

# *WEDDING GUIDELINES*

*Information for those wishing to be  
married at Shalom Lutheran Church*

## **Shalom Lutheran Church**

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Please note: These guidelines apply to all weddings scheduled in the year 2007 and beyond. The most important difference is the addition of the Wedding Coordinator to the wedding process. Questions should be addressed to the church office. If a Wedding Coordinator is not available you will work with the Pastor. Thank you.

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To the Prospective Bride and Groom!

We at Shalom Lutheran Church rejoice with you as you anticipate your wedding day.

We are pleased that you have chosen Shalom Lutheran as the place to celebrate your marriage ceremony. We will do everything possible to make sure that it is a joyous event. We want your wedding to be an occasion you will always remember as a beautiful and meaningful day, one full of reverence and dignity. More importantly, we are concerned not only for your wedding ceremony **but also for your marriage**. The material in this booklet is meant to help you plan not only for your wedding day but also for your life together as husband and wife. Please read through all the material prior to meeting with me.

Christian marriage is a covenant of faith — it is a mutual promise of fidelity where husband and wife promise life-long faithfulness to each other. The bride and the groom are really the ones doing the work. The officiating pastor is present as an official witness and as a representative of the State of South Dakota as well as of the Christian Church.

The information in this booklet has been prepared to answer many of the questions you have and to assist you in making your wedding preparations. Please read through this booklet and familiarize yourselves with its content. As you make your plans please use this as a reference guide.

We pray God's blessings upon both of you as you make your wedding plans!

*Rev. James C. Joyslin*

*Rev. Mark L. Eliason*

Please Note: We have made every effort to be comprehensive with the material contained in this booklet. However, situations may arise that necessitate further clarification; thus we reserve the right to modify these guidelines at any time.

## **Marriage and the Church**

Marriage does **not** belong exclusively to the Church. While marriage is ordained by God and supported by the Church, it is a **social contract**, governed and regulated by the state for the purpose of protecting individuals and providing stability to the social order. To the Christian it is more:

- We believe God ordained marriage to enrich the lives of husband and wife and to provide a sound basis for family life.
- We believe God's intention for marriage is that it be a life-long relationship based on the commitment by the man to the woman and the woman to the man.
- We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between wife and husband. In the words of St. Paul to the Ephesians church, *"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you."* Ephesians 4:32
- We believe God, along with the Church, desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God's steadfast love will be the most likely to experience these qualities.

The Pastor officiates at your wedding, representing both church and state, but it is you who bind yourselves to each other as husband and wife, by your **promises** before God and in the presence of the gathered community. You make your promises in the presence of God, trusting that God will bless and support you as you work together to fulfill them. Thus, to be married in the church is to recognize God's intentions for marriage and to affirm them as your own.

## **The FIRST STEPS in Planning Your Wedding**

**Read This Booklet—jot down questions you may have.**

### **Confirm the Date of Your Wedding.**

Contact Shalom Lutheran Church to set the wedding date and rehearsal date. Please try to do this at least **four months** before the anticipated time of the ceremony and **before you make other arrangements.** Ours is a busy congregation for weddings, particularly during the summer months. On occasion there are congregational events taking place that will make it impossible to hold a wedding the same day. At times, the Pastors' schedules may not allow for a wedding.

**No wedding will be scheduled at the church without first consulting the Pastors and staff at Shalom Lutheran.**

Please note that weddings will normally not be scheduled on the following days:

New Year's Eve and New Year's Day  
 Holy Week (*Palm Sunday through Easter*)  
 Memorial Day & weekend  
 Independence Day (July 4th)  
 Thanksgiving Eve or Thanksgiving Day  
 Christmas Eve or Christmas Day  
 Synod Assembly Weekend

We reserve the right to schedule up to three weddings in the **main sanctuary** on any given day.

These will normally be scheduled as follows:

10:00 a.m.  
 1:00 or 2:00 p.m.  
 5:00 or 6:00 p.m.

The first person scheduling an afternoon wedding will set the schedule for the other afternoon wedding. Thus if a couple schedules a wedding at **2:00 p.m.** then the only other afternoon time available will be **6:00 p.m.** The rehearsal time should also be scheduled at the same time. Circumstances permitting, the rehearsal can be held the same day as the wedding if necessary.

Members of Shalom Lutheran Church have first consideration in the scheduling and planning of weddings.

### **Arrange for an Initial Planning Session with the Pastor and Wedding Coordinator**

*(If a Wedding Coordinator is not available you will consult with the Pastor)*

The Pastor and Wedding Coordinator will both consult with you in planning your wedding and in helping you prepare for your marriage together. The minimum time required to complete arrangements and counseling is three months. Ultimately, the Pastor has the final say on all wedding plans.

Normally a Pastor of this congregation will officiate at your wedding. If it is your desire to have a clergy person from outside the congregation participate or officiate, you must first consult with a Pastor at Shalom Lutheran about such arrangement.

### **Arrange for Premarital Counseling**

All couples being married in this congregation are **required** to participate in Premarital counseling sessions. These are designed to help you look at yourself, your partner, and your relationship as you prepare for married life together. It is recommended that you, as a couple, arrange for pre-marital counseling sessions through the **Marital Preparation Program of Lutheran Social Services of South Dakota (357-0100 or 800-568-2401)**. This consists of three group sessions, each lasting two hours followed by a scheduled individual session with a counselor. Cost of the program is currently **\$250.00**. A report will then be forwarded to the officiating Pastor. **OR, you may use the professional services of Dr. Mark Britzman. His cost is \$185.00 and can be contacted at 351-0608.** Any proposed wedding date is **tentative** until these sessions are complete. If you live away from the Sioux Falls area, alternate counseling arrangements can be made with a congregation in your area.

### **Arrange for an Initial Planning Session with the Wedding Coordinator**

Remove worksheets from the center of this booklet and begin filling them out, prior to your first meeting with the coordinator. Bring these worksheets with you to all meetings.

The **Wedding Coordinator** is responsible for:

- Initial meeting with the wedding couple.
- Phone support from the initial meeting through the wedding.
- Meet with couple and suppliers when necessary to view church. Supervise deliveries, placement of flowers, candelabra, rental items, etc. The Wedding coordinator does not do any ordering of flowers, food, decorations, etc., that is the responsibility of the couple/family.
- Final meeting with the couple about one week prior to wedding.
- Lead rehearsal and wedding day.
- Coordinate sound system and custodial services.
- Supervise decoration of sanctuary and fellowship hall.
- Work with photographer to keep people available when needed.
- Work with bride and groom as liaison between people to provide a stress-free wedding day.
- Deliver fees to the proper personnel.

### **Arrange for an Initial Planning Session with the Organist**

It is expected that the organist for your wedding will be one of Shalom's Organists. Shalom's organist are: Laverne Welter (271-1916), Linda Slack (743-2354), Sandra DeGeest (743-2232). It is your responsibility to consult with the organist at least three months prior to the wedding. In the event that either organist has a scheduling conflict with your wedding date, substitute organists' names will be made available. Outside organists must be approved by a Shalom organist. If help is needed in selecting a soloist, the Organist will assist you.

## **Secure a Wedding License**

South Dakota law requires couples to secure a license to marry. You may apply for a license at the Register of Deeds Office for Minnehaha County or Lincoln County. You may apply for the license up to twenty days before the wedding (there is no waiting period). The bride and groom must be present to apply (with picture identification, social security numbers, and \$40 [**cash only**] license fee). The license is due to the church office the Thursday prior to your wedding (unless other arrangements are made). Please bring your license to the church one week prior to your wedding so it can be filled out properly.

## **Wedding Fees/Gifts for Church Personnel**

### **\*Use of Church Facilities**

\*Member...\$0

\*Non-member...\$350.00 (make check out to: Shalom Lutheran Church)

**Wedding Coordinator** (required for member and non-member)

**There is no coordinator at this time so you may ignore this portion.**

### **Organist**

Rehearsal, Rehearsal with soloist/instrumentalist, and Wedding...\$100.00

Each additional rehearsal with soloist and/or instrumentalist...\$35.00

### **Pastor**

Suggested minimum...\$150.00 (make check out to Pastor performing the wedding)

**Custodial Service**...\$100.00 (make check out to: Carol Oppold or Lynnette Gulbrandson)

A **\$100** deposit is required to hold a wedding reservation. This deposit will be used to pay the custodian. Non-members pay the entire fee of **\$350.00** to hold a wedding reservation. This fee is used for the facilities. Fees for the pastor, organist and, wedding coordinator will be collected by the wedding coordinator or the pastor. **For fee purposes, you must be an active member of Shalom Lutheran Church for a full year prior to your wedding date.**

**\*If the carpet is heavily soiled from pre-wedding activities, the wedding, or the reception the family/couple will carry the cost to have it professionally cleaned. This will be taken out of your deposit or paid separately by the couple/family.**

**Note:** All monetary gifts and/or fees should be placed in sealed envelopes and given to the Pastor or Wedding Coordinator. The Wedding Coordinator or Pastor will supply you with the names and the proper amounts for the appropriate people as well as collect these fees.

**\*Checks for the use of the church will be made out to: Shalom Lutheran Church.**

## **Planning the Wedding Service**

As you meet with the Pastor and Wedding Coordinator to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. Of course, what is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage as expressed in the order for Marriage on pages 202 to 206 of the *Lutheran Book of Worship*.

The order for Marriage in the Lutheran Book of Worship allows a variety of options. You may wish to modify the service. As the *Manual on Liturgy-Lutheran Book of Worship* puts it, "*The marriage service in Lutheran Book of Worship should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be constructed.*" (page 347)

The order for marriage in the Lutheran Book of Worship, pages 202-205 is as follows:

**Prelude Music**  
**Processional Music**  
**Word of Welcome**  
**Invocation**  
**Prayer**  
**\*Musical Selection (optional)**  
**Scripture**  
**Meditation**  
**Preparation for the Vows**  
**The Vows**  
**The Exchange of Rings**  
**The Announcement of the Marriage**  
**Unity Candle**  
**\*Musical Selection (optional)**  
**The Blessing**  
**Prayers & The Lord's Prayer**  
**The Benediction**  
**The Presentation**  
**The Recessional**  
**Postlude Music**

*\*Congregational hymn singing is encouraged*

## Selecting Scripture Readings

You are encouraged to select scripture that will be consistent with themes you want to emphasize. One or more readings is appropriate. You may wish to choose a psalm to be sung, either by a soloist or the congregation. Members of your family or wedding party may serve as readers of the scripture you select. Readings during the wedding service shall only be from the **66 canonical books** of the Bible. Below is a list of possible scripture readings:

<i>Genesis 1:26-31</i>	<i>Psalm 128</i>	<i>Ephesians 5:21-23</i>
<i>Genesis 2:18-24</i>	<i>Psalm 145</i>	<i>Philippians 2:1-11</i>
<i>Genesis 24:50-53, 58-67</i>	<i>Psalm 147</i>	<i>Philippians 4:4-8</i>
<i>Joshua 24:15</i>	<i>Proverbs 3:5-6</i>	<i>Colossians 3:12-17</i>
<i>Ruth 1:16-17</i>	<i>Proverbs 24:3-4</i>	<i>I Peter 2:4-9</i>
<i>II Samuel 7:29</i>	<i>Ecclesiastes 3:1-8</i>	<i>I John 4:7-16</i>
<i>Psalm 33:1-9</i>	<i>Song of Solomon 2:10-13</i>	<i>Matthew 5:13-16</i>
<i>Psalm 33:18-22</i>	<i>Song of Solomon 8:6a, 7</i>	<i>Matthew 6:25-34</i>
<i>Psalm 37:3-5</i>	<i>Jeremiah 33:11</i>	<i>Matthew 7:24-27</i>
<i>Psalm 95:1-7</i>	<i>Romans 15:5-6</i>	<i>Matthew 19:4-6</i>
<i>Psalm 98</i>	<i>Romans 8:31-35, 37-39</i>	<i>Matthew 22:35-40</i>
<i>Psalm 100</i>	<i>Romans 12:9-12</i>	<i>Mark 10:6-9</i>
<i>Psalm 115:9-18</i>	<i>Romans 14:1-3</i>	<i>John 2:1-11</i>
<i>Psalm 117</i>	<i>Romans 15:5-6</i>	<i>John 13:34</i>
<i>Psalm 119:105</i>	<i>I Corinthians 13</i>	<i>John 15:9-17</i>
<i>Psalm 127</i>	<i>Ephesians 3:14-19</i>	

## Selecting Music

The organist of the congregation will assist you in selecting music appropriate to your wedding service and will offer suggestions regarding vocalists and instrumentalists. The ***Manual on the Liturgy-Lutheran Book of Worship*** reads, "*The Marriage Service is a service of worship, and the music therefore must be carefully and discriminately 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.*" In every case, music selected "*should be of high quality and not cloud the mood of the service with triteness or sentimentality.*" (pages 347-348)\

**In summary**, if you can answer "**yes**" to all of the following questions, the music you propose is probably appropriate:

- Does this music and its text reflect praise to God?
- Is it based on or does it reflect a scriptural theme?
- Is it appropriate for use in a regular service of worship?
- Is the music within the ability of the musicians to play or sing with assurance?
- All music must be approved by the Pastor in consultation with the Director of Music.

The wedding bulletin must be approved by the Pastor prior to its printing.

### Selecting Congregational Hymns

A wedding is a service of worship in which the guests are invited to be participants, not mere spectators. Therefore you are encouraged to incorporate hymn singing in your wedding, and you may use certain hymns as a processional or a recessional. The following hymns are among the many which are appropriate for weddings:

- LBW 229 *"A Mighty Fortress Is Our God"*
- LBW 241 *"We Praise You, O God"*
- LBW 253 *"Lord Jesus Christ, Be Present Now"*
- LBW 287 *"O Perfect Love"*
- LBW 288 *"Hear Us Now, Our God and Father"*
- LBW 289 *"Heavenly Father, Hear Our Prayer"*
- LBW 315 *"Love Divine, All Loves Excelling"*
- LBW 406 *"Take My Life, that I May Be"*
- LBW 409 *"Praise and Thanksgiving"*
- LBW 451 *"The Lord's My Shepherd"*
- LBW 456 *"The King of Love My Shepherd Is"*
- LBW 474 *"Children of the Heavenly Father"*
- LBW 495 *"Lead On, O King Eternal"*
- LBW 518 *"Beautiful Savior"*
- LBW 534 *"Now Thank We All Our God"*
- LBW 535 *"Holy God, We Praise Your Name"*
- LBW 543 *"Praise to the Lord, the Almighty"*
- LBW 549 *"Praise, My Soul, the King of Heaven"*
- LBW 551 *"Joyful, Joyful, We Adore Thee"*
- LBW 554 *"This Is My Father's World"*
- LBW 557 *"Let All Things Now Living"*
- LBW 559 *"Oh, for a Thousand Tongues to Sing"*

### Selecting Organ Music

The following compositions are appropriate selections listed here as suggestions.

#### Organ Processional

- Bach, J.S. *"Abide With Me"*
- Bach, J.S. *"Arioso"*
- Bach, J.S. *"Jesu, Joy of Man's Desiring"*
- Bach, J.S. *"Sheep and Lambs May Safely Graze"*
- Handel, G.F. *"Air I"*
- Handel, G. F. *"Air II"*
- Handel, G.F. *"Allegro Maestoso"*
- Hobby, Robert A. arr. *"Partita on Praise My Soul, the King of Heaven"*

**Organ Recessional**

Bach, J.S. *"In Dir ist Freude" (In Thee is Gladness)*  
 Bach, J.S. *"A Festal Fanfare"*  
 Handel, G.F. *"Finale from Concerto No. 5"*  
 Handel, G.F. *"Hornpipe"*  
 Handel, G.F. *"The Rejoicing"*  
 Karg-Elert, Sigfried *"Now Thank We All Our God"*  
 Marcello, Benedetto *"Psalm 19"*  
 Widor *"Toccata from Symphony No. 5"*

**Organ Processional/Recessional**

Clarke, Jeremiah *"The Prince of Denmark's March" (Trumpet Voluntary)*  
 Held, Wilbur *"Hymn to Joy" (Joyful, Joyful We Adore Thee)*  
 Manz, Paul *"Five Hymn Improvisations for Weddings and General Use"*  
 1. Praise to the Lord 2. God of Grace 3. Now Thank We All Our God  
 4. Let Us Ever Walk with Jesus 5. Jesus, Lead Thou On  
 Mauret, Jean Joseph *"Sinfonies De Fanfares"*  
 • Rondeau 2. Air 3. Fanfares

**Organ Music Collections*****Including Processionals and Recessionals***

Johnson, David N *"Wedding Music Book I"*  
 Johnson, David N *"Wedding Music Book II"*  
 Johnson, David N *"Wedding Music Book III"*  
 Johnson, David N *"Wedding Music Book IV"*  
 Purcell, Henry *"Ceremonial Music for Organ" (with Optional Trumpets)*  
 Warner, Richard arr. *"The Wedding Ceremony" (Processionals, Recessionals and other Music for the Organ)*

**Selecting Vocal Music**

The following compositions are appropriate selections listed here as suggestions. Alternate music may be suggested and would require prior approval by the pastor. This also includes organ music.

**Vocal-Solos**

Bach J.S. *"My Heart Ever Faithful"*  
 Barnby, Joseph *"O Perfect Love"*  
 Beck, Theodore *"A Wedding Prayer"*  
*"The Greatest of These Is Love" (*  
 Ground Charles *"Entreat Me Not to Leave Thee" (Song of Ruth)*  
 Hopson, Hal *"The Gift of Love"*  
 Joncas, Michael *"On Eagle's Wings"*  
 (Guitar, Opt Piano, Cello and C-Instrument Based on Psalm 91)  
 Lovelace, Austin C. *"O God of Love"*  
 Lovelace, Austin C. *"A Wedding Benediction"*

Malotte, Albert H *"The Lord's Prayer"* (Also vocal duet)  
 Mozart, W.A *"Alleluia"*  
 Prichard, Rowland H. *"Hear Us Now, Our God and Father"*  
 Strom, Ralph A. *"Heavenly Father, Hear Our Prayer"*

### **Vocal Collections**

Bunjes, Paul (Ed.) *"Wedding Blessings"*  
 Bach, J.S. *"Jesus Shepherd, Be Thou Near Me"*  
 Bach, J.S. *"O Love That Casts Our Fear"*  
 Helder *"The Lord My Shepherd Is"*  
 Bralms (arr) *"O Jesu, Joy of Loving Hearts"*  
 Bunjes (arr) *"Love Divine, All Love Excelling"*  
 Karg-Elert *"Come, Follow Me, the Savior Spake"*  
 Kittel *"O Father, Son, and Holy Ghost"*  
 Bach, J.S. *"Jesus, Joy of Man's Desiring"* (Voice & organ)  
 Bach, J.S. *"Jesus, Joy of Man's Desiring"* (Voice, instrument, organ)  
 Buxtehude *"Lord, Who at Cana's Wedding Feast"* (Voice, two violins, and organ)  
 Buxtehude *"O Father, All Creating"* (Voice, two violins, and organ)  
 Bach, J.S. *"The Lord Bless You"* (Duet for high and low voices)  
 Busarow, Donald *"A Ring of Gold"*  
*"Love Is the Sunlight"*  
*"When Jesus to the Wedding Went"*  
*"The Lamps That Light This Wedding Day"*  
*"The Days of the Summer"*  
*"Now with Thanksgiving"*  
*"When God Designed Creation"*  
*"Within the Arc of Grace"*

### **Wedding Songs**

Schiavone *"Happy Are You Who Fear the Lord"*  
 White *"Entreat Me Not to Leave Thee"*  
 Powell *"Walk in Love"*  
 Schultz *"Love, in Christ"*  
 Busarow *"Come Lord Jesus, to This Place"*  
 Busarow *"This Love"*  
 "

### **Solos for the Church Year** Edited and collected by Lloyd Pfautsch *"Be Thou with Them"* J.S.

Bach

Ylvisaker, John *"Borning Cry"*  
*"As You Go on Your Way"*  
*"I Was There to Hear Your Borning Cry"*

## **Other Details:**

### **Rehearsal**

Rehearsals are to be scheduled when the wedding day is scheduled. It normally occurs the evening before the ceremony but can be held the same day if necessary. All members of the wedding party (bride, groom, bridesmaids, groomsmen, flower girls, ring-bearers, ushers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal. The Pastor and/or Wedding Coordinator will walk the wedding party through the service from beginning to end. If everyone arrives on time, the rehearsal should not take longer than one hour.

### **Ushers**

It is recommended that a minimum of one usher per 75 guests be present to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen may serve as ushers.

### **Service Folders**

It is helpful, but not necessary, to have a wedding bulletin to inform guests of the order of service and the names of participants in the wedding party. You should discuss the layout of the wedding bulletin with the Pastor. Bulletins are available in Sioux Falls for purchase at the **Book Nok** and at **Crossroads Books**. Typing and printing the folders is the responsibility of the couple.

### **Decorations**

Floral decorations are not necessary, but if desired, you must provide them. The florist will provide appropriate vases.

**The color of the paraments on the altar and lectern are determined by the season of the Church year. They are not changed for weddings.**

Designate an usher or acolyte to **light the candles 10 to 15 minutes** before the ceremony begins. Use the lighting tapers, which are located in the sacristy. Use the candle snuffers to extinguish candles. To prevent wax from dripping on the tile and paraments, never blow out candles. Allow the wax to stiffen before removing candles after the ceremony. **The candles may be lighted when the pictures are taken and can be left lighted if so desired.**

An aisle runner is permitted but its use is discouraged. Flower girls may scatter silk flower petals, but real flower petals are not permitted because people could slip and fall while walking on them.

**Other decorations which are attached with metal or tape are prohibited on wood surfaces.**

Check with your florist for pew clips for bows.

**No bird seed, rice, flower petals or confetti, may be used inside or outside the building. The responsibility for cleaning up outside the church will be the responsibility of the bridal party.**

### **Punctuality**

It is courteous to your guests, as well as an aid to a “stress-free” wedding ceremony, if the ceremony begins at the scheduled time. The guest book should be closed 10 minutes prior to the starting time (guests can sign afterwards) and the remaining guests ushered in. The mother of the bride is to be seated at the time the wedding is scheduled to begin. She is the signal to everyone that the wedding is ready to begin.

### **Conduct of Guests**

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. **THE USE OF ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE CHURCH PREMISES (BUILDING OR PARKING LOT).**

Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding. **Smoking** is prohibited in the building. **NO FOOD** or **BEVERAGES** are permitted in the sanctuary at any time.

The Pastor reserves the right to halt the ceremony if a member of the wedding party or a guest is behaving in an inappropriate manner.

### **Photographs and Videos**

Most people contract with a professional photographer to photograph or videotape their wedding. Floodlights or flash are not permitted during the ceremony. Any pictures taken during the ceremony must be done from the back of the church. Video cameras with tripods may be used only in the rear of the sanctuary. No video equipment will be permitted in the chancel. No additional sound equipment can be brought in for use during the service. During the service, microphones will be available for readers, soloists, and the Pastor. It is the responsibility of the bridal party to communicate these guidelines to the vendors they contract with. Please inform those operating cameras to refrain from conversation during the ceremony.

*Please inform your family and friends that no pictures are to be taken during the service while seated in the sanctuary. Allow those family and friends who wish to take pictures to do so before or after the ceremony.*

As a matter of courtesy to your reception guests, you should consider taking your wedding pictures prior to the service.

### **Sanctuary Seating**

The sanctuary can seat 270 people. Folding chairs can be brought in to enlarge the seating, but it is the responsibility of the family/couple to return the chairs after the wedding ceremony. The sanctuary is air-conditioned during the summer months. The temperature is preset and cannot be adjusted.

### **Parking**

All vehicles should be removed from the parking lot immediately following the wedding so that these spaces are available for Sunday morning use.

**WEDDING DO'S AND DON'TS**

- There shall be NO food or beverages in the sanctuary at anytime.
- There shall be **no smoking** in any part of the church.
- There shall be **no alcoholic beverages** or drug use in or on church property.
- You shall not change or move the lectern, pulpit, altar and/or banners, cloths, candelabra's for pictures or for wedding decorations.
- There shall be no flowers on the altar, piano or organ.
- There shall be no rice, seeds, or other materials that would need to be swept up, mopped, or tracked back into the church on shoes or other clothing.
- Only Shalom organists shall use the church organ.
- You shall not turn on or make adjustments to PA system without prior permission from the pastor or without his assistance.
- You may use the Sunday School/Fellowship Hall for changing and for refreshments prior to the wedding. Check with the pastor if you have any questions.
- You will need to assign someone to gather up all the wedding decorations and other miscellaneous items after the wedding in the sanctuary, hallways, and fellowship hall. This includes food and beverage containers.

**Shalom Lutheran Church is not responsible for lost or stolen items.**

## **Bride's and Groom's Checklist of Things to Think About**

*At present Shalom Lutheran does not have a Wedding Coordinator*

- Keep all appointments promptly, or notify those you have appointments with that you will be delayed and/or make new arrangements.
- Before finalizing plans, check with the Pastor, Wedding Coordinator, and/or organist to see if your plans conform with church policy.
- Make sure all involved are notified of any change in plans. A small detail may seem unimportant, but could lead to problems.
- When choosing your attendants, remember how much room there is at the altar. Don't have so many that you are crowded.
- If you have extra people you wish to honor, here are some suggestions that will help make your wedding go more smoothly:
  - Host and hostess (other than parents) to greet your guests in the Gathering area (Narthex) and at the wedding reception.
  - Teenagers to run gifts.
  - Someone to collect and remove wedding gifts from the church.
  - Someone to help with serving of small children and/or elderly guests.
- Double check all suppliers for delivery time of your wedding purchases. (Cake, flowers, dresses, etc.) Advise the Wedding Coordinator of the time deliveries will be made to the church so that arrangements can be made to receive them.
- Provide the Wedding Coordinator with a complete list of flowers and/or other items on your floral order.
- The coordinator will then be able to check for errors with the florist.
- Get all legal, medical, and religious documents in order. Bring your license to the church office on the Thursday prior to the wedding.
- Do as much as you can ahead of time. This will tend to lessen last minute confusion.
- Call on the Wedding Coordinator at any time if you have questions or you just need to talk to someone. She is here to assist you.
- Gifts to your attendants should be given to them at the rehearsal dinner or at some time other than just before the wedding. Please do not expect the church personnel to do this for you.
- Check all sizes and colors of the wedding attire and accessories (men and women) before the wedding day. It is impossible to make alterations and exchanges just before the wedding.
- Have all members of the wedding party, including ushers, at the rehearsal.
- Give out-of-town guests and others instructions or a map on how to get to the church.
- Allow plenty of time for yourself and your attendants to dress.
- Cooperation with all involved in arranging your wedding is of vital importance to having a smoothly run, beautiful, memorable day.
- Make arrangements for all rental items to be returned.
- Have a thorough discussion with your photographer so you have a good understanding of what will take place and how long it will take.
- Inform the Wedding Coordinator of the photography plans and give her a list of the people involved.
- When working with the videographer, specify what you expect for finished product. Ask to see samples of their work.

- Tell people involved and those helping what they are expected to do and when. The more they know ahead of time, the more you will be able to relax and enjoy this special day.
- Arrange for someone to keep the dressing area in order, collect personal belongings and clean up the rooms. The church is not responsible for anything left behind.
- Ushers should be stationed at the sanctuary doors, ready to usher guests inside.

**Pastor**

*Rev. James 'Chip' Joyslin*    [shalomlc@iw.net](mailto:shalomlc@iw.net)

Adopted: May 4, 2005 – Shalom Lutheran Church Council

# Shalom Lutheran Church Use Contract

## Wedding

If you are a non-member, a fee of \$350.00 is due before the wedding can take place as a reservation deposit. If you are a member of the Shalom congregation for at least one full year prior to your wedding date and worship and contribute regularly, the reservation is \$100.00.

I/we agree to the terms of Shalom Lutheran Church Use Contract.

Signed: \_\_\_\_\_ (Bride) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Groom) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parents) Date: \_\_\_\_\_

Church official: \_\_\_\_\_ Date: \_\_\_\_\_

Received on: \_\_\_\_\_ Amount: \_\_\_\_\_