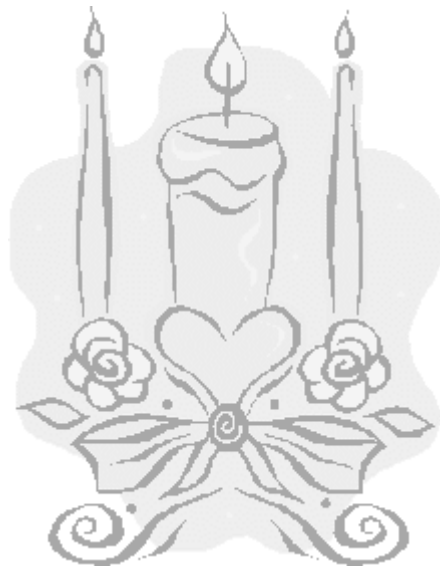


Wedding Guidelines



Pilgrim Lutheran Church
1935 Saint Clair Avenue
Saint Paul, Minnesota 55105
www.pilgrimstpaul.org

651-699-6886
Rev. February 2007

WEDDING TO DO LIST:

1. As soon as possible you will need to make appointments for the following:
 - ✓ Call Pilgrim Lutheran church office to check on available dates and to request the *Wedding Guidelines* and *Wedding Request* form. A \$100 reservation fee is due to reserve your chosen date.
 - ✓ Call JUDY BOEHM, wedding coordinator at the church office, to reserve her services for the wedding date. You may not hold a wedding at Pilgrim without the Wedding Coordinator's services.
 - ✓ Members have the possibility of having a Pilgrim pastor conduct the wedding. Please call PASTOR CAROL TOMER at 651-699-6886. Non-members, however, are responsible for finding a pastor to do the service. Your pastor will help you with consultation and administration of premarital tests. To be married at Pilgrim Lutheran, you will need to have had pre-marital counseling and present proof before we can proceed with your wedding plans.
 - ✓ To contact Pilgrim's organist, Larry Wilson, to reserve the date, please call the church office.
 - ✓ Please fill out the attached *Wedding Request* form and return it to the church office. It is important for us to have this completed information for your wedding to run smoothly.
2. Two weeks before the wedding:
 - ✓ Bring Marriage license to the church office
 - ✓ Reread the guidelines
 - ✓ Bring balance of fees that are made out to individuals performing in the service, i.e., pastor, custodian, organist, and wedding coordinator, to the church office. The Wedding Coordinator will prepare your license and distribute the checks.
 - ✓ Call Wedding Coordinator with last-minute changes and concerns, and if you decide to have pictures taken after the wedding service.

I

First Steps In Planning Your Wedding

1. Read This Booklet

Jot down questions raised in your mind as you read.

2. Reserve the Date of Your Wedding

The date and time of your wedding must be reserved for you by our church office, 651-699-6886, and our wedding coordinator, Judy Boehm. To qualify for a *member* wedding, you must have been a member for at least nine months before the wedding ceremony. (Please note: Members are received at Pilgrim periodically, not monthly.)

A non-refundable reservation fee of \$100.00 is required at the time a wedding date is reserved for members and non-members. The remainder is due two weeks before the wedding.

The couples are required to pay the sanctuary fee two weeks before the wedding ceremony so that their wedding process can continue. See the fee schedule on 15 of these guidelines.

Non-members planning to be married in the Pilgrim Church sanctuary are encouraged to attend worship services with the congregation to become better acquainted with the parish and its facilities.

Rehearsal:

The time and the availability of the church building for rehearsal must be cleared with a pastor and the wedding coordinator as far in advance as possible. It is both considerate and important that the rehearsal begin at the scheduled time. Wedding rehearsal dinners must be scheduled for afterwards. Rehearsals that begin more than 20 minutes late will be charged an extra \$40.

3. Arrange for an Initial Planning Session with the Pastor

Contact the pastor for an initial planning session for your wedding, 651-699-6886.

Note: Reserving the church does not mean that you are guaranteed to have a pastor from Pilgrim officiate at your wedding. The pastors give first priority to persons who are members of the congregation. If a pastor is not available for a wedding, we invite you to find another pastor to preside at the service. You must then contact that pastor directly to make sure that schedules do not conflict. If members wish additional clergy to participate, they should first consult with the pastor from Pilgrim who is presiding at their service.

You may choose a pastor from another congregation to preside at your ceremony.

4. Arrange for Pre-Marital Counseling

All couples who are being married at Pilgrim Lutheran Church are required to make a plan for pre-marital counseling prior to your wedding ceremony. The counseling sets the wedding

in the context of God's word and wisdom. The minimum time required to complete arrangements and counseling is two months.

Most counselors use a relationship inventory called *Prepare*. *Prepare* is a 165-item inventory designed to help you look at yourself, your partner, and your relationship as you prepare for married life together. The fee for the inventory is \$35.00, the amount charged by the agency which designed and processes the results of your inventory. This inventory becomes part of the basis for the pre-marital counseling that follows.

5. Arrange for an Initial Planning Session with the Keyboardist (Organ or Piano)

Normally, the organist or pianist for your wedding will be the organist of the congregation. Should you desire a different organist/pianist (other than from Pilgrim), arrangements and approval must first be made with the Pilgrim organist. In any case, it is your responsibility to consult with the organist of the church right after scheduling the wedding.

Before you make arrangements with singers or instrumentalists who will participate in your wedding, please read the section **Selecting Music** (page 10 of these guidelines), and discuss your plans with the church organist.

6. Contact the Wedding Coordinator

The wedding coordinator assists at your wedding rehearsal with the pastor and is available to consult with you about such wedding details as use of the church facilities, the rehearsal, decorations, receiving lines, and a host of other things. Contact Judy Boehm through the church office at any time you have questions.

7. The Marriage License

Minnesota law requires couples to secure a license to marry. You may apply for a license at the office of any County Clerk of Court. The license is good for 6 months. Note: There is a 5-day waiting period before you receive your license from the County Clerk. A fee for the license will be charged; however, if you bring proof of Pre-marital Counseling the fee will be discounted.

The license should be given to the wedding coordinator two weeks prior to your wedding in order that the license and the church's documents can be properly completed in readiness for your wedding service.

II

Marriage and the Church

We are pleased that you want to have your wedding at Pilgrim Lutheran Church. The pastor will work with you to make your wedding meaningful and to help you prepare for a fulfilling marriage.

Marriage does not belong exclusively to the church. While marriage is ordained by God and supported by the church, it is a social contract, governed and regulated by the state for the purpose of protecting individuals and providing stability to the social order. But to the Christian it is more:

We believe God ordained marriage to enrich the lives of husband and wife, and to provide a sound basis for family life.

We believe God's intention for marriage is that it be a life-long relationship based on the commitment by the man to the woman and the woman to the man.

We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between wife and husband. In the words of St. Paul to the Ephesian church, "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32

We believe God, along with the church, desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God's steadfast love will be the most likely to experience these qualities.

The pastor officiates at your wedding representing both Pilgrim Lutheran Church and the state of Minnesota, but it is you who bind yourselves to each other as husband and wife. By your promises before God and in the presence of the gathered community, you make your promises, trusting that God will bless and support you as you work together to fulfill them. Thus, to be married in the church is to recognize God's intentions for marriage and to affirm them as your own.

III

Planning the Ceremony

As you meet with the pastor to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. Of course, what is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage as expressed in the Order for Marriage, pages 286-291 of the Evangelical Lutheran Worship Book (ELW)

The Order of Service

The Order for Marriage in the ELW allows a variety of options. You may wish to modify the service or even construct your own. The marriage service in the worship book should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be planned.

The order for marriage in the ELW, pages 286-291, is usually as follows:

Prelude music
Processional
Invocation
Hymn
Prayer
Declaration of Purpose
Questions of Intent
Solo
Scripture Readings
Homily/Meditation
Music/Hymn
Wedding Vows
Exchange of Rings
Lighting of the Unity Candle (Music during the lighting)
Declaration of Marriage
Prayer of Blessing
Lord's Prayer
Hymn
Benediction
Presentation of the Couple
Recessional
Postlude music

Selecting Wedding Vows

The following vows, each expressing the promises of a couple's life-long commitment to each other, are examples of appropriate vows for use at your wedding.

1. 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.
2. 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.
3. 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.
4. _____, 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.

5. In the presence of God and this community, I, _____, take you, _____, 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.
6. I, _____, give myself to you, _____.
 By the grace of God,
 I promise to support and care for you.
 In the love of Christ,
 I promise to love and cherish you.
 With the Spirit's help,
 I promise to be faithful to you,
 as long as we both shall live.

Selecting Scripture Readings

You are encouraged to select scripture which will be consonant with themes you want to emphasize. One or more reading is appropriate. You may wish to choose a psalm to be sung, either by a soloist or by the congregation. Members of your family or wedding party may serve as readers of the scripture you select.

Old Testament Readings

Genesis 1:26-28	<i>Woman and man created in image of God</i>
Genesis 2:18-24	<i>Companionship rather than loneliness</i>
Proverbs 3:3-6	<i>Loyalty and faithfulness written on the heart</i>
Ecclesiastes 4:9-12	<i>A threefold cord is not quick broken</i>
Song of Solomon 2:10-13	<i>The voice of the beloved</i>
Song of Solomon 8:6-7	<i>Many waters cannot quench love</i>
Isaiah 63:7-9	<i>God's steadfast love lifts up the people</i>
Jeremiah 31:31-34	<i>The new covenant of the people of God</i>

Psalms

Psalms 33	<i>Rejoice in the Lord</i>
Psalms 67	<i>May God be merciful to us and bless us</i>
Psalms 100	<i>We are God's people and the sheep of God's pasture</i>
Psalms 117	<i>The steadfast love of the Lord</i>
Psalms 121	<i>The Lord keeps watch over you</i>
Psalms 127	<i>Unless the Lord builds the house</i>
Psalms 128	<i>Blessed are those who walk in the Lord's ways</i>
Psalms 136	<i>Give thanks to God for God's steadfast love endures forever</i>
Psalms 150	<i>Let everything that breathes praise the Lord</i>

New Testament Readings

Romans 8:31-35, 37-39	<i>If God is for us, who is against us</i>
Romans 12:1-2, 9-18	<i>A living sacrifice and genuine love</i>
I Corinthians 12:31-13:13	<i>The greatest gift is love</i>
Ephesians 3:14-19	<i>The breadth, length, height and depth of Christ's love</i>
Philippians 2:1-11	<i>Let the same mind be in you that was in Christ Jesus</i>
Philippians 4:4-9	<i>Rejoice in the Lord always</i>
Colossians 3:12-17	<i>Clothed in compassion, kindness, meekness and patience</i>
I John 3:18-24	<i>Let us love in truth and action</i>
I John 4:7-12	<i>Let us love one another for love is of God</i>

Gospel Readings

Matthew 5:1-10	<i>The beatitudes</i>
Matthew 5:14-16	<i>You are the light, let your light shine</i>
Matthew 7:21, 24-29	<i>A wise person builds upon the rock</i>
Matthew 19:4-6	<i>What God has united must not be divided</i>
Matthew 22:35-40	<i>Love, the greatest commandment</i>
Mark 10:6-9	<i>They are no longer two but one</i>
John 2:1-10	<i>The wedding at Cana</i>
John 15:9-12	<i>Love one another as I have loved you</i>

Selecting Music

The organist will assist you in selecting music appropriate to your wedding ceremony and will offer suggestions regarding vocalists and instrumentalists who may participate in your wedding.

The Marriage Service is a service of worship, and the music therefore must be carefully chosen. It should embody high standards of quality, and the texts should reflect the praise of God, the steadfast love of Christ for the church as the model for love and fidelity in marriage, and the invocation of God's presence and blessing. In every case, music selected should be of high quality and not 'cloud the mood of the service with triteness or sentimentality.'

These guidelines lead to the conclusion that most secular (popular) music is not suitable for a worship service. As with vocal music, the processional, recessional, and other instrumental music used in your wedding should be carefully selected to enhance worship. Music which does not fit a service of worship is better used at a wedding reception.

In summary, if you can answer "yes" to any of the following questions, the music you propose is probably appropriate:

- Does this music and its text reflect praise to God?
- Is it based on or does it reflect a scriptural theme?
- Is it appropriate for use in a regular service of worship?
- Is the music within the ability of the musicians to play or sing with assurance?

Processionals and Recessionals

When you meet with the organist, s/he will help you select processional and recessional music from a large collection of beautiful compositions.

Processional:

Grand Celebrative

Prince of Denmark's March/Clarke
Trumpet Tune in D/Johnson
Trumpet Tune/Clarke
Trumpet Tune/ Roman
Procession Alegre/Cornell

Elegant Celebrative

Jesu, Joy of Our Desiring/Bach
Canon in D/Pachelbel
Air from Water Music Suite/Handel
Arioso/Handel

Recessional:

Hornpipe from Water Music Suite/Handel
God of Grace (Guide Me O Thou Great Jehovah)/Paul Manz
Rondeau/Mouret
Praise God, From Whom All Blessings Flow/Burkhardt
Coro/Handel
Prelude in Classic Style/Young
Prelude and Fugue in C Major/Bach

Congregational hymns

A wedding is a service of worship in which the guests are invited to be participants, not mere spectators. Therefore, you are encouraged to incorporate hymn singing in your wedding, and you may use certain hymns as a processional or a recessional. The following hymns are among the many which are appropriate for weddings:

"Lord Jesus Christ, Be Present Now"	No. 527
"We Praise You, O God"	No. 870
"Praise and Thanksgiving"	No. 689
"Praise to the Lord, the Almighty"	No. 858
"Holy God, We Praise Your Name"	No. 414
"Love Divine, All Loves Excelling"	No. 631
"The King of Love My Shepherd Is"	No. 502
"Beautiful Savior"	No. 838
"Let All Things Now Living"	No. 881
"Lord of All Hopefulness"	No. 765
"Now Thank We All Our God"	No. 839
"Praise My Soul, the King of Heaven"	No. 865
"Joyful, Joyful, We Adore Thee"	No. 836

Other Details

Rehearsal

Rehearsals are usually held the evening before the day of the ceremony, and must be scheduled with the wedding coordinator soon after you reserve your wedding date. Feel free to bring any decorations, guest book and programs at this time.

All members of the wedding party (bride, groom, bridesmaids, groomsmen, ushers, flower girls, ring-bearers, readers, and parents of the bride and groom should be present at the time scheduled for the rehearsal. The purpose of the rehearsal is to acquaint everyone with the flow of the ceremony, and to establish each person's duties and movements. Normally musicians (soloists and instrumentalists) need not be present for the wedding rehearsal.

It is important that the ushers be present for the rehearsal, as the promptness of the ceremony depends, in large part, upon them.

The wedding coordinator and pastor will walk the wedding party through the ceremony from beginning to end, as well as acquaint everyone with dressing and restroom facilities. If everyone arrives on time, the rehearsal should not take longer than sixty to ninety minutes. The marriage license should be submitted to the office two weeks ahead of Rehearsal. The witnesses will sign before Rehearsal begins.

Ushers

A minimum of two ushers is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. (The sanctuary seats 250 persons.) Groomsmen or bridesmaids may not serve as ushers. All ushers should be adults as the nature of their tasks requires confidence and decisiveness. It is advised to have one usher for every 50 guests.

Seating

There are pews on each side which can seat approximately 200 and 50 more in the transept and pews to the west.

Dressing Areas

The Women's Lounge has a wide mirror and several electrical outlets, a counter and chairs. In addition, there is a full-length mirror. This room is always unlocked.

The men will dress in the Study that includes a restroom and mirror.

All rooms used by the bridal party should be left in the same good condition in which you found them. Boxes, trash, and bags are to be gathered together before you leave the church building. The custodian will dispose of these items for you. Any articles mistakenly left behind will be placed in the church office and after a couple weeks will be put in our "Lost and Found." If not claimed within one month the items will be given to Goodwill.

Fireside Room

Fireside Room is for the exclusive use of wedding participants, parents, and grandparents. Everyone is to be in the Fireside Room fifteen minutes ahead of the service. Food and non-alcoholic beverages are to be used in the Fireside Room only.

Families are responsible for tidying up all areas used by wedding participants, including but not limited to dressing areas, washrooms, and the Fireside Room. The Unity candle, any floral arrangements not being left on the altar, and pew decorations must be removed by the family or personal attendant. Do not throw plastic bottles into the trash, but rather, place them together in one spot so they can be recycled.

Service Folders

It is helpful, but not necessary, to have a service folder to inform guests of the order of service and the names of participants in the wedding party. You should discuss the layout of the service folder with the pastor one month before your wedding. You are responsible for the purchase and printing of the folders.

Decorations & Options

Floral decorations are not necessary, but, if desired, must be provided by you. They may be left on the altar for Sunday's worship service. Flowers will be placed in the appropriate vases in the chancel, if needed. Single flowers may be given to parents; memorial flowers commemorating special someone(s) who has died may be placed in the chancel.

The color of the paraments on the altar are determined by the season of the church year. They are not changed for weddings.

The seven-tiered candelabras in the chancel will be lighted for the wedding ceremony and also the two additional candles on the altar.

Aisle candles may be rented from your florist. They must have glass chimneys. The sanctuary is rented out 'as is.' There is a \$250 charge for removal of any seasonal liturgical decorations or flags used in worship on Sundays. Please see that aisle candles are placed and removed with care in order to avoid damage to the pews. If you desire to use a unity candle in your ceremony, you must provide the candle and two dripless taper candles to be placed in the church's unity candle holder. The two taper candles may be lit by ushers before the service or they may be lit by the mothers before being seated. Please be sure to coordinate the delivery of flowers with the time that the building has been reserved for your wedding. If you would like to leave the flowers for use during our regular worship on Sunday, the office should be notified in advance so that proper acknowledgment can be made in the worship bulletin. Floral arrangement(s) may be placed on the altar. Others may be placed on the stands that are usually provided by a florist. We have a few stands available at the church for flowers.

Personal Attendant

We request that you arrange for a personal attendant and/or hostess to make sure all honored guests receive their flowers prior to the ceremony, as well as to be at the bride's disposal for any last-minute needs. This person must not be in the wedding party.

Guest Book

A stand for a guest book is available near the main entrance to the sanctuary. The guest book should be closed for signing by the attendant five minutes before the ceremony begins so that seating of late guests can be done in a timely manner.

Handicapped Access

Please notify the wedding coordinator if you have special parking needs for any handicapped guests. There is handicapped parking on Prior Avenue. The church's elevator is located just inside the street-level entrance on St. Clair Avenue. There is a place near the front pews available for wheelchairs. The wedding coordinator can make suggestions for the seating of handicapped guests in the sanctuary.

Security

Pilgrim Lutheran Church is not responsible for personal items that are lost or stolen while you are in the church or on church property. While we do our best to help by locking doors, we need your help to ensure the safety of your purses, cameras, etc. Valuable items should NOT be left in the Fireside Room or dressing rooms, but rather left with friends.

Likewise, gifts which are brought to the wedding are not the responsibility of the church. Someone should be in charge of the gifts at all times. Please assign that person the job of transporting gifts out of the church prior to the beginning of the wedding

Conduct of Guests & Wedding Party

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. The use of alcoholic beverages or abusive chemicals is not permitted on the church premises (building or property). Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding. The entire church, including the washrooms, is a "No Smoking" area. The pastor reserves the right to halt the ceremony if a member of the wedding party or a guest is behaving in an inappropriate manner.

Aisle Runner

We do not use aisle runners due to safety concerns.

Flower Petals

It is the personal attendant's responsibility to pick up flower petals after the ceremony.

Rice, Balloons, Confetti

In accordance with Minnesota's anti-littering law, balloon releases, small confetti, and rice are not permitted on the property. Rice makes the floors hazardous, is hard on floor surfaces, is dangerous for birds to ingest, and difficult to clean up. Bird seed and bubbles are permitted for use outside the church buildings.

Photographs and Videos

Most people contract with a professional photographer to photograph or videotape their wedding. No photographs are allowed during the ceremony. We recommend a note as such in your wedding program. However, still photographs, without flash, are permitted from the back of the church, when the shutter noise will be unobtrusive. The use of floodlights is not permitted during the ceremony. Any photographs or videos taken during the ceremony must be done from the back of the church or just off the chancel in the chapel. As a matter of courtesy to your reception guests, you should consider taking your formal wedding pictures

prior to the service. Photographs must be completed 30 minutes before the service begins. Formal photography after the service may not exceed 30 minutes.

Audio Taping

Pilgrim has a tape system by which your service may be taped on a cassette. Speak to the pastor or the wedding coordinator to make arrangements.

The Reception

The Fellowship Hall and the Fireside Room are usually available for wedding receptions. If you desire to use this space, please reserve it at the time you reserve the sanctuary for your wedding.

As you make your plans, remember that alcoholic beverages may not be served on church premises, and that smoking is prohibited within the church building.

For questions or to get in contact with Pilgrim's pastors, organist and wedding coordinator, please call the Church Office at 651-699-6886.

Fees **2007-2008**

All applicants will pay the non-refundable deposit fee of \$100 to hold the wedding date. Other fees are listed in this schedule. All such fees should be paid by the time you bring your wedding license to the church office two weeks prior to the wedding. Checks need to be written to individual people.

Schedule of Fees	Member	Non-Member
I. Non-refundable reservation fee <i>Checks payable to Pilgrim Lutheran Church</i>	\$100	\$100
II. Rental of facilities for rehearsal (90 minutes) & wedding (5 hours) <i>Checks payable to Pilgrim Lutheran Church</i>		
A. Wedding: Sanctuary (plus Fireside Room for family, women's lounge and study)	\$200	\$550
B. Reception: Fellowship Hall & Kitchen Fireside Room	\$250	\$400 \$100
C. Reception: Equipment Fees: Use of linens, dishes, flatware, silver service, dishwasher, etc.	None	\$100
III. Premarital counseling is required – \$35 for Prepare Inventory plus additional cost, see below		
IV. Professional Fees <i>Checks payable to individuals</i>		
A. Pastor – honorarium for wedding planning and ceremony. Premarital counseling is required; make plans with pastor – assume more costs for counseling	\$250	\$250
B. Organist – fee for one-hour consultation, 15-30 minute prelude and postlude music; accompaniment of soloists during the service, brief rehearsal preceding the service, and other music requisite to the service or liturgy Additional \$50 for wedding rehearsal with bridal party, 1 hr	\$200	\$200
C. Soloist/Instrumentalist	As agreed upon	As agreed upon
D. Wedding Coordinator – fee for consultation, coordination of rehearsal & ceremony	\$ 150	\$150
E. Custodian		
1) Wedding only	\$100	\$100
2) Wedding & reception	\$150	\$150