

## **Memorial Lutheran Church and Student Center**

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2009

### **WEDDING POLICIES**

*Dear Bridal Couple:*

*A word of explanation about this listing of policies; one would wish such a list were not necessary. Unfortunately, without a listing of policies, there is often confusion, hurt feelings, and anger. This listing is provided to avoid misunderstandings. This is a traditional Lutheran Church. We respect the sensitivities and traditions of the past and we ask you to view our church as a place of worship. This is your wedding, but you have chosen to have it performed in a place dedicated to the glory of God. Our concern is to “do things decently and in order” as the Scriptures command. This means that not everything is “okay” and some things are not appropriate. Please respect our church and the members of this congregation in honoring these requests. If you feel that these policies are restrictive, we encourage you to be married in a place where you will be happier. The pastors of Memorial will be happy to answer all your questions. We hope the information included below will be helpful to you as you plan your wedding day. May God bless you.*

*The Pastors and Staff*

### **WEDDINGS ARE WORSHIP SERVICES**

Memorial Lutheran Church is committed to a ministry of the Gospel. It is our belief that a wedding service is a service of worship that glorifies God and expresses throughout this commitment to the Triune God and the Good News revealed in Jesus Christ. We further believe that a wedding service is intended to be that time when the bridal couple consciously enters the presence of God in the midst of family and friends to be joined in the oneness that they already have separately as members of the Body of Christ. Because they are entering a spiritual union it is expected that they will continue to grow in their faith through a Christian congregation.

## **PREMARITAL COUNSELING**

The couple will be expected to complete a program of premarital counseling with the pastor who will officiate the wedding ceremony.

## **MUSIC**

Organ and vocal selections must be approved by the pastor. Any selection used must reflect the wedding service of worship. Popular love songs, while appropriate for the reception, are not appropriate for a service of worship and may not be used. Both the music and the lyrics must be appropriate for a service of worship. The couple should meet with the organist no later than three weeks before the wedding to choose the prelude, processional, and recessional music. If the couple has special music that is unfamiliar to the organist, this music must be given to the organist as soon as possible and no later than four weeks prior to the wedding. Any solo pieces that require the accompanist of the organist must be submitted to the organist at least two weeks prior to the wedding. We prefer that an organist of Memorial Lutheran Church or someone designated by the Worship Committee of Memorial Lutheran Church be used. Exceptions must be discussed with the pastor.

## **RECEPTIONS**

Receptions may be held in the Fellowship Hall (basement), but must be arranged with the Women of Memorial who provide this service. Check with the Women for serving charges.

Phone numbers of persons you may want to contact:

Church Office - 292-5005

Student Center - 292-4414

### **Wedding Coordinators:**

Kathy Lawrence – 292-8137, Email: [soberlaw@yahoo.com](mailto:soberlaw@yahoo.com)

Sarah Buss – 292-5436, Email: [sjbluv2dance@yahoo.com](mailto:sjbluv2dance@yahoo.com)

### **Organists:**

Carol Weber – 233-0005; Email: [carol@webermusic.com](mailto:carol@webermusic.com)

Matt Jaschen – 319-290-2641; Email: [mjaschen@iastate.edu](mailto:mjaschen@iastate.edu)

### **THE WEDDING COORDINATOR**

The wedding coordinator assists the pastors and the bridal couple so that the wedding can be performed in an orderly fashion and thus give glory to God. The wedding coordinator will be involved with all weddings at Memorial (unless the wedding is of an informal nature and involves no more than the bridal couple and twenty guests). The bridal couple must consult with the wedding coordinator regarding responsibilities of ushers, the lighting of candles, the use of flowers and aisle candles, the processional, the recessional, and the receiving line (if at the church), the reception (if at the church), and all other areas related to wedding activities. The wedding coordinator is happy to meet with the bridal couple prior to the rehearsal, will be at the rehearsal, and will come not more than an hour ahead of the wedding for the service itself.

### **FEES**

The wedding coordinator will collect the following fees no later than immediately prior to the wedding rehearsal. Church policy!

*Check with Pastors for current fee schedule.*

### **FLOWERS**

Only real flowers may be used in the front (chancel) of the church. Real flowers or plants may be placed on flower stands and natural garlands may be used on the handrails. No other decorations are allowed at the front of the church. Real or silk flowers may be used to decorate the aisle candles. The bridal party may use real or silk flowers. We suggest that flowers be used sparingly in the front of the church. Because of the beauty of the altar window, flowers are not seen clearly. Flowers or bows (using plastic or wrapped wire holders) on the pews are a nice touch in lieu of the aisle candles and any other flowers. We do not encourage the use of a white aisle runner for the bride because of safety factors. Please be sure to inform your florist of these policies. All decorations that do not conform to these standards will be removed.

### **CANDLES**

The candelabra to the left and right of the altar may be lit for your pictures prior to the wedding. If your pictures are finished within 45 minutes of the wedding, the candles may be left burning. Otherwise they should be extinguished. The unity candle will be placed at the pulpit side of the altar, not in front of the altar, at the lower level of the inner chancel. You may decorate the unity candleholder with real flowers and garlands if you wish. You will need two 10-12 inch candles and a center candle with a three-inch base. Aisle candles may be used; however, it is not considered appropriate to use aisle candles before 6 PM. There is a charge of \$25 for the use of the aisle candles. They require 16-6 inch candles that you provide. The

aisle candles may be decorated with flowers, garlands, or bows if desired. The aisle candles should be lit 30 minutes before the service. The altar candles should be lit 15 minutes before the service. Appoint someone to light these candles. It may be a member of the wedding party or another friend. It should not be an usher since he will have other responsibilities at these times.

### **CHURCH FURNISHINGS**

Church furnishings may *not* be moved without permission from the pastor. You are a guest. Please be polite.

### **PICTURES**

Photographers using flash may be taken by your photographer during the processional; however, they are to be taken behind the last row of worshippers, or if the church is filled, as close to the rear of the church as possible. Flash pictures during the service are not allowed. Please inform your friends and relatives. Available light pictures may be taken by your photographer from the Narthex and balcony if they do not disturb the service. Be sure to discuss this policy with your photographer.

### **VIDEOS**

Video photography may be taken from the organ loft, or from inside the halls to the left and right of the chancel. Pictures may also be taken from the first pew if a tripod is used and the photography is done without disruption of the worshippers. If you intend to have a friend or professional videotape your wedding, please have that individual speak with the pastor. Video equipment may not be hooked into the sound system of the church.

### **RICE**

Rice is not to be thrown in the church building or on the church grounds. Birdseed may be thrown outside but must not be thrown inside the building because of the potential it offers for people to slip and fall. Please distribute your birdseed outside. If it rains, please consider not including this tradition among your activities. We recommend bubbles blown outside or bells your guests can ring.

### **SPECIAL ACTIVITIES AND CUSTOMS**

Military traditions such as the crossing of swords or other activities not directly involving worship may not be performed in the church sanctuary. They are to be done outside. In the event of inclement weather, arrangements may be made with the pastor to do them in the lounge or Fellowship Hall (basement).

### **CHURCH HOURS AND FACILITY USE**

The church will be open one hour prior to the scheduled wedding activities and locked 30 minutes after the wedding unless other arrangements are made. If the wedding is held when the church is ordinarily open, the building will remain open before and after the wedding according to the daily schedule. It is assumed that the church proper, narthex, vestry,

International Resource room, and Nursery classroom will be reserved for the wedding. If additional space is needed, arrangements must be made. Other parts of the church are used by students or other groups. The arrangements should be made with a pastor or with the church staff.

### **WEDDING GIFTS AND OTHER PERSONAL BELONGINGS**

All personal articles must be removed from the church immediately after the wedding. This is for your protection, allows for the continued use of the church and facilitates the work of the custodian in preparing for Sunday morning. Arrangements can be made with the pastor to store valuables at the church, if this is necessary, for a short period in a secure room.

### **CHECKLIST**

- Had first appointment with Pastor
- Had second appointment with Pastor
- Had third appointment with Pastor
- Set wedding date and time definitely
- Set rehearsal date and time definitely
- Contacted organist and selected music for Processional and Recessional
- Selected vocal music and have Pastor's approval: selected vocalist
- Have contacted Kathy Lawrence (292-8137) or Sarah Buss (292-5436), the wedding coordinators, to discuss wedding
- Told the Pastor when the photographer is coming to take pictures
- Have decided order of service to use
- Have decided whether or not to use the unity candle or aisle candles
- Have decided what scripture texts we want to have read at the wedding
- Have informed Pastor of any special activities we have planned (i.e. "sword crossing" outside the church)
- Have told my family about policies regarding pictures in the church, etc.