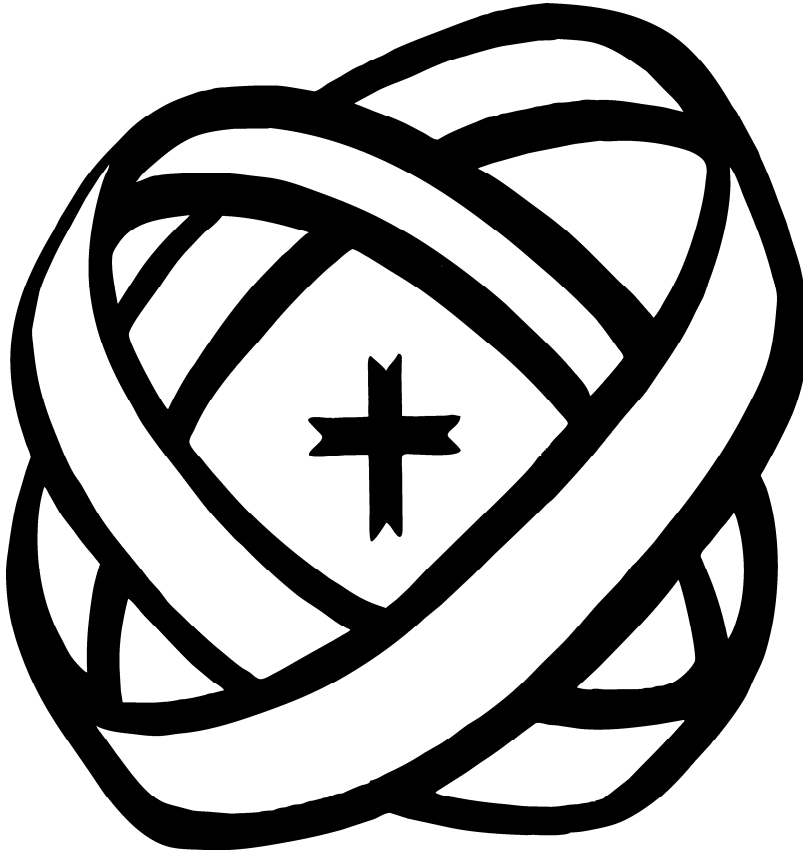


McFarland Lutheran Church Wedding Booklet



The purpose of this booklet is
to assist the prospective bride and groom
in planning for the celebration of their marriage.

Church Staff
Worship Vision Team
Buildings & Grounds Team
Authorized by the Church Council
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Senior Pastor
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Revised 7-19-10

McFarland Lutheran Church
5529 Marsh Road
McFarland, WI 53558
838-3184

YOUR WEDDING AT MCFARLAND LUTHERAN CHURCH

Introduction:

Christian marriage is a union of persons which begins at the altar and in which both members maintain a faithful growing relationship, not only with one another, but with the Church of Christ and His world.

The Christian wedding is an act of worship. The Christian wedding is a ceremony in which Christians, particularly, as bride and groom, come together to offer special thanks and praise and ask God's blessing upon life together as husband and wife.

As bride and groom, you have a particular reason for thanks and praise. God will unite you as husband and wife, and it is God who has given you an example of perfect marriage in the relationship between Christ and His Church.

Because the service of Marriage in the Christian Church is a worship service first, and a ceremony second, it is important that everything be done with a serious mind and according to God's will.

Ordinarily weddings in this congregation are for baptized and confirmed members of the Christian Church, whose intentions are to participate in the life of the Lutheran Church. Nonmembers who agree to participate in the membership preparation process, in addition to premarital counseling, are also welcomed to become members of McFarland Lutheran Church. Preference for dates, time, and counseling arrangements will be given to congregational members.

The following steps are offered to you as guidance in preparing for your wedding. A pastor will discuss these with you. You will also receive a more detailed discussion of marriage instruction from the pastor who will oversee your wedding.

PRELIMINARY DECISIONS:

1. The Wedding Date

Please call the church office as soon as possible to reserve the day and hour for your wedding and rehearsal to avoid any conflicts with the church schedule. If there is more than one wedding, there must be a minimum of three hours between services. The latest time for a wedding on Saturday is 2:00 p.m. wedding dates and times are on a first come/first serve basis. (Sanctuary seats 300 people.)

When the couple sets the date for their wedding with the church office, they should also contact one of the pastors to begin the process of premarital counseling. The pastors of McFarland Lutheran Church want your marriage to succeed. We have given careful thought to the process of helping you prepare for this important life-long relationship.

There are three steps in this process:

First, the couple meets with the wedding coordinator for the administration of an assessment tool. This document is sent to a Christian psychologist/counselor for study. There is a **\$145.00 fee** to be paid to **Dr. Arden Mahlberg** when the assessment is sent in. Dr. Mahlberg will call the couple and make an appointment with you as a couple after he has received the assessment. If payment is impossible for you, please speak with the pastor and we will work with you.

Second, the couple contacts the church's Wedding Coordinator to begin planning the service.

And third, the couple will meet with the pastor who will officiate at their wedding to review the details of the wedding service. Additional sessions will be arranged if needed.

2. The Pastor

If you desire the participation of other clergy in your wedding service, please make this known to one of our pastors as soon as possible. MLC's pastors will make the first contact with other clergy and together they will determine each clergy's involvement in the wedding service.

Working together as a team, the pastors will divide the number of weddings based on scheduling throughout the year. **Therefore, we are not able to accept specific requests for a particular pastor to perform your ceremony.**

3. Pastor's Fee

The Pastor's fee is \$150.00. It is appropriate to also gift any guest clergy involved in your wedding if you ask two pastors to be involved.

For non-members, there is a \$350.00 service/facilities fee made payable to *McFarland Lutheran Church*, as well as the required pastoral fee. The Wedding Coordinator will inform you which pastor will be officiating at your wedding. **[Please give all checks to the Wedding Coordinator for distribution.] Fees must be paid one week prior to the rehearsal (page 8).**

4. The Wedding Coordinator

Every wedding held at McFarland Lutheran Church is required to use McFarland Lutheran Church's Wedding Coordinator. Due to the busy schedule of our pastor(s), the Wedding Coordinator is the church's point person to help you in the organizing and planning of your wedding, conducting the Wedding Rehearsal, and helping you to follow the church's wedding and building policies. The Pastor(s) will help you with your spiritual needs and presiding at the ceremony. We want you to have all of your questions answered promptly. **There is a charge of \$150.00 to be paid directly to the Wedding Coordinator.** If payment is difficult for you, please speak with the pastor and we will work with you.

5. The Organist

The present church organist usually plays for all weddings at MLC. The couple should make an appointment with the organist well in advance of the wedding date to discuss and plan the music for the wedding. All music is subject to approval by the pastor. (See II.1 General Guidelines for Weddings). The organist will negotiate directly with you the charges for their service. **Please give check to wedding coordinator one week prior to rehearsal.**

6. The Soloist

The bridal couple may select their own soloist. Congregational singing is also encouraged using the Lutheran Book of Worship, the Hymnal Supplement 1991, and/or the Evangelical Lutheran Worship Book (ELW) as a resource. **Please give check to wedding coordinator one week prior to rehearsal.**

7. The Decorations

All of the chancel furnishings and vestments are dedicated items and may not be removed or covered in any way.

If you wish to leave your altar flowers for use at the Sunday service and for shut-ins, please call the church office to make the arrangements. Memorial flowers, given for Sundays during the year, have preference over wedding flowers for the Sunday services. If you plan to leave your altar flowers for Sunday, please do not take them off the altar for use at your reception.

The altar candles are provided by the church. In addition to the altar candles, an optional pair of branch candlesticks may be used at the wedding. Special candles for these candle holders must be ordered through the church office for a fee.

The church does not own a white aisle runner. You will need to make arrangements for the aisle runner, if you wish to use one. Please call the church office to set up a time for decorating. This will avoid conflicts with other scheduled events.

8. The Rehearsal

Wedding rehearsals will begin promptly at the designated time, conducted by the Wedding Coordinator and the Pastor. Rehearsals last about one hour. Rehearsals are generally scheduled the evening before the wedding. If possible, all attendants, ushers, and parents of the bride and groom should be present.

9. The Day of the Wedding

The bride and attendants should arrive one hour before the service. Ushers should arrive 30 minutes before the ceremony and the groom and best man should arrive at the sacristy at least 30 minutes before the service. The bride and her attendants may dress in Room 210 or downstairs in Room 113. The groom and his attendants may dress in the alcove of the basement Fellowship Hall.

10. The Wedding Reception

The Family Life Center is not available for receptions on Saturday, since there is a church service at 5:00 p.m. each Saturday.

The pastor should not be expected to participate at the rehearsal dinner or the wedding reception. Written prayers for the rehearsal dinner or the reception can be requested from and provided by the pastor.

GENERAL GUIDELINES FOR WEDDINGS

1. All music used in the wedding ceremony shall have the approval of the pastor, through consultation with the organist.
2. For the sake of order and worship, we suggest that children having a part in the wedding be old enough to add to, rather than detract from, the service.
3. No rice shall be thrown in the entrance of the church or on the sidewalks of the church.
4. No real rose petals shall be thrown on the aisle.
5. **No flash pictures shall be taken during the marriage service proper.** It is helpful if the bridal couple explains this policy to their family and photographer and/or videographer in advance. If pictures of the wedding party at the altar are desired, the party may assemble before or after the ceremony for such photos. It is suggested that your photographer meet briefly with the pastor before the service.
6. Smoking is not permitted in the church.
7. **Alcoholic beverages are not permitted on the church property (including the church parking lot).**
8. Behavior of the wedding party and guests at rehearsals and weddings should always be in keeping with the Christian understanding of marriage and respectful of all leaders and participants. If behavior becomes a problem the wedding will not take place.
9. It is the responsibility of the bride and groom to inform all members of the wedding party and guests of these guidelines.

SUGGESTED PRELUDES, PROCESSIONALS, AND RECESSIONALS:

TITLE	COMPOSER
Arioso	J.S. Bach
Bridal Chorus	Richard Wagner
Canon in D	Johann Pachelbel
Fantasia	Johann Pachelbel
Hornpipe	G.F. Handel
Jesu, Joy of Man's Desiring	J.S. Bach
Largo	G.F. Handel
Processional from Sound of Music	Rodgers & Hammerstein
Trumpet Tune	Henry Purcel
A Trumpet Voluntary	Henry Purcel
Wedding March	Felix Mendelssohn

SUGGESTED VOCAL SOLOS:

TITLE	COMPOSER
Bridal Prayer	Roger Copeland
Cherish the Treasure	John Mohr
Entreat Me Not To Leave Thee	Charles Gounod
From This Moment On	Shania Twain/R.J. Lange
The Gift of Love	Hal Hopson
Grow Old With Me	John Lennon
Household of Faith	John Rosasco
I Will Be Here	Steven Chapman
Joyful, Joyful, We Adore Thee	Ludwig Von Beethoven
Love Grows Here	Don Besig
My Heart Will Go On	James Horner
O Perfect Love	Joseph Barnaby
This Is the Day	Wesley-Brown
The Wedding Song (There is Love)	

WEDDING COUPLE'S PERSONAL CHECKLIST

TIME PRIOR TO WEDDING	REQUIREMENT	DATE COMPLETE
6 Months to 2 Years	Set wedding, reception & rehearsal dates and time at church office	_____
	Contact Wedding Coordinator	_____
4 Months	Schedule pre-marriage counseling	_____
3 Months	Contact Dane County Clerk for Marriage License information 608-266-4452	_____
2 Months	Contact organist	_____
10 Days	Have worship bulletin information & Special bulletins in church office, if applicable	_____
10 Days	Make arrangements in the office for church reception details and decorating time, if applicable	_____
One week before rehearsal	Pay all fees to wedding coordinator	_____
One week before	Have Marriage License at church office	_____
One week before	Make arrangements in office if you wish to leave floral bouquets for Sunday worship and/or shut-ins	_____

WEDDING CHECKLIST/FEES

We will use the following in our wedding:

- | | |
|--|--|
| <input type="checkbox"/> Piano
<input type="checkbox"/> Microphone for soloist
<input type="checkbox"/> Additional Microphone
<input type="checkbox"/> Video Tape Recording
<input type="checkbox"/> Family Life Center
<input type="checkbox"/> Flower Stands (1 or 2)
<input type="checkbox"/> Aisle Runner
<input type="checkbox"/> Organist / Name: | <input type="checkbox"/> Holy Communion
<input type="checkbox"/> Unity Candle
<input type="checkbox"/> Music Stand
<input type="checkbox"/> Stools for Musicians
<input type="checkbox"/> Kitchen Facilities
<input type="checkbox"/> Handicap Assistance
<input type="checkbox"/> Wedding Bulletin Printed
<input type="checkbox"/> Guest Book Stand |
|--|--|

-----FOR OFFICE USE-----

SERVICE FEES	MEMBER of MLC	NON- MEMBER
Building Usage – [Non-members—please make check payable to <i>McFarland Lutheran Church</i> . Please give check to Wedding Coordinator for distribution to church office.]	No Charge	\$350
Use of Family Life Center – [Non-members—please make check payable to <i>McFarland Lutheran Church</i> . Please give check to Wedding Coordinator for distribution] (Family Life Center not available for Saturday weddings)	No Charge	\$125
Pastor	\$150	\$150
Organist	(negotiate with organist)	(negotiate with organist)
Custodian	\$100	\$100
Wedding Coordinator	\$150	\$150

Total \$ _____ Total \$ _____
(for member) (for non-member)

DATE RECEIVED _____

NOTE: Please make out four (4) **separate** checks for the pastor, organist, custodian, and wedding coordinator. Wedding coordinator will distribute checks.

Wedding coordinator will collect checks 1-2 weeks prior to wedding.

WEDDING INFORMATION SHEET

Rehearsal Date _____ Rehearsal time _____

Wedding Date _____ Wedding time _____

Full Name of Bride _____

Address _____

Telephone: Home _____ Work _____

Church Affiliation of Bride _____

Full Name of Groom _____

Address _____

Telephone: Home _____ Work _____

Church Affiliation of Groom _____

Mailing Address after Marriage _____

Church Membership Plans (if mixed marriage) _____

Pre-Marital Counseling Sessions: Completed: Yes — No/Counselor Name _____

Number of Bridesmaid including Maid/Matron of Honor _____

Jr. Bridesmaid? Yes _____ Age _____ No _____

Flower Girl? Yes _____ Age _____ No _____

Personal Attendant? Yes _____ No _____

Readers? Yes _____ No _____ How many? _____

Bride's Parents: Married _____ Divorced _____ Deceased _____

Number of Groomsmen including Best Man _____

Jr. Groomsmen? Yes _____ Age _____ No _____

Ringbearer? Yes _____ Age _____ No _____

Number of Ushers _____

Groom's Parents: Married _____ Divorced _____ Deceased _____

Who will walk the Bride down the aisle? _____

The Wedding Party will have a couple options how to walk down the aisle:

1. Bridesmaid will walk down partial way and groomsman will meet her.

...OR

2. Bridesmaid and groomsman can walk down aisle together. (With this option, groom will walk in with the Pastor from sacristy area at front of the church.)

Unity Candle Yes_____ No_____

If using Unity Candle, who will light the Family Candles: _____

...OR

Unity Braiding of 3 Chords Yes_____ No_____

...OR

Unity Sand Yes_____ No_____

Organist_____ Soloist_____

Music (Titles).....Couple will decide when they meet with organist.

Note: Music must be approved by our church organist prior to service and printing of wedding bulletin.

Do you wish to use CD or cassette recordings: Yes_____ No_____

Note: If you wish to use this type of musical recording you will be responsible for a CD/Cassette player and someone to play it during the service.

Scripture Readings_____

Blessing of Rings: Yes_____ No_____

Vows

Special Vows: _____

What time do you need to get into the church?_____

What time do you want your wedding party at the church? _____

How many pews reserved on each side (Parents in first pew, Grandparents in second pew, Special people, i.e. Aunts, Uncles, Godparents in third pew) _____

Florist_____

Who will be your person designated to have the honor of pinning on corsages/boutonnieres?

1. _____

Flowers to be left at church? Yes _____ No _____

Aisle runner used _____ (couple must provide)

Other Information _____

NOTES: