

Immanuel Lutheran Wedding Planning Guide

Immanuel Lutheran Church
Princeton, Minnesota

Revised/Updated- 9/21/2017

I. Your Wedding Service at Immanuel Lutheran

Your wedding is an act of worship.

You come to give thanks and praise; you come to ask God's blessing on your marriage; and you come to glorify Christ in the Word and in the prayers. Your wedding ceremony will reflect that God is the center and that it is His blessing that is being sought.

The wedding ceremony is a congregational rite.

You invite family members and friends to worship with you and to prayer for you. Congregational hymns and prayers are some of the ways we participate.

For whom is a wedding at Immanuel appropriate?

Immanuel Lutheran Church is committed to building and nurturing relationships of Christian faith and discipleship. We believe that all Christians need to have a relationship with a specific church home, where they worship, serve and grow in relationships with Christ and others. We hope that will take place while you are preparing for your wedding. All current members of the congregation are entitled to the use of the church for a wedding service. Non-members will be accommodated at the discretion of the pastor. Previous membership status and other relational connection to the congregation will be given consideration.

II. Reserving Your Wedding Date

To avoid conflicts, the date for your church wedding should be decided in consultation with the Pastor well before any other plans are finalized. A minimum of 6 months is normally required in order to accommodate premarital visits with the Pastor. Due to the somberness of Holy Week, we do not schedule any weddings during that time.

1. Fill out the Scheduling Your Wedding form. (**Appendix A**)
2. Return the form and a \$100 security deposit to the church office immediately.
3. Your date is not secure until the pastor or wedding coordinator calls you to confirm the date. Plan on up to 24 hours for this confirmation.
4. Contact the Wedding Coordinator. See Section V.

III. Wedding Fees

Security Deposit

A security deposit of \$100 is due with the Scheduling your Wedding form. The Reservation/Damage Deposit will be refunded within 30 days if the following are adhered to:

- Payment for services is completed prior to the rehearsal.
- No unpaid bills from the wedding
- No damage to the premises.
- No additional cleanup is required.
- No smoking or drinking of alcohol takes place on church grounds.
- Cleanup and removal of personal items should be accomplished immediately, other items approved by the wedding coordinator within 24 hours.

Wedding Charges with NO Reception

	Members	Non-members
Janitor Fee	\$75	\$200
Make Check Payable to _____		
Pastoral Service	\$200	\$200
Wedding Coordinator	\$100	\$200
Sound Tech	\$75	\$200
Make Check Payable to _____		
Bulletin Printing (Payable to Immanuel)	\$20/100	\$50/100

ADDITIONAL Charges for Use of Fellowship Hall for Reception or Rehearsal Dinner

Janitor Fee	\$75	\$200
Wedding Coordinator	\$150	\$200

IV. Pastoral Participation

A pastor on staff at Immanuel will preside at any wedding. Participation of another pastor who is significant to the couple is welcome. This should be discussed with the presiding Pastor, who will extend the invitation on behalf of the couple.

The pastor will gladly work with the marriage couple to create an individually meaningful ceremony based upon the couple's ideas. The Pastor will give input and has the final approval of the order of service for the wedding; including readings, music, hymns, and personal music.

As worship leader, the Pastor is eager to assist with worship planning and celebration. However, proper etiquette states that a formal invitation to the reception is necessary for the Pastor (and spouse) to attend.

V. The Wedding Coordinator

_____ is Immanuel's Wedding Coordinator. Please contact her immediately following the completion of your Scheduling Your Wedding form. The wedding coordinator will meet with you soon after scheduling the wedding date and again about a month before the wedding to finalize plans at the church. In addition, she schedules and coordinates receptions and similar function in the Immanuel Fellowship Hall. She can be reached at _____.

The wedding coordinator will:

- Assist you with the wedding etiquette at Immanuel
- Coordinate custodial help, sound technicians, altar guild if necessary and others who need to be involved
- Consult with you about decorations and set-up
- Provide assistance with scheduling photography, flower deliveries, music, and caterers if necessary.
- Schedule access to the facility for all things related to the wedding. Try to stay within a 5 hour limit for use of the facility on the wedding day. Additional hours may require payment of the wedding coordinator fee.
- Attend rehearsal, be available the day of the wedding and will remain until the church is no longer in use by the wedding party.
- Certify the return of the security deposit within 30 days of the wedding.

VI. Premarital Preparation Sessions

The pastor will spend 3 to 4 hours with each bridal couple during the months leading up to the wedding day. These sessions are required. Alternative premarital counseling can be made to accommodate the special needs of distance. These sessions are designed to help you gain a better understanding of what it means to be married. We spend time talking about building on your current relationship strengths and strategizing around improving some of the growing areas of your relationship. During these visits, you will plan for the Wedding Service and for your marriage.

The Prepare® inventory is used in these sessions. Couples are responsible for the cost of scoring this instrument. Please make out a check to “Life Innovations” for \$35.00.

VII. Marriage License

The marriage license needs to be delivered to the church office two weeks prior to the wedding, along with the names of witnesses. Licenses can be obtained from any county courthouse. A marriage license can be obtained six months prior to your wedding date. Check to be sure all the information is correct.

VIII. Decorations

Flowers: Flowers may not be placed on the altar, organ, or piano. Flower stands are provided for any plant or flower needs.

Candles: Candelabras are available for use with the church candles provided. Check with the wedding coordinator about any other candle use to be sure it is within fire code.

Unity Candle: A stand is provided for the unity candle. The couple must provide the candles themselves.

Sanctuary: Decorations are welcome in the sanctuary, such as pew bows, etc. Aisle runners are discouraged.

Gathering Area: Decorations are welcome in the gathering area or outside with the exception of bird seed or rice.

IX. Music

It is recommended to use an organist or pianist who is a regular service musician from Immanuel. They can advise you in selection of congregational and solo music. Special arrangements can be made for an organist or pianist outside of Immanuel if necessary. Music that does not fit the nature of the ceremony itself may be

considered for use as people gather before the service, or at the wedding reception. The use of CD's for service music is discouraged.

The wedding coordinator can supply you with a list of both instrumental and vocal musicians. Organist, Pianist, and Soloists maintain their own fee schedules. These should be discussed when the musician is retained, and payment should be made no later than the rehearsal.

X. Photography

No flash photography may be taken during the Wedding Service, (from the end of the procession to the benediction). Video cameras may be used for the whole service from behind the seating. Guests should be informed not to take flash photos during the ceremony. Some couples print this in the bulleting to ensure there is not disruption during the ceremony.

We encourage couples to take pictures before the ceremony. This allows you to be with your guests.

XI. Wedding Bulletins

If the couple desires the church office to produce the bulletins for the service, the cost will be \$20 per 100 for members and \$50 per 100 for non-members and couples will supply the bulletin covers. The pastor should approve the order of service before the bulletins are copied. The local Bible Bookstore has wedding bulletin stock.

XII. Wedding Rehearsal

The number in attendance at the rehearsal should include only those actually participating in the service. The wedding rehearsals are to be held prior to the rehearsal dinner. All service fees must be paid prior to the rehearsal. The wedding coordinator ~~may~~ will preside over rehearsal unless there are special circumstances.

XIII. Receptions and Catering

Receptions and rehearsal dinners require additional fees. For any wedding related event held at Immanuel, which is not catered, the wedding party will be responsible for recruiting their own kitchen/cleanup crew. The Wedding Coordinator will be present during these events. You can contact the Wedding Coordinator for suggestions.

Please!

No smoking or alcohol consumption on the church grounds or on adjoining streets.

Appendix A
Scheduling Your Wedding Form Immanuel
Lutheran Church

1. Confirm Wedding Date with Pastor

2. Complete Contact Information Bride's Name

Phone: Cell _____ Other _____
Email: _____

Groom's Name _____
Phone: Cell _____ Other _____
Email: _____

Bride or Groom Connection to Immanuel: (circle one)

Member Non-member Other

Please explain other: _____

Wedding Date: _____ **Anticipated Time:** _____

Reception Location If Known: _____

Number of Anticipated Wedding Guests: _____

3. Pay Security Deposit

5. Contact Wedding Coordinator



For Office Use

Deposit Received: \$100 (Check made out to Immanuel Lutheran Church)

Date _____ Received By _____ Check # _____