

## Wedding Policies and Procedures (updated 7/29/2018)

Living Waters Lutheran Church

1911 4<sup>th</sup> Ave. North Sauk Rapids, MN 56379

320-255-1135 [www.lwlcmmn.org](http://www.lwlcmmn.org)

Congratulations on your engagement! If you're interested in having your wedding at Living Waters here's what you need to know:

1. Contact the church office to schedule your wedding. The wedding is not "officially scheduled" until you have confirmed the date with one of the pastors and "use of building" deposit is received.
2. The LWLC pianist may be available to play at the wedding. You are responsible for contacting the pianist, Janet Anderson (320)250-5753.
3. Contact Bruce Neubauer, facility coordinator at (320) 248-0952.
4. The order of the service will be determined by the couple and the pastor officiating. Included in this packet are possible vows and scripture readings to choose from (these are just suggestions).
5. If you desire Holy Communion during the wedding service, we would be more than happy to include communion in the service.
6. Rehearsals are directed by the pastor or other designated staff person. All members of the wedding party should attend. Generally, rehearsals last about one hour.
7. Bring your marriage license and final payments to the church office at least 2 weeks prior to the wedding. Final payments include \$200.00 to Bruce Neubauer and honorarium to the pastor.
8. The photographer and videographers needs to meet with the pastor prior to the wedding ceremony.
9. Rice may not be thrown in or on the church premises. Birdseed is allowed outside.
10. No alcoholic beverages will be permitted on the church premises. There should be no alcohol used before or during the rehearsal, prior to or during the wedding, at the reception on church property. Please ask your attendants and ushers to refrain from drinking alcohol before the rehearsal or ceremony. The pastor reserves the right to refuse to participate in the ceremony if this rule is ignored. According to MN State Law, pastors cannot legally perform a wedding in which the bride or groom are intoxicated.
11. There is no smoking inside the building.
12. Other matters in preparing for the wedding:

For your reception, if you wish to use the Living Waters fellowship hall and kitchen, you and/or the caterer will need to contact the church office for instructions and information. There are no serving groups available within Living Waters for assisting with weddings.

The sanctuary holds **250 people** and fellowship hall will accommodate **150** seated people around tables.

# Wedding and Reception Fees Use of Facilities and Service Costs

## For members of Living Waters

Individuals must have completed membership classes at least one year before wedding date to be considered members. **Please put down a deposit of \$100 at the time of scheduling your wedding. All other fees and marriage license are due two weeks before your wedding date, made out to the individuals involved.**

- |                                       |  |
|---------------------------------------|--|
| 1. Use of building deposit            | <b>\$100</b> to hold the date, refunded after the wedding.<br>If there is not damage and no out of the ordinary cleanup this will be returned after the wedding. |
| 2. Pianist                            | <b>\$175</b> (LW pianist if available, and \$25 per solo) if not available, please find an alternate. Check made to: Janet Anderson                              |
| 3. Custodial fee/Facility Coordinator | <b>\$200 Check</b> made out to Bruce Neubauer  |
| 4. Premarital work                    | <b>\$150</b> "Pairs First" area workshop <b>OR</b><br><b>\$35</b> "Prepare Inventory" with LWLC pastor   |
| 5. Pastor's fee                       | <b>Honorarium</b>  |
| 6. Sound/Projection System Technician | <b>\$25</b> per hour (includes computer and system)  |

Please note: Members and non-members are responsible for arrangements with soloist and photographer. Photographer *must* meet with pastor before the wedding ceremony.

## For non-members

Non-members can schedule one year ahead of wedding date. **Please put down a deposit of \$200 at the time of scheduling your wedding. All other fees and marriage license are due two weeks before your wedding date, made out to the individuals involved.**

- |                                       |   |
|---------------------------------------|---|
| 1. Use of building fee                | Sanctuary only <b>\$500</b> (Includes limited LLC use by wedding party)<br>Wedding/Reception <b>\$800</b> (Includes Sanctuary and Reception in LLC)         |
| 2. Pianist                            | <b>\$175</b> (LW pianist if available, and \$25 per solo) if not available, please find an alternate. Check made to: Janet Anderson                         |
| 3. Custodial fee Wedding Coordinator  | <b>\$200 Check</b> made out to Bruce Neubauer   |
| 4. Premarital work                    | <b>\$150</b> "Pairs First" area workshop <b>OR</b><br><b>\$35</b> "Prepare Inventory" with LWLC pastor  |
| 5. Pastor's fee                       | <b>\$200</b> Wedding only<br><b>\$300</b> Wedding and pre-marital counseling (this honorarium will be given directly to the pastor performing the ceremony) |
| 6. Sound/Projection System Technician | <b>\$40</b> per hour (Includes any computer/sound/projection)   |

Wedding information for Living Waters Lutheran Church - Date of Wedding \_\_\_\_\_

Groom's name \_\_\_\_\_ Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Bride's name \_\_\_\_\_ Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Soloist's name \_\_\_\_\_ Home phone \_\_\_\_\_

Names of songs:

1) \_\_\_\_\_

2) \_\_\_\_\_

Will soloist require piano accompaniment? Yes \_\_\_\_\_ No \_\_\_\_\_

Wedding ceremony will be: Traditional \_\_\_\_\_ Contemporary \_\_\_\_\_

Unity candle: Yes \_\_\_\_\_ No \_\_\_\_\_

Communion: Yes \_\_\_\_\_ No \_\_\_\_\_

Names of communion assistants \_\_\_\_\_

Number of bridesmaids (including maid/matron of honor): \_\_\_\_\_

Number of groomsmen (including best man): \_\_\_\_\_

Number of ushers: \_\_\_\_\_

Flower girl: Yes \_\_\_\_\_ Age \_\_\_\_\_ No \_\_\_\_\_

Ring bearer: Yes \_\_\_\_\_ Age \_\_\_\_\_ No \_\_\_\_\_

Will father give the bride away? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, will someone else give the bride away? Yes \_\_\_\_\_ Relation: \_\_\_\_\_ No: \_\_\_\_\_

Will both parents of the bride be in attendance? Yes \_\_\_\_\_ No \_\_\_\_\_

Will both parents of the groom be in attendance? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of grandparents in the bride's family: \_\_\_\_\_ Number of grandparents in the groom's family: \_\_\_\_\_

Reading(s): \_\_\_\_\_

Reader(s): \_\_\_\_\_

Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

Reception: \_\_\_\_\_

Notes:

## Suggested Wedding Readings

### **Psalms**

33, 100, 117, 128, 136, 150

### **Old Testament**

Genesis 1:26-31

Genesis 2:18-25

Ruth 1:16-17

Song of Solomon 2:10-17 (or omit verse 15)

Isaiah 63:7-9

### **New Testament**

Romans 12:1-3, 9-13

1 Corinthians 12:31-13:13 (or portions)

Galatians 5:22-26

Philippians 1:27-2:5

Philippians 4:4-7 (8-9)

Colossians 2:6-7

Colossians 3:12-17

Hebrews 13:1-6

1 Peter 3:8-9

2 Peter 1:3-11

1 John 3:18-24

1 John 4:7-12

### **Gospel Readings**

Matthew 19:3-6

Matthew 22:34-40

John 2:1-10

John 17:11, 15-19

## Wedding Promise Options

1. (Name), I take you to be my wife (husband) from this time onward.  
to join with you and to share all that is to come,  
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 loyal to you with my whole life  
and with all my being.
2. I take you, (Name), to be my wife (husband),  
I promise before God and these witnesses  
to be your faithful husband (wife),  
to share with you in plenty and in want,  
in joy and in sorrow,  
in sickness and in health,  
to forgive and strengthen you  
and to join with you  
so that together we may serve God and others  
as long as we both shall live.
3. I take you, (Name), to be my wife (husband),  
and these things I promise you:  
I will be faithful to you and honest with you;  
I will respect, trust, and care for you;  
I will forgive you as we have been forgiven;  
and I will try with you better to understand  
ourselves, the world, and God;  
through the best and the worst of what is to come  
as long as we live.
4. I take you, (Name), 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.
5. In the presence of God and this community,  
I, (Name), take you, (Name), to be my wife/husband;  
to have and to hold from this day forward,  
in joy and in sorrow, in plenty and in want, in sickness and in health,  
to love and to cherish, as long as we both shall live.  
This is my solemn vow.