



# Wedding Guidelines

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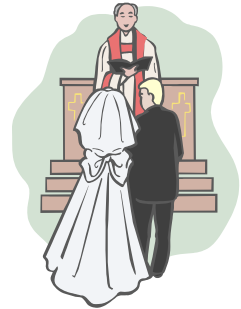
# Marriage and the Church

WELCOME! We are pleased you are considering First Lutheran Church (FLC) to host your wedding. The church staff will work with you to make your wedding meaningful and help you prepare for a fulfilling marriage.

Marriage is a social contract governed and regulated by the state. But to the Christian, it is more...

- God established marriage to enrich the lives of husband and wife, and to provide a stable basis for family life.
- God's intends marriage to be a life-long relationship based on the mutual commitments of the bride and groom.
- God's faithful and self-giving love are the foundation of a committed relationship between wife and husband.
- God desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God's steadfast love will most likely experience these qualities!

The Pastor who presides at your wedding represents the church and the state. (Per Council policy, at least one FLC pastor will preside at all weddings.) Couples enter into marriage by making promises before God and in the presence of their families and guests. They trust that God will bless and support them as they fulfill their vows. **Thus, to be married in the church is to recognize God's intentions for marriage and to affirm them as your own.**



## FLC's Facility

The sanctuary is air conditioned, handicapped accessible and comfortably holds 300 guests. Parking is available in two parking lots and on the surrounding streets.

FLC is not responsible for dresses, tuxedos, or any other items that are stored in the church prior to the wedding.

# First Steps in Planning Your Wedding



## 1. Read this booklet.

Jot down questions as you read.

## 2. Call the Church Office to inquire about a date.

The office staff can check the calendar to see if your date of choice is available. Please call to schedule your wedding at least 4 months prior to the date. *Some couples schedule their wedding dates over one year in advance, so it is important to contact the church as soon as possible!* However, if you have a situation that requires shorter preparation time, please consult with the Senior Pastor.

A \$125 deposit is needed to reserve a date for your wedding. *(This deposit is refundable if you cancel your wedding 120 days prior to the date; otherwise, it will cover utilities and other associated costs with your wedding – See Page 12.)*

It is not possible to schedule weddings during particular weekends. They include but are not limited to New Years, Easter, Christmas, Syttende Mai, Synod Assembly, Summer Musical, etc. Weddings are not held on Sundays.

## 3. Participate in Pre-marital Counseling.

FLC asks that all couples married by its pastors receive premarital counseling. FLC's Senior Pastor coordinates the church's wedding ministry and will contact you about taking a pre-marital inventory. This inventory will serve as the basis for your pre-marital counseling. The reimbursement for the counseling is paid by the couple to the church. The Pastors do not receive extra compensation for any counseling.

Pre-marital counseling usually includes group sessions with other engaged couples and an individual session(s) with the Pastor presiding at your ceremony. You can plan the specifics of your wedding service with that Pastor as well. *(You are welcome to indicate a preference for the Pastor who will preside at your wedding; however, please know that scheduling demands may supersede your request.)*

#### 4. Arrange for a planning session with FLC's Organist.

Please know that...

1. FLC's pipe organ is a beautiful but rather sophisticated instrument to play,
2. Couples have consistently indicated that they are most pleased with their wedding when they use the services of FLC's Organist, and
3. The Organist is responsible for helping couples select appropriate music. All music needs to be approved by the Organist, whose decisions are final.

At a minimum, FLC's Organist must be consulted about any wedding that occurs at the church. A variety of ensembles or instruments can be used for your wedding. However, if you have someone else you would like to serve as the primary musician for your wedding, please consult with the Organist.

Before you make arrangements with vocalists or instrumentalists, please read the section *Selecting Music* on Page 7.



#### 5. Secure a Wedding License.

Wisconsin 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. You must apply a minimum of six (6) full calendar days before the license can be issued. The license should reach the Church Office for processing at least two weeks prior to the wedding. (See page 12.)

#### 6. Worship and Pray Together.



One of the most effective ways for engaged couples to prepare for marriage is to invite God into their lives. Research indicates that the phrase ***“the family that prays together, stays together”*** is true! Since the patterns that couples begin early in marriage often stay with them a lifetime, now is a good time to worship and pray together!!

# The Wedding Ceremony

Planning your ceremony is an exciting part of your wedding! As you meet with your Presiding Pastor to make plans, you are encouraged to bring ideas about ways to personalize your wedding. Of course, all aspects of your wedding need to be appropriate to a worship service and consistent with the Christian understanding of marriage. The Presiding Pastor has the final authority of the church to approve each Service of Marriage.

## The Service of Marriage

The Service of Marriage starts on page 202 of the green *Lutheran Book Of Worship*. Certain parts of the service are optional. The general order of a wedding ceremony includes:

Processional	Exchange of Rings
Greeting	Declaration of Marriage
Prayer	Blessing
Hymn/solo*	Unity Candle*
Scripture Readings	Hymn/solo*
Sermon	Prayers/Lord's Prayer
Hymn/Solo*	Benediction
Marriage Vows	Recessional

\* = Optional

(A sample bulletin is provided for you on Page 9.)

## Marriage Vows

The following marriage vow is printed on page 203 of the *Lutheran Book Of Worship*. It expresses the promises of a couple's life-long commitment to each other.

I take you,                     name                    ,  
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.

You may desire to write your marriage vows. If so, please talk with the Pastor presiding at your wedding service.

## Selecting Music

The Organist of the church needs to be consulted in order to insure the music is appropriate for worship. The Organist can also offer suggestions about vocalists and instrumentalists if needed.



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 discriminatingly 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.”

**In summary, if you can answer “yes” to 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?

If you have questions or concerns about the appropriateness of any music, please talk with the Organist, who can be contacted through the Church Office.

*(It is also important to remember that certain selections may be more appropriately sung or performed at a wedding reception instead of a wedding service.)*



## Congregational Hymns

A wedding is a service of worship in which the guests are invited to be participants. Therefore, you may choose to include hymn singing in your wedding service or as a song for processing or recessing. Suggested hymns are printed below. (LBW = *Green Lutheran Book of Worship*, WOV = *Blue With One Voice Hymnal*)

At the Beginning of the service:

“Lord Jesus Christ, Be Present Now”	LBW 253
“We Praise You, O God”	LBW 241
“Praise and Thanksgiving”	LBW 409
“Praise to the Lord, the Almighty”	LBW 543
“Holy God We Praise Your Name”	LBW 535

During the service:

“O Perfect Love”	LBW 287
“Love Divine, All Loves Excelling”	LBW 315
“Heavenly Father, Hear Our Prayer”	LBW 289
“The King of Love My Shepherd Is”	LBW 456
“Beautiful Savior”	LBW 518
“Borning Cry”	WOV 770
“As Man and Woman We Were Made”	WOV 751
”When Love Is Found”	WOV 749
“Bind Us Together”	WOV 748
“Jesus Come! For We Invite You”	WOV 648

At the end of the service:

“Now Thank We All our God”	LBW 534
“Praise My Soul, the King of Heaven”	LBW 549
“Joyful, Joyful, We Adore Thee”	LBW 551
“Let All Things Now Living”	LBW 557

## Organ Music and Vocal Selections

The Organist can also provide you with options for choosing other music for processions, recessions and vocal anthems.



## Selecting Scripture Readings

You are encouraged to select scripture passages that will be consistent with themes you want to emphasize. Most wedding services have a Gospel lesson and at least one additional reading from the Old Testament or New Testament. Here are some alternatives to consider....

### Gospels

Matthew 5:1-12  
Matthew 5:13-16  
Matthew 7:21, 24-29  
Matthew 19:4-6  
Matthew 22:35-40

Mark 10:6-9  
John 2:1-11  
John 15:9-12  
John 15:12-16  
John 17:20-26

### Old Testament

Genesis 1:26-31  
Genesis 2:18-24  
Ruth 1:1-18  
Song Of Songs 2:8-10, 14, 16  
Song Of Songs 8:6-7  
Jeremiah 31:31-34

### New Testament

Romans 8:31-39  
Romans 12:1-2, 9-18  
1 Corinthians 6:13-20  
1 Corinthians 12:31-13:13  
Ephesians 5:2, 21-33  
Colossians 3:12-17  
1 Peter 3:1-9  
1 John 3:18-24  
1 John 4:7-12  
Revelation 19:1, 5-9



Family members and/or friends are welcome to serve as readers of the scripture you select!

# Wedding Bulletins

One source for purchasing wedding bulletin covers is...

Madison Church Supply  
820 S. Park Street

Telephone: 256-1214

The church can print the bulletins for you (See Page 12 for costs). The *rough draft* for bulletins printed by the church needs to be in the Church Office at least 2 weeks before the service. A sample wedding bulletin is printed below for your convenience.

<i><b>The Marriage Service for Jack Jones and Patricia Palmer November 14, 1998</b></i>	<i><b>The Wedding Party</b></i>
Prelude	Presiding Pastor John Tanner
Words of Welcome	Parents Arne & Janice Palmer Mike Jones and Jan Moore
Processional <i>Two Trumpets</i> Rand	Maid of Honor
Invocation Page 202	Alice Palmer Sister of Bride
Prayer	Best Man
Solo <i>Wedding Prayer</i> Mary Rice	Ron Boman Friend of Groom
Lesson Colossians 3:12-17	Bridesmaids
Gospel John 15:12-16	Marilyn Cops Friend of Bride
Hymn <i>O Perfect Love</i> #287	Joy Randolph Cousin of Bride
Meditation	Groomsmen
Exchange of Vows Page 203	Jake Jones Cousin of Groom
The Blessing	Andy Kozer Friend of Groom
Lighting of the Unity Candle	Flower Girl
Solo <i>The Lord Bless You</i> J.S. Bach	Mia Faller Niece of Bride
Prayer Page 204	Ring Bearer
Lord's Prayer Page 205	Mark Adler Nephew of Bride
Benediction	Ushers
Recessional <i>Psalms 19</i> Marcello	Bill Valler Friend of Bride
Postlude	Dave Bredeesen Friend of Groom
	Musicians
	Peter Rond Organist
	Jill Voxhill Soloist

*We kindly request no flash pictures during the service.*

Please remember that the service printed above is a **sample**. You may wish to include or exclude certain optional items for your wedding. Your Presiding Pastor can offer helpful suggestions if you have questions.

## Other Details



### Rehearsal

Rehearsals normally take about 45 - 60 minutes. They are usually held on the evening before the wedding and need to be scheduled with the Presiding Pastor. All wedding participants (bridal party, readers, musicians, flower girls, ring bearers, parents, etc.) need to be present. Bulletins and unity candles should also be available. The Presiding Pastor leads the participants through the wedding service. Participants are welcome to make suggestions; however, the decisions of the Presiding Pastor are final.

### Dressing Rooms

Rooms are available for men and women. Garments may be stored in the facility; but, FLC assumes no liability for them. Baby changing stations are available if needed.

### Ushers

A minimum of two ushers are needed to seat guests and family members. Additional ushers will be needed if more than 150 guests are anticipated. All ushers should be mature youth (age 15+) or adults so that they will serve with confidence.

### Photographs and Videos



Photographers and videographers need to talk with the Presiding Pastor about appropriate etiquette.

Flash photography or floodlights are not permitted during the service. Pictures taken during the ceremony can be shot from the back of the church or the balcony. Stationary Video cameras may be placed in the front of the sanctuary...set on automatic. All pictures taken prior to the service must be completed at least 30 minutes prior to the service.

### Food

Eating food is only allowed on the tiled floors of the Kitchen and Fellowship Hall. If you want to use FLC for your rehearsal dinner or wedding reception (See Page 12 for costs), please complete a *Facilities Use Form* when you reserve your wedding date.

## Decorations



Floral decorations are provided by the wedding party. Flowers may be placed on flower stands in appropriate places in the chancel; however no arrangements are to be placed on the two altars.

Flower girls may carry flowers; but no real or artificial flower petals may be dropped on the carpet. Ring Bearers may carry only symbolic rings. (Children participating in the service need to be potty trained. They may participate in the processional and be seated with adults in the pews during the service. They do not participate in the recessional with the wedding party.)

The parments in the chancel area are determined by the season of the church year and will not be changed for weddings.

The candles in the chancel may be lit by the ushers, other family members or friends. Aisle Candles are also available for your use. (See Page 12 for costs.)

Many couples light a Unity Candle as a part of their wedding. The Unity Candle and side candles are provided by the wedding party. (The church has a Unity Candle stand available for your use at no cost.)



Aisle runners can not be fastened anywhere in the front of the church; therefore, they are not permitted.

All decorations need to be removed immediately following the wedding. Flowers may be left for the following Sunday services.

## Conduct of Guests

Since the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. *First Lutheran Church is an alcohol-free and smoke-free campus.* Persons under the influence of alcohol or other controlled substances will be asked to leave the church.

No rice or confetti is allowed on the church campus. Bird seed or bubbles may be used at the curbside.



## Fee Chart

Required Deposit (Page 3) \$125 for utilities & other costs \$ \_\_\_\_\_

Optional Wedding Service Bulletins (See Page 9)  
 \$65 per 100    \$70 per 150    \$75 per 200                      \$ \_\_\_\_\_

Optional Aisle Candles    \$40    \$ \_\_\_\_\_

Optional Video Taping of the Service    \$90    \$ \_\_\_\_\_

	<b>Member</b>	<b>Non-member</b>	
<u>Facility Rental</u>			
Sanctuary	None	\$200	\$ _____
Chapel	None	\$50	\$ _____
Fellowship Hall (Page 10)			
Rehearsal Dinner	None	\$100	\$ _____
Reception	None	\$250	\$ _____

**TOTAL PAYABLE TO FIRST LUTHERAN CHURCH**                      \$ \_\_\_\_\_

	<b>Member</b>	<b>Non-member</b>	
<u>Professional Fees</u>			
Organist	\$150	\$150	\$ _____
<i>Consultation Only</i>	\$50	\$50	\$ _____
Custodian	\$80	\$95	\$ _____
<i>with reception</i>	\$150	\$180	\$ _____
Pastor	Use Discretion	\$175	\$ _____

**All fees need to be paid two weeks prior to the wedding date, the same time by which your wedding license and rough draft of the ceremony (if applicable) are needed in the church office.**

Professional Fees need to be paid in separate envelopes to the Organist, Custodian and Pastor. Please contact the Church Office or your Presiding Pastor for these specific names.

*Many of these fees are negotiable based on need. Please talk with the Presiding Pastor of your wedding if that is the case for you.*