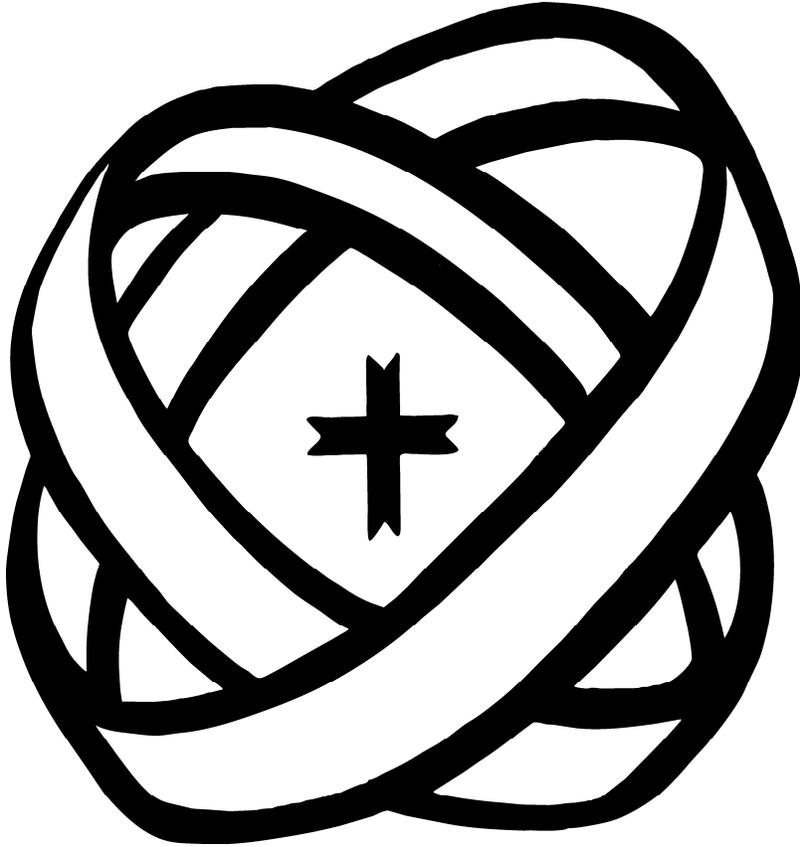


McFarland Lutheran Church Wedding Booklet



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

McFarland Lutheran Church
5529 Marsh Road
McFarland, WI 53558
608-838-3184

Approved by McFarland Lutheran Church Council April 22, 2014

YOUR WEDDING AT MCFARLAND LUTHERAN CHURCH

Congratulations on your decision to be married! Marriage is one of the wonderful gifts that God has given to us. The marriage service is one of the most sacred and beautiful of all services of the 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. We are glad you are considering McFarland Lutheran Church for your wedding.

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. Although non-members are welcome to be married at 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.

It will be a privilege to help you plan your wedding service and an honor to witness your pledge to each other and God's blessing on your marriage.

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 on the same day, 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.

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. They have given careful thought to the process of helping you prepare for this important life-long relationship.

There are two steps in this process:

First, the couple will meet with the Wedding Coordinator who will assist with planning their service and also administer an assessment tool. The Coordinator will mail the assessment to Dr. Arden Mahlberg, a Christian psychologist/counselor located in Madison. Dr. Mahlberg will contact the couple to set up an appointment (McFarland Lutheran Church will cover the cost of this session). Second, the couple will meet with the pastor who will be officiating at their wedding and review details of their service. Additional meetings with the pastor 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. McFarland Lutheran Church'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 assume the responsibility of wedding officiant based on scheduling throughout the year. Therefore, they are not able to accept specific requests for a particular pastor to perform your ceremony. In addition to presiding at your ceremony, the pastor will help you with your spiritual needs. The Pastor's fee is \$150 for members, \$200 for non-members. The couple is responsible to gift any guest clergy involved in their wedding.

3. Non-members

You are invited and encouraged to join McFarland Lutheran Church prior to your wedding. If you are interested in joining McFarland Lutheran Church, please talk with the pastor. You must become a member at least one year prior to your wedding in order to receive the "member fee" rates for your wedding.

For non-members, there is a \$500 service/facilities fee. The rates stated in the numbered sections that follow are for members. Please see the service fees for non-members in the chart on the Wedding Checklist and Fees page.

4. Wedding Coordinator

In order to assure the most positive experience, every couple married at McFarland Lutheran Church is expected to use McFarland Lutheran Church's Wedding Coordinator. Due to the very

busy schedule of our pastor(s) ministering to our members' needs, the Wedding Coordinator is the church's point person. She will help you in the organizing and planning of your wedding, conducting the wedding rehearsal, assisting you on your very important day with last minute details and to assure McFarland Lutheran Church's wedding and building policies are followed. We want you to have all of your questions answered promptly.

The Wedding Coordinator will inform the couple which pastor will be officiating at their wedding. Two weeks prior to rehearsal, the Wedding Coordinator will collect checks and distribute. The Wedding Coordinator fee is \$325.

5. Organist/Pianist

Typically our church organist/pianist plays for all weddings at McFarland Lutheran Church. The couple should make an appointment with the organist/pianist well in advance of the wedding date to discuss and plan the music for the wedding. Exceptions can be made and should be discussed with the pastor. All music needs to be approved by the pastor (also #1 in the General Guidelines for Weddings section). Please see the list of suggested music. The organist/pianist fee is \$150. Fee covers both rehearsal and ceremony.

6. Soloist

The bridal couple may select their own soloist. Congregational singing is also encouraged using Evangelical Lutheran Worship. The soloist fee is negotiable.

7. 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.

The altar candles are provided by the church.

Please call the church office to set up a time for decorating. This will avoid conflicts with other scheduled events.

8. Wedding Rehearsal

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

9. Bulletin

You are invited to create/design your wedding bulletin in consultation with the pastor.

10. Day of Wedding

The bride and attendants should arrive at least one hour prior to ceremony. Room 113 (lower level with access to the elevator) will be available for the bride and her wedding party.

The groom, best man, and ushers should arrive at least one hour prior to ceremony. The alcove in the lower level Fellowship Hall will be available for the groom and his wedding party.

11. Wedding Reception

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. Unfortunately no rice, birdseed, glitter, or confetti shall be thrown in the entrance of the church or on the sidewalks of the church because of the potential slippery conditions that may pose a hazard to guests.
3. No flash pictures shall be taken during the marriage service proper. It is helpful if the couple explains this policy to their family and photographer/videographer in advance. If pictures of the wedding party at the altar are desired, the party may assemble before or after the ceremony. Your photographer/videographer should meet briefly with the Wedding Coordinator before the service.
4. Smoking is not permitted in the church.
5. Alcoholic beverages are not permitted on the church property (including the church parking lot).
6. 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.
7. The wedding couple will designate two family members or friends to remove personal valuables in the bride/bridesmaids and groom/groomsmen changing areas before ceremony begins.
8. It is the responsibility of the bride/groom to inform members of their wedding party about the guidelines of McFarland Lutheran Church.

SUGGESTED PRELUDES, PROCESSIONALS, AND RECESSIONALS:

<u>TITLE</u>	<u>COMPOSER</u>
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:

<u>TITLE</u>	<u>COMPOSER</u>
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	Obtain your marriage license from the Dane County Clerk at the City-County Building in Madison well before the wedding date. [For marriage license information call 608-266-4452.]	_____
2 Months	Contact organist/pianist.	_____
10 Days	Make arrangements in the office for church reception details and decorating time, if applicable.	_____
Two Weeks Before	Wedding Coordinator will collect all fees.	_____
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 or shut-ins.	_____

WEDDING CHECKLIST AND FEES

We will use the following in our wedding:

___ Piano

___ Holy Communion

___ Microphone for soloist

___ Unity Candle or Unity Sand

SERVICE FEES FOR WEDDINGS AT MCFARLAND LUTHERAN CHURCH	MEMBER	NON- MEMBER
Building Usage – [Non-member—please make check payable to <i>McFarland Lutheran Church</i> and give to Wedding Coordinator.	No Charge	\$500
Use of Family Life Center – [Non-member—please make check payable to <i>McFarland Lutheran Church</i> and give to Wedding Coordinator.	No Charge	\$200
Pastor	\$150	\$200
Organist	\$150	\$200
Custodian	\$100	\$150
Wedding Coordinator	\$325	\$350

Total \$725
(member)

Total \$1,600
(non-member)

Couple will make out four checks to the Pastor, Organist, Custodian, and Wedding Coordinator. Wedding Coordinator will collect and distribute checks two weeks before wedding.

SERVICE FEES FOR WEDDINGS AT <u>OFF-SITE</u> LOCATIONS	MEMBER	NON- MEMBER
Pastor (Depending on availability, officiating at off-site location.)	\$150 + Mileage (current IRS reimbursement rate)	\$300 + Mileage (current IRS reimbursement rate)
Wedding Coordinator (Administering assessment for pre-marital counseling and assisting at off-site location.)	\$325 + Mileage (current IRS reimbursement rate)	\$375 + Mileage (current IRS reimbursement rate)
Wedding Coordinator (Administering assessment for pre-marital counseling but not assisting at off-site location.)	\$50	\$75

WEDDING INFORMATION SHEET

Wedding Date: _____

Wedding Time _____

Rehearsal Date _____

Rehearsal 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 _____

Number of Bridesmaids (including Maid or 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 _____

Ring bearer: Yes _____ Age _____ No _____

Number of Ushers: _____

Groom's Parents: Married _____ Divorced _____ Deceased _____

Who will walk bride down the aisle? _____

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

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

...OR

2. Bridesmaid and groomsman can walk down aisle together.

Unity Candle Yes_____ No_____

If using Unity Candle, who will light Family Candles? _____

...OR

Unity Sand Yes_____ No_____

Organist/Pianist _____

Special music? (soloist, etc.) _____

Will you be using a CD tape/recording? Yes_____ No_____

Note: If you use this type of musical recording, bride and groom will be responsible for choosing a friend or family member to play CD tape/recording during the ceremony.

Name of Florist _____

Time florist will be dropping off flowers? _____

Will flowers be left at church? Yes_____ No_____

Two friends or family members designated for assisting with pinning on corsages and boutonnières:

Additional Notes: