

*Lord of Life  
Lutheran Church*

*Wedding Guide and  
Coordinator Handbook*

*Revised June 2010*

*Junction of Hwy 210 & Knollwood Dr.  
PO Box 2749  
Baxter, MN 56425*

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## WEDDING TIMELINE

### **12+ MONTHS BEFORE YOUR WEDDING DAY:**

- ✦ Contact the Lord of Life church office to check availability and rental requirements.
- ✦ Wedding Coordinator will schedule first meeting.
- ✦ Meet with Wedding Coordinator and take Prepare pre-marriage Inventory.
- ✦ Pay fees within 30 days to confirm building reservation.
- ✦ Make an appointment with the Pastor.
- ✦ Make future appointments with Pastor to plan music and discuss ceremony.

### **6-12 MONTHS BEFORE YOUR WEDDING DAY**

- ✦ Attend New Member Classes (if applicable).
- ✦ Meet with Pastor for pre-marital counseling.
- ✦ Attend Pre-Marriage Retreat (Spring or Fall).

### **4-6 MONTHS BEFORE YOUR WEDDING DAY**

- ✦ Choose your music selections for your ceremony and have them approved by the Pastor.
- ✦ Select and contact your musicians.
- ✦ Meet with the Pastor for pre-marital counseling.
- ✦ Meet with Wedding Coordinator to plan details of the wedding ceremony.
- ✦ Confirm dates and arrangements.

### **2 MONTHS BEFORE YOUR WEDDING DAY**

- ✦ Apply for Marriage License (Bring certificate of counseling completion for \$70 discount).
- ✦ Meet with Pastor for pre-marital counseling.
- ✦ Give music to musicians to rehearse (if you haven't already)
- ✦ Make appointment for ceremony rehearsal.

### **ONE MONTH BEFORE YOUR WEDDING DAY**

- ✦ Meet with Pastor for pre-marital counseling.
- ✦ Plan on getting documents i.e, legal, religious, medical in order.

### **TWO WEEKS BEFORE YOUR WEDDING DAY**

- ✦ Finalize arrangements with EVERYONE (Wedding Coordinator, Pastor, Musicians, Wedding Party, Photographer, Florist, etc.)
- ✦ Give marriage license to Pastor.

### **ONE WEEK (OR LESS) BEFORE YOUR WEDDING DAY**

- ✦ Decorate the Church.
- ✦ Remind attendants about ceremony rehearsal day and time.
- ✦ Wedding ceremony rehearsal.

### **WEDDING DAY**

- ✦ Breathe.
- ✦ Give yourself plenty of time to get ready, at least 3 hours ahead of time.
- ✦ Don't forget the rings.
- ✦ Most of all, have fun!

## FEES

\$300 deposit is due within 30 days of initial request for wedding date will be confirmed. (Members)  
Full Amount due within 30 days of initial request for wedding date to be confirmed (Non-Members)

An invoice will be sent, itemizing all charges due.

In case of cancellation, 50% of the total amount will be refunded.

<i>Prepare Inventory</i> (Members Only)	\$30 (Online option)
<i>Pre-Marriage Retreat</i> (Members Only)	\$250 for couple (Discount available – see page 8)
<b>Building Use</b>	
Member Wedding (0- 50 Guests)	\$25 for Sanctuary additional \$25 for Fellowship Hall/Commons
Member Wedding (51+ Guests)	\$100 for Sanctuary, additional \$100 for Fellowship Hall/Commons
Non-Member Building Rental	\$500 for Sanctuary, additional \$250 for Fellowship Hall/Commons
Fellowship Hall rental charge shown is for Reception following Wedding. Rehearsal Dinner rental is \$25; No charge for use of Fellowship Hall for informal snacking prior to wedding ceremony.	
<i>Damage Deposit</i> (Non-Member Rental)	\$250 (refundable after ceremony if no damage)
<i>Pastoral Honorarium</i> (Members Only)	\$150 payable to officiating Pastor
<i>Marriage Enrichment Fee</i> (Members Only)	\$50
<i>Custodian Fee</i>	\$75
<i>Wedding Coordinator</i>	\$150, includes communications, and presence during Prepare Inventory, Rehearsal, and all day on the wedding day.
<i>Sound System Technician</i>	\$100, includes general use of the Audio/Video Equipment, setup and takedown of all audio/video equipment, operation of projection, lights and sound equipment during the ceremony
<b>Special Request Items</b>	
⊕ <b>Pianist</b>	\$150 - Includes: 1. Consultations regarding musical selections 2. Attendance at the wedding rehearsal 3. Prelude & Postlude (Before and after service; approximately 15 minutes each) 4. Processional and Recessional (Entrance and exit of bridal party) 5. Accompany one solo 6. Accompany up to 3 congregational songs 7. Additional accompaniment of soloist: \$30 per song
⊕ <b>Soloist</b>	\$30 per song

Notes:

Commons = Old Sanctuary

## LORD OF LIFE CONTACTS

### Officiating Pastors

Darrell Pedersen – darrell@lodbaxter.org  
Erika Nilsen – erika@lodbaxter.org  
Lilja Behr – jlbehr@charter.net  
218-828-9374

### Pianists:

Teresa Kingsley - teresa@kingsleymusicschool.com  
218-828-9041  
Gina Nilsen  
218-825-7919 or 218-820-7609  
Katie Nilsen  
218-825-7919 or 218-820-8222  
Nancy Redshaw – redshaw@charter.net  
218-825-3942 or 218-839-2478  
Jennifer Person – drjaperson@hotmail.com  
218-454-0140  
Cheryl Steffen  
218-829-8488

### Soloists

Teresa Kingsley - teresa@kingsleymusicschool.com  
218-828-9041  
Gina Nilsen  
218-825-7919 or 218-820-7609  
Katie Nilsen  
218-825-7919 or 218-820-8222  
Bob Nelson  
218-829-9095  
Shari Nelson  
218-829-9095  
Steve Schaitberger  
218-825-0679

### Wedding Coordinator

Tessa Hall  
218-851-8053 (C) or 218-454-0203 (H)

### Notes:

## GENERAL USE OF CHURCH FACILITIES

These policies apply to all use of Lord of Life facilities by church members, non-profit and community groups and other organizations. These policies supersede all previous policies and agreements for use of church facilities.

Use of church facilities will be administered by the Office Manager following approved guidelines.

A “Request for Church Use” form, signed by the contact person, is to be submitted to the Office Manager before confirmation of church use.

Use of church facilities will be scheduled to avoid conflict with ongoing church activities.

Upon approval of the “Request for Church Use,” the Office Manager will list the event on the church website calendar and on the office calendar.

We do not allow the altar furnishings or Baptismal font to be moved. The pianos are NOT to be moved from room to room. The group or person using the facilities **MUST RETURN EVERYTHING** to the place and condition in which it was found. The church’s general policies must be read and understood. If you have any questions, please call the church office at 218-828-9374.

Use of church facilities and grounds are subject to the following restrictions:

- ✦ No smoking is allowed anywhere on church property.
- ✦ No recreational use of any alcoholic beverages is allowed.
- ✦ No gambling of any kind is allowed.
- ✦ No inappropriate language spoken while on church property or written on vehicles.
- ✦ Only licensed service animals are allowed inside the church building.

*Lord of Life reserves the right to schedule additional activities in the building on the date of your wedding. These activities will rarely occur at the same time as the ceremony and will not disturb the worshipfulness of the marriage event.*

### AVAILABLE CHURCH ITEMS

Changing Rooms (2)	Nursery (requires attendant)	Fellowship Hall (extra cost)
Punch Bowl	Guestbook Stand	Microphones
Coffee Pots	Candelabra (2)	Unity Candle Holder

### UNAVAILABLE CHURCH ITEMS

Silver Service	Stands for Flowers	Linen/Placemats
Candles (See below for what size to buy)		

### DECORATIONS

Wedding decorations need to coincide with the church liturgical colors. Seasonal decorations may be used only if your wedding occurs during that season. Colors may change for a single weekend on high holy days (Reformation, Pentecost, etc.) The Wedding Coordinator will change the paraments on these occasions. The liturgical colors for 2010 & 2011 are:

	<u>2010</u>	<u>2011</u>
White or Green:	Dec 24 '09-February 14 '10	Dec 24 '10-March 8 '11
Purple:	February 15-March 27	March 9-April 23
White:	March 28-June 4	April 24-June 18
Green:	June 5-November 26	June 19-November 26
Blue or Purple:	November 27-December 23	November 27-December 23

#### **Acceptable**

Candles, bows, tulle, flowers, drop cloths, and row to row decorations with fun tack or double sided tape. Flower Petals must be silk. Bubbles are allowed outside the building.  
**ONLY LIVE FLOWERS CAN BE USED IN THE ALTAR AREA.**

#### **Unacceptable**

Aisle runners  
Use of nails or any material that damages the facility.  
Rice, confetti, or birdseed anywhere on-site

#### **Candles**

Our Candelabras are matching white metal with leaves and scroll work. Requires seven (7) candles per candelabra. Uses ¾ inch diameter plain end non-drip taper candles. Candles must be at least 6 inches high. A candle shaper is available to make 7/8 inch plain end candles fit properly. 7/8 inch candles with self-fitting ends will not fit properly. Bobeches (drip guards) are available and must be used. Wedding family is required to clean up any wax that has dripped onto the candleabra(s).

**NO FLASH PHOTOGRAPHY DURING THE WEDDING CEREMONY. A STATIONARY VIDEO CAMERA MAY BE USED.**

Notes:

## PASTORAL WEDDING EXPECTATIONS

### Timeline for scheduling your wedding

- ✦ Lord of Life Members and potential members must contact the church at least 12 months prior to date of ceremony. This allows adequate time for attending pre-marital counseling/retreat, new member classes, etc. LOL Pastors are not available to officiate at weddings on major holiday weekends.
- ✦ Building Rentals (Non-member, outside officiant) are unable to request use of the building until 6 months prior to their requested date, allowing for preference to be given to member weddings and other Church activities. Couple's religious denomination must be compatible with ELCA Lutheran theology. Officiating pastor must communicate with a Lord of Life Pastor before wedding can be approved. All couples are required to receive a minimum of 12 hours of pre-marital counseling.
- ✦ If not a member, but wish to have a Lord of Life Pastor perform the ceremony, attend New Members Class which is 8 weeks long and occurs 2-3 times during the school year. To qualify for the member rate and have a LOL Pastor officiate, you must be an official member before the date of the wedding. Failure to complete this step may result in the cancellation of your wedding.
- ✦ Contact with Wedding Coordinator, Tessa Hall (454-0203 or 851-8053; peaches\_170@hotmail.com)
- ✦ Extensive Premarital Counseling
  - Ⓢ Prepare pre-marriage inventory - \$30.00 fee. It will be taken prior to the retreat and any meetings with the Pastor.
  - Ⓢ 3-5 sessions (minimum of 12 hours, including Pre-Marriage Retreat) with the Pastor to cover Prepare findings and to plan the wedding service
  - Ⓢ Pre-Marriage Retreat - The cost for the weekend is \$250 per couple. However, you can get a discount of \$70 if you complete the 3 steps below by the first day of the month in which your retreat weekend will be held (i.e. September 1st for the Fall Weekend, March 1st for the Spring Weekend). For more information and to register for the Pre-Marriage Retreat, visit [www.cedarbrook.us](http://www.cedarbrook.us)
    - 1) Invite your parents or a supportive couple to the Friday evening supper. Then register online and RSVP with the number of "parents" who will be attending the Friday night supper.
    - 2) Make check payable to Cedarbrook Center for \$180 (or \$250 after September 1st or March 1st) and mail to: ELCA Premarriage Weekend; c/o Cedarbrook Center; PO Box 2633; Baxter, MN 56425 Registration is complete only upon receipt of payment on a first-come, first-served basis. Sometimes the weekends fill early, so act soon.
    - 3) Both of you need to complete the Myers-Briggs inventory. You will be emailed complete directions and login information once you register.

## PLANNING YOUR WEDDING SERVICE

- ✦ Christian music is expected. A Contemporary Christian Wedding Songbook is available in the office. Must be kept in the church at all times.
- ✦ Bulletin contents approved in advance by the Pastor
- ✦ All music needs to be approved by the Pastor.
- ✦ All music for soloists should be provided to the pianist at least two months prior to the rehearsal.
- ✦ Musicians are to be paid at the rehearsal.

## CONSIDERATIONS

- ✦ If the Pastor/Pastor's spouse is expected to attend the reception, and/or offer a prayer, they should be invited well in advance.
- ✦ Rehearsals will begin promptly at the set time and last approximately 1 hour, \$1 per minute will be charged for each minute late.
- ✦ Be sure to inform the musicians, wedding party, parents, and family of the date and time of rehearsal.
- ✦ The Sanctuary seats 375. The Commons can be set up with folding chairs to seat an additional 100 people.

Notes:

## WEDDING PROMISES

- (1) \_\_\_\_\_, I take you to be my wife (husband) from this time onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being.
- (2) I take you, \_\_\_\_\_, to be my wife (husband), I promise before God and these witnesses to be your faithful husband (wife), to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you and to join with you so that together we may serve God and others as long as we both shall live.
- (3) I take you, \_\_\_\_\_, to be my wife (husband), and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God; through the best and worst of what is to come as long as we live.
- (4) I take you, \_\_\_\_\_, to be my wife (husband) from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.
- (5) I, \_\_\_\_\_ take you \_\_\_\_\_, to be my wedded wife (husband), to have and to hold from this day forward, for better or worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance; and thereto I promise you my faithfulness.
- (6) I, \_\_\_\_\_ take you \_\_\_\_\_ to my wedded wife (husband), and promise you my faithfulness, till death us do part.

*You may write your own vows as long as they include a lifelong commitment of faithfulness and they are appropriate for a service of worship, which a wedding is.*

## POSSIBLE TEXT READINGS

*NRSV – Preferred Translation*

### Old Testament

Genesis: 1:26-31, 2:18-24

Ruth: 1:1-19a

Psalms: 23, 33, 34, 42, 61, 89, 100, 117, 127, 128, 136, 150

Song of Solomon: 2:10-13, 8:6-7

Isaiah: 62:1-5, 63:7-9

Jeremiah: 29:11-14

### New Testament

Matthew: 2:13-15, 2:19-23, 5:20-37, 19:4-6, 25:1-13

Luke: 2:25-40

John: 2:1-10, 4:1-11, 15:9-12

Romans: 12:1-2

1 Corinthians: 12:31-13:13

Ephesians: 5:21-33

Colossians: 3:12-15

1 John: 4:12

Other Biblical texts of your own choosing

Notes:

Lord of Life Lutheran Church  
PASTOR & WEDDING COORDINATOR'S WORKSHEET

Bride's name \_\_\_\_\_ Groom's name \_\_\_\_\_

Address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Approximate number of expected guests \_\_\_\_\_

Pastor \_\_\_\_\_

Mother & Father of the Bride \_\_\_\_\_

Mother & Father of the Groom \_\_\_\_\_

Will grandparents be attending the wedding? \_\_\_\_\_

Bride's grandparents \_\_\_\_\_

Groom's grandparents \_\_\_\_\_

Maid/Matron of Honor (legal name) \_\_\_\_\_

Best Man (legal name) \_\_\_\_\_

Female Attendants  
(in position order from maid/matron of honor)

Male Attendants  
(in position order from best man)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower girl \_\_\_\_\_  
age \_\_\_\_\_

Ring Bearer \_\_\_\_\_  
age \_\_\_\_\_

Ushers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which usher will show bride's grandparents in? (before parents) \_\_\_\_\_

Which usher will show groom's grandparents in? \_\_\_\_\_

Lector/Reader(s) \_\_\_\_\_  
Bridal couple to give Scripture references to readers and provide copies if necessary.  
Readers must come one hour before ceremony to practice if not coming to rehearsal.

Pianist \_\_\_\_\_  
(Needs to be contacted at least 3 months before the wedding)

Soloist(s) \_\_\_\_\_  
(Needs to be contacted at least 3 months before the wedding)

Instrumentalist(s) \_\_\_\_\_

Personal Attendant \_\_\_\_\_

Host/Hostess \_\_\_\_\_

Flower Pinner \_\_\_\_\_

Which of the following will you be using?

\_\_\_\_\_ Candelabra (2) (provide own candles that are trimmed and dripless)

\_\_\_\_\_ Unity Candle

If Unity candle is used, who lights the side candles? \_\_\_\_\_

Video Taping of the wedding? \_\_\_\_\_ By whom? \_\_\_\_\_

Photographer \_\_\_\_\_

Special Guests:

Guests utilizing Wheelchairs:

**REHEARSAL**

Date and time of rehearsal? \_\_\_\_\_

**PROCESSIONAL**

Will the bride be escorted down the aisle? \_\_\_\_\_ By whom? \_\_\_\_\_

Will the groom be escorted down the aisle? \_\_\_\_\_ By whom? \_\_\_\_\_

How will the attendants proceed down the aisle?      Couples      Men from Side/Bridesmaids Singly

**CEREMONY**

**Scripture Readings:**

**Songs:**

_____	_____
_____	_____
_____	_____

During the vows, what name does the couple wish to use? (full names, etc.)

\_\_\_\_\_

Who has the rings?\_\_\_\_\_

**RECESSIONAL**

How would you like to be introduced as a couple at the close of the wedding service?

I Present to you . . . \_\_\_\_\_

Who will usher out the guests?\_\_\_\_\_

Will there be a receiving line?\_\_\_\_\_ If yes, where?\_\_\_\_\_

Who would you like in the receiving line?\_\_\_\_\_

\_\_\_\_\_

**FOLLOWING THE CEREMONY**

Person in charge of cleaning candelabra (please use non-drip candles) and removing the candles, flowers, gifts, guest book, bulletins, etc. from the church following the ceremony?\_\_\_\_\_

\_\_\_\_\_

Person in charge of checking areas used (other than sanctuary) for any personal items left behind?

\_\_\_\_\_

**ITEMS TO BRING TO THE REHEARSAL**

- |                           |             |                  |                  |
|---------------------------|-------------|------------------|------------------|
| Marriage License          | Camera/Film | Service bulletin | CD's (if needed) |
| Guest book/pen            | Tape/Video  | Candles          | Steamer          |
| Safety pins/straight pins | Bobby pins  | Matches          | Card Basket      |
| Checkbook                 |             |                  |                  |

When will the following arrive?

Florist\_\_\_\_\_

Photographer\_\_\_\_\_

Videographer\_\_\_\_\_

## USHER GUIDELINES FOR WEDDING

Ushers:

You have been honored and challenged in being asked to serve as an usher at this wedding. Honored because the bride and groom have asked you to participate in their wedding ceremony. Challenged because they have asked you to do a very responsible job in setting the mood for their service. The following guidelines are offered to assist you in doing the best ushering job possible.

- ✦ You may be asked to be present for the pictures before the guests begin to arrive. Listen for instructions and be ready at the appointed time.
- ✦ You may be asked to light the aisle candles. Also, you may need to remove a row of chairs or add chairs.
- ✦ When seating the guests:
  - Ⓢ If there is a service folder, hand them one per couple when you get them to the pew where you wish to seat them (unless the service folders are on the guest book table).
  - Ⓢ If guests are carrying cameras, advise them that flash photo's are not to be taken during the ceremony.
  - Ⓢ Grandparents will be ushered in shortly before the beginning of the service.
  - Ⓢ Seat the bride and groom's parents in the front pews shortly before the bride enters.
- ✦ Please light the altar candles and candelabra (unless they have selected others to do this) 10-15 minutes before the service.
- ✦ During the service you are to remain **inside** the sanctuary so that:
  - Ⓢ you may assist any attendant or other guest who becomes ill
  - Ⓢ you may respond to any disturbance caused by others in or near the building
  - Ⓢ you will be ready for your responsibilities when the wedding is over.
- ✦ Once the ceremony is over, you are to:
  - Ⓢ Proceed down the aisle to bring out the parents of the bride first, and then the parents of the groom.
  - Ⓢ Bring out the grandparents of the bride and then the groom.
  - Ⓢ Usher out the remaining guests, starting from the front (if the bride and groom will not be ushering the guests out)
  - Ⓢ Do not have too many guests standing in line; they will be more comfortable sitting.
- ✦ When ushering, remember:
  - Ⓢ To be friendly and considerate
  - Ⓢ To be efficient and confident
  - Ⓢ To honor the requests of the bridal party
- ✦ Check with the bride and groom after all the wedding guests have been ushered out. The bridal party may have some requests for flowers, gifts or candles with which you can assist.

**LORD OF LIFE LUTHERAN CHURCH  
NURSERY LIABILITY RELEASE FORM**

I hereby release Lord of Life Lutheran Church from any liability from use of the nursery during our function at the church. If I choose to have someone staff the nursery during our event, I release Lord of Life from any liability if a child is injured during the use of the nursery. I also agree to pay damages to Lord of Life in the event of causing any damage to the nursery during our use of the nursery.

Couples are expected to provide their own nursery staff. Names of potential nursery staff provided upon request. Nursery staff set their own fees.

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Nursery User	Date
--------------	------

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Lord of Life Representative	Date
-----------------------------	------

**Lord of Life Lutheran Church**  
**REQUEST FOR CHURCH USE - WEDDING**

REHEARSAL DATE \_\_\_\_\_ Start Time of Event \_\_\_\_\_  
Arrival & Departure Times \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ Start Time of Event \_\_\_\_\_  
Arrival & Departure Times \_\_\_\_\_

NAME OF BRIDE AND GROOM \_\_\_\_\_

BRIDE'S ADDRESS \_\_\_\_\_  
Street City State Zip

GROOM'S ADDRESS \_\_\_\_\_  
Street City State Zip

BRIDE'S PHONE (day) \_\_\_\_\_ (evening) \_\_\_\_\_

GROOM'S PHONE (day) \_\_\_\_\_ (evening) \_\_\_\_\_

PASTOR OFFICIATING \_\_\_\_\_

**SPECIAL REQUESTS**

1. The number of chairs in the sanctuary is 375. The maximum number of chairs in the overflow area is 100.  
Do you need extra chairs to be set up in the Commons?  Yes  No If yes, how many? \_\_\_\_\_
2. Do you need any tables (for gifts, guest book etc.) set up in the narthex?  Yes  No  
If yes, how many and where? \_\_\_\_\_

**SOUND TEAM REQUEST**

1. Number of microphones needed? \_\_\_\_\_ Location of Mics (mark below)  
Piano \_\_\_\_\_ Soloist \_\_\_\_\_ Reader \_\_\_\_\_ Bride & Groom \_\_\_\_\_ Other \_\_\_\_\_
2. Do you need use of a CD, Cassette, or DVD player?  Yes  No

**ROOMS TO BE USED**

Sanctuary  Fellowship Hall  Commons  Nursery  Changing rooms

**FOOD RELATED ACTIVITIES**

Rehearsal Dinner  Informal snacking prior to ceremony  Reception

We do not allow the altar furnishings or Baptismal font to be moved. The pianos are NOT to be moved from room to room. The group or person using the facilities **MUST RETURN EVERYTHING** to the place and condition in which it was found. The church's general policies must be read and understood. If you have any questions, please call the church office at 218-828-9374.