# Wedding Manual <sub>for</sub> Faith Lutheran Church

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# CONGRATULATIONS

## Congratulations on your engagement and upcoming wedding!

We are delighted that you have chosen Faith Lutheran Church as the place to start your 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. To the Christian, it is more:

We believe that God ordained marriage to enrich the lives of two people and to provide a sound basis for a family.

We believe God's intention for marriage is that it be a life-long relationship based on the commitment of two people.

We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between two people. In the words of St. Paul to the Church at Ephesus, "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32

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 officiates at your wedding, representing both church and state, but it is you who bind yourselves to each other as spouses, by your 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.

This manual is an overview to help you plan a wedding at Faith. If something is not addressed in these guidelines, please ask the wedding coordinator for assistance.

May God bless you and your upcoming marriage!

~The Pastors & Staff at Faith Lutheran Church

# FIRST STEPS

The following arrangements should be completed before making further plans for your wedding.

Please read this manual before meeting with the pastor and the wedding coordinator so you are familiar with all necessary information and create a list of questions.

## The Date and Time

- To begin the process of planning your wedding at Faith, contact Erik Ullestad (Director of Administration & Communications) at office@faithlc.org or (515) 225-8334 to reserve your date.
- A wedding date will be **confirmed** by:
  - 1. Submitting the refundable deposit of \$100 (payable to Faith Lutheran Church)
    - This fee reserves your wedding date on the church calendar.
    - This fee is refundable if there are no damages to the property and its contents, no violations of church policies, and no cancellations occur.
  - 2. Submitting the completed "Intention of Marriage" contract
    - The "Intention of Marriage" contract states that you are aware and agree to the policies listed in the contract and the manual.
- Because of Saturday Worship at 5:00 p.m., a Saturday afternoon wedding must begin no later than **2:30 p.m.** with all photographs taken prior to the wedding.
- If you wish to take photographs after the ceremony, the wedding must begin no later than **2:00 p.m.**
- All Saturday weddings must vacate the church no later than **4:00 p.m.**

## A Few Things to Know

- We are able to schedule weddings only for those who are members at Faith.
- Weddings are scheduled on a first-come, first-served basis.
- The sanctuary can seat up to 350 people.

## The Officiant

A pastor at Faith will be assigned to officiate at your wedding. At least six months before the ceremony, contact the church office (515-225-8334) to set up a meeting with your assigned pastor for an initial planning session to discuss the ceremony.

The minimum time required to complete arrangements and counseling is three months. The pastor will work with you in developing the worship service for your wedding day. Your wedding program must be approved by the pastor prior to printing.

Typically, a pastor of Faith Lutheran will officiate at your wedding. If you would like to have clergy or others from outside the church preside or participate at your wedding, you must first consult with a Faith pastor for approval.

## **Pre-Marital Counseling Sessions**

All couples being married in this congregation are required to participate in three premarital counseling sessions with the pastor or another arrangement discussed with the pastor.

Couples are invited to begin your married relationship with as many tools as you can gather for a lifetime of growth together. By participating in these sessions, you are making an important decision to invest more deeply in what God has given you – each other and your relationship. During the premarital counseling sessions, you will have the opportunity to look more intentionally at building a healthy relationship that lasts a lifetime. You will also discover ways to ensure that your relationship thrives.

## The Wedding Coordinator

The Wedding Coordinator will be available to answer your questions as they arise in your planning process. They will meet with you at least six months before the wedding to discuss the details.

The wedding coordinator's responsibilities are as follows:

- Assist the pastor at the rehearsal and on the wedding day
- Initial meeting with the couple (at least six months before the wedding) to discuss this manual, preliminary plans for the ceremony, explain procedures, and to answer any questions you may have about your wedding.
- Provide support by phone and e-mail for any questions or requests.
- Meet with the couple and vendors when necessary to view the church facilities by appointment. (This is not the office staff's responsibility.)
- Final meeting with couple (at least two weeks prior to the wedding) to finalize the wedding plans. During this meeting, all arrangements will be finalized. The wedding coordinator will tell you about procedures for the actual rehearsal and wedding and answer any questions. The wedding coordinator will need an approved preliminary copy or photocopy of the wedding program at this time.
- Set-up and take down any items belonging to the church that are used for your wedding.
- Supervise deliveries, placement of flowers and decorations, candelabra, rental items, catering set-up, etc.
- Supervise all decorating.
- Work with the photographer and wedding party to keep everyone on schedule.
- Work as a liaison among all involved parties (including vendors) on the wedding day to keep everyone on schedule and to reduce stress.
- Update pastor, musicians and others who are involved with wedding details.
- Notify the Director of Administration and Communications to arrange sound system operator and custodial services.
- Open the church for rehearsal and wedding.
- Help the wedding party line up for the processional.
- Have the marriage license and church certificate available for signing at the wedding (after the license has been brought to the church by the couple).

- Work with the couple, Faith Lutheran's Kitchen Coordinator, and caterer regarding set up of church reception. The wedding couple must provide their own servers and cleaning crew. The wedding coordinator will supervise activities during a church reception.
- Deliver fees to the proper personnel. Please see the "Fees" section of the manual (page 16) for a listing of wedding fees.

## The Marriage License

The marriage license must be secured no later than six weeks prior to your wedding. Bring your marriage license to the Wedding Coordinator and/or pastors at the rehearsal.

- 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 of Iowa.
- You must apply anywhere from three months to six weeks before the wedding.
- Both of you need to be present.
- Be sure to have your driver's licenses and/or valid photo ID.
- The legal age of marriage is 18. You must also have a witness with you who must be over 18 to verify your age.
- A fee will be charged.
- Visit the County Clerk of Courts website for all the current requirements: www.polkrecorder.com/marriages.htm www.co.dallas.ia.us
- The Wedding Coordinator will make sure your marriage license is correctly filled out and signed. They will also mail the certificate to the county clerk after the ceremony.

## The Rehearsal

The rehearsal is important, and the entire wedding party should attend.

- Rehearsals are typically held the evening before the wedding. The couple, Wedding Coordinator, and pastor will confirm the time. The rehearsal takes approximately one hour.
- Faith Lutheran Church asks that the entire wedding party, ushers, readers, soloists, and the couple's parents attend the rehearsal (if parents have a specific role in the ceremony). Grandparents, personal attendants, host and hostess, and any other honored guests are also welcome to attend.
- During the rehearsal, the wedding coordinator will assist the pastor in guiding all people involved through the positioning and flow of the ceremony as well as inform them of procedures during the photographs and after the service. The wedding coordinator will also instruct the ushers of their duties and be sure that everyone will be notified of any special arrangements requested by the couple.
- Please feel free to bring items for your wedding to the church on the day of the rehearsal. Items can be locked in a dressing room overnight.
- Note about ushers: A minimum of one usher is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. The sanctuary can seat up to 350 people.

# DECORATIONS

#### **Flowers**

- Floral decorations are not required, but if desired, they must be provided by you and your florist.
- All flowers and decorations must be delivered and placed no later than 30 minutes before the pre-ceremony photos begin.
- Flowers can be either fresh or silk, but all flowers placed on the altar are to be fresh.
- The church has flower stands that can be used.
- Flower carriers may scatter silk flower petals, but real flower petals are not allowed.
- Other flower arrangements may be placed on the floor or first step, at the center to back half of the altar.
- The wedding couple is responsible for informing the florist of Faith's policies and time constraints
- If you have any questions regarding flowers or decorations, please ask the wedding coordinator before making any purchases. Feel free to make an appointment with the wedding coordinator to view the sanctuary if needed.

#### **Candles/Candle Holders**

- The church has the following items for your use:
  - 1 silver unity candle holder
  - 8 aisle candelabra
  - 2 brass and copper candelabra (4 candle triangle)
- You may bring your own unity candle holder.
- Unity candles can be placed at the back of the altar table and must have a plastic sheet beneath (provided by the church wedding coordinator).
- The wedding coordinator, an usher or acolyte will be designated to light the candles before the ceremony begins and to extinguish them after the ceremony.
- Lighters with candle snuffers will be provided by the church.
- To prevent wax from dripping on the paraments, do not blow out the candles.
- Allow wax to stiffen before removing candles after the ceremony.

#### **Guest Book Table**

Faith has two tables with white, floor-length tablecloths available for the guest book and gifts.

#### Altar

The color of the paraments on the altar and lectern are determined by the season of the church year. They will not be changed for weddings.

#### **Aisle Runners**

Aisle runners are not allowed on the tile floor due to insurance restrictions.

#### **Pew Decorations**

Pew decorations must be attached with pew clips. The church has 16 bow clips for your use.

#### **Rice/Birdseed**

- Birdseed, bubbles, flower petals, and bells are allowed outside the church.
- Rice is not allowed outside the church.
- No rice, confetti, bird seed, or bubbles can be released inside the church.

#### Note:

- Decorations cannot be hung from the walls or ceilings
- Staples or nails are not allowed to hang decorations.
- You will need to take all your decorations and personal items with you immediately after the wedding.

# PHOTOGRAPHY

Most couples contract with a professional photographer for their wedding. When the wedding is scheduled, you will need to decide if you (the couple) will see each other before the wedding.

**2:30 p.m. wedding**: If you are seeing each other before the wedding, all photographs will be taken prior to the wedding.

- All pre-ceremony photos must be completed by 1:45-2:00 p.m.
- Couples who are having their photos taken before the ceremony can request a private moment together with their photographer.

**2:00 p.m. wedding**: If you are not seeing each other before the wedding, split photographs will be taken prior to the ceremony and joint photographs can be taken after the ceremony.

- All pre-ceremony photos must be completed by 1:15-1:30 p.m.
- All post-ceremony photos must be completed by 3:45 p.m. to ensure that everyone is out of the church by the 4:00 p.m. vacate deadline.
- All formal pre-ceremony photos must be completed 30-45 minutes before the ceremony begins to clear the sanctuary for arriving guests and to give the wedding party time to relax before the ceremony. No photos will be allowed of the wedding party or family during this 30-minute period before the ceremony begins. Remind your photographer of the time constraints. These times cannot be changed.
- The photographer may bring in free-standing lights and may set up in the front of the sanctuary for the formal photos.
- The photographer must refrain from using flash photography during the processional and ceremony.
- Once the processional begins, the shall be seated within the last five pews at the back of the center aisle during the ceremony and must remain sitting in the pew. They may kneel into the aisle during the procession if necessary.
- People being photographed must remain in the sanctuary.
- Have a detailed discussion with your photographer so you have a good understanding of what will happen on your wedding day and how long the photos will take.
- If you have any questions regarding photographers, please ask the wedding coordinator before signing a contract. Feel free to make an appointment with wedding coordinator to view the sanctuary if needed.

# VIDEOGRAPHY

Livestream and recording options may be available through Faith Lutheran Church with the installed cameras. Other video cameras are allowed only in the Commons and the sanctuary, as directed by the wedding coordinator.

- The first (and recommended) location option is in the back of the sanctuary on either side of the center aisle.
- The second location option is in the southeast corner of the sanctuary on the bell choir table. This camera must be small, on a tripod and left unmanned once the procession begins.
- All video cameras must be on a stationary tripod.
- No more than two video cameras are allowed in the church at one time.
- Videographers must provide their own extension cords. A two-hour battery pack, as well as a minimum of two hours of memory is recommended.
- Please request that the videographer set up their equipment in a manner so as not to obstruct the view of wedding guests and to refrain from talking while operating the camera.

If you have any questions regarding videographers, please ask the wedding coordinator before signing a contract. Feel free to make an appointment with the wedding coordinator to view the sanctuary if needed.

# **RECEPTIONS & CATERERS**

St. Michael's Hall is typically available for small wedding receptions. If you would like to use the space, please reserve it at the time you reserve the sanctuary for your wedding.

- St. Michael's Hall can seat a maximum of 150 people.
- Faith can provide a head table, cake table, and buffet tables in addition to your guests' tables and chairs. The church has the following for your use:
  - 5 rectangular tables: seats 8-10
  - 12 round tables: seats 7
  - 220 chairs
  - 2 serving tables
  - 1 coffee table
- The kitchen facilities are also available to you. This includes dishes, silverware, glassware, serving plates, coffee pots, pitchers, stove, oven, refrigerator, dishwasher, and three large sinks.
- The food should be prepared before arriving at the church and should only need to be warmed or finished in the church kitchen.
- All reception food should be delivered and ready to serve no later than 30 minutes before the reception begins.
- The couple and/or caterer is responsible for:
  - Providing their own set-up, serving, and clean-up crews.
  - Returning all church items used to their proper place.
  - Removing all trash remaining from the reception and placing into the outdoor trash bin.
  - Providing their own linens and table decorations. Please, no glitter or confetti.
  - The wedding coordinator is not responsible for any of these tasks, but to provide guidance to those who are helping and to supervise the overall reception.
- Dance floors and alcohol are not allowed.
- If you wish to play music through the speakers in St. Michael's Hall, you will need to arrange for the sound system operator to stay for the duration of the reception. You may also be required to meet with Faith Lutheran's Kitchen Coordinator, depending on the magnitude of your reception.

If you have any questions regarding the reception or catering, please ask the wedding coordinator before signing contracts or making purchases. Feel free to make an appointment with wedding coordinator to view St. Michael's Hall and the kitchen if desired.

# AUDIO

A Faith sound system operator will be provided on the wedding day to assist with setting up and managing the microphones for the pastor, soloists, musicians, and Scripture readers.

No additional audio equipment can be used during the ceremony.

The sound system operator is only present on the wedding day.

Please see the "Fees" section of the manual (page 16) for sound system operator fees.

## POLICIES

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly.

#### **Alcohol Policy**

Alcohol is not permitted in any part of the church or in the parking lot. The couple and wedding party must refrain from alcohol use before and after the rehearsal and wedding in both the church and the parking lot. People under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding and will be asked to leave the church property. This includes the couple getting married. If alcohol will be consumed upon your departure, it must be kept in a locked vehicle and not opened until you are no longer on church property.

#### **Smoking Policy**

Faith Lutheran Church is a smoke-free environment. There is no smoking allowed inside the building or outside any of the doors. Smoking can take place on the far eastern portion of the property near the At Home tree line.

#### **Parking Policy**

All vehicles should be removed from the property immediately following the rehearsal, wedding and/or reception to avoid towing costs. Faith Lutheran Church's property insurance will not cover any damaged or stolen items left after an event.

Faith Lutheran Church asks that you please review these policies with your wedding party, families and friends. The pastor and/or wedding coordinator reserve the right to refuse to perform the marriages of couples who do not comply with these policies.

# PROGRAMS & ORDER OF MARRIAGE

As you meet with the pastor and the wedding coordinator to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. What is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage as expressed in the Order of Marriage on pages 286-291 of the red Evangelical Lutheran Book of Worship.

- The Order of Marriage allows for a variety of options. You may wish to modify the service with approval from the assigned pastor.
- It is helpful to have a program at your wedding. An example of a general order of marriage is listed below to help you create your program.
- If you choose to use a program for your wedding, it will be your responsibility to produce and assemble them once you have received approval from the pastor.
- Please provide a copy of your program to the wedding coordinator once it has been approved by the pastor.
- The church also requests that you include a note in your program asking your guests to please refrain from using flash photography during the ceremony and to turn off all cell phones.

## The Order of Marriage:

- Prelude
- Processional
- Greeting
- Declaration of Intention
- Prayer
- Hymn/Solo (optional)
- Scripture (The Word)
- Homily/Sermon
- Hymn/Solo (optional)
- Vows
- Exchange of Rings
- Acclamation (Declaration)
- Unity Candle Hymn/Solo (optional)
- Blessing
- Prayers/Lord's Prayer
- Holy Communion (optional)
- Benediction
- Recessional

# WEDDING VOWS & EXCHANGE OF RINGS

## **The Wedding Vows**

The promises you make to one another on your wedding day are among the most profound words you will ever share with each other. Great care and thought needs to go into what you say as you make public your declaration of love, commitment, and faithfulness. What follows is an example of commonly used vows. As you plan with your pastor, you will have the opportunity to further discuss your wedding vows.

*I, <u>Name</u>, give myself to you, <u>Name</u>, as your husband/wife/partner. I promise to love you and honor you with all my heart and soul And to fully accept the responsibilities That go along with the covenant we are making with each other and with God today. I promise to be at your side in joy and sorrow, To celebrate with you and suffer with you, To accept you as you grow and change through the years, To communicate openly with you, And to love you, support you, and cherish you all the days of our lives.* 

## The Exchange of Rings

The circle has long been a symbol for marriage. These circles are made of precious metal to represent the enduring and precious nature of your relationship. Being unbroken circles, each represents unending love. As often as either of you look upon these rings, may you be reminded of this moment, the love you have promised, and the commitment – the covenant in which you live. The couple may exchange rings with these or similar words:

<u>Name</u>, I give you this ring as a sign of my love and faithfulness, and as a pledge to honor you with all that I am and all I shall become for my whole life.

# MUSIC

Music is an important part of the wedding ceremony. The couple will meet with the Director of Music Ministries (DMM) at least three months before the wedding to discuss and receive approval of music. During the initial meeting, the DMM will counsel you on what music is appropriate and, if needed, can assist you in finding vocal soloists or other musicians. There is no definitive list of music appropriate for Lutheran weddings in every place or situation. The couple, DMM, and pastors will discuss music the for the wedding in the same way music is considered for a worship service. This will mean selecting music that reflects praise of God and encourages the assembly's participation. All music selections must be approved before your programs are printed.

If you prefer organ at your wedding, a consultation with the Faith Lutheran Organist will be scheduled. If the church organist is unavailable for your wedding, they will assist you in securing another organist authorized to play the church organ. While recorded music is typically not recommended for the worship service, a couple can make a request. Please see the "Fees" section of the manual (page 16) for payment of wedding musicians.

## **Music Components of the Service**

#### Prelude

This music is performed as your guests are being seated, normally starting 15 minutes before the ceremony. Selections are generally chosen by the organist, but if you have special requests, the organist will attempt to comply. It is not necessary to list titles of prelude music in your program.

## The Processional

The processional is performed as your wedding party enters the sanctuary. Couples frequently choose three pieces; one for the seating of parents and grandparents, one for the wedding party and one for the entrance of the couple.

#### **Worship Music**

You may choose to have the congregation sing a hymn from the worship book/hymnal.

#### Vocal Music

Pieces can be performed before the ceremony or at other times during the service, such as:

- Following the opening prayer
- Following the sermon
- During the lighting of the unity candle

#### The Recessional

The recessional is played as the wedding party leaves the sanctuary. Usually these pieces are joyous and festive.

#### The Postlude

This music is played as your guests are ushered out of the sanctuary. Typically, the organist will choose these pieces. It is not necessary to list postlude titles in your program.

# WEDDING FEES

Below is a listing of all wedding fees. Checks for all fees can be made payable to the person listed and should be placed into individual envelopes and given to the wedding coordinator at the rehearsal. The wedding coordinator will deliver the checks to each individual on the wedding day.

<b>Reservation Deposit</b> (check payable to Faith Lutheran Church) <i>Refundable if there is no change of date, damages, or cancella</i>	
<b>Pastor</b> (check payable to the pastor)	The amount of your choice Suggested honorarium: \$300
<b>Wedding Coordinator</b> (check payable to Jane Turner) Wedding Only Wedding and Reception	\$400 \$500
Musician (check payable to name of the musician(s). Basic Fee (covers consultation and wedding day) Wedding Rehearsal Rehearsal with soloist and preparation of accompaniment Requests that require extraordinary preparation * The Director of Music Ministry will provide you a total of fees of	\$250 \$50 \$50 \$50 <i>Juring your initial consultation.</i>
<b>Soloist</b> <i>(fees only apply to soloists supplied by the church)</i> Basic Fee (covers consultation and wedding day, with up to 3 ve Extra music or requests that require extraordinary preparation t	
<b>Custodial Services</b> (check payable to Faith Lutheran Church) Wedding Only Wedding and Reception	\$150 \$250
<b>Sound System Operator</b> (check payable to Name of Sound Op Wedding Only Wedding and Reception	berator) \$75 \$150
<b>Kitchen Coordinator</b> Only applies to couples with a reception in St. Michael's Hall.	\$50

# HELPFUL TIPS

Before finalizing plans, please check with the pastor, wedding coordinator, and/or church organist to see if your plans conform to the church policies.

When choosing your attendants, remember how much room there is at the altar.

If you have additional people you wish to involve, below are some suggestions that will help make your wedding day go smoothly:

- Host and hostess to greet your guests at the church.
- Friends and/or cousins can take gifts to the gift table.
- Someone to be in charge of wedding gifts. If gifts are brought to the church, Faith assumes no responsibility for them. The person in charge of gifts is responsible for removing them from the church at the end of the wedding and transporting them to the reception.
- Someone to tend to small children and elderly guests.
- Consider choosing a guest book attendant and host and hostess who have a friendly and outgoing personality. They are the first people to meet your guests.
- ☐ It is recommended that all formal photos be taken prior to the ceremony.
- When contracting with a videographer, specify what you expect the finished product to be. Ask to see samples of their work.
- Double check all suppliers for delivery time of your wedding purchases (cake, flowers, dresses, etc.). Inform the wedding coordinator of the time deliveries will be made to the church so that arrangements can be made to receive them.
- Gifts to your wedding party should be given at the rehearsal, rehearsal dinner, or any time other than on the wedding day.
- Check all sizes and colors of the wedding attire before the wedding day. It is nearly impossible to make alterations and exchanges immediately prior to the wedding.
- Allow plenty of time for yourself and your attendants to get ready.
- Provide everyone involved with a list of their responsibilities and a timeline of the entire wedding day.
- All wedding party members, parents, grandparents, and the couple should gather in St. Michael's Hall 30 minutes before the service. At this time, everyone should use the restrooms, get something to eat or drink, do make-up touch ups, and relax. Everyone should remain in this room until the wedding coordinator comes to begin the processional. Please do not leave this room without informing the wedding coordinator. Ushers should be stationed at the sanctuary doors, ready to seat guests. They should refrain from visiting with guests or each other so that their attention is kept on moving the guests in quickly.

☐ It is a good idea to bring food to eat while the participants are dressing and during the pre-wedding activities. The couple should consider providing a light lunch for the wedding party. Below are a few suggestions of what you could provide:

- o Meat and cheese tray
- o Rolls with butter
- o Carrot and celery sticks
- o Seedless grapes
- o 7-Up, Sprite, Sierra Mist, and bottled water
- o Peppermints
- Note: fruit dip, veggie dip, berries, and colored soda may stain if spilled on wedding attire.
- Arrange to have all rental items picked up by 4:00 p.m. on the wedding day.
- Make sure the wedding coordinator is notified of any change in plans.

Enjoy your beautiful and meaningful wedding!

# CHECKLIST FOR THE COUPLE

#### One Year Before (recommended)

- Reserve your wedding date by contacting Erik Ullestad (Director of Administration & Communications) at office@faithlc.org or (515) 225-8334.
- Read through this manual.
- Return the signed "Intention of Marriage" contract and the \$100 deposit for your date to be confirmed.
- Inform hired outside vendors (florist, photographer, or videographer) of all Faith Lutheran Church policies and procedures.

## **Six Months before Wedding**

- Contact and meet with your assigned pastor for an initial planning session.
- Meet with your assigned pastor for the pre-marital counseling sessions.
- Meet with the church wedding coordinator for an initial planning session at least six months before your wedding.
- Meet with the Director of Music Ministry for an initial planning session at least three months prior to your wedding.

## Six Weeks before Wedding

- Secure a marriage license at least six weeks prior to your wedding.
- Arrange to meet with the wedding coordinator to finalize arrangements no later than two weeks prior to your wedding.
- Obtain pastor's approval of your wedding program prior to printing.
- Provide a copy of your program to the wedding coordinator once it has been approved by the pastor.

## Day of Rehearsal

- Attend the rehearsal with your entire wedding party the day prior to your wedding.
- Deliver the fees to the wedding coordinator at the rehearsal.
- Bring your marriage license to the Wedding Coordinator at the rehearsal.
- Arrange for someone to keep the dressing rooms in order, collect personal belongings and tidy up the rooms. All personal items (food, clothing, purses, etc.) must be removed from both dressing areas before the wedding party walks down the aisle. It is the responsibility of the wedding party to arrange for the care of their property before, during and after the ceremony. Leave all valuable personal belongings and gifts in the care of parents or friends during the service. The church is not responsible for lost, stolen, or left behind articles.

# NOTES