

Emanuel Lutheran Church

Wedding Policies & Guidelines



*The guidelines and policies in this booklet were
adopted by Church Council on 9/15/2019*

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Wedding Policy & Guidelines

Congratulations on your upcoming wedding! Your siblings in Christ at Emanuel Lutheran Church hope that the expectations and guidelines that follow will aid you in planning this special day. We hope and pray this time of preparation will be a time that you and your future spouse can spend some intentional time reflecting on your faith. Please review the following notes and be in touch with the pastor if you have specific questions. He will be in touch with you throughout the preparation process, especially to arrange for premarital counseling sessions.

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Forms Enclosed:

- Agreement
- General Information Sheet
- Bulletin Information Sheet
- Church Facilities Request Form
- Social Hall Facilities Request Form

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Requirements

Persons desiring to be married at Emanuel Lutheran Church must meet the following requirements:

1. **Have a valid New Jersey marriage license, acceptable for use in Salem County.** The marriage license is to be given to the minister at the time of the rehearsal. The license and the marriage certificate are signed by the best man and maid or matron of honor, in the presence of the pastor, just prior to the service.
2. **Have completed premarital counseling** (3 sessions minimum) with Emanuel's pastor OR present evidence before the wedding date of having completed premarital counseling with another minister.
3. **Previously married individuals should present a statement of the status of the previous marriage(s).**
4. **Clear the date for the wedding with the pastor/Congregational Council** if using church facilities (see "Reserving the Church" and "Reserving the Social Hall")

Doctrine of Marriage

The Triune God reveals a clear, consistent word regarding marriage and sexuality in Holy Scripture. He establishes marriage as the intimate relationship of a man and a woman to be ended only in death:

So God created man in his own image, in the image of God he created him; male and female he created them. (Genesis 1:27)

Therefore, a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh. (Genesis 2:24)

Article 6 of The Common Confession, the Appendix to the NALC Constitution, summarizes the Scriptural witness to God's will for marriage and family:

"We believe and confess that the marriage of male and female is an institution created and blessed by God. From marriage, God forms families to serve as the building blocks of all human civilization and community. We teach and practice that sexual activity belongs exclusively within the Biblical boundaries of a faithful marriage between one man and one woman."

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Therefore, in obedience to our Lord and in submission to the authority of Scripture over all matters of faith and life, Emanuel Lutheran Church strives to ensure that all of its preaching, teaching and practices are in accord with God's will for marriage and sexuality and will provide wedding services for only the union of one man and one woman.

Reserving the Church

To reserve a wedding date at Emanuel, the couple must submit a *Church Facilities Request*. The form is included in this packet of information. There are two primary contingencies that must be met before a date will be confirmed on the church calendar. First, the minister to officiate the wedding must be secured. Second, dates for all functions must be reviewed by the pastor and Council to ensure there are no conflicts with other ministry plans. Once approved, a \$50 non-refundable deposit is required to secure your wedding date.

There are several dates for which a wedding will not be confirmed. Weddings will not be scheduled in conflict with regularly scheduled church activities (i.e., Sunday School, Worship Services, Vacation Bible School, etc.) They will not be scheduled on major church holidays, including Christmas Eve/Day, Easter weekend and during Holy Week. If a church activity is already scheduled for the same weekend as the wedding request, it will not be moved to accommodate the request, nor will a confirmed wedding date be moved for a church activity.

Emanuel Lutheran Church asks friends and members using the church to be respectful of these Guidelines, which assist in sharing the facility with many people and groups. More than one service or event may be scheduled on a day or a weekend; therefore, timeliness is vital.

Reserving the Social Hall

If the couple is interested in reserving the Social Hall for their Reception or other purposes, they must complete a *Facilities Request Form*. Please note that the Social Hall has a separate set of guidelines, limitations and fees for use. (see *Social Hall Request Form* for more information)

Property Logistics

We ask that the prospective bride and groom meet at least once with our property chairperson. The meeting should be scheduled no later than two weeks before the ceremony. This will help ensure that available spaces (for dressing, etc.) can be established, proper procedure is

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maintained regarding heating/air conditioning/sound/other space issues, and that it is clearly established when the church will be opened/closed at the beginning and end of the events.

Consider carefully the time you set for both rehearsal and wedding ceremony. As good stewards, Emanuel takes God's time seriously; thus, we expect to start weddings and rehearsals on time. It is a matter of "common courtesy" to be on time. Emanuel allows approximately three hours for all weddings, from the arrival of guests until the wedding party leaves after the reception line and/or photography.

Elements of the Ceremony

- *Minister*

If the couple is desirous of utilizing the services of a minister who is not Emanuel's pastor, he or she must be approved by Emanuel's pastor and be an individual of like faith and practice. Contact information for this pastor must be provided in order to allow our pastor to set up a brief interview. A date for the use of our facilities may be confirmed after the interview, with the approval of the pastor/council.

- *Music*

We are dedicated to the worship of God. A wedding ceremony is intended to be a worship service; thereby, the music chosen for use in the ceremony should reflect the sacred nature of the place and event. Music that is not sacred in nature or designed specifically for use in the church must affirm the lifelong commitment required of marriage and the spiritual nature of the ceremony. A song celebrating only the physical or romantic nature of love will likely not be appropriate. **We request that all music choices be submitted to the pastor for approval.** Recordings, particularly of contemporary artists' music, are helpful. Music should be submitted two weeks prior to the ceremony so that neither the pastors nor the participants are pressed for time if a song is not approved. It is appropriate for the congregation to sing.

- *Musicians*

The wedding party is free to enlist the musicians of their choice. If an organist is desired, we recommend that our organist be consulted first. (see *Personnel & Other Fees*). If Emanuel's organist is unavailable for a wedding date, the couple will be responsible for securing an alternate with the aid of the pastor, as needed. Outside soloists and/or musicians must be approved by the Pastor and/or our church musician.

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- ***Technical***

The church has microphones, an organ and a piano that may be used for the service. Any other sound equipment or instrumentation must be secured/set up by the wedding party.

- ***Worship Service***

The Lutheran Service of Marriage may be found in the Lutheran Book of Worship hymnal (LBW) on page 202. There are certain elements of the service which are adaptable or optional and others which are not. Part of the premarital counseling sessions will include a review of the service, where the couple will be invited to make pertinent decisions regarding the worship service itself. This includes things like hymns, vows, etc.

- ***Bulletins***

The church is able to print bulletins. If the couple desires a bulletin to be created and printed by the church, they shall submit the appropriate amount of covers and the standard paper of their choice and pay the appropriate fees. (see *Fees*)

If other information (see *Bulletin Information Form*) is to be listed in the bulletin, the couple shall submit this information six weeks prior to the ceremony so that there is time for corrections and adjustments, as needed. After all information is received, the couple will receive a draft bulletin to review. All **final** corrections and adjustments to the bulletin, including information about number of copies, format, extra information, etc., must be given to the pastor no later than two weeks before the ceremony.

- ***Flowers and Candles***

Arrangements for flowers are the responsibility of the couple. The use of candles is limited by the fire department to the Chancel area. The cross, missal and altar candles (items on the altar) must remain in position and not be covered or hidden.

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• ***Personnel and Other Fees***

All applicable fees are to be paid four weeks in advance of the wedding.

Personnel and Other Fees+	
Organist: Rehearsal & Wedding	\$150
Each additional rehearsal	\$50
Custodial	\$50
Facility Rental/Church (member)	Donations accepted
Facility Rental/Church (non-member)	\$150
Facility Rental/Social Hall	See Social Hall <i>Facilities Request Form</i>
Clergy (member)	Honorariums accepted*
Clergy (non-member)	\$150
Bulletins	Quoted upon request

*An honorarium to the minister is in appreciation of his time in counseling and conducting the rehearsal and wedding.

+All wedding parties are subject to applicable personnel fees.

All fees are payable directly to Emanuel Lutheran Church.

Photography & Videography

So that a photographer or videographer does not become a distraction to the ceremony while “capturing” the moment, we ask that...

- Photographers refrain from flash photography during the ceremony, except for the processional and recessional.
- Videographers refrain from placing auxiliary lighting for use during the ceremony.
- Photographers and videographers refrain from moving constantly about the room. Please find a best spot and record the ceremony from that place. (Upon request, the Pastor will remain vested after the ceremony to “re-pose” any ceremony pictures desired.)
- They and all other personnel dress in a manner that shows respect for the bride & groom and the spiritual nature of the event. (Jeans and a t-shirt would be in very poor taste.)

The couple is responsible for passing these guidelines along to their photographers and videographers and securing their consent.

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General Wedding Policies

The following activities are restricted or not permitted:

- Alcoholic beverages are not to be supplied or consumed anywhere on the church campus. This does not apply for the sacrament of Holy Communion for which the church will provide the elements.
- The use of illicit drugs or controlled substances by a member of the wedding party will not be accepted.
- Smoking is not permitted anywhere in or around the buildings.
- Rice, confetti or glitter is not to be used to shower the bride & groom; however, bubbles or birdseed are acceptable.
- No pets are allowed on the premises. (Service dogs do not fall under this prohibition.)
- No food or drink is permitted in the Sanctuary, except for items needed for the observance of the Lord's Supper.
- The church furniture in the sanctuary or downstairs rooms may be moved only under the supervision of the custodian or other staff member. The wedding party is responsible for returning the furniture to its original location after the wedding.
- No tape is to be placed on any walls or furniture in the facility. You may use sticky tac.
- If candles are to be used, they must be dripless.
- The church does not provide flowers, decorations, tablecloths, punch bowls, tableware, candles, or other such equipment. These are the responsibility of the wedding party.
- If cars are decorated by family and friends, they should arrange to remove any debris from the parking lot or other areas.
- The church does not allow rehearsals or weddings to take place when ANY member of the wedding party is under the influence of drugs or alcohol.

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Scripture Suggestions

The following is a list of scripture lessons suitable for the service. Normally, one reading is selected from each of the following categories.

The First Reading:

Genesis 1:26-31	Genesis 2:18-24
Proverbs 3:3-6	Song of Solomon 2:10-13
Song of Solomon 8:6-7	Isaiah 63:7-9
Jeremiah 31:31-34	

The Psalm:

Psalm 67	Psalm 100	Psalm 117
Psalm 121	Psalm 127	Psalm 128
Psalm 150		

The Second Reading:

Romans 12:1-2, 9-18	1 Corinthians 12:31-13:13
Ephesians 3:14-19	Ephesians 5:1-2
Philippians 4:4-9	Colossians 3:12-17
First John 3:18-24	First John 4:7-16

The Holy Gospel:

Matthew 5:1-10	Matthew 5:14-16
Matthew 7:24-27	Matthew 19:3-6
Matthew 22:35-40	Mark 10:6-9
John 2:1-11	John 15:9-17

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Wedding Music Suggestions

All hymn numbers are from the **Lutheran Book of Worship** or **With One Voice**.

Composer	Title	Genre
Nicolai	O Morning Star, How Fair and Bright	Hymn 76
Nicolai	Wake, Awake, for Night is Flying	Hymn 31
Schalk	Now the Silence	Hymn 205
Cruger	Soul, Adorn Yourself with Gladness	Hymn 224
Barnby	O Perfect Love	Hymn 287
Prichard	Hear Us Now, Our God and Father	Hymn 288
Strom	Heavenly Father, Hear Our Prayer	Hymn 289
Prichard	Love Divine, All Loves Exceling	Hymn 315
Croft	O God, Our Help in Ages Past	Hymn 320
Williams, Ralph	Come, My Way, My Truth, My Life	Hymn 513
Beethoven, L.V.	Joyful, Joyful, We Adore Thee	Hymn 551
SBH 434	Beautiful Savior	Hymn 518
Cruger	Now Thank We All Our God	Hymn 534
Ylvisaker	Borning Cry	Hymn 770
Bach, J.S.	Arioso	Organ Prelude
Bach, J.S.	When Thou Art Near	Organ Prelude

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Composer	Title	Genre
Bach, J.S.	Jesu, Joy of Man's Desiring	Organ Prelude
Von Beethoven, Ludwig	Joyful, Joyful We Adore Thee	Organ Prelude or Postlude
Brahms	St. Anthony Chorale	Organ Prelude
Franz	Dedication	Organ Prelude
Handel, G.F.	Air	Organ Prelude /Processional
Handel, G.F.	Arioso	Organ Prelude
Irvine	The Lord's My Shepherd	Organ Prelude
Landohl	Eternal God, Before Thy Throne	Organ Prelude
Pachelbel, Johann	Canon in D	Organ Prelude
Marcello	Psalm XIX	Organ Postlude
Schultz	In Thee is Gladness	Organ Prelude /Postlude
Clark, Jeremiah	Trumpet Voluntary	Processional /Recess
Purcell, Henry	Trumpet Tune	Processional /Recess
Rodgers, Richard	Wedding Processional	Processional
Mendelssohn, Felix	Wedding March	Processional
Barnby	O Perfect Love Vocal	Solo Organ Solo

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Composer	Title	Genre
Bradbury	Savior, Like a Shepherd Lead Us	Vocal Solo /Organ Solo /Hymn
Dunlap	Wedding Prayer	Vocal Solo
Malotte	The Lord's Prayer	Vocal Solo /Prelude
Schubert, Franz	Ave Maria	Vocal Solo
Stuckey, Paul	Wedding Song (There is Love)	Vocal Solo