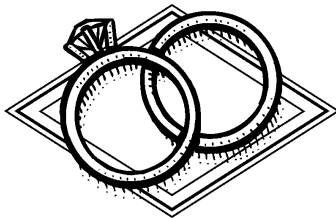


Wedding Handbook



Gloria Dei Lutheran Church
301 N Lincoln St
Redwood Falls, MN 56283

Revised 05/11/2010
Amended 2/14/2012
Amended 12/11/2012



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Redwood Falls, MN 56283

This booklet is intended to make planning your wedding at Gloria Dei Lutheran Church easier and we ask your careful attention to these guidelines.

Fees listed are subject to change.

Gloria Dei Lutheran Church is not responsible for lost or stolen items.



Gloria Dei Lutheran Church, ELCA
507-637-2592

Wedding Coordinator, Deb Kaardal
dkaardal@gloriadelutheran.org

Pastor Bryant Kaden
bryantkaden@hotmail.com

Pastor Shannon Wachter

Reminders:

Wedding date & time: _____

Rehearsal date & time: _____

Meeting dates with Pastor:

Meeting dates with Coordinator:

1. _____

1. _____

2. _____

2. _____

3. _____

4. _____

All fees will be paid to the Wedding Coordinator at the rehearsal.

_____ Clergy
_____ Coordinator
_____ Custodian
_____ Other

_____ Sanctuary
_____ Hall
_____ Videotaping



To the Bride & Groom: Pastors are pleased to be invited to attend rehearsal dinners and wedding receptions, however, advance invitations are appropriate. Do send an invitation to the pastor if it is your wish that they attend. If you'd like the pastor to say "grace" at the reception, please ask prior to the reception.

If you have any questions about any items in this handbook, please do not hesitate to ask.

Please notify the church office as soon as possible of any change in plans that will affect arrangements already made.

Rehearsal

Be prepared at the wedding rehearsal. Be on time. Plan for 1 hour.

- ◆ Will the complete wedding party be at rehearsal, including ushers, musicians, lectors, parents?
- ◆ Will ushers escort grandparents? Groom's mother & father? Bride's mother? Will groom escort any of above?
- ◆ Will ushers light altar candles & unity candles? Will mothers light unity candles?
- ◆ Will there be an aisle runner? Rolled out after mother's are seated? Rolled out just for bride? Rolled back up before guests are escorted out?
- ◆ Will groomsmen & bridesmaids enter together? Bridesmaids alone?
- ◆ Will bride be escorted or alone?
- ◆ Will flower girl/ring bearer stand or sit during ceremony?
- ◆ Do you want ushers to seat guests by bride's side/groom's side or fill pews evenly.
- ◆ If using CD's for music, please have the person who will be operating the music arrive 15 minutes before the rehearsal.

Wedding Day:

- ◆ What time should everyone arrive for photographs? (Photographs should be complete 30 minutes prior to ceremony.)
- ◆ Who is responsible for clean up of personal items (decorations, food, clothing, etc.)

A Pastoral Message to the Bride and Groom:

We rejoice with you as you anticipate your wedding day! Your desire to have a church wedding indicates that you see your marriage as a commitment made before God. We are pleased that you have chosen Gloria Dei Lutheran Church as the place to celebrate your marriage ceremony. We will do everything possible to make sure it is a joyous event. We want your wedding to be an occasion you will always remember as a beautiful and meaningful day—a Christ-filled day of reverence, dignity and joy.

As pastors of Gloria Dei, we are not only concerned for your wedding ceremony, but also for your marriage. Christian marriage is a covenant of faith and love. It is a mutual and life-long promise of faithfulness and commitment to each other. A wedding, for all its beauty and significance, does not in itself make a marriage. A marriage requires the continued effort to grow and deepen your relationship as husband and wife. With Christ at the center of your lives, and in fellowship with other believers, you will be strengthened, supported and enriched as individuals and as a couple.

If you are not a member of Gloria Dei, we ask that you worship with us several times prior to your wedding. We care about you, want to get to know you better and want you to feel connected to our community of faith. As bride and groom, you have particular reason for thanks and praise. It was God who brought you together and God who will unite you in marriage.

Gloria Dei and its pastors are responsible to God and to the state in performing marriages. We pray God's blessings upon both of you as you make your wedding plans. The grace of our Lord Jesus Christ, the love of God the Father, and the communion of the Holy Spirit abide in your marriage and home always.

The Pastors of Gloria Dei Lutheran Church

Guidelines for Weddings at Gloria Dei Lutheran Church

1. The couple is required to participate in pre-marital counseling sessions conducted by the pastors of Gloria Dei Lutheran Church or by another pastor that will certify with the Gloria Dei pastors that the pre-marital sessions have taken place. Please schedule these sessions with the pastors.
2. The couple is required to meet with one of the pastors and the Wedding Coordinator of Gloria Dei Lutheran Church to know the guidelines and to have any questions answered correctly.
3. **Wedding Coordinator:** The services of the Wedding Coordinator are a part of every wedding at Gloria Dei. Once the date is confirmed, an appointment with the Coordinator is required to discuss Gloria Dei's wedding guidelines. Questions about arrangements, decorating, minister, fees and use of the facilities will be discussed. The Coordinator will be present to assist the pastor and wedding party at the rehearsal and at the wedding before, during and after the ceremony. The Wedding Coordinator is a member of the church staff.
4. If the couple desires that a pastor, other than a pastor from Gloria Dei Lutheran Church conduct the marriage service, this request must be approved by the Executive Committee. (Guest clergy must have credentials filed in a county in Minnesota.)
5. The couple is strongly encouraged to be an active member in a Christian congregation in the community where they reside.
6. Non-Christian marriage services will not be allowed at Gloria Dei Lutheran Church.
7. No use of drugs/alcohol is permitted on the grounds of Gloria Dei Lutheran Church. We reserve the right to cancel the rehearsal or the wedding or remove a wedding participant if a violation occurs.
8. Weddings are scheduled on a first come, first served basis. Because of our 5:30 pm Saturday night worship service, wedding services need to begin no later than 3:30 pm.

Available for use for wedding receptions:

Linens: (Members are responsible for laundering costs.)

- 4 white lace tablecloths (for head table)
- 10 white tablecloths (liners available)
- 1 18' white linen cloth for serving table
- 2 9' off-white lace cloths & liners
- 2 9' off-white polyester cloths
- 2 round white lace cloths & liners (punch table)
- 1 6' white skirt
- 5 12' white skirts
- 20 white "lace look" plastic table covers

China to serve 300

- | | |
|--|---|
| 2 punch bowls (some glass cups) | 8 10" glass plates |
| 1 cake server | 11 12" glass plates |
| 2 cake knives | 9 large glass salad bowls |
| 12 & 6 long pickle forks | 5 wide rimmed glass bowls |
| 2 short pickle forks | 3 small glass bowls |
| 1 tong | 6 covered Pyrex bowls/3 covers |
| 2 sugar tongs | 7 footed candy dishes |
| 2 sugar spoons | 2 tall glass bowls |
| 2 plastic salad tongs | 1 chrome coffee maker
(other coffee makers avail.) |
| 13 chrome mint trays | 12 thermal coffee servers |
| 2 chrome sugars | 10 chrome coffee servers |
| 2 chrome creamers | 2 pewter single candle holder |
| 1 2-tier chrome server | flower/bud vases |
| 2 chrome trays/rectangle | 10 lg rd plastic trays |
| 3 chrome hostess trays | 2 pewter single-candle holder |
| 4 & 2 crystal silverware holders | 25 glass single-candle holders |
| 2 silver candelabras—
(3 candles each, may be
taken apart for 2 singles) | 9 green candle holders |
| 90 smoke colored glasses | 4 glass water pictures |
| | pickle dishes |

There is a separate set of 50 place settings of fine flatware for head table (knives, forks, salad forks, teaspoons, tablespoons).

Wedding Reception Information

If you plan on having your reception at Gloria Dei, please reserve the fellowship hall and kitchen when you reserve your wedding date. After visiting with the Wedding Coordinator about the reception guidelines, you will be put in touch with the Wedding Reception Committee. The cost of the fellowship hall is \$300 for non-members and no cost for members. (Members are encouraged to make a donation to the church for the use of the facilities.)

The Wedding Reception Committee is a service committee of the church and can help with wedding receptions. If the reception is catered and the Committee is not engaged, at least one person from the Committee is to be on hand for assistance in the kitchen. The caterer/or family is then responsible for all items throughout and is in charge of clean up. Your caterer, host, hostess and servers should confer with this Committee person.

The Wedding Committee can assist with the set up of the head table, buffet table, punch table and cake table with linens and skirting. Tables for the guests will have linens and place settings as directed by the couple. Food should be delivered to the church ready for assembly and serving. The committee will recruit workers to help in the kitchen. They will oversee the serving table and head table, if desired. They will be responsible for kitchen cleaning. Arrangements for leftovers must be made ahead of time. (Members are encouraged to make a donation to WELCA if the Wedding Committee assists.)

The couple should arrange for the following: host & hostess, coffee pourers, cake cutters, punch servers, waitresses, dining room decorations, table settings for guests, napkins, punch cups, and arrange for removal of decorations, left-over food and other personal items immediately after reception.

Seating in the fellowship hall is approximately 400. The couple should create a diagram of table and chair arrangements with total number of anticipated guests for the custodian's use in set up — including the head table. (There are 16 round tables (with padded chairs) to seat 128; other seating would be rectangular tables (with padded chairs).)

9. No rice, confetti or bird seed will be thrown inside or outside the church building.
10. Pastors of Gloria Dei have the final decision of music to be used at the marriage service.
11. The sanctuary and all rooms used must be left orderly and cleaned of all personal items and food items after the wedding service.
12. **Clergy:** It is appropriate to give the pastor an honorarium based on the amount of time that is devoted to pre-marital preparation, planning, rehearsal and the actual wedding service itself.
Members, suggested honorarium is \$100.00*
Non-members, suggested honorarium is \$150.00*
13. **Church Organist:** When arranging for an organist, please ask what they expect to receive. The following are guidelines.
Wedding, rehearsal, with no soloist \$75.00—\$100.00*
Wedding, rehearsal, with soloist \$100.00—\$125.00*
14. **Vocalists/Instrumentalists:** Please negotiate fees with your vocalist/instrumentalists, taking into account the number of selections performed, the rehearsal time needed and travel expenses. A minimum amount of \$50.00 is suggested.
15. **Fees:**

	<u>Members*</u>	<u>Non-Members/Inactive*</u>
Sanctuary	No Charge	\$375.00
Fellowship Hall	No Charge	\$300.00
Wedding Coordinator	\$75.00	\$100.00
Custodian	\$75.00	\$100.00
16. Member fees apply to weddings in which at least one person (bride or groom) is an active/voting member (or a dependent of an active/voting member) of Gloria Dei Lutheran Church at least one year prior to the beginning of their wedding planning.

**All Gloria Dei fees/honorariums will be paid to the Wedding Coordinator at the time of the rehearsal. We ask that the wedding party write separate checks to each individual. The Coordinator will make sure that these gifts are delivered to the proper people if they are not present at the rehearsal.*

The Christian Service of Marriage

A wedding at Gloria Dei Lutheran Church is an act of worship; consequently, Christ's love and the promise of God are to be the focal points of the wedding. It is appropriate for the service to include special music, hymns, Scripture readings and a message from the pastor. The officiating pastor will review the order of service and appropriate options with the couple.

Music: Since the wedding is a worship service, care should be given to ensure all music is suitable. Pastors of Gloria Dei have the final decision of music to be used at the marriage service. Please secure your own organist/musicians and make arrangements directly with them. Keep in mind the ability and range of your musicians when choosing music. (A list of processional and recessional is available.)

Marriage License: A marriage license must be obtained at the county courthouse in advance and delivered to the church office no later than one week before the wedding. This will facilitate filling out the proper certificates. The pastor will advise you of rules pertaining to the wedding license and pre-marital counseling.

Programs: If you are having a program (order of service) made for your wedding, please have the pastor proof it before printing. Gloria Dei does not print wedding programs. (Catalogs are available to order bulletin covers.)

Rehearsals: Rehearsals are generally scheduled the day before the wedding. Please inform all of your wedding party (including parents, ushers, readers, musicians) to be on time as we will start promptly and should be done in one hour. Decorating or soloist's practice are not part of the rehearsal. Rehearsals are intended to ensure a smooth ceremony so all who have a role in the ceremony should be present. The Wedding Coordinator and the pastor will conduct the rehearsal.

Your wedding ceremony will begin on time in order for the day to flow as planned.

No drugs/alcoholic beverages shall be permitted on the church grounds on the rehearsal day or on the wedding day.

Candles: Protective mats (church provides) must be put under all candles to protect carpet and furniture. The church has these candle holders available for your use.

- 4 black 5' candelabras (holds 7 candles ea)
- 2 table-top gold candelabras (holds 7 candles ea)
- 2 gold candelabras (holds 3 candles ea)
- 1 gold unity candle holder

The couple must provide their own candles. (8-11" tall, 7/8" wide)

Gloria Dei's two candles on either side of the altar will be lit for the wedding ceremony.

Other: Guestbook tables, gift tables, stands for flowers, and music stands, are available. Please check with Coordinator before moving items or using any equipment. (Please have someone responsible for any cards or gifts brought to the wedding.)

Reception Line: The narthex (entry space between the front door and the sanctuary) allows for plenty of space to greet your guests after the wedding ceremony. A typical reception line is: bride's mother, groom's father, bride, groom, groom's mother and bride's father.

Custodian: Gloria Dei's custodial staff will be responsible for general cleaning prior to and following the wedding event (including garbage removal and snow removal when necessary). The custodian will return the sanctuary and narthex furnishings to proper order. You are responsible for the removal of your wedding decorations.

Outside Wedding Coordinator: If an outside wedding consultant has been employed, we request that their involvement be limited to non-church activities. The rehearsal and building usage is the responsibility of the Wedding Coordinator of Gloria Dei Lutheran Church.

Decorating: Decorating can usually be done the day before the wedding. Please check with the church office to confirm when the church is available for decorating. Please ask before moving any item within the church. The sanctuary does not need excessive decoration for wedding ceremonies.

- The colored hangings or altar clothes (liturgical paraments) on the altar, pulpit and lectern remain in accordance with the season of the church year. They **may not** be changed for a wedding.
- No flowers, candles or other decorations are to be placed on the altar or on the grand piano.
- Wedding banners for the front of the sanctuary are available.
- Please use care when attaching decorations to the pews, etc. Do not use tacks or messy tape. Pew hooks for bows are available.
- Decorations with glitter are strongly discouraged.
- The church does not provide an aisle runner. (The center aisle is 54” wide and 66’ long.) If an aisle runner is used, consider pulling it back up after the recessional so guests do not trip on it.
- Do not throw rice, confetti or bird seed on the church grounds.
- Make sure all decorations, boxes, wrappers, personal equipment, etc. are removed promptly after the ceremony.

Flowers: Florists may deliver flowers to the church at a prearranged time. Flowers need to be available for pre-service photographs. (Flowers from home gardens are acceptable.) Liners for the brass altar vases are available to be filled by a florist.

Floral arches may be used in the narthex area only.

If you choose to leave any flowers from your wedding at the church for Sunday services, please let us know in advance so we can acknowledge your gift in our church bulletin.

Suggested Texts for Weddings *(1—3 passages are typically chosen)*

Genesis 1:26-31	Genesis 2:18-24	Ruth 1:16-17
Psalms 33	Psalms 68	Psalms 100
Psalms 117	Psalms 121	Psalms 127
Psalms 128	Psalms 136	Psalms 150
Isaiah 63:7-9	Jeremiah 33:10-11	Micah 4:5
Matthew 19:4-6	John 2:1-10	John 15:9-12
Romans 12:1-2	I Cor. 12:31-13:13	II Cor. 5:17-19
Ephesians 3:14-19	Ephesians 5:21-33	Philippians 4:4-7
Colossians 3:12-17	I John 4:7-12	
Song of Solomon 2:10-13		
Song of Solomon 8:6-7		

Suggested Congregational Hymns

LBW 78	All Praise to You, O Lord
LBW 126	Where Charity and Love Prevail
LBW 253	Lord Jesus Christ, Be Present Now
LBW 259	Lord, Dismiss Us With Your Blessing
LBW 260	On Our Way Rejoicing
LBW 281	God, Who Made the Earth and Heaven
LBW 287	O Perfect Love
LBW 288	Hear Us Now, Our God and Father
LBW 289	Heavenly Father, Hear Our Prayer
LBW 315	Love Divine, All Loves Excelling
LBW 354	Eternal God, Before Your Throne
LBW 358	Glories of Your Name Are Spoken
LBW 459	O Holy Spirit, Enter In
LBW 486	Spirit of God, Descend upon My Heart
LBW 518	Beautiful Savior
LBW 524	My God, How Wonderful Thou Art
LBW 534	Now Thank We All Our God
LBW 543	Praise to the Lord, the Almighty
LBW 549	Praise, My Soul, the King of Heaven
LBW 551	Joyful, Joyful, We Adore Thee
LBW 557	Let All Things Now Living
LBW 561	For the Beauty of the Earth
WOV 749	When Love Is Found
WOV 751	As Man and Woman We Were Made

Exchange of Vows

The exchange of vows is the heart of marriage and of the Marriage Service. The bride and groom face each other and join hands, and each, in turn, promises faithfulness to the other.

Suggested forms of the wedding promises:

1. I take you, _____, 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.
2. I take you, _____, to be my *wife/husband*, and these things I promise you: I will be faithful to you and honest with you; I will {obey}, 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 to better understand ourselves, the world, and God, through the best and worst of what is to come until death parts us.
3. I take you, _____, to be my *wife/husband*. I promise before God and these witnesses to be your faithful husband/wife, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.
4. _____, I take you to be my *wife/husband* from this time onward, to join with you and to share all that is to come, 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 {faithful} to you with my whole life and with all my being until death parts us.

Note: If bride and groom are writing vows, they should seek guidance from the pastor and they must be reviewed and approved by the pastor prior to rehearsal.

Information for your Wedding Service

Facility Information: The sanctuary holds approximately 400 people. Gloria Dei is handicap accessible. There is a church parking lot. The building is air conditioned. Gloria Dei is a smoke-free building (all rooms) and drugs/alcoholic beverages are not permitted in the church or on the church grounds at any time.

- We ask your help in making sure all of your personal items are gathered from the church before you leave for your reception.
- The church assumes no responsibility for lost or stolen items.
- Reimbursement to Gloria Dei is expected for any actual expenses or damages incurred.

Photography: Wedding photographs may be taken in the church sanctuary and on the church grounds before and/or after the wedding service. You should be done with pre-wedding pictures 1/2 hour before the start of the wedding. Be aware that from September—May, there are worship services at 5:30 pm on Saturdays so the sanctuary must be cleared before then. Use your time wisely.

Only the professional photographer hired for the wedding may take photographs during the service. No flash photography during the wedding service.

Videotaping: Videotaping is acceptable if it is done from a tripod in an unobtrusive manner. Discuss this with the Wedding Coordinator. It may be possible to have one of Gloria Dei's camera operators record your service. Advance notice of 6 weeks is requested.

Fee for this service:

Member \$50.00* Non-Member \$75.00*

Dressing Room Facilities for the Wedding Party: The bride and her bridesmaids may use the nursery in the basement on the day of the wedding. The groom and his groomsmen may use the basement youth room. Please make arrangements to have all personal belongings picked up and the rooms put back in order.