

Trinity Lutheran Church



Wedding Policies and Guidelines

Weddings at Trinity Lutheran Church

Marriage and the Church

We are pleased that you want to have your wedding in this congregation. The pastor(s) will work with you to make your wedding meaningful and to help you prepare for a fulfilling marriage.

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, but 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 by the woman to the man.

We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between husband and wife. 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 who officiates at your wedding represents both church and state. It is our belief that bride and groom enter into God's gift of marriage by their promise 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.

Read This Booklet

As you read this book, jot down your questions.

Confirm the date of your wedding

No wedding may be scheduled on Christmas Eve day, Christmas day, during Holy Week, Easter, Mason City Band Festival, nor during the annual Synod Assembly. Please check with the office for these dates. If you wish to schedule your wedding on other holidays, it will be subject to the approval of Trinity's staff.

The date and time of your wedding and rehearsal must be approved by the church. You may reserve the church, with a deposit, through the church office. The office staff will need to check with the pastors, to be sure that one of them will be available. Normally, the Trinity pastors decide who will officiate at your wedding. A couple may express a preference as to which pastor they'd like to do their wedding. While that preference will be strongly considered, it may not always be possible to honor it.

Couples desiring to be married at Trinity should be attending worship regularly to allow the officiating pastor to get to know you.

Because of the 5:00 p.m. worship service on Saturdays, weddings with receptions in the church building may be scheduled to begin no later than 3:00 p.m.. Weddings in which no reception is planned in the church building may be scheduled between 11:00 a.m. - 3:00 p.m., or 7:00 p.m..

Initial Planning Session With The Pastor

The pastor who will officiate at your wedding will contact you. The initial session will include conversation about yourselves and your wedding plans. In addition, the pastor will talk with you about pre-marriage counseling.

Trinity weddings must involve a Trinity pastor. Sometimes a couple wishes to have another pastor included in the wedding (such as a friend, relative, or the bride or groom's home pastor). Please let the officiating pastor know about such wishes as soon as possible.

Arrange For Pre-marital Counseling

Couples married at Trinity will participate in pre-marriage counseling. If you do this with a Trinity pastor, normally you will use an inventory called "PREPARE". There is a \$35.00 fee per couple for processing "PREPARE".

Another possibility is a pre-marital workshop offered by a local marriage counselor. The church office has a brochure that describes the program and the dates of future workshops. You will still meet with the pastor to plan the wedding and to help the pastor get to know you better. But the number of meetings with the pastor will be fewer, if you do the pre-marital workshop. The pre-marital workshop typically takes place from 9 a.m.-3 p.m. on a Saturday in March.

Arrange for an Initial Session With the Trinity Organist/Music Director

Experience has shown that couples are most pleased with their wedding when they use the services of the Trinity organist. Therefore, **our policy is that the organist of Trinity will be the organist for all weddings.** This does not rule out the use of a variety of other solo instruments or ensembles. Please consult with our organist/music director at least three months prior to the wedding for help in planning and coordinating the music for the service.

Before you make arrangements with instrumentalists or singers who will participate in your wedding, please read the section **Selecting Music**. It will be of great assistance to you.

Secure a Marriage License

Iowa law requires couples to secure a license to marry. You may apply for a license at the office of any County Clerk of Court in the state. Normally the two of you should be present to apply. Bring your driver's licenses and a witness (who must be 18) to verify your ages. The legal age for marriage in Iowa is 18. A fee will be charged. **The license should be brought to the church office two weeks prior to your wedding.**

Planning the Ceremony

The pastor will help you plan the ceremony. Your ideas are very welcome. Remember that it is a worship service. Also, it needs to be consistent with the Christian understanding of marriage. Our guide for the basic outline will be the Marriage Service found on pages 286-291 of *Evangelical Lutheran Worship*.

The Order of the Service

The “flow” of the service is typically as follows. The amount of special music and other considerations may alter the order.

Prelude

Processional

Greeting

Declaration of Intention

Prayer

Readings

Message

Special Music or Congregation Hymn (optional)

Vows

Giving of Rings

Acclamation

Lighting of the Unity Candle or other symbol (optional)

Marriage Blessing

Prayers of Intercession

Lord’s Prayer

Blessing

Recessional

Postlude

If you are having communion as a part of your wedding service, the order is the same as above until ‘Prayers of Intercession’ - service then continues as follows:

Peace

Great Thanksgiving

Lord’s Prayer

Communion

Prayer after Communion

Blessing

Recessional

Postlude

Marriage Vows

Normally, the Vows will be those included in the Marriage Service in *Evangelical Lutheran Worship*. If alternative vows are used, please check them with the pastor. It is important that the vows express a couple's life-long commitment to each other.

Scripture Readings

You are encouraged to choose two or three scripture passages to be read during your wedding. The passages may be read by the pastor, or by another person of your choosing. Following are some suggested readings:

Old Testament Texts

Genesis 1:26-31
Genesis 2:18-24
Jeremiah 33:11
Song of Solomon 2:10-13
Psalm 33:1-5, 20-22
Psalm 95:1-7
Psalm 100
Psalm 127
Psalm 128

Gospel Texts

Matthew 19:4-6
Matthew 22:35-40
Mark 10:6-9
John 2:1-11
John 15:9-12

Epistle Texts

Romans 12:1-2, 9-18
Romans 15:5-6
1 Corinthians 13:1-7, 13
Philippians 4:4-7
Ephesians 5: 21-23
Colossians 3:12-17
1 John 4:7-12

Selecting Music

The Christian wedding is a service of worship. Choose music that will point people to God and show evidence of your Christian commitment. There is room for personal taste and a variety of music styles, of course, but all music should lend itself to the criteria of appropriateness for worship. **Music should have a distinctively Christian content. Popular, secular music is usually not appropriate for worship; we suggest such music be played at the reception.**

Vocal and instrumental solos and/or ensembles, as well as congregational hymns are all good options.

The criteria of what is appropriate for worship are sometimes difficult to define precisely. It is helpful to ask whether or not the music and words honor the God in whose name we gather.

Please arrange an appointment to meet as soon as possible with Trinity's Director of Music/Organist, who will be very helpful to you in deciding on music for your wedding.

All music is subject to the approval of the Director of Music/Organist.

Congregational Hymns

You are encouraged to incorporate hymn singing in your wedding. You may also select a hymn as a processional or recessional. The following hymns are among the many which are appropriate for weddings:

Prelude (at the beginning of the service)

Evangelical Lutheran Worship

"Lord Jesus Christ, Be Present Now"	No. 527
"We Praise You, O God"	No. 870
"Praise and Thanksgiving"	No. 689
"Praise to the Lord, the Almighty"	No. 858
"Holy God We Praise Your Name"	No. 414

With One Voice

"Jesus Come! For We Invite You"	No. 648
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Ceremony (during the service)

Evangelical Lutheran Worship

"Love Divine, All Loves Excelling"	No. 631
"The King Of Love, My Shepherd Is"	No. 502
"Beautiful Savior"	No. 838

With One Voice

"Bind Us Together"	No. 748
"When Love Is Found"	No. 749
"As Man and Woman We Were Made"	No. 751

Recessional (at the end of the service)

Evangelical Lutheran Worship

“Now Thank We all Our God” No. 840

“Praise My Soul The King Of Heaven” No. 865

“Joyful, Joyful, We Adore Thee” No. 836

“Let All Things Now Living” No. 881

With One Voice

“Go, My Children, with My Blessing” No. 721

“All Things Bright and Beautiful” No. 767

“Praise to You, O God of Mercy” No. 790

Organ Music and Vocal Selections

The following compositions are appropriate favorite selections listed here as suggestions:

Processional

Ariso JS Bach

Jesu, Joy of Man’s Desiring JS Bach

Canon in D Pachelbel

Trumpet Voluntary Purcell

Recessional

Psalm 19 Marcello

Hornpipe Handel

Allegro Maestoso Handel

Vocal Solos

Parent’s Prayer God, A Woman and a Man

And on This Day He Has Chosen You for Me

The Gift of Love The Lord’s Prayer

This is the Day I Will Be Here

Rehearsal

A rehearsal is almost always necessary. Rehearsals are usually held in the evening before the day of the ceremony, and must be scheduled with the officiating pastor. All members of the wedding party (bride, groom, bridesmaids, groomsmen, flower girls, ring bearers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal. The pastor will walk

the wedding party through the ceremony from the beginning to end. This will take approximately 45 to 60 minutes.

Dressing Rooms

The nursery, located on the ground floor of the education wing, is available as a dressing room for the women. The archive room, located south of the southeast corner of the Fellowship Hall, is available as a dressing room for men.

Ushers

A minimum of two ushers is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen or bridesmaids may serve as ushers. All ushers should be adults as the nature of their tasks requires confidence and decisiveness.

Wedding Bulletins

It is helpful, but not necessary to have a wedding program to inform guests of the order of service and the name of participants in the wedding party. You should discuss the layout of the bulletin with the pastor.

Decorations

Church Furnishings

- The piano and portable altar will be moved to the side to accommodate the wedding party.
- Flowers on the High Altar may be removed.
- A guest book table will be available in the narthex. It measures 16 inches wide, 52 inches long and 31 inches tall. You will need to provide your own table covering if one is desired.
- The color of the paraments on the altar and lecterns are determined by the season of the year. They are not changed for weddings.
- Seasonal decorations, such as Christmas decorations, are not changed for weddings.

- Other furniture or equipment may only be moved with the approval of the pastor.
- Banners or posters of any kind may not be attached to walls or other fixtures.

Flowers

- Floral decorations are not necessary, but if desired, must be provided by you.
- Flowers may be placed on the altar or on flower stands.
- Plastic clips may be used to secure floral arrangements or bows to the ends of pews. Scotch or other tape may not be used to secure flowers or bows on the pews. There are 48 (24 on each side of the center aisle) long pews. 19 side pews on one side, 18 on the other side.
- Glitter on flowers is not allowed.
- No nails or staples may be used to hang decorations.
- Flower petals should be synthetic and kept to a minimum, configured to the center aisle only, and not in the pews, narthex or chancel.

Aisle Runner

- For safety reasons, aisle runners are discouraged.

Candles

- The candles in the chancel will be lighted by your ushers for the ceremony.
- All candles used need to be described as “dripless”.
- Trinity has a 3 piece unity candle set which you may use without charge. It uses two 7/8 inch taper candles and standard size pillar candle, which you must provide.
- Trinity has 2 candelabras with oil filled candles which you may use without charge.
- For safety reasons, aisle candles are not allowed.
- All candles and decorations (excepting flowers you wish to donate for the Saturday and Sunday services) must be removed immediately following the wedding.

Rice/Birdseed/Balloons, etc.

- Absolutely no rice, birdseed, or confetti is allowed on the church premises.
- Balloons are discouraged to respect the environment.

Glitter

- Glitter from decorations or clothing presents a difficult cleaning problem for the church staff. Therefore, Trinity asks that you refrain from using body glitter, glitter on your flowers or decorations, programs, or glitter on the clothing of your wedding party. Please pass this information on to your mothers to guide them as they select their dresses.

The wedding couple is responsible for removing decorations from the sanctuary, as well as food, clothing, and personal items from the facility following the wedding ceremony.

Conduct of Wedding Party and Guests

The use of alcoholic beverages is not permitted on the church premises (building or parking lot).

NO SMOKING within the church building.

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding.

Violation of this conduct policy may result in cancellation of the wedding ceremony. The officiating pastor also reserves the right to halt the ceremony if a member of the wedding party or a guest is behaving in a manner inappropriate for the worship service.

Photographs and Videos

Most people contract with a professional photographer to photograph or video their wedding. Any pictures taken during the ceremony must be done from the back of the church or the balcony - unless okayed by the pastor.

If you prepare a wedding bulletin, please request your guests to refrain from taking flash pictures after the processional.

As a matter of courtesy to your wedding guests, you should consider taking your wedding pictures prior to the service. If pictures are taken following a wedding on Saturday afternoon, they must be completed by 4:00 p.m.

Wedding Receptions at Trinity

If you are interested in having a wedding reception at Trinity, please contact the church office for additional information concerning reception guidelines.

Wedding Day Arrival Time

The church will be open four hours prior to the stated time of the wedding. If the couple needs the building open earlier, that time has to be coordinated with the church office. The couple will be charged an additional \$20 per hour, to be paid to the custodian.

Outdoor Wedding

If the couple decides on having their wedding ceremony in Trinity's courtyard, they are responsible for rental, set up and tear down of the chairs, tents, decorations, or other structures.

The Pastor and the Reception or Rehearsal Dinner

If you would like the pastor to attend the wedding reception, please be sure to send an invitation. The pastor may or may not be able to accept the invitation, but it still is far better than a last minute invitation, a day or two before the wedding. The same is true for the rehearsal dinner. It is certainly not necessary to include the pastor, but if you want the pastor included, please invite him or her ahead of time, rather than at the last minute.

Schedule of Professional Fees

Fees are listed in the schedule that follows. **All fees should be paid two weeks before the wedding.**

Please make separate checks to the church, pastor, custodian, organist, soloist.

There is a \$100.00 deposit required at the time the church is reserved. The deposit will be refunded following the wedding provided there is no damage, no need for unusual clean-up by the custodian, or any major violations of the wedding policies and guidelines.

Fees

Sanctuary or Courtyard	\$300.00
Chapel	\$ 75.00
Custodial Fee (Includes 1 hour prior to service)	\$ 30.00
Pastor	\$250.00
Organist	\$250.00*
Outdoor Sound System	\$250.00*
Other Sound System (instead of organ)	\$250.00*
Soloist (if provided by Trinity)	\$100.00
Custodian (See page 12 for guidelines)	\$200.00

*includes consultation, rehearsal, and ceremony

Couple's Checklist

- _____ Read ALL policies and procedures before proceeding.
- _____ Fill out and turn in the Wedding Data form.
- _____ Pay \$100.00 security deposit.
- _____ Confirm the date of your wedding.
- _____ Schedule an initial planning session with the Pastor.
- _____ Decide on whether to have counseling with a Trinity pastor or to attend the Doug Brink Pre-Marital Workshop.
- _____ Schedule an initial session with the Trinity Music Director/Organist.
- _____ Have all meetings with minister completed by _____ (30 days prior to the wedding date).
- _____ Schedule wedding related activities with the Trinity's office (access by florist, wedding party, etc.)
- _____ If needed, pick-up key to the nursery the Monday before or the week of the wedding.
- _____ Turn in marriage license to Pastor by _____ (two weeks prior to wedding date).
- _____ Pay all fees by _____ (two weeks prior to wedding date).
- _____ After the wedding ceremony, return the nursery key to Trinity's office. If you are not able to do this, please have a family member or friend take responsibility to return the key. For security reasons, DO NOT leave the key in the nursery, it must be turned into the church office for you to receive the refund of your security deposit.
- _____ Assign someone to be responsible for removing decorations from the sanctuary, as well as, food, clothing and personal items left at the church after the wedding ceremony.

updated 9/11/2013

**The following individuals may be contacted by
calling the church office at 641-423-0536.**

Pastors

Dan Gerrietts
Daniel Hanson

Organist/Music

Please contact us for more information

Custodians

Dave Smith

Trinity Lutheran Church
213 North Pennsylvania Avenue
Mason City, Iowa 50401
641-423-0536
www.trinity-mc.org