

**IMMANUEL  
LUTHERAN CHURCH**

**WEDDING  
BOOKLET**

# **WEDDINGS AT IMMANUEL LUTHERAN CHURCH**

## **A Statement of Wedding Policies**

Welcome to Immanuel Lutheran Church! Congratulations to you at a very special time in your life. We are excited for you as you plan your wedding and marriage ahead. Hopefully we can be of support to you in what is a very happy time. We are glad to share information with you about wedding policies here at Immanuel, and to assist you in any way we can in making plans for your wedding.

This booklet is prepared to answer many questions you may have while also introducing you to the expectations of the church. It is important for couples considering this church for their wedding to read carefully the following guidelines. If you are not a member of Immanuel Lutheran Church, you may not know the activity and vitality of our congregation that worships here every week. Your wedding at Immanuel can be a joyous and moving experience if you understand at least the spirit of the church hosting your wedding. Your thorough reading of these policies and willingness to abide by them will help make the most of your day.

You may keep this booklet for reference and note-taking as you plan your wedding day. A preliminary checklist on the back cover can serve as a reminder of tasks.

## NOTES

- I. **A WEDDING HERE IS AN ACT OF WORSHIP.**  
Weddings can be held in any setting, but your choice of this church as the site of your wedding has some beautifully distinct implications. A wedding in a church is an act of public worship. The ceremony is a sacred event where the bride and groom pledge themselves to one another in the presence of God and a worshiping community. The following policies about weddings emerge from this conviction.
  
- II. **SCHEDULING YOUR WEDDING DATE & TIME.**  
You will want to plan as early as possible the date for the celebration of your marriage. Couples should approach the clearing of a date with the church as significantly as any of the other wedding arrangements that are made. Close consultation with the Pastor and recognition of the church's schedule of availability will be important considerations. No wedding shall be scheduled within six weeks of the initial contact with the church and the pastor.
  
- III. **THE WEDDING REHEARSAL.**  
Wedding rehearsals are usually scheduled the evening preceding the wedding date. The time should be set in consultation with the Pastor. Out of respect for all participants and leaders involved, it is important that the time chosen for rehearsal be strictly observed. Please inform your wedding party of the importance of being on time for the rehearsal. Sometimes couples provide a map to the church for their friends.

All members of the wedding party, including parents, should plan to attend the rehearsal. Rehearsals last from 30 to 45 minutes.

## CHECKLIST

This is a limited list of bride and groom responsibilities regarding church-related obligations. It is not intended to be exhaustive in recalling all of the details of a couple's wedding and reception plans.

- Review Wedding Policy Booklet and Establish Wedding & Rehearsal Dates and Times with Pastor
- Establish First Counseling Date with Pastor
- Call Organist and Set-up Music Consultation Appointment
- Call Florist to Arrange for Church Visit
- Choose Photographer and Communicate Church Photography and Video Policies
- Schedule a Meeting with Church Secretary to Prepare Wedding Bulletin (if applicable)
- Make Specific Time Arrangements with Pastor to have the Building Unlocked for Wedding
- Obtain Marriage License & Bring to Rehearsal
- Notify Wedding Party of Rehearsal Time & Church Location
- Write Checks to Appropriate People for Distribution at the Rehearsal

### IV. WHERE DOES A COUPLE BEGIN THE PLANNING AND PREPARATION?

If you wish to be married at Immanuel, you will want to begin participating in this or another church's regular Sunday worship. If you are not already active at Immanuel, you will find it a joy to be in company with other Christian people who seek to organize their lives around the grace of God. If you live away from Kansas City, begin to worship regularly where you reside, if you are not already affiliated with a church community. You will want to schedule an initial meeting with the Pastor at which time questions regarding the material in this booklet can be reviewed and arrangements can be made for the three pre-marital counseling sessions.

### V. CONSULTATION WITH THE PASTOR.

Couples who intend to marry at Immanuel should meet with Pastor as soon as possible to secure a date and make preliminary preparations for the wedding ceremony. In addition to that planning session, the bride and groom will meet with the Pastor on three separate occasions. These pre-marital counseling sessions are informal but crucial for exploring together the meaning of marriage and family relationships. Pastor will work closely with you on laying the foundations for your life together. At Immanuel, we believe that crafting a marriage is far more significant and demanding than planning a wedding ceremony. A range of issues will be discussed with an eye towards your own growth and enjoyment. The details of the wedding service itself will be planned in the course of these sessions.

### VI. THE PASTOR'S ROLE

The wedding ceremony and the rehearsal are conducted by the Pastor of Immanuel. Ministers of other congregations may participate and assist and are welcome to do so if a couple so requests. The church is not available for rent for outside weddings with other clergy or civil authorities presiding.

\$200.00	Initial Deposit (Required to reserve the use of the building)	Deposit will be returned after wedding, minus additional custodial fees incurred. Clean up and removal of all decorations and non-church property must take place immediately after the reception.
\$500.00 \$1,000.00	Sanctuary use fee (members) (non-members)	Payable to Immanuel Lutheran Church.
\$150	Wedding Coordinator Fee	Required services of Immanuel Wedding Coordinator. Payable to Wedding Coordinator.
\$500.00	Luther Hall use for reception	Receptions are limited to buffet-style receptions for 175 people or less. We cannot accommodate sit-down meals. The Luther Hall is in daily use for other activities, so special accommodations are difficult.
\$200.00	Spong Common Room	The adjacent Spong Common Room may be available for overflow seating.
<i>It is customary for the bride or groom, or some member of the wedding party, to make payment before the wedding rehearsal.</i>		

FINALLY, thank you for considering Immanuel Lutheran Church as the site for your wedding. We enjoy weddings. While every church has slightly different wedding guidelines, we hope you can see how the policies and suggestions of this booklet reflect our interest in the seriousness of your wedding and marriage. Let us help you in any way we can. May God bless you as you plan this very joyous event.

**VII. THE SERVICE DETAILS OF YOUR WEDDING CEREMONY.**

You will have the opportunity to work out with the Pastor the specific order of service used for your wedding. This planning takes place in the course of the three pre-marital counseling sessions. The bride and groom will be asked among other things to choose selections from the Scriptures which speak meaningfully to their love and commitment.

The celebration of Holy Communion may be considered by couples for whom this sacramental act has special significance to their faith. In such instances, the Eucharist should be made available to the entire worshiping community, underscoring the unity and bond of our Lord's love. Extra arrangements would need to be made regarding use of Immanuel's communionware and the requirements of additional participants.

**VIII. MUSIC AT YOUR WEDDING.**

Because we consider weddings conducted at Immanuel to be sacred events, specific guidelines exist for selecting appropriate music. Music for your wedding should follow the standards for music in public worship. So-called *popular* music (often characterized as movie music, musical show tunes, rock, top-40, etc.) is music more appropriate for a reception and thus not suitable for a wedding liturgy. Since your wedding is considered a sacred service, any music used at the wedding should be appropriate for a church worship service. A music selection outline for your wedding is included with this booklet. Among the many options you

## WEDDING FEE SCHEDULE

will note the opportunity to sing congregational hymns. Involving your friends and family in the singing of a hymn can be a very special witness to the spiritual nature of your wedding. It is the responsibility of the bride and groom to contact the Immanuel organist well in advance of the wedding to discuss the music for the wedding. The organist will answer specific questions you might have about the music to be used at your wedding. He can also be helpful in arranging for soloists and instrumentalists.

The Immanuel organist is the only person who may play the sanctuary organ. If he is unable to be present, he will appoint a competent organist as his substitute. In the event that the Immanuel organist is not used and other musicians are employed, a Music Consultation and Set-Up fee is required. (See the separate Wedding Fee Schedule.)

When a vocalist is used for the wedding, it is the couple's responsibility to see that the soloist contacts the Immanuel organist in sufficient time to select the music and to set-up a rehearsal time with the organist. The use of outside instrumentalists (brass, guitar, woodwinds, harp, etc.) is permissible in the wedding service. No electric or amplified instruments should be used in the Immanuel sanctuary. Please do not bring in any kind of sound equipment (record players, tape players, etc.) for playing pre-recorded music at your wedding. Again, please refer to the attached list for music selection possibilities.

Every effort is made to charge only enough to cover the most basic costs of services and facilities. There is the opportunity for a couple to make a contribution or thank-offering to the church in excess of the recommended Sanctuary Use Fee. Some newlyweds choose to give a tithe (10%) of the total amount they spend on their wedding and reception.

<u>Cost</u>	<u>Item</u>	<u>Comments</u>
	Altar Flowers	If flowers are desired, you may consult a florist of your choice. The church can make a recommendation if you do not know a florist. The florist is responsible for providing necessary vases, liners, and stands.
\$ 30.00	Festival candelabra	Replacing the seven candles per candelabrum. Payable to Immanuel Lutheran Church
\$ 5.00	Altar candles	Refilling the liquid wax altar candles. Payable to Immanuel Lutheran Church.
\$200.00	Pastor	Marriage preparation/counseling, wedding rehearsal and wedding service. Payable to the Pastor.
\$200.00	Organist	Fee includes music consultation, wedding rehearsal and wedding service. Additional rehearsal with vocalist, instrumentalist or other musicians: \$25/hour. Payable to the Organist.
\$ 50.00	Music Consultation	A rehearsal consultation and set-up fee required <u>only</u> if instrumentalists are used in place of the organ. Payable to the Music Director.
Fees Vary \$80.00- \$150.00	Soloist and/or Instrumentalist(s)	Depending on the caliber and personal fee schedule of musician desired, soloist fees range from \$80-150. The Music Director can assist you in providing excellent professional musicians from the greater Kansas City area, should you desire. Checks are made payable to the individual musician(s).
\$ 50.00	Bulletin	Service bulletin consultation, typing, preparation, and paper stock, required <u>only</u> if the church office is producing a bulletin for your wedding. Payable to Immanuel Lutheran Church.

## XVI. MISCELLANEOUS

**Arrival/Departure:** Rice, confetti, bird seed, rose petals, or any other confetti-type materials are not to be used on church grounds for ecological, safety, and maintenance reasons.

**Church Calendar:** In observance of the seriousness of our Lord Jesus Christ's passion, no weddings will be conducted between Palm Sunday and Easter. Certain other church festivals or national holidays may be inappropriate or the natural reason for the church's unavailability.

**Alcohol and Smoking Policy:** The conduct of all participants at the rehearsal and the wedding itself must be in keeping with the respectful sense of worship. No alcoholic beverages are permitted anywhere on the church premises at any time. The wedding rehearsal or wedding ceremony will not be performed if any member of the wedding party is under the influence of alcohol. Smoking is not permitted inside the church facility. It is the obligation of the bride and groom to make certain that the members of the wedding party understand the spirit of these policies.

**Parking:** The main parking lot for the church is west of the church on the corner of Westport Road and Bell Street. Handicap parking (with access to elevator) is behind the church. Access to that parking lot is from the driveway north of the church on Bell Street (one way going south). Additional parking can be found in the parking lot east of the church at Westport Road and Wyoming Street or on the streets around the church.

**Sanctuary seating capacity:** About 300 with use of balcony.

## MUSIC SELECTION

If you are like most couples planning a wedding, you are excited about the prospect of having good music at your service. Music is an integral part of any church celebration. It may be helpful for you to think of your church wedding as a public affair and less a private or personal rite. Hence the overall effect and theological implication of the words and music chosen are an extremely important part of your premarital plans and discussions.

The selection of all music is done in consultation with Immanuel's Music Director, who will be glad to hear your musical requests and questions, and do the necessary preparation and free you from the need to have some mastery of music matters. The organist has the final responsibility for organizing the service music. For your benefit, some of the more common selections for preludes, processions and recessions are listed inside this leaflet.

Additionally, some vocal selections and hymn choices are given. Whether or not you recognize any of these suggestions by their name, the Music Director will be glad to play portions of them and introduce you to the different feel and flavor of each. Please set up a music consultation by contacting the Music Director at least six weeks prior to your wedding. You may wish to bring this outline with you at that appointment to make notes as you discuss and hear different music.

### Hymns [Note: ELW is the current hymnal in use at Immanuel]

Christ is Alive! Let Christians Sing (ELW #389)  
Hear Us Now, Our God and Father (ELW #585)  
This Is a Day, Lord, Gladly Awaited (ELW #586)  
Love Divine, All Loves Excelling (ELW #631)  
O God, Our Help in Ages Past (ELW #632)  
Blest Be the Tie That Binds (ELW #656)  
Joyful, Joyful We Adore Thee (ELW #836)  
Now Thank We All Our God (ELW #839/840)  
Praise to the Lord, the Almighty (ELW #858)

## **Prelude**

Andante Sostenuto (Widor)  
Aria (Peeters)  
Canon in D (Pachelbel)  
Cantilena (Rheinberger)  
Concerto (Walther)  
Flute Solo (Arne)  
Hymn Preludes (Various)  
Invocation (Guilimant)  
Jesu, Joy of Man's Desiring (Bach)  
Prelude on *Rhyosymedre* (Vaughn Williams)  
Preludes & Fugues (Bach)  
Sheep May Safely Graze (Bach)  
Water Music (Handel)  
Brother James's Air (Wright)  
Ave Verum Corpus (Mozart)

## **Processional, Recessional**

Finale from Symphony I (Vierne)  
Hornpipe from *Water Music* (Handel)  
Now Thank We All Our God (Karg-Elert)  
Prelude on Hyfrydol (Vaughn Williams)  
Prelude to a Te Deum (Charpentier)  
Psalm XVIII or Psalm XIX (Marcello)  
Rigaudon (Campra)  
Rondeau (Mouret)  
The Agincourt Hymn (Dunstable)  
Toccatina from Symphony V (Widor)  
Trumpet Voluntary in D (Clarke)  
Trumpet Tune in D (Purcell)  
Trumpet Tune in C (Johnson)  
Processional in D (Johnson)  
Voluntary (Stanley)  
Praise God, From Whom All Blessings Flow (Burkhardt)

## XI. **DRESSING ROOMS.**

The bride and her party may elect to dress at the church. The bride and groom may arrange to have the church opened on the wedding day at the advanced hour they designate. Recognizing the excitement and frenzy of wedding days, every effort should be made for participants to clean up personal belongings.

## XII. **THE MARRIAGE LICENSE.**

The Marriage License will be needed in the Church Office or in the Pastor's hand **on the day of your wedding rehearsal**. The rehearsal will not be conducted until the Marriage License has been delivered. The License may be obtained from the Jackson County Marriage License Bureau located at the Kansas City Courthouse, 415 E. 12th Street, Room 104, Kansas City, Missouri (816-881-3191). Be prepared to pay a Marriage License fee. A bride or groom who may not be a resident of Missouri will still need to work through the Jackson County Marriage License Bureau. Phone ahead to make sure you have the necessary documents (e.g. birth certificates, etc.). Rules and regulations governing the issuance of marriage licenses and required waiting periods change regularly. Please contact the Jackson County Marriage License Bureau at the above number to obtain accurate, up-to-date information. It is the couple's responsibility to have a valid marriage license in hand on the day of your wedding rehearsal.

## XIII. **FEES.**

A detailed Wedding Fee Schedule is included with this booklet. The total cost of the wedding is to be paid before the wedding rehearsal. Checks for the fees may be made out as indicated on the Wedding Fee Schedule.



and groom to instruct the photographer that no flash pictures are permissible during the service of worship. Time-exposure settings of the ceremony may be taken from the balcony.

The same rules apply to the use of video-taping equipment, which must be filmed from the balcony using available light. Video equipment may not be placed on the chancel or in the chancel area -- again out of respect for the worship nature of the service.

*NOTE: While some couples choose to have their wedding videotaped, there are good reasons why you may wish to think alternatively. Unfortunately there is pressure these years to videotape virtually everything. However, a videotape of something can easily override the memory itself. The power of marriage comes from what we carry inside of us, and not from the rerun of a pageant we watch from the outside. Videos can sometimes distance us from the actual event, and eventually become the substitute for it. Remember also: videotapes are unforgiving! They preserve every twitch, scratch, and frown. In general, our memory is a much better judge of reality. Our memory evaluates, edits, and enhances. The decision to videotape or not is clearly for you, the couple, to make. These remarks are simply to inform you that it need not be considered essential.*

It is strongly encouraged that posed pictures be taken before the wedding in the chancel area. Remember that time is somewhat limited after the service. Your guests will be waiting for you, and you should have a clear understanding with the photographer about the precise pictures he/she will want to take. Many couples prepare their photographer with a checklist of desired photos.

In keeping with the dignity of the wedding ceremony, it is inappropriate for family members and attending guests to use cameras during the service.

## **Vocal Selections**

A Wedding Prayer (David H. Williams)  
Beloved, Let Us Love (Richard Proulx)  
Come, Lord Jesus, to This Place (Busarow)  
Come With Us, O Blessed Jesus (Elmore)  
Entreat Me Not to Leave Thee (White)  
God of Earth and Heaven (Sateren)  
Holy Jesus, Send Your Blessing (Wetzler)  
Lead Us, Heavenly Father (Rickard)  
Lord, Who at Cana's Wedding Feast (Busarow)  
Love, in Christ (Schultz)  
Marriage Admonition (Rider)  
May the Lord Watch over This House (Powell)  
Nuptial Blessing (Richard Proulx)  
O God of Love (Dale Wood)  
O Ye Who Taste that Love Is Sweet (Lovelace)  
Opus 99 (Dvorak)  
Our Heart Shall Rejoice in the Lord (Powell)  
Song of Devotion (Beck)  
The Lord's Prayer (Albert Hay Malotte)  
The Greatest of These is Love (Roberta Bitgood)  
This Love (Busarow)  
Thou Wilt Keep Him in Perfect Peace (Wienhorst)  
Walk in Love (Powell)  
Wedding Prayer (Fern Glasgow Dunlap)  
Wedding Song (Flor Peeters)  
Wither Thou Goest (Engel)

## Some Suggested Wedding Texts

The following passages from the Bible are ones commonly used by couples at wedding time. The list is by no means exhaustive. It's here as a starting point for your planning efforts. You are encouraged to be creative and make an effort as a couple to explore the Bible. Locate if you can, one or two passages that would likely provide meaning for your marriage long after your wedding day. Those may or may not be in the list below.

Jesus did not institute marriage, nor was he married (though he is known to have been at weddings and wedding parties), so there are no "must" texts for Christians getting married. Because God's love for us in Christ is really the best example of faith and love we could ever seek to imitate, the wealth of Biblical material available to you is almost limitless. Enjoy your search.

Psalm 33:1-9	Romans 12:1-2
Psalm 100	1 Corinthians 12:31-13:13
Psalm 117	Philippians 4:4-7
Psalm 127	Colossians 3:12-17
Psalm 136:1-9, 26	1 John 4:7-12
Psalm 150	Luke 6:27-38
Song of Solomon 2:10-13	John 2:1-10
Song of Solomon 8:6-7	John 15:5-11
Isaiah 63:7-9	
Jeremiah 29:11-14	
Jeremiah 17:7-8	
Hosea 2:18-20	

## IX. CHURCH DECORATIONS AND FLOWERS.

You are encouraged to use appropriate floral decorations that complement the beauty of the church. The couple is responsible for contacting a florist and making specific arrangements for what works suitably at Immanuel. It is customary for florists to pay an advance visit to the church and consult with the Pastor or Administrative Secretary regarding church requirements.

The couple is responsible for the cost of all candles. (See the separate Wedding Fee Schedule.) If you wish to arrange for pew candelabra in the center aisle, this should be done through your florist, with the understanding that any candle holder needs to be attached to the end of a pew (without pinning, gluing, nailing, or taping) and the candles need to be enclosed in hurricane holders. Most florists provide this service.

The use of a so-called "unity candle" is now quite rare. The intended symbolism of the bride and groom lighting one central candle is deeply reflected in the other powerful expressions of commitment made through the vows, exchange of rings, and prayers.

Aisle runners are not used at Immanuel. The width of the aisle and the carpeted surface make the use of runners impractical.

## X. PHOTOGRAPHY & VIDEO SERVICES.

It is important that nothing detract from the religious significance and dignity of your wedding service. Therefore, photography during the service is limited. Flash pictures of the bride and her escort may be taken as they enter the nave, and of the bride and groom as they return from the altar at the conclusion of the service. **No flash pictures may be taken during the service.** It is the responsibility of the bride