



THE MARRIAGE CEREMONY

at

Como Park Lutheran Church
1376 Hoyt Avenue West
Saint Paul, Minnesota
651-646-7127

Dear Friends:

This booklet provides information about weddings at Como Park Lutheran Church. You will notice that there is a lot to read, but please read it all. (By now you have probably become used to the idea that weddings require a lot of preparation!)

1. There are several Wedding Coordinators at Como Park Lutheran Church. They will be available to assist you in planning your wedding here. Please call the offices at 651-646-7127 to leave a message. A coordinator will call you back to set up an appointment.
2. Please fill out the enclosed information sheet and return it as soon as possible.
3. Non-members notice that the fee for the use of the church must be received before the date of your wedding can be reserved. Mail it along with your information sheet.

We will be glad to respond to any questions you may have.

The Staff at Como Park Lutheran Church

Introduction

Marriage is the creation of a new relationship and the beginning of a new life together. We believe its foundation in the Christian faith is critical to the permanence and power of your life with each other. Como Park Lutheran Church is pleased to share this happy occasion with you and offers a very special kind of help which we believe is highly professional and deeply personal. This booklet was prepared to assist you in planning your wedding day. We care deeply about helping foster Christian commitment and committed Christian marriages.

The Wedding Service is a Christian worship service, centered on promises, prayers and blessings. Every part of the service exists for a reason, and every part of the service must be appropriate for worship. Please keep this in the forefront of your thinking as you make plans. It will help you in basic decisions concerning the type of service, selection of music, and form of reception.

Remember, there is no one "right way" of doing things at a wedding. A person does not have to be bound by tradition or by the way everyone else seems to do it.

It should be kept in mind that your wedding does not need to be an expensive, elaborate affair to be a sacred and beautiful service. As the staff here at Como Park Lutheran Church, we would like to be of help in whatever way we can

Pre-Marriage Planning

Part One

A very important and useful ingredient in preparing for a meaningful marriage is the pre-marriage planning process. **First**, schedule a meeting with the pastor of Como Park Lutheran Church that you are asking to officiate at your wedding. In general, the Senior Pastor will preside at weddings on the first and third weekends of the month, and the Associate Pastor will preside at weddings on the second and fourth weekends of the month. Exceptions are certainly possible and sometimes unavoidable.

The pastor will meet and introduce you to the process of planning a Christian wedding at Como Park Lutheran Church. **Secondly**, after this

initial meeting, the wedding arrangements need to be made with the Wedding Coordinator. To do this, please call or stop by the church office *at least 3 months to one year before your anticipated wedding date.*

Part Two

The Pastor you are working with will administer the pre-marriage counseling survey called, "Prepare" in your first meeting together, this meeting typically takes about an hour. Prepare is a pre-marital personal and relationship evaluation that was developed and is scored by the Life Innovations, Inc., a spin-off of Family Social Services, University of Minnesota. This highly regarded computerized instrument helps give a profile of the strengths and work areas of the relationship. There is a \$35.00 fee for scoring due at this time.

Part Three

Follow Up Sessions with the officiating pastor

- 1) About two weeks after taking "Prepare" the couple has a meeting with the pastor to go over the results of "Prepare". **Please call the pastor to set up an appointment to interpret "Prepare."** Generally it takes about two hours to interpret the evaluation.
- 2) The following meeting with the pastor is to go over the marriage service discussing with the couple the Christian understanding of marriage and the theology which supports it.
- 3) The concluding meeting with the pastor is the practical planning of the content and movement of the wedding service. The content of the wedding bulletin will be discussed so be prepared with your ideas.

Part Four

This session is with the Director of Music Ministry and should be at least sixty days prior to the wedding. Thomas Ferry, our Director of Music Ministry, plays for all weddings at the church. Exceptions are only allowed with his permission and the pastor's. It is your responsibility to contact Tom (646-7127 work or 488-8957 home) to plan all music for the ceremony. Bring music and ideas to this consultation.

Part Five

The wedding rehearsal is conducted by the pastor and/or Wedding Coordinator. It usually is one hour in length on an evening the week of the wedding. It is essential that the wedding party, including the parents, arrive on time and preferably a few minutes early. If someone is late or missing a stand in should be used.

General Information

If, for personal reasons, you wish a minister or priest from other than Como Park Lutheran Church staff to participate in your wedding service, it should be at the invitation of Como Park Lutheran Church. The Como Park Lutheran Church pastor will officiate.

Church Facilities

Our worship sanctuary can seat approximately 300 people. (Please keep this in mind when planning your guest list.) The church is handicapped accessible with an elevator at the new entrance.

Dressing room area for the bride and her attendants is in the Fireside Room. The groom and his attendants will use the Nursery or the Fellowship Hall.

Responsibility

Como Park Lutheran Church is an open building with free access to outsiders during events such as your wedding. For this reason, we cannot accept responsibility for any personal possessions, such as purses left unattended in our rooms by members of your wedding party, relatives and friends. Instead of leaving purses and other valuables unattended while you are in the church, we suggest you arrange for others in your party to look after them for you. If you should lose something please contact the Wedding Coordinator within three weeks.

Official Photographer

In making arrangements with a photographer, attempt to avoid picture taking during the time when you should be with your guests at the reception. (The best arrangement has proven to be to have the pictures taken before the service.) Please have your photographer check with the Wedding Coordinator as to the church's policy for taking pictures. Again, because it is a worship service, no flash pictures will be permitted during the service itself. Flash is permitted for Processional and Recessional. If you wish the pastor in a group picture in his or her vestments, he or she should be notified beforehand.

Florist

Sanctuary decorations usually provided by the florist include the: Unity Candle and taper candles.

While beautiful, aisle runners are discouraged from use because they can pose a tripping hazard. If strongly desired, however, the cloth fabric

runners are preferable to paper product ones. (Our aisle is 55 feet long, 17 pews each side, with wheelchair accessibility by the front pews.) Other decorations such as pew bows also can be arranged through the florist with the Wedding Coordinator's approval.

Marriage License

Check with the County Clerk's office for information on requirements, tests, waiting period, etc. The marriage license should be brought to the church office at least two weeks before the day of the wedding so that certificates can be prepared.

Wedding Bulletins

You should order enough bulletins for 3/4 of your guest list. The ushers should give one per couple and one to single persons. Wedding bulletins can be printed at the church for a nominal fee. Bulletins should be brought to the church office at least one month (4 weeks) before the wedding for preparation, proofreading, and printing.

Invitations

Pastors and worship leaders do not automatically attend receptions and dinners. If you desire the pastor, organist, soloist and their spouses to attend the wedding and reception, please send an invitation to them, or if no formal invitations are being sent, proper invitations should be extended before the wedding.

Some Dates to Avoid

Marriage services are not celebrated during Holy Week because of the solemn character of that time. In our locale, it is best to avoid dates during the State Fair.

Wedding Procedures and Policies

We feel the following procedures and policies must be considered carefully in your wedding preparation.

We ask your full cooperation in honoring the following church policies and sharing them with members of your wedding party and guests:

- 1) Please do not smoke in the church.
- 2) Alcoholic beverages may not be served in the church complex.
Any alcohol use by the wedding party prior to the wedding service will be considered grounds for delaying or canceling

the wedding. No person under the influence will be allowed to participate in the service.

- 1) Throwing rice, birdseed, glitter, popcorn, potpourri, etc. is not allowed either inside or outside the church. Bubbles are permitted. When an aisle runner is used, a flower girl may drop flower petals; however, you must provide someone to pick them up after the ceremony.

- 1) The wedding license and checks for the custodian, organist, Wedding Coordinator and pastor's honorarium need to be brought to church and given to the Wedding Coordinator at least two weeks before the wedding.

Member and Non-member Scheduling and Deposit

Note: A member shall be defined as one who is confirmed and on the **active** membership list **at the time their wedding is scheduled**. The non-member fees will be charged to member's relatives and inactive members of the congregation.

There is a \$300.00 non-refundable deposit for non-members to schedule a wedding at Como Park Lutheran Church. This fee must be received before the wedding date can be placed on the calendar.

THE SERVICE

Order of Service

We use the basic order of service for "Marriage" that is found in the Lutheran Book of Worship, pages 202-205. Within the service there is room for flexibility and individual input:

Selection of Scripture Readings

Some possibilities are listed below. Two or three readings are usually selected. The pastor will oftentimes use one of them as a basis for his or her homily.

Congregational Participation

A Christian wedding is the worship of all those gathered to thank and praise, pray and implore God's blessing upon your marriage. Your guests come not merely as spectators but as worshippers. Possibilities for their participation include the singing of hymns, responsive reading of Scripture, and joining in the prayers.

Holy Communion

If the bride and groom desire to include Holy Communion in their marriage service, it must be open to the entire congregation and not limited to the bridal party.

Selection of Attendants

If a flower girl and ring bearer are to be in the wedding party we recommend that they be at least 5 years old. In deciding whether a flower girl or a ring bearer should be included in the wedding party, keep in mind the basic concept that the "Christian wedding is an act of worship". In other words, because "they are so cute" is not reason enough.

MARRIAGE SERVICE VARIABLES

Scripture Lessons

Genesis 1:26-31

Genesis 2:18-24

Psalms 33, 100, 117, 128, 134, 150

Ecclesiastes 4:9-12

Song of Solomon 2:10-13

Song of Solomon 8:6-7

Isaiah 40:27-31

Isaiah 63:7-9

Matthew 7:24-27

Matthew 19:4-6

Luke 6:36-38

John 2:1-10

John 15:9-17

I Corinthians 12:31-13:13 (or 13:1-8 or 13:4-7)

Colossians 3:12-17

I John 4:7-10, 16

A Selection of Vows

I take you _____,
to be my wedded husband/wife
to have and to hold
from this day forward
for better, for worse,
for richer, for poorer,
in sickness and in health,
to love and to cherish
till death do us part
according to God's holy ordinance
and to that end
I pledge you my faithfulness and love.

N., I take you to be my wife/husband from this time onward,
to join with you and 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 to you with my whole life
and with all my being.

I take you, N., to be my wife/husband,
I promise before God and these witnesses
to be your faithful wife/husband,
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.

I take you, N., to be my wife/husband,
and 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 to better understand ourselves, the
world, and God;
through the best and the worst of what is to come as long as we
live.

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.

MUSIC FOR THE MARRIAGE SERVICE

Since the wedding service is primarily an act of worship in which the bride and groom covenant their marriage and receive the blessings of Christ, concern should be given that every part be an expression of the worshipping community

The following quotation from Manual on the Liturgy (LBW) expresses the concern of the church:

"The Marriage Service is a service of worship, and the music therefore must be carefully chosen. It should embody high standards of quality and the texts should reflect the praise of God, the steadfast love of

Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God's presence and blessing."

SUGGESTIONS FOR PRELUDE, PROCESSIONAL, RECESSIONAL, AND POSTLUDE

Processional or Recessional

Hornpipe from Water Music Suite - Handel
Psalm XIX - Marcello
Rigaudon - Campra
Trumpet Tune - Cavarra
Trumpet Tune - Johnson
Trumpet Tune - Landman
Trumpet Tune - Purcell
Trumpet Voluntary - Clarke
Wedding Processional - Charpentier

*Organist may have other recommendations

Hymns for Congregational singing (can be used by soloist)

From the Lutheran Book of Worship

219 - Come With Us, O Blessed Jesus
221 - Sent Forth by God's Blessing
287 - O Perfect Love
288 - Hear Us Now, Our God and Father
289 - Heavenly Father, Hear Our Prayer
315 - Love Divine, All Loves Excelling
320 - O God, Our Help in Ages Past
370 - Blest Be The Tie That Binds
393 - Rise, Shine, You People
456 - The King of Love My Shepherd Is
469 - Lord of All Hopefulness
474 - Children of the Heavenly Father
481 - Savior, Like a Shepherd Lead Us
487 - Let Us Ever Walk With Jesus
488 - Breathe on Me, Breath of God
513 - Come, My Way, My Truth, My Life
518 - Beautiful Savior
527 - All Creatures of Our God and King

From With One Voice

751 - As Man and Woman We Were Made
749 - When Love Is Found

529 - Praise God. Praise Him
534 - Now Thank We All Our God
543 - Praise to the Lord
551 - Joyful, Joyful We Adore Thee
557 - Let All Things Now Living

Suggested Vocal Solos

The Gift of Love - Hopson
The Call - Vaughn-Williams
Lord's Prayer - Malotte
When Love is Found - Fedak
Wedding Song - Wren
Bist du bei mir - Bach
Come On This Wedding Day - Hustad
The Greatest of These is Love - Moe
Set Me As A Seal - Scott

THE WEDDING SERVICE

If you decide to have a wedding bulletin, here is a skeleton outline of the various parts of Order of Service (to be completed in consultation with the pastor):

PRELUDE

PROCESSIONAL

INVOCATION AND PRAYER

*(SPECIAL MUSIC)

SCRIPTURE READINGS

MEDITATION

VOWS

EXCHANGE OF RINGS

BLESSING

*(SPECIAL MUSIC) If a Unity Candle is used this is the proper place

THE PRAYERS

THE LORD'S PRAYER

BENEDICTION

PRESENTATION OF THE COUPLE

RECESSIONAL

POSTLUDE

*Good place to include solo, congregational singing

REHEARSAL/WEDDING DAY

Agenda

It is helpful to have an agenda written up for your wedding party for both the rehearsal and wedding day so that they know where they are to be and when.

Rehearsal

The rehearsal will require approximately 1 hour, depending on the size of your wedding party. If your guest list is fewer than 40 people, the rehearsal may be on the day of the wedding. The rehearsal will begin promptly at the agreed-upon time, with a stand-in for anyone arriving late.

The Pastor or Wedding Coordinator will put the wedding party in position as they will stand during the ceremony and inform the wedding party as to how they will walk in and out. This will be done twice.

As a group we will cover church guide lines, explain arrival times for the wedding party, when and where to receive flowers, what time pictures begin, etc.

Photographs

Since a wedding is indeed a worship service, no flash pictures may be taken during the ceremony. The official photographer however, may take flash pictures during the recessional, if no posing is required. Group pictures may be taken either before or after the service and any poses from the ceremony may be recreated at that time. Video taping of your service is permitted. However, only available lighting may be used. Cameras must be in an inconspicuous location and on a tripod with no repositioning during the service.

Pictures must be completed 30 minutes before the wedding ceremony is scheduled to begin.

Dressing Rooms

The bride and her attendants will dress in the Fireside Room. The groom and his attendants will use the Fellowship Hall or other space as assigned by the Wedding Coordinator.

Ushers

Ushers have many duties to perform on the wedding day. Therefore, we recommend having four ushers when 100 or more guests are expected. Groomsmen may assist with ushering. The Wedding Coordinator will define these duties and procedures during the rehearsal.

Twenty minutes before the service begins, two ushers should light all candles in the altar area; after the ceremony, after all guests have left the sanctuary, ushers should extinguish these candles.

Ushers should begin seating guests twenty minutes before the service begins. At the rehearsal, the Wedding Coordinator will have discussed correct procedures to escort guests, special seating requirements (for parents, grandparents, sponsors, siblings, etc.), and a balanced versus traditional arrangement of guests.

If an aisle runner is used, two ushers will unroll it just before the processional.

No guests will be ushered in after the bride's mother is seated. Late guests will be seated after the processional.

Ushers also participate in the recessional, escorting mothers and honored guests from the sanctuary unless bride and groom choose to usher their guests out.

After the service, ushers are responsible to see that candles, flowers, bulletins, and gifts are given to a responsible party, and that the church is left in an orderly condition.

Seating of Guests

The bridal couple decides whether to have a balanced or traditional seating of guests and any special seating requirements, and who should usher the following persons into the sanctuary:

- Grandparents of the Groom
- Grandparents of the Bride
- Parents of the Groom
- Parents of the Bride
- Other honored guests

Special seating for designated people will take place 10 minutes before the service begins. No seats will be reserved after this time for those who may be late.

Host-Hostess

These can be special friends, Godparents, or the guest book attendant. Their duty is to stand by the doors to welcome and direct guests to the aisles.

Miscellaneous

You may wish to bring snacks for the wedding party during the photo session time. Finger foods work best. Please provide plastic table covering, napkins, plates, cups etc. The chapel is a good place to set up your snacks. Please assign someone to clean up the snacks about 15 minutes before the wedding begins.

To help prevent fainting during the service, encourage everyone involved to:

- 1) Eat something, or at least drink a small glass of orange juice, before the wedding,
- 2) Keep knees unlocked during the service, and
- 3) It is best if only the bride and groom wear perfume/cologne.

During the service men should have their hands at their sides. There should be no gum chewing, and no change or keys in pockets.

Fifteen minutes before the ceremony parents and grandparents should gather at the back of the narthex to be ready to be ushered in. The wedding party will be directed by the Wedding Coordinator to assemble by the elevator lobby near the chapel approximately 10 minutes before the ceremony (men, if not escorting parents or bridesmaids will assemble in the hall by the chancel door.

The wedding party should be in their assigned positions two minutes before the wedding begins ready for the processional.

The Guest Book will be put out for you by the Wedding Coordinator. Please have the ushers close and remove the Guest Book 5 minutes before wedding begins. This is to encourage prompt seating by guests. You may choose to have the Guest Book only at the reception.

We wish to start on time.

WEDDING EXPENSES

The church and its staff members are happy to help you with your wedding plans. The fees below reflect expenditures of time and resources for your wedding.

For CPLC Member

A. Checks payable to Como Park Lutheran Church

1. PREPARE pre-marital study (Paid at the time of the study) \$35
2. Bulletins (cost of paper)

B. Checks payable to individuals

1. Custodian \$50
2. Organist \$200
If needed at rehearsal \$250
3. Wedding Coordinator \$175
4. Secretary for Bulletin preparation \$40
5. Pastor honorarium (suggested) \$300

NOTE: All checks (except for PREPARE) should be brought to the church office with the marriage license two weeks prior to the wedding.

For Non-Member

A. Checks payable to Como Park Lutheran Church

1. PREPARE pre-marital study (Paid at the time of the study) \$35
2. Use of Church (due immediately) \$300
3. Bulletins (cost of paper)

B. Checks payable to individuals

1. Custodian \$75
2. Organist \$250
If needed at rehearsal \$300
3. Wedding Coordinator \$175
4. Secretary for Bulletin preparation \$50
5. Pastor honorarium \$300

Pew Torches (Members and Non-Members)

- ◆ Pew Torches with candle \$12.50 each
(12 torches available for use)

Checklist

- _____ 1. **Complete enclosed "Marriage Record" sheet** and mail to the church office before your first appointment with the pastor.
- _____ 2. **Contact the Wedding Coordinator** to reserve a date and time for your wedding. (Non-members must speak with the pastor and submit the \$300 fee for use of the church before a reservation can be made.)
- _____ 3. **Make an appointment with the pastor** who will officiate at your wedding to get acquainted and take the Prepare Survey.
- _____ 4. **Marriage Preparation Sessions** –
 - a. With pastor to review "Prepare," meetings to discuss Christian Theology of marriage and prepare for the wedding service.
 - b. With Wedding Coordinator: to discuss initial plans and arrangements for the wedding.
- _____ 5. **Two weeks before wedding** bring the marriage license and any remaining fees to the church office.

WHEN YOU BECOME HUSBAND AND WIFE

You have established and built one of earth's greatest institutions. The home is one of the basic institutions of human life. Decide now that your home will be of the highest type, reflecting your Christian commitment.

In this Christian home you will want to be regular attendees at God's House. If you are not now members of a church, you will want to be, and we at Como Park Lutheran Church will be happy to explain the procedure of becoming a member of the church.

And now, may the peace of God go with you!

