
**WEDDINGS AT
MARANATHA FREE
LUTHERAN CHURCHES**

101 Foundation Avenue
Glyndon, Minnesota 56547
218-498-2808

&

29 1st St NW
Ulen, Minnesota 56585
218-596-8580

CONGRATULATIONS! YOU ARE GETTING MARRIED!

We at Maranatha welcome the opportunity to share in this important time with you.

Certainly you are looking forward to a happy and exciting wedding and a long and successful marriage richly blessed of God. Based on the conviction that God wants His very best for you, we offer you our help, our counsel, our love and prayers in preparation for your marriage. The following information will give you an idea of what to expect as we together prepare for you "Special day."

A date for your wedding may be scheduled at any time by consulting with the Pastor. Please give pertinent information such as name of Bride and Groom, whether either are members of Maranatha, current addresses and telephone numbers where you may be reached.

Either the Bride-to-be or the Groom-to-be must be a member of Maranatha Free Lutheran Church (Glyndon or Ulen) at the time of the request to be considered for member fees. (See fees)

No wedding will be scheduled closer than 2 months from the intended date without Pastoral approval.

Members have priority on date selection **up to six months** before the date. A non-member wedding also requires Deacon Board approval before any date is permanently set and a preliminary meeting with the wedding coordinator would be scheduled.

A CHRISTIAN WEDDING

Your wedding will be a Christian wedding. That is, the Scripture, the music, the vows, and the prayers all are based on the unique understanding Christians have of marriage, an understanding derived from the Bible. This understanding presumes that you will make the Christian vows with all sincerity and seriousness. The public aspect to openly affirm your mutual faith in and commitment to Jesus Christ and to the purpose He has for your lives together.

It is God who created you and prepared you for this special relationship. It is God upon whom you must depend to sustain and bless you in it. To the degree you are faithful to God, you will be to one another, allowing Him to bless you. Thus, your wedding is an opportune time to thank, praise and worship God together with the friends and loved ones who will gather to participate with you.

The order of worship (including vows, readings, etc.) and sanctuary arrangements shall be arrived at in consultation with the Pastor and the wedding coordinator.

PRE-MARITAL COUNSELING

We believe marriage is one of the most important events of your lives and we do not take it lightly. Thus we have established policies providing time and opportunity to discuss things that we believe will help make your marriage a success.

All couples being married at Maranatha must participate in Pre-marriage counseling with the Pastor performing the ceremony. The Pastor uses Prepare/Enrich or similar marriage compatibility testing to begin the counseling with the couple.

THE WEDDING SERVICE

The wedding service is the high point of your wedding day and each part of the service has special meaning. The Scripture, the songs, and the Pastor's message will all convey something of God's plan and purpose for your marriage. Your vows are more than words; they are life-long commitments to each other and to God. We suggest you study these vows carefully.

_____, Will you have this woman/man to be your wedded wife/husband, to live together according to God's ordinance in the holy estate of matrimony? Will you love her/him, comfort her/him in sickness and in health, and, forsaking all others, keep yourself only for her/him so long as you both shall live?
and

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

or this more contemporary version

I, _____ take you, _____, to be my wife/husband from this day forward, to join with you and share all that is to come, and, with the help of God, I promise to be faithful to you as He gives us life together.

Think carefully about your vows; once given they cannot be taken back. (Deuteronomy 23:21).

JESUS IS THE FIRST AND MOST IMPORTANT GUEST AT YOUR WEDDING;
WELCOME HIM AND SEEK HIS BLESSING.

As you plan your ceremony, the Pastor would appreciate your sharing some Bible passages you would like read and upon which the meditation could be given. Some possibilities are:

Genesis 1:23-26

Joshua 1:8

Ruth 1:16-17

Psalm 127

Psalm 139:13-17

Malachi 2:13-16

Matthew 7:24-27

John 2:1-11; 15:9-16

I Corinthians 13

Colossians 3:12-17

I John 3:18-24

Genesis 2:18-25

Joshua 24:15

Ecclesiastes 4:9-12

Psalm 128

Proverbs 31

Matthew 5:29-32

Matthew 19:3-7

Romans 15:5

Ephesians 5:22-33

I Peter 3:1-9

I John 4:7-12

ORDER OF WEDDING SERVICE (Example)

1. Prelude
2. Ushers seat guests
3. Acolytes or ushers light candles
4. Ushers seat Groom's Grandparents and Bride's Grandparents
5. Groom's parents enter with candle (optional for the unity candle)
Bride's Mother enter with candle (optional for the unity candle)
Mother's light individual candles if unity candle is used.
6. Processional (traditional – Canon in D – Pachelbel)
 - a. Groom and Pastors enter
 - b. Bridesmaids and groomsmen proceed down aisle in couples. Form "V" up front
 - c. Ushers roll out white carpet (optional)
 - d. (Mother of the Bride stands to signal for all to stand)
Bride's Father ushers Bride down aisle, stops at Groom
 - e. Question – "Who gives this woman to be married to this man?"
 - f. Bride and Groom proceed to altar
7. Wedding Service
 - a. Greeting
 - b. Prayer
 - c. Scripture Readings
 - d. Solo
 - e. Message
 - f. Exchange of Vows
 - g. Gift of Rings
 - h. Pronouncement of Marriage
 - i. Unity Candle (Couples light candle, then kneel at altar - Solo
 - j. Prayer
 - k. Solo
 - l. Benediction
 - m. Presentation of Couple
8. Recessional
 - a. Wedded Couple marches down
 - b. Groomsmen and Bridesmaids march down in pairs
 - c. Pastors follow
 - d. Ushers roll up white carpet
9. Bride's Parents are ushered out
10. Groom's Parents are ushered out
11. Grandparents are ushered out
12. Ushers release guests pew by pew, alternating from side to side.
the Bride and Groom may also choose to usher the guests out.
13. Reception

THE WEDDING RINGS

The unbroken circle of the rings symbolizes the unbroken nature of your commitment and faithfulness to one another. As God is faithful to us and will never break His covenant with us, so our commitment to one another is to be unending and unbroken except by death.

In the future when you look at your ring, let it remind you of the unbroken covenant between you. Let it be a silent message of hope and the enduring character of your marriage based on the faithfulness and commitment of God to you.

THE UNITY CANDLE

Use of the Unity Candle is optional. If you choose to use it, you may want to consider having one of these explanations printed in your bulletin or read by the Pastor at the time of the lighting.

The two outside candles are lighted to represent our lives to this moment. They are two distinct lights, each capable of going separate ways. To bring peace and happiness to our home, there must be merging of these two lights. This is what the Lord meant when He said, "On this account, a man shall leave his father and mother and *be joined* to his wife and the two shall be come one."

From now on, our thoughts shall be for each other, rather than for our individual selves. Our plans shall be mutual, our joys and sorrows shall be shared.

We each take a candle and together light the center candle. We will extinguish our own, thus letting the center candle represent the union of ourselves into one flesh. As this one light cannot be divided, neither shall our lives be divided, but a united testimony in a Christian home.

or

The two outside candles have been lit to represent our lives to this moment, each capable of going separate ways. As the center candle is lit and the outside candles are extinguished, they represent the union of ourselves and our lives into one flesh.

MUSIC

We request that you use only Christian music for your ceremony. Some suggested processional and recessional music selections are listed below, but other options may be considered. The music should reflect the highest standard of Christian worship. Maranatha has organist/pianists.

The Wedding coordinator will provide names. If you choose your own organist/pianist, you'll need Pastoral approval. Organist/pianist should be contacted as soon as possible with musical selections (preferably at least two months before the wedding.) If the organist does not have a set fee, the customary honorarium for the organist is \$75.00 - \$100.00.

Meet with our/your organist and consider her suggestions and advice as conscientious attempts to help make your wedding the significant Christian event that you want it to be. If you use your own organist, you will need to consult with Maranatha church office regarding practice time.

Other Musicians (Soloists or instrumentalists) should also be contacted as soon as possible with music selections. Soloists may use organist/pianist for accompaniment; use other instruments or a CD track. If the soloists or instrumentalists do not have a set fee, the customary honorarium for a soloist/instrumentalist is \$50.00 - 75.00.

If your wedding service has no other music, it will almost certainly have music accompanying the entrance and departure of the Bridal party. Following is a list of suggested processional and recessional music; it is not meant to be a comprehensive list.

Processionals

Bridal March
Trumpet Voluntary
Largo in G
Canon in D
God of Our Fathers
Jesu, Joy of Man's Desiring

Recessionals

Largo in G
Trumpet Voluntary
Wedding March
Canon in D
Jesu, Joy of Man's Desiring
Now Thank We All Our God

The singing of hymns by the congregation can be an excellent way of helping those assembled with you to share in the thanks, praise and invoking of God's blessing upon your marriage. Hymns of trust, obedience and invocation may be particularly appropriate. Depending upon the time of the year, a hymn fitting the season of the church year may be appropriate. Following are some of the hymns that could be used:

Praise to the Lord, the Almighty
O Perfect Love
Now Thank We All Our God
Praise, My Soul, the King of Heaven
Beautiful Savior
Love Divine, All Love Excelling
The King of Love My Shepherd Is
O Take My Hand, Dear Father

Suggested Solos

He Has Chosen You For Me
A Cord of Three Strands
He Is Here
Charity
The Gift of Love
The Lord's Prayer
How Beautiful
Household of Faith

See organist for more selections. (The Wedding Coordinator can give you a list of our members who are willing to sing or be organist at weddings.)

SOUND TECHNICIAN

The services of a sound technician are required to run our sound equipment. **Only authorized Maranatha personnel** are permitted to run the sound equipment. Talk to wedding coordinator or church office to have someone scheduled to do this for you on your special day.

The sound technician is a very important part of the wedding service. A fee will be charged, since the technician is at both the wedding rehearsal and wedding service. The fee of \$50.00 is for all members and non-members for both Glyndon and Ulen Churches.

REHEARSAL

The wedding rehearsal is important so everything will be done, as the Scripture says, “decently and in order”, during the ceremony.

The rehearsal is usually held the evening before the wedding and will take an hour to an hour-and-a-half. The wedding party may include, in addition to the couple, the parents of the bride and groom, the best man and maid or matron of honor, the bridesmaids, groomsmen, flower girl and ring bearer (if used), ushers, and candlelighters (if used). Grandparents are most welcome at rehearsal, as they will be ushered in at the wedding, and it is helpful if they can practice beforehand. Remember when choosing your ushers, they hold important roles in making things run smoothly. They are responsible for any emergencies that might arise before, during and following the wedding, as well as the regular ushering duties.

Please urge your wedding party to be prompt and attentive to the orientation given by the Pastor. If you use a bulletin, you should bring enough for those in attendance for the rehearsal. Grooms should also bring the license at that time and leave it with the Pastor or coordinator for signing on the wedding day. The Pastor should have couples choice for Scripture for their wedding at least two weeks before the wedding.

PICTURES

You are, of course, free to select the photographer of your choice. We suggest that most of your pictures be taken before the wedding with completion of sanctuary poses a minimum of 45 minutes before the wedding time. To avoid distraction, we request that no pictures be taken at the front of the church during the ceremony. Please advise your guests that no flash pictures should be taken during this time.

FEES

Fees for weddings vary as scheduled. Any future bride or groom who schedules a wedding must be a member, at the time of the request, to follow member fees and policies. If the future bride or groom who schedules a wedding and are not members at the time of request, regardless of their desire/intent to become a member, will follow the non-member fees and policies.

Fees for use of the church building and services provided should be paid in advance and should be paid to the wedding coordinator or church office prior to the wedding. Our Church Council has established these fees. Please see the fee schedule at the back of this booklet.

MARRIAGE LICENSE

You are responsible for obtaining the marriage license from the county office within the required time frame prior to the wedding. The license is to be given to the Pastor at the rehearsal. **No wedding can be performed without the marriage license.** The best man and maid/matron of honor may sign the license just before the wedding. The Pastor will sign the license after performing the ceremony.

MISCELLANEOUS INFORMATION

Aisle cloths may be secured from a florist or a paper supply company. The aisle runner should be at least 50 feet. (please consider the safety issues if it is used.)

The Cross, Bible and two candles must remain on the altar.

A kneeler for the ceremony is provided by the church.

Dressing rooms are available for the wedding party.

Flowers for the altar are at your discretion; you may choose to have no flowers or you may decide to have either a single bouquet or two matching bouquets. It is certainly acceptable to have your unity candle on the altar; some couples have a floral arrangement designed around the unity candle. Please advise us in advance if you intend to leave flowers at church for the following Sunday Worship service.

Decorating the sanctuary and pews with ribbons or bows, flowers or greenery are permissible. All decorations must be just wired on (no tape or nails). No candles will be allowed on pews for decoration. If you use your own candelabras and they require wax candles, please place plastic under them to prevent damage to carpet from melted wax. Please use drip-less candles.

There are 2 gold candlelighters, 4 candelabras and unity candleholders at the church for your use. There are 3 ceramic flower pedestals plus 2 wood ones for your use.

No smoking is allowed in the church facilities. Please advise your wedding party of this policy.

No alcoholic beverages are allowed in the church or on the church property, including the parking lot. Again, please advise your wedding party.

No food will be served/eaten in the sanctuary. Only water is allowed in the sanctuary.

Punch may only be served in the Fellowship Hall. (It is not to be served anywhere else because of difficulty in cleaning up spills and stains.)

Rice and confetti are not allowed (inside or out) because of the difficulty in cleaning it up and because they are dangerous to animals.

SANCTUARY FEES

Members - \$100.00 for wedding coordinator - No Charge for sanctuary
 Non-Members - \$300.00 + \$100.00 for Wedding Coordinator - **Glyndon**
 \$125.00 + \$ 75.00 for Wedding Coordinator – **Ulen**

WEDDING RECEPTIONS AND FEES

No food or beverage outside the fellowship area. (Separate eating room for wedding party prior to ceremony. If the reception will be held elsewhere, the bride or bride’s family is responsible for clean-up of the kitchen or all-purpose room that was used to serve the wedding party prior to the ceremony. The \$50.00 deposit may be charged if not properly cleaned.)

The bride or bride’s family is requested to meet with the wedding coordinator at least one month before the wedding to discuss the menu, the number of guests and what will be expected of the serving group.

The bride or bride’s family is responsible for seeing that food brought to the church is ready, or requires only minimal preparation, to serve. Included in minimal preparation are: make coffee, make punch, dish up food and garbage duty. Coffee should be started one hour before the ceremony begins. Serving Group will serve the food and clean up afterwards.

The bride or bride’s family is to remove all leftover food immediately after the reception in their own containers.

Fees for Serving: Both at Glyndon and Ulen

Members: \$.50 (cents) per plate Non-Members: \$.75 (cents) per plate

Need 4-5 workers for up to 75 guests
 Need 6-8 workers for up to 150 guests
 Need 9-12 workers for larger weddings

The current working “Serving Group” will be contacted by the Wedding Coordinator about the serving. At Glyndon, fees will go to our WMF and be divided equally. At Ulen, fees will go to our WMF. Make checks out to Maranatha WMF.

<u>RECEPTION FEES</u>	<u>Glyndon</u>	<u>Ulen</u>	<u>Glyndon</u>	<u>Ulen</u>
		<u>Member</u>	<u>Non-Member</u>	
Fellowship Hall	N/C	N/C	\$100.00	\$25.00
Grooms Dinner	N/C	N/C	\$ 75.00	\$25.00
Serving Group (if used)		See Chart		See Chart
If catered, for use of kitchen & equipment (requires someone from Maranatha who knows how to run the dishwasher.)				
	N/C	N/C	\$100.00	\$100.00
Linens B Lace Tablecloth (Laundry)	\$ 15.00		\$ 15.00	

CUSTODIAN

Custodian will be required at all events held in the church.

Fees:

Glyndon: (Member / Non-Member)	Wedding only	\$ 50.00
(Member / Non-Member)	Wedding & Reception	\$100.00
(Member / Non-Member)	Grooms Dinner	\$ 25.00
 Ulen:		
(Member / Non-Member)	Wedding only	\$ 25.00
(Member / Non-Member)	Wedding & Reception	\$ 50.00
(Member / Non-Member)	Grooms dinner	\$ 25.00

The family will be responsible for setting up, arranging and taking down for either a Grooms dinner or a Reception.

WEDDING COORDINATOR

The use of wedding coordinator will be required for both members and Non-members.

Fees: **Glyndon** - \$100.00 **Ulen** - \$75.00

The overall responsibility of the wedding coordinator is to assist the wedding couple at the church during their wedding and to do so following the policies of Maranatha Free Lutheran Church as outlined.

The wedding coordinator will schedule up to four meetings with the couple, or a family member directly involved in the planning of their wedding.

Once a couple has called the church to say that a wedding is being planned, the Pastor will set up the couple's initial counseling meeting. The initial meeting between the wedding coordinator and the wedding couple (or family member) will need to be set up after that. The couple will work with the wedding coordinator through the day of the wedding. The wedding coordinator job is completed following the wedding (or following the reception when it is conducted at Maranatha).

<u>Summary of Fees:</u>	<u>Member</u>	<u>Non-Member</u>
Sanctuary: Glyndon <i>Ulen</i>	N / C <i>N / C</i>	\$300.00 <i>\$125.00</i>
Fellowship Hall: Glyndon <i>Ulen</i>	N / C <i>N / C</i>	\$100.00 <i>\$ 25.00</i>
Kitchen: Glyndon <i>Ulen</i>	N / C <i>N / C</i>	\$100.00 <i>\$100.00</i>
Wedding Coordinator: Glyndon <i>Ulen</i>	\$100.00 <i>\$ 75.00</i>	\$100.00 <i>\$ 75.00</i>
Sound Technician: Glyndon <i>Ulen</i>	\$ 50.00 <i>\$ 50.00</i>	\$ 50.00 <i>\$ 50.00</i>
Custodian: Wedding only: Glyndon <i>Ulen</i>	\$ 50.00 <i>\$ 25.00</i>	\$ 50.00 <i>\$ 25.00</i>
Wedding & Reception Glyndon <i>Ulen</i>	\$100.00 <i>\$ 50.00</i>	\$100.00 <i>\$ 50.00</i>
Grooms Dinner: Glyndon <i>Ulen</i>	\$ 25.00 <i>\$ 25.00</i>	\$ 25.00 <i>\$ 25.00</i>
Serving: Glyndon & Ulen	\$.50 / plate	\$.75 / plate

MEETING #1 (approximately 1-2 hours)

Where: Maranatha Free Lutheran Church
Discuss: a. Wedding policies book in detail and the form that is to be turned in at second meeting.
b. Fee schedule discussed in detail, \$50.00 fee may be charged if anything is damaged.
c. Time of wedding (reception)
d. All fees collected at THE REHEARSAL.
Tour: a. The church and any of its facilities important for the wedding.
b. Look at equipment available for use at wedding.
Questions: Other information needed regarding this wedding.

MEETING #2 (1 Hour)

Where: Maranatha Free Lutheran Church
When: One month prior to the date of the wedding.
Discuss: a. The completed form
b. Review other details to be certain that everything is understood and being accomplished.
c. The Pastor must approve music.
d. Plan Rehearsal
e. All fees collected at this time.

MEETING #3 (Rehearsal)

Where: Maranatha Free Lutheran Church
Practice: The Wedding Ceremony in every detail
COLLECT ALL FEES

MEETING #4 (Wedding Day)

Where: Maranatha Free Lutheran Church
When: The time that pictures are to be taken or earlier if wedding party dresses at church.
(Be appropriately dressed).
Assist: In every detail.

FOR USE AT RECEPTION

300 forks, 300 spoons, 300 knives
300 White glass dinner plates
287 White glass cups
254 Clear water glasses
31 Carafes
32 Plastic Water Pitchers
3 Glass Pitchers
5 Roaster Ovens
1 Chafing warmer – Table Top
2 100-cup coffee pots
1 42 cup coffee pots
2 Crystal Punch Bowls / ladles 2 Silver Punch Bowl
2 Silver Service Sets
19 White lace Tablecloths – long
13 Ivory lace Tablecloths – long
5 White Round Lace Tablecloths
1 White floral fabric tablecloths – 7'
2 White floral fabric tablecloths – 4'
1 White fabric (to the floor) tablecloth – 60' round
5 white floral fabric round tablecloths
1 white floral fabric tablecloth 8'
2 Ivory floral fabric tablecloth 8'
1 small Ivory lace tablecloth
3 Taupe round tablecloths
27 White Tables – 30"x 94"
4 White Round Tables
16 Wood Tables
250 folding Chairs
Assorted Table Decorations:
18 12x12 mirror tiles
27 8x8 mirror tiles
24 glass hurricane lamps
12 snow candle rings
14 white 14" snowflakes
Assorted sizes of plastic oblong serving trays
8 12" glass-serving plates
Many assorted serving Bowls

FOR THE SANCTUARY

4 Gold Candelabras
2 Wood flower pillars
2 pillars with lights 7' or 8' tall
14 Ivory tulle pew bows
14 White tulle pew bows
2 Wedding Banners
1 Crystal Unity Candle holder set
2 Gold Unity Candle holder sets
Assorted artificial floral arrangements and greens

Altar Railing is 45 feet (both sides)
Runner