or Unity Sand, it's most appropriate positioning in the service is after the pastor has announced the marriage. You are responsible to provide the unity candles or the unity sand and containers.



## **SAMPLE SERVICE**

Prelude

Processional

Greeting

Declaration of Intention

Prayer of the Day

Song (optional)

Scripture Reading

Scripture Reading

Sermon

Song (Optional)

Vows

Giving of Rings

Declaration of Marriage

Marriage Blessing

Song (optional)

Lighting of Unity Candle (optional)

Prayers and Lord's Prayer

Presentation of the Couple

Recessional

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.
- LCOOR will not host non-member receptions.

<u>Wedding Fees</u>	<u>Member</u>	<u>Non-Member</u>
<b>Facility Use</b>	No fee	\$500
<b>Custodial</b> (Check Payable to: LCOOR)	\$100	\$150
<b>Premarital Fee</b> (Paid online)	\$35	\$35
<b>Wedding Site Coordinator</b> (Check: leave Payee blank)	\$50	\$100
<b>Wedding Host</b> (Check: leave Payee blank)	\$150	\$200
<b>LCOOR Pianist/Organist</b> (Check Payable to the musician)	Assessed by the pianist/organist (approx. \$150-300)	

<b>Audio Tech</b> (Check: leave Payee blank)	\$100	\$125
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- This covers only the rehearsal and wedding day technology.
- If more than 2 pre-recorded musical selections are desired for the wedding ceremony, an Audio Tech from LCOOR must be hired.
- We do not do video recording.

### Using Recorded Music for Your Wedding

- The church uses Windows PC; your music must be compatible with this format.
- Please have all pre-recorded music on a jump drive to the church office **1 week prior** to the wedding ceremony.
- Have the music on the jump drive in the order that you wanted it played. This includes 10-15 minutes of pre-wedding music, entrance songs, songs during the ceremony, exit songs and post-wedding songs.
- Have notes for the sound system operator, explaining when the music is played during the service (ie. Entrance of the bride, during the unity ceremony, etc.)
- Only trained LCOOR volunteers and staff are allowed to operate the church sound system.

<b>Pastor's Honorarium</b>	\$150-\$250	\$300
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- Offsite Wedding: The pastor will be paid the honorarium + IRS mileage rate (2022 @ 58¢ per mile) for both the rehearsal and wedding ceremony.

**NOTE: All fees are due at final meeting with pastor.**

## **Wedding Reception Fees**

Damage/Loss Deposit \$400 (Payable to LCOOR and Returned after facilities & equipment are checked)

Reception Coordinator: \$450 (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 \$300

Consumables Fee \$50 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 & Facility Use Request form is completed and signed.

## **OTHER POLICY STATEMENTS**

**Setting the Date & Time** Reservations for the church and all other arrangements should be made with the church office well in advance of the ceremony. LCOOR has worship at 5:30pm on Saturday, so Saturday weddings must begin no later than 3:00 or at 7:00 pm to allow for the sanctuary worship. A Saturday wedding may be scheduled for 3:30pm as long as there is no receiving line at the church. The church will be open for you ½ hour before your rehearsal and will close ½ after your rehearsal. You may arrive up to 4 hours before your wedding begins and everything must be removed ½ hour after the ceremony has ended.

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

**South Dakota Synod Assembly** No weddings will be scheduled during the assembly (2022 date is June 3 and 4.)

**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** Children under the age of five years old will need to be escorted or followed by an usher, parent or older youth in order to be part of the processional and recessional. Please visit with the pastor doing your wedding for options.

**Flowers Girls** No real petals may be scattered.

**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.

**Flowers** Please instruct the florist to deliver all flowers no earlier than four hours before the service.

**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. It is the responsibility of the wedding couple to inform florists/decorators as to the above stated facility usage times for deliveries or access.

**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** Since your wedding is a worship service, we ask that all music be appropriate for such a setting.

**Send Off** No rice, petals, 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** An ELCA 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 you will need to 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.

**Food and Beverages** No food or beverages are allowed in the sanctuary or in the bridal dressing room. These items must be kept in the Gathering Area, Great Hall or in the kitchen. Please bring in your own disposable items. Cleanup must be completed 30 minutes before the wedding begins.

**Slide Shows** Must be in the church office 8 days before your wedding. An Audio/Visual fee of \$75 will be assessed for this service.

## OUR WEDDING HOSTS

Our congregation requires that a wedding host will be present during the times that you have use of our facility for your rehearsal and wedding. The responsibilities of the wedding hosts are to care for the need of you and your guests, while ensuring that the above stated wedding policies are followed.

To this end our Wedding Hosts will:

- Arrive ½ hour before rehearsal and 4 hours before the wedding time, to open the church and the bridal dressing room.
- Coordinate with the pastor the needs for microphones for leadership and music, and will be the only ones to run the sound board and to move musical equipment.
- Coordinate with the photographer, any special needs, within the scope of our policies.
- At 30 minutes prior to the wedding, ensure that the Gathering Area is clear of any food, beverages or other items, that will detract from a welcoming environment.
- At 15 minutes prior to the wedding, assist the pastor in ushering the bridal party, and any guests that are to be ushered in special to our chapel, so the other guests can be seated.
- Assist the pastor in lining the wedding party up for the processional, and also the couple or couple with parents only for the receiving line.
- Secure the facility, ½ hour after the rehearsal and wedding is finished.

## OUR ORGANISTS/PIANISTS

It is your responsibility to find an organist/pianist. Below is a list of church members that play piano or organ. Please contact and make arrangements on your own. The organist/pianist must be paid at the time of the rehearsal.

Amber Dahl	520 – 9190	*Marian Riddle	886 – 8959
*A.J. Sherrill	886 – 3114	Jackie Stacey	882 – 0434
Mary Wika	886 – 6390		

■ Denotes ability to play organ and piano. All others play piano only.

## 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.

**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.

## **WEDDING SITE COORDINATOR**

- Schedules wedding host
- Schedules technology operator
- Communicates wedding information to host and technology person
- maintains list of hosts and trains new hosts, as needed

## **NOTES**

