

# LCC Wedding Information Form

Wedding Information (to be filled out and a copy given to Pastor)

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Name of Bride \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone number - Home \_\_\_\_\_ Cell \_\_\_\_\_

Name of Groom \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number-Home \_\_\_\_\_ Work \_\_\_\_\_

Future Address of Couple \_\_\_\_\_

Witnesses Best Man \_\_\_\_\_

Maid of Honor \_\_\_\_\_

Attendants-Bridesmaids

Groomsmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organist \_\_\_\_\_  
(Church Organist is Rebecca Kasang)

Soloist \_\_\_\_\_

# LCC Wedding Information Form

Page 2 \_\_\_\_\_ Wedding

Other music and/or instrumentalists \_\_\_\_\_

Photographer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Formal pictures before or after ceremony? \_\_\_\_\_

Video Recorder \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Florist \_\_\_\_\_

Telephone \_\_\_\_\_

Unity Candle Y or N (provided by couple)

Scripture Passages selected \_\_\_\_\_

Readers (if any) \_\_\_\_\_

Communion is an option to be discussed with Pastor if it is so desired.

Parents \_\_\_\_\_ Grandparents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other relatives to be seated in a specific place in front \_\_\_\_\_

\_\_\_\_\_

Church bulletin-have bulletin covers and all the information in regards to music, scripture, and people to church office by one week before wedding.

Guest bookstand Y or N

Receiving line at Church or at Reception (underline or circle)

# LCC Wedding Information Form

## **As you begin planning your wedding at Lutheran Church of the Cross .....**

Congratulations on your upcoming wedding! This is an exciting time for you and we are pleased that you have decided to take this important step through the church. As you begin your preparation for marriage, we want to provide you with our understanding of Christian marriage.

At Lutheran Church of the Cross we hope that you are planning not only for your wedding but also, more importantly, for your marriage. Of course your wedding day is very important. But the wedding ceremony lasts less than an hour, while your marriage is intended to last a lifetime. Accordingly, the commitment of Christian marriage presumes that the couple is actively pursuing a life of faith, and that they desire to grow together in their union with God. At Lutheran Church of the Cross this means that couples preparing for marriage are expected to attend worship services regularly and to share in the life of the church.

Premarital preparation is really in your best interest. When researchers examined characteristics of happy couples that had been married for more than two decades, one of the most important qualities they found was faith in God and spiritual commitment. Regular worship and prayer together, both before and after your wedding, can do much to make your marriage fulfilling and vital. And that is our goal at Lutheran Church of the Cross: We want your relationship to reflect the abundant life that Jesus Christ promises to us all.

Additional research has shown that churchgoers feel better about their marriages than those who do not attend worship, and that couples who attend church together are much more likely to be partners for life. Shared worship is a time of rest and renewal in your relationship. In addition, we strive at Lutheran Church of the Cross Church to make worship an opportunity for social support and spiritual refueling. Singing hymns, learning from Scripture, worshipping God, sharing Holy Communion, and meeting with friends who share your spiritual quest are all comforting and inspiring activities. Worshipping together strengthens marriage and makes the week ahead more meaningful.

For all these reasons we ask that you make a commitment as a couple to worship with us regularly if you reside locally. If you live in another area, we can help you find a church home close to you.

# LCC Wedding Information Form

## Policies for weddings conducted at Lutheran Church of the Cross

**Premarital Counseling.** There will be schedule of meetings with the Pastor for a minimum of four sessions to not only talk about your wedding about of equal importance is the discussion of the marriage relationship. If you live in another part of the country and cannot meet with the pastor, you will meet with a local pastor or social service agency for your premarital counseling.

**Music.** Weddings are worship services during which a couple exchange their promises of marriage and begin living together in the gift that God has given to them called Marriage! We believe couples want their weddings to reflect the timeless beauty of the love they have for each other. Musical choices for various parts of the worship service are planned with the church organist who has access to a variety of music and the experience to know what works at what place in the service. If there is any question about the appropriateness of a musical selection please discuss the selection with the Pastor. If secular songs that have meaning for the couple are to be used, we suggest they be sung/played before the processional as people are being seated.

If someone other than the church organist is playing for the wedding, please have that person call the Pastor in regards to the selection procedure for music.

**Photography.** Since weddings are worship services and the intent is to retain the sacred character of the occasion we ask both professional and amateur (e.g. aunts and uncles) to refrain from taking flash pictures once the ceremony has begun. Please know that after the ceremony the wedding party and the Pastor are available for pictures. Videotaping may be done from an unobtrusive, fixed location. The Wedding Coordinator will assist photographers by showing them the appropriate locations and where they are allowed to stand in order to take pictures. The overall philosophy is that the wedding ceremony is a worship service and not to be disrupted by inappropriate positioning of people taking pictures. If there are repeated difficulties with certain photography studios, they will not be allowed to photograph weddings at LCC.

**Decorations.** Live flowers can be purchased through the church for the vases on the pedestals on either side of the altar for approximately \$60. If your wedding takes place on a Saturday and you would like to leave them for Sunday morning your names are then listed in the bulletin as the couple who provided the flowers! Other floral designs and candelabras need to be approved by the wedding coordinator or Pastor. Fresh flower petals cannot be thrown by a flower girl during the processional and there is no rice or birdseed allowed after the wedding. Candles should be dripless and adequate protection for furnishings and carpeting must be provided. Any expenses for damage will need to be covered by the families of the bride and groom.

**Alcohol.** There is no alcohol besides the communion wine in the sacristy allowed on the premises or on the grounds of the church buildings. If there are any difficulties in this regard the Pastor or Wedding coordinator can postpone the wedding at their discretion.

**Smoking.** There is no smoking allowed in any of the buildings of the church. If there are difficulties in this regard the Pastor or Wedding Coordinator can postpone the wedding at their discretion.

## LCC Wedding Information Form

**Unity Candles.** Often at weddings a unity candle is lit during the worship service to symbolize the couple's new life together. There are a number of options in regards to

-2-

how the unity candle ceremony is performed. Sometimes mothers light the candles prior to the bridal party entering the worship area while at other times the couples light the tapers from the altar candles before lighting their Unity Candle. Please discuss this with the wedding coordinator or Pastor as to how you want to do this aspect of the ceremony. Unity Candles, tapers, and candle stands are provided by the couple getting married.

**Wedding Rehearsals.** Most weddings require a rehearsal so that all people involved will feel more comfortable on the wedding day. The time for the rehearsal is usually 5:30 on the day prior to the wedding. At the rehearsal the wedding party walk through the ceremony to get a sense of what to expect at the ceremony. Musicians do not need to be present and the church organist is not present. Normally the rehearsal takes about one hour.

Please bring the following to the rehearsal:

- 1) Unity Candle, tapers, and candle stands.
- 2) Marriage License.
- 3) Appropriate fees (see fee schedule).
- 4) Guest book.

**Prayers for Use by Best Man, Father, or Other Persons.** At the Rehearsal Dinner and Wedding Reception it is appropriate to use one of the following prayers asking God's Presence at the Celebration.

Here are examples of possible prayers that set a positive, loving tone for such occasions.

### **Prayer at a Rehearsal Dinner**

Almighty and loving God, accept our thanks and praise for all you have done for us. We thank you for the blessing of family and friends, and for the loving care, which surrounds us on every side. Grant us your special blessing on this occasion as we gather for food and fellowship in joyful anticipation of the wedding day of \_\_\_\_\_ and \_\_\_\_\_. Make these families and friends a source of support and loving care for \_\_\_\_\_ and \_\_\_\_\_. And in your mercy, bless this couple with abundant joy as they look forward to joining their lives together as one. Amen.

### **Prayer at a Wedding Reception**

We join our hearts in thanks to you, Lord, for the life, the joys, and the love that \_\_\_\_\_ and \_\_\_\_\_ now share in marriage. Make their life together a sign of Christ's love for this world. Make their love one of fidelity, grace, forgiveness and kindness that they may continue to find delight in one another. Make their home a place of stability and growth, peace and contentment that they may grow to their life's end in harmony and happiness. And make this present community of family and friends a source of strength and continued love for them, that \_\_\_\_\_ and \_\_\_\_\_ may feel supported through all the times of their life together. Bless now this gathering with your presence that \_\_\_\_\_ and \_\_\_\_\_ and indeed all of us, may live lives of thanks to you for your loving kindness. In Jesus' name we pray. Amen.

# LCC Wedding Information Form

## **The Order of Worship for a Wedding Ceremony.**

The basic order of service for weddings consists of the following:

- 1) Prelude (music selections decided upon by couple with input from church musician).
- 2) Processional (see above).
- 3) Welcome, greeting and Prayer.
- 4) Scripture Readings (see list provided below).

-3-

- 5) Meditation/Sermon.
- 6) Music/Solo (if desired).
- 7) Vow Introduction
- 8) Vows (couple can select vows, write vows with Pastoral input).
- 9) Blessing and Exchange of Rings
- 10) Declaration of Marriage
- 11) Lighting of Unity Candle (Music/solo if desired).
- 12) Prayers, Lord's Prayer (if not sung), Benediction.
- 13) Presentation of Couple (how would you like to be introduced).
- 14) Recessional (in consultation with musician couple decides music).
- 15) Postlude (same as above).

## **Scripture Readings.**

From the list below please select two readings from the Old Testament/New Testament and one Gospel Reading for a total of three readings.

### **Old Testament Psalms**

Psalm 33  
Psalm 34  
Psalm 37  
Psalm 100  
Psalm 103  
Psalm 127  
Psalm 128  
Psalm 136  
Psalm 145  
Psalm 150

### **Other Old Testament Readings**

Genesis 1:26-31  
Genesis 2:18-24  
Song of Solomon 2:10-13  
Song of Solomon 8:7  
Ecclesiastes 3:1-8  
Isaiah 63:7-9  
Isaiah 54:5-8  
Jeremiah 31:31-34  
Hosea 2:16-20

### **New Testament Gospels**

Matthew 5:13-16  
Matthew 19:4-6  
Mark 10:6-9  
Mark 12:28-31  
John 2:1-11  
John 15:9-17

### **Other New Testament Readings**

Romans 8:31-39  
Romans 12:1-2  
1 Corinthians 12:31-13:13  
Philippians 4:4-7  
Ephesians 5:21-33  
Colossians 3:12-17  
1 John 4:7-12  
Revelation 19:1, 5-9a

We discourage the use of non-Christian materials at weddings.

## LCC Wedding Information Form

**Vows.** Wedding vows reflect the complete sharing that marriage implies and a commitment that is life-long. Below are listed four examples of wedding vows. You can select one of these, write your own, or allow the Pastor to select an appropriate vow.

1. I take you \_\_\_\_\_ to be my wife/husband from this day forward, to join with you and to share all that is to come and, with the help of God, I promise to be faithful to you, and to care for you as long as we both shall live.
2. I take you \_\_\_\_\_ to be my wife/husband. With the help of God and before these witnesses, I promise 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 to strengthen you so that together we may serve God and others as long as we both shall live.
3. I take you \_\_\_\_\_ to be my wife/husband and with God's help, these things I promise you: I will be faithful to you and honest with you; I will 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 better to understand ourselves, the world, and God through the best and worst that is to come until death parts us.
4. I take you \_\_\_\_\_ to be my wife/husband from this time onward, to join with you and to share with you 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 with the help of God, I promise to be loyal to you with my whole life and with all of my being until death parts us.

**Bulletins.** A printed order of service will be put together with the Pastor. If you would like to have the church office personnel provide this, we are willing to assist you. If you would like to create this on your own, Pastor has some examples to show you. If the wedding has fewer than 25 guests then a bulletin may or may not be appropriate.

**Dressing Areas.** There are two areas that can be used for dressing and preparing for the wedding. The Pastor can show you those areas.

**Ushers.** Depending on number of guests expected we recommend that you have ushers (trained at the rehearsal) available to assist in conducting the ceremony by seating guests, distributing bulletins, and other possible tasks. We recommend one usher for every fifty guests (150 expected guests would mean three ushers).

**Flower Girls, Ring Bearers, Junior Bridesmaids, etc.** Please talk with Pastor about age appropriate roles for young children. Any child under five should be seated during the ceremony and not expected to stand with the wedding party.

# LCC Wedding Information Form

**Additional notes and questions:**



# LCC Wedding Information Form

## LCC Facilities Usage Guidelines

### 1. Who Can Use LCC Church Campus Facilities?

Facilities are available for LCC-related activities, LCC Day School Activities, non-profit private use, events for members, school programs, LCC-affiliated groups, and approved community activities.

### 2. Facilities Use Fees - Availability is during normal hours (8am – 10pm)

Charges for facilities usage will be consistent with these guidelines, unless alternate arrangements have been made.

- Sanctuary See fee schedule for weddings
- Fellowship Hall See fee schedule for weddings
- Coffee Service/Patio Area \$50 per hour
- Conference Room \$50 per hour
- Library \$25 per hour
- Chapel \$25 per hour

Additional fees may be charged for:

- Custodial services relating to room set-ups, break-downs, special cleaning needs, etc.
- Extra usage of utilities
- Musical and/or AV services
- Usage beyond normal working hours

There will be no fees charged for church or school programs, or related activities. However, any related activities that include monetary assessments for attendees will be charged for facilities usage consistent with these guidelines, unless alternate arrangements have been made.

Sanctuary and/or Fellowship Hall use requires a refundable security deposit of \$250; use of other facilities may also require a refundable security deposit.

### 3. Room Reservation Requests

- a) All room reservation requests are made through the church administrative assistant.
- b) Reservations will be handled on a first come basis (other than regularly scheduled meetings).
- c) Persons requesting usage must submit a Facilities Request Form, which must be approved by Pastor, President, Vice President or Operations Support Ministry Team.
- d) Persons requesting usage of facilities for weddings, baptisms or funerals must consult with Pastor.

# LCC Wedding Information Form

## 4. Technical/Music Request

- a) Music Director or Pastor must approve use of any church musical equipment, sound equipment and/or audio visual equipment.
- b) *The use of AV equipment in the sanctuary can only be done with the supervision of LCC-trained individuals.*

## 5. Kitchen Usage

- a) Usage of kitchen facilities is available if a church member, staff member, or approved alternate is present.
- b) Person/s requesting usage of kitchen must leave kitchen in original order *or they may forfeit all or part of their security deposit. (See Section no. 7 for Security Deposit).*

## 6. General Guidelines

- a) The person responsible for the group, or a pre-arranged alternate, must be present.
- b) Times for usage of facility must be adhered to (others may have the facilities scheduled).
- c) Areas used must be cleaned up at the conclusion of the activity.
- d) Smoking is permitted only in designated areas *outside* of church buildings, with no smoking within buildings.
- e) No alcoholic beverages allowed on the premises.
- f) Personal use of office equipment is not allowed.
- g) Tables, chairs and other equipment are restricted to usage on church premises, school premises, loan to other churches or for church or school related activities off premises. Any other type usage of LCC equipment requires approval of the Pastor or Operations Support Ministry Team Leader.
- h) Any use of LCC facilities not specified herein requires approval of the Pastor or Operations Support Ministry Team Leader.
- i) Failure to comply with these guidelines could result in the loss of use of the LCC facility.
- j) The Sanctuary is a place of worship and shall not be used for entertainment purposes other than for church or school activities, plays or musicals.
- k) *All events require a renewal of approval each calendar year and a new Facility Use Request Form must be submitted and approved.*

# LCC Wedding Information Form

## 7. Fee Schedule for Weddings and Other Celebrations at Lutheran Church of the Cross

(For church members, there are no wedding/celebration fees for facility usage, **although custodian fees and a refundable security deposit are still required.**)

Facility use fees for non-members:

**Non-Refundable Reservation Deposit: \$50**

Worship area: \$300

Fellowship Hall w/out Kitchen:	<u>Attendees</u>	<u>Rate 4 hours</u>	<u>Add'l hour</u>
	Under 25	\$100	\$25
	25 - 50	\$200	\$50
	51 - 100	\$300	\$75
	101 - 200	\$400	\$100

For kitchen use, add \$100 to the 4-hour rates above. 200 attendees, maximum.

Other Fees:

Custodian: \$150 / \$300 with reception  
(Includes opening/closing building, cleaning before and after wedding)

A refundable security deposit of \$250 is required for the use of the Sanctuary, Fellowship Hall, and/or kitchen.

Suggested Professional Staff Honoraria:

Pastor: \$300  
(Includes pre-marriage counseling, rehearsal, and officiating at ceremony)

Organist: \$175 w/o rehearsal / \$250 with rehearsal  
(Includes meeting with couple about music. Practice with soloist \$50 per hour, playing at the wedding)

Soloist and Instrumentalists are to be provided by couple and fees are negotiated directly with them.

Rehearsal: Please be on time and bring the following items to the rehearsal:

- 1) License
- 2) Unity candle
- 3) Fees and appropriate checks
- 4) Wedding bulletins, if not being printed at LCC

For any off-site wedding requests for Pastor and/or Organist, the fee schedule is to be negotiated with the requested people.

All anticipated fees are payable at the time of the event registration.