



*Your Wedding at
Calvary Lutheran
Church*

*Calvary Lutheran Church
302 Olena Ave SE
Willmar, MN
320-235-2508*

~Table of Contents~

A. Introduction from the Pastoral Staff	2
B. The First Steps	3
1. The Date	
2. The Resources for Marriage Preparation	
3. The Pastor(s)	
4. The Musicians	
5. The Rehearsal	
6. The Marriage License	
C. Planning the Wedding.....	4-7
1. The Wedding Coordinators	
2. The Service of Christian Marriage	
3. The Order of the Service	
4. The Scripture Readings	
5. The Physical Arrangements	
6. The Decorations	
7. The Chancel Paraments	
8. The Ushers	
9. The Bulletins	
10. The Nursery	
11. Additional Notes	
12. The Organist and Music Suggestions	
D. The Reception	8
E. Member Expenses	8
F. Non-Member Expenses.....	9
G. Wedding Personnel	10
H. Wedding Worksheets.....	11-15
I. Wedding Information Notes	16-17
J. Wedding Ushers Instructions.....	18



INTRODUCTION FROM THE CALVARY PASTORAL STAFF

In a short time, the two of you will stand before God and friends and family to be joined in marriage. We are happy that God has brought your two lives together. May God richly bless you as you begin to make specific plans for your wedding day.

Marriage, owes its existence to God, who intends that husband and wife should love one another, and be faithful to each other throughout their life and also that children should be brought up in Christian love and nurture.

Marriage should not be entered into lightly or thoughtlessly, but with mutual respect, reverence for God, and the intention to obey God's will. As you make wedding plans, let the fact that the Christian wedding service is primarily an act of worship, be your guide. That which detracts from this goal should be avoided.

It should also be kept in mind that your wedding need not be an expensive, elaborate affair to be sacred, beautiful and a celebration of this joyful time. The key to a Christian wedding service is to remember that it is a worship service focusing on God's love for God's people. Always remember that a wedding lasts a day and marriage lasts a lifetime.

The procedures, policies and suggestions, which follow in this booklet, are details meant to help you in planning and preparing for your wedding.

The First Steps

The following arrangements should be completed before making further plans for the wedding:

1. The Date

- a. Set the date and hour for your wedding as far in advance as possible. The date and hour will be entered on the church's calendar and will be reserved for you after you have confirmed them with the pastor(s).

2. The Resources for Marriage Preparation

- a. Couples married at Calvary are expected to participate in a marriage preparation and counseling session called "*Happily Ever After*" Information on this series is sent out to all couples.

3. The Pastor(s)

- a. Calvary's pastors want to help you with your wedding. It should make little difference which of Calvary's pastors presides at your wedding. However, if you have a preference, please state this when you arrange an appointment with the pastor. The pastors reserve the right to substitute for one another if necessary.
- b. If you wish clergy from another church to participate as a guest in your wedding, you should first consult with the Calvary pastor who will preside at your wedding.

4. The Musicians

- a. The church musician at Calvary is usually available to play at weddings when desired, but you must contact them to find out their availability. If they are not available, the pastors can provide suggestions of other musicians. If you want a musician other than one of Calvary's, this should be discussed in advance with the pastor.
- b. Before arrangements are made with a vocal soloist, please note the section about church music and fees.
- c. It is the bride and groom's responsibility to contact the musician(s) and the vocal soloist(s) to discuss the music and their fees.

5. The Rehearsal

- a. Ordinarily, a rehearsal is necessary. It takes about an hour and is usually held the night before the wedding. The following should be present for the rehearsal: members of the wedding party, the ushers, the parents of the bride and groom, and the musician.
- b. The date and time of the rehearsal should be arranged with the pastor.

6. The Marriage License

- a. Minnesota law requires a license to marry. You must apply for the license a minimum of 5 days before the wedding (not counting the day you apply), and the wedding must take place within six months of the date of application for the license. You apply at the office of the County Recorder/Vital Statistics in any county in the State of Minnesota. Only one person needs to apply for the license, but he/she must have proof of age for both bride and groom. Remember to bring your drivers license along with you when you apply. It is your responsibility to bring the license along with a wedding bulletin to the church office at least 5 days before the wedding.

C. Planning the Wedding

1. The Wedding Coordinators

Calvary Lutheran Church policy requires wedding coordinators to assist couples with their wedding at Calvary. A coordinator will be assigned to your wedding. The coordinator can assist you with details including such things as flowers, candles, ushers, seating of guests, receiving line, rehearsal, church equipment available, etc. You should contact the wedding coordinator no later than 6 weeks before the wedding to arrange a meeting.

This booklet includes wedding worksheets to help in the planning of your wedding. Please study the booklet carefully and fill out as many details as possible before you meet with your coordinator(s). They will help you in planning details of your wedding. They will answer questions and offer suggestions.

2. The Service of Christian Marriage

A Christian wedding is a worship service for all those gathered. Strange as it may sound, your wedding is not for you alone. Those who come are not so much spectators as worshipers. They may participate through the singing of hymns and prayers. It is a time for them to thank and praise, and pray for God's blessing upon your marriage.

A Christian marriage is a witness to God's love in Christ and recognizes God as the one who established and blessed the home. It becomes a celebration of the good news of God's love for the world for all who attend. Every part of the service can reflect this witness and celebration.

The spirit of the worship service is prayer. The words, the music, the scripture, the movement down the aisle, and the gestures (such as the giving and receiving of rings) are simple but profound ways of expressing faith in God and in each other. Happiness and joy should be present, enveloped in a mood of prayer. This is not the time to be superficial or showy. Plan the service so that everything you say and everything said to you is meaningful and reflects your love and faithfulness rooted in God's steadfast love.

3. The Order of Service

A typical order of service based on pages 286-291 in the Evangelical Lutheran Book of Worship (ELW) is as follows:

- The Prelude
- The Processional
- The Greeting
- The Prayer
- The Congregational Hymn or vocal solo (both optional)
- The Scripture Reading and Message
- The Congregational Hymn or vocal solo (both optional)
- The Statement about Marriage
- The Wedding Promise (vows)
- The Exchange of Rings
- The Blessing
- The Lighting of the Unity Candle or other Unity Symbol (optional)
- The Vocal Solo (usually sung during the lighting of the Unity Candle)
- The Prayers
- Holy Communion (Optional)
- The Lord's Prayer (may be a vocal solo)
- The Benediction
- The Presentation of the Couple
- The Recessional
- The Postlude

The service allows for a variety of options. You are urged to read the service carefully and discuss together what the service says about marriage. You will discuss these details when you meet with the pastor.

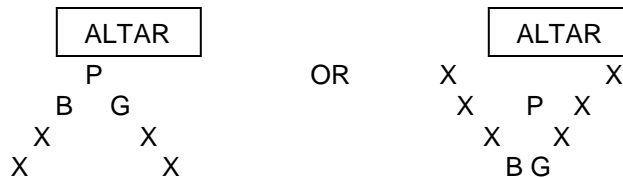
4. **The Scripture Reading(s)**

One or two scripture portions are commonly read at most weddings. A pastor or a scripture reader of your choice may read scriptures. Below is a partial list of appropriate scripture readings.

- | | |
|----------------------------|-----------------------|
| Genesis 1:26-31 | Matthew 7:24-29 |
| Genesis 2:18-24 | Matthew 22:34-40 |
| John 2:1-11 | Matthew 19:4-6 |
| Ecclesiastes 3:1-8 | John 15:9-12 |
| Ecclesiastes 4:9-12 | Romans 12:1-2, 9-18 |
| Psalms 100, 117, 127 | 1 Corinthians 13:1-13 |
| Psalms 128, 136, 150 | Ephesians 3:14-21 |
| Proverbs 31 | Ephesians 4:29-32 |
| Jeremiah 31:31-32a, 33-34a | Ephesians 5:21-33 |
| Matthew 5:1-12 | Colossians 3:12-17 |
| Matthew 5:13-16 | 1 John 4:7-12 |
| Ruth 1:16-17 | Isaiah 63:7-9 |
| Romans 8:31-39 | Galatians 5:22-26 |
| Philippians 4:4-7 | Philippians 1:3-11 |

5. **Physical Arrangements**

During the Procession, the wedding party and parents are usually arranged as follows: (There are other variations)



Parents and Grandparents of the bride typically are seated on the left side of the sanctuary; Parents and Grandparents of the groom are seated on the right side. Relatives and friends may be seated on the bride or groom side; however, it is practical to equalize the seating in the sanctuary.

6. **The Decorations**

The focal point of the sanctuary should always be the cross and the altar. This should be considered when determining any decorations used in the wedding ceremony. The size and location of any decorations should be discussed with your coordinators. If floral decorations are desired, the couple must provide them. The church has vases and vase liners you may borrow if so desired. Pew hangers are available for aisle decorations.

Two white candles always stand on the altar and are provided by the church. Two candelabras, each holding seven taper or votive candles, are also available at the church. Candles for the church’s candelabra tapers require candle inserts which are furnished by the church. There is also a “Unity Candle” candelabra at the church. It holds two regular size taper candles and one large center candle. The unity candle and accompanying tapers are purchased by the wedding couple.

- If aisle candelabras are used, they must be designed with glass protection around the candle.
- The grand piano may not be used to display any floral arrangements or candles.

It is the policy of Calvary Lutheran Church that aisle runners are not to be used for safety reasons.

7. **The Chancel Paraments**

The colored hangings on the lectern, pulpit and altar remain in accordance with the season of the Church Year. They may **not** be changed for a wedding.

8. **The Ushers**

A minimum of two ushers (more if more than 100 guests) is suggested to light candles, seat guests, etc. Groomsmen or bridesmaids may be used as additional ushers. Ushers should be mature people, as the nature of their tasks requires confidence and decisiveness. A list of instructions for the ushers is included in the worksheet portion of this wedding booklet.

9. **The Bulletins**

It is helpful, but not necessary, to have a printed bulletin to inform members of the congregation of the order of service and the names of participants in the wedding. You should discuss the bulletin with the pastor. The church can assist you in where the bulletins can be ordered and printed.

10. **Additional Notes**

The wedding is a worship service of the church. Participants and guests should conduct themselves accordingly. The pastor reserves the right to halt any ceremony when a member of the party or a guest in the church is not conducting him/herself properly.

Video taping of the service may be done from the balcony or an approved concealed location in the church. Location of the videographer should be discussed with the pastor or wedding coordinators. Flash pictures are not to be taken during the wedding ceremony. Pictures may be taken before or after the ceremony. The time at which formal pictures are taken should be discussed with the coordinators and the photographer.

*Please notify your family and/or friends that Calvary does not allow throwing of rice, birdseed or confetti in the church building or outside the building. It is hazardous on floors, and it is difficult to clean up.

Alcoholic beverages and illegal drugs are not allowed on church property, including the parking lot. This applies to the rehearsal as well as the wedding. Smoking is not allowed in the church building or on church property.

11. **The Musician** can meet with couples and play pieces to help the couple select processional and recessional music. **It is the responsibility of the couple to make an appointment with the organist.**

The following are a few music suggestions for your wedding ceremony:

Processionals:

Water Music Suite – Handel
Jesu, Joy of Man's Desiring – Bach
Arioso – Bach
Arioso – Handel
Aria – Handel
Westminster Abby – Wetzler
Fanfare & Processional – Wagner
Trumpet Voluntary – Clarke
Canon in D - Pachelbel

Congregational Hymns: ELW

585 Hear Us Now, Our God and Father
586 This is a Day, Lord, Gladly Awaited
789 Savior Like A Shepherd Lead Us
836 Joyful, Joyful We Adore Thee
838 Beautiful Savior
839 Now Thank We All Our God
858 Praise To The Lord, The Almighty
870 We Praise You, O God
881 Let All Things Now Living

Recessional:

Jesu, Joy of Man's Desiring – Bach
Prelude in Classic Style – Young
Joyful We Adore Thee – Beethoven
Trumpet Tune – Clarke
Psalm XIX – Marcello
Eight Little Preludes and Fugues – Bach
Allegro Maestoso – Handel
Praise To The Lord – LBW 543
Trumpet Voluntary – John Stanley
God of Grace, and God of Glory – LBW 415
Now Thank We All Our God – LBW 534
Passaglia – Young
Allegro – Handel
Toccata – Widor
Rigaudon – Campra
Rondeau – Mouret

Vocal Music

Household of Faith
He Has Chosen You For Me
Home Is Where The Heart Is
The Lord's Prayer – Mallotte; Johnson; Peeters
God, A Woman And A Man – Lilly Green
The Gift Of Love
Our Sacred Pledge
Make Us One – Liles
How Beautiful – Twila Paris
Shine on Us – Michael W.
Grow Old With Me – John Lennon
Cherish The Treasure – Mohr
I Will Be Here – Steven Curtis Chapman
In This Very Room – Harris
Love Will Be Our Home – Chapman
Make Us One, Father – Paul Johnson
This Is The Day – Brown
Time for Joy – Gerry Limpic
On Eagle's Wings – Joncas

D. The Reception

If you are a Calvary member and you wish to use the church facilities for your reception, you should request this as soon as possible. Non-members must have their reception elsewhere. Any wedding reception at Calvary Lutheran Church must be catered by a professional catering service, by family members, or by friends who are qualified to do such serving and clean-up.

Regardless of whom you choose to serve your reception, a Calvary kitchen supervisor is required to be present at the reception. Your wedding coordinators will contact one.

E. Member Expenses

The following fees apply to weddings in which at least one person is a member of Calvary. The fees and marriage license should be mailed or brought to the church at least 5 days before the wedding.

1. Church Facilities

There is no charge for the use of Sanctuary, Chapel, Bethany Hall, Friendship Room or Koinonia Room for Calvary members.

2. Professional Services (Pay person directly performing the service)

Pastoral Services	Honorarium
Premarital Counseling <i>Happily Ever After</i>	\$97
Wedding Coordinators (2 normally used)	\$75 each
Sound Technician	\$35

Musicians – Ask for his or her fee when you contact them. *(Figures here only suggest a range of fees)*

Service Accompanist	\$150-\$300
Vocal Soloist/ Instrumentalist	\$50-\$100

F. Non-Member Expenses The following fees apply to weddings in which neither the bride nor groom nor their parents are members of Calvary.

1. Church Facilities Payment of this fee shall constitute a reservation of this facility and date.

Make check payable to Calvary Lutheran Church

Rental of Sanctuary	\$200
Rental of Chapel and/or Friendship Room	\$125

2. **Professional Services** (Pay person directly performing the service)

Pastoral Services	\$200
Premarital Counseling <i>Happily Ever After</i>	\$97
Wedding Coordinators (2 normally used)	\$75 each
Sound Technician	\$35

Musicians – Ask for his or her fee when you contact them. *(Figures here only suggest a range of fees)*

Service Accompanist	\$150-\$300
Vocal Soloist/ Instrumentalist	\$50-\$100

G. **Wedding Personnel**

Pastoral Staff

Pastor Dwaine Sutherland dsutherland@calvarywillmar.org
Pastor Wayne D. Kopitzke revwayne100@gmail.com

Cell

651-500-7657
320-841-1951

Office

320-235-2508

Wedding Coordinators

Clarice Novak (Chair)	320-235-5464
Kasey Baker	320-295-3032
Darlene Damhof	320-235-6302
Marlys Loven	612-750-9213

Organists/Area Accompanists

Naomi Powers Baker	320-905-6576
Dean Gylten	320-905-1248

Area Soloists

Mary Jo de Cathelineau	320-354-5689
Dean Gylten	320-905-1248

Instrumentalists

The organist, pastors or wedding coordinators can provide suggestions of area musicians.

Wedding Worksheets

To assist you in planning your wedding at Calvary, wedding coordinators will work with you. The coordinators will attend the rehearsal and ceremony and will act as advisors and consultants.

The couple should fill out as much of these Wedding Worksheets as possible before meeting with the coordinators. The worksheets are intended to prompt you to decide various details for your wedding ceremony.

The wedding coordinators assigned to your wedding are:

_____ Phone Number _____
_____ Phone Number _____

Date and Time:

Wedding Date _____ Time _____
Rehearsal Date _____ Time _____
Photographer _____ Time pictures start _____

The Wedding Party:

Bride _____

Groom _____

Bride's Parents _____

Groom's Parents _____

Bride to be escorted down aisle by _____

Maid/Matron of Honor _____

Bridesmaids:

Bride's Personal Attendant(s) _____

Best Man _____

Groomsmen:

_____	_____
_____	_____
_____	_____

Flower Girl _____

Ring-Bearer _____

Ushers

_____	_____
_____	_____

Other Participants:

Pastor(s) _____

Accompanist _____ Phone _____

Vocalist(s)

_____ Phone _____

_____ Phone _____

Instrumentalist(s)

_____ Phone _____

_____ Phone _____

Special Guests to be ushered in:

Grandparents of the Groom

Other relatives of the Groom

_____	_____
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Grandparents of the Bride

_____	_____
-------	-------

Other relatives of the Bride

_____	_____
-------	-------

Other

_____	_____
-------	-------

Sanctuary Decorations:

Flowers _____ Yes _____ No

Flowers placed where: _____

Name of the Florist _____ Phone _____

Flowers to be delivered at _____ (am/pm)

Flowers to be taken to the reception _____ Yes _____ No

Flowers to be taken home _____ Yes _____ No

Flowers to be left at the church for Sunday morning services _____ Yes _____ No

Person(s) responsible for pinning on flowers and corsages

Candles (The church always provides the two altar candles; they are not the responsibility of the couple.)

*Two brass candelabras are available. Each hold 7 candle inserts or votives. _____ Yes _____ No

*One brass unity candelabra is available. It holds 2 candle tapers and a large center candle to be purchased by the couple. _____ Yes _____ No

Three candles may be placed on the altar instead of using the unity candelabra. _____ Yes _____ No

Pew-end candelabra's? Must be designed with glass protection around the candle _____ Yes _____ No

Other decorations in the sanctuary:

*Note: Flower vases, candles or decorations may not be placed on the grand piano

Pre-Wedding Service Details:

Women in the wedding party dress in the Nursery: _____ Yes _____ No

Men in the wedding party dress in classroom #109/111 _____ Yes _____ No

Family members and wedding party to gather in the Friendship Room:

Person responsible for getting bulletins to the ushers: _____

Is service to be recorded? _____ Yes _____ No
If so, couple makes arrangements with the sound technician through your wedding coordinators.

Post-Ceremony Details:

Receiving Line Yes No

Location _____

Individuals to be included (usually bride, groom and both sets of parents)

Suggested order

- Bride's mother
- Groom's father
- Bride
- Groom
- Groom's mother
- Bride's father

Picture Taking

Before Ceremony Yes No

After Ceremony Yes No

Wedding Information

Wedding date: _____ Time: _____

Rehearsal date: _____ Time: _____

Date for pre-martial counseling (wedding plans, etc.) _____ Time: _____

Bride _____ Address _____ Phone _____

Groom _____ Address _____ Phone _____

Bride's Church _____ Groom's Church _____

New Address _____

Maid/Matron of Honor _____ Best Man _____

Number of attendants (bride) _____ (groom) _____

Ushers (number) _____

Flower Girl _____ age _____

Ring Bearer _____ age _____

Family at wedding to be ushered in:

Bride's Mother _____ Grandparents _____

Groom's Mother _____ Father _____

Grandparents _____

Bride given away by _____

Vows _____ Veil _____ Train _____

Receiving Line? _____ In Friendship Room? _____

Florist _____ Photographer _____

Flowers left for Services on Sunday? ____ Yes ____ No

Organist _____ Soloist _____

Number attending _____

Congregational Hymn _____ Music _____

Music _____ (sung at point in service)

Candles: Altar only _____ Pews _____

Extra Candelabra _____ Unity Candle _____

Pictures before service _____ Yes _____ No

Dressing at the church _____ Yes _____ No

Bride's Parents (names) _____

Groom's Parents (names) _____

Wedding Coordinators (names) _____

Wedding Ushers

Ushers should be ready to seat guests 45 minutes before the service starts. Take places at the entrance to the sanctuary or behind the last row of pews, near the center aisle, ready to hand out bulletins (if used). Ushers should be well groomed and be neat in appearance. **AVOID CHEWING GUM.**

Guests will usually start to arrive one-half hour before the service. While seating guests, the ushers extend a friendly greeting and converse only briefly and quietly while escorting guests to their seats.

An usher offers his right arm to a woman guest, the man following. Children under 15-16 follow along as their parents are seated. A gentleman guest follows an usher. As an usher seats a guest, he pauses at the pew entrance slightly to the back of the pew (if seating a guest on the left facing the front) or in front of the pew (if seating a guest on the right facing front). In either instance, the guests pass in front of the usher as they take their places in the pew.

The left side of the church facing the altar is reserved for the bride's immediate family, and the right side is reserved for those of the groom. Custom is gradually suggesting that the ushers equalize the sides of the church as they seat guests instead of the old custom of ushering the bride's friends on the left and the friends of the groom on the right. The bride/groom's decision on this will be carried out.

A. Before the wedding service begins:

1. Usher guests and relatives to their pew. Remember to hand out bulletins, if used.
2. Light candles in this order:
 - a. Altar candles
 - b. Two candles in Unity candelabra
 - c. Brass candelabra
 - d. Pew candelabra
3. *Usher in special guests three to four minutes before the service starts in this order, or as the bride/groom have designated:
 - a. Grandparents of the groom (right side, front pew)
 - b. Grandparents of the bride (left side, front pew)
 - c. **Parents of the groom (right side, front pew)
 - d. **Mother of the bride (left side, front pew)
4. Bridal Procession begins.

*If a number of guests arrive a few minutes before the service is to begin, usher them to their places, even though it means ushering the grandparents and parents in later than planned.

*Unless mother and father are escorting the bride and groom in the processional.

B. After the wedding service:

1. Wedding party recessional
2. Usher out special guests:
 - a. Parents of the bride
 - b. Parents of the groom
 - c. Grandparents of the bride
 - d. Grandparents of the groom
3. Usher out guests, alternating a row on each side.