

ELIM LUTHEAN CHURCH WEDDING POLICIES

6101 Cody Street Duluth, MN 55807
218.624.2690

Elim Lutheran Church has developed the following Wedding Policy in order to inform and assist those desiring to be married at the church. We know how important one's wedding day is and we will work to make sure it is as memorable as possible. Together with your family and friends we will lift up and celebrate the gift of marriage that God has blessed from the beginning of time.

We consider it a privilege to serve you in the planning of your service.

MARRIAGE AND THE CHURCH

Marriage does not belong exclusively to the church. It belongs to all humanity. It is a social contract, governed and regulated by the state.

But to a Christian, it is more than that.

We trust that your plans to be married at Elim Lutheran Church indicate that you are committed to celebrating a Christian marriage that will be blessed by God.

We believe that marriage should be rooted in the steadfast love of God and that God's faithfulness and self-giving love are the model for the relationship between husband and wife.

We believe that God, along with the church, desires marriage to be characterized by faithfulness, joy, love, growth and fulfillment.

We at Elim Lutheran want to help make sure that your wedding ceremony is very meaningful and inspiring. We want your ceremony to be conducted as smoothly as possible.

WHO MAY BE MARRIED HERE

Due to the large number of wedding requests Elim expects at least one of the people getting married to be an active member of Elim Lutheran Church.

Weddings of non-members will not be scheduled without consultation with the Pastor. In order to give preference to members, non-member weddings will not be scheduled until after January 1st of the year you plan to be married.

If you are not an active member of Elim Lutheran Church at the time you schedule your wedding, you will be assessed the non-member fees, even if later you decide to join the church.

SOME FIRST STEPS

1. *The Date*

Call the church office (624-2690) to see if the date is available for your wedding. Allow at least two months before the wedding. If the date is available we ask that you come and stop by the

church office where the Office Manager will gather some basic information. If a clergy person other than Elim's pastor is to preside at your wedding it must be cleared through the Pastor. Non-Members Please Note: No dates will be set for non-member weddings before January of the year in which the wedding will take place. This policy is to allow members first opportunity to set dates for their weddings.

2. ***Preparatory Sessions*** -

It is the policy of this church that all couples planning a wedding at Elim participate in pre-marriage counseling. The purpose of pre-marriage counseling is to help you plan a worshipful wedding; celebrate your hopes and dreams, enrich your relationship, strengthen skills for marriage such as communication, and discuss roles, attitudes, sexuality, faith and commitment.

A meeting should be scheduled for the purpose of music planning and preparation with our Organist. Discussions on music and soloists will be handled at that time.

3. ***Rehearsal***

Ordinarily, a rehearsal is necessary. Rehearsals take about a half hour and are usually held the night before the wedding. The following people should be present for the rehearsal: members of the wedding party, the ushers, the parents of the bride and groom, and the organist.

4. ***The Pastor*** -

The pastor of our church will normally officiate at all weddings and will meet several times with the couple during the planning process and rehearsal. Should the wedding party desire another pastor to participate or officiate, such arrangements must be made in advance.

Only ordained Lutheran clergy persons can serve as Presiding Minister at weddings held at Elim. Elim's pastor must approve of the clergy person that will perform the wedding at Elim prior to the wedding taking place. It is recommended that the clergy person contact Elim's pastor prior to the wedding. **If the clergy person is coming from out of state, he or she will have to file their credentials with one of the counties of the state of Minnesota prior to performing the wedding.**

5. ***Musicians***

If organ music is desired, Elim's organist should be contacted as soon as possible to assist in planning the music. Because our church organ is a complex and expensive piece of equipment, we do not allow the use of the organ by anyone who is not trained to play such an instrument. **An appointment must be made with the organist to discuss the wedding music and reserve his/her time on the wedding date. The organist does not automatically play at every wedding.**

All music must be approved by either the church organist or Elim's pastor.

Before arrangements are made with a vocal soloist, please read the section on church music in this booklet.

PLANNING THE WEDDING

1. *The Coordinator (Office Manager)*

The coordinator will assist you with details including such things as flowers, candles, ushers, seating of guests, receiving line, church equipment available for the wedding and reception, etc. The bride should contact the coordinator no later than 6 weeks before the wedding to arrange a meeting.

The last page of this booklet is a wedding worksheet to facilitate your discussions with the coordinator. Please study the booklet carefully and fill out as many details as possible before you meet with the coordinator. The coordinator will help you in planning details of your wedding and the reception. The coordinator will answer questions, offer suggestions, and make a duplicate copy of your wedding worksheet for her use.

2. *The Liturgy for Marriage -*

Only Christian weddings will be performed at Elim. The wedding is, first of all, a worship service. It is an occasion for worship and praise - not just a ceremony for spectators to watch. Wedding services at Elim are not conducted for the benefit of video photographic recording. The focus is on God. This understanding of the marriage service **must** be clear at the outset for your planning and clearly expressed to all who will be involved in the service. The order for the worship service is not rigid. The service can show variety flexibility, so that can reflect your desires.

The pastor presides at the wedding service and will make the final decision as to what is appropriate. Assistants may be used in the service to read lessons, or to assist in the prayers. Approval must be given by the pastor presiding at the service.

3. *Decorations*

If floral decorations and/or an aisle runner are desired (neither are necessary), they must be provided by the couple. Live flowers should be used in the chancel. If you are willing to leave the flowers for our Sunday worship service they will be acknowledged. Live flowers, silk flowers, ribbons, or greens may be used on the candelabra, pews and aisle candles. The aisle is 100 feet long.

Ten aisle electric candelabra are available upon request for use in the Sanctuary at no charge. The couple is responsible to furnish a set of three candles which are used for the unity candle lighting ceremony (if the couple wishes to have this included in their service). There are also two large brass candelabra and two white candelabra that hold seven candles each that can be used in the altar area. The couple is also responsible to provide those candles.

4. *Bulletins*

Some couples make or purchase worship folders to be handed to their guests before the ceremony. These provide an outline for the service and help worshipers to participate. This bulletin must be prepared by a professional printer after approval from the Pastor.

5. *Time Allotment*

A maximum of four hours will be allotted for each wedding; including picture taking, preparation, ceremony and receiving line. If extra time is needed, this must be set up far in advance as to not conflict with other activities that might be scheduled on the same day.

6. Photographing and Video Taping the Service

Photography and videotaping at your wedding are certainly important, but should not be distracting or disrupting of the ceremony. Therefore, Elim Lutheran Church has established the following policies regarding the photographing and videotaping of weddings at the church.

1. No flash photography will be taken once the wedding procession has entered or at any time during the service, professional or otherwise. Pictures may be taken before or after the church service only. Ushers should remind guests having cameras with them of this ruling.
2. **Video cameras may be used from the balcony only.**
3. A document declaring Elim 's policy concerning photographs and videos at weddings is included with this Wedding Handbook and will be presented to you at the time of the initial visit. This document will be required to be signed by both people getting married, the person doing the video recording and the pastor prior to the rehearsal. **There will be no video recording of the wedding unless and until the documents are signed and agreed to by all parties.**
4. If on the day of the wedding, after the document is signed and returned, the video personnel refuse to adhere to Elim's guidelines as they relate to video recordings, the stat of the wedding will be put on hold until the guidelines are met.
5. If on the day of the wedding, after the document is signed, the video personnel refuse to honor the agreement the pastor will speak to the video personnel and ask that the guidelines be honored.
6. If on the day of the wedding, after the document is signed and the pastor has spoken to the video personnel and they still refuse to honor Elim's guidelines, it will be up to the wedding couple to instruct the video personnel whom they have hired to honor Elim's policy.
7. No wedding will begin until the policy concerning photography and videotaping the service is met.
8. If, after the service starts, the video personnel or photographer begins to set up equipment in the worship space the service will be halted until the guidelines are once again adhered to.
9. The only time photographs and video recordings may be taken from the center aisle or a side aisle is when the wedding party processes and recesses. At all other times during the service professional photography and videotaping will only be allowed from the balcony.
10. At no time shall video or photographic equipment be set up in front of the church. This includes but is not limited to; behind the altar, behind the wooden panels, behind the banners, by the speakers or behind the flowers.
11. At no time shall videotaping or photographs be taken during the service by a "roving reporter." All video and photographic equipment must be set up in the balcony and may not be used in a way the disrupts the worship atmosphere of the service.
12. No flash photography or spot lights can be used once the worship service has started.

Formal pictures may be taken before or after the ceremony. The time should be discussed with the coordinator. If more time is needed, this must be set up in advance. The photographer must be through at least 20 minutes before the wedding to allow the bride to finish getting ready and the attendants to be in place in time for the ceremony.

7. Food

No food or beverages shall be taken into the Sanctuary.

8. Booze & Butts

The use of alcoholic beverages on the church premises is prohibited (indoor or outdoors, including parking areas.) Elim is a smoke-free environment. Smoking is only allowed outside. We believe your wedding is far too important an event for its meaning to be clouded by chemicals or smoke. Elim's pastor reserves the right to ask any person in the wedding party who has been drinking prior to the wedding to sit down. If the bride or groom has been drinking prior to the wedding the pastor reserves the right to postpone the ceremony.

9. Rice & Seed

Rice, confetti, bird seed, etc. are not allowed to be thrown **inside or outside** the facility. Please include this request in your bulletin.

10. Gifts

Gifts brought to the church are not the responsibility of the church. Someone should be in charge of the gifts at all times.

WEDDING MUSIC & MUSICIANS

A wedding held at Elim Lutheran Church is considered a worship service where a man and a woman seek God's blessings and share their promises to each other. As a wedding service the music should reflect our praise and thanks to God for the gift of marriage. The selection of music to be played at the wedding should therefore be chosen carefully. It should reflect the praise of God who founded marriage and who teaches us how to love one another.

If you choose to have organ/piano music as a part of your wedding you will need to contact Elim's church organist as soon as possible after confirming your wedding date with Elim's pastor. During the initial conversation you will discuss the organist's availability to play at your wedding and set up an appointment to begin planning your wedding music. Elim's church organ is an expensive piece of equipment and therefore we cannot allow the use of the organ by anyone who is not trained to play such an instrument. If however you want another organist/pianist to play for your wedding you will need to discuss this in advance with the pastor.

Wedding music can take many different forms. It can be instrumental music such as; strings, brass, woodwinds or it can be vocal with the use of a soloist, duet, ensemble or congregational hymns. In any and all cases the music should offer praise and thanks to God for the gift of marriage.

The church organist will be available to help you through the process of selecting your wedding music. It is your responsibility to make an appointment with the organist and other musicians enough in advance to facilitate this planning. The organist will be very happy to assist you in designing a meaningful and memorable celebration for you and your guests.

The organist can also provide you with a list of suggested processional (the entrance into the church of the bridal party), recessional (the departing of the bridal party after the ceremony), vocal solos, etc. and will be able to play selected pieces for you to listen to prior to making your selections. At the same time your ideas and suggestions are also encouraged and welcome. The organist can also assist you in choosing vocalists and other musicians if you should need this help.

Because of the secular nature of Wagners' "Bridal Chorus" (Here Comes the Bride), the use of this piece of music is not permitted.

The church organist will be present at the wedding rehearsal. Vocalists do not need to practice at the rehearsal but are encouraged to arrange a time prior to the wedding day to meet with the organist if they want Elim's organist to assist them. The church organist will play thirty minutes of prelude music while your guests are being seated prior to the wedding and again music will be played while your guests leave the sanctuary.

The basic fee for hiring Elim's organist for a wedding is \$200.00 and is to be made out in the name of the organist. The fee will need to be turned into Elim's pastor no later than the Wednesday prior to the wedding date. This fee covers the preparatory meeting, the rehearsal and the wedding. If additional rehearsals are required an additional fee will be added.

Any fees that need to be paid to soloists or other musicians are the responsibility of the wedding party and should be paid prior to the wedding.

Sound System

You will need to contact the church office, 624-2690 if the vocalists will need to use the sound system.

EXCHANGING VOWS

The following vows will be used by the wedding couple. If you prefer any changes, they must be approved by the officiating pastor well in advance of the service.

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.

SUGGESTED SCRIPTURE READINGS

The readings listed below are suggestions. There are many others that would be appropriate. You should select at least two.

Old Testament

Genesis 1:26-31
Genesis 2:18-24
Genesis 24:48-51, 58-67
Song of Solomon 2:10-16
Song of Solomon 8:6-7
Isaiah 63:7-9
Jeremiah 32:38-41
Jeremiah 31:21-22, 33-34

Ruth 1:15-18
Ecclesiastes 26:1-4, 16-21
Psalms 33, 100, 117, 128,
136, 150
Psalm 27:1, 13-14
Psalm 46:1-3, 10-11
Psalm 139:1-12
Psalm 8:3-9

New Testament

Matthew 5:1-16
Matthew 7:21-25
Matthew 19:4-6
Matthew 22:35-40
John 2:1-11

John 15:9-12
John 17:2-26
Romans 8:31-25, 37-39
Romans 12:1-2, 9-18
Romans 12:9-13
1 Peter 3:1-9
Mark 10:6-9

1 John 3:18-24
1 John 4:7-12
1 Corinthians 6:13-20
1 Corinthians 12:31-13:13
1 Corinthians 13:1-8

Ephesians 5:21-33
Colossians 3:12-17
Philippians 4:4-7

It is appropriate to have a person designated to read the lessons during the ceremony.

GUIDELINES

Dressing Rooms - Do not leave valuables in the room unattended.

Bride and her party may use the choir rehearsal room for dressing.

Groom and his party may use the room next to the sacristy for dressing.

Guest Book - If the bride and groom have a guest book, it should be placed at the entrance to the Sanctuary shortly before the wedding. Please designate someone to take the book with them when they leave the church. This also applies to the unity candle, extra bulletins and flowers (if they are not being left for Sunday service). The custodian will be cleaning up after the wedding and items left at Elim may be disposed of.

Sequence of Events

Ushers - Aisle candles and/or candelabra if used will be lit by the custodian or the ushers will be trained the night of the wedding rehearsal. If the ushers are to light the candles, they will get the candle lighter from the sacristy and come down the aisle, up the steps and around the side of the altar rail. They then will light the candles on the candelabra closest to them and one after another in succession, trying to stay together and finish together. Then they go back out the other side of the altar rail. The usher on the right side of the altar also lights the two candles on either side of the Unity Candle (if there is to be one.) Ushers continue to usher people down the aisles. Five (5) minutes before the wedding, the ushers escort the grandparents (if there are any) and seat them. They will then escort the Groom's mother, followed by the father to the first pew on the right hand side. Next they will escort the Bride's mother to the first pew on left side. (After that no one else is ushered down the middle aisle.) Groom and his attendants will enter through the side door.

The ushers then go down the center aisle, gather up the aisle runner (if there is one) and bring it back up the aisle all the way to the back of the Narthex in front of the credenza.

Bride - The attendants and the bride will line up five (5) minutes before the service. The bridesmaids are started down the aisle, one at a time. Proper order is: bridesmaids, maid/matron of honor, flower girl/ring bearer, bride and father or escort. If there is a flower girl and/or ring bearer you should decide and let the consultant know if they are to stand at the altar or sit with the parents.

The bride will be on the left arm of the person escorting her down the aisle. If the bride has a long train, the escort waits until she has gone up the altar to step back into his pew.

Best man will have the rings and give them to the pastor. Do not let the ring bearer have the real rings.

Close of service - Following the closing prayer, two ushers go down the side aisles and stand at the ends of the first pew. After the bride and groom walk up the aisle, (followed by the attendants), the ushers will walk around in front of the first pews and usher out the Bride's mother first, then the Groom's mother.

Receiving line - Proper order of receiving line: Bride's mother, groom's father, bride, groom, groom's mother, bride's father, attendants (if you want them in line).

Honor Attendants - (best man and maid/matron of honor) will go to the Fireside Room and sign the marriage license. Again, make sure that someone is designated to take the guest book, unity candle, bulletins, etc. when they leave the church.

General Information for Wedding Party:

1. You are part of a very important event - and everyone should be thinking clearly during this time.
2. Make sure that you have had something to eat and drink before the ceremony.
3. Bend your knees, stay relaxed.

When you are in front of the church, turn your head and body toward the front. This will direct the attention of the congregation to the message, vows, readings, soloists, etc. During the readings turn toward the reader; during vows, turn toward the bride and groom.

Elim Lutheran Church Use Schedule Member Weddings

Use of Sanctuary

**No charge
Honorarium**

Pastor

No honorarium is required. However, many couples choose to give the pastor an honorarium. The amount is up to the couple.

Organist (base fee)

\$200.00

(Depending on the complexity of the service and the need for multiple rehearsals, additional fees may apply. These fees are to be negotiated with the organist at your first meeting.)

The church organist will normally play for all weddings performed at Elim where organ music is desired. If the church organist is unavailable a list of approved organists can be obtained from the church office. The church organist will provide selections of appropriate music, a practice rehearsal, soloist rehearsal, a half hour pre-service recital for guests, service and recessional music until all guests have been ushered out. Please call the organist soon after you have cleared your wedding date with the office. Depending on the complexity of the service and the organist's involvement, additional fees may apply.

Vocalist

\$75 & up

The soloist provides solo numbers at the wedding, as desired. **The fee is up to the individual soloist.** It is up to the bride and groom to choose the soloist. The soloist is expected to supply their own sheet music.

Custodial Services

Use of Sanctuary (no reception at the church)

\$125.00

The custodian will be at the rehearsal work the sound system and set up the candelabra and banners before the service.

Wedding with reception at the church

\$200.00

The custodian will arrange the tables in the Parish Hall.

Parish Hall Receptions

No charge

Elim Lutheran Church does not host wedding receptions. The Parish Hall is available for parties wanting their reception held at the church.

Elim Lutheran Church Use Schedule Non-Member Weddings

Use of Sanctuary	\$300.00
Pastor	\$300.00
Organist (base fee)	\$200.00

(Depending on the complexity of the service and the need for multiple rehearsals, additional fees may apply. These fees are to be negotiated with the organist at your first meeting.)

The church organist will normally play for all weddings performed at Elim where organ music is desired. If the church organist is unavailable a list of approved organists can be obtained from the church office. The church organist will provide selections of appropriate music, a practice rehearsal, soloist rehearsal, a half hour pre-service recital for guests, service and recessional music until all guests have been ushered out. Please call the organist soon after you have cleared your wedding date with the office. Depending on the complexity of the service and the organist's involvement, additional fees may apply.

Vocalist	\$75 & up
<p>The soloist provides solo numbers at the wedding, as desired. The fee is up to the individual soloist. It is up to the bride and groom to choose the soloist. The soloist is expected to supply their own sheet music.</p>	

Custodial Services	
<p>Use of Sanctuary (no reception at the church)</p> <p>The custodian will be at the rehearsal work the sound system and set up the candelabra and banners before the service.</p>	\$175.00

Wedding with reception at the church	\$250.00
The custodian will arrange the tables in the Parish Hall.	

Parish Hall Receptions	\$300.00
<p>Elim Lutheran Church does not host wedding receptions. The Parish Hall is available for parties wanting their reception held at the church.</p>	

DUE TO ST. LOUIS CO. HEALTH DEPT. AND INSURANCE REGULATIONS THE FOLLOWING GUIDELINES NEED TO BE FOLLOWED...

LICENSED CATERING WILL BE ALLOWED WITH THE FOLLOWING CONDITIONS:

1. The caterers need to be licensed. Verification of the license needs to be presented to the church office prior to the reception.
2. All food needs to be brought in ready to serve. There can be no cooking of food at the church.
3. The oven, stove, microwave and dishwasher are not to be used.
4. Kitchenware: Plates, cups, flatware, napkins, coffee, supplies, etc., are all provided by the caterer or family. (Exception: see below)
- 5: Coffee and other supplies are to be provided by the caterers or family.
6. Coffee pots can be used if cleaned after the reception.

NON-LICENSED CATERING

\$100.00

1. ALL food must be prepared at Elim.
2. Caterers must use Elim's oven, stove, microwave oven, utensils, pots and pans.
3. Caterers are not to use the church's kitchenware (Exception: see below), dishwasher, coffee, or supplies.

KITCHENWARE CAN BE RENTED

\$75.00

(Includes use of flatware, dishes, refrigerator, punch bowl and vases.)

KITCHEN SUPERVISOR MUST BE HIRED IF KITCHENWARE IS RENTED

\$150.00

(The Kitchen Supervisor will arrange for someone to operate the dishwasher and put dishes away.)

NOTES:

- All table clothes and decorations must be provided by the wedding party, and removed when the reception is over.
- No alcohol is allowed on the church property.
- The church is a smoke free facility.

- Please prepare separate checks for
 - Pastor
 - Organist
 - Elim Lutheran
 - Custodian
 - Soloist
 - Kitchen Supervisor

SUMMARY OF COSTS

	MEMBER	NON-MEMBER
Use of Sanctuary (Ck. made out to Elim)	No Charge	\$300.00
Pastor (Ck. made out to the Pastor)	Honorarium	\$300.00
Organist (Ck. made out to the organist)	\$200.00	\$200.00
Custodial Services (no reception) (Ck. made out to the custodian)	\$125.00	\$175.00
(with reception)	\$200.00	\$250.00
Parish Hall Receptions (Ck. made out to Elim)	No Charge	\$300.00
Use of Kitchen (non-licensed caterer) (Ck. made out to Elim)	\$100.00	\$100.00
Kitchenware Rental (Ck. made out to Elim)	\$ 75.00	\$ 75.00
Kitchen Supervisor (Ck. made out to Kitchen Sup.)	\$150.00	\$150.00
 TOTAL AMOUNT DUE:	 \$ _____	 \$ _____

All checks need to be in the church office by the Wednesday before the wedding.

Your marriage license must be in the church office by the Wednesday before the wedding to allow the recording secretary time to complete the necessary records.

Fees subject to change

MARRIAGE INFORMATION

Bride _____ **Groom** _____

Bride's name after marriage _____

Bride's Address _____

Bride's Phone Numbers Home: _____
Work: _____
Cell: _____

Groom's Address _____

Groom's Phone Numbers Home: _____
Work: _____
Cell: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Picture Time _____

Church Open: Wedding Day _____ (No earlier than 3 hours before wedding)

Church Open: Rehearsal Day _____

Estimated number attending wedding: _____

Church Provides: Wedding Banners: _____
Unity Candle Holder: _____

Candelabra: Altar: White _____ Brass _____
Aisle: _____

Music: Organist _____ Name: _____
Pianist _____ Name: _____
Vocalist _____ Name: _____
Microphones _____
Music Stand _____

Rooms Needed: Sanctuary _____ Choir: _____
Fireside _____ Classrooms: _____

Fee Agreement

I hereby agree with the terms and conditions of this agreement on this day;_____.

Sign: _____

Print: _____

Address: _____

Phone # _____

Accepted by: _____

On behalf of Elim Lutheran Church

Videotaping a Wedding Service at Elim

I HAVE EXAMINED AND AGREE TO ABIDE BY THE FOLLOWING POLICY GOVERNING THE USE OF VIDEO EQUIPMENT DURING WEDDINGS AT ELIM LUTHERAN CHURCH.

No spotlights will be allowed once the wedding procession has entered or at any time during the service.

During the service; Photographic and Video equipment may only be used from the balcony.

If on the day of the wedding,

1. The video personnel refuse to honor this agreement; the start of the wedding will be put on hold until this policy is met.
2. The video personnel refuse to honor this agreement; the pastor will speak to the video personnel and ask that Elim's policy be honored.
3. If after the pastor has spoken to the video personnel and they still refuse to honor Elim's policy, it will be up to the wedding couple to instruct the video personnel whom they have hired to honor Elim's policy.

No wedding will begin until the policy concerning videotaping of a wedding service at Elim is met.

If after the service starts, the video personnel begins to set up equipment in the worship space the service will be paused until once again this policy is met.

The only time video recordings may be taken from the center aisle or a side aisle is when the wedding party processes and recesses. At all other times during the service videotaping will only be allowed from the balcony.

At no time shall video equipment be set up in front of the church. This includes but is not limited to; behind the altar, behind the wooden panels, behind the banners, by the speakers, or behind the flowers.

At no time during the service shall videotaping be engaged by a "roving reporter". All video and photographic equipment must be set up in the balcony and may not be used in a way that disrupts the worship atmosphere of the service.

There will be no video recording of the wedding unless and until this document is signed and agreed to by all parties.

Signed: _____

Date: _____ Bride

Signed: _____

Date _____ Groom

Signed: _____

Date: _____ Video Personnel

Signed: _____

Date _____ Pastor

If you are not a member of Elim Lutheran Church at the time you schedule your wedding, you will be assessed non-member fees.