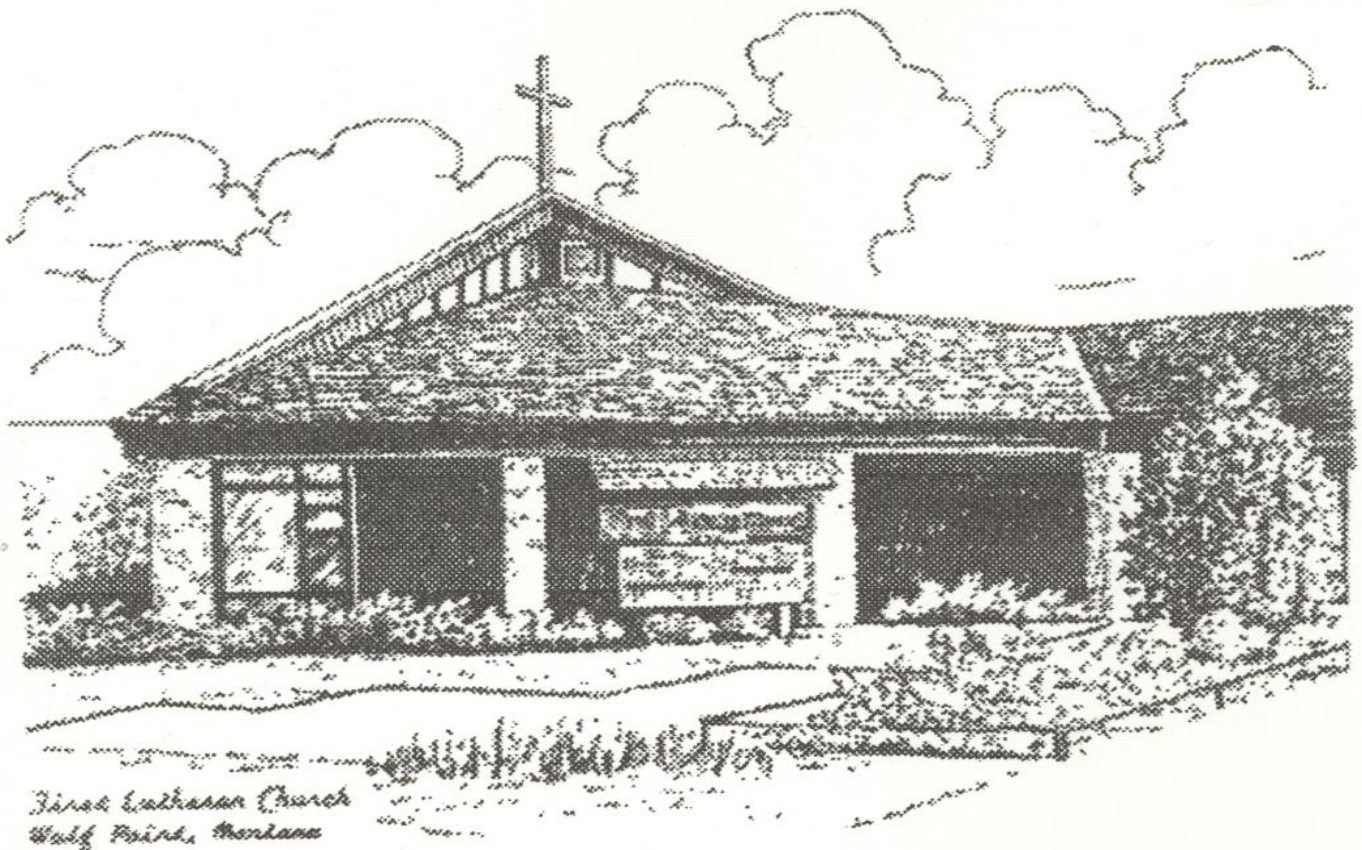


First Lutheran Church Wedding Manual



***415 Johnson Street
Wolf Point, Montana
firstlutheranwp@nemont.net
www.firstlutheranwp.org
(406) 653-1333***

Thank you for choosing First Lutheran for your wedding...

If you have any questions regarding the policies contained within this booklet or any other areas of concern, please contact us. We want to work with you to make your wedding day all that you want it to be. May God bless you as you plan for your wedding and on the establishment of your home.

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First Lutheran Church Wedding Staff

Pastor

The Rev. Gregory V. Holler-Dinsmore..... (406) 653-1333

Wedding Coordinator

Sandy Pipal..... (406) 525-3775

Music

Lynne Monson - Music Coordinator..... (406) 653-2316

Church Office

Angela Hoffman - First Lutheran Secretary..... (406) 653-1333

Marriage and the Church

We believe in a Christian marriage and want each couple to have a beautiful wedding and a lifetime of love for each other. At First Lutheran, we will do all that we can to help this goal become a reality.

Christian marriage begins with a wedding ceremony where Christ is at the center. A wedding is a worship service that celebrates the love of God and our love for each other. We want to help you plan a wedding that is consistent with the Christian understanding of marriage.

Some First Steps

The following arrangements should be completed before making further plans for your wedding.

The Date

Call the church office to set the date for your wedding. Do this as far in advance of the wedding as possible.

We will not schedule anything in the sanctuary during the time you have scheduled your wedding. However, please be aware that unforeseen situations such as funerals may arise. Your wedding date and time will not be compromised, yet it may become necessary to dress in an area other than the one originally planned or to briefly delay the placement of your wedding decorations. If an occasion such as this should arise, we will notify you as soon as possible. All we ask for is your understanding and patience.

The Pastor

The pastor at First Lutheran wants to help you with your wedding and marriage. The pastor will commit to a wedding according to his availability. Once the pastor has committed to a time and date that decision is final, and no changes will be made.

Normally, the pastor will attend rehearsals for weddings held in the sanctuary.

If you wish a clergy person from another congregation to participate in the wedding, please consult with the First Lutheran pastor.

Marriage Preparation/Counseling

The pastor expects that all couples will participate in pre-marital counseling sessions with the pastor. If they are from outside the area they should attend a pre-marriage seminar or set-up premarital counseling sessions with a Lutheran pastor in their area.

The Wedding Coordinator

All weddings at First Lutheran will be supervised by the Wedding Coordinator. Your coordinator will be available for meetings as plans progress, and will be with you on your wedding day and assist you wherever possible. As soon as the date and time have been set it is your responsibility to contact the coordinator who will proceed to assist you by:

- .. Meeting with the bride and the bride's mother to assist them in the planning of the wedding and reception (if held at the church)
- .. Acquaint the wedding party with the facilities and equipment of the church.
- .. Explain and confirm costs and fees. All fees are collected and distributed by the wedding coordinator.
- .. Arrange for serving at the church
- .. Arrange for set-up and clean-up for the church with our janitor.
- .. Assist with the planning of flowers, candles, seating of guests, and overall preparation for this event.

The Rehearsal

The rehearsal is important and everyone in the wedding party should attend. The pastor will conduct this event. Rehearsals, usually held the day before the wedding, take approximately one hour and must begin and end on time. A rehearsal time must be arranged with the church office at the same time the wedding is scheduled.

The Reception

The Fellowship Hall is frequently available for wedding receptions. If you wish to use the church facilities for your reception, you should request this when you contact the Wedding Coordinator once you have reserved the date for your wedding. Please note that all wedding receptions must end by 10:00 p.m., as the church needs to be ready for the following day.

Organists/Musicians

The First Lutheran organists have the right of first refusal for all sanctuary weddings where organ music is desired. **It is the responsibility of the bride and/or groom to contact the First Lutheran organist/pianist on a timely basis.** Their contact information is available through the church office. Before arrangements are made with musicians, please read the section about music in this booklet and discuss your plans with the pastor.

The License

Montana law requires couples to secure a license to marry. It must be applied for before the wedding at any County Clerk's office in the state. There is a fee for the license. **The license should be brought to the church office one week prior to the wedding.** At that time, also bring the names (full legal names with middle names or initials) of the two witnesses, usually the best man and maid of honor. Use the form found on pages 16-17 of this booklet.

Planning Your Wedding

The Order of Service

Following is the basic order of service, from pages 286-291 in the "Evangelical Lutheran Worship."

- .. Processional
- .. Greeting
- .. Prayer
- .. Scriptural Readings
- .. Meditation
- .. Vows
- .. Exchange of Rings
- .. The Blessing
- .. Prayers and Lord's Prayer
- .. Holy Communion (If desired)
- .. Benediction
- .. Recessional

Music can be inserted in a variety of places in the order of service.

The pastor will provide you with some suggested scripture readings. He will help you plan your wedding service. We encourage you to read this booklet carefully and discuss as a couple what the service says about marriage. You may wish to modify the service or, even add your own creative elements. This should be done in consultation with the pastor.

Please understand that the pastor retains complete control of the wedding ceremony, must approve the vows and is the final word in any matters of procedure. Assistant pastors or friends may also be used in the service to read the lesson or assist in prayers. Holy Communion may be a part of the wedding ceremony, consult with your pastor if you choose to celebrate Holy Communion.

Decorations

Special appointments for the altar area for your wedding may include the following:

- .. **Unity candle stand**
- .. **Sand Ceremony Stand**
- .. **Flowers**

The church season is reflected in altar and lectern paraments. These paraments will be present during the wedding ceremony and will not be changed. Generally, you can expect the altar and lectern paraments to be as follows:

- .. **Advent (four weeks prior to Christmas) - Blue**
- .. **Christmas - (Christmas Eve to the 1st Sunday in Epiphany) - White**
- .. **Epiphany (January 1 to Ash Wednesday) - Green**

∴ Lent (Ash Wednesday until Palm Sunday) - Purple

∴ Palm Sunday and Holy Week - Red

∴ The Season of Easter (Easter Day and seven weeks following) - White

∴ Weeks after Pentecost (June - End of November) - Green

The altar will always remain dressed with two candle stands, the missal stand and book, and seasonal paraments. You are welcome to add a live floral arrangement to the altar, but none of the altar appointments will be removed.

A unity candle or sand ceremony stand is often desired. The candles and sand ceremony items are provided by the couple and candles can only be used on top of the unity candle stand. **Note: We do not allow "wax" candles to be used anywhere in the worship space except on the unity candle and memory candle.**

Ushers

A minimum of two ushers who are not involved with the bridal party (more may be helpful if over 100 guests are expected) are necessary to light candles, seat guests, etc. Ushers should be mature and responsible, as the nature of their tasks require confidence and decisiveness, as well as responding to any emergency that may arise.

Bulletins

It is helpful, but not necessary, to have a printed bulletin to inform guests of the order of service and the names of participants in the wedding. You will need to make an appointment with the pastor to discuss and approve the bulletin and order of service. It is normally expected that the wedding party will produce their own bulletins, following the guidelines of First Lutheran Church. The order of service needs to be turned in to the church office at least two weeks prior to the wedding.

Pictures

The wedding party should control both the time and cost of the pictures, not the photographer. For morning and afternoon weddings, pictures should start no earlier than three hours before the ceremony is to begin. We encourage most pictures to be taken before the wedding, but all photography must be completed at least 45 minutes prior to the service. Please notify your photographer of this requirement. No flash pictures will be taken during the wedding ceremony. Arrangements surrounding the formal picture session should be discussed with the coordinator.

Videography

All videographers are to be stationary during the service. Under no circumstances will a videographer, professional or otherwise, be allowed access to the altar area during the ceremony.

Some Additional Notes

- .. The wedding is a First Lutheran worship service. Participants and guests should conduct themselves accordingly.
- .. The use of our video screens in conjunction with a wedding must be set-up with the pastor.
- .. Rice, birdseed, and confetti are hazardous on flooring and hard to clean up, inside or out. Therefore, their use is prohibited for sanctuary weddings. Contemporary alternatives include small bells, bubbles., etc. If any physical damage to the church occurs by guests or the wedding party, the couple or their parents are responsible for the cost of repairs beyond the damage retainer.
- .. Plans to use a ring bearer or flower girl should be discussed with the pastor.
- .. A dressing room is available with an iron and ironing board. All clothing, purses, etc. must be removed from the dressing areas within one hour after the wedding unless other arrangements have been made. It is the responsibility of the wedding party to arrange for the care of their property before, during, and after the ceremony. Leave all valuable personal belongings and gifts in the care of parents, friends or attendants during the service. The church cannot be responsible for lost or stolen articles.
- .. It is a good idea to bring food to eat while the bride, groom and attendants are dressing. Check with your wedding coordinator for the best foods to eat at this time and location for set up.
- .. The chancel arrangement in our sanctuary generally stays the same. However, there is a possibility that during some seasons of the church there could be items in the chancel area (such as plants, banners, or seasonal decorations) that cannot be moved.
- .. If gifts are brought to the church, the church assumes no responsibility for them. Someone should be in charge of gifts at all times.

Music

The wedding is a worship service. Music should therefore reflect the praise of God, the steadfast love of Christ, and the blessing on marriage of God's Spirit. It should be of high quality, setting a tone for a Christian marriage. It may be instrumental or vocal, it may be sung as a solo, duet, small ensemble, full choir, or congregational hymn. **Ultimately, all music must be discussed with the organist and pastor.**

There are some questions to be asked about the music. If the answer is "yes" then the music is probably appropriate.

- .. Does this music/text reflect praise and/or thanksgiving to God?
- .. Is it based on, or does it reflect, a Scriptural theme?
- .. Is this song in the form of a prayer?

We encourage you to use as many musicians as necessary to accomplish your musical goals for your wedding.

We prefer that you do not use prerecorded music in any worship service (including weddings). All music for weddings should be offered by competent musicians.

Sample Order of Worship for Weddings

Following is the usual order of worship for a wedding ceremony and suggested areas for music within the ceremony. Please note that your wedding service is not limited to these components.

- ∴ Prelude (music as guests gather for worship)
- ∴ Processional (music as the wedding party enters)
- ∴ The Greeting and Prayer (invocation)
- ∴ Declaration of Intention
- ∴ Readings from Scripture-up to three lessons can be chosen: Old Testament Reading,
Epistle Reading Gospel Reading
- ∴ Message (Sermon)
- ∴ Solo (often related to the images of the message)
- ∴ The Exchange of Vows
- ∴ The Exchange of Rings
- ∴ Rituals of Unity (a unity candle, a sand ceremony, flowers exchanged, words expressed, or other rituals to symbolize the new marriage)
- ∴ Solo (often solo music is offered during the rituals)
- ∴ Communion (If Holy Communion is to be served, all participants in the wedding will be encouraged to receive the sacrament))
- ∴ The Prayer of Blessing
- ∴ Benediction
- ∴ Recessional (music to exit the wedding party)
- ∴ Postlude (music as the guests are ushered from the Sanctuary)

Prelude Music

This music is performed as your guests are being seated. Normally starting about 15-20 minutes prior to your ceremony, the music selections are generally chosen by the organist/ pianist. It is not necessary to list the titles of the prelude music, although you may have that option if you choose. Depending upon your individual tastes, it is possible to include several instrumental solos (violin, trumpet, flute, oboe, etc.) at this time.

The Wedding Processional

The Processional will be performed as your bridal party enters the Sanctuary. Couples frequently choose two pieces-one for the bridal group and one for the entrance of the bride. When selecting processional music, keep in mind the style, flavor and mood you want to create with your selections.

Solo Vocal Music

Solos are usually performed in a variety of places within the wedding ceremony. Normally, two or three solos containing sacred texts that directly relate to and support the worship service are presented. Following is a list of suggested places for solos.

- ∴ At the conclusion of the Prelude (Just before the Processional)
- ∴ Immediately following the Processional
- ∴ Immediately following the Welcome/Opening Prayer
- ∴ Following the Reading of Scripture
- ∴ Following the Message
- ∴ During the Lighting of the Unity Candle or Sand Ceremony
- ∴ During the *Prayer" section of the service

The Wedding Recessional

The Recessional will be played as the bridal party exits the Sanctuary. Usually these pieces are joyous and festive.

The Postlude

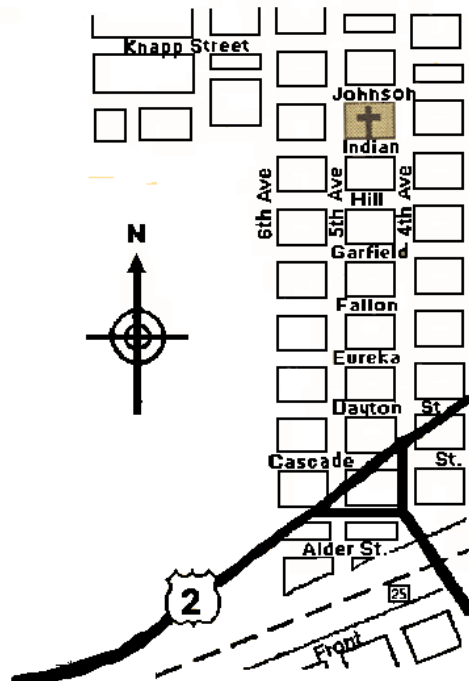
This music presented as your guests leave. Normally, anywhere from 10-15 minutes of music will be performed. It is not necessary to list the titles of the Postlude pieces, although that remains an option. Please discuss your preferences with your musician.

Directions to First Lutheran Church

First Lutheran Church is location in Wolf Point, Montana.

- * Wolf Point is on U.S. Highway #2
- * It is 50 Miles east of Glasgow, Montana and 100 miles west of Williston, North Dakota
- * **From U.S. #2 West** - Turn left (north) on 5th Avenue (at the stop light). Go seven blocks to the corner of 5th Avenue and Johnson St. The Church is located on the southwest corner of this intersection.
- * **From U.S. #2 East** - Turn right (north) on 5th Avenue (at the stop light). Go seven blocks to the corner of 5th Avenue and Johnson St. The Church is located on the southwest corner of this intersection.
- * **From Montana Hwy 13 South** - After crossing the Missouri River Bridge stay on the left and merge onto Montana Hwy 25 to Wolf Point. At Wolf Point go through downtown to the stoplight. Turn right (north) at the stoplight and continue under the viaduct to U.S. Hwy #2. Continue straight to U.S. Hwy #2 through the stoplight. Go north seven blocks to the corner of 5th Avenue and Johnson St. The Church is located on the southwest corner of this intersection.

Map of Wolf Point



Wedding FAQ's

Q Are we allowed to use wax candles in the sanctuary?

A Yes, but only on the unity candle stand and in the pew candle holders. However, the church will provide the pew candles (at your cost) upon arrangement with your Wedding Coordinator. It is up to the wedding party to provide the Unity Candle and tapers.

Q Can we move the chancel and other sanctuary furnishings around to accommodate our wedding plans?

A The sanctuary furnishings, whether in the chancel area or elsewhere in the sanctuary all have symbolic meaning, therefore they are to remain in place.

Q Can we use the projection system during the wedding?

A That must be set-up with the pastor for projection in conjunction with weddings.

Q Do you supply videography services?

A No.

Q I have a good friend who sings with an audio tape. Can this be done?

A This is up to the pastor.

Q I would like someone to play music other than the organ or piano. Can we use the keyboard, drums and guitar amps?

A With the help of our tech people, you are welcome to use the electronic keyboards, guitar amps, bass amps, and other instruments as needed in the location you find them.

There is no smoking allowed anywhere in First Lutheran building. The use or possession of alcoholic beverages on church property is strictly prohibited. We reserve the right to cancel and/or delay the wedding if there is drinking on the First Lutheran premises or if any members of the wedding party are intoxicated.

About Receptions

If you choose to have your reception at First Lutheran's Education Center, it will be facilitated by the Wedding Coordinator. The following guidelines apply:

- ∴ The Wedding party is responsible for all food and food preparation, and cleaning up all decorations.
- ∴ Wedding Coordinators will arrange for kitchen helpers to prepare beverages and serve food.
- ∴ Wedding Coordinators will arrange for table set-up with First Lutheran's janitor.
- ∴ The following services are arranged by the Wedding Coordinator:
 - * Circle members to make coffee and punch, will also serve if you desire
 - * Circle members to arrange food on serving tables and during reception.
 - * Circle members to clean all wedding silver, dishes, and kitchen.
- ∴ The following church equipment is available through the Wedding Coordinator:
 - * Table cloths and overlay for serving and punch tables.
 - * Silver service available.
 - * Silver and glass serving dishes.
 - * Silver knife and cake server.
 - * Crystal long stemmed bride and groom goblets.
 - * Punch bowl, silver punch ladle, silver pitcher for extra punch.
 - * Crystal candelabras and/or silver candelabras.
 - * Glass plates, cups, and silverware.
 - * White paper tablecloths for guest tables.
 - * Ice ring molds available.
- ∴ The following optional supplies may be furnished by the wedding party:
 - * Six (6) tapers for candelabras. One extra.
 - * Mints and nuts.
 - * Napkins for serving and punch table (large, small, or both)
 - * Guest Book.
 - * Paper punch cups.
 - * Bow or Ribbon for cake knife.
 - * Coffee.
 - * Punch ingredients and recipe
(Needs to be put in refrigerator two/three days ahead of wedding in order to cool ingredients)
 - * Wedding cake and other prepared foods to be served.

Wedding Fee Schedule

For Members of First Lutheran

- 1. There is no specific charge for use of the building for members of First Lutheran. First Lutheran believes and offers the use of church facilities as part of its faithful witness to Jesus Christ.**
- 2. The pastor of First Lutheran does not charge to officiate at wedding services for members. The pastor is available as a servant of this congregation and as an expression of God's love for the people of God.**
- 3. Most church musicians are professionals who in part earn their living from the performance of their music. We suggest a minimum of \$50 for each instrumentalist and vocalist.**
- 4. The fees charged for serving at receptions are used to purchase, maintain, launder, and replace wedding equipment. The basic fee is \$.45 per plate for four (4) items. Example: cake, nuts, mints, cookies. Items may be substituted such as sandwiches for cookies. Additional items may be added at a cost of \$.05 per item.**
- 5. A hostess fee of \$45.00 (divided among three (3) hostesses).**

For Non-Members

- 1. There is a \$200 fee for non-members to use the sanctuary. First Lutheran believes and offers the use of church facilities as part of its faithful witness to Jesus Christ. This is our place of worship and we ask that you respect our facilities as such.**
- 2. There is a \$100 fee paid to the pastor for non-member weddings.**
- 3. There is a \$100 fee to use the fellowship hall for the reception**
- 4. If a church pianist is used there is a fee of \$50**
- 5. A cleaning deposit of \$50.00 is required and will be returned if the facility is clean after use. The fee will be charged if the janitor is required to clean the building an extra time.**
- 6. The fees charged for serving at receptions are used to purchase, maintain, launder, and replace wedding equipment. The basic fee is \$.45 per plate for four (4) items. Example: cake, nuts, mints, cookies. Items may be substituted such as sandwiches for cookies. Additional items may be added at a cost of \$.05 per item.**
- 7. A hostess fee of \$45.00 (divided among three (3) hostesses).**
- 8. All fees are required to be paid one week prior to the wedding.**

Wedding Information Form (turn in to the Church Office)

Wedding Date: _____ Time of Wedding: _____

Rehearsal Date: _____ Time of Rehearsal: _____

Number of Guests Expected: _____ Reception at church? _____

Double Ring? _____ Acolyte? _____

Unity Candle Ceremony? _____ Sand Ceremony? _____

Scripture Readings: _____

Music: _____

Custodial Instructions (if other than usual)

GROOM'S INFORMATION:

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Birthdate: _____ Birthplace: _____ Age: _____

Married Before? _____ Children? _____

Church membership (Name of Church/City) _____

BRIDE'S INFORMATION:

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Birthdate: _____ Birthplace: _____ Age: _____

Married Before? _____ Children? _____

Church membership (Name of Church/City) _____

THE WEDDING PARTY:

Maid/

Matron of Honor _____

Bridesmaids:

Best Man:

Groomsmen:

Flower Girl _____ Ring Bearer _____

Ushers

Parents attending: (indicate bride or groom's)

Grandparents attending: (indicate bride or groom's)

Address following Wedding will be: _____

(Marriage License should be brought to church office at least one week prior to wedding date)