



Your Wedding at Nazareth



Guidelines for Planning Your Wedding
Nazareth Evangelical Lutheran Church
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The pastor officiates at your wedding, representing both Church and state, but it is you who bind yourselves to each other as husband and wife by your promises before God, trusting that God will bless and support you as you work together to fulfill them. To be married in the Church is to recognize God's intentions for marriage and to affirm them as your own.

Congratulations on Your Upcoming Wedding!

We are pleased that you have chosen Nazareth Evangelical Lutheran Church as the location for your wedding, and we want to do all we can to help make the day special for you.

We know these weeks and months of planning and preparing for your wedding will be packed with activity and excitement. Because we want to do our best in assisting you to create a wedding that is both beautiful and worry-free, we have put together the following written guidelines that we ask you to accept as binding.

First Steps in Planning Your Wedding

- 1. Read this packet carefully.** If you have questions regarding these guidelines or any other areas of concern, please call the Executive Secretary at 266-7589 ext. 131.
- 2. Confirm the date and time of your wedding.** The date and time of your wedding and rehearsal must be confirmed by the Executive Secretary. At this time, your non-refundable deposit of \$250 is due, along with the completed Bride/Groom Information Sheet and Marriage Retreat registration form. The deposit will go towards the total cost of the wedding, which is \$1000. Your final payment of \$750 is due one month prior to your wedding date. Following receipt of the deposit, the secretary will send you two copies of the Strengthsfinder book, which you will need in preparation for the Marriage Retreat. Please take the online assessment (instructions are found in Chapter 1 of the book) at least one month prior to the retreat. (see retreat on page 9)
- 3. Contact the Executive Secretary at least 10 weeks prior to your wedding date** to confirm the name and telephone number of your Wedding Coordinator and the name of the pastor officiating your wedding. Pastors are assigned based on their availability. At this time, you will schedule 1-2 appointments with the Pastor through the Executive Secretary. The purpose of your meeting(s) with the pastor is to get acquainted with him/her and to confirm the order of the wedding service. Your wedding coordinator will contact you to schedule a consultation appointment to discuss set-up needs, tour the building, and have an opportunity to ask questions.
- 4. Arrange for an initial planning session with the Director of Music.** It is your responsibility to consult with the Director of Music at least 4-6 weeks prior to your wedding. The Director of Music or Associate Organist will be the organist/pianist for your wedding. The use of another organist must be approved by the Director of Music. Please read the section "**Selecting Music**" before deciding on your music.

5. **Secure a wedding license.** Iowa law requires couples to secure a license to marry. You must apply for a license at the office of County Clerk of Court in the state you are being married in. A wedding license and certificate should be secured at least one month before the ceremony, although we suggest you get them well in advance of your wedding day. In our area, these documents can be obtained from the Black Hawk County Court House, 316 E. 5th St. in Waterloo. The courthouse is open Monday through Friday from 8:00 a.m.-5:00 p.m. The bridal couple and a witness (18 years or older) should go to the Recorder's Office on the second floor to sign both documents. Four days later, the documents are ready for pick up by either the bride or groom. Please bring the license and give it to the Membership Secretary two weeks prior to your wedding date.

Planning the Ceremony

As you meet with the pastor to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. A wedding at Nazareth is performed as a worship service, and what is done in the service should be appropriate for a worship service and be consistent with the Christian understanding of marriage as expressed in the Order of Marriage, pages 202-206 of the *Lutheran Book of Worship*. The Order of Marriage allows a variety of options, and you may wish to modify the service. As the *Manual on Liturgy - Lutheran Book of Worship* puts it, "The marriage service in *Lutheran Book of Worship* should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be constructed."

The Order of Marriage in the *Lutheran Book of Worship* is as follows:

Procession
Greeting
Prayer
*Hymn/solo
Scripture
Homily
*Hymn/solo
Vows
Exchange of rings
Declaration of Marriage
Blessing
*Hymn/solo
Prayers/Lord's Prayer
**Holy Communion
Benediction
Recession

*Congregational hymn singing is preferred

**Optional

Holy Communion (optional)

Please notify your pastor and Wedding Coordinator if you wish to partake of Holy Communion during your wedding ceremony. All who believe in Christ Jesus are invited to participate in the Sacrament. Intinction will be the process for serving Holy Communion. Rather than using individual cups, participants dip a wafer into a chalice of wine. We will provide the wine and wafers and your Wedding Coordinator will be responsible for setting up. You will need to provide servers to help with the distribution.

Selecting Wedding Vows

The following vows, each expressing the promises of a couple's life-long commitment to each other, are examples of appropriate vows for use at your wedding. Additional examples are available from the pastor by request. Also, you may choose to write your own vows, subject to the approval of the pastor.

From the *Lutheran Book of Worship (LBW)*

“I take you, _____, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

From *Service Book and Hymnal*, page 271

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

Other examples, from the *Manual on Liturgy - LBW*, page 352

“_____, I take you to be my wife/husband from this time onward, to join myself to you, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be faithful to you with my whole life and being, as long as we both shall live.”

“I take you, _____, to be my wife/husband, and I promise you:

I will be faithful to you and honest with you;

I will respect, trust, help and care for you;

I will share my life with you;

I will forgive you as we have been forgiven; and along with you,

I will try to better understand ourselves, the world, and God, through the best and worst of what may come, as long as we both shall live.”

Selecting Scripture Readings

You are encouraged to select scripture, which will be consistent with themes you want to emphasize. One or more readings can be selected. You may wish to choose a psalm to be sung, either by a soloist or the congregation. In addition, non-biblical readings may be used, subject to the Pastor’s approval. What follows is a sampling of biblical readings:

| | |
|-------------------------|---|
| Genesis 1:26-31 | Male and female created by God |
| Genesis 2:18-24 | God’s purpose in creating man and woman |
| Song of Solomon 2:10-13 | Love in the spring |
| Song of Solomon 8:6a, 7 | Unquenchable loves |
| Jeremiah 33:11 | The joy of bride and groom |
| Psalms 33:109 | The steadfast love of God |
| Psalms 95:107 | The greatness of God |
| Psalms 117 | The faithfulness of God |
| Psalms 127 | God and family |
| Psalms 128 | God and family |
| Psalms 145 | The grace of God |
| Psalms 147 | The providence of God |
| Mark 10:6-9 | God’s intention for marriage |
| John 2:1-10 | The wedding at Cana |
| Romans 15:5-6 | Harmonious living |
| 1 Corinthians 13 | The way of Love |
| Ephesians 5:21-23 | Marriage and the church |
| Colossians 3:12-17 | Life in Christ |

Members of your family or wedding party may serve as readers of the scripture you select.

Selecting Music

**Please contact Nathaniel Parrish, Director of Music, when you begin thinking about your music (at least 4-6 weeks prior to your ceremony) at 319-266-7589, ext. 132
Fax 319-266-1040; nathaniel.parrish@naz.org**

Before finalizing music choices, please consult with the Director of Music. Since the wedding ceremony is actually a church service honoring God, all vocal music should have some reference to God, Jesus, "The One", etc. We do not allow popular love songs. The Director of Music will work with you to arrive at satisfactory selections that are in keeping with the church's sacred music policy. He has prepared information and CDs with examples of appropriate instrumental and vocal music that you may check out. (See below)

The church policy regarding wedding music is as follows:

29:2 WEDDING MUSIC

1. All vocal music used in the Worship Center or Chapel must be sacred. All instrumental music must be sacred or come from the classical repertoire. Sacred is defined as "dedicated or set apart for the worship of God." Mainstream "pop music" is not appropriate for weddings in a church setting. Likewise, love songs from films and musicals, which extol human affection without a central reference to God, are not permitted. **The use of pre-recorded music is only acceptable for accompaniment of vocal music.**
2. The Director of Music will provide guidance to the couple regarding music and has the authority to determine what is appropriate. The Director of Music or Associate Organist plays for all weddings that use organ. The Director of Music must approve other organists or pianists.

The music listed is just the "tip of the iceberg" of what is available and appropriate for weddings. However, many couples choose from these lists. All of the following selections can be found on Youtube.com. If you have trouble finding them on Youtube, the Director of Music can provide a CD containing selection 1-8.

The following are popular processional, recessional and other appropriate music for the ceremony:

1. *Rigaudon* - Campra
2. *Trumpet Tune* - Stanley
3. *Wedding Theme from "Sound of Music"*
4. *Trumpet Tune* - Clarke
5. *Trumpet Voluntary* - Clarke
6. *Bridal Chorus* - Wagner
7. *Rondeau* - Mouret
8. *Wedding Processional* - Charpentier
9. *Rondo in G* - Bull
10. *Wedding March* - Mendelssohn
11. *Spring from "Four Seasons"* - Vivaldi
12. *Jesu, Joy of Man's Desiring* - Bach
13. *Canon in D* - Pachelbel
14. *Meditation from "Thais"* - Massenet
15. *Clair De Lune* - Debussy
16. *Sheep May Safely Graze* - Bach
17. *"Moonlight" Sonata* - Beethoven
18. *Sleepers Wake! A Voice is Calling* - Bach

Below is a list of frequently used solos that would be considered appropriate for weddings:

Doubly Good to You
God Bless the Broken Road
How Beautiful
I Will Be Here
If You Could See What I See
In This Very Room
Love Never Fails
Love of My Life

Love Will Be Our Home
Mother's Prayer The Prayer
When God Made You
When I Say I Do
You Are the Love of My Life
Your Raise Me Up
You're Still You

The Director of Music can help you find a soloist, if needed. Generally, soloists charge \$75-\$125. The use of instrumental music greatly enhances the wedding ceremony. Names of groups or soloists are available. Generally, instrumentalists charge \$100+ per person. Background tapes/CDs for soloists are permitted. However, the use of CDs for any other music is **NOT** permitted.

Organist

The Director of Music or the Associate Organist will play the organ, grand piano or keyboard. Ordinarily, the use of a guest organist is not a problem, but please clear this with the Director of Music. The organist will play prelude music for 15 minutes prior to the starting time, accompany all solos (if needed), congregational hymns, etc., play the processional and recessional music, and play postlude music while the guests are being ushered out. The organist will choose the appropriate instrument to accompany the soloists and will rehearse with the soloists, as needed.

Rehearsal

Rehearsals are usually held the evening before the wedding ceremony and will be scheduled by the Executive Secretary at the time your wedding date and time are set. Friday rehearsals are scheduled on a first-come, first-served basis and are held at 5:00, 5:30 or 6:00 p.m. All members of the wedding party (bride, groom, bridesmaids, groomsmen, flower girls, ring bearers and parents of the bride and groom) should be present for the rehearsal. Please ask your wedding party to arrive 15 minutes ahead of your scheduled time so that other rehearsals may also be kept on time. **Promptness is important!** The pastor and Wedding Coordinator will walk the wedding party through the service from beginning to end. **Rehearsal Dinners are not included with wedding cost at Nazareth Lutheran Church. This is a separate cost and would need to be coordinated with our Director of Food Ministry, Barb Burbridge:** barb.burbridge@naz.org

Service Folder (Wedding Program)

It is helpful, but not necessary, to have a service folder (wedding program) to inform guests of the order of service and the names of participants in the wedding party. Please discuss this with the Pastor or see www.naz.org for wedding program samples. It is your responsibility to print and assemble the program.

Ushers

A minimum of two ushers is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen or bridesmaids may serve as ushers. This is a conversation you will have with your Wedding Coordinator.

Wedding Coordinator

The Wedding Coordinator will coordinate all phases of the wedding. She meets with you to discuss all wedding arrangements, completes the appropriate form needed for set-up and answer questions pertaining to dressing rooms, decorations, programs, photography guidelines, etc. She will be at the rehearsal and the ceremony to coordinate a variety of details to help the ceremony flow smoothly. If you choose to hire an outside consultant as well, he/she will work under the direction of the church's Wedding Coordinator, who has final approval of all arrangements, according to church policies and guidelines.

Facility Policies

No alcoholic beverages or drugs are permitted in the building or on church property. The officiating pastor has the right to cancel the wedding or dismiss a member of the wedding party who shows the effects of alcohol or drugs. Smoking is prohibited both inside and outside the building. Food and open beverages are not allowed inside the Worship Center. Attire should be appropriate and respectful of the church as a place of worship.

Decorations

- If you choose to use floral decorations, you must provide them. You may use silk flowers with the exception of petals used for dropping during the procession.
- **The color of the cloths on the altar and lectern are determined by the season of the church year. They are not changed for weddings.**
- Pew candelabra and other options are available. The Church will provide candles for the candelabras. This is another conversation you will have with your Wedding Coordinator. She will let you know what is available and will answer any questions you may have.

Wedding Times

Nazareth schedules up to two weddings per Saturday. The hours offered for Saturday weddings are 12:00 pm, 4:00 pm and 7:00 pm. Friday weddings are also an option, with hours offered at 4:00 pm, 5:00 pm or 6:00 pm. The rooms for the bridal party preparations are available 3 hours prior to the wedding service. The Worship Center is available 2 hours prior to the wedding. For example:

| <u>Time of ceremony</u> | <u>Rooms available</u> | <u>Worship Center available</u> |
|-------------------------|------------------------|---------------------------------|
| 12:00 p.m. | 9 a.m. – 12 p.m. | 10 a.m. - 1 p.m. |
| 4:00 p.m. | 1 p.m. - 4 p.m. | 2 p.m. - 5 p.m. |
| 7:00 p.m. | 4 p.m. – 7 p.m. | 5p.m. – 8 p.m. |

Because there are many activities and programs scheduled in the church, we ask you to **observe the assigned times** out of courtesy and respect for other groups. After performing hundreds of weddings here, we are convinced that this provides an adequate amount of time for photographs, changing clothes, the ceremony, and the receiving line. Wedding Receptions are not provided by Nazareth Lutheran Church.

Dressing rooms are as follows:

Bride & attendants: Room 158

Groom & attendants: Room 155; food room (if desired): Room 156.

It is important to assign someone in your wedding party to make sure these rooms are cleared of all personal belongings.

Photography

Pictures can begin in the Worship Center two hours prior to the ceremony and should be finished 45 minutes prior to the ceremony. It is very important that all family members and attendants are on time so that the picture taking goes smoothly. Because your wedding is a worship experience, all photographers are asked to respect the ceremony and the place. Flash photos are not to be taken during the ceremony. You may wish to hire a videographer to tape your ceremony. However, the Wedding Coordinator must clear all videographers.

Fees (fees are the same for members AND non-members and are in line with area churches and venues)

Fees for Worship Center **\$1,000.00**

Worship Center (seats approximately 1200)

Non-refundable deposit due for reservation **\$250.00**

Deposit will be deducted from final payment.

Fees include use of Worship Center, pastor, wedding coordinator, organist, AV personnel, candles, candelabra, pew candles, use of rooms 156, 158, 155, pre-marriage workshop, admission fees for couple to attend Financial Peace University to be used in the first year of marriage, and the wedding rehearsal the evening before the wedding. **Please note the use of dressing rooms 156, 158 and 155 are for 4 hours the day of the ceremony. We do not encourage more than that amount of time due to the long day for the bridal party. If you need to go beyond the allotted time for your wedding day, additional costs will incur.**

Breakdown of costs: (ceremony in Worship Center)

| Wedding Item: | Value: |
|------------------------------------|---------------|
| Pastor Fee: | \$150 |
| Organist Fee: | \$163 |
| Coordinator Fee: | \$217 |
| Audio / Tech Fee: | \$85 |
| Marriage Retreat: | \$70 |
| PrepareEnrich Online Assessment: | \$70 |
| Facility Rental Fee: | \$400 |
| • Dressing Rooms: 155, 156, 158 | |
| • Candles, candelabra, pew candles | |
| • Custodian/set up/clean up | |

Total Value/Cost: **\$1,155.00**

Nazareth charge for wedding: **\$1,000.00**

Please note: The above items are not available for discount.

Included at no charge:

- Rehearsal (day before the wedding)
- Financial Peace University Course (available to the couple up to a year following the wedding date) (value: \$109)

*Please make check(s) payable to Nazareth Lutheran Church. Nazareth takes cares of making payments to the people/areas listed above.

**\$250 is due when reserving the wedding date. \$750 is due one month before the wedding.*

Fees for Chapel **\$750.00**

Chapel (seats approximately 100)

Non-refundable deposit due for reservation **\$250.00**

Deposit will be deducted from final payment.

Marriage Preparation Retreat

Marriage Preparation Retreats are held **on a Saturday in January**. It is **mandatory** that you **attend this Retreat prior to your wedding**; it is recommended to attend at least three months before your wedding. Please complete the registration form and return it to the Executive Secretary. You will receive two *Strengthsfinder* books that you can pick up at the time you turn in your registration form.

Marriage Mentoring

Marriage Mentoring is a requirement for couples getting married at Nazareth. After taking the Prepare and Enrich pre-marriage online assessment, you, as a couple, will attend two to four sessions of premarital mentoring, either with a trained mentor or a pastor. In extenuating circumstances, other arrangements may be made in conversation with one of our pastors, for couples living out-of-state.

Frequently Asked Questions about Weddings at Nazareth Lutheran Church

- 1. Is it permissible to use silk flowers for our ceremony?**
Yes. (Silk or real flowers, or a combination of the two, are acceptable)
- 2. Are outside Pastors allowed to perform the ceremony or part of the ceremony?**
A pastor from Nazareth will officiate at all weddings unless special arrangements have been made. A guest pastor if requested by the bridal couple may assist the Nazareth pastor. If you wish a guest pastor to assist, please make arrangements in consultation with a pastor on the Nazareth staff.
- 3. How many pews are in the Worship Center?**
The middle two aisles have 17 pews each and the four outside aisles have 16 pews each. 168 people can be seated in each section.
- 4. May we drop or hang flowers or other materials from the ledges?**
No, it is not allowed because of safety concerns.
- 5. Can rose petals be thrown?**
No real or artificial petals may be thrown.
- 6. How many candelabras are there?**
10 total, with 5 on each side.
- 7. What is the seating capacity of the balcony?**
200
- 8. How long is the aisle?**
The center aisle is 57 ½ feet. Please note that aisle runners are not permitted.
- 9. May we decorate the church the night before our wedding?**
No. There are many activities scheduled in the church every day of the week, therefore it is not possible for you to have access prior to the hours scheduled on the wedding day.
- 10. Is it possible to store our dresses/tuxes, etc. in a dressing room the night before our wedding?**
No. We cannot guarantee the safety of items left unsupervised.
- 11. What does the Wedding Coordinator do?**

She coordinates all phases of the wedding. She meets with you to discuss all wedding arrangements, answer questions, and fill out the appropriate forms needed for setups, etc. She will be at the rehearsal and the ceremony to coordinate a variety of details to help the ceremony flow smoothly. Should you choose to hire an outside consultant as well, he/she will work under the direction of the church's Wedding Coordinator, who has final approval of all arrangements, according to church policies and guidelines.

12. May we hang decorations from the woodwork or walls?

No. No tacks, nails, staples, etc. are to be used in the hanging of decorations. All decorations must either be taped or tied with masking tape so as not to mar woodwork or painted walls. Pew bows may be attached directly to the top of each pew candelabra.

13. May we carry or pass candles during our ceremony?

CUF (Code Uniform Fire) and LSC (Life Safety Code) states: "Candles may not be passed or carried in assembly buildings." Nazareth is an assembly building.

14. Which Pastor will officiate at our wedding ceremony?

Pastors schedule the weekends they are available to perform weddings. Requests should be made directly to the Executive Secretary, and we will do our best to accommodate your request.

15. May we throw rice, confetti, birdseed, real or artificial petals, blow bubbles, or release balloons inside the building?

No. Any clean up needed, either inside or outside the building, will result in a \$50.00 charge that will be added to your fees. Bubbles, wedding wands, and balloons are acceptable OUTSIDE Nazareth Lutheran Church.

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

- ❖ We believe God ordained marriage to enrich the lives of husband and wife and to provide a sound basis for family life.
- ❖ We believe God's intention for marriage is that it be a lifelong relationship based on the commitment by the man to the woman and the woman to the man.
- ❖ We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between wife and husband. In the words of St. Paul to the Ephesians church,
"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32
- ❖ We believe God, along with the church, desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God's steadfast love will be the most likely to experience these qualities.