

WEDDING HANDBOOK





MARRIAGE PREPARATION

Congratulations on your engagement!

The pastors at Grace Lutheran Church are intent on helping you plan a meaningful wedding and prepare for the “joys and sorrows and all that the years may bring” in your marriage.

To that end, you are encouraged to attend Marriage Preparation classes. Through marriage preparation you will deepen your relationship with each other and with God, strengthen your skills as a couple, and develop friendships with couples like yourselves. Specific plans for your wedding can be made as well.

Conversations on communication, conflict management, and understanding personalities will be held. Attention will be paid to your new family’s mission statement and how that is reflected in your vows and the scripture readings at your wedding.

We look forward to sharing in the exciting plans you have as a couple, and wish you God’s blessings in your marriage.

Pastoral Staff
Grace Lutheran Church

GRACE LUTHERAN CHURCH WEDDING INFORMATION FORM

WEDDING DATE _____ TIME _____
(Because of the Saturday 5 p.m. worship service, the latest you can schedule a Saturday wedding is 3 p.m.)

RECEPTION AT GRACE __ NO __ YES DATE _____ TIME _____

BRIDE'S **First/Middle/Last Name** _____

Home Phone _____ **E-Mail Address:** _____

Work Phone _____

Address _____

Name/Address/Phone of someone who will always know how to find you (*parents, siblings, etc.*)

GROOM'S **First/Middle/Last Name** _____

Home Phone _____ **E-Mail Address:** _____

Work Phone _____

Address _____

Name/Address/Phone of someone who will always know how to find you: (*parents, siblings, etc.*)

WITNESSES (*Must be 16 years of age*) _____

NAMES AFTER WEDDING _____

HOME ADDRESS after wedding (Street, City, Zip) _____

WEDDING COORDINATOR _____

OFFICIATING PASTOR _____

ORGANIST _____

CUSTODIAN _____

- Marriage preparation is required. Marriage preparation may be done through Lutheran Social Service Information included in the Wedding Packet.
- Registration fee is due _____ weeks before the wedding.
- All fees are non-refundable and not tax deductible.

Check for registration fee is to be made out to and delivered to Grace Lutheran Church no later than six weeks after your initial phone conversation with the pastor.

All honorarium checks are to be made out to each individual and delivered to the church office no earlier than six weeks prior to your wedding.

TO BE COMPLETED BY PASTORAL STAFF:

\$100.00 registration fee, check # _____ paid on (date) _____

\$150.00 Pastor honorarium, check # _____ paid on (date) _____

\$150.00 Coordinator's honorarium, check # _____ paid on (date) _____

\$125.00 Organist's honorarium, check # _____ paid on (date) _____

\$75.00 Custodian's honorarium, check # _____ paid on (date) _____

ADDITIONAL FEES:

\$5.00 twelve pew bow holders, check # _____ paid on (date) _____

\$25.00 twelve pew candle holders, check # _____ paid on (date) _____

\$25.00 two candelabras, check # _____ paid on (date) _____

Copy registration check below:

Dear Friends,

Your wedding date has been penciled in on Grace's calendar. The Wedding Handbook detailing our wedding policies is enclosed.

There are some items you will want to note and act on immediately.

- ▶ A non-refundable deposit of \$100 will officially confirm your wedding date & time. Any changes of date & time must be approved by office administrator and officiating pastor.

- ▶ A Wedding Information Form needs to be completed and returned with your deposit.

- ▶ Your marriage preparation needs to begin six months prior to your wedding. The Wedding Handbook details the steps you need to take.

Please return your deposit and the Wedding Information sheet to the church office by:

_____ to secure your wedding date. After that date, we may open your date to other couples.



Grace Lutheran Church
202 West Grand Avenue
Eau Claire, Wisconsin
54703
715-832-9713
Fax: 715-832-1502
www.grace-church.org

*M*arriage is a gift God has given to all humankind for the well-being of the entire human family.

Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and man to each other, publicly witnessed, and acknowledged by the community of faith.

A SERVICE OF WORSHIP

All weddings held at Grace Lutheran Church will be officiated by one of the ordained pastors of the church staff. The participation of another pastor/priest in the service is an option to discuss with the presiding pastor. Ordinarily the wedding service will follow the order of service for marriage will be decided by the presiding minister and it includes:

- Greeting and Prayer
- Scripture readings
- Homily
- Exchange of Vows and of Rings
- Blessings
- Prayers and Lord's Prayer
- Holy Communion (optional)
- Benediction

Assisting pastors or friends may be invited to read the lessons or to assist in prayers.

If Holy Communion is desired, distribution is made to all worshippers who choose to receive the sacrament.

The rite offers some variety and flexibility and may be adapted for a variety of situations. We encourage you to read the service carefully and to discuss together what the service says about marriage. Your choices will be respected and incorporated into the liturgy as is appropriate.

The entire service will be discussed during the Marriage Preparation, but we encourage you to acquaint yourselves with it now.

Wedding bulletins are the responsibility of the bride and groom. Grace does not provide this service. The pastor will need to be consulted regarding the bulletin format.

GENERAL RULES OF GRACE

- Smoking is not allowed in the church.
- No alcohol on church property at anytime, including church parking lot.
- No eating or drinking in the sanctuary.

WEDDING DATE CONFIRMATION

In order to confirm the date you have chosen for your wedding, please return the completed form to the church office along with the non-refundable, non-deductible registration fee. It is important to note that the date is not confirmed on our calendar until these are received.

PREMARITAL CONSULTATION

Marriage Preparation before-the-promises, and marriage enrichment during the promise-keeping, are times of realistic self-assessment of your relationship, of building a vision for your marriage, and of planning for the constant renewal of your life together. The success of your marriage is based on your growing relationship, not on one particular, although important, day in your relationship.

Marriage Preparation is required for all couples. It should be initiated six months before the wedding. These classes focus on faith development and faith enrichment for couples, the purpose of weddings in the context of worship, and the crafting of marriage promises. The Marriage Preparation tool is an assessment and conversation starter with emphasis on personal and family issues including communication and conflict management, personalities, friends, and sexuality.

It is the responsibility of the bride and groom to make sure that marriage preparation is done well before the wedding. Please contact Lutheran Social Services (715-838-8440) to schedule an appointment for the Prepare/Enrich Program. If you live outside of the Eau Claire area, please discuss your Marriage Preparation plans with the pastor and Wedding Coordinator.

SPIRITUAL GROWTH

Ongoing participation in the life of the congregation strengthens your marriage. Regular worship to receive the grace of God, especially at Holy Communion is a good place to begin your life together. Many service opportunities through the congregation will give you, as a couple, experiences to express the grace you are receiving.

Although many believe marriage is “just the two of us”, in God’s plan, marriage is best lived out within a community of support. We encourage you to involve yourselves with other Christians.

MUSIC

The bride and groom will be expected to arrange an appointment with the Director of Music for the purpose of planning suitable music for the wedding service. Because a wedding is a worship service, all music must be appropriate to Christian worship. Love songs and/or music with other strong secular connotations are really not appropriate for a Christian service of marriage. This is not to say that the music need be somber or extremely serious in mood. Joyous, happy, vibrant music that reflects the spirit of the occasion is more appropriate, as long as it assists the congregation in its worship of God.

You may find it helpful to ask yourself the following questions about the music you have in mind. If the answer to any of these is “yes,” then it is probably appropriate:

- Does this music/text reflect praise or thanksgiving to God?
- Is it based on or does it reflect one of the scriptural themes you have chosen as a reading?
- Does it invite God’s presence or blessing?
- Is it in the form of a prayer? (*Exception: the Lord’s Prayer is generally best prayed by the entire congregation*)

We encourage the singing of hymns by the congregation. If a vocal soloist is used, a maximum of two selections may be sung in an individual service. The rest should be congregational singing. Additional music may be played or sung as guests and members are being seated before the liturgy.

The Director of Music can offer suitable and appropriate suggestions for all the music of the wedding including processional and recessional music. Taped music is not acceptable.

Vocal and/or instrumental solos are a beautiful way to enhance a wedding. It is strongly recommended that if you desire solo music, the Director of Music be involved in the choice of soloists and music. The bell choir at Grace, Pacibells, is also available to play.

In all cases the final decisions regarding the music for a wedding will remain with the Director of Music. Every effort will be made to provide music which pleases you and which is in good taste, as well as in conformity to Grace Lutheran's standards of worship. If you desired another organist or want to use taped music, it must be cleared with the resident organist.

DECORATIONS

The chapel and sanctuary of the church are designed for worship and incorporate symbols of the Christian faith. The church has twelve pew candle holders, four candelabras, and a unity candle holder which are compatible with Sanctuary decor. These are optional and may be rented. If additional decorations are desired, they must not obscure or damage furnishings and symbols in the worship area.

- The facilities will be available for putting up decorations prior to the time of the wedding depending on the church schedule. Please consult the wedding coordinator to make arrangements.
- No nails or screws will be driven into walls, floors, pews or furnishings.
- No tape may be used to secure decorations to the pews.
- Pew bow holders may be rented from your florist or Grace Lutheran.
- All unity candles MUST be dripless.
- NO AISLE RUNNERS may be used.
- No theatrical lights shall be used, nor any other lighting than that which is already part of the sanctuary lighting system.
- All non-church owned decorations must be removed from the facilities immediately following the wedding. The church has no storage areas for such items and will not be responsible for loss or damage.
- There will be no artificial flowers on the altar. Artificial flower petals may be strewn down aisle.

If families wish to leave wedding flowers for use in worship on the Sunday following the wedding, arrangements should be made through the church office no later than two weeks prior to the wedding. An acknowledgment will be placed in the Sunday bulletin.

PHOTOGRAPHS/VIDEO TAPES

No flash photographs may be taken during the wedding. Many photographers are familiar with appropriate photographic opportunities within the setting of a church wedding. Make sure that your photographer is familiar with the church before the wedding so they may remain as inconspicuous as possible. There may be NO pictures taken from the altar area during the wedding. We strongly recommend, because of scheduling, that all posed wedding pictures be taken before the service. Allow at least two hours for this. Picture taking should be concluded 30 minutes before the wedding service begins.

Video machines may be used to record the service if the following guidelines are observed:

- The equipment must be placed in the balcony.
- The equipment must not obstruct the view of the worshippers sitting in the balcony.
- No lights may be used.
- The church does not provide video taping service.

CHURCH WEDDING COORDINATOR

The wedding coordinator assists the pastors of the church in directing the wedding rehearsal and in conducting the wedding. The wedding coordinator will contact you six (6) weeks before your wedding to set up an appointment. The wedding coordinator will explain wedding procedures at Grace Lutheran Church, answer questions, and help your families prepare for the wedding. On the night of the rehearsal, the wedding coordinator will be present to instruct ushers, place members of the wedding party and assure that they get in and out of the church at the appropriate time. On the day of the wedding, the wedding coordinator will help with any unforeseen difficulties and get members of the wedding party into the church in proper order and on time.

THE REHEARSAL

The wedding coordinator will be responsible for directing the wedding rehearsal. You will have filled out a "Rehearsal Information" form prior to the time of the rehearsal. This information will be used by the wedding coordinator in directing an orderly and expedient rehearsal. If all members of the wedding party are punctual, a rehearsal should take no longer than 45 minutes.

Members of the wedding party are expected to be present at the time set for the rehearsal. Since the rehearsal cannot proceed without all members of the party, latecomers cause the entire party inconvenience and delay the other events of the evening. The wedding coordinator will remain 15 minutes after the appointed time of the rehearsal. If all participants have not arrived by that time, the wedding coordinator will depart, and the rehearsal will be canceled.

FACILITIES

In order to rule out the possibility of conflict of dates, the sanctuary or chapel may be reserved for particular dates only after staff consultation. A tentative clearance may be given by phone, but a final reservation can be confirmed only when the Wedding Registration Form and a non-refundable, non-deductible registration fee has been returned to the church administrator. The date is then entered on the church's master calendar and may be considered confirmed.

Weddings may not be scheduled for the following days:

- Sundays
- Friday or Saturday prior to Christmas
- Christmas Eve
- Christmas Day

Reservations for weddings are scheduled on a "first come, first-serve" basis for members of Grace Lutheran Church.

The church is available on a limited basis to non-members for weddings. No confirmed date will be given to non-members until there has been a consultation with the Pastor and the Wedding Registration Form and registration fee has been returned to the church administrator. The registration fee is non-refundable after confirmation is given for the wedding date.

The chapel seats approximately 85 people; the sanctuary approximately 500.

Both Memorial Assembly and the Church Parlors are available for receptions following weddings at Grace. Memorial Assembly can accommodate approximately 80 people; the Church Parlors approximately 225.

As a matter of policy, no rice, flower petals, birdseed, or confetti may be thrown, either in the church building or on the church grounds.

Arrangements for the reception, if held at the church, are to be made at the same time that the sanctuary is reserved. This representative may be contacted through the church office for details on receptions.

As a matter of policy, no alcoholic beverages are allowed at wedding receptions held in church facilities. Also no "red" beverage (i.e. punch) may be served. If dancing is part of your celebration, we recommend that you find a facility outside of the Grace Church for your reception.

ROOMS FOR DRESSING/BRIDAL PARTY

The wedding coordinator will direct the wedding party to the available dressing rooms. Please have all personal items removed from the dressing area immediately after the service.

QUICK CHECK LIST

1. Wedding Handbook and Wedding Information Form received.
2. Date confirmed with registration fee and completed Wedding Information Form.
3. Marriage Preparation reservation made.
4. Wedding coordinator contacted eight weeks before the wedding.
5. If reception is at Grace, the office manager contacted.
6. Marriage Preparation initiated six months before wedding.
7. Director of Music approved musical selections.
8. Service, scriptures, vows, mission statement confirmed by pastor.
9. License and fees, if any, turned into church no later than one week before wedding.

A FINAL WORD

Grace Lutheran Church celebrates the new creation of your marriage! You are an expression of God's continuing activity in the world, and of God's love and faithfulness to all of God's people. Together we value the enterprise and journey that is marriage as you embody it. We are eager for God's continued blessings to you and through you.

Personal attendants and ushers should assume this responsibility.

GRACE LUTHERAN CHURCH
202 WEST GRAND AVENUE
EAU CLAIRE, WISCONSIN 54703

Hi:

Let us introduce ourselves. We are the Wedding Coordinators of Grace Lutheran. We are part of the wedding package that is required at Grace Lutheran Church.

We assist the pastors with the wedding rehearsal and wedding day to assure a smooth and hassle free time. We will be contacting you eight weeks before your wedding to schedule an appointment to discuss the procedures of Grace and show you the dressing rooms and sanctuary. Also to answer any questions you have about the procedures of the wedding rehearsal and wedding day.

Please read the Wedding Handbook carefully and we will answer any questions you have when we get together for our appointment.

Thank you,

Angela Northcott
(715) 533.1513
Angela Huse
(715) 864.9509 (cell) M-F after 5pm

CHECKLIST FOR BRIDE

Has the pastor been contacted? _____

Has the church been reserved, with the non-refundable registration fee, date & time? _____

Has the church wedding co-coordinator been contacted for an appointment? _____

Has the rehearsal time been set? _____

Has the entire wedding party (including parents) been notified to be at the rehearsal? _____

Has the organist been secured? _____

Is music been agreed upon? _____

Has the pre-marriage program been arranged? _____

Has the florist been arranged? _____

Is the photographer been secured & arrangements for pictures made? _____

The marriage license applied for? _____

**** Marriage license, church fees turned into the church on the date agreed upon with the wedding coordinator? _____**

IMPORTANT NUMBERS

Grace Lutheran Church 715.832.9713

Wedding Coordinators:

Angela Northcott 715.533.1513
email uproars@trivest.net Please put '*wedding*' in the subject line

Angela Huse 715.864.9509
email angelahuse7@gmail.com Please put '*wedding*' in the subject line

Pastors

Rolf Nestingen 715.832.9713
email prolfgraceeau@sbcglobal.net Please put '*wedding*' in the subject line

David Irgens 715.832.9713
email pdavidgraceeau@sbcglobal.net Please put '*wedding*' in the subject line

Organist/Music: Contact the church office @ 715.832.9713

EAU CLAIRE COUNTY
MARRIAGE LICENSE REQUIREMENTS
Questions can be addressed to (715) 839.4801

WHEN AND WHERE DO WE APPLY?

Wisconsin residents who will be getting married in Wisconsin must apply at the County Clerk's office in the county where one of the applicants has lived for the last 30 days; this license will be valid anywhere in Wisconsin.

*If you are getting married in Wisconsin, but **NEITHER** of you has lived in Wisconsin for the past 30 days, you must apply in person in the county where the ceremony will be performed.*

*Eau Claire County Courthouse, 721 Oxford Avenue, in the County Clerk's office Room 1650.
Hours are Monday – Friday, 8:00 AM to 4:30 PM.*

Applicants must apply at least 7 calendar days but not more than 35 days before the ceremony. After application, the license is issued 6 days from that date; then the license is to be used within 30 days.

INFORMATION AND DOCUMENTS NEEDED

(any documents not in English must be translated and certified)

*All applicants must exhibit a **CERTIFIED BIRTH CERTIFICATE**. A certified birth certificate is obtained from the Register of Deeds office in the county in which the birth occurred. Hospital-issued certificates, faxed copies, photocopies and notifications of birth registration are not certified birth certificates and are, therefore, unacceptable.*

Both applicants must apply in person and present photo identification such as a driver's license, passport, alien card or a school ID.

Both applicants need to present proof of current address; your current address is where you have actually lived for the past 30 days. You can use a driver's license or ID card if they have the current address or a lease agreement or utility bill with a current address.

If either applicant has been previously married, a signed and dated copy of the divorce decree, annulment or death certificate from their most recent marriage must be presented. Divorced person(s) may not remarry until 6 months after the granting of the Judgement of Divorce regardless of where the action took place.

Applicants need to provide their Social Security numbers.

Applicants will be asked the date of wedding, where the wedding will take place, the name of the church, home or facility, and in what city, village, township, and the officiant's name, address and county.

Minimum Age to Marry

No one under the age of 16 can get married in Wisconsin, regardless of circumstances. Applicants between the age of 16 and 18 must obtain the consent of their parents or legal guardians. If both parents are deceased, whoever has been appointed legal guardian must sign.

Can I Get Married in the Courthouse?

The Family Court Commissioner, Timothy Adler, performs marriages in the Courthouse at no charge; you can make an appointment by calling (715) 839-6029.

Fees

*The marriage license fee is \$80.00. There are no refunds and **we cannot accept out-of-state checks, bank or credit cards.***

GLOSSARY OF CHURCH BUILDING TERMS

SANCTUARY OR NAVE – The large seating area where the congregation usually sits during worship.

CHANCEL – The large raised area at the front of the sanctuary, on which the altar, pulpit and lectern stand.

ALTAR – The three-section table on which the missal or small reading stand sits, where Communion vessels are placed during a service of Holy Communion, and where the Unity candle may be placed during a wedding.

PULPIT – Large floor-standing speaker stand from which Pastors may deliver sermons.

LECTERN – Small floor-standing speaker stand from which lessons are often read and announcements are often made.

SACRISTY – Preparation area to the side of the chancel, where Pastors', acolytes', and communion assistants' robes are kept. This area also includes a small kitchen where communion vessels are prepared, cleaned and kept when not in use.

NARTHEX – Entrance hallway area immediately outside the back of the sanctuary.

PARLORS – Large social gathering area on the first floor immediately below the sanctuary.

GRACE LUTHERAN CHURCH

202 WEST GRAND AVENUE – EAU CLAIRE, WISCONSIN 54703 - (715) 832-9713

WEDDING FEES

Date of Wedding _____

Name of Bride and Groom _____

Phone number _____

REGISTRATION FEE

A NON-REFUNDABLE registration fee is required to secure the date of wedding. Your date will not be confirmed on the church calendar until this is received. These funds are used to defray the cost of utilities, etc. \$100.00

PASTOR

Pastor's fee includes consultation and officiating of the wedding ceremony. \$150.00

CHURCH WEDDING COORDINATOR

Fee includes consultation meeting for information and scheduling of rehearsal, directing the wedding rehearsal and presiding over details on the wedding day. \$ 150.00

ORGANIST

All music arrangements are made through the Director of Music at Grace Lutheran Church. \$125.00

Additional musical costs *(optional)*:

Pacibells *(Grace's handbell choir is available)* \$150.00

Soloist &/or additional musicians if arranged by the Director of Music \$ 50.00 & up

CUSTODIAN

Custodian will be responsible for physical set up of wedding requirements and general clean up after wedding ceremony. \$ 75.00

DECORATIONS *(optional)*

Pew Bow Holders (set of 12) \$ 5.00

Pew Candle Holders (12) \$ 25.00

Candelabras (one set of 2) \$ 25.00

Your wedding coordinator will contact you 6 – 8 weeks prior to your wedding date.

RECEPTIONS

Use of the Church Parlors and Church Parlors Kitchen \$150.00

Use of Memorial Assembly and Assembly Kitchen \$ 50.00

With wedding reception at church. - custodian \$ 75.00

REGISTRATION FEE DUE TWO WEEKS AFTER BEING CONTACTED BY THE PASTOR. Date _____

WEDDING LICENSE DUE IN THE OFFICE ONE WEEK PRIOR TO YOUR WEDDING. Date _____

Further information on receptions at Grace Lutheran Church is available on request.