



First Lutheran Church

We are believers seeking to invite all into the caring, sharing and growing ways of Christ.

100 Church Street
Marshall, MN 56258
(507)532-2429
www.1stlutheran.org

WEDDING INFORMATION

In order to assist you with your wedding and marriage planning we have put information together. We ask that you take some time to go over it now. This information will guide our work together as we move toward your wedding day. Our pastoral concern for you is two-fold 1) that you enjoy your wedding day and 2) that you begin your marriage on the solid footing of God's grace and love.

Who may be married at First Lutheran Church?

While **a wedding** is most certainly about the engaged couple - a bride and groom vowing to love and honor each other all the days of their lives - **a marriage**, by its nature, goes beyond the two individuals who have committed themselves to each other. At the very least **a marriage** cannot help but involve a couple's family and friends. And, for people of faith, **a marriage** also includes the involvement and support of a faith community.

We expect therefore, that the bride and/or groom are (or will become) members of our faith community (*see notes for exceptions) so their marriage can be cared for and nurtured by the pastor(s) and people of First Lutheran Church on an ongoing basis. More importantly, active participation in the worship life of a faith community provides opportunities for the Word of God and the gift of the Lord's Supper to spiritually nourish couples so they may be strengthened in their promise to live a "faith-filled" marriage.

***Notes**

1. If either the bride or groom is already a member of another congregation, or of a different faith tradition, then please speak with the pastor(s) and/or the Executive Committee about your particular situation.
2. Special circumstance requests by non-parishioners, who are members of another ELCA congregation, to hold a wedding at First Lutheran Church may be brought to the pastor(s) and/or the Executive Committee for consideration. The requesting couple's pastor will also be contacted and it would be expected that the couple would attend premarital counseling sessions with their home congregation pastor. Please understand that permission will be given at the discretion of the pastor(s) of First Lutheran Church.





3. Other requests to hold a wedding at First Lutheran Church by those who are not currently active in a church or involved in special circumstances may also be brought forward to the pastor(s) and/or the Executive Committee for consideration. If approved, premarital counseling sessions with the pastor(s) will still be required.

Pre-marriage Counseling

- 1) Contact the church office as soon as possible indicating your desire to be married at First Lutheran Church. Preferably, we would like a preparation period time of 6-12 months. This is best done in person.
- 2) Please call the church office to arrange a “first session” to discuss your plans and arrange for pre-marriage sessions. Normally one pastor will officiate.
- 3) We require a minimum of 3 premarital sessions before the wedding. Every effort is made to complete all sessions at least 1 month BEFORE your wedding day.

Setting the Date and Time

We encourage afternoon wedding times. Weddings cannot be held at times which conflict with our 5:30 p.m. Saturday Worship Service. Weddings cannot be scheduled any later than 3:30 p.m. on Saturdays. We ask that you avoid scheduling your wedding during the busy seasons of Christmas and Holy Week. Weddings will not be scheduled on Good Friday or Holy Saturday. Rehearsal is generally held the evening before the wedding. The pastor working with you in premarital counseling will confirm the date and time of your wedding during the counseling sessions.

Rehearsal

Set the rehearsal day and time in consultation with the pastor and organist. Please encourage all participants including ushers and musicians to be prompt. Rehearsal will begin at the appointed time. If there is to be a “rehearsal dinner” please schedule it following the rehearsal. The pastor and organist are not normally involved in the dinner hour.

The Wedding Ceremony

The pastor presides at the ceremony. All arrangements for the wedding must be cleared with the pastor. First Lutheran Church shares two pastors. They welcome your requests as to who will perform your ceremony, but will ultimately decide between themselves which pastor will be available on the date chosen. The couple will be informed of the pastors' decision before any other arrangements are made. If you wish to have a guest clergy assist the local pastor, please advise the local pastor early in the planning. The order of service for Marriage is found in the





Evangelical Lutheran Book of Worship on page 286. We wish to work with you in designing a worship that expresses your commitment to one another and God's gracious commitment to you through Jesus Christ.

Wedding Bulletins

Printed bulletins may or may not be used. Bulletins are helpful in establishing the order of service. Bulletin covers may be purchased through a Christian Book Store. You may have your bulletins commercially printed or use your own computer/printing equipment.

The License

Please bring your marriage license to the church office one week before the rehearsal. It will be completed by the church secretary. The names of the witnesses who will sign the license are needed at that time also. To receive a marriage license, you need to make an application for a marriage license at the office of the County Recorder at the County Court House. You need to apply five days before the license is issued.

Organist

Please contact one of the First Lutheran Organists as soon as possible. The organist will assist you in planning processional, recessional and other music.

Since the wedding ceremony is a service or worship, vocal music that would be appropriate at a worship service should be considered. Music that elevates a scripture text, or highlights Christian love and community, or that celebrates with an attitude of praise and adoration of God is very appropriate. "Pop song" favorites can be included at the time of the reception.

The organist's fee includes consultation with the bride and groom in selection of music, rehearsals with soloist(s); his/her own preparation, attendance at rehearsal, and playing at the wedding (at minimum 6 hours). The organist's fee is payable in advance. Please note the fee chart and schedule included with this information.

First Lutheran Organists

Rosie Sorum 532-5039

Susan Jones 532-6435

Other Instrumentalists

Should you wish to involve instruments other than the Church organ, please mention this to the Pastor and organist in your meetings with them.





Hymns

Because the wedding service is a time of worship it is appropriate to sing one or more hymns. The Pastor and organist can help with this. Hymns which complement the scripture texts, offer praise to God, sound a strong note of prayer, and/or are appropriate for the season might be chosen for congregational singing.

Vocal Music

The addition of a soloist or other special vocal music adds to the celebration of your wedding day. Vocalists should always be consulted in the selection of music, so that it is well within their ability. We ask that you select vocal music in consultation with the Pastor and Organist. Again, please make your selections in accordance with the guideline that this is a worship service as well as a wedding ceremony.

Lector

A popular tradition at First Lutheran is to have one or two of the wedding party or relatives read the lessons for the day. This should be arranged prior to the rehearsal, in order for the person(s) to become familiar with the text and that they might read with confidence.

Communion

When Holy Communion is celebrated, the entire congregation will be invited to share in this sacrament.

Ushers

Ushers should be at the church 45 minutes early. The usher's task is most important in providing hospitality and welcome to your wedding guests. Ushers will be asked to a) light and extinguish candles b) seat guests c) hand out bulletins. Ushers are asked to be prepared to assist the Pastor if any unusual circumstances arise. During the rehearsal the Pastor and/or wedding coordinator will give instructions to the ushers.

Candles

Altar candles are provided by the church at no cost. Your Wedding Coordinator can advise you of any additional candle information.





Florist and Flowers

As beautiful reminders of God's love in creation, flowers add to the joy and celebration of the Worship. Flowers should serve to accent and compliment the altar area and not detract. Garden flowers are appropriate. One item to consider:

- Will flowers remain for the Sunday morning worship in honor of the marriage? If so, please notify the church secretary.

Other Decor

Ribbons, bows and banners may also be part of your wedding plans. We cannot allow taping of any of these items into place. Tape tends to be very damaging to finished surfaces such as the pews.

Photographer and Pictures

Make arrangements with the photographer well in advance of the wedding. Arrange to take most of the pictures so that you are completed 45 minutes before the wedding is to begin. Because the wedding is a worship service, we ask that no flash pictures be taken during the service and that photographers are not moving about during the service.

Guest Book

The guest book may be placed in the entrance of the church before the ceremony. We ask that the guest book be closed ten minutes before the start of the ceremony and moved to the place of the reception. This assists the ushers in seating your guests and enables the wedding to begin on time.

Rice/Bird Seed

Because of our concern for safety to all those who attend your wedding and for the birds, we ask that no rice and/or bird seed or any facsimile be tossed about in or around the church property.

The Reception Line

The reception line is usually at the place of the reception or in the narthex. Please determine how the reception line is to be formed. It may be outside, weather permitting.

Non-Member Weddings

Non-member weddings dates cannot be confirmed any more than 6 months in advance.





Wedding Coordinator

The Wedding Coordinator will:

- Meet with you by appointment some weeks before your wedding in order to help you complete planning documents, designate changing rooms for the wedding party, guidelines for flowers and other suggestions of décor for the setting.
- Attend and make notes at the time of your rehearsal. Many decisions are made in matters of seating, lighting of candles, positioning of the wedding party, and the general flow of the wedding service.
- Advise the couple and wedding party on the day of the wedding concerning all those decisions made at the time of the rehearsal.
- Help restore the nave to readiness for regular worship service which follows soon after the conclusion of the wedding worship service.

Damage Policy

A \$500 refundable deposit is due no later than one week prior to the ceremony. This deposit will gladly be returned to you within 30 days if there is no damage, extensive wear, or extreme cleaning. If damage occurs, the deposit will be applied towards repair or special cleaning.

Alcohol/Drug Policy

No alcoholic beverages/drugs are allowed anywhere on the church premises at any time. Any member of the wedding party who is under the influence of alcohol/drugs will not be permitted to participate in the rehearsal or wedding. A flagrant violation of this policy may also result in the immediate termination of the wedding ceremony. The wedding coordinator and pastor will determine the person's condition. If evidence of alcoholic beverages is found during the time you are using the facility or afterwards during cleanup, the return of your deposit will be forfeited.





Wedding Gratuities

Item	Non-Members	Members
Use of the building	\$ 300	No Charge
Organist/ Pianist w/ soloist	\$ 150	\$ 125
Organist/ Pianist w/o soloist	\$ 125	\$ 100
Soloist	\$ 75	\$ 75
Custodian	\$ 75	\$ 75
Wedding Coordinator	\$150	\$ 125
Video/Audio	\$100	\$ 75

***Please make checks payable to the individuals performing the described task.
Do not issue one check to the church to cover the whole amount.
Fill in the blanks below and issue the checks accordingly.***

**Members, if you are having financial challenges, please share this with one of the pastors.*

Damage Deposit

First Lutheran Church

Organist/ Pianist

Soloist

Custodian

Wedding Coordinator

Video/Audio

***These checks, along with your wedding license, are to be delivered
to the church no later than one week prior to the ceremony.***

