



# **Wedding Information and Guidelines**

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# Welcome!

We are delighted that you have chosen Spirit Lutheran for your wedding ceremony. The wedding celebration is one of the most joyous occasions that you and your spouse-to-be will share. It is an act of joyful worship, wherein we ask God's blessings on you and your union. It is a reflection of your relationship with the Lord of love.

We welcome all couples seeking to enter into the Christian covenant of marriage to be married at Spirit Lutheran, including those of non-Lutheran background, those remarrying, and those who are not members of this congregation.

The following information and guidelines are set forth by Spirit Lutheran to help you have a worshipful wedding and to help you prepare for a life-long relationship with one another.

As you prepare to be married, may God bless your preparations, your wedding, and the commitment you are making to each other.

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## **Scheduling Your Wedding**

First, please contact the church office via phone, email, or through our website, [www.spiritleutheran.org](http://www.spiritleutheran.org). When you contact us, the office will check pastor, wedding coordinator, and facility availability and work with you to schedule a date for the wedding and wedding rehearsal. Reservations for wedding dates and times are on a first-come, first-served basis.

**Please note:** no weddings will be scheduled during the week prior to Easter.

At the time you schedule your wedding and rehearsal, **mail or deliver a \$100 security/cleaning deposit to the church office.** This deposit is refundable in full or in part following your ceremony if Spirit Lutheran's facility and church property are left undamaged and in a reasonable state of cleanliness. This deposit also secures your ceremony date on the facility calendar. Your scheduled wedding date will not be considered "reserved" until the deposit is received by the church office. The balance of fees is due one week before the date of the wedding. Checks should be made payable to "Spirit Lutheran". (see the fee chart on p. 11)

When you schedule, we will assign appropriate staff for your wedding. If you have specific staff requests, please inform the office staff when you schedule your ceremony. Please be aware that some personnel may not be available. We will ensure all staffing needs are met even if those you request are unavailable.

**Please note:** Staff assigned to your wedding will not assume an invitation to your rehearsal dinner, reception, or any other events associated with your wedding. If you would like to invite them to any of these events, please contact them directly. However, you are not obligated or expected to invite any of our staff to your wedding events.

## **What Happens Next?**

### **Wedding Coordinator**

After we schedule your wedding date and receive your deposit, one of our wedding coordinators will be assigned to you. The coordinator will work with you to prepare all the details for your wedding, conduct your rehearsal, and be present on your wedding day to ensure everything runs smoothly. Wedding coordinators are assigned for all weddings. Your coordinator will contact you approximately two months prior to your wedding date to schedule a meeting to discuss the details of your wedding. They will also provide you with the order of worship to help you prepare your wedding bulletin if you wish to print one.

## **Musicians**

Music is an important part of your wedding ceremony and should reflect worship and praise to God. Spirit Lutheran provides several staff musicians who may be utilized for your wedding, or you may also bring your own. However, if you wish to use our organ, only Spirit Lutheran organists may be used. If you have multiple musicians or instruments requiring the use of Audio Visual equipment, please let your wedding coordinator know, and we will provide you with a sound technician for an additional fee (see fee chart on p. 11). When you schedule your wedding, we will provide you with contact information for our organists other musicians. **If you wish to use a Spirit Lutheran musician, it will be your responsibility to contact him or her directly and as soon as possible to check availability.** The musician(s) will also work with you directly to determine music selections for your wedding. Some suggestions for music are also included in this booklet (see p. 7-8)

## **Marriage License**

It is your responsibility to deliver a valid marriage license to the church office no later than one week prior to your wedding date. Contact the Eau Claire County Courthouse directly at (715) 839-4801 or visit their website: <http://www.co.eauclaire.wi.us/departments/departments-a-k/county-clerk/marriage-license> for specific guidelines and requirements in obtaining a Wisconsin marriage license. This is an important detail, so be sure to obtain the marriage license well in advance of your wedding date.

## **Officiating Pastor**

Approximately one to two months prior to your wedding date, the officiating pastor will contact you to arrange a time to meet with you. At this meeting, the pastor will get to know you, review your wedding ceremony with you, and discuss your faith life and the marriage covenant into which you are entering.

**If you have any questions or concerns as we prepare together for your wedding, please feel free to contact the church office, pastor, or wedding coordinator at any time. We look forward to working with you to make your wedding special!**

## **Facility Information**

### **Facility**

You are welcome to use our sanctuary for your wedding ceremony. This room seats up to 300 worshipers and has a Steinway grand piano, a pipe organ, and an AV system that can be used for your ceremony. We also provide preparation rooms for your wedding party. Your coordinator will work with you to set a schedule at Spirit Lutheran for your wedding day.

## **Multimedia**

Our sanctuary has projection capability for playing video and slideshows prior to your ceremony. If you would like to utilize this equipment, please inform your wedding coordinator. Images and video are expected to be appropriate for a place of worship. We will provide an AV technician to operate the necessary electronic equipment for an additional fee. (see the fee chart on p. 11)

## **Alcoholic Beverages and Smoking**

Mood-altering substances and smoking are not permitted at our facility.

## **Food and Drink**

You may wish to provide a small lunch or snacks for your family and/or wedding party prior to the start of the wedding. If so, please keep all food and drink in your designated preparation rooms and clean up afterwards.

## **Security**

While theft is a rare occurrence, you should not leave purses or other valuables unattended in the church building at any time. Wedding gifts should not be brought to the church.

# **The Wedding Ceremony**

**A wedding ceremony is, first and foremost, a worship service. Keeping this in mind will help give you a clearer vision of how to plan for your wedding. The pastor and wedding coordinator will also work with you to make your wedding a meaningful and worshipful experience and help you determine what is appropriate for worship.**

## **Order of Worship**

The wedding coordinator will provide you with an order of worship and go over the wedding ceremony with you. Most elements of the wedding ceremony are predetermined, though there is certainly room to add your personal touch. This is typically done through music selections, scripture readings, and choosing to have a Unity Candle or Unity Sand. If you have other ideas or changes you would like to incorporate, please discuss them with your wedding coordinator. Final determination of the worship order will be at the discretion of the pastor.

("Ceremony" continued)

## **Holy Communion**

Incorporating Holy Communion into your wedding can be a meaningful way to engage your guests in worship. If you would like to celebrate the sacrament of Communion in your wedding, please inform your coordinator. The coordinator will then work with you to put together the worship order, incorporating Communion into your wedding ceremony.

## **Vows and Scripture Lessons**

Options for wedding vows are available upon request. Alternative vows will be acceptable with the consent of the pastor. You may select up to three Scripture passages for use in the service; otherwise, the pastor will select appropriate wedding texts. The pastor will review wedding vows and discuss scripture choices with you when you meet prior to your wedding day. To help you decide which readings to use in your ceremony, a recommended list of scripture readings is included on pages 6 and 7 of this booklet.

## **Programs**

You are welcome to arrange for the printing of a wedding program. Although we do not provide this service, the pastor or wedding coordinator will provide you with an outline of the Order of Worship and assist you with the content of the publication.

# **Scripture Readings for Weddings**

You are welcome to make suggestions to the pastor concerning the selection of Scripture readings for the wedding ceremony. Normally, two or three readings are used.

The following are some options for you to consider. You are welcome to recommend readings not included below to the pastor. Your selections will be read in the wedding ceremony with the pastor's consent.

## **Old Testament Readings**

Genesis 1:26-31

Genesis 2:18-24

Genesis 24:48-51, 58-67

Jeremiah 31:31-34

Ruth 1:1-18

Song of Solomon 2:8-10, 14, 16; 8:6-7

Psalms 33:1-5, 20-22

Psalms 100

Psalms 128

Psalms 134

Psalms 136:1-9

Psalms 150

## **New Testament Readings**

Romans 8:31-39  
Romans 12:1-2, 9-18  
1 Corinthians 13:1-7, 13  
Philippians 4:4-7  
Ephesians 5:21-33  
Colossians 3:12-17  
1 Peter 3:8-9  
1 John 4:7-12  
Revelation 19:1, 5-9

## **Gospel Readings**

Matthew 19:4-6  
Matthew 22:35-40  
Mark 10:6-9  
John 2:1-11  
John 15:9-12

## **Wedding Music**

The Christian wedding is an act of worship. Therefore, music chosen for weddings should point people to God and reflect your Christian commitment. There is room for personal taste and variety of music styles, of course, but all music should be appropriate for worship.

If you choose to utilize our organist or other musicians, they will work with you to select appropriate music and offer several suggestions for music selections. If you have suggestions or preferences for music selections, please share them with the musicians and the pastor. Final determination of what music may be used will be at the discretion of the pastor, or the musicians based on what they are capable and willing to play. A list of some music suggestions is included to help guide your selection. You may also ask for further suggestions from the musicians when you contact them.

If you have multiple musicians or instruments requiring the use of Audio Visual equipment, please let your wedding coordinator know, and we will provide you with a sound technician for an additional fee (see fee chart on p. 11).

("Music" continued)

## Wedding Music Suggestions

The following is a short list of some popular or commonly-used music selections for weddings. You may, of course, bring your own suggestions to the musicians or pastor, and we encourage you to ask the musicians for further ideas when you meet with them. Please keep in mind that all music should be appropriate for worship.

### **Processional:**

"Canon in D" – Johann Pachelbel

"Jesu, Joy of Man's Desiring" – Johann Sebastian Bach

"The Bridal Chorus" from *Lohengrin* (Here Comes the Bride) – Richard Wagner

"Prince of Denmark's March" – Jeremiah Clarke

"Sheep May Safely Graze" – Johann Sebastian Bach

### **Recessional:**

"Wedding March" from *Midsummer Night's Dream* – Felix Mendelssohn

"With Trumpets and Horns" from *The Watermusic Suite* – George F. Handel

Music from *The Royal Fireworks Suite* – George F. Handel

"Festive Fanfare" – Johann Sebastian Bach

### **Hymns (may also be used as Recessionals):**

"Joyful, Joyful We Adore Thee" (Ode to Joy) – Ludwig van Beethoven

"Praise to the Lord, the Almighty"

"Now Thank We All Our God"

"Come, Thou Fount of Every Blessing"

## Decorations

### **Candles**

Candles may be used to decorate the sanctuary for your wedding. Altar candles will be lit for all weddings, and we provide additional candles and candle stands for your use in the following ways:

**Candelabras** – Two are available, holding seven candles each.

**Aisle candles** – These are attached to brackets on the pews along the main aisle.

**Unity Candle** – The lighting of the unity candle represents the Biblical description of "two becoming one."



## **Aisle Runner**

The use of an aisle runner is not permitted.

## **Flowers**

Live flowers are preferred for the chancel, but silk/artificial flowers may be used if desired. No flowers are to be placed on the altar. Please use the flower stands (provided) for all floral arrangements.

## **Special Decorations**

Bows or floral arrangements may be placed on the ends of the pews in the sanctuary.

It is your responsibility to make sure all of your wedding decorations are removed after the wedding ceremony. If you have a flower girl throw petals in the aisle, these must also be cleaned up following the ceremony.

No decorations or equipment already set up in the sanctuary (including banners, instruments, etc.) may be moved or changed for your wedding.

"Theme weddings" are not allowed.

## **Throwing Rice or Bird Seed, Releasing Balloons**

Throwing rice or birdseed or releasing balloons at our facility is not permitted. Please inform guests of this restriction.

# **Wedding Participants**

## **Participation of Other Clergy**

Spirit Lutheran is part of the Evangelical Lutheran Church in America, and an ELCA pastor must officiate weddings held at Spirit. Pastors from other traditions are welcome to be a guest officiant along with a Spirit pastor. Please consult with Spirit's pastor before making an invitation to another member of the clergy.

## **Ring Bearers, Flower Girls, Junior Bridesmaids**

We are delighted to include children as members of the wedding party. However, we suggest you consider the special "challenge" for those children who are very young. The ceremony seems very long to little ones, so we ask you to keep this in mind when selecting youngsters for a role in the wedding.

## **Readers**

You are welcome to select one or two people to read the scripture lessons during the wedding. Readers should be able to project vocally and speak distinctly. They need to be present at the wedding rehearsal to receive instructions from the wedding coordinator and to become familiar with the sound system in the facility.

## **Wedding Rehearsal**

A wedding rehearsal is necessary for formal weddings with a bridal party. It is normally held on the night before the wedding. Everyone in the wedding, including the ushers, should be present for the rehearsal. The rehearsal will begin promptly at the time you have scheduled and will last for only one hour. Late arrivals will need to be briefed by the wedding couple on what they missed. Meetings with the organist, musicians, or soloists should not take place during the rehearsal, but may be scheduled before or after the rehearsal.

## **Photography and Videography**

You are welcome to have your wedding photographed or recorded and to take pictures before or after the ceremony. However, we ask that all photographers and videographers abide by the following guidelines, established to ensure that the wedding is a worshipful experience for all in attendance and free of distractions. Please provide your photographers or videographers with this information prior to the wedding.

### **Wedding Photos**

If the schedule for the building permits, pictures may be taken prior to the wedding ceremony but must be concluded at least 30 minutes prior to the starting time of the wedding. We encourage you to take photos prior to the ceremony to avoid the rush of taking photos afterwards or having a long delay between the ceremony and reception.

### **Arrival Time**

Photographers should be at the church building no later than 30 minutes prior to the appointed time of the wedding. Videographers should have equipment completely in place no later than 30 minutes prior to the starting time of the wedding. All photographers and videographers are asked to check in with the wedding coordinator well in advance of the starting time of the ceremony.

## Limits

We ask that photographers/videographers do not get in the way of those participating in the wedding or hinder the view of those in attendance. Therefore, photographers are not permitted in the main altar area or any further forward than the fifth row of pews during the ceremony. Pictures and/or video may be taken from the balcony, if desired.

All photos taken during the wedding (excluding the processional and recessional) must be taken with available light. No flashes are allowed during the wedding.

Video equipment will be set-up in a location as directed by your wedding coordinator. No artificial light is permitted. All video cameras are to be placed on a tripods and remain in place during the ceremony.

Thank you for your cooperation!

## Wedding Fees

The following chart lists fees associated with a wedding at Spirit Lutheran. A **\$100 security/cleaning deposit** is required at the time you schedule your wedding and rehearsal dates. This deposit is refundable after the wedding provided property is left in clean and undamaged condition. In the event that charges are placed against this deposit for excessive cleanup or damage to Spirit Lutheran property, a detailed invoice will be sent along with any remaining funds. The balance of all applicable fees is due one week before the date of the wedding. Please make separate checks payable to the individual church staff assigned to the service. (Checks for deposit and candles should be made payable to Spirit Lutheran).

Deposit.....	\$100
Officiating Pastor.....	\$150
Wedding Coordinator.....	\$200
Organist/Accompanist (if desired).....	\$150
Staff Musician (if desired).....	\$100
Custodian.....	\$100
Candles (if desired)	
Candelabra.....	\$ 15
Aisle Candles.....	\$ 10
Unity Candle.....	\$ 10
AV Technician (if needed).....	\$ 50

Pay balance one week before wedding date. Bring marriage license at the same time.

## Checklist

As you plan your wedding, there are various decisions to be made and options for you to consider. The following checklist is provided to help guide you through the decisions you need to make for your wedding at Spirit Lutheran:

- Have we made date/time reservations for both the wedding and the rehearsal?
- Have we given our \$100 security/cleaning deposit to the church office?
- Have we contacted the musicians to book the date and discuss music selections?
- Have we selected Scripture readings?
- Will we select one or more readers or will the pastor read the Scripture readings?
- Do we want to bring our own soloists or instrumentalists for our wedding?
- Have we made arrangements with a florist for flowers?
- Will we have extra candles: candelabra, pew candles, Unity Candle?
- Do we want bows or floral arrangements on the ends of the pews?
- Will we have a greeting or receiving line after the ceremony? At the reception?
- Have we made photography and/or video arrangements and communicated the church's policies to our photographer/videographer?
- Have we decided if pictures will be taken before or after the wedding ceremony?
- Have we made contact with the County Courthouse regarding the marriage license?
- Will both bride and groom exchange a ring (double ring)?
- Have we selected wedding attendants? \_\_\_\_\_ Ushers? \_\_\_\_\_
- Have we arranged for someone to pin flowers for our wedding party?

Please keep in mind, the marriage is so much more important than the wedding. We encourage you to keep your plans simple, and to focus on the significance of the marriage covenant you are entering into with each other and God. This is not a show. Relax and enjoy!

Thank you for choosing Spirit Lutheran for your wedding ceremony. Should you have any questions regarding these policies or any other areas of concern, please contact the church office at any time. We look forward to working with you to make your day all that you want it to be. May God bless you as you plan for your wedding ceremony!