

Wedding Guide



Your Wedding

at

Woodlake Lutheran Church

2120 West 76th Street

Richfield, MN 55423

612-866-8449

www.woodlakechurch.org

Eternal God, our creator and redeemer, as you gladdened the wedding at Cana in Galilee

By your presence of your Son, so by his presence now bring your joy to this wedding.

Look in favor upon the Bride and Groom and grant that they, rejoicing in all your gifts

may, at length celebrate with Christ the marriage feast which has no end. Amen.

Evangelical Lutheran Worship

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Wedding Planning Guide Overview

Marriage is the life-long commitment of two people to share their lives together in mutual love, honor and faithfulness. A wedding is the beginning and outward expression of this commitment, a joyous occasion which includes making public vows of faithfulness, prayers, scripture readings and music.

Many Christian people choose to make their vows in a church ceremony. A “church wedding” has at its focus the goodness and provision of God who creates and sustains all of life. This means that we will take every care that all parts of the wedding ceremony will be worshipful and celebratory.

Next steps:

A couple preparing for their wedding will want to both prepare for their wedding day, and imagine what will look like, and make preparations for their life together. The Office Coordinator will answer questions about the availability of the sanctuary and chapel on the requested date, as well as help the couple get in touch with the Wedding Coordinator. Preparing for the wedding will involve meeting with our Wedding Coordinator, the Officiating Pastor, and the Curator of Music and Worship (Primary Musician). The Wedding Coordinator will walk through the guidelines and expectations in the Wedding Guide, answer questions, and help the couple to begin thinking about what their wedding day will look like. The Wedding Coordinator will then put the couple in touch with the Officiating Pastor and Curator of Music and Worship.

The Officiating Pastor will set times and dates for the couple to meet for pre-marital counseling, as well as plan the ceremony, along with the Music Director. If the couple has 12 hours of pre-marital counseling, they are eligible for a discount on their marriage license through the State of Minnesota. The pastors at Woodlake use the Prepare/Enrich Program and other similar inventories. You should plan for five sessions of pre-marital counseling.

Included in this packet

- 1) General information helpful in planning your wedding;
- 2) Personal Data form to be filled out and returned to Woodlake Lutheran
- 3) Order of Service
- 4) Building Use Agreement-Wedding form to be filled out, signed and returned to Woodlake Lutheran with \$100 security deposit
- 5) Wedding Check List
- 6) Wedding Fee Agreement

Wedding Service

The general order of worship follows the ELW (Evangelical Lutheran Worship) pp. 286-291 and is available on an attached sheet. This order may be amended in consultation with the pastor and musician. **The Wedding Service Worksheet includes suggestions for scripture readings and hymns. The list is not exhaustive, but provides a starting place for music a couple might consider.**

Woodlake asks that music for your ceremony be suitable for a service of worship. It is our responsibility as a house of God to set and maintain standards in this regard, but we also strive to be flexible and ensure that you feel your ceremony is a comfortable and suitable expression of you as a couple. YouTube, Spotify and Google serve as great starting places for you in your search for the perfect music. Perhaps you'd like your music to be traditional, time-honored, and classic in feel. Perhaps you'd like something more modern and sentimental. Either choice has wonderful potential.

In looking at songs with words, consideration should be given to the context of church and worship. It is helpful to ask the question, "What does this song glorify?" As long as the text of your song represents or glorifies human love in a positive way and leaves room for God, it is welcomed by us in the service. Further, in the spirit of worship, it is asked that no recordings or tracks are used. Woodlake's Curator of Music and Worship will be happy to assist you in finding music, but it is your responsibility to purchase, download, and deliver this music to the musician. Most popular sheet music can be downloaded and printed at www.musicnotes.com.

The general outline of a wedding dictates the following musician opportunities (Read through this section and collect some thoughts before your initial correspondence with Woodlake's musician):

Prelude – Music of your own choosing or the musician's choosing. You are not present in the space for this music, but it sets the tone for your ceremony.

Processional – One or two selections, to which you and your wedding party will walk down the aisle. Envision what tone you want to set – it could be softer and more sentimental (usually piano), or more formal and triumphant (usually organ). If you would like to have your own separate piece to walk in to apart from your wedding party, that can work nicely. The gap between the two processional songs leaves a nice down moment for people to know when to stand and face you for your entrance. But it also works nicely to have one selection with a swell or crescendo for your entrance.

Unity Candle – A solo or hymn works nicely to fill this space. If you have a friend who sings, they could sing something here. Or consult the worksheet for a hymn that might fit, if you feel your assembled friends and family will sing a hymn well. A solo or hymn can also occur in the ceremony as a standalone piece apart from the unity candle.

Recessional – This music occurs when the couple has kissed and is presented to the assembly, usually to applause. The couple and wedding party leave the church down the aisle to this music. This selection is generally upbeat, and can be suited to either piano or organ.

Postlude – Usually left up to the musician. This is filler music while the remaining people leave the sanctuary. It is typically upbeat in tone.

Guidelines for outside pastors and musicians.

Outside Pastors

Woodlake will permit outside pastors to officiate at weddings, as long as, the wedding is cleared with the Pastor, Office Coordinator and the Wedding Coordinator. Woodlake's pastor will still work with the family to follow our church's guidelines. There may be occasions where it is advisable for a pastor from Woodlake to co-officiate with an outside pastor.

Outside Musicians

Woodlake will permit outside musicians as long as it is cleared with the Music and Worship Director. Woodlake's Music and Worship Director will consult with the couple about appropriate music.

Guidelines for participants in the service

Family and friends may participate in the wedding ceremony in a variety of ways:

1. They may do the scripture readings or other readings at the beginning of the service
2. They may provide special music
3. They may participate in the prayers of the church
4. They may serve as ushers or participate in a special ritual marking the marriage.

If you have questions or ideas regarding participation in the wedding ceremony, please check with the Wedding Coordinator or Officiating Pastor.

Photography and videography

Flash photography is not permitted during the wedding ceremony. Flash photographs may be taken before or after the ceremony, and during the processional and recessional, but not during the service itself. Video cameras are permitted, but should remain unobtrusive in one area of the church. If you are taking pictures before the ceremony, your photographer should be done by ½ hour before the start of the service.

Wedding Programs

As a general rule, our church does not provide programs for weddings. Couples are responsible for their bulletins, but we ask that you run the final order of service by the pastor and Wedding Coordinator before you go to print. Be sure to bring a few copies of the program/order of service to your wedding rehearsal.

If you would like us to provide a printed program for your wedding, please ask at your first session with the Wedding Coordinator or at one of the sessions with the Officiating Pastor. We will show you some samples, and there will be a small additional fee.

Flowers and other decorations

The main sanctuary seats approximately 600 worshipers, with 21 pews on each side. If an aisle runner is used, it should be at least 90 feet long, to reach from the baptismal font to the narthex. (The font is permanently anchored at the head of the center aisle and will not be moved.) The chapel seats approximately 85 worshipers, with 9 pews on each side.

Flowers are permitted in the Sanctuary and/or Chapel, but are not to be placed directly on the altar. We have three options for candles in the sanctuary: Candelabra, pew candles, and unity candles. First, we have two candelabra, each with 14 candles. This candelabra is placed behind the altar. Second, we have 14 pew candle holders placed in the center aisle, 7 on each side, every third row. Finally, we have a stand for a unity candle and two individual candles. The unity candle is placed on a table on the pulpit side in the sanctuary. All candles, which are 10 or 12 inch tapers, will be provided by the wedding party. Unity sand is also permissible, but you will need your own containers and sand.

Rice is not permitted to be thrown inside or outside the sanctuary. If there is an aisle runner, flower petals may be permitted to be thrown along the center aisle. For specific requests regarding particular decorations, please check with the Wedding Coordinator.

Conduct at the wedding

Before, during, and after the wedding ceremony, we expect conduct appropriate to worship in a church. There will be no smoking in the building, and no alcohol anywhere on the premises. The Fireside Room will be available to the wedding party before the ceremony, as well as the Youth Room (for the men) and Rooms 1-2 (for the women). Please let us know when you will be arriving on the day of the ceremony.

The week of your wedding

Seven days before your ceremony you need to bring the following to the Office Coordinator

1. Your marriage license
2. Your final payment to the church (you may do this earlier, or in installments, if you would like)
3. A few copies of your wedding program

Wedding Rehearsal

The Wedding Coordinator will conduct the wedding rehearsal the evening before the wedding. The Officiating Pastor may also be present. The Wedding Rehearsal will last no longer than 60 minutes. At the rehearsal, the Wedding Coordinator will rehearse the service, as well as help familiarize the wedding party with the building and describe the policies and procedures for the weekend.

General roles and duties

Officiating Pastor – Conduct all premarital sessions. Help plan the wedding service, along with the Music Director.

Music and Worship Leader – Consult with couple regarding worship music. Practice with soloists and/or other musicians.

Wedding Coordinator – Conduct initial interview with couple and help them complete the worksheet. Answer questions. Review policies and procedures. Conduct the Wedding rehearsal. On the day of the Ceremony, the Wedding Coordinator will guide the participants in the wedding through all aspects of the wedding service.

Office Coordinator – Will make appointments for the couple, make the reservation for the Sanctuary/Chapel, take the fees to be given to the financial coordinator (and may type bulletin/worship folder, if applicable).

Custodian – Will set up for service before the wedding rehearsal (candles, tables, and other special requests for the sanctuary). Will be available some time on the day of the wedding and will take down the sanctuary after the wedding. The wedding party is responsible for clean up of the Fireside Room and other rooms that are used.

Fees

The fee you provide Woodlake will include the Officiating Pastor, the Wedding Coordinator, a Custodian, Music and Worship Leader and janitorial and administrative costs. The fees for the pastor include the premarital sessions, worship planning, rehearsal and the wedding service. The fee for the wedding coordinator includes the initial consultation, the wedding rehearsal, and four hours of time on the day of the wedding.

Member Fee: \$700.00

Non-Member Fee: \$950.00

Reception

The Fellowship Hall and Fireside Room are available for receptions with the payment of the appropriate additional fees. The Fellowship Hall can seat up to 178. The Fireside Room can seat up to 60.

Service Data

To be completed in consultation with the pastor. Items marked with an asterisk are optional.

Prelude (Seated)

Solo*

Processional (Standing)

Greeting, Declaration of Intent, and Prayer

Hymn or Solo (Seated)

Reading*

Lesson

Gospel (Standing)

Homily (Seated)

Hymn or Solo*

Wedding Vows

Exchange of Rings

Blessing (Bride and Groom Kneel)

Hymn or Solo*

Unity Candle

Prayers, Lord's Prayer, and Benediction (Kneeling)

- OR -

Communion Liturgy

Recessional (Standing)

Suggested Lessons

Psalms 33, 100, 111, 117, 127, 128, 136, 160

Genesis 1:26-31; 2:18-24

Song of Solomon 2:10-13; 8:7

Isaiah 61:8-11; 63:7-9

Tobit 7:9-14

Romans 12:1-2

1 Corinthians 12:31-13:13

Ephesians 5:21-33

Philippians 4:4-9

Colossians 3:12-19

Hebrews 12:1-6

1 John 3:18-23; 4:7-21

Revelation 19:4-9

Matthew 5:13-16; 19:4-6

Luke 12:22-31

John 2:1-10; 15:9-12

Suggested Hymns:

From the *Evangelical Lutheran Worship* book:

O Morning Star, How Fair and Bright!	308
Jesus, Come! For We Invite You	312
Now the Green Blade Rises	379
We Are Baptized in Christ Jesus	451
Holy, Holy, Holy	473
Soul, Adorn Yourself with Gladness	488/489
God Is Here!	526
O Trinity, O Blessed Light	571
Hear Us Now, Our God and Father	585
This Is a Day, Lord, Gladly Awaited	586
Love Divine, All Loves Excelling	631
Our Father, by Whose Name	640
Beloved, God's Chosen	648
Blest Be the Tie that Binds	656
O Jesus, Joy of Loving Hearts	658
We Are Called	720
Borning Cry	732
Lord of All Hopefulness	765
Let Us Ever Walk with Jesus	802
Come, My Way, My Truth, My Life	816
Joyful, Joyful, We Adore Thee	836
Now Thank We All Our God	839/840
Let All Things Now Living	881
For the Beauty of the Earth	879

Wedding Fee Agreement

Listed below are the fees associated with wedding at Woodlake Lutheran Church. The total required fee is due one week prior to the wedding. The fees are the same regardless if you choose to bring in your own pastor and / or musicians. A non-refundable security deposit of \$100 is due upon date selection with the office.

	WL Lake Member	Non-Members	Total
Required Fees	\$700	\$950	
Pastor			
Organist/ Worship Leader			
Wedding Coordinator			
Janitorial Fee			
Security Deposit			
Miscellaneous Expenses			
Unity candle (2 taper)	\$5	\$10	
Candelabra	\$25	\$50	
Aisle Candelabras	\$5 /pair	\$10 /pair	
Wedding Programs		As quoted	

		Total Payable	_____

Make checks payable to Woodlake Lutheran for all fees, space usage and supplies.

**NOTE: If fees present a financial hardship, please discuss this with the pastor.*