

*Wedding
Guidelines and
Procedures*



Redeemer Lutheran Church

Marriage

May the Lord bless your wedding day!

Your wedding day is one of the most important days in your life. In addition to the beautiful flowers, decorations, tuxedos and dresses, the music, the family and friends, your wedding is also a time to give thanks to God for this special moment in your life, and to seek the blessing of the One who instituted marriage, graced the wedding at Cana with His presence, and promised to bless forever all who believe in Him as Savior.

For these reason weddings at Redeemer are not just about getting people together in a nice building for a grand celebration; weddings at Redeemer are a worship experience in the fullest sense, where Jesus Christ brings together a man and woman under His word and with His blessing.

Redeemer's *Wedding Guidelines and Procedures* document will help you walk through the many details of getting ready for this very special day.

May the Lord bless you as you prepare for your wedding day!

Planning Your Wedding

SCHEDULING YOUR WEDDING

To schedule your wedding, call the church office (272-7973) and ask to fill out a wedding contract. At that point you will receive a copy of Redeemer's *Wedding Guidelines and Procedures* (this document), and the wedding contract. Fill out the wedding contract immediately and return it to Redeemer. If there are no conflicts, your wedding and rehearsal dates will be entered into the Church Facilities Use calendar. NOTE: Weddings will NOT be entered into the church calendar until the wedding contract is received. A copy of Redeemer's *Wedding Guidelines and Procedures* is also available on our website, www.redeemerric.org.

In selecting your wedding date, please be considerate of the times and seasons of the Church Year. Due to the sacred nature of the season, weddings will not be held during Lent, as well as on Easter Sunday, Christmas Eve, or Christmas Day.

REDEEMER'S PASTOR(S)

Redeemer's pastor(s) retain(s) the authority over the usage of the worship facility and the wedding ceremony itself. Anyone wanting to hold a wedding at Redeemer Lutheran Church must have Redeemer's pastor(s) preside over the service.

REDEEMER'S WEDDING COORDINATOR(S)

Soon after your wedding is placed on the church calendar, you will be contacted by Redeemer's wedding coordinator(s), who will help you plan your wedding by overseeing arrangements, answering questions, and assisting you in making decisions that are in keeping with Redeemer's worship practices. Thus, the wedding coordinator is the liaison between you and the church. You may still have your own wedding consultant to handle other details of your wedding; however, Redeemer's wedding coordinator will help you through details regarding weddings at Redeemer.

Redeemer's wedding coordinator will also assist you in contacting Redeemer's organist/choir director to begin selecting music for your wedding. (See the "Wedding Music" section for more information).

PRE-MARITAL COUNSELING

Redeemer's pastors require a minimum of three counseling sessions with the prospective bride and groom. It is your responsibility to contact the pastor well in advance of your wedding date to schedule this counseling.

Wedding Decorations

The most important thing to remember as you plan your wedding is that the wedding service is a worship service held in the house of God. The focus, therefore, is on God, and the focal point is the altar and the chancel cross. Decorations that are in keeping with the dignity of the house of God are certainly acceptable. Redeemer's wedding coordinator(s) will assist you in making these decisions.

THE ALTAR

The paraments on the altar and pulpit are those of the time and season of the Church Year; they are not changed to coordinate with the colors used in the wedding. NO flowers or decorations may be placed on the altar.

FLOWERS

Flowers and palms may be used to decorate the chancel for the wedding; they should be tasteful and arranged in consideration of the design of the chancel and their colors should be in harmony with the color of the time and season of the Church Year. Three vases of flowers may be placed on the plant stands to the right of the altar. Bridal couples may request that the flowers be left for the worship services the following Sunday, with a notation to that effect placed in the bulletin. Please inform the church office of your intentions as far in advance of the wedding as possible. If you do not have a special florist in mind, Redeemer's wedding coordinator can provide contact information for the florist the church uses. Our florist has a key to the building, which will eliminate the need for someone to be present when your flowers are delivered.

CANDLES

The two candles on the altar are provided by the church. These may not be changed. Two candelabra (7 oil-filled candles each) are available for use and may be placed in the chancel. A candelabrum (aka, "Unity Candle") with the Christian symbol for marriage is also available for use; it holds two wedding candles and a Christ candle. Dripleless candles for this must be supplied by the bridal couple.

OTHER DECORATIONS

Bows on the ends of the pews may be used. Any other decorations must be approved by the pastor(s) and the wedding coordinator(s). Please remember that rice or bird seed MAY NOT be thrown in the church or on church grounds. Other decorative items must receive approval of the pastor(s) and the wedding coordinator(s).

Other Policies and Instructions

DRESSING

The bridal party may dress at the church or freshen up just prior to the ceremony, under the guidance of the wedding coordinator(s).

RECEPTION

Redeemer's Fellowship Hall is available for wedding receptions. All arrangements for the reception are the responsibility of the bridal couple. No alcoholic beverages or smoking are permitted on the premises. (See list of fees)

HOLY COMMUNION

Redeemer does not offer Holy Communion to the wedding party or guests.

REHEARSAL

The Rehearsal should begin promptly at the hour agreed upon with the pastor. It will normally not last more than 45 minutes.

WEDDING MUSIC

All weddings with music are performed by Redeemer's organist.

Music appropriate for church usage should be played for the processional, recessional, and any music during the service. Selection of music should be made with Redeemer's organist as soon as possible.

Wedding couples should consult with Redeemer's organist a minimum of two months prior to the wedding to choose music for the wedding. If a bridal couple is unable to arrange a time to choose music, they may ask the organist to choose the music or provide a list of selections from which they can choose music for their wedding. If the couple fails to consult with the organist two months before their wedding they may forfeit their right to make the selection of their wedding music.

It should be remembered that a wedding at Redeemer is a Christian worship service and the music chosen must be appropriate for worship. Popular love songs or other secular music are not considered appropriate. All choice of music should be reviewed by the organist and the officiating pastor prior to the wedding.

A list of soloists and instrumentalists familiar with our church and wedding service are available from the organist, along with the list of suitable vocal and instrumental music. If the bridal couple wish to have a friend or relative provide music, that person must consult with the organist two months in advance of the wedding to allow sufficient time to obtain and prepare music. Published (not photo) copies of music in the necessary key must be provided by the bridal couple for the soloist(s) and the organist if the music is not in the church music library.

Normally, responsibilities of the organist include:

- (a) consultation with the bridal couple to choose music
- (b) wedding rehearsal, plus additional practice time with soloist(s) or groups
- (c) the wedding

Any deviations from these normal conditions must be made known and agreed upon by the organist at the initial consultation. (See list of fees)

DIRECTIONS FOR PHOTOGRAPHER

Flash pictures may be taken before and after the wedding. Once the mothers are seated, no flash photographs are to be taken.

Video may be taken from the balcony or back of the church during the ceremony. If approved by the Wedding Coordinator, you may set an unmanned stationary video camera in front of the church.

Pictures of the couple and attendants will be posed either before the service or immediately following the recessional.

MARRIAGE LICENSE

To obtain your marriage license, go to the county clerk's office or visit www.chesterfield.gov to fill out an application online. Bring the license with you and give it to the pastor at the rehearsal. The license expires 60 days from the date of issue; therefore make sure you obtain the license NO MORE than 60 days before your wedding.

DIRECTIONS FOR THE BRIDAL PARTY

If the bridal party is dressing at the church, the bride and bridesmaids should arrive at least 90 minutes before the services begins, with the groom and groomsmen arriving at least 60 minutes before the service begins. If the bridal party is not dressing at the church, the bride and bridesmaids should arrive at least 45 minutes before the service begins, with the groom and groomsmen arriving at least 30 minutes before the service begins. Ushers should arrive at least 30 minutes before the service begins.

During the wedding rehearsal and the ceremony:

The Best Man is responsible for

- Assisting with the groom's needs
- Distributing fees to the wedding coordinators, who will then distribute them to the proper persons
- Keeping both wedding rings and handing them to the pastor at the appointed time during the ceremony

The Maid of Honor is responsible for

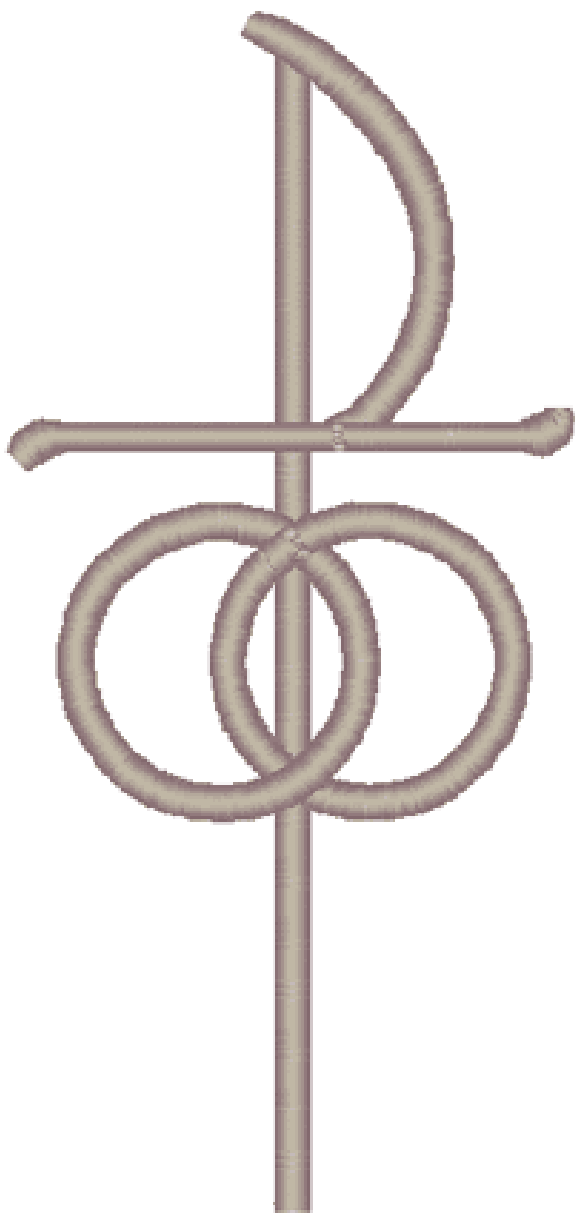
- Assisting with the bride's needs
- Helping the bride arrange her dress during the ceremony
- Holding the bride's bouquet during the ceremony

The Ushers are responsible for

- Seating people prior to and dismissing them following the ceremony
- Lighting candles 10 minutes before the service (unless acolytes are used)
- To usher in and out family members in the following order:
 1. grandparents -four (4) minutes before the wedding
 2. parents of the groom -two (2) minutes before the wedding
 3. mother of the bride -one (1) minute before the wedding
 4. after the Recessional the order is reversed
- If Ushers are part of the bridal party: immediately after the mother of the bride has been seated, join the rest of the groom's party in the vestry to begin the processional

If desired, the receiving line is formed at the reception as follows: mother of the bride, father of groom, mother of groom, father of bride, bride, groom, maid of honor, best man, bridesmaids and groomsmen.

The Wedding Service



PRE-SERVICE MUSIC

The seating of the grandparents and parents

THE PROCESSIONAL

The order: pastor, groomsmen, groom, bridesmaids, maid/matron of honor, ring bearer, flower girl, bride with father

THE INVOCATION

THE DECLARATION OF PURPOSE

THE CEREMONY OF CONSENT (choose one of the following, if desired)

Option #1:

Pastor: Who gives this woman to be married to this man?

Father of bride: Her mother and I do

Option #2:

Pastor: Do you, (father of bride), give your daughter (name) to (groom's name) for the sake of blessing and strengthening their marriage?

Father of bride: Yes, her mother and I do

Option #3:

Pastor to parents of bride and groom: Do you give your consent and blessing to this couple?

Parents: We do

Pastor to parents of bride and groom: Will you pray for (bride's name) and (groom's name) in their marriage, remembering at all times that God wills them to live within their vows until they are parted by death?

Parents: We will

THE CHARGE TO THE BRIDE AND GROOM

THE OLD TESTAMENT LESSON (choose one of the following)

Genesis 1:26-31

Genesis 2:7, 18-24

Ruth 1:16-17

Psalms 23, 33, 67, 100, 117, 128, 136, 150

Ecclesiastes 4:9-12

Isaiah 63:1-7

THE NEW TESTAMENT LESSON (choose one of the following)

Romans 12:1-2,9-18

I Corinthians 12:31-13:13

Ephesians 4:32-5:2

Ephesians 5:1-2, 21-33

Colossians 3:12-17

Hebrews 13:4-7

I Peter 3:1-9

I John 3:18-24

I John 4:7-12

THE GOSPEL LESSON (choose one of the following)

Matthew 19:3-6

Mark 4:35-41

Mark 10:1-9

Luke 12:22-31

John 2:1-10

John 15:9-12

THE HYMN OR SOLO (if desired)

THE WEDDING MESSAGE

THE HYMN OR SOLO (if desired)

THE VOWS (choose one of the following)

Option #1:

I, _____ take you, _____, to be my wedded wife/husband, to have and to hold, from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God's holy will; and I pledge to you my faithfulness

Option #2:

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.

Option #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 better to understand ourselves, the world, and God; through the best and worst of what is to come until death parts us.

Option #4:

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 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.

Option #5:

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.

THE EXCHANGE OF RINGS

THE CANDLE CEREMONY (if desired; music selection also optional)

THE DECLARATION OF MARRIAGE

THE BLESSING

THE PRAYERS

THE LORD'S PRAYER

THE BENEDICTION

THE RECESSIONAL

Wedding Check List

- Contact church office to schedule wedding & rehearsal
- Obtain & review Redeemer's *Wedding Guidelines & Procedures*; turn in wedding contract to secure wedding & rehearsal dates
- Contact pastor to schedule consultations
- Consult with wedding coordinator
- Contact organist/choir director to begin reviewing music selections. Arrange for soloists (if needed)
- Schedule Fellowship Hall for reception (if needed)
- Select & arrange flowers, candles, & decorations
- Arrange for photographer & videographer (if needed)
- Identify bridal party & ushers
- Prepare wedding service brochure with direction of pastor (if used)
- Marriage License (leave with pastor at rehearsal)
- Obtain rings
- Write checks for fees (leave with wedding coordinators at rehearsal)

Wedding Personnel

Wedding coordinators

Marsha Helsing
Lora Strube

Organist

Cheryl Van Ornam

Pastor

Rev. Dr. Matthew Bean

Wedding Fees

Unless otherwise specified, fees are the responsibility of the bride (except the pastor's honorarium, which is the responsibility of the groom). Checks for fees should be made payable to the individual persons and given to the wedding coordinators on the day of the wedding rehearsal. Checks for sanctuary, fellowship hall, custodian, and kitchen fees should be made payable to Redeemer Lutheran Church.

FOR REDEEMER MEMBERS (bride, groom, or at least ONE parent must be a member at Redeemer Lutheran Church):

Use of sanctuary	\$50
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$150 (suggested minimum)
Custodian	\$75 (to clean after wedding)

FOR NON-REDEEMER MEMBERS

Use of sanctuary	\$300 (\$100 non-refundable deposit due with contract)
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$200 (suggested minimum)
Custodian	\$100 (to clean after wedding)

USE OF FELLOWSHIP HALL & KITCHEN FOR RECEPTION (members and non-members)

Limited use (no dishes)	\$25
Full use	\$75 for groups of less than 50 \$100 for groups of 50 or more
Custodian	\$50 for clean up only \$75 for set up and clean up

It is the responsibility of any group using the kitchen to replace any damaged items.

Redeemer Lutheran Church

9400 Redbridge Road

Richmond, VA 23236

Church Phone: 804-272-7973

Church Fax: 804-272-6310

Rev. Dr. Matthew Bean, ***Senior Pastor***

Marsha Helsing and Lora Strube, ***Wedding Coordinators***

Cheryl Van Ornam, ***Organist***