



**104 SNELLING AVENUE SOUTH
ST. PAUL, MN 55105**

WEDDING GUIDELINES

(August 2011)

TABLE OF CONTENTS

First Steps in Planning Your Wedding	3 – 4
Immanuel Staff Members	
General Information	
Planning the Ceremony	5 - 12
The Order of Marriage	
Customizing Your Wedding	
Selecting Wedding Vows	
Selecting Scripture Readings	
Selecting Music	
Congregational Hymns	
Processionals and Recessionals	
Wedding Details and Notes	13 - 15
Aisle Cloths	
Audio Taping	
Balloons	
Bulletins	
Candles	
Conduct of Guests	
Dates and Times of Weddings	
Dressing Areas	
Floral Decorations	
Guest Book	
Handicapped Access	
Paraments	
Personal Attendant	
Photography/Videography	
Rehearsals	
Rice	
Seating Capacity	
Security	
Ushers	
Schedule of Fees	16

FIRST STEPS IN PLANNING YOUR WEDDING

1. **Read this booklet.**

Jot down questions raised in your mind as you read.

2. **Reserve the date of your wedding.**

The date and time of your wedding and rehearsal must be reserved for you by the parish administrator and approved by the pastor. You should also contact the wedding coordinator at this time to reserve her time.

Non-members are required to bring a deposit of \$50.00 at the time the wedding date is reserved. This deposit is non-refundable. This deposit will be applied to the sanctuary/custodian fee at the time of the wedding.

Non-members planning to be married at Immanuel Lutheran Church are encouraged to attend worship services with the congregation to become better acquainted with the parish and the pastor.

3 **Arrange for an initial planning session with the pastor.**

The pastor will consult with you in planning your wedding and in helping you to prepare for your marriage together. The minimum time required to complete arrangements and counseling is usually two months.

Normally the pastor of the congregation will officiate at your wedding. If it is your intention to have an additional clergy person from outside the congregation participate or officiate, you should first consult with the pastor of Immanuel about such arrangements.

4. **Arrange for premarital counseling.**

All couples being married in this congregation are required to participate in premarital counseling sessions with the pastor.

At the first or second session with the pastor, the two of you will be asked to complete a premarital inventory designed to help you look at yourself, your partner, and your relationship as you prepare for married life together.

In subsequent sessions with the pastor, the results of your inventory will be used to identify some of the strengths, which the two of you bring to your marriage, as well as some of the areas of your relationship, which may call for growth.

5. **Arrange for an initial planning session with the organist of Immanuel.**

The organist for your wedding will be the organist of the congregation, unless the organist is unavailable. It is your responsibility to consult with the organist prior to your wedding. If an organist other than the organist of the congregation is used, permission must be received from the pastor and the church organist must be consulted.

Before you make arrangements with singers or instrumentalists who will participate in your wedding, please read the Selecting Music section of these guidelines and discuss your plans with the organist and pastor.

6. Arrange for a planning session with the wedding coordinator.

The wedding coordinator (and pastor) conduct your wedding rehearsal and are available to consult with you about such wedding details as use of church facilities, the order of service, decorations, receiving lines, and a host of other details.

7. Obtain a marriage license.

Minnesota law requires couples to secure a license to marry. You may apply for a license at the office of any County Clerk of Court in the state. You must apply a minimum of three (3) days before the wedding, though we recommend that you apply earlier. A fee will be charged. When applying for the license, check for a discounted fee because of pre-marriage counseling. The license should be given to the wedding coordinator at the wedding rehearsal in order that the church documents be properly completed in readiness for your wedding service.

Immanuel Staff Members

Pastor Cindy Bullock	699-5560
Russ Carlson, Parish Administrator	699-5560
Megan Engel, Organist	507-403-9941
Jan Thorson, Wedding Coordinator	699-1046
Ina Kubesh, Wedding Coordinator	698-6492

General Information

Church Address: Immanuel Lutheran Church
104 Snelling Avenue South
Saint Paul, Minnesota 55105-1999

Office hours: Monday - Friday, 7:00 a.m. – 3:00 p.m.

PLANNING THE CEREMONY

As you meet with the pastor, organist and wedding coordinator to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. Of course, what is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage as expressed in the Order for Marriage, pages 286 - 291 of the Evangelical Lutheran Worship (ELW).

The Order of Marriage (Evangelical Lutheran Worship p. 286-291)

Gathering

Entrance

The assembly stands as the ministers and the wedding group enter. Music—hymns, song, psalm, instrumental music—may accompany the entrance.

Stand

The presiding minister and the assembly greet each other.

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.

Declaration of Intention

The minister addresses the couple in these or similar words, asking each person in turn:

Name will you love Name to be your wife/husband, to live together in the covenant of marriage? Will you love her/him, comfort her/him, honor and keep her/him, in sickness and in health, and, forsaking all others, be faithful to her/him as long as you both shall live?

*Response: **I will.***

The minister may address the assembly in these or similar words.

Will all of you, by God's grace, uphold and care for name and name in their life together?

We will.

Prayer of the Day

The presiding 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 name and name 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

The assembly is seated. Two or three scriptures are proclaimed. When the service includes communion, the last is a reading from the gospels. Responses may include a psalm in response to a reading from the Old Testament, a sung acclamation preceding the reading of the gospel, or other appropriate hymns, songs and psalms.

Sermon

Silence for reflection follows.

Hymn of the Day

A hymn of the day may be sung.

Marriage

Vows

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

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 be faithful to you until death parts us.

OR

In the presence of God and this community, I, name, take you, name, 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.

Giving of Rings

The couple may exchange rings with these or similar words.

Name. I give you this ring as a sign of my love and faithfulness.

OR

Name, I give you this ring as a symbol of my vow.
With all that I am, and all that I have, I honor you,
aIn the name of the Father, and of the Son, and of the Holy Spirit.

Acclamation

The presiding minister addresses the assembly.

Name, and Name, 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.

The assembly may offer acclamation with applause. A sung acclamation, hymn, or other music may follow.

Other symbols of marriage may be given or used at this time.

Marriage Blessing

The couple may kneel. The presiding minister may extend a hand over the couple while praying for God's blessing in the following or similar words.

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.

By the power of your Holy Spirit pour out the abundance of your blessing on name and name. Defend them from every enemy. Lead them into all peace. Let your love be a seal upon their hearts, a mantle about their shoulders, and a crown upon their foreheads.

Bless them so that they lives together may bear witness to your love. Bless them in their work and in their companionship; in their sleeping and in their waking; in their joys and in their sorrows; in their life and in their death.

Finally, in your mercy, bring them to that table where your saints feast forever in your heavenly home, through Jesus Christ our Lord, who lives and reigns with your and the Holy Spirit, one God, now and forever.

Amen.

Parents or others may speak additional words of blessing and encouragement at this time.

Prayers of Intercession

The assembly stands. Prayers of intercession for the world and its needs may be prayed.

Each petition may end:

Gracious and faithful God,

hear our prayer.

*The presiding minister concludes the prayers, and the assembly responds. **Amen.***

A service with communion continues with the peace. After the presiding minister greets the assembly, the couple may greet each other with the kiss of peace, and the assembly may greet one another in peace.

OR

A service without communion continues as follows.

The Lord's Prayer is prayed by all.

**Our Father, who art in heaven,
hallowed be thy name,
thy kingdom come,
thy will be done,
on earth as it is in heaven.
Give us this day our daily bread;
and forgive us our trespasses,
as we forgive those
who trespass against us;
and lead us not into temptation,
but deliver us from evil.
For thine is the kingdom,
and the power, and the glory,
forever and ever. Amen**

OR

**Our Father in heaven,
hallowed by your name,
your kingdom come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those
who sin against us.
Save us from the time of trial
and deliver us from evil.
For the kingdom, the power,
and the glory are yours,
now and forever. Amen**

Sending

Peace

If it has not been included earlier in the service, the greeting of peace may be shared.

The peace of Christ be with you always.

And also with you.

The couple may greet one another with the kiss of peace. All present may greet one another with a gesture of peace, and may say Peace be with you or similar words.

Blessing

The presiding minister proclaims God's blessing in these or similar words.

The blessed and holy Trinity make you strong in faith and love, defend you on every side, and guide you in truth and peace, now and forever.

Amen.

OR

God Almighty send you light and truth to keep you all the days of your life. The hand of God protect you; the holy angels accompany you; and the blessings of almighty God, the Father, the † Son, and the Holy Spirit, be with you now and forever.

Amen.

Dismissal

An assisting minister may send the assembly forth in these or similar words.

Go in peace. Serve the Lord.

Thanks be to God.

A hymn may be sung or instrumental music played as the wedding group and the ministers depart.

CUSTOMIZING YOUR WEDDING

The Order for Marriage allows a variety of options. You may wish to modify the service or even construct your own. As *The Manual on Liturgy - Lutheran Book of Worship* states "The marriage service in the Lutheran Book of Worship should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be constructed (pg. 347)."

Selecting Wedding Vows

In addition to the example provided in the Order of Service, the following vows, each expressing the promises of a couple's life-long commitment to each other, are also examples of appropriate vows for use at your wedding.

1. From Service Book and Hymnal, page 271,

I, _____, take you _____, to be my wedded wife/husband, to have and to hold from this say forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, as long as we both shall live.

2. Other examples from CF Manual on Liturgy. . . LBW, page 352,

_____, I take you to be my wife/husband from this time onward, to join myself to you, 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 faithful to you with my whole life and being, as long as we both shall live.

OR

I take you, _____, to be my wife/husband, and I promise you:

I will be faithful to you and honest with you;

I will respect, trust, help, and care for you;

I will forgive you as we have been forgiven; and along with you,

I will try to better understand ourselves, the world, and God, through the best and worst of what may come as long as we both shall live.

SELECTING SCRIPTURE READINGS

You are encouraged to select scripture that will be consistent with the themes you want to emphasize. One or more readings are appropriate. You may wish to choose a psalm to be sung, either by a soloist or the congregation. Members of your family, friends, or wedding party may serve as readers of the scripture(s) you select.

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God's purpose in creating man and woman
Ruth 1:16-17 *	
Ecclesiastes 4:9-12	Two are better than one
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:6a-7	Unquenchable love
Isaiah 63:7-9	Faithfulness of God
Jeremiah 32:38-41	God's promises
Jeremiah 33:11	The joy of bride and groom
Psalms 33:1-9	The steadfast love of God
Psalms 95:1-7	The greatness of God
Psalms 100	Thanksgiving
Psalms 117	The faithfulness of God
Psalms 127	God and family
Psalms 128	God and family
Psalms 136:1-9	Thanksgiving
Psalms 145	The grace of God
Psalms 147	The providence of God

Epistle Readings

Romans 12:1-2	The gift of ourselves
Romans 12:9-18	Marks of the true Christian
Romans 15:5-6	Harmonious living
1 Corinthians 13	The way of love
Ephesians 4:32-5:2	Live in love
Ephesians 5:21-33	Marriage and the church
Philippians 2:1-5	Imitating Christ's humility
Philippians 4:4-7	Rejoice in Christ
Colossians 3:12-17	Life in Christ
1 John 3:18-24	Love one another
1 John 4:7-12	God is love

Gospel Readings

Matthew 19:4-6	Male and female created by God
Mark 10:6-9	God's intention for marriage
John 2:1-10	The wedding at Cana
John 13:1-5; 12-17	Jesus washes the disciples' feet
John 15:9-12	Commandment of love

SELECTING MUSIC

The organist of the congregation will assist you in selecting music for your wedding ceremony. The pastor and organist can offer suggestions regarding vocalists and instrumentalists for your wedding.

The Manual on Liturgy - Lutheran Book of Worship reads, "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." In every case, music selected, "should be of high quality and not cloud the mood of the service with triteness or sentimentality" (pages 347-348).

These guidelines lead to the conclusion that most secular (popular) music is not suitable for a worship service. As with vocal music, the processional, recessional, and other instrumental music used in your wedding should be carefully selected to enhance worship. If you have any questions regarding the appropriateness of your selections, please contact Immanuel's organist or pastor before you notify any soloists or musicians.

The music should be within the ability of the musicians to play or sing with confidence.

To conclude, if you can answer "yes" to the following questions, the music you propose is probably appropriate:

- Does the music and its text reflect praise to God?
- Is it based on or does it reflect a scriptural theme?
- Is it appropriate for use in a regular service for worship?

Congregational Hymns

A wedding is a service of worship in which the guests are invited to be participants, not spectators. Therefore, you are encouraged to incorporate hymn singing in your wedding. The following hymns are among the many which are appropriate for weddings:

At the beginning of the service:

<i>Come With Us, Blessed Jesus</i>	ELW 501
<i>We Praise You, O God</i>	ELW 870
<i>Lord Jesus Christ, Be Present Now</i>	ELW 527
<i>Praise and Thanksgiving</i>	ELW 689
<i>Holy God We Praise Your Name</i>	ELW 414
<i>Praise to the Lord, the Almighty</i>	ELW 858, 859
<i>Jesus, Come! For We Invite You</i>	ELW 312

During the service:

<i>Hear Us Now, Our God and Father</i>	ELW 585
<i>Love Divine, All Loves Excelling</i>	ELW 631
<i>The King of Love, My Shepherd Is</i>	ELW 502
<i>Beautiful Savior</i>	ELW 838
<i>Where True Charity and Love Prevail</i>	ELW 359
<i>Where True Charity and Love Abide</i>	ELW 642, 653
<i>Come, My Way, My Truth, My Life</i>	ELW 816
<i>This is a Day, Lord, Gladly Awaited</i>	ELW 586

At the end of the service:

<i>Now Thank We All Our God</i>	ELW 839, 840
<i>Praise My Soul, the King of Heaven</i>	ELW 864, 865
<i>Joyful, Joyful We Adore Thee</i>	ELW 836
<i>Let All Things Now Living</i>	ELW 881

Processionals and Recessionals, and Other Additional Music

The organist will help you select processional and recessional music from a diverse selection of compositions.

WEDDING DETAILS AND NOTES

Aisle Cloths

Although they are not especially recommended for safety reasons, cloth aisle runners should be purchased or rented from a florist. The runner should be about 75 feet long.

Audio Taping

Immanuel has a tape system by which your worship service may be taped in cassette fashion. Please provide the tape.

Balloons

In accordance with Minnesota's anti-littering law, balloon releases cannot be permitted.

Bulletins

It is helpful, but not necessary, to have a wedding service bulletin to inform guests of the order of the service and the names of the participants in the wedding party. You should discuss the layout of the bulletin with the pastor.

Candles

The six candles in the chancel area behind the altar will be lighted for the wedding ceremony. Votive candles may be placed on window sills. A Unity Candle stand is available. You provide the candles.

Conduct of Guests

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. The use of alcoholic beverages, or abusive chemicals is not permitted on the church premises (building and property). Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding.

Dates and Times of Weddings

Weddings may not be scheduled for the following days:

New Year's Eve	Thanksgiving Eve
New Year's Day	Thanksgiving Day
Holy Week	Christmas Eve
Easter Weekend	Christmas Day
4th of July	Monday legal holidays

Sunday weddings must begin after 3:00 p.m.

Dressing Areas

A carpeted room with a full-length mirror (the West Lounge) is available for the use of the bride's party. The groom's party usually uses the library space for dressing.

All rooms used by the wedding party should be left in the same condition in which you found them. Boxes, trash, and bags are to be gathered together before you leave the church. The custodian will dispose of these items for you. Any articles mistakenly left behind will be placed in our "Lost and Found".

Floral Decorations

Floral decorations are not necessary, but, if desired, must be provided by you. Please arrange with the florist to notify the parish administrator and the wedding coordinator of the delivery time of your flowers. You may wish to assign someone to take your flowers to the reception following the service.

Guest Book

A stand for a guest book is available near the main entrance to the sanctuary. The guest book should be closed for signing and removed by the attendant approximately five minutes before the ceremony begins in order to seat late arriving guests in a timely manner.

Handicapped Access

Please notify the wedding coordinator if you have special parking needs for any handicapped guests. The church's elevator is located just inside the street level entrance on South Snelling Avenue. The wedding coordinator can also make suggestions for the seating of handicapped guests in the sanctuary.

Paraments

The color of the paraments on the altar, lectern, and pulpit is determined by the season of the church year. They are not changed for weddings.

Personal Attendant

It is recommended that you arrange for a personal attendant or host/hostess to make sure that all honored guests receive their flowers prior to the ceremony, as well as to be available for any last minute needs of the bride and groom.

Photography/Videography

Most couples contract with a professional photographer to photograph and/or videotape their wedding. It is important that you share with your professional photographer Immanuel's policies on photography prior to signing any contract with them.

As a matter of courtesy to your guests, you should take your formal wedding pictures prior to the service. Photographs must be completed at least thirty minutes before the service begins. The photographer may take time exposures during the service from the rear balcony or the narthex entryway to the sanctuary. No flash pictures should be taken during the worship service.

Videography of the wedding service should take place from the balcony or the transept. Flood lights are not permitted.

Rehearsals

Rehearsals are usually held the evening before the day of the ceremony, and must be scheduled with the wedding coordinator and pastor soon after you reserve your wedding date with the parish administrator.

All members of the wedding party (bride, groom, bridesmaids, groomsmen, ushers, flower-girls, ring bearers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal. The purpose of the rehearsal is to acquaint everyone with the flow of the ceremony, to establish the worshipful nature of the service, to introduce folks who may be unfamiliar with each other, and to establish each person's duties and movements. Normally musicians (soloists, instrumentalists, and church organist) need not be present for the rehearsal.

It is important that the ushers be present for the rehearsal as the promptness and decorum of the ceremony depend in large part upon them.

The wedding coordinator will walk the wedding party through the ceremony from beginning to end, as well as acquaint everyone with dressing and washroom facilities. The pastor may or may not be available for the rehearsal. If everyone arrives on time, the rehearsal should not take longer than forty-five to sixty minutes.

Rice

No rice may be used at all. Birdseed is permitted for use outside the church building.

Seating Capacity

The sanctuary can seat approximately 250 people comfortably. There are 23 pews on each side of the main center aisle in the sanctuary.

Security

All gifts and personal valuables should be left in the hands of trusted persons. We cannot guarantee the safety of items left unguarded on the premises.

It is recommended that gifts be attended at all times. Please assign a person to transport gifts out of the church prior to the beginning of the wedding, if possible.

Ushers

A minimum of two ushers is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen and bridesmaids may serve as ushers. All ushers should be adults as the nature of their tasks require confidence and decisiveness. It is advised to have one usher for every fifty guests.

Time

Use of the building on the day of the wedding, should not exceed 5 hours, unless Immanuel is the reception site as well.

SCHEDULE OF FEES

WEDDING SERVICE	MEMBERS	NON MEMBERS
Sanctuary/Custodian	\$200.00 (includes custodian fee)	\$800.00 (includes custodian fee)
Pastor	Honorarium (your discretion)	\$300.00
Organist *	\$200	\$200
Wedding Coordinators	\$150 (total)	\$150 (total)
Reception (if being held at the church)	\$1000 + \$250 (for space and coordinator)	\$1000 + \$250 (for space and coordinator)

* Fee includes a scheduled one-hour service-planning consultation, a 15-minute organ prelude, processional and recessional/postlude music, accompaniment of soloists/instrumentalists during the service, brief rehearsal preceding the service, and other music requisite to the service or liturgy. If extra rehearsals are required with instrumentalists or soloists, an \$85.00 fee is charged per hour-long rehearsal.

- Checks for the sanctuary/custodian fee should be made payable to *Immanuel Lutheran Church*.
- All other checks should be made payable to the individuals performing the service.
- A \$50.00 deposit is required for all non-members when reserving a wedding date. This deposit is applied to the sanctuary/custodian fee at the time of the wedding.