

ZION LUTHERAN CHURCH

Wedding Planning Information



Zion Lutheran Church
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Congratulations! The congregation of Zion rejoices with you as you prepare to marry. We hope this book will help you in your planning of the wedding as a meaningful Christian celebration for one of the most important events in your life.

Marriage is a holy and special bond. The wedding celebration is an act of joyful worship. It is a reflection of your relationship with the God of love and an occasion for asking God's blessing on your life together.

Probably no event in the average parish takes more time in planning and preparation than a wedding. There are so many plans to be made that often the marriage service, which is the heart and core of the event, receives the least attention. It is the desire of the church that every marriage be a Christian celebration, involving the assembled believers in a meaningful worship. **Avoid the concept that the wedding is simply a spectacle to be watched. Rather, view the wedding as a Christian service of worship.**

Remember that marriage in the church is not a private matter. By virtue of the fact that the facilities of the church building are used and the pastor called to serve the congregation is involved, it becomes a service of the church. In all details of the wedding the concepts of worship should be observed.

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.

The Spirit of the Liturgy (service) is prayer. The words, the music, the readings, the movement down the aisle, and the gestures (such as giving and receiving of the rings) are simple but profound ways of expressing faith in God and in each other. Happiness and joy should abound, surrounded by a mood of prayer. Plan the service so that everything you say and everything said to you is meaningful and reflects the love and faithfulness rooted in God's steadfast love.

In keeping with the nature of Christian marriage, we expect that couples desiring to be married in this church have a commitment to Christ and are active members of a worshiping congregation. All couples must also fulfill the requirements for marriage at Zion.

RESERVE YOUR WEDDING DATE

When setting your wedding date call the church office at 715-687-4110, Monday-Friday, 7:00 a.m.-1:00 p.m. We will check to see if the date is open. If the date is open, the next step is to speak with the Pastor. Do not first reserve a facility for the reception with the expectation of that date being open for the church building or your pastor.

Weddings are primarily reserved for active members of Zion Lutheran. Active members are defined as members *who worship regularly and are regularly involved in the life of Zion Lutheran*. Zion will consider non-church members on a case by case basis. We encourage couples to see the importance of an active church life.

To finalize your reservation you will need to meet with our wedding coordinator to review this booklet and pay the fees.

Saturday weddings are to be held no later than 4:00 p.m.

THE WEDDING COORDINATOR

All weddings (except for very small private weddings) will utilize the services of Zion's wedding coordinator. The wedding coordinator should not be confused with a personal attendant. Rather, the wedding coordinator is primarily a pastoral assistant. The coordinator can be of assistance to you by answering questions regarding the wedding process if and when the pastor is not available. The primary task of the wedding coordinator is to assure that your wedding service flows as smoothly as possible. The coordinator will conduct the rehearsal, and be on site to assist the pastor and wedding party on your wedding day until the service is over.

MARRIAGE PREPARATION

Couples being married at Zion are expected to participate in pre-marriage counseling. Please plan on meeting with the Pastor at least 2 to 3 months before your wedding. Follow up appointments will be made at that time.

WEDDING RESERVATION (INFORMATION SHEET)

In this booklet you have been provided with a wedding check list and wedding agreement. You will also receive sheets including wedding information and liturgy choices. Please fill out these sheets and return them to the pastor **at least** 2 weeks before the wedding day.

WEDDING CANDLES

If your service is to include the lighting of a unity candle you will be responsible for purchasing that candle and two dinner candles. The church has a stand for your wedding candle or it can be set on the altar. The church has 16 tall wooden pew candle-holders that may be used. You will need to furnish the candles.

PHOTOGRAPHY AND VIDEO TAPING

Flash pictures are **NOT** to be taken during the wedding ceremony.

Please notify your photographer that once the wedding begins he/she is not allowed to move about the sanctuary taking pictures. Such movement is disruptive and disrespectful of the couple and the atmosphere of worship.

The Zion Lutheran Church building was erected in 1924, long before the advent of video cameras. There are no real appropriate places to set up for video. The balcony offers one vantage or a

camera can be set by the side door off the chancel area. Once again, the person taking pictures may not move about during the service.

OUR CHURCH BUILDING

There is no charge for members using the church building. (\$150 for non-members plus \$100 refundable deposit if church is left in acceptable condition). All non-member weddings need council approval.

If you are buying or renting an aisle runner, the length of the aisle is 55 feet from the base of the chancel to the back. Remember, aisle runners are difficult to roll out and have become a hazard for tripping. If you do use an aisle runner, you will need to bring long pins to attach it to the carpet!

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The church has 15 rows of pews making a total of 30 pews. Each pew holds 8 people comfortably which totals approximately 240 people. We can accommodate additional people in the balcony or with chairs placed in the back.

If you place bows or ribbons on the ends of the pews, they must be tied or elastic used and NOT taped. Taping removes the varnish. Please inform your florist. If you are going to decorate, please check with the church office to schedule your decorating time to avoid conflicts with scheduled events.

The front of the sanctuary is not very large, so think of this as you pick attendants. It looks rather overpowering when there are too many people in the front of church.

Couples are welcome to hold their reception in the Family Center. There is not a charge for the use of this room by members. (You are responsible for clean up before Sunday's worship).

The wedding party is responsible for picking up everything that is used for the wedding. It is important to designate someone to help with cleaning up the sanctuary making sure all decorations, flowers, candles, etc. are in the proper places. Please assign

someone to check the dressing rooms, bathrooms, and other places your party used to make sure nothing is left behind and to assist with cleanup. All decorations, etc., need to be cleaned up and taken out of the church after the wedding ceremony.

The church is not responsible for any items lost or stolen.

Cars need to be removed from the church parking lot before services on Sunday morning. (8:00 a.m.).

NO alcohol or illegal substances are allowed on the church grounds. Smoking is prohibited inside the church building.

NO pets allowed in the wedding service.

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FLOWERS

You may wish to place flowers on the altar for your wedding. There are two brass vases for that purpose. The liners for the vases may be picked up at the church and delivered to the florist of your choice the week of your wedding after the last Sunday's worship. You may also have your florist use other containers if so desired. If you wish to leave the flowers on the altar for the following Sunday, please indicate that on your marriage information form.

If you have a flower girl that is to drop flower petals, we recommend using silk petals, and you are responsible for cleaning them up following the wedding.

No rice, birdseed, or confetti is allowed to be thrown in or outside the church building.

ALTAR PARAMENTS

The paraments (altar cloths) at Zion are designed and used according to the church year. They are not decorations. Thus the paraments

may not be changed for your wedding in order to coordinate with colors you have chosen. At times, other appointments are used in front of the church to emphasize liturgical seasons. These, too, are not to be changed for weddings.

BULLETINS

The choice of whether or not you will have a bulletin is yours. If you choose to have one, you may purchase a bulletin cover. (Christian bookstores or office supply stores have a variety of covers made especially for weddings). Different papers are now available at the office stores for a different option. The church secretary will type and photocopy your bulletins. You will provide her with all the information needed to complete the bulletin. The pastor will provide her with the Liturgy.

Submit all information at least two weeks prior to your wedding.

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Following is the order of your marriage service and the elements included in it. Your pastor will help you make choices of scripture, music, and service order to express your personalities, your relationship to each other, and your relationship to God.

Order of Wedding Service

Prelude – May be instrumental or vocal
Processional
Invocation and Greeting
Prayer
Scripture Readings

Reading
Message
Music / Solo (Optional)
Declaration
Exchange of Wedding Vows
Blessing and Exchange of Rings
The Pronouncement of Marriage
Lighting of the Unity Candle (Optional)
Music / Solo (Optional)
Prayer
Benediction
Introduction
Recessional

ORGANISTS, INSTRUMENTALISTS, and VOCALISTS

Zion has 2 organists. If you wish to have them play for your wedding you may obtain their names and phone numbers from the wedding coordinator or church secretary. It is your responsibility to contact the organists or any other musicians or vocalists you wish to include in your service. Please contact them well in advance of your wedding day.

Church organists are not paid by the congregation for such services. Payment is to be made by the wedding couple to the organist, with a suggested honorarium of \$100.00.

Any fees need to be negotiated with the musician prior to the wedding.

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MUSIC FOR WEDDING

“The marriage service is a service of worship, and the music therefore must be carefully and discriminatingly chosen. It should embody high standards of quality and the texts should reflect the praise of God, the steadfast love of Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God’s presence and blessing...”

All music for the service held in the church should be planned with care so that it reflects our Christian faith. All music needs to be approved by the pastor(?) or wedding coordinator(?).

Consider the singing of hymns for part of your service. We have the Lutheran Book of Worship and With One Voice Hymnals available in church.

CD's and tapes must be approved by the pastor.

Recommended organ music for processional:

- Canon in D - Pachelbel
- Jesu Joy of Man's Desiring - Bach
- March (from Occasional Oratorio) - Handel
- Prince of Denmark's March (Trumpet Voluntary) - Clarke/Purcell
- Processional in C - Hopson
- Processional (from Water Music Suite) - Handel
- Trumpet March - Lully-Wolff
- Trumpet Tune in C - Lau
- Solemn Processional (from Water Music) - Handel
- Wedding Processional and Air - Bach-Leupold

Recommended organ music for recessional:

- Allegro (from Symphony #4) - Boyce
- Allegro Maestoso (Water Music) - Handel
- God of Grace arr. - Manz
- Hornpipe (from Water Music) - Handel
- Psalm 19 - Marcello
- Prelude in Classic Style - Young
- Now Thank We All Our God - Post
- Rigaudon - Campra
- Rondeau ("Theme from Masterpiece Theater") - Mouret
- Trumpet Tune - Clarke/Purcell
- Trumpet Finale - Manfredini-Wolf

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Inappropriate for use in the church is *Wagner's Wedding March* from the opera **Lohengrin**, and *Mendelssohn's Wedding March*

from **Midsummer Night's Dream**, because they are not in keeping with the intent of a worship service to praise and thank God.

Vocal Music

If you are wondering about whether or not a vocal selection is appropriate for your wedding, here is a tip: If you can answer "yes" to any of the following questions, the music is probably appropriate:

1. Does the music/text reflect praise and/or thanksgiving to God?
2. Is the song based on, or does it reflect a scriptural theme?
3. Is this song in the form of a prayer?

Acceptable Vocal Music:

- A Nuptial Blessing - Proulx
- Love - Van Dyke
- The Greatest of These - Moe
- Wedding Hymn (Ptolemy) - Handel
- Wedding Prayer - Dunlap
- On Eagle's Wings - Joncas
- My Heart Ever Faithful - J.S. Bach
- The Gift of Love - Arr. Hopson
- And Now We Join - Halfvarson
- All The Glory - Gaither
- Author of Love - Clark
- Where There is Love - Haas
- Wedding Song - Stookey
- Two Candles - Salsbury
- God, A Woman, and a Man - Green
- Savior, Like a Shepherd Lead Us - Bradbury
- Household of Faith - Lamb/Rosasco
- Parents' Prayer - Davis
- Irish Blessing - Stookey
- In This Very Room - Harris
- The Prayer - Sager & Foster

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ALCOHOL AND SMOKING

First and foremost, the church is a place of worship. We ask your cooperation in helping to keep your church holy. **THERE ARE ABSOLUTELY NO INTOXICATING BEVERAGES OR**

ILLEGAL SUBSTANCES ALLOWED ON CHURCH GROUNDS. Smoking is prohibited inside the church building. If the pastor deems the behavior of any member of the wedding party as unacceptable that person will not be allowed to participate in the wedding.

MARRIAGE LICENSE

For all but the blessing of a civil marriage, couples must secure a license to marry from the state of Wisconsin. The license may be obtained at the County Clerk's office of the county where one of you resides 2-4 weeks prior to the wedding. You will need certified copies of your birth certificates; social security numbers, proof of residency (driver's license, state ID card, etc.); if previously married, a death certificate or divorce judgment papers. There is a fee for the license and both of you need to be present to apply for the license. The wedding license should be given to the pastor at the beginning of the rehearsal.

REHEARSAL

The purpose of the rehearsal is to walk through the wedding service. 45 minutes is ample time for a rehearsal and all wedding participants are urged to be prompt. Have respect for the pastor's time. Don't forget to bring your marriage license to the rehearsal.

PASTOR

The pastor who will officiate at your wedding service has been called by Zion Lutheran Church to "preside at rites of the Church." That means it is the responsibility of the pastor to see that your marriage service is performed in keeping with the policies of the congregation and within the tradition of the Church.

It is not necessary to invite the pastor to the rehearsal dinner or the wedding reception. If you want the pastor to attend, please extend an invitation well in advance. Please understand that the pastor may not be able to attend due to scheduling conflicts and other ministry responsibilities.

WEDDING FEES

There is no charge for members using the church building. (\$150 for non-members plus a \$100 refundable deposit if church is

left in acceptable condition). All non-member weddings need council approval.

- Custodian fee - \$50.00 (Payable to custodian)
- Pastor - \$200.00 for members \$300 for nonmembers (Payable to Pastor)
- Wedding coordinator \$50 (Payable to wedding coordinator)

The purpose of this booklet is to serve as a guide as you plan and prepare for your marriage. Our hope is that your wedding will be a day that will live long in your collective memories, and a day in which God's love is glorified. Should you have questions or concerns, please feel free to contact the Pastor for assistance.

Best Wishes and God's Blessings!

DUTIES OF THE BRIDE AND GROOM

- _____ 1. 9-12 months before desired date, call the church office to schedule your wedding date.
- _____ 2. Members need to set up an appointment with the church's wedding coordinator immediately after scheduling your wedding date to review the booklet and sign wedding agreement.

(continued)

_____ 11. Make sure you bring your wedding license to the wedding rehearsal.

If you have further questions, please call 715-687-4110 and we will try to help you.

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- _____ 3. For non-members, if your wedding was approved by the Council, you will need to schedule an appointment with the church's wedding coordinator to review the booklet, sign wedding agreement, pay the \$150 rental fee and \$100 refundable deposit to secure your wedding date.
- _____ 4. If you wish to have a church organist, call to confirm organist participation.
- _____ 5. At a minimum of 2-3 months prior to the wedding, begin counseling process with the pastor.
- _____ 6. At least a month prior to the wedding, get your marriage license.
- _____ 7. One month prior to your wedding date all fees need to be paid. Please contact the church's wedding coordinator for the names to make the checks payable to. Checks should be given to the church's wedding coordinator.
- _____ 8. At least 2 weeks before the wedding, make sure your wedding information, checklist and your liturgy information is in the church office.
- _____ 9. If the church secretary is to type and print your bulletins, make sure you submit the list of the wedding party and bring in your paper at least 2 weeks before the wedding.
- _____ 10. The wedding rehearsal usually takes place on Friday evening, but it must be scheduled with the pastor performing the ceremony.

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