

# Wedding Planning Handbook

## Contacts:

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Trinity Lutheran Church is pleased to share this happy occasion with you and wish to make it a memorable experience as you prepare for your life together. Your desire to have a church wedding indicates that your marriage is a commitment made before God and that the ceremony is in harmony with the principles of Christian worship.

We suggest you read the information in this booklet carefully. This booklet is meant to provide the guidance you need to make planning easier and more enjoyable.

## *Some First Steps*

### **Reserve Date**

Call the church office (952-955-1891) as soon as you begin your wedding plans. Once you have read this Wedding Booklet and agree to the guidelines and fees, contact the church office to confirm the date and time of your wedding and to set up a time to begin your pre-marital sessions.

**Wedding Coordinator** When the date of your wedding is reserved on the church calendar, our Wedding Coordinator will contact you to set up an appointment to begin planning the wedding service. She will assist you with details regarding flowers, candles, ushers, seating of guests, receiving line, rehearsal, etc. She will also be available during the rehearsal and on the day of your wedding so that you may relax and enjoy this day without having to worry about the details. Feel free to contact her if you have any questions or concerns prior to setting up a meeting. Her contact information is listed at the end of this handbook.

**Pastor** It is the policy of Trinity that the Pastor serving this congregation shall have a role in planning the wedding and will officiate the wedding. If you wish to have other clergy involved in the ceremony, please discuss this request with the Trinity Pastor.

**Accompanist** Trinity has several accompanists that are available to play either piano or organ for your wedding. We will share that information during the planning sessions so that you may contact them and discuss the details of the day.

**Marriage Preparation/Counseling** Couples usually meet with the pastor several times, not only to plan the wedding, but also to discuss marriage itself. These sessions are intended to help the couple strengthen their relationship, and to expand their understanding and skills in areas like communication and conflict resolution.

**Marriage License** Minnesota law requires couples to secure a wedding license. Contact the Clerk of Court, Marriage License Bureau at the County Court House in the county in which you reside. **Please bring the license to the church office at least one week prior to the wedding.** Please give full names of witnesses at that time. No wedding can proceed without a license.

*Planning Notes:*

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# *Scripture Readings*

Feel free to use the following list of Bible readings to find something meaningful for your service. This list is only intended to be a guide, not a conclusive list.

## **OLD TESTAMENT**

Genesis 1:26-28, 31a God created male and female  
Genesis 2:4-11, 15-24 The fulfillment of marriage  
Genesis 2:18-24 Two in one flesh  
Song of Solomon 8:6-7a Love is strong as death  
Jeremiah 31:31-32a, 33-34a I will make a new covenant  
Psalm 5, 23, 34, 37, 67, 100, 112, 127, 128  
Ruth 1:16-18 Where you will go, I will go

## **NEW TESTAMENT**

Romans 8:31b, 35, 37-39 Who will separate us from Christ's love?  
Romans 12:1-2, 9, 18 Offer your bodies as living sacrifice  
I Corinthians 6:13c, 15a, 17-20 Your body is a temple of the Spirit  
I Corinthians 12:31, 13:4-8a Love is patient and kind  
Ephesians 3:14-19 Christian love  
Ephesians 5:2a, 21-23 (24-31) This mystery of Christ and His Church  
Colossians 3:12-17 Love, the bond of perfection  
I John 3:18-24 Let us love one another  
I John 4:7-12 God is love  
Revelation 19:1, 5-9a Happy are those invited to the wedding

## **GOSPEL**

Matthew 5:1-12 Rejoice for your reward will be great  
Matthew 5:13-16 The light of the world  
Matthew 7:21, 24-29 The house built on a rock  
Matthew 19:3-6 What God has united man must not divide  
Matthew 22:35-40 The greatest commandment  
Mark 10:6-9 No longer two but one body  
John 2:1-11 The wedding feast at Cana  
John 15:9-12 Remain in my love  
John 15:12-16 My commandment love one another  
John 17:20-26 May they be completely one

# *Music During Worship*

At Trinity we believe that the music should reflect love -- the love of God, the love of all God's people, and the love of the couple getting married. The couple, accompanist, and pastor will all work together to find the best music for the wedding.

## **ACCOMPANIST**

Contact the accompanist as soon as your wedding date has been finalized to set up an appointment to discuss the service music. If you would like someone other than Trinity's accompanist to play at your wedding, please discuss this with the pastor and wedding coordinator.

**SOLOISTS AND INSTRUMENTALISTS** There are a variety of options for music in weddings: instrumental music, solos or duets, small ensembles, and/or congregational singing. If you would like the accompanist to play for other musicians, it is the responsibility of those musicians to contact the accompanist at least a month before the wedding to discuss the music and to arrange for any rehearsals. Payment of the musicians other than Trinity's accompanist will be arranged between the couple and the musicians.

# Order of Marriage Ceremony

## Gathering

### Prelude

### Processional

### Greeting

The grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit be with you all.

**And also with you.**

### Prayer of the Day

*Minister leads the following or another prayer of the day.*

Let us pray.

Gracious God, you sent your Son Jesus Christ into the world to reveal your love to all people. Enrich \_\_\_\_\_ and \_\_\_\_\_ with every good gift, that their life together may show forth your love; and grant that at the last we may all celebrate with Christ the marriage feast that has no end; in the name of Jesus Christ our Lord. **Amen.**

## Word

### Readings

### Sermon

## Marriage

### Vows

*The couple may join hands. Each promises faithfulness to the other in these or similar words.*

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.

### Giving Of Rings

*The couple may exchange rings with these or similar words.*

\_\_\_\_\_, I give you this ring as a sign of my love and faithfulness.

### Acclamation

*The minister addresses the assembly.*

\_\_\_\_\_ and \_\_\_\_\_, by their promises before God and in the presence of this assembly, have joined themselves to one another as husband and wife. Those whom God has joined together let no one separate.

**Amen. Thanks be to God.**

### Unity Candle (If used)

### Marriage Blessing

*The couple kneel.*

Most gracious God, we give you thanks for your tender love in sending Jesus Christ to come among us, to be born of a human mother, and to endure the cross for our sake, that we may have abundance of life.





## *Additional Notes*

**Dressing Rooms** The Chapel, the Conference Room or the Library are available as a dressing room for the bride and her attendants. The large Sunday School classrooms (Rooms 109-110) or the Youth Room are available for the groom and his attendants. You are expected to return the rooms to the condition in which you found them. If providing beverages for the bridal party, please provide clear soda rather than colas or colored soda. Be aware that the rooms are not locked. Please check all rooms for items left behind. The church is not responsible for lost or stolen items.

**Rehearsal** The wedding rehearsal is a time to clarify what everyone is to do and calm everyone's anxieties about the actual ceremony. The Wedding Coordinator will be at the church for the rehearsal. Be sure everyone in the wedding party knows the date and times of the wedding and the rehearsal and remind everyone to arrive promptly. The rehearsal will last approximately 60 minutes.

**Reception** The Fellowship Hall is available to Trinity members for receptions and will accommodate 200 comfortably. Reserve the Fellowship Hall at the same time you reserve the church for your wedding. The kitchen is available for use during the reception. However, there is no staff or committee available to prepare or serve the food. Food preparation and serving are up to the discretion of the couple. Please make sure the kitchen is cleaned before the wedding party leaves the church. Cleaning guidelines are posted in the kitchen. Please note that Trinity Lutheran Church prohibits the use of alcohol on the church premises.

**Receiving Line** If you wish to have a receiving line following the ceremony, the best places have been right outside the sanctuary doors, in the Gathering Hall, or just outside main doors.

**Wedding Bulletin** It is helpful, but not necessary, to have a printed bulletin with the order of service and the names of the participants in the wedding. The couple is responsible for providing wedding bulletins.

**Photography** We suggest that pictures be taken before the wedding so that you may be with your guests afterward. It is usually best if pictures are completed 45 minutes before the start of the ceremony.

### **Information for Ushers**

- 1) Be ready to start ushering ½ hour before the wedding begins.
- 2) Give guests the wedding bulletin (if used) as you seat them.
- 3) Candles are usually lit 20 minutes before the service.
- 4) Ushers must know how many rows to reserve for the immediate families. Please check with the bride and groom for this information.

**No Smoking** Smoking is not allowed inside the church building.

### **Alcoholic Beverages**

Alcohol is prohibited on the church premises, both inside and outside.

**We discourage the throwing** of rice, birdseed, or confetti on the premises. Bubbles may be blown outside.

**Personal Property** is the responsibility of the wedding party. Please arrange for the care of your property, including wedding gifts before and after the ceremony. Trinity Lutheran Church is not responsible for lost or stolen articles. (You might want to ask someone to check all areas of the building afterward to see if there are any items that have been left behind, especially the guest book, unity candles, pew bows, personal items, etc.)

# Fees

A deposit fee of \$100 is payable in order to reserve your wedding date on the church calendar. This deposit will be applied to the balance due. The fee balance is due at least two weeks prior to the wedding rehearsal. Please make checks payable to "Trinity Lutheran Church".

## Church Wedding Fee: \$700

This fee covers the pastor, accompanist, wedding coordinator, custodian and a building use fee.

### Fee Breakdown: \$700

\$200 – officiating pastor

\$200 – accompanist (*waived if couple provides accompanist*)

\$100 – wedding coordinator

\$100 – custodian

\$100 – building use

### Additional (Optional) Fees:

\$100 – On-site Reception in the Fellowship Hall

\$75 – Sound Technician (if deemed necessary by the Wedding Coordinator)

Cost of a soloist or additional music rehearsals with accompanist will be determined by and paid directly to soloist or accompanist.

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## Have You . . .

- reserved the date and time of your wedding on the church calendar by paying the \$100 deposit?
- arranged rehearsal and wedding date and time with the pastor?
- made arrangements for your reception at Trinity or elsewhere?
- made arrangements with a photographer?
- contacted the organist/pianist?
- contacted a vocal soloist/instrumentalist?
- made arrangements with a florist?
- purchased unity candles and candles for the free-standing candelabras, if you are using them?
- ordered wedding bulletins?
- paid all necessary fees? (At least two weeks prior to the wedding?)
- delivered the marriage license to the church office? (At least one week prior to the wedding.)
- made arrangements for the removal of flowers, decorations, personal items, and wedding gifts from the church?
- made arrangements for clean up of rooms that were used (dressing rooms, kitchen and fellowship hall)?