



Trinity Lutheran Church Wedding Planning Guide

Trinity Lutheran Church
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Welcome and Introduction

Welcome to Trinity Lutheran Church! On behalf of the whole congregation we look forward to helping you prepare for your Christian marriage and your shared life together, beginning with your wedding planning. Contained in this booklet are many items that will help you as you prepare for your wedding day. Included are our wedding policy, helpful resources in print and on the Internet, and forms to assist you in keeping all your important information organized.

When you meet with the Pastor, he will go over this booklet, make sure you understand everything in it, and fill out a duplicate set of forms for his records. During your pre-marriage counseling, the Pastor will check with you to make sure all the information is current and correct.

May God bless you as you prepare for this new creation in Christ given birth in your love and made complete through Him.

Trinity Lutheran Church

Wedding Policy of Trinity Lutheran Church



A wedding is, first of all, a service to worship the God who calls man and woman together in marriage. The normal place for a Christian wedding is in the church. In recognition of this, the following policies will be observed for all weddings in Trinity Lutheran Church.

1. The pastor will perform all weddings for members and non-members who request the benefit of a Christian wedding. Outside pastors may assist or preside, subject to the invitation of the Pastor and approval of the Congregational Council.
2. All couples married at Trinity Lutheran Church will commit to pre-marital counseling, either with the congregation's Pastor or another trained helping professional who has experience and background with this type of preparation. When done by the Pastor, the Pastor will have the discretion of determining the content of counseling. This will normally not be less than four meetings with the couple.
3. All wedding events, including the taking of formal pictures after a wedding, must be finished prior to 3:30pm on Saturday, due to the worship service held at 5:00pm.
4. Weddings will typically not be performed during the season of Lent, unless special permission is granted for this exception. The dates of the Lenten season shift from year to year.
5. The selection of a date and time for a wedding is to be made in consultation with the Pastor, and it is not final until the pastor gives approval for the date.
6. As all weddings at Trinity Lutheran Church are worship services of the congregation, all couples are expected to attend worship prior to and during pre-marriage counseling. Non-members and inactive members are expected to attend worship before beginning pre-marriage counseling.
7. Because a wedding is first and foremost a Christian worship service as part of the Christian community, Trinity Lutheran Church will observe the policy of an open church for all weddings (no private services).
8. All Liturgies or Orders of Service for weddings service, other than in the **Lutheran Book of Worship** (pages 202-205), must first be approved by the Pastor. The Altar paraments will be the color of the season of the Church year and will not be changed.
9. The congregation's Coordinator of Church Music/Organist will be the musician of the day, unless other arrangements have been made with the Pastor and Coordinator of Church Music/Organist well in advance to any final planning.
10. The guiding factor in the choice of wedding music is that a wedding is a church service and only the best music is worthy to be used to praise and worship God. Pop music and most secular music are therefore inappropriate for a Christian wedding. The couple will be expected to make contact with Coordinator of Church Music/Organist in order to select appropriate music for their Wedding Day.
11. The chancel area and nave may be decorated to help personalize the wedding day for the couple. The congregation offers the use of candelabras and a unity candle stand for the couple. Other decorations should be in keeping with the season of the church year and be none tastefully. Some standard guidelines are:

- bows/flowers may be hung at the end of the pews using the special plastic clips *provided by the congregation*
 - no flowers or decorations may be placed on the brass candelabras
 - floral arrangements should be in good taste and not an extravagant display.
 - No flowers are permitted on the altar, though a separate table will be provided if desired for flowers or unity candle.
 - No nails, tacks, staples or tape will be used to attach decorations of any kind to church furniture.
12. Plan on 45 - 60 minutes rehearsal time on the day before the wedding. The couple will bring the wedding license to the rehearsal and present it to the Pastor for safekeeping.
 13. During the course of the worship service, pictures may be taken from the back of the church or the side aisles. No flash photography is permitted nor is "roaming" (i.e., wandering up and down the aisles or up into the altar area) during the worship service. Videotaping is permitted from behind either side of the church or balcony. All video cameras must be placed on a tripod and not moved until after the service.
 14. Birdseed may be thrown **outside the building** after the service, but rice is not permitted.
 15. We ask that you return the seating arrangements and condition of the building and any rooms used to the way you found it before leaving the building. No smoking is permitted, except in designated areas and no alcoholic beverages are permitted on church grounds.
 16. There are set suggested donations for the use of our building and for the services of our staff. They are attached to this booklet. In general, members of the church are not under an obligation to make these donations for the use of the facility, though *non-members* will need to do so. All couples need to make a contribution of a refundable deposit, as well as a custodial fee. The deposit is due when the date is secured on the church calendar, and it will be returned after the wedding, assuming there are no damages to the facility. All suggested donations need to be turned in to the office prior to the rehearsal. The couple shall handle compensation to the pastor and organist individually, and if using a check, they should be made out to them personally.
 17. The church fellowship hall or Community Life Center is available for wedding receptions when there is not a conflict with scheduled church activities. If you would like to use our facilities for your rehearsal dinner or reception, though there is an additional donation expected, it also should be made in advance. Those planning to use the fellowship hall facilities must arrange for set-up, catering, and clean-up following the reception.
 18. A very simple black and white wedding bulletin will be prepared by the church secretary. Anything more elaborate, or in color, will need to either be supplied by the couple (in consultation with the pastor) or prepared by the church secretary for an added fee. These arrangements should be made three months in advance of the wedding, when possible.
 19. Decorations may be put into place the day before the wedding, unless there is a special public worship service scheduled just prior to the wedding worship.
 20. **This is your wedding** –As proud as your relatives are of you, it is your wedding, not theirs, so the decisions you make with the Pastor prior to the rehearsal are the ones that will be honored.

¹⁸Then the LORD God said, "It is not good that the man should be alone; I will make him a helper as his partner." ¹⁹So out of the ground the LORD God formed every animal of the field and every bird of the air, and brought them to the man to see what he would call them; and whatever the man called every living creature, that was its name. ²⁰The man gave names to all cattle, and to the birds of the air, and to every animal of the field; but for the man there was not found a helper as his partner. ²¹So the LORD God caused a deep sleep to fall upon the man, and he slept; then he took one of his ribs and closed up its place with flesh. ²²And the rib that the LORD God had taken from the man he made into a woman and brought her to the man. ²³Then the man said,

"This at last is bone of my bones
and flesh of my flesh;
this one shall be called Woman,
for out of Man this one was taken."

²⁴Therefore a man leaves his father and his mother and clings to his wife, and they become one flesh.

- Genesis 2:18-24

Wedding Information (Please provide copies to the church office. Extras in the back)

Name of the Couple: _____
Date of the Wedding: _____ Date of the Rehearsal: _____
Time of the Wedding: _____ Time of the Rehearsal: _____
Location: _____ Location: _____
Reception Location: _____ Reh. Dinner Location: _____

Personal Information

Groom _____ Age: _____
Email Address: _____
Address: _____ Phone: _____
Church Affiliation: _____ Active Member? _____

Bride _____ Age: _____
Email Address: _____
Address: _____ Phone: _____
Church Affiliation: _____ Active Member? _____

County: _____

Bridal Party

Best Man: _____

Groomsmen:

Ushers:

Ring bearer: _____

Maid / Matron of Honor: _____

Bridesmaids:

Flower Girl: _____

Musicians:

Accompanist: _____

Vocalists:

Instrumentalists:

Will Audio Visual Resources be required? _____

Other Participants

Florist: _____

Photographer: _____

Sound Technician: _____

Video: _____

Assisting Pastors: _____

Readers:

Guest Book:

Birdseed Distributors:

Others:

Family Information

Names of the Parents of the Groom

Names of the Parents of the Bride

Future Address of the Couple:

Names of Grandparents to Be Remembered With Roses:

Worship Information

Do wish to use an aisle runner? _____

Have you purchased a unity candle? _____

How many bulletins will you need? _____

Do you wish the Church Secretary to prepare your bulletins? _____

Number of pews to reserve for family members:

Groom: _____

Bride: _____

After the Service

Will there be a greeting line? _____

Will the bride and groom dismiss the guests from their seats? _____

Will the father be "Giving the bride away?" _____

Helpful Reminders:

Have the tuxedos been fitted? _____ (Date completed)

Have the dresses been fitted? _____ (Date completed)

Have the rings been sized? _____ (Date completed)

Have you reserved a reception hall? _____ (Date completed)

Have you reserved a place for the rehearsal dinner? _____ (Date completed)

If you are purchasing gifts for the bridal party and participants, have you done so? _____

Have you purchased your invitations? _____ Date Mailed: _____

Notes and Comments About the Wedding Service

1. **Ushering** – The traditional arrangement for seating is groom’s family on the right (organ side) and bride on the left (choir loft side). Feel free to balance the seating but be sure there is reserved seating for the immediate family in front. The ushers should be ready to seat people 30 minutes prior to the service. If a runner is being used, they should unroll it once the mothers have been seated, approximately 5 minutes before the service. Ushers should escort ladies down the aisle by the arm, with the rest of the group following behind and then return to the church entrance. Following the service, if the bride and groom are not dismissing the congregation themselves, the ushers should immediately begin dismissing the guests once the bridal party has left, beginning first with the parents of the bride, then the parents of the groom, then alternating pews, never having more than 12-16 people standing in the aisle.
2. **Sound and Pre-Recorded Music** – Only sound technicians from Trinity are authorized to operate our sound system. It is asked that they be paid \$50 for their services if you are a non-member. If you are using pre-recorded music, please have all tapes cued to the correct song. Clearly mark all CDs with the needed tracks and their order.
3. **Processional (Entrance of the Bridal Party)** – There are several ways to handle the entrance of the bridal party. Please choose one method prior to the rehearsal. Some of the alternatives include:
 - a. Groomsmen line up in front with the Pastor and Groom as the bridesmaids walk alone.
 - b. Groomsmen line up in front with the Pastor and meet the bridesmaid halfway down the aisle.
 - c. Everyone except the Pastor and the Groom meet in the back and walk in together by couples.
 - d. Other: _____
6. **Unity Candle or Sand Unity** – The tradition of the Unity Candle/Sand is not included in our Lutheran order of service but is usually inserted following the blessing of the couple. A song or congregation hymn is played or sung while the couple lights the candle, which is placed at the front of the altar. It is also appropriate for the bride and groom to take some or all the roses that may be on the altar and present them to their mothers, returning then to the altar.

Useful Resources

Here is a list of useful web sites that you might find helpful in preparing for your wedding day. Also check Christian bookstores for pre-marriage guides and magazines.

www.ultimatewedding.com

www.theknot.com

www.theweddingchannel.com

Suggested Donations for Staff and Facility Usage

<u>Item</u>	<u>Member</u>	<u>Non-Member</u>
Deposit#	\$0.00	\$75.00
Sanctuary	\$0.00	\$300.00
Clergy	Honorarium ***See Below	\$250.00
Organist	\$200.00	\$200.00*
Custodian	\$100.00	\$100.00
Use of Luther Hall	\$0.00	\$75.00
Use of CLC	\$0.00	\$75.00/hr

The deposit is refundable after the wedding, assuming there is no damage to the facility.

* If there is more than one solo for which the organist is the accompanist plan on adding an additional \$25.00 per solo.

***Clergy honorariums are for wedding service planning and officiating. As a general guide, the honorariums are recommended to be no less than the cost for the organist.

Wedding Programs

**If you have made arrangements with our church secretary to prepare a specialty wedding programs, the following fees apply:

Designing/Printing/Folding: \$100 for layout and design. \$75.00 for up to 150 copies for printing, paper, etc. An additional \$0.25 will be applied per copy after 150.

- Wedding program paper will be decided by the couple and church secretary. The paper is included as part of the program fees.
- It is the responsibility of the couple being married to edit the wedding programs once submitted to you by the church secretary. Trinity Lutheran Church and the church secretary will not be held responsible for any editing mistakes once the final copy has been submitted.
- No changes may be made to the wedding programs 10 days prior to the event.
- All fees are due the church secretary no less than 10 days before the wedding date.