

## **Appendix B: Documented procedures - services**

### **Wedding guidelines**

All weddings at University Lutheran are sacred worship services. The wedding has, at its center and focus, the grace of God and his love and support of the couple being married. Those who gather at the wedding are present to celebrate God's love and sacred blessing of the couple and to join in prayers for the blessedness of this marriage. With this understanding of the sacredness of this ceremony, please review some of the primary standards and policies of University Lutheran as you plan your wedding service.

- Each couple is expected to participate and complete an approved process of premarital instruction.
- A University Lutheran Pastor will conduct planning for the marriage service.
- Facilities must be booked through the ULC Administrative Assistant. Refunds will be at the discretion of the Administrative Assistant.
- The ULC Event Coordinator must be present at the rehearsal and the wedding.
- All worship service music, vocal and instrumental, will be sacred in nature.
- A University Lutheran pastor will normally officiate the wedding. Involvement of other clergy will be at the discretion of the lead pastor.
- No flash pictures will be taken during the service. Please note this in your wedding bulletin.
- Videotaping will be performed in designated locations.
- Consumption of alcohol or illegal drugs on site is prohibited. If there is evidence of abuse of alcohol or illegal drugs during the rehearsal or the wedding, those individuals abusing said substances will NOT participate in the wedding service.

### **Your wedding At University Lutheran**

A Christian wedding, as distinguished from a civil ceremony, is based on God's order of creation. The ceremony is a worship service in which the bridal couple invites their guests to join them in asking God's blessing upon their marriage. As such, it is a festive and joyous event with all present participating in prayer, praise, and thanksgiving to God. Please read this booklet carefully and understand that these guidelines are adhered to in all weddings at ULC.

### **Steps Leading To Your Wedding**

#### **1. Pre-Marital Counseling**

Pre-marital counseling is required for all couples married at ULC. This counseling will consist of using the PREPARE Inventory. Generally couples should plan on meeting with the pastor for four sessions; one to administer the inventory, two sessions for discussing the results of the inventory, and a fourth session to plan the wedding worship service. The purpose of this counseling is to help prepare the bridal couple for the adjustments common to marriage and, at the same time, to enhance our understanding of the Christian marriage with its joys and responsibilities. At these meetings the pastor will:

- determine that this marriage is in harmony with the teachings of the church,
- help you plan and arrange the wedding service, i.e., vows, scripture, music
- engage in any pre-marital counseling explorations deemed necessary.

#### **2. Wedding Rehearsal**

Arrangements for rehearsal time will be made at the initial appointment with the pastor. The purpose of the rehearsal is to acquaint the bridal party with their respective roles in the wedding service so that the service will be conducted in a relaxed and worshipful manner. It is important that all members of the bridal party, including the ushers and parents and musical participants, be present at the rehearsal. Rehearsal will begin at the appointed time. Generally rehearsals are to be scheduled between 5:00 PM and 7:00 PM the evening prior to the wedding. Remember that the rehearsal is held in the sanctuary. We ask that the bridal party dress and conduct be appropriate to the setting.

#### **3. Marriage License**

Ingham County: [http://www.ingham.org/CL/Vital\\_Records/Marriage\\_License\\_Info.htm](http://www.ingham.org/CL/Vital_Records/Marriage_License_Info.htm) Clinton County:

<http://www.clinton-county.org/clerk/marriage.htm> Eaton County:

[http://www.eatoncounty.org/Community\\_Services/Marriage.htm](http://www.eatoncounty.org/Community_Services/Marriage.htm)

So the wedding license may be typed, please drop the license off at ULC no later than the Wednesday prior to the wedding.

### **The Day of the Wedding**

#### **1. Time**

Please allow sufficient time to complete your photo session and be out of the sanctuary ½ hour before the worship begins.

#### **2. Guest Book**

A guest register may be placed in the narthex up to five minutes before the service. Late arrivals may sign the guest book after the service or at the reception.

#### **3. Gifts and Cards**

The wedding party couple assumes all responsibility for gifts brought to ULC. The wedding attendant is responsible for monitoring the gifts and collecting all cards with cash gifts.

#### **4. Rice**

The throwing of rice, confetti, or birdseed is not permitted anywhere on the church grounds.

#### **5. Alcohol**

Alcohol is not permitted on the ULC grounds or building. The pastor reserves the right to dismiss any person in the wedding party for the consumption of alcohol prior to the service.

#### **6. Smoking**

No smoking is permitted in the church or on church grounds, including the restrooms and dressing rooms.

#### **7. Food**

The wedding party may eat snacks and beverage in the Fireside room and Youth Room. Please make arrangements for cleanup. The fellowship hall is available for a reception after the worship service.

### **The Marriage Service**

The Christian wedding is a **worship service** in which guests, as well as the bride and groom, participate. Opportunities for congregational participation may be in the form of hymns, responsive readings, scripture readings, or prayers. A pastor of ULC must be in attendance at all weddings unless arrangements have been cleared ahead of time with the lead pastor. Prior to printing your wedding bulletin, please consult with the officiating pastor.

### **Sample Order of Service from the Evangelical Lutheran Worship.**

#### The Prelude

Selection #1 \_\_\_\_\_

Selection #2 \_\_\_\_\_

#### The Service

##### Entrance

Selection #1 \_\_\_\_\_

Selection #2 \_\_\_\_\_

##### Greeting

Declaration of Intention

Prayer of the Day

##### The Word

Scripture Reading #1 \_\_\_\_\_

Scripture Reading #2 \_\_\_\_\_

Vocal or Instrumental selection (optional) \_\_\_\_\_

Gospel

Meditation

Hymn of the Day (optional) \_\_\_\_\_

##### The Marriage

Vows

Giving of Rings

Acclamation  
Music option  
Lighting of the Unity Candle (optional)  
Blessing of the Marriage  
Prayers of Intercession  
(Communion Service inserted at this point if communion is added to service)  
The Lord's Prayer

The Sending  
The Peace  
The Dismissal

The Recessional  
Selection \_\_\_\_\_  
The Postlude

### Vows

- a. 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.
- b. I In the presence of God and this community, I, *name*, take you, *name*, to be my *wife/husband*; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.
- c. 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 until death parts us.
- d. 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.
- e. \_\_\_\_\_, 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 until death parts us.

If the couple wishes to write their own vows, the vows must be reviewed by the pastor and should express the commitment that the couple makes to one another with God's help.

### Other

No provision exists in the Evangelical Lutheran Worship for the bride to be "given" away. Rather, the parents of the couple may choose to publicly bless the union.

Holy Communion, if desired, should be extended to all and cannot be served privately to the couple. There is no theological tradition for the use of a unity candle; its use is optional.

### Suggested Scripture Readings

Genesis 1:26-31	Male and female made in God's image
Genesis 2:18-24	God creates male and female for each other
Ruth 1:15-18	
Psalms 19	
Psalms 33	
Psalms 100	
Psalms 117	
Song of Solomon 2:10-13	Love in the Spring
Song of Solomon 8:7	Unquenchable love
Isaiah 42:5-9	Isaiah 43:1-3a
Isaiah 61:10-11	

Isaiah 63:7-9	
Jeremiah 31:3	
Jeremiah 32:37-40	
Matthew 7:24-29	
Matthew 19:4-6	One flesh
John 2:1-10	Jesus at the wedding at Cana
John 15:9-12	Love one another
John 13:33-35	
Romans 12:1-2	A living sacrifice to God
Romans 15:4-6	
1 Corinthians 13:1-13	Paul's hymn to love
1 Corinthians 16:14	
Ephesians 5:21-33	Marriage reflects Christ's love for church
Philippians 2:1-11	
Philippians 4:4-9	
Colossians 3:12-17	
1 Peter 1:22	
1 John 3:18-24	
1 John 4:7-12	
1 John 4:16-21	

## Music

Music for the wedding ceremony should be chosen carefully so as to be meaningful for the bridal couple and still preserve the reverence of the service. Music used in the service may be instrumental and/or vocal. "The living voice of the gospel is proclaimed with integrity through music that is live: that is, music led by people present in the assembly, music that uplifts the primacy of the assembly's voice, and music that avoids the use of technology to replace human leadership and participation." (Principles of Worship M12d) The selection of music for your wedding service should be made in consultation with both the Director of Music and the Pastor. The texts should reflect the praise of God, the steadfast love of Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God's presence and blessing.

## Director of Music

The Director of Music will be contacted at the same time arrangements are being made for reserving the calendar date, the use of the church sanctuary and/or fellowship hall, and pastor. These things should be done first before reserving anything else.

## Organist Fees:

The organist's fee for the wedding includes the following:

- A planning meeting with the wedding party to help select music.
- Rehearsal with the soloist (s) either before the wedding rehearsal or the wedding ceremony. (This must be scheduled with the organist.)
- Playing for the wedding rehearsal.
- Playing for the wedding ceremony which includes prelude music and music following the recessional.
- If you choose an organist who is not from ULC, the organist from ULC must still be contacted.

The fee paid shall be made payable directly to the organist at the rehearsal.

## Musician Fees:

Refer to fee schedules found in [ULC facility use application / agreement / damage deposit form](#) available from University Lutheran Church's Administrative Assistant.

## Facilities

The sanctuary can seat about 350 people. The fellowship hall is also available for receptions. If it is to be used, it should be reserved when the wedding is placed on the church calendar. The fellowship hall will accommodate up to 200 people for a meal. The Student Lounge and the Fireside Room are available for dressing.

## **Decorations**

Part of the beauty of ULC's sanctuary is the simplicity of its decor. The use of flowers and greenery for a wedding service can distract from the worshipful setting of these facilities. No decorations are to be used that will hide any of the symbols of worship from view of those in the sanctuary. The seasonal colors of the church will not be changed and the furniture in the alter area cannot be moved. No tacks, nails, staples, or undesignated tape are to be used in the hanging of decorations. Decorations may not be used which will mar the woodwork, pews, or painted walls. If the sanctuary has been decorated for a special season, such as Advent or Christmas, permission must be obtained to make any changes.

## **Photography**

There are several advantages to having formal pictures taken prior to the service. The bridal party will be the freshest and composure, no doubt, is at its best. This also shows courtesy to the guests by not delaying the reception. You must be sure to leave the sanctuary ½ hour before the service begins. Additional pictures can be taken outside the building or in other areas of the church. No flash pictures are permitted during the service. The photographer is restricted to the rear of the church. There should be no movement of the photographer in the sanctuary during the wedding ceremony. Also, no church furnishings shall be moved for pictures.

## **Videotaping**

The use of videotaping equipment is permitted if these above guidelines are followed and the taping does not upstage the dignity of the wedding ceremony. This activity should be checked out with the pastor.

## **Wedding Bulletins**

Wedding bulletins are the responsibility of the wedding party. The officiating pastor must approve a draft copy.

## **Sound System**

The sound system is to be only run by ULC staff or a qualified ULC sound technician. Elaborate requests may entail additional fees.

## **Wedding Fees**

Weddings involve some extra services that the church does not underwrite. ULC makes every effort to assist in keeping the costs to a minimum. Facilities use and fees can be found in the Use of University Lutheran Church Facilities Policy and Table 3: ULC facilities use request form and applicable fees. Separate checks should be written for the charges. Fees for the building use should be written to University Lutheran Church. The organist, and vocalists and/or instrumentalists should be paid separately with checks made payable to each one of them.