

**Your Wedding at**



# **FIRST LUTHERAN**

**COLUMBIA HEIGHTS**

**1555 40th Avenue Northeast**

**Columbia Heights, MN 55421**

**763.788.9653**

**Pastor Bonnie Wilcox and Pastor Jill Bergman**

## **TO THE BRIDE AND GROOM:**

You are in the planning stages for one of the greatest adventures of a lifetime. Making plans for your wedding is important, but it is also crucial to plan for the marriage, which will follow the wedding. Planning for a wedding in the church makes a statement about your desire for God to be an active participant in your relationship with one another. We believe that God, who established marriage, continues still to bless it with God's abundant and ever-present support and because of this we can be sustained in our weariness and have our joy restored. We wish you God's blessings and guidance as you plan for both your wedding and your marriage.

## **WHO MAY BE MARRIED AT FIRST LUTHERAN CHURCH?**

Normally, one party should be an active worshipping member of First Lutheran at the time of scheduling the ceremony.

If neither is an **active** member upon initial contact with wedding coordinator, non-member rates will apply.

Where neither party is a member of First Lutheran, a wedding service may be scheduled only in consultation with one of the pastors. Out of consideration for First Lutheran members, a non-member wedding can be scheduled no more than 11 months in advance.

## **STEPS TO SCHEDULING YOUR WEDDING AT FIRST LUTHERAN CHURCH OF COLUMBIA HEIGHTS**

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

### **SCHEDULING YOUR DATE**

Contact the wedding coordinator (Sonja Super 651-283-5197) to set the date for your wedding. Do this as far in advance of the date you are requesting as possible. Non-member weddings will not be scheduled more than 11 months prior to the wedding date. Weddings may be scheduled on Friday evenings or Saturdays with the service ending by 5:00pm to allow time for clean up before evening services begin. A Wedding Request Form must be filled out and returned to the church. (Click [here](#) for the form) For non-members, a \$300.00 non-refundable deposit must be paid at the time of scheduling the wedding with one of the pastors/wedding coordinator and form approved. The church will be available for a *4 hour time frame which includes your ceremony*. Weddings are not scheduled on major holidays, Holy Week, and Christmas week. Schedule your wedding with the church before you schedule a location for the reception. We cannot guarantee the availability of the church or pastoral staff for a specific date on which you have scheduled a reception. If you want to schedule your reception at the church please notify us of that at the time you schedule your wedding.

### **REHEARSAL**

If the wedding party consists of more than 4 people or more than 20 guests, a rehearsal is necessary. This should be arranged with the wedding coordinator. Rehearsals are usually held the evening before the wedding and are conducted by the wedding coordinator. The organist and pastor are not typically in attendance at this time. Please inform your wedding party to arrive ½ hour before scheduled rehearsal time. ALL members of the wedding party and parents of the couple need to be in attendance. Please plan on 45-60 minutes for rehearsal. Martin Luther Hall may be available to rent for rehearsal dinner. If interested consult with wedding coordinator and see fee sheet. (Same rules apply as stated in the reception area of this brochure.)

## THE PASTOR

First Lutheran's pastors want to help you with your marriage. It should make little difference which of the pastors presides at your wedding, but if you have a preference, please state that at the time you request a date for the church. The pastors reserve the right to substitute for one another if necessary. If a clergy person other than one from First Lutheran is to be involved at your wedding, it must be cleared through one of First Lutheran's pastors.

## MUSICIANS

It is the responsibility of the bridal couple to secure the services of an organist and soloist, if one is desired. Normally, one of the organists of First Lutheran will play at all weddings and it is the responsibility of the couple to secure the date with the minister of music. If organist is unavailable, it is the responsibility of the bridal couple to secure another organist in consultation with the First Lutheran organist(s). In addition, it is the responsibility of the bride and/or groom to contact the organist to discuss the selection of music. You must contact the organist at least three months prior to the wedding to make final decisions about music. If you plan to play recorded music at the ceremony you must have First Lutheran music personnel operate the sound board and equipment. This can be arranged through minister of music or wedding coordinator. Before arrangements are made with a soloist, please read the section about music (attachment) and discuss your plans with the pastor. The organist/pianist will not be in attendance at the rehearsal.

## WEDDING COORDINATOR

Contact the wedding coordinator to schedule your wedding date. A wedding coordinator represents the church and the staff during the wedding. The coordinator will be able to answer questions about what is available at the church and how things are done. A coordinator is required by the church for any wedding that has more than 4 in the wedding party and/or 20 or more guests. She will there to assist you with the planning of your wedding. She will notify you of the pastor that is available to conduct your ceremony, and can assist in the planning of flowers, candles ushers, seating of guests and overall preparations of the ceremony. You must meet 2 months prior to the wedding to set preliminary arrangements and then meet no later than 2 weeks prior to event to finalize planning. The coordinator will be available for phone consultation during your planning also. The coordinator will conduct your wedding rehearsal, and be with you on your wedding day. (First Lutheran pastor and organist is not typically in attendance at the rehearsal.)

## MARRIAGE PREPARATION/COUNSELING

All couples being married at First Lutheran are expected to participate in marriage preparation/counseling sessions. Discussing your hopes for marriage, your expectations of each other, and some of the strengths and growth areas of your relationship, is time well spent. These sessions should be arranged by the couple by contacting the officiating pastor after the wedding date has been confirmed. Normally, there will be a \$35 processing fee for counseling materials, to be paid at the first counseling session. In addition, the pastor would like to discuss plans for the service and ways in which the Church can assist you in your life together.

## MARRIAGE LICENSE

Minnesota law requires couples to secure a license to marry. It must be applied for a minimum of 5 days before the wedding and can be obtained up to six months prior to the wedding date. The license should be brought to the church office at the time of the last counseling session or **no later than 2 weeks** before the wedding for processing and safekeeping. **The marriage preparation/counseling sessions with the pastor do not qualify for a reduction in the license fee.**

# PLANNING YOUR WEDDING

## BULLETINS

It is helpful, but not necessary, to have printed bulletins 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 wedding coordinator before printing. We do not print bulletins at the church office. The order of the ceremony is listed below. Bulletin covers may be purchased online or through a Christian bookstore.

### The Liturgy for Marriage

A wedding is, first of all, a worship service. It is an occasion for worship and praise, not just a ceremony for spectators to watch. The focus is on God. The order for marriage in the Evangelical Lutheran Worship hymnal (page 286) is not a rigid form. The rite is characterized by variety and flexibility, so that it may be adapted for a variety of situations. Feel free to discuss the liturgical options with the pastor.

### Outline of the Marriage Service

Prelude (organ, instrumental, hymn)  
Processional: attendants  
Bride (organ, instrumental, hymn)  
Greeting  
Prayer of the Day  
First Reading (optional)  
Psalm (optional)  
Second Reading (optional)  
Gospel (optional)  
Message  
Exchange of Vows  
Giving of the Rings  
Acclamation  
Lighting of the Unity Candle (optional)  
Marriage Blessing  
Prayers  
Lord's Prayer  
Blessing  
Recessional

Assisting ministers may be used in the service to read the scripture. These assisting ministers may be family or friends.

If you are interested in having an audio recording of your service, please bring in a recordable CD on the day of the service and give to the wedding coordinator.

## EXCHANGING PROMISES

1. I take you; name, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to faithful to you until death parts us.
2. In the presence of God and this community, I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife/husband; 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. This is my solemn vow.
3. I take you, name, 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 worst of what is to come until death parts us.
4. Name, I take you to be my wife/husband from this time onward, to join with you and to share all that is to come, and to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all by being until death parts us.

You may wish to write your vows. They should be consistent with the biblical understanding of marriage, and should make clear that the promises are a lifelong commitment. The pastor must approve the wording you choose if it is not a form found in the Evangelical Lutheran Worship hymnal.

### SUGGESTED SCRIPTURE READINGS:

#### From the Old Testament:

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God creates man and woman
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:7	Unquenchable love
Isaiah 63:7-9	The steadfast love of God
Jeremiah 32:38-41	God's faithfulness
Ecccl 4:9-12	Two are better than one
Lamentations 3:22-24	Great is God's faithfulness
Ruth 1:11-18	Loyalty and commitment to family

#### Psalms:

8, 19, 23, 34, 100, 103 selected verses, 117, 127, 128, 136, 150

#### From the Epistles:

Ephesians 5:1-14	God's plan for us through Jesus
Romans 12:9-21	Let love be genuine
Romans 12:1-2	A living offering
1 Corinthians 13:1-13	The hymn of divine love
Ephesians 5:21-33	Marriage and the church
Colossians 3:12-17	Live in love and thanksgiving
Ephesians 5:1-2	Be imitators of Christ
Philippians 4:4-7	Rejoice in the Lord

## **From the Gospels:**

Mathew 6:25-34	Have no anxiety about anything
Matthew 19:4-6	Faithfulness in marriage
John 2:1-10	The wedding at Cana
John 15:9-12 & 13-15	Love one another
John 10:11-18	I am the Good Shepherd
John 13:12-17	Washing disciples' feet

You may select readings from any of the categories.

## **MUSIC**

See attached Music for the Christian Wedding

## **DECORATIONS**

Decorations should be done to enhance the beauty of the service without damaging the church. Decorating for the service must be done the day of the service. It is the responsibility of the wedding family to remove them immediately following the service. The use of adhesives, nails, staples or glue is not permitted on any surface of the sanctuary/Chapel. The season of the church determines the color of the altar, pulpit and lectern paraments and may **not** be changed or furniture rearranged. The coordinator can tell you the colors of the season. **ALL DECORATIONS NEED TO BE DISCUSSED AND APPROVED WITH WEDDING COORDINATOR.**

## **FLOWERS**

Flowers are a beautiful enhancement to any service, but are not necessary. If you choose flowers they are the responsibility of the couple. The church has flower stands that may be used in the chancel. No flowers are to be placed on the altar. Flowers, greens, or bows may be placed on the ends of the pews. Note: the pews are armless. It is the couple's responsibility to get pew clips (available from florist, or craft store). Small 3M command hooks can be used also, but must be removed immediately following the service. If you choose to leave your floral arrangements to be used in Sunday's service please notify the Church Secretary no later than 2 weeks before service to receive appropriate recognition in the Sunday Bulletin. **FLORIST:** Delivery of flowers may be at the arrival time of the wedding couple that is pre arranged with the wedding coordinator. No real flower petals may be thrown in the sanctuary or Chapel. Silk flower petals may be used, and are the responsibility of the wedding party to pick up.

## **CANDLES AND UNITY CANDLE**

There are four candles that normally stand in the chancel. If more candles are desired they must be provided by the couple (dripless only) and must be surrounded by tempered glass. Fire regulations prohibit the use of open flames in public areas. The church has a unity candle stand available for use. Or you may choose to use a table in the chancel with a unity candle holder (the church also has one available). It is the couple's responsibility to provide unity candle and tapers (at least 12" long drip less) for the unity candle.

## **SANCTUARY, CHAPEL SIZE AND AISLE RUNNERS**

Sanctuary center sections: there are 13 pews in each section of the center. Each pew accommodates 10-14 people. Center sections accommodate approximately 356 people. North and Northeast sections: accommodate approximately 160 people total. The Balcony: (used only as overflow) accommodates 99 people. The chapel, 50-60 people determined by seating arrangement. Due to safety issues, aisle runners are not permitted. The sanctuary and chapel are carpeted.

## USHERS

A minimum of two ushers (more, if more than 100 guests) is suggested to light candles, seat guests, etc. You should have an usher for every 50 guests attending. Groomsmen or bridesmaids may be used as additional ushers. NOTE: Ushers should be designated to light and extinguish the candles in the chancel and any other candles used during the ceremony.

## CHILDREN

Children always bring joy to any occasion. Please consult with wedding coordinator if any children in your party are under the age of 5 years old. All children need a responsible adult in charge of them at the rehearsal and the day of the wedding. This will take any pressure off you as a wedding couple and ensure their safety.

## PHOTOGRAPHY

It is suggested that posing for pictures is done before the guests arrive. This permits the wedding party to join the guests at the reception without delay. A personal time for the Bride and Groom to see each other before the photos is given in a quiet place without interruption from photographer and other wedding party/family members. The wedding coordinator will facilitate this. Since weddings may be scheduled as close as 3 hours apart, pictures in the sanctuary are limited to 2 hours. The coordinator will confer with the photographer as to the locations on the church grounds that are available for pictures. *Pictures will end 45 minutes before service for an opportunity for the wedding party to freshen up and prepare for the ceremony. This is a time for quiet, meditation, prayer or relaxation. The wedding party shall be uninterrupted by any outside party and remain in one location so that the wedding may start on time.*

The photographer is not allowed to use flash during the service. Photographers are to be inconspicuous during the service, not going past the front pews, in front of sanctuary/chapel, on the chancel/altar area. Videography is allowed during service; however no videographer is permitted to move about during the ceremony. Video equipment should be set up before service and left running. Wedding coordinator can discuss the best location to set up video. Professional videographers may contact wedding coordinator for a preparatory consultation.

## DRESSING AREAS

A separate room will be provided for the bridal party change in. **EVERYTHING must be removed from these rooms before the wedding service begins.** It is the responsibility of the wedding party to arrange for the care of their property before, during and after the ceremony. Leave all valuable personal belongings and gifts in the care of family or friends. The church is not responsible for lost or stolen articles. The coordinator recommends that you have a small snack available for your wedding party if you are at the facility for an extended period before the wedding service.

## PARKING

The First Lutherans parking lot is available for parking during the service. Please limit any parking on the side streets out of respect for our neighbors. No cars are to be left in the parking lot overnight without prior arrangements with the wedding coordinator. The cars will be towed at the owner's expense. First Lutheran accepts no responsibility for any damage, lost or stolen items left in vehicles.

## ALCOHOL

**Absolutely NO alcohol is allowed in or on church property.** If alcohol is found on the premises or if any member of the wedding party shows signs of intoxication, the wedding will be delayed or indefinitely postponed.

## HANDICAP ACCESSIBLE

First Lutheran Church is handicap accessible. We have an elevator to the 2<sup>nd</sup> floor and ramps to our main areas.

## ADDITIONAL WEDDING ETIQUETTE AND CHURCH REGULATIONS

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

We do not allow throwing rice or birdseed in the church building or outside the building. It is hazardous on floors and difficult to clean up.

No food or beverage is allowed in the sanctuary or chapel. If wedding party has food or beverage it must stay in the commons area.

Please supervise children during the rehearsal and the day of the wedding.

**SMOKING IS PROHIBITED IN THE BUILDING.**

**REMEMBER YOU HAVE A VERY BUSY DAY.** Plan for a couple of people to stay after the service to put everything back the way it was when you arrived, pick up any items that may have been forgotten and put it in their trunk. (Trunk person)

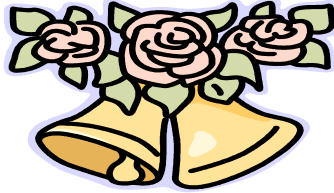
## THE RECEPTION

Martin Luther Hall of the church is usually available for wedding receptions. If you wish to use the church facilities for your reception, you should request this at the time you schedule your wedding date. This must be set up with the Business Administrator, David Reilley. He may be reached at the church number, 763-788-9653. Catering arrangements must be approved by the Business Administrator. We require that you have one of our kitchen coordinators on site with the caterers the day of the wedding. The fee for this is \$10.00 per hour. The kitchen coordinator is a resource person only; she/he is not there to perform duties that belong to the caterers. ***Alcoholic beverages may not be served at receptions held on church premises, nor is smoking allowed in the church building.*** Dancing is not permitted at First Lutheran Church. If gifts are brought to the church, the church assumes no responsibility for them. Someone should be in charge of them at all times. When a reception is held at the church, as a matter of courtesy to your guests, group pictures should not be taken until the guests have gone through the receiving line and are being served at the reception. It is also advisable to cut the cake immediately following the wedding service and prior to the receiving of guests. Not to do so is to keep your guests waiting unnecessarily.



*Thanks for contacting First Lutheran Church for your wedding. Should you have any questions regarding these policies or any other area of concern, please feel free to contact us. We would like to make your day all that it can be. May God bless you as you make plans for your wedding and for the establishment of your home.*

*First Lutheran Church of Columbia Heights*



**NOTES**

# Music for the Christian Wedding

## Welcome!

Congratulations on your decision to marry. We are pleased that you have chosen to hold your wedding service in our sanctuary. This brief outline will hopefully answer all of your questions concerning music for a Christian wedding service in our church.

The marriage service offers thanks and praise to God for the gift of marriage. The manual on the liturgy states, "...the music, therefore, must be carefully and discriminately 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 of love and fidelity in marriage, and the invocation of God's presence and blessing."

## Can I use an outside organist?

Yes, you may use another organist if you prefer. Arrangements should be made with our organist to avoid any confusion. Please have your guest organist contact our organist regarding the use and care of the church's instruments. Practice time for guest organists may be available, but must be scheduled with the church office so as not to conflict with other aspects of the church program.

## What does the organist's fee include?

- An initial consultation to select and plan music.
- One rehearsal session with the vocalists and/or instrumentalists. (This is often done on the day of the wedding.) Additional rehearsals can be arranged for a fee of \$25.00 each.
- Selection and preparation of Prelude and Postlude music.
- Preparation of all other service music.

## What music is included in the service?

Music used in the marriage service may be instrumental and/or vocal. It may be organ music or other instrumental music such as woodwind, string, or brass, played by a soloist or ensemble. It may be music with a text sung by a single voice, a duet, a small ensemble, full choir, or congregational hymn. Recorded music is strongly discouraged, because of the artificial nature of such music.

The prelude is the music that is played before the service begins. The organist will begin the prelude approximately fifteen minutes before the wedding, as the guests are seated. The prelude music is generally selected by the organist; however, you may make suggestions for pieces you would like to have included. A vocal selection may also be appropriate before the ceremony.

The processional is the music that is played as the wedding party makes its way to the altar area. The bride and groom in consultation with the organist select the processional. In some cases, the couple may choose two pieces: one for the attendants and one for the entrance of the bride. The length of the aisle and the number of people in the wedding party may determine the feasibility of this.

Hymns are a wonderful way to include the gathered community in song. Many hymns in the Lutheran Book of Worship or With One Voice are especially suited for weddings, and are very appropriate. The organist will be able to recommend hymns.

Other vocal selections are appropriate at various places in the wedding service. They may reflect themes from the scripture lessons or the homily. They may symbolize elements of the service, such as the unity candle or the rings. The organist must approve all vocal music no less than one month before the wedding date.

The recessional is the music that is played as the wedding party leaves the altar area. This is selected by the bride and groom in consultation with the organist.

The postlude is played as the guests are leaving. Like the prelude, the postlude music is selected by the organist. The organist will play until the last guests leave their seats. Again, you are allowed to make suggestions for postlude music.

### **What music is appropriate?**

Music at a Christian wedding should be of high quality, and appropriate for a worship service. The style of music and the song lyrics should be evaluated carefully. Songs that incorporate Christian beliefs are highly encouraged.

A popular song may or may not be appropriate for the wedding service. Some pop songs contain sexual innuendo or endorse questionable behavior in a way that will distract some guests and make them feel uncomfortable. All songs and lyrics must be approved by the pastor and the organist in advance.

Many couples have a favorite song from the radio that they want sung at their wedding, but then end up disappointed when what they hear sounds very different. Keep in mind that recorded pop songs are recorded in a studio with back up tracks and instruments. A single soloist accompanied by piano or organ will sound very different. Playing the CD of your favorite song at the reception or dance is often a much better option.

### ***Points to consider when selecting music for the wedding...***

- The selection of music for your wedding and choices of vocalists or instrumentalists should be made in consultation with the organist before you make any arrangements involving individual musicians. The organist may be able to recommend vocalists from within the congregation, if you wish.
- Any vocal selections should be within the ability of the vocalist to sing with assurance. Advance planning may be required to locate an arrangement of your selection in a singable key. Please do not ask the organist to transpose keyboard accompaniments.
- Our church has made a commitment to obey copyright laws. When you purchase music, please purchase two copies of each piece. The use of photocopied music is illegal, and therefore not permitted.

### **How do we get started?**

Please contact the organist at least three months prior to your wedding to schedule a consultation.

Please bring any musical ideas to your consultation, so we can plan music that reflects your particular style and taste. You may wish to listen to tapes at a Christian bookstore or bring programs from other weddings for examples.

If you order music, please allow ample time so your musicians (including the organist) have sufficient time to learn it.

**Thank you!**  
**Music Minister**

Thank you for taking the time to read and understand this wedding music guide. If you have any questions, please feel free to contact the organist at the church office. It is our wish to put together a service of music that glorifies God and celebrates the occasion of your wedding. We will work with you to make your wedding enjoyable and meaningful and a happy preparation for a fulfilling marriage.

## **Suggestions for Christian Wedding Music**

### **Processional**

Trumpet Voluntary – Clarke  
Canon in D – Pachelbel  
Jesu, Joy of Man's Desiring – Bach  
Trumpet Tune – Purcell  
Thanks Be to Thee – Handel  
Air (from Water Music) – Handel  
Minuet – Handel  
Panis Angelicus – Franck

### **Recessional**

Hornpipe (from Water Music) – Handel  
Psalm XIX – Marcello  
Prelude in Classical Style – Young  
Toccata in F – Buxtehude  
In Thee is Gladness – Bach  
Wedding March – Mendelssohn  
Allegro maestoso – Mendelssohn  
Fanfare – Lemmens

### **Congregational Hymns**

*At the beginning of the service:*

We Praise You, O God, LBW 241  
Praise and Thanksgiving, LBW 409  
Holy God, We Praise Your Name, LBW 535  
Praise to the Lord, the Almighty, LBW 543

*During the service:*

Where Charity and Love Prevail, LBW 124  
O Perfect Love, LBW 287  
Hear Us Now, Our God and Father, LBW 288  
Heavenly Father, Hear Our Prayer, LBW 289  
Love Divine, All Loves Excelling, LBW 315  
Jesus, Still Lead On, LBW 341  
Blest Be the Tie that Binds, LBW 370  
The King of Love My Shepherd Is, LBW 456  
Let Us Ever Walk with Jesus, LBW 487  
Beautiful Savior, LBW 518  
Christ Is Made the Sure Foundation, WOV 747  
When Love Is Found, WOV 749  
As Man and Woman We Were Made, WOV 751

*At the end of the service:*

Come with Us, O Blessed Jesus, LBW 219  
Lord of All Hopefulness. LBW 469  
All Creatures of Our God and King, LBW 527  
Now Thank We All Our God, LBW 534  
Joyful, Joyful We Adore Thee, LBW 551  
For the Beauty of the Earth, LBW 551  
Let All Things Now Living, LBW 557