



*First English Lutheran  
Church*

*Wedding Booklet*

*Revised June 2022*

## Contents

<b>A.</b>	<i>Your Wedding and the Church</i>	<i>pg. 1</i>
<b>B.</b>	<i>Preliminary Concerns</i>	
	1. <i>The Wedding Date</i>	<i>pg. 1</i>
	2. <i>The Pastor</i>	<i>pg. 1</i>
	3. <i>Pre-Marriage Consultations</i>	<i>pg. 1</i>
	4. <i>The Rehearsal Date</i>	<i>pg. 2</i>
	5. <i>Musicians</i>	<i>pg. 2</i>
	6. <i>License</i>	<i>pg. 2</i>
<b>C.</b>	<i>The Ceremony</i>	
	1. <i>Order of Service</i>	<i>pg. 2</i>
	2. <i>Scripture Readings</i>	<i>pgs. 2-3</i>
	3. <i>Music</i>	<i>pg. 3</i>
	4. <i>The Unity Candle</i>	<i>pg. 3</i>
	5. <i>Photography</i>	<i>pg. 3</i>
	6. <i>Recording</i>	<i>pg. 3</i>
	7. <i>Participants</i>	<i>pg. 3</i>
<b>D.</b>	<i>Reception at the Church</i>	<i>pg. 3</i>
<b>E.</b>	<i>Other Practical Details</i>	
	1. <i>Time of the Wedding</i>	<i>pg. 4</i>
	2. <i>Rice</i>	<i>pg. 4</i>
	3. <i>Decorations and Candles</i>	<i>pg. 4</i>
	4. <i>Flowers</i>	<i>pg. 4</i>
	5. <i>Dressing Rooms</i>	<i>pg. 4</i>
<b>F.</b>	<i>Fees</i>	
	1. <i>Use of Facilities</i>	<i>pg. 5</i>
	2. <i>Other Fees and Honorariums</i>	<i>pg. 5</i>

## Appendixes

<b>A.</b>	<i>Suggested Order of Worship for a Wedding</i>	<i>Appendix A</i>
<b>B.</b>	<i>Suggestions for Wedding Music</i>	<i>Appendix B</i>
	1. <i>Organ Selections</i>	<i>pg. 7-8</i>
	2. <i>Hymns</i>	<i>pg. 9</i>
<b>C.</b>	<i>Planning a Reception at the Church</i>	<i>Appendix C</i>
<b>D.</b>	<i>Guidelines for use of Church Facilities</i>	<i>Appendix D</i>
<b>E.</b>	<i>Request for Use of Church Facilities Form</i>	<i>pg. 12-13</i>

## **A. Your Wedding and the Church**

*A church wedding carries the promises and responsibilities of the Christian faith. The sacred setting of our church and the ceremony will communicate, by word and symbol, the reality that marriage is instituted by God and has the promise of God's blessing.*

*This is your wedding. The staff at First English Lutheran Church want to help you make this day both memorable and meaningful.*

*This guide is intended to assist you in planning, to remind you of the implications of what you will say and do in the ceremony, and to provide practical information about the procedures at First English.*

## **B. Preliminary Concerns**

### **1. The Wedding Date**

*Call the church office, or stop by to meet with the church secretary, to set the date and time for your wedding. Do this as early as possible to reduce the possibility of conflict with other events scheduled for the church. A \$150 deposit is required to hold the date. A building use form must be completed. (See pg. 14-15)*

### **2. The Pastor**

*The pastor of First English Lutheran Church is available to help you with your wedding plans. If the pastor is not available for your chosen date, the pastor will offer guidance as to your options. Occasionally, the couple would like to invite another pastor to participate. The expectation is to have the FELC pastor officiate with the guest pastor assisting. Officiating Pastors should be ordained in the Evangelical Lutheran Church in America (ELCA) or full communion partners. The Pastor, Intern, or designated lay person of First English Lutheran Church must be present for any and all worship services held at First English Lutheran Church.*

### **3. Coordinator/Consultant**

*FELC has a wedding consultant, Lori Strei. Lori will help guide you through the process and will serve as the Pastor's representative for planning and rehearsal. **(Wedding Consultant should receive a stipend from the couple)***

### **4. Pre-Marriage Consultations**

***Pastor's fee is \$200 (without assessment), or \$300 (with assessment).** This in addition to the building use fees. Pastor will want to meet with the couple at least four times prior to the rehearsal and wedding. A pre-marital relationship evaluation is required by the present Pastor unless other arrangements are made. Cost is \$35.00 (made payable to FELC) to cover-the charge by the company that reads the evaluation.*

## **5. The Rehearsal Date**

*The rehearsal date is usually set in consultation with the officiating pastor. The rehearsal should occur a day prior to or the day of the wedding. It will take about one hour. The entire wedding party should be present at the rehearsal.*

## **6. Musicians**

*It is the responsibility of the bride and groom to secure the organist, soloist, and any other musicians. Ordinarily the church organist should be asked to play for weddings which take place at FELC. Exceptions can be made. All musicians (with the possible exceptions of soloists) should be at the rehearsal. (Vocalists often rehearse before or after the wedding rehearsal, or at an altogether different time.) Music should be approved by the Pastor.*

## **7. License**

*The bride and groom must bring (or send) the marriage license to the church office at least one week prior to the rehearsal. Minnesota has a reduced license fee if couples have 12 hours of premarital counseling. Since Pastor does not always have time to do 12 hours with each couple, it may be up to the couple to seek other counseling services that comply with the State's requirements or pay the full license fee. This will need to be discussed with the pastor. Immediately after the ceremony, it is the responsibility of the best man and maid or matron of honor to go to the pastor's office where both will sign the marriage certificate.*

## **C. The Ceremony**

### **1. Order of Service**

*A suggested order of service is printed in Appendix A on page 8.*

*The order of service will be discussed at one of the consultations between the couple and the pastor. The pastor is willing to work with the couple as long as the order of service is consistent with the sacred nature of the service.*

### **2. Scripture Readings (suggested)**

*The bride and groom are urged to select two or three scripture readings to be used as part of the ceremony. Some suggested passages are the following:*

Genesis 1:26-31

Ruth 1:16-17

Luke 12:22-30

Matthew 5:1-10

Matthew 22:35-40

Psalms 67

Genesis 2:18-24

Ecclesiastes 4:9-12

John 2:1-10

Matthew 5:14-16

Song of Solomon 2:10-13

Psalms 100

Deuteronomy 6:4-9

Mark 10:6-9

John 15:9-17

Matthew 7:24-27

Song of Solomon 8:6-7

Psalms 117

Joshua 24:15

Luke 8:4-8

Romans 12:1-2, 9-18

Matthew 19:3-6

Psalms 33

Psalms 127

Ephesians 5:21-33  
Psalm 128  
1 Corinthians 12:31 –

13:13  
Psalm 136  
Colossians 3:12-17

Psalm 145  
1 John 4:7-12  
Psalm 150

### **3. Music**

*The selection of music should be done with care and in consultation with the pastor and organist. Traditional wedding marches are acceptable. Certain kinds of music or songs may not be in keeping with the Christian understanding of marriage and thus not be appropriate for a church wedding. Music during the service is to be sacred only. Any secular music that is included must be used prior to processional. All secular music must be approved by the pastor. (Suggestions on wedding music can be found in Appendix B, pages 9-11.)*

### **4. The Unity Candle**

*Couples often include the mutual lighting of a unity candle, or other ceremony symbolizing the oneness of marriage. This is to be done following the vows. The bride and groom are to provide the candles or other items. A candle stand is provided by the church (takes 2 tall tapers (drip less) as well as the unity candle).*

### **5. Photography**

*It is encouraged that all formal pictures of the bride and groom, as well as all formal group pictures, be taken before the ceremony. Picture taking should be completed before guests arrive.*

*Videos may be taken. Consult with the officiating pastor on procedures regarding photography during the ceremony.*

### **6. Recording**

*Arrangements may be made with the pastor to make a recording of the service.*

### **7. Participants**

*All members of the wedding party are expected to conduct themselves with reverence and decorum as appropriate to the church setting. No smoking within the facility, (use appropriate receptacles outside for the waste.) No drugs or alcohol are allowed anywhere on church property. The wedding may not take place if alcohol has been consumed to excess prior to the ceremony. Use common sense and do not embarrass the couple. Please respect this requirement.*

### **D. Reception at the Church**

*The Fellowship Hall of FELC is available for wedding receptions. The fees for a reception at the church are shown in another portion of the booklet. It is the responsibility of the bride and groom to provide the food. No alcohol is permitted.*

## **E. Other Practical Details**

### **1. Time of the Wedding**

*Pending other pre-scheduled events on the church calendar, the time of the wedding is the choice of the bride and groom. Saturday evening ceremonies should be avoided. Please, no vehicles left in parking lot overnight.*

### **2. Rice**

*No rice, confetti, bird seed, or other material is to be thrown on the church property, either inside or outside of the building. No bubbles inside the building. Please inform the wedding party and guests in an appropriate way.*

### **3. Decorations and Candles**

*All floral decorations and aisle runners are provided by the bridal party and are available at most florists. Candelabra are available at the church (to be used with plastic mats). When decorations are attached to the pews, no pins or tacks can be used. The type of decoration selected should be discussed with the pastor. If a candelabra is clamped to the pews, care must be taken not to damage or scratch the pews in any way. Only candles with chimneys can be placed in the aisle along the pews. Wax from unprotected candles might drip on the floor, the furniture, or the wedding guests. All seasonal decoration in the sanctuary, including altar, pulpit, and lectern paraments remain the color of the church season and narthex will remain up for all events that have been planned for that time.*

### **4. Flowers**

*Flowers left on a Friday or Saturday for use at the church services on the following Sunday will be greatly appreciated. Please indicate to the pastor if there will be flowers available so that they can be acknowledged in the bulletin or in the announcements.*

### **5. Dressing Rooms**

*Rooms for both the bridal and groom attendants are available at the church. Pastor will do a walk-through with bridal couple prior to wedding. (Bridal party is responsible for cleaning the rooms immediately following the service.)*

## **F. Fees**

### **1. Use of Facilities**

*\$150 deposit (to include a \$50 non-refundable custodial fee) is required for all weddings, payable to FELC. A \$50 refund will be made to the couple (if they are members of FELC) if all wedding materials, etc., are cleaned up and removed from the church by the wedding party or a designated person(s), immediately following the service. No additional charge is made to congregational members for the use of the church, fellowship hall, or lounge. Non-members will be charged additional fees for use of the church. (See schedule on Request for Church Use form.)*

### **2. Other Fees and Honorariums: (To be paid on or before the wedding date.)**

<i>Soloist</i>	<i>\$ 75-150 (Minimum)</i>
<i>Organist</i>	<i>\$ 75-150 (Minimum)</i>
<i>Tech/Sound System</i>	<i>\$ 50-75</i>
<i>Wedding Coordinator</i>	<i>\$ 75-150</i>
<i>Pastor</i>	<i>See # 4 Pre-Marriage Consultations</i>

## Appendix A

### Suggested Order of Worship For A Wedding

*Prelude*

*Processional*

*Invocation and Opening Prayer*

*Declaration of Intent*

*Prayer of the Day*

*(Solo or Hymn - Optional)*

*Scripture Lessons*

*Meditation*

*(Solo or Hymn - Optional)*

*Vows*

*Exchange of Rings*

*Pronouncement of Marriage*

*Blessing of the Couple*

*(Lighting of the Unity Candle - Optional)*

*(Solo) Optional*

*The Prayers*

*Lord's Prayer (or Solo - 'The Lord's Prayer')*

*Benediction*

*Introduction of the Couple*

*Recessional*

*Postlude*

## Appendix B

### Suggestions for Wedding Music

*Since the wedding service is a sacred and holy occasion, the music used should be appropriately sacred. Following are some suggestions of the kind of music available. The list is not exhaustive but may be helpful to you as you make your selections. Our further suggestion is that you consult with and follow the recommendations of the organist. The pastor would like to discuss with you any solos to be used before or during the ceremony. (There are other more contemporary pieces suitable for weddings not included in this list.)*

#### **1. Organ/Piano Selections**

*Pre-Nuptial:*

<i>Bach</i>	<i>Air for G String</i>
	<i>Be Thou But Near</i>
	<i>God's Time Is Best</i>
	<i>Jesu, Joy of Man's Desiring</i>
	<i>Arioso</i>
	<i>Sheep May Safely Graze</i>
	<i>Siciliano</i>
<i>Boellman</i>	<i>Prayer from Gothic Suite</i>
<i>Brahms</i>	<i>A Lovely Rose</i>
<i>Christiansen</i>	<i>The Shepherd Flute</i>
	<i>Beautiful Savior</i>
	<i>The Flower of Love</i>
<i>Clarke</i>	<i>Trumpet Tune in D Major</i>
<i>Franck</i>	<i>O Lord Most Holy</i>
<i>Grieg</i>	<i>Last Spring</i>
	<i>Morning</i>
<i>Handel</i>	<i>Air from Water Music Suite</i>
	<i>Where'er You Walk</i>
	<i>Aria from Twelfth Concerto</i>
	<i>Grosso</i>
<i>Mendelssohn</i>	<i>Morning Song</i>
	<i>Andante Religioso, Sonata #4</i>
<i>Mozart</i>	<i>Trio from Sonata #9</i>
<i>Purcell</i>	<i>Trumpet Voluntary</i>
<i>Schubert</i>	<i>Impromptu</i>
<i>Widor</i>	<i>Andante Cantabile, Symphony #4</i>

*Processional:*

<i>Bach</i>	<i>God's Time Is Best</i>
	<i>In Thee Is Gladness</i>
<i>Beethoven</i>	<i>Nature's Adoration</i>
<i>Carl</i>	<i>See Organ Selections for The Wedding Service</i>
<i>Clarke</i>	<i>Trumpet Tune in D Major</i>
<i>Handel</i>	<i>Aria from Twelfth Concerto Grosso</i>
	<i>Air from Water Music Suite</i>
<i>Haydn-Michael</i>	<i>Gloris, Laus, Et Honor</i>
<i>Pachebel</i>	<i>Canon in D</i>
<i>Soderman</i>	<i>Wedding March</i>

*Recessional:*

<i>Bach</i>	<i>My Heart Ever Faithful</i>
<i>Barnby</i>	<i>O Perfect Love</i>
<i>Bitgood</i>	<i>The Greatest of These Is Love</i>
<i>Cassler</i>	<i>Whither Thou Goest</i>
<i>Dunlap</i>	<i>A Wedding Prayer</i>
<i>Franck</i>	<i>O Lord Most Holy</i>
<i>Gounod</i>	<i>The Song of Ruth</i>
<i>Kjeruff</i>	<i>My Heart of the Lute</i>
<i>Malotte</i>	<i>Lord's Prayer</i>
<i>Mendelssohn</i>	<i>Crown With Thy Benediction</i>
<i>Mozart</i>	<i>Hallelujah</i>
<i>Root</i>	<i>Love Never Faileth</i>
<i>Scott</i>	<i>Peace Be Unto You</i>

## 2. *Hymns:*

*The following hymns, or others of your choosing, are appropriate either as solos or for congregational singing.*

*Hymns correspond with music in the red ELW hymnals found in the church pews.*

	<i>O Perfect Love</i>
	<i>The Morning Star Upon Us Gleams</i>
#283	<i>O Come All Ye Faithful</i>
#308	<i>O Morning Star, How Faith, How Bright</i>
#312	<i>Jesus, Come! For We Invite You</i>
#436	<i>Wake, Awake for Night is Flying</i>
#460	<i>Now the Silence</i>
#488, 489	<i>Soul, Adorn Yourself with Gladness</i>
#502	<i>The King of Love My Shepherd Is</i>
#527	<i>Lord Jesus Christ, Be Present Now</i>
#533	<i>Open Now Thy Gates of Beauty</i>
#585	<i>Hear us Now, Our God and Father</i>
#586	<i>This is the Day</i>
#618	<i>Guide Me Ever Great Redeemer</i>
#631	<i>Love Divine, All Loves Excelling</i>
#642	<i>Ubi caritas et amor</i>
#644	<i>Although I Speak with Angel's Tongue</i>
#648	<i>Beloved, God's Chosen</i>
#732	<i>I Was There to Hear Your Borne Cry</i>
#786	<i>O Holy Spirit, Enter In</i>
#787	<i>You Who Dwell in the Shelter of the Lord</i>
#816	<i>Come, My Way, My Truth, My Life</i>
#836	<i>Joyful, Joyful We Adore Thee</i>
#838	<i>Beautiful Savior</i>
#839, 840	<i>Now Thank We All Our God</i>
#858, 859	<i>Praise to the Lord, the Almighty</i>
#864	<i>Praise, My Soul, The King of Heaven</i>
#879	<i>For the Beauty of the Earth</i>
#881	<i>Let All Things Now Living</i>
#883	<i>All People That on Earth Do Dwell</i>

**Appendix C**  
**Planning A Reception At The Church**

Reception of \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Number of Guests \_\_\_\_\_

***Items To Be Furnished by Couple:***

1. *All food including coffee, cream, and sugar cubes.*
2. *Candles for reception table.*
3. *One ribbon for cake knife.*
4. *Napkins for reception and punch table.*

***Help To Be Provided by Couple:***

1. *One cake cutter.*
2. *One cake server.*
3. *Two for pouring coffee at reception table.*
4. *Host and hostesses.*
5. *Guest book.*
6. *Gift table.*
7. *Waitresses (Two for reception table – Six for dining room).*

***Other Plans Couple Will Need to Make:***

1. *Punch?*
2. *Gifts to be displayed?*
3. *Time cake will arrive?*
4. *Receiving line?*
5. *Flowers or greens on punch and reception table?*
6. *Arrangement of tables?*
7. *Guest book? Explain placement.*
8. *Have all help check in before the wedding.*
9. *Additional plans **Couple** may have?*

***Serving Group Provide the Following Help:***

1. *Make coffee and provide refills.*
2. *Count out plates.*
3. *Two to prepare serving plates and refills.*
4. *Clean up kitchen – put away tablecloths after they have dried.*

## Appendix D

### Guidelines For Use of Church Facilities

*The church council and FELCW have approved the following policies concerning use of church properties:*

- ♡ *Activities of the FELC congregation will have priority.*
- ♡ *No food or beverage is allowed in the sanctuary.*
- ♡ *Chairs, tables, kitchen utensils, dishes, etc., are **not** to be removed from the church.*
- ♡ *Non-member groups or persons must furnish their own kitchen towels.*
- ♡ *The church will not be responsible for accidents or injuries or the loss of personal property.*
- ♡ *Smoking or the use of alcoholic beverages or drugs is not permitted on Church property.*
- ♡ *A member of FELC must assist in the ceremony/reception in order to rent our facilities.*

*Exceptions to the above policies must be approved by the Board of Church Property. A charge may be made for any damages to properties. Requests for use of facilities must be made ahead of time at the church office, using the following form, approved and placed on the church calendar.*

*All persons/groups using the facilities of FELC are expected to treat them with respect and care. We ask that you please leave the building neat and clean, in the same condition as you found it. This is the “House of the Lord” and is dedicated to promoting God’s kingdom, therefore, the facilities will only be used for positive, wholesome and uplifting activities that promote Christian principles.*

**GUIDELINES AND FEES FOR USE OF CHURCH FACILITIES**

The Church Council and FELCW have approved the following policy/fee schedule concerning the use of church properties:

- ❖ First English activities will have priority.
- ❖ All seasonal decorations in the sanctuary and narthex will remain up for all events.
- ❖ The Pastor, Dir. of Yth/Family Svcs, or other designated Lay Person of FELC must be present for any and all worship services held at FELC, (unless approved by the Pastor.)
- ❖ No food or beverage (other than water,) is allowed in the sanctuary.
- ❖ Chairs, tables, kitchen utensils, dishes, etc., are not to be removed from the church.
- ❖ Non-member groups or persons must furnish their own kitchen towels.
- ❖ The church will not be responsible for accidents or injuries or the loss of personal property.
- ❖ Drugs, tobacco, or alcoholic beverages is not permitted on Church property.
- ❖ Safe food handling & state regulations for kitchen must be observed.

1. **Use by members of First English Lutheran Church** and/or their immediate families:  
 Generally, they may use church facilities at no charge, (i.e. for anniversaries, birthdays, etc.) A donation to cover costs of utilities and custodial fees is encouraged. **For weddings, a deposit of \$150 is required at the time of reservation with \$50 refunded to the bridal couple unless church requires extra cleaning/care following the wedding.**
2. **Use by non-profit service organizations:** Facilities may be used whenever it does not interfere with ongoing activities of the church. **A \$50 custodial fee will be charged for all nonprofit use. If additional clean-up is needed a bill will be sent to cover those costs.**
3. **First English staff or FELCW member must be present for all non-member use.**
4. **Non-Member funerals: A custodial fee should be paid for extra setup and cleanup by staff.** There is no fee for use of building.
5. **Other use by non-members:** Such use is welcome whenever it does not interfere with on-going activities of the church, which always have priority. **A NON-REFUNDABLE DEPOSIT OF \$150 IS REQUIRED AT THE TIME THE RESERVATION IS MADE (with the exception of individual classrooms.) In addition,** the following fee schedule applies:

	<b>TOTAL COST</b>
A. Use of sanctuary, kitchen, and fellowship hall.....	\$300 \$450
B. Use of sanctuary only.....	\$225 \$375
C. Use of kitchen for meal preparation.....	\$200 \$350
D. Use of fellowship hall.....	\$200 \$350
E. Use of classrooms (per room)	To be determined
F. Use of Choir Room side of Fellowship Hall .....	\$100 \$250

Exceptions to the above policy must be approved by the Board of Church Properties. A charge may be made for any damages to the property. Requests for use of facilities must be made ahead of time at the church office, using the form on the reverse side, deposit received, request approved and placed on the church calendar.

All persons/groups using the facilities of First English Lutheran Church are expected to treat them with respect and care. We ask that you please leave the building neat and clean, in the same condition you found it. This is “*the House of the Lord*” and is dedicated to promoting God’s kingdom; therefore, the facilities will only be used for positive, wholesome, and uplifting activities that promote Christian principles.

*WE WANT YOU TO ENJOY OUR CHURCH FACILITIES.* Please let us know if you have any questions, problems, or suggestions.

**First English Lutheran Church**  
9 NW 3<sup>rd</sup> St; Ortonville, MN 56278  
Office: 320-839-2527  
[felcort@firstenglish.net](mailto:felcort@firstenglish.net)  
**REQUEST FOR USE OF CHURCH FACILITIES**

Name/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Nature of the Activity \_\_\_\_\_

\_\_\_\_\_

Expected Group Size \_\_\_\_\_

Church Area Requested: (Please note, you may **only** use the area(s) you request. Any plans to use *any* kitchen facilities **must be pre-approved** (to include refrigerator, stove, freezer, etc.)

Sanctuary \_\_\_\_\_ Kitchen \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Number of Tables/Chairs Needed \_\_\_\_\_

Classroom(s) \_\_\_\_\_

FEE \_\_\_\_\_ DATE PAID (must be *before* event) \_\_\_\_\_

DEPOSIT (\$150, also required for ALL weddings) \_\_\_\_\_ DATE PAID \_\_\_\_\_

Date area is to be used (circle day of week as well) \_\_\_\_\_

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_