



# GRACE LUTHERAN CHURCH & SCHOOL

## Wedding Manual



Grace Lutheran Church & School

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GRACE LUTHERAN  
CHURCH & SCHOOL

Dear Loved Ones,

A Christian wedding is first and foremost a worship of God. It begins in His Name: Father, Son and Holy Spirit. We ask His blessing upon it. And it is regulated by God's commandments and is only entered into according to His will.

In a Christian marriage, two people come before God's altar to exchange promises of love and fidelity for a lifetime. These are sacred moments. Just as Moses stood before God on the mountain, so too the couple stands upon Holy Ground—Holy because God meets them, redeems them and blesses them, thus making the union Holy.

It is often an unspoken expectation that the Church is obliged and exists to provide wedding services regardless of circumstances. But, a Christian wedding is much more than tradition or sentimentalism. The Christian Wedding is a worship of God. It is not within the Church's ability or obligation to conduct worship services for the non-Christian.

I believe your wedding will be more meaningful to you, your families and your guests when careful concern is given to the sanctity of the Church and the worshipful nature of the marriage service. The following policies and guidelines for the ceremony, logistics, things to consider and fees have been established to accomplish these purposes.

If you have any additional questions, please don't hesitate to ask.

I pray your marriage will be a long and blessed one.

Sincerely,



Rev. Michael L Mueller

## CEREMONY

### Your Wedding Team

So that all things may “*be done decently and in order*” (I Corinthians 14:40), Grace Lutheran Church and School (GLCS) has assembled a wedding team to help with planning your ceremony at the church and to answer any questions. The team consists of:

Pastor	Rev. Michael Mueller
Church Secretary	Teri Morgan
Organists	Carol Jackson
Worship Chair	Nickci Escamilla
Parish Life	Sandy Garland

Substitutions must be approved by the Pastor; however, administrative fees will still be applicable.

### Scheduling

It is advisable to plan your wedding ceremony at least four months in advance. Your preferred date should be approved by the Pastor to ensure that there will be no conflicts. Please note that weddings may not be scheduled during Holy Weeks of Easter and Christmas, without special permission.

Weddings must be coordinated with the Church’s and School’s usage of the facilities. When the school is in session, the Parish hall may not be available, especially when lunch is being prepared and served.

The schedule date for use of the church, kitchen and parish hall are not considered “firm” until the deposit fees are paid to the church office. Don’t find yourself disappointed by forgetting to pay the deposit. There are separate deposit fees for the church (narthex & nave) and the reception hall (kitchen & parish hall).

### Officiant

The Pastor of this church is the official officiant of all weddings at the church. Any rostered Lutheran Church—Missouri Synod Pastor may be invited to participate with the GLCS Pastor’s consent.

Clergy from other Christian churches may be used to read the lessons, provided they are not acting in an “official capacity”, e.g. robed or vested. Only the Pastor may preach and officiate for the marriage ceremony.

### Music

The wedding service music should focus on keeping reverence, observed upon entering the House of the Lord. Therefore, the Pastor must approve all music used during the ceremony.

Since the wedding ceremony is a Christian worship service, all music must be both Protestant and Christian in character. The Pastor can provide you with a list of appropriate

musical selections for the prelude, processional and recessional. Music may be also be provided using the sound system and a pre-recorded CD, such as follows:

### **Prelude**

- 3:38 Gymnodedie – Satie
- 5:24 Air from the Water Music – Handel
- 5:32 Arioso in A – Bach
- 3:09 Largo from Xerxes - Handel

### **Processional (one or more)**

**Cross, Groomsmen, Best Man, Bridegroom and Pastor**

**Seating of the Mothers and Grandmothers**

**Entrance of Bride’s Maid of Honor, Bridesmaids**

- 2:57 The Lord’s Prayer - Mallote
- 5:27 Canon in D - Pachelbel
- 3:13 Trumpet Voluntary - Clarke

**Entrance of the Bride**

- 2:58 Fanfare Rejoicing - Major A. Richards

### **Recession of the Bridal Party**

**Cross, Couple, Bride’s Parents, Groom’s Parents, Pastor**

- 1:38 Rejoicing from the Royal Fireworks – Handel

### **Prelude**

- 3:09 Ave Maria – Bach
- 4:16 Sleepers Wake – Bach
- 3:30 Ode to Joy - Beethoven

### **Rehearsal**

The church wedding team will meet with the entire wedding party at the time of rehearsal (usually the night before the wedding) and will explain the procedures to be followed during the wedding ceremony. All who are expected to play a role in the actual ceremony will need to be at the rehearsal.

Normally, allow 2 hours for the rehearsal. Ushers must attend.

### **License**

You will need to have a wedding license before you can get married. Pastor will not be able to perform the ceremony without a wedding license—no exceptions. Please check with your governmental offices in your county of residence for applications and procedures.

## **Counseling**

Counseling is a required part of marriage preparation. On average, eight counseling sessions with the Pastor are scheduled—more if needed.

1. God's Image—the roles of Men and Women in marriage
2. Living as One—living as a Christian couple
3. Gender Differences—language of men and women, conflict resolution
4. Communications—relationship analysis
5. Finances—cash flow, budgeting, investing, cooperative decisions
6. From Me to We—part one
7. From Me to We—part two
8. Wedding—planning the ceremony, music

The use of the 'Me to We' is free and all materials are provided at no charge. In place of the program 'Me to We', the Pastor can also use the Prepare and Enrich program published and administered by Life Innovations and designed by David Olson, Ph. D. and Amy Olson. If it is used, the current cost of scoring the Prepare and Enrich program is \$35. It is payable to GLCS at the time the survey is administered.

## **Wedding Reception**

Our parish hall can be available for wedding receptions and should be booked when the wedding is scheduled. A separate facility use and clean-up deposit is required. Please reference the fee schedule for this information.

## **LOGISTICS**

### **Seating Capacity**

The nave seats 300 people comfortably.

### **Decorations**

Our nave provides a setting for a sacred service. Flowers may be placed on the two sconces on either side of the chancel, but no decorations are allowed on the altar or on the communion rail. The pews may be decorated, but no nails, screws, wire or anything that may scratch or damage the pews may be used. The altar cloth and Officiant's stole will reflect the season of the church year.

### **Candles**

The three wall sconce candles and Christ candle are lit for every wedding service

### **Photography/Video**

Christian weddings are to be observed with proper dignity. Photographs may be taken during the processional and recessional only. During the service, it is our policy that no photographs are to be taken under any circumstances. Any photographers present should be made aware of this. It is the obligation of the bride's and groom's families to communicate

this information to all who might attend. Posed photos can be taken before (strongly preferred), or immediately after the ceremony.

Fixed, unattended videotaping of the ceremony can be done from the side of the church using a tripod. No roving videographer is permitted.

### **Wedding Picture Check List**

This checklist can help you and your photographer with photo ideas. It is not meant to be exhaustive and should only be used as a guideline. It is a good idea to get with your photographer prior to your wedding date to determine what photos you want and what photos are not needed. Remember that it is your wedding, not your photographer's.

If you want lots of candid or a photojournalistic style photos, don't bog your photographer down with an exhaustive checklist of posed photos. They will be constantly referring to the notes and gathering people while missing the candid photo opportunities.

#### **Pictures Posed in Church Before Ceremony**

- |   |  |
|---|--|
| <input type="checkbox"/> Bride & groom kneeling           | <input type="checkbox"/> Exchange of rings & vows  |
| <input type="checkbox"/> Father giving bride away         | <input type="checkbox"/> Pronouncement of marriage |
| <input type="checkbox"/> Formal of bride & groom together | <input type="checkbox"/> Groom kissing the bride   |
| <input type="checkbox"/> Couple with parents              | <input type="checkbox"/> Couple with families      |
| <input type="checkbox"/> Couple with attendants           | <input type="checkbox"/> Couple with pastor        |

#### **Pictures Taken Before Ceremony**

- |  |  |
|--|--|
| <input type="checkbox"/> Bride getting hair done           | <input type="checkbox"/> Nave of church              |
| <input type="checkbox"/> Exterior of church                | <input type="checkbox"/> Narthex of church           |
| <input type="checkbox"/> Bride dressing for ceremony       | <input type="checkbox"/> Groom dressing for ceremony |
| <input type="checkbox"/> Bride, full length solo           | <input type="checkbox"/> Groom, close-up             |
| <input type="checkbox"/> Bride with parents                | <input type="checkbox"/> Groom with parents          |
| <input type="checkbox"/> Bride with siblings               | <input type="checkbox"/> Groom with siblings         |
| <input type="checkbox"/> Bride with grandparents           | <input type="checkbox"/> Groom with grandparents     |
| <input type="checkbox"/> Bride with maid (matron) of honor | <input type="checkbox"/> Groom with best man         |

#### **Pictures Taken Before Ceremony (continued)**

- |   |  |
|---|--|
| <input type="checkbox"/> Bride with all attendants            | <input type="checkbox"/> Groom with bridesmaids    |
| <input type="checkbox"/> Bride with groomsmen                 | <input type="checkbox"/> Groom with groomsmen      |
| <input type="checkbox"/> Bride with ring bearer & flower girl | <input type="checkbox"/> Groom with pastor         |
| <input type="checkbox"/> Attendants getting ready             | <input type="checkbox"/> Attendants outside church |

### Pictures Taken at Beginning of Ceremony

- Pastor and groom waiting for bride
- Parents being seated
- Bridesmaids walking down aisle
- Everyone at front of church
- Flower girl & ring bearer
- Maid of honor & bridesmaids
- Bride & father walking down aisle

### Pictures Taken at End of Ceremony

- Recessional of bride & groom
- Reception line exiting church

### Pictures at Reception

- Close-up of rings
- Cake table
- Cutting the cake
- Couple feeding cake to each other
- Best man toasting couple
- Musicians / DJ
- Candid photos of guests
- Newlyweds first dance
- Father's dance with bride
- Flower girl & ring bearer dance
- Wedding party dance
- Guests dancing
- Groom cutting groom cake
- Gift table

### Pictures at End of Reception

- Bride tossing bouquet
- Maiden catching bouquet
- Newlyweds getaway
- Groom tossing garter
- Man catching garter
- Getaway car leaving

### Pictures at Post Reception Party

- Post reception party
- Parents together

## OTHER THINGS TO CONSIDER

### Homily Lesson Suggestions

Genesis 2:18-24	Philippians 2:1-5	Ephesians 5:21-33
Ecclesiastes 4:12	Matthew 19:4-6	I John 1, 2, 4:16-17
I Corinthians 13	I Peter 3	Joshua 24:1-2a, 14-18
John 6:51-58	Ruth 1:16-17	Psalm 23
John 2:1-11	Psalm 100	Ephesians 2:8-10
Psalm 128	Philippians 4:4-7	John 13:34-35

## Conduct

It is expected that the members of the wedding party and guests will conduct themselves in a manner befitting the atmosphere of a place of worship. Prior to the rehearsal and the wedding, we expect the members of the wedding party to refrain from the use of alcoholic beverages in the church building. Smoking is not permitted in the church building or campus anywhere or at any time. Responsible use of alcohol may be permitted in a reception in the parish hall with prior approval.

## Send-Off

Throwing birdseed or rice, or releasing balloons or doves is prohibited for the bride and groom's send-off. Please consult Pastor for what is appropriate.

## FEES

Fees and Honorarium for the Pastor, Music Director, Organist, Wedding Coordinator, building usage and administrative costs should be paid at the rehearsal. The fees can be given to the wedding coordinator. Please see the fee schedule below for an itemized list of fees.

<u>Who or What</u>	<u>Active Members</u>	<u>All Others</u>
Pastor	discretionary	\$300
Organist (if used)	\$50	\$100
Music Director (if used)	\$50	\$100
Soloist (if used)	\$50	\$100
Wedding Coordinator (if used)	\$75	\$150
Nave	free	\$200
Parish Hall	\$75	\$200
Kitchen	\$75	\$200

Pastoral Services: There is no set fee for active members. It is at the discretion of the Wedding Party as an expression of gratitude for time and effort spent in counseling, preparations and conducting the wedding.

## Cleaning Deposits

Please note that the church requires a refundable \$200 cleaning deposit for the nave and narthex, due at the time of scheduling the wedding.

Since most weddings take place on a Saturday and the church has regularly scheduled worship services on Sunday morning, cleaning is required after the wedding. It is the obligation of the wedding party to make sure the nave and church are left as they were found. If the cleaning is up to par, the \$200 deposit will be returned; otherwise it will be paid to the cleaning staff.

### **Reception Usage and Deposit Fees**

The fellowship hall and kitchen have a separate refundable \$200 clean-up fee.

If a caterer is used, proper arrangements will need to be made for the caterer to access the building before the wedding for set-up, and after the wedding reception for clean up. The caterer is responsible for cleaning the kitchen which includes removing any garbage created by food preparation. If the kitchen and/or fellowship hall are not cleaned in a timely manner, the cleaning deposit will not be refunded.

If no caterer is used, the Wedding Party is responsible for clearing all food and drink from the fellowship hall, washing any plates, silverware or serving dishes, and returning all furniture to its original place immediately following the reception. Failure to perform these tasks may constitute forfeiture of all or a portion of the Security Deposit.

Remember that the church building must be cleaned and vacated no later than 10:00 p.m. sharp the day of usage!

### **Facilities Policy Regarding Same-Sex Unions**

The marriage policy of Grace Lutheran Church and School, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Ephesians 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in both the Old and New Testaments (Leviticus 18:22, 24; 20:13; I Corinthians 6:9-10; I Timothy 1:9-10) as contrary to the Creator's design (Romans 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

# Wedding Day Emergency Kit

A checklist of things every bride to have for her wedding day.

## Grooming

- |   |   |
|---|---|
| <input type="checkbox"/> hand lotion, wet wipes     | <input type="checkbox"/> curling iron, hot rollers            |
| <input type="checkbox"/> tissues                    | <input type="checkbox"/> hairdryer                            |
| <input type="checkbox"/> cotton balls, cotton swabs | <input type="checkbox"/> brush, comb                          |
| <input type="checkbox"/> makeup                     | <input type="checkbox"/> hairspray, hair gel                  |
| <input type="checkbox"/> makeup remover             | <input type="checkbox"/> bobby pins, hair elastics, barrettes |
| <input type="checkbox"/> lipstick in shade worn     | <input type="checkbox"/> headband or clips to pull hair back  |
| <input type="checkbox"/> nail polish in shade worn  | <input type="checkbox"/> toothbrush, toothpaste, floss        |
| <input type="checkbox"/> nail polish remover        | <input type="checkbox"/> mouthwash                            |
| <input type="checkbox"/> nail file                  | <input type="checkbox"/> baby powder                          |
| <input type="checkbox"/> tweezers                   | <input type="checkbox"/> deodorant                            |
| <input type="checkbox"/> small grooming scissors    | <input type="checkbox"/> perfume                              |
| <input type="checkbox"/> small hand towel           | <input type="checkbox"/> lint brush                           |

## Attire

- |   |  |
|---|--|
| <input type="checkbox"/> clear nail polish for pantyhose runs | <input type="checkbox"/> safety pins/sewing kit w/dress colors |
| <input type="checkbox"/> extra earring backs                  | <input type="checkbox"/> sewing tape (for rips or hems)        |
| <input type="checkbox"/> extra buttons                        | <input type="checkbox"/> small scissors (for thread)           |
| <input type="checkbox"/> flat shoes for the reception         | <input type="checkbox"/> club soda or other stain remover      |
| <input type="checkbox"/> extra pantyhose                      | <input type="checkbox"/> iron                                  |

## Health/Medical

- |  |   |
|--|---|
| <input type="checkbox"/> antacid                 | <input type="checkbox"/> bandages                           |
| <input type="checkbox"/> Benadryl, prescriptions | <input type="checkbox"/> Pepto-Bismol                       |
| <input type="checkbox"/> aspirin, pain relievers | <input type="checkbox"/> feminine hygiene (tampons, liners) |

## Miscellaneous

- |  |   |
|--|---|
| <input type="checkbox"/> directions to church / reception    | <input type="checkbox"/> small flashlight                 |
| <input type="checkbox"/> breath mints                        | <input type="checkbox"/> folding utility knife            |
| <input type="checkbox"/> cell and home phone numbers of all  | <input type="checkbox"/> duct tape                        |
| <input type="checkbox"/> contact information for all vendors | <input type="checkbox"/> Bible                            |
| <input type="checkbox"/> snacks                              | <input type="checkbox"/> cooler (juice and bottled water) |