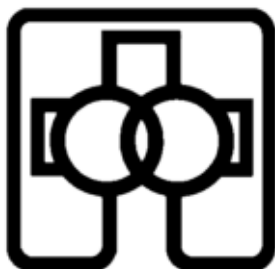


Your Wedding at Calvary Lutheran Church

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INTRODUCTION FROM THE CALVARY PASTORAL STAFF

In a short time, the two of you will stand before God and other Christians to be joined in marriage. We are happy that God has brought your two lives together. May God richly bless you as you begin to make specific plans for your wedding day.

“Marriage, like our creation as male and female, owes its existence to God, who intends that husband and wife should love one another, and be faithful to each other throughout their life” and also that children should be brought up in Christian love and nurture.

“Such marriages must not be entered into lightly or thoughtlessly, but with mutual respect, reverence for God, and the intention to obey His will; then we can be assured that God will give us His joy and peace.” As you make wedding plans, let this fact that the Christian wedding service is primarily an act of worship, which lifts up our Savior and Lord, be your guide. That which detracts from this goal should be avoided. It should also be kept in mind that your wedding need not be an expensive, elaborate affair to be sacred, beautiful and a celebration of this joyful time. The key to a Christian wedding service is to remember that it is a worship service focusing on God’s love for God’s people. Always remember that a wedding lasts a day and marriage lasts a lifetime.

The procedures, policies and suggestions, which follow in this booklet, are details meant to help you in planning and preparing for your wedding.

B. *The First Steps*

The following arrangements should be completed before making further plans for the wedding:

1. *The Date*

Set the date and hour for your wedding as far in advance as possible. The date and hour will be entered on the church's calendar and will be reserved for you after you have confirmed them with the pastor(s).

2. *The Resources for Marriage Preparation*

Couples married at Calvary are expected to participate in a marriage preparation and counseling session called "*Pairs First.*" Information on this series is sent out to all couples.

3. *The Pastor(s)*

Calvary's pastors want to help you with your wedding. It should make little difference which of Calvary's pastors presides at your wedding. However, if you have a preference, please state this when you arrange an appointment with the pastor. The pastors reserve the right to substitute for one another if necessary.

If you wish clergy from another church to participate as a guest in your wedding, you should first consult with the Calvary pastor who will preside at your wedding.

4. *The Musicians*

The church organists at Calvary are usually available to play at weddings where organ music is desired, but you must contact them to find out their availability. If one of Calvary's organists is not available, the pastors can provide suggestions of area organists. If you want an organist other than one of Calvary's, this should be discussed in advance with the pastor.

Before arrangements are made with a vocal soloist, please note the section about church music and fees.

It is the bride and groom's responsibility to contact the organist and the vocal soloist(s) to discuss the music and their fees.

5. *The Rehearsal*

Ordinarily, a rehearsal is necessary. It takes about an hour and is usually held the night before the wedding. The following should be present for the rehearsal: members of the wedding party, the ushers, the parents of the bride and groom, and the organist.

The date and time of the rehearsal should be arranged with the pastor.

6. *The Marriage License*

Minnesota law requires a license to marry. You must apply for the license a minimum of 5 days before the wedding (not counting the day you apply), and the wedding must take place within six months of the date of application for the license. You apply at the office of the County Recorder/Vital Statistics in any county in the State of Minnesota. Only one person needs to apply for the license, but he/she must have proof of age for both bride and groom. Remember to bring your drivers license along with you when you apply. It is your responsibility to bring the license along with a wedding bulletin to the church office at least 5 days before the wedding.

C. Planning the Wedding

1. The Wedding Coordinators

Calvary Lutheran Church policy requires wedding coordinators to assist couples with their wedding service and reception at Calvary. Two wedding coordinators will be assigned to your wedding. The coordinators will assist you with details including such things as flowers, candles, ushers, seating of guests, receiving line, rehearsal, church equipment available, etc. The bride should contact the wedding coordinator no later than 6 weeks before the wedding to arrange a meeting.

This booklet includes wedding worksheets to facilitate your planning with the wedding coordinators. This worksheet will help prompt you to think about various details of your wedding ceremony. Please study the booklet carefully and fill out as many details as possible before you meet with your coordinator(s). They will help you in planning details of your wedding and the reception. They will answer questions and offer suggestions.

2. The Service of Christian Marriage

A Christian wedding is the corporate (congregational) worship of all those gathered, to thank and praise, pray and implore God's blessing upon your marriage. Strange as it may sound, your wedding is not for you alone. Those who come are not so much spectators as worshipers. They may participate through the singing of hymns and prayers.

A Christian marriage is a witness to God's love in Christ and recognizes God as the one who established and blessed the home. The marriage service therefore becomes an opportunity to witness to the Christian faith. It becomes a celebration of the gospel for all who attend. Every part of the service can reflect this witness and celebration.

The spirit of the liturgy (service) is prayer. The words, the music, the scripture, the movement down the aisle, and the gestures (such as the giving and receiving of rings) are simple but profound ways of expressing faith in God and in each other. Happiness and joy should be present, enveloped in a mood of prayer. This is not the time to be superficial or showy. Plan the service so that everything you say and everything said to you is meaningful and reflects your love and faithfulness rooted in God's steadfast love.

3. The Order of Service

A typical order of service based on pages 286-291 in the **Evangelical Lutheran Book of Worship (ELW)** is as follows:

- The Prelude
- The Processional
- The Greeting
- The Prayer
- The Congregational Hymn or vocal solo (both optional)
- The Scripture Reading and Message
- The Congregational Hymn or vocal solo (both optional)
- The Statement about Marriage
- The Wedding Promise (vows)
- The Exchange of Rings
- The Blessing
- The Lighting of the Unity Candle (optional)
- The Vocal Solo (usually sung during the lighting of the Unity Candle)
- The Prayers
- The Lord's Prayer (may be a vocal solo)
- The Benediction
- The Presentation of the Couple
- The Recessional
- The Postlude

The service allows for a variety of options. You are urged to read the service carefully and discuss together what the service says about marriage. You will discuss these details when you meet with the pastor.

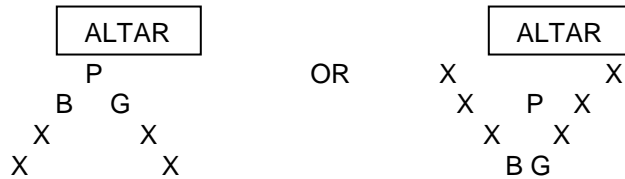
4. ***The Scripture Reading(s)***

One or two scripture portions are commonly read at most weddings. A pastor or a scripture reader of your choice may read scriptures. Below is a partial list of appropriate scripture readings.

- | | |
|----------------------------|-----------------------|
| Genesis 1:26-31 | Matthew 7:24-29 |
| Genesis 2:18-24 | Matthew 22:34-40 |
| John 2:1-11 | Matthew 19:4-6 |
| Ecclesiastes 3:1-8 | John 15:9-12 |
| Ecclesiastes 4:9-12 | Romans 12:1-2, 9-18 |
| Psalm 100, 117, 127 | 1 Corinthians 13:1-13 |
| Psalm 128, 136, 150 | Ephesians 3:14-21 |
| Proverbs 31 | Ephesians 4:29-32 |
| Jeremiah 31:31-32a, 33-34a | Ephesians 5:21-33 |
| Matthew 5:1-12 | Colossians 3:12-17 |
| Matthew 5:13-16 | 1 John 4:7-12 |
| Ruth 1:16-17 | Isaiah 63:7-9 |
| Romans 8:31-39 | Galatians 5:22-26 |
| Philippians 4:4-7 | Philippians 1:3-11 |

5. ***Physical Arrangements***

During the Procession, the wedding party and parents are usually arranged as follows: (There are other variations)



Parents and Grandparents of the bride typically are seated on the left side of the sanctuary; Parents and Grandparents of the groom are seated on the right side. Relatives and friends may be seated on the bride or groom side; however, it is practical to equalize the seating in the sanctuary.

6. ***The Decorations***

The focal point of the sanctuary should always be the cross and the altar. This should be considered when determining any decorations used in the wedding ceremony. If floral decorations are desired, the couple must provide them. Flowers may be placed on stands in vases provided by the church. The bride usually takes vase liners, for the church's vases, to the florist a few days before the wedding. The florist arranges the bouquets in the vase liners, and delivers them to the church on the day of the wedding. Pew hangers are available for aisle decorations.

Two white candles always stand on the altar and are provided by the church. Two candelabras, each holding seven taper or votive candles, are also available at the church. Candles for the church's candelabra tapers require candle inserts which are furnished by the church. There is also a "Unity Candle" candelabra at the church. It holds two regular size taper candles and one large center candle. The unity candle and accompanying tapers are purchased by the wedding couple.

If aisle candelabras are used, they must be designed with glass protection around the candle.

The grand piano may not be used to display any floral arrangements or candles.

The size and location of any decorations should be discussed with your coordinators

It is the policy of Calvary Lutheran Church that aisle runners are not to be used for safety reasons.

7. ***The Chancel Paraments***

The colored hangings on the lectern, pulpit and altar remain in accordance with the season of the Church Year. They may **not** be changed for a wedding.

8. ***The Ushers***

A minimum of two ushers (more if more than 100 guests) is necessary to light candles, seat guests, etc. Groomsmen or bridesmaids may be used as additional ushers. Ushers should be mature people, as the nature of their tasks requires confidence and decisiveness. A list of instructions for the ushers is included in the worksheet portion of this wedding booklet.

9. ***The Bulletins***

It is helpful, but not necessary, to have a printed bulletin to inform members of the congregation of the order of service and the names of participants in the wedding. You should discuss the bulletin with the pastor. The church can assist you in where the bulletins can be ordered and printed.

10. ***The Nursery***

A nursery for infants and small children is available for the convenience of wedding guests. If there are children in the nursery during the wedding and/or reception, the wedding couple must provide a responsible nursery care worker to staff it.

11. ***Additional Notes***

The wedding is a worship service of the church. Participants and guests should conduct themselves accordingly. The pastor reserves the right to halt any ceremony when a member of the party or a guest in the church is not conducting him/herself properly.

Video taping of the service may be done from the balcony or an approved concealed location in the church. Location of the videographer should be discussed with the pastor or wedding coordinators. Flash pictures are not to be taken during the wedding ceremony. Pictures may be taken before or after the ceremony. The time at which formal pictures are taken should be discussed with the coordinators and the photographer.

*Please notify your family and/or friends that Calvary does not allow throwing of rice, birdseed or confetti in the church building or outside the building. It is hazardous on floors, and it is difficult to clean up.

Alcoholic beverages and illegal drugs are not allowed on church property, including the parking lot. This applies to the rehearsal as well as the wedding. Smoking is not allowed in the church building or on church property.

12. ***The Organist*** will meet with couples and play pieces to help the couple select processional and recessional music. **It is the responsibility of the couple to make an appointment with the organist.**

The following are a few organ suggestions for your wedding ceremony:

- a. ***Processionals:***
Water Music Suite – Handel
Jesu, Joy of Man's Desiring – Bach
Arioso – Bach
Arioso – Handel
Aria – Handel
Westminster Abby – Wetzler
Fanfare & Processional – Wagner
Trumpet Voluntary – Clarke
Canon in D - Pachelbel

- b. ***Recessionals:***
Jesu, Joy of Man's Desiring – Bach
Prelude in Classic Style – Young
Joyful We Adore Thee – Beethoven
Trumpet Tune – Clarke
Psalm XIX – Marcello
Eight Little Preludes and Fugues – Bach
Allegro Maestoso – Handel
Praise To The Lord – LBW 543
Trumpet Voluntary – John Stanley
God of Grace, and God of Glory – LBW 415
Now Thank We All Our God – LBW 534
Passaglia – Young
Allegro – Handel
Toccata – Widor
Rigaudon – Campra
Rondeau – Mouret

- c. ***Congregational Hymns: ELW***
585 Hear Us Now, Our God and Father
586 This is a Day, Lord, Gladly Awaited
789 Savior Like A Shepherd Lead Us
836 Joyful, Joyful We Adore Thee
838 Beautiful Savior
839 Now Thank We All Our God
858 Praise To The Lord, The Almighty
870 We Praise You, O God
881 Let All Things Now Living

The following are a few suggestions for appropriate vocal selections:

- d. ***Vocal Music***
Household of Faith
He Has Chosen You For Me
Home Is Where The Heart Is
The Lord's Prayer – Mallotte; Johnson; Peeters
God, A Woman And A Man – Lilly Green
The Gift Of Love
Our Sacred Pledge
Make Us One – Liles
How Beautiful – Twila Paris
Shine on Us – Michael W. Smith and Deborah Smith
Grow Old With Me – John Lennon
Cherish The Treasure – Mohr

I Will Be Here – Steven Curtis Chapman
 In This Very Room – Harris
 Love Will Be Our Home – Chapman
 Make Us One, Father – Paul Johnson
 This Is The Day – Brown
 Time for Joy – Gerry Limpic
 On Eagle’s Wings – Joncas

D. ***The Reception***

You are encouraged to schedule your reception at another facility other than Calvary. If you are a Calvary member and you wish to use the church facilities for your reception, you should request this as soon as possible. Non-members must have their reception elsewhere.

Any wedding reception at Calvary Lutheran Church must be catered by a professional catering service, by family members, or by friends who are qualified to do such serving and clean-up.

Regardless of whom you choose to serve your reception, a qualified kitchen supervisor/coffee-maker (who is a member of Calvary) is required to be present at the reception. Your wedding coordinators will contact her. (She is paid by the Calvary Lutheran Church Women organization out of the kitchen fee.)

E. ***Member Expenses***

The following fees apply to weddings in which at least one person is a member of Calvary. Envelopes will be provided during the initial consultation with your wedding coordinators to aid you in the payment of fees. The fees and marriage license should be mailed or brought to the church at least 5 days before the wedding.

1. ***Church Facilities***

There is no charge for the use of Sanctuary, Chapel, Bethany Hall, Friendship Room or Koinonia Room for Calvary members.

2. ***Professional Services***

Pay person directly performing the service

Pastoral Services	Honorarium
PAIRS FIRST Premarital Counseling	\$125
Wedding Coordinators (2 normally used)	\$75 each
Sound Technician	\$35

Musicians – Ask for his or her fee when you contact them.
 Organist– Ask for his or her fee when you contact them.

(Figures here only suggest a range of fees for musicians)

Organist	\$150-\$300
Vocal Soloist	\$50-\$100
Instrumentalist	\$50-\$100

F. *Non-Member Expenses*

The following fees apply to weddings in which neither the bride or groom or their parents are members of Calvary.

1. *Church Facilities*

Make check payable to Calvary Lutheran Church

Rental of Sanctuary	\$200
Rental of Chapel and/or Friendship Room	\$125

Payment of this fee shall constitute a reservation of this facility and date.

2. *Professional Services*

Pay person directly performing the service

Pastoral Services	\$200
PAIRS FIRST Premarital Counseling	\$125
Wedding Coordinators (2 normally used)	\$100 each
Sound Technician	\$35

Musicians – Ask for his or her fee when you contact them.

Organist– Ask for his or her fee when you contact them.

(Figures here only suggest a range of fees for musicians)

Organist	\$150-\$300
Vocal Soloist	\$50-\$100
Instrumentalist	\$50-\$100

G. Wedding Personnel

- | | <u>Home</u> | <u>Office</u> |
|--|-------------|---------------|
| 1. <u>Pastoral Staff</u> | | |
| Pastor Tim Malek
pastortimmalek@calvarywillmar.org | 905-8677 | 235-2508 |
| Pastor Naomi Mahler
pastornaomi@calvarywillmar.org | 222-6280 | 235-2508 |
| Pastor Dean Johnson
pastordean@calvarywillmar.org | 235-6815 | 235-2508 |
| 2. <u>Organists/Area Accompanists</u> | | |
| Dean Gylten | 905-1248 | |
| David Severtson | 235-2508 | |
| 3. <u>Area Soloists</u> | | |
| Mary Jo de Cathelineau | 354-5689 | |
| Dean Gylten | 905-1248 | |
| 4. <u>Wedding Coordinators</u> | | |
| Clarice Novak (chair) | 235-5464 | |
| Kasey Baker | 295-3032 | |
| Darlene Damhof | 235-6302 | |
| Marlys Loven | 235-2982 | |
| 5. <u>Instrumentalists</u> | | |
| The organist, pastors or wedding coordinators can provide suggestions of area musicians. | | |

Wedding Worksheets

To assist you in planning your wedding at Calvary, wedding coordinators will work with you. The coordinators will attend the rehearsal and ceremony and will act as advisors and consultants.

The couple should fill out as much of these Wedding Worksheets as possible before meeting with the coordinators. The worksheets are intended to prompt you to decide various details for your wedding ceremony.

The wedding coordinators assigned to your wedding are:

_____ Phone Number _____
_____ Phone Number _____

I. Data

- A. Wedding Date _____ Time _____
B. Rehearsal Date _____ Time _____
C. Photographer _____ Time pictures start _____

II. The Wedding Service

A. The Wedding Party

1. Bride _____
Address _____ Phone _____
2. Groom _____
Address _____ Phone _____
3. Bride's Parents _____
4. Groom's Parents _____
5. Bride to be given away by _____
6. Maid/Matron of Honor _____
7. Bridesmaids

8. Personal Attendant(s) _____

9. Best Man _____

10. Groomsmen

_____	_____
_____	_____
_____	_____

11. Flower Girl _____

12. Ring-Bearer _____

13. Ushers

_____	_____
_____	_____

B. ***Other Participants:***

1. Pastor(s)

a. Presiding _____

b. Assisting _____

2. Organist _____ Phone _____

3. Vocalist(s)

_____ Phone _____

_____ Phone _____

4. Instrumentalist(s)

_____ Phone _____

_____ Phone _____

C. Special Guests to be ushered in:

1. Grandparents of the Groom

2. Other relatives of the Groom

3. Parents of the Groom

4. Grandparents of the Bride

5. Other relatives of the Bride

6. Mother of the Bride

7. Other

III. Pre-Wedding Service Details

- A. Women in the wedding party dress in the Nursery:

_____ Yes _____ No

- B. Men in the wedding party dress in classroom #106:

_____ Yes _____ No

- C. Family members and wedding party to gather in the Friendship Room:

D. Person responsible for getting bulletins to the ushers:

E. Is service to be recorded? Yes No

If so, couple supplies a 90-minute cassette tape and makes arrangements with the sound technician through your wedding coordinators.

IV. Sanctuary Decorations

A. Flowers Yes No

1. Flowers placed where:
On the altar?
On a stand?

The church has two brass vases for the altar. If used, the bride may take the vase liners to the florist.)

Name of the Florist _____ Phone _____

Flowers to be delivered at _____ (am/pm)

Flowers to be taken to the reception Yes No

Flowers to be taken home Yes No

Flowers to be left at the church for Sunday morning services Yes No

2. Person(s) responsible for pinning on flowers and corsages

B. Candles

1. The church always provides the two altar candles; they are not the responsibility of the bride.
2. *Two brass candelabras are available. Each hold 7 candle inserts or votives.
 Yes No
3. *One brass unity candelabra is available. It holds 2 candle tapers and a large center candle to be purchased by the couple. Yes No
4. Three candles may be placed on the altar instead of using the unity candelabra.
 Yes No
5. Pew-end candelabra's? Must be designed with glass protection around the candle
 Yes No

Other decorations in the sanctuary:

*Note: Flower vases, candles or decorations may not be placed on the grand piano

V. Post-Ceremony Details

A. Receiving Line

_____ Yes _____ No

1. Location _____

2. Individuals to be included (usually bride, groom and both sets of parents)

3. Suggested order

- a. Bride's mother
- b. Groom's father
- c. Bride
- d. Groom
- e. Groom's mother
- f. Bride's father

B. Picture Taking

Before Ceremony _____ Yes _____ No

After Ceremony _____ Yes _____ No

(You are encouraged to take pictures **BEFORE** the ceremony. If pictures are taken after the ceremony, the bridal couple should go to the reception area and cut the cake before taking pictures so that the serving may begin.) Picture taking during the service is discouraged, except by the professional photographer.

Wedding Information

Wedding date: _____ Time: _____

Rehearsal date: _____ Time: _____

Date for pre-marital counseling (wedding plans, etc.) _____ Time: _____

Bride _____ Address _____ Phone _____

Groom _____ Address _____ Phone _____

Bride's Church _____ Groom's Church _____

New Address _____

Maid/Matron of Honor _____ Best Man _____

Number of attendants (bride) _____ (groom) _____

Ushers (number) _____

Flower Girl _____ age _____

Ring Bearer _____ age _____

Family at wedding to be ushered in:

Bride's Mother _____ Grandparents _____

Groom's Mother _____ Father _____

Grandparents _____

Bride given away by _____

Vows _____ Veil _____ Train _____

Receiving Line? _____ In Friendship Room? _____

Florist _____ Photographer _____

Flowers left for Services on Sunday? _____ Yes _____ No

Organist _____ Soloist _____

Number attending _____

Congregational Hymn _____ Music _____

Music _____ (sung at point in service)

Candles: Altar only _____ Pews _____

Extra Candelabra _____ Unity Candle _____

Pictures before service _____ Yes _____ No

Dressing at the church _____ Yes _____ No

Bride's Parents (names) _____

Groom's Parents (names) _____

Wedding Coordinators (names) _____

Wedding Ushers

Ushers should be ready to seat guests 45 minutes before the service starts. Take places at the entrance to the sanctuary or behind the last row of pews, near the center aisle, ready to hand out bulletins (if used). Ushers should be well groomed and be neat in appearance. **AVOID CHEWING GUM.**

Guests will usually start to arrive one-half hour before the service. While seating guests, the ushers extend a friendly greeting and converse only briefly and quietly while escorting guests to their seats.

An usher offers his right arm to a woman guest, the man following. Children under 15-16 follow along as their parents are seated. A gentleman guest follows an usher. As an usher seats a guest, he pauses at the pew entrance slightly to the back of the pew (if seating a guest on the left facing the front) or in front of the pew (if seating a guest on the right facing front). In either instance, the guests pass in front of the usher as they take their places in the pew.

The left side of the church facing the altar is reserved for the bride's immediate family, and the right side is reserved for those of the groom. Custom is gradually suggesting that the ushers equalize the sides of the church as they seat guests instead of the old custom of ushering the bride's friends on the left and the friends of the groom on the right. The bride/groom's decision on this will be carried out.

A. Before the wedding service begins:

1. Usher guests and relatives to their pew. Remember to hand out bulletins, if used.
2. Light candles in this order:
 - a. Altar candles
 - b. Two candles in Unity candelabra
 - c. Brass candelabra
 - d. Pew candelabra
3. *Usher in special guests three to four minutes before the service starts in this order, or as the bride/groom have designated:
 - a. Grandparents of the groom (right side, front pew)
 - b. Grandparents of the bride (left side, front pew)
 - c. **Parents of the groom (right side, front pew)
 - d. **Mother of the bride (left side, front pew)
4. Bridal Procession begins.

*If a number of guests arrive a few minutes before the service is to begin, usher them to their places, even though it means ushering the grandparents and parents in later than planned.

*Unless mother and father are escorting the bride and groom in the processional.

B. After the wedding service:

1. Wedding party recessional
2. Usher out special guests:
 - a. Parents of the bride
 - b. Parents of the groom
 - c. Grandparents of the bride
 - d. Grandparents of the groom
3. Usher out guests, alternating a row on each side.