



CELEBRATING MARRIAGE

LUTHERAN CHURCH OF OUR REDEEMER

A MESSAGE FROM OUR PASTORS:

Congratulations on your upcoming wedding! The wedding that you are planning is a special time of growth in your relationship. It is also an occasion of great joy and profound religious and spiritual significance. Whether you are asking to be married in the church or outdoors among God's creation, it is our intention to help you as much as possible. Our aim is to assist you in preparing for your wedding. We hope your service will be meaningful, joyful, and yet reverent and respectful of what the church proclaims and teaches regarding the Rite of Holy Matrimony, marriage, and family life. With that in mind, the attached guidelines are provided to assist you in your preparations. Please use this as a guide to help you plan the details surrounding your wedding ceremony and streamline your rehearsal.

There are two primary people from LCOOR who will work with you in this process. Pastor Dan or Pastor Laura will be the officiant unless other arrangements are made for another ELCA pastor to fill this role. Please get in touch with the pastor as soon as possible to schedule the pre-marital sessions.

The wedding coordinator will also be available to help with wedding preparations. You will meet with the wedding coordinator at the rehearsal. The coordinator responsibility is to be available to the couple and the pastor during the rehearsal and on the wedding day.

In Christ,
Pastor Dan and Pastor Laura Overbo

LCOOR WEDDING INFORMATION

Please have completely filled out and given to your Pastor by the last pre-marital class.

Bride _____

Address _____

Phone _____

Birth Date _____ Age _____

Church Membership _____

Groom _____

Address _____

Phone _____

Birth Date _____ Age _____

Church Membership _____

Future Address _____

Wedding Date _____

Time of Wedding (see pg. 6) _____

Rehearsal Date _____

Time of Rehearsal _____

Name of Photographer _____

Time of Photographs _____

Do you need Bridal Dressing Room? (see pg. 6 for timing) Yes No

If yes, time of arrival? _____

Do you need a dressing room for the men? Yes No

If yes, time of arrival? _____

WEDDING PARTY

Maid/Matron of Honor (please circle one)

Best Man _____

Bridesmaids _____ Groomsmen _____

Flower Girl _____ (see pg. 11) Ring Bearer _____ (see pg. 11)

Officiating Pastor: _____

Assisting Pastor: _____

Number of Ushers _____

Names of 2 people signing the wedding license (if different than best man and maid of honor)

OTHER SPECIAL PARTICIPANTS IN YOUR WEDDING

Lector(s) _____

Acolyte(s) _____

Organist/Pianist (see pg. 5 for possible pricing) _____

Telephone: _____

Special Musicians (see pg. 5 for possible pricing)

Name: _____

Telephone: _____

Name: _____

Telephone: _____

NOTES ON THE SERVICE

Scripture to be read (2-3): _____

Will a Unity Ceremony be used? If yes, explain: _____

Will you have an Aisle Runner? Yes No

If yes, it will be unrolled before the entrance of whom? _____

If yes, who will be unrolling this (ushers, personal attendants)? _____

How does the couple wish to be presented?

MUSIC

Processional _____

Recessional _____

Special Music _____

Reception (Location): _____

Prayer Given By: _____

PHOTOGRAPHY

Please give your photographer the following information:

- Wedding party pictures must be completed 30 minutes before the ceremony to provide time to prepare the sanctuary for your guests.
- Please have the photographer talk with the officiant prior to the wedding to discuss positioning of photographer during the ceremony.
- Please, no flash photography during the ceremony.

GENERAL WEDDING POLICIES & FEES

■ Members & children of members will not be charged to use the sanctuary. Membership activity is recommended and discussion with the Pastor about becoming active will be part of the wedding planning.

■ All fees will be collected by wedding coordinator at rehearsal.

<u>Wedding Fees</u>	<u>Member</u>	<u>Non-Member</u>
Facility Use	No fee	\$500
Custodial (check payable to: LCOOR)	\$100	\$150
Premarital Fee (check payable to: LCOOR)	\$35	\$35
Wedding Coordinator (check: leave payee and date blank)	\$125	\$175
Audio Tech (must use staff from LCOOR) (check: leave payee and date blank)	\$100	\$125
<ul style="list-style-type: none"> This covers only the rehearsal and wedding day technology. We do not do video recording. 		
Pastor's Honorarium	\$250	\$300

• Offsite Wedding: The pastor will be paid the honorarium + IRS current mileage rate for both the rehearsal and wedding ceremony.

NOTE: All wedding fees are due at the time of your rehearsal unless otherwise arranged with our wedding coordinator. Please note that some checks may not be cashed till day of wedding. A wedding fee invoice will be provided (see page 16).

Possible Wedding Fees

- | | |
|---|---|
| • Pianist/Organist
(check payable to the musician) | Assessed by the pianist/organist
(approx. \$100) |
| • Vocalist
(check payable to the vocalist) | Assessed by the vocalist
(approx. \$50) |

Charge for pianist/organist and vocalist is at the desertion of themselves on pricing.

Out of town wedding or wedding not completed at the church—wedding coordinator will reach out to you prior to wedding for payment for pastors.

Invitation to Pastor and/or Pastor's Family It is not necessary to invite the Pastor or the Pastor's family to all of your festivities. But, if you would like to invite them to be present at your Rehearsal Dinner, Wedding, and/or Reception you will need to send an invitation.

Alcoholic Beverages No rehearsal or wedding will be conducted when any member of the wedding party is intoxicated. Alcoholic beverages and smoking are not permitted on the church grounds. This includes alcoholic beverages as displays.

Food and Beverages No food or beverages are allowed in the sanctuary or in the bridal dressing room. These items must be kept in the Gathering Area, Great Hall or in the kitchen. Please bring in your own disposable items. Cleanup must be completed 30 minutes before the wedding begins.

Slide Shows Must be in the church office 1 week before your wedding. An Audio/Visual fee of \$75 will be assessed for this service.

OUR WEDDING COORDINATOR

Our congregation requires that a wedding coordinator will be present during the times that you have use of our facility for your rehearsal and wedding. The responsibilities of the wedding coordinator are to care for the need of you and your guests, while ensuring that the above stated wedding policies are followed.

To this end our Wedding Coordinator will:

- Arrive ½ hour before rehearsal and no earlier than 4 hours before the wedding time.
- Coordinate with the photographer, any special needs, within the scope of our policies.
- At 30 minutes prior to the wedding, ensure that the Gathering Area is clear of any food, beverages or other items, that will detract from a welcoming environment.
- At 15 minutes prior to the wedding, assist the pastor in ushering the bridal party, and any guests that are to be ushered in special to our chapel, so the other guests can be seated.
- Assist the pastor in lining the wedding party up for the processional, and also the couple or couple with parents only for the receiving line.
- Secure the facility, ½ hour after the rehearsal and wedding is finished.

SAMPLE SERVICE

Prelude

Seating of The Family

Processional

Blessing of Marriage

Greeting

Declaration of Intention

Prayer of the Day

Song (optional)

Scripture Reading

Sermon

Song (Optional)

Exchange of Vows

Exchange of Rings

Declaration of Marriage

Marriage Blessing

Song (optional)

***If Communion:**

The Great Thanksgiving

The Words of Institution

The Lord's Prayer

The Distribution

Post Communion Prayer or Cross

Unity Ceremony (optional)

Nuptial Blessing

Lord's Prayer

Blessing

Presentation of the couple

Recessional

Postlude

PLANNING YOUR WEDDING CEREMONY

The following pages have been designed to assist you in the planning of your wedding service. The suggested marriage service is printed beginning on page 286 of our Evangelical Lutheran Worship Hymnal. This service has been written to allow for your own creative touches, while still remaining true to a traditional Lutheran Service. So, feel free to discuss with the pastor any ideas that you would like to incorporate into the given service.

Scripture Readings

It is appropriate to have weddings in the church because it is God's intention for his people to live in love and faith. And, as such, a wedding service is a worship service: learning from God's Holy Word and praying his blessings upon you as you begin your life together. Below are some Scripture suggestions for your wedding. Choose two, one from each of the categories. You are not limited to these choices. The pastor will assist you in choosing Scripture, if you prefer.

Old Testament

Psalms 33, 100, 127,
128, 136, 150
Genesis 1:26-31
Genesis 2:18-24
Ecclesiastes 3:1-12
Ruth 1:12-18
Isaiah 63:7-9

Epistle

Romans 12:1-2
I Corinthians 12:31 - 13:13
Ephesians 5:21-33
Philippians 4:4-7
I John 4:7-12
Colossians 3:12-19

Gospel

Matthew 7:24-29
Matthew 19:4-6
John 2:1-10
John 15:9-12
Mark 8:24-37
Mark 12:28-31

OUR ORGANISTS/PIANISTS

It is your responsibility to find an organist/pianist. Below is a list of church members that play piano or organ. Please contact and make arrangements on your own. The organist/pianist must be paid at the time of the rehearsal.

Amber Dahl 520 – 9190
*A.J. Sherrill 886 – 3114
*Kristy Tostenson 949-1372

*Denotes ability to play organ and piano. All others play piano only.

MARRIAGE LICENSE

South Dakota state law requires a marriage license. It can be secured from any South Dakota county courthouse. The license is valid for twenty days from the date of issue anywhere in the state. Please bring the marriage license with you to the church on the day of the wedding rehearsal. The pastor and witnesses (best man and maid of honor) will sign it on the day of the wedding.

WEDDING MUSIC

Music is a powerful way to express God's love for his children, and the blessing we will be asking God to grant upon your marriage. Thus, to convey this message, careful attention should be given to the selection of the music used for the service. One of our organists will be available, if needed, to assist you in the selection of processional, recessional, solo music and hymns, that you may wish to consider. Use of one or more hymns is an excellent way to involve the whole congregation in this special service. The following hymns from the Evangelical Lutheran Worship Hymnal have been listed for your consideration.

870	We Praise You, O God	883	All People That on Earth Do Dwell
553	Open Now Thy Gates of Beauty	537	On Our Way Rejoicing
539	Abide with Us, Our Savior	585	Hear Us Now, Our God and Father
631	Love Divine, All Loves Excelling	714	O God of Mercy, God of Light
502	The King of Love, My Shepherd Is	404	Come, Gracious Spirit, Heavenly Dove
789	Savior, Like a Shepherd Lead Us	802	Let Us Ever Walk With Jesus
586	This Is a Day, Lord, Gladly Awaited	648	Beloved, God's Chosen
816	Come, My Way, My Truth, My Life	312	Jesus, Come! For We Invite You
308	Morning Star, How Fair and Bright!	839	Now Thank We All Our God
871	Sing Praise to God, the Highest Good	858	Praise to the Lord, the Almighty
836	Joyful, Joyful, We Adore Thee	867	In Thee is Gladness
881	Let All Things Now Living	879	For the Beauty of the Earth
532	Here in This Place/Gather Us In	526	God Is Here!
543	Go, My Children, with My Blessing	732	Born Cry
760	O Christ the Same		

Be sure to examine both the text and tune. If you will be having a small wedding, you may wish to select a familiar tune that will be easy for the congregation to follow.

Pre-recorded music: (See pg. 11)

- The church uses Windows PC; your music must be compatible with this format.
- Please email all pre-recorded music and/or slide show to sound_technology@lcoorwatertown.org **1 week prior** to the wedding ceremony.
- Have YouTube URL's of all songs in the order you want them played with notes of what song is being played for what. (ie. Entrance of the bride, during the unity ceremony, etc.) This includes 10-15 minutes of pre-wedding music, entrance songs, songs during the ceremony, exit songs and post-wedding songs. Please email this to sound_technology@lcoorwatertown.org.
- Only trained LCOOR volunteers and staff are allowed to operate the church sound system.
- Questions? Contact our Wedding Coordinator, Codi Storm, at (605) 880-5720.

THE MARRIAGE VOWS

Please select which vows you plan to use.

___ 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.

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

___ We plan to write our own vows that we will read to each other.

THE UNITY CEREMONY

If you choose to have a unity ceremony, it's most appropriate positioning in the service is after the pastor has announced the marriage. You are responsible for all items needed to complete your unity ceremony and clean up of any mess that may occur.

OTHER POLICY STATEMENTS

Setting the Date & Time Reservations for the church and all other arrangements should be made with the church office well in advance of the ceremony. LCOOR has worship at 5:30pm on Saturday, so Saturday weddings must begin no later than 3:00 or at 7:00 pm to allow for the sanctuary worship. A Saturday wedding may be scheduled for 3:30pm as long as there is no receiving line at the church. The church will be open for you ½ hour before your rehearsal and will close ½ hour after your rehearsal. Please let your wedding coordinator know what time you will need to arrive at the church for your wedding day and everything must be removed ½ hour after the ceremony has ended. Clean up and receiving line must be completed within this time frame. If needing the church for bridal party to get ready, additional charge will be made at the discretion of wedding coordinator, depending on time needed.

Holy Week No weddings will be scheduled during Holy Week.

South Dakota Synod Assembly No weddings will be scheduled during the assembly (Typically the first weekend in June.)

Premarital Sessions All weddings will be preceded by at least two sessions with the pastor.

Sanctuary Furnishings Any modifications or arranging of church facilities for a wedding must be done by the church custodian. The following items will not be moved or altered for weddings: Altar Furniture, Paraments, Processional Cross, Eternal Flame or Seasonal Decorations.

Ring Bearers & Flower Girls If you have concerns about children being able to walk alone, please arrange for someone to accompany them.

Flowers Girls No real petals may be scattered.

Aisle Cloth The family is to make arrangements for an aisle cloth, if desired, directly with an outside supplier (rental company or florist) 75 ft. cloth is needed.

Flowers Please instruct the florist to deliver all flowers no earlier than four hours before the service.

Candles Any additional candles brought into the sanctuary, must be contained Inside a glass globe or cylinder to protect the floor and carpet from dripping wax.

Decorations Decorations put up for the wedding must be removed promptly from the sanctuary and the fellowship hall. **We cannot store these at the church.** It is the responsibility of the wedding couple to inform florists/decorators as to the above stated facility usage times for deliveries or access. Tables and chairs are to be returned to their original location. All rooms used for changing and preparations are to be cleared by the wedding party prior to leaving the church.

Lost & Found Any items left at the church from your wedding must be picked up within two weeks. Our staff will do their best to contact you if items are left behind. After two weeks, items will be donated or discarded.

Bulletins The church office does not print wedding bulletins.

Pictures No flash pictures will be taken during the wedding service. The Pastors/wedding coordinator have guidelines for Photographers, & Videographers.

Music Since your wedding is a worship service, we ask that all music be appropriate for such a setting.

Send Off No rice, petals, or birdseed may be thrown outside the church.

Gifts Arrange to have them transported following service.

Ushers Must attend the Rehearsal, as they will receive specific instructions.

Clergy An ELCA Pastor (not necessarily from LCOOR) must preside at the wedding. Other ministers may assist.

WEDDING FEE INVOICE

(will be completed by wedding coordinator)

Bride and Groom Name: _____

Wedding Date: _____

Ceremony Fees:

Facility Use: _____ Date Paid: _____

Custodial: _____ Date Paid: _____

Premarital Fees: _____ Date Paid: _____

Wedding Coordinator: _____ Date Paid: _____

Audio Tech: _____ Date Paid: _____

Pastor's Honorarium: _____

_____ miles (total) x current IRS mileage rate = _____

Total for Pastors: _____ Date Paid: _____

Pianist/Organist: _____ Date Paid: _____
(if using someone from LCOOR)

Vocalist: _____ Date Paid: _____
(if using someone from LCOOR)

See page 5 and 6 for fee totals.

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