



GRACE LUTHERAN CHURCH

Luverne, Minnesota

Wedding Resource Booklet

Revised: January 2007

With God As Your Partner

Helen Steiner Rice

It takes a GROOM.

It takes a BRIDE.

TWO PEOPLE standing side by side...

It takes a RING

And VOWS that say

This is OUR HAPPY WEDDING DAY...

But marriage vows are sanctified

And loving hearts are unified

When standing with the bride and groom,

Unseen by others in the room,

The "SPIRIT OF THE LORD" is there

To bless this happy bridal pair...

For "GOD IS LOVE," and married life

Is richer for both man and wife

When God becomes a partner, too,

In everything they plan and do...

And every home is specially blest

When God is made a "DAILY GUEST."

For married folks who pray together

Are happy folks who stay together...

For when God's love becomes a part

Of body, mind, and soul and heart,

Their love becomes a wondrous blending

That's both ETERNAL and UNENDING.

And God looks down and says "well done"--

For now you TWO are truly ONE.

NOTICE: TO BE MARRIED AT GRACE LUTHERAN

YOU MUST:

- 1) SET A DATE ON THE CHURCH CALENDAR**
- 2) CONTACT ONE OF THE PASTORS**
- 3) CONTACT THE WEDDING COORDINATOR**
THE WEDDING COORDINATOR MUST BE
CONTACTED BEFORE YOUR SECOND
MEETING WITH THE PASTOR.

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Dear Bride and Groom,

Congratulations upon your engagement! No doubt you are very excited as you now anticipate and plan for your wedding day. We also share your joy and desire to be of service to you. Though there is much to do in preparing a wedding, as we certainly will be involved with you in that, our greater concern is to help you prepare for marriage. That is the more important task as it involves the deeper significance of the marriage relationship.

We have a pastoral concern about the quality of your life together as husband and wife. Marriage is a very intimate relationship which has ingredients in it for great happiness, fulfillment, joy and security. But we know that there can be much pain and suffering when things are not going well. It is our conviction that partners in a marriage must be willing to invest themselves in working to build a satisfying and permanent bond of unity.

Therefore, as you prepare for marriage, we ask that you invest with us some time and effort in learning more about yourselves and your relationship to one another so that you may gain some insights into those things which make for a good and satisfying life together.

Normally, we ask that there be at least four sessions with one of us to give attention to helpful and productive resources of communication and understanding. Our **FIRST SESSION** will be a time for us to exchange important information with each other, as well as a way for us to become acquainted.

During our **FIRST SESSION** we will also use an inventory called **PREPARE**. **PREPARE** has been designed to help couples planning for marriage to learn more about one another. Please be assured that it is **NOT** a test, nor a way of predicting whether whoever takes **PREPARE** will succeed or fail in marriage. Rather, it is a way of helping us discuss attitudes, interests, and viewpoints on different matters. Because there is a fee of \$35.00 to take **PREPARE**, you should have a check made out to **LIFE INNOVATIONS, INC.**, for that amount.

The **SECOND** and **THIRD SESSIONS** will be feed-back opportunities in which you will see the results of **PREPARE**. Everything we discuss in that feed-back, as in our other sessions, will be kept in confidence by the pastor with whom you meet. During the **FOURTH SESSION** we shall go over the marriage ceremony and take a look at the spiritual dimensions of marriage from a biblical view. Bring a bulletin outline of your wedding service to this session. The fourth session should be done one month before the wedding.

By this time you may have already set a date for the wedding. **YOU STILL MUST CONTACT ONE OF US** to make an appointment for a first session. We are looking forward to hearing from you soon.

May God richly bless you in your plans for marriage.

Sincerely,

Pastors of Grace Lutheran Church

Welcome to the Bride and Groom!

Our warmest wishes to you two happy people. We are excited to share in your happiness by helping with your wedding plans and to assist you in making your wedding day a beautiful day of Christian celebration.

The following pages are planning sheets to help each of you in knowing what your church has available and some guidelines. We are at your service to help your special day run smoothly. To bring this about, we need to know your preferences. Happy Planning!!! We'll be waiting to hear from you soon and please feel free to call us any time.

Sincerely,

Carrie Overgaard 283-9054

Rhonna Jarchow 283-2469

Wedding Coordinators

SELECTING MUSIC FOR YOUR WEDDING

The church uses many signs and symbols to celebrate its faith and among these is music which is of preeminent importance. It sets the mood for your wedding service.

The marriage service is a **WORSHIP SERVICE**. In the liturgical celebration of a Christian marriage, the couple publicly expresses their love and faith in God, in one another and in the Christian community in which they will live their lives together. This calls for a prayerful, faith-filled celebration.

The music used at a wedding should express the union of husband and wife to one another and to Christ; reflect reverence and dignity and impart a sense of unity to the assembled community and enhance the wedding ceremony. Therefore Grace Lutheran Church Council has adopted the following policy regarding wedding music:

POLICY STATEMENT on vocal solos 2-88

Vocal solos need to be chosen with great care. Lyrics of the songs should express Christian love together and emphasize the theme of sacred celebration rather than dwell on sentimentality or nostalgia. Popular love songs which are not oriented to the worship of God are not permitted to be sung during the wedding service. They may be entirely appropriate, however, during the wedding reception. Songs sung during the wedding service should have in theme a reference to God, Jesus Christ or the Holy Spirit.

Our organist is Mrs. Lorraine Olson. It is wise to call her as soon after we meet to set your date with her, (283-8161). She has a wide selection of music of her own and will be willing to play a number of selections if your are not sure what it is you would like.

Pre-service music provides background as the guests arrive and begin their worship. An orderly arrangement of contrasting numbers creates the proper atmosphere for worship. Normally, the organist will be playing a 25-minute prelude.

The music for the processional itself should be a joyous entrance beginning the ceremony. The recessional should be a triumphant song of joy.

Instruments can be appropriately used along with the organ. A trumpet can be very effective on the processional or recessional or you may choose a congregational hymn. If you wish a congregational hymn, this can be done by using our Lutheran Book of Worship. This lets your guests join in expressing their praise and joy and to share the gift of faith that is within them.

If the organist has any questions on the choice of music, she will consult the pastors.

Many people do not realize that a church organist is not paid by the church to perform weddings. This is something an organist does at his/her own time and expense. An organist puts in many hours; helping select music, practicing it, attending the rehearsal, and attending the wedding. They often purchase the music themselves. As a professional and as an integral part of the wedding service, your organist should be adequately compensated. Please take notice of Wedding Fee Schedule on page 15.

POLICY STATEMENT on organists for weddings
Music, Worship and Hospitality Committee 5-14-82

Because the pipe organ is a complex instrument it requires a certain amount of technical orientation, along with musical training and skill. Therefore the Committee recommends that we encourage the use of our church organist(s). However, if another organist is preferred, such an organist must: (1) Be a qualified organist familiar with pipe organs
(2) Be cleared with the church organist.

SELECTED ORGAN PROCESSIONALS AND RECESSIONALS

Trumpet Tune	Jeremiah Clarke
Trumpet Voluntary	Jeremiah Clarke
Jesu, Joy of Man's Desiring	J.S. Bach
"Air" and "Allegro Maestoso" from Water Music Suite	G.F. Handel
Canon in D	Pachelbel
Prelude in Classic Style	Gordon Young
Rigaudon	Andre Campra
Ode to Joy	Beethoven
Psalm 19	Marcello
Rondo	John Bull
Rondeau	Mouret
Thanks Be To Thee	G.F. Handel
Now Thank We All Our God	J.S. Bach - Fox (arr.)

SUGGESTED HYMNS FOR THE WEDDING SERVICE

NO. 287	O Perfect Love
NO. 288	Hear Us Now, Our God and Father
NO. 289	Heavenly Father, Hear Our Prayer
NO. 315	Love Divine, All Loves Excelling
NO. 534	Now Thank We All Our God
NO. 518	Beautiful Savior
NO. 543	Praise to the Lord
NO. 253	Lord, Jesus Christ, Be Present Now
NO. 456	The King of Love My Shepherd Is
NO. 551	Joyful, Joyful We Adore You

SUGGESTED BIBLE TEXTS

Genesis 1:26-31	Song of Solomon 2:10-13	Isaiah 63:7-9
Genesis 2:18-24	Song of Solomon 8:7	
Romans 12:1-2	Ephesians 5:21-33	1 John 4:7-12
1 Corinthians 12:31-13:13		Philippians 4:4-7
Matthew 19:4-6	John 2:1-10	John 15:9-12
Psalm 33; Psalm 100; Psalm 117; Psalm 127; Psalm 128; Psalm 136; Psalm 150		

WEDDING BULLETINS

Bulletins may be purchased at--

Crossroads Book and Music, Sioux Falls
The Book Nook, 3600 S. Minnesota Ave., Sioux Falls
Quality Printing, Luverne (available to order)

Several businesses in the area will print your bulletins--

Star Herald
Hills Crescent
Quality Printing

SPECIAL NOTICE:

Before you print your wedding bulletin, you MUST clear the music and order of service with the pastor.

YOUR CHURCH WEDDING BULLETIN

(Hymnal, pages 202-205)

The Organ Prelude

The Processional: Wedding party enters

The Invocation

The Prayer

*Optional - Vocal Solo

The Scripture Readings

The Wedding Meditation

The Marriage Vows

The Exchange of Rings

The Announcement of Marriage

*Optional - the lighting of the wedding candle, vocal solo, or both

The Blessing of the Marriage

The Prayers

*If Holy Communion is celebrated, it will begin with the peace at this point in the worship.

The Lord's Prayer (may be sung)

*Optional - vocal solo

The Benediction

Ringling of the Bells

Introduction of Couple

The Recessional: Wedding party exits

PLEASE PRINT: Please do not take flash pictures during the ceremony. Also, all cell phones must be silenced. Thank you.

*Usually there are two vocal solos or musical numbers. The above options indicate where they may be located in the order of service.

REHEARSAL

- A. WHO SHOULD ATTEND THE REHEARSAL? The whole wedding party, including all the attendants, the ushers, parents and readers. The organist should also be present or any musician who may be playing the processional and/or recessional.
- B. Rehearsal will be one hour to one and one half hours. The pastor will go through the necessary portions of the ceremony only, not the entire service. **PLEASE MAKE SURE ALL WEDDING PARTY MEMBERS ARE PROMPT**. It is unkind to keep others waiting.
- C. Please let the pastor know if there are a few certain ways you would like something done. For instance, do you want to kiss? Do you want the pastor to present both of you as Mr.& Mrs., etc.
- D. Light candles ahead on the night of rehearsal and straighten the wicks of those on the altar wall, if using them, as candle lighters have a rough time with new or pushed down wicks. Be sure wicks are standing up and wax coated otherwise candles will not light.
- E. **AVOIDING EMBARRASSMENT**
There have been past situations in which members of the wedding party have come to the rehearsal, and even to the wedding itself, inebriated. May we ask your cooperation in avoiding such embarrassment? A word from the groom ahead of time would often solve this.
- F. **REHEARSAL DINNER**
Send out invitations to those who you would like to have attending the dinner. If you wish to include the pastor, organist, soloists, etc., send them an invitation also, or phone ahead of the rehearsal as otherwise they are unaware of the invitation and eat beforehand. Be sure to indicate on all invitations whether spouses are to be included.
- G. If you are giving gifts, they could be given out the evening of the rehearsal or during the groom's dinner.
- H. **A WORD OF CAUTION: Do not leave purses or other valuables unattended.**

NOTES:

MARRIAGE LICENSE INFORMATION:

- a. Please bring marriage license to the church office no later than the Tuesday before the wedding.
- b. Either the bride or groom may apply for a marriage license in any court house in Minnesota. In Rock County one goes to the Auditor/Treasurer's Office. It is the same in many counties, however, in other counties one applies for a license in the Recorder's Office.
- c. Minnesota requires a five day waiting period, not counting the day of applying. The fee is \$85.00. **No out of state license is accepted in Minnesota.** Persons who are either divorced or had an annulment granted are required to produce a judgment decree.
- d. Your marriage license is good for 6 months.

CANDLES:

Candles can add beauty in worship settings. The Church uses candles for symbolic purposes with its liturgy. Candles when lit can also be safety hazards and, therefore, must be used with great care and common sense. Candles are permitted at weddings provided they are kept securely in candleholders provided by Grace Lutheran and/or the florist with the church's approval. No lit candle shall be in the aisle of the sanctuary or elsewhere in which human traffic may occur by policy of Grace Lutheran's Property Ministry. Be sure to consult with the wedding coordinator or the pastor well in advance of the wedding date if you have any questions concerning candles.

BIRDSEED, BUBBLE SOAP, ETC.:

Tossing of rice, birdseed, confetti, or anti-squirrel seed is not permitted inside or outside of the church. This practice can potentially be the cause of accidents making people slip and fall. The reaction to skin or eyes is also a possibility in the case of the anti-squirrel seed from the peppers it contains. They all make such a mess that it is nearly impossible to clean up completely afterwards. Seeds can later sprout and cause a weedy appearance. Besides, tossing rice is an ancient pagan Chinese custom to bring good fortune to the couple and, therefore, not Christian at all. Also, bubble soap will stain some kinds of clothing.

ALTAR:

The Altar is to be treated with reverence as it is the place from which the Sacrament of our Lord's Body and Blood is celebrated. For this reason it is not allowed to place upon the altar flowers, wedding candles, or anything ornamental that would detract from worship of our triune God.

BALLOONS:

Lighter than air balloons are not allowed inside or outside the church. In the past such balloons have been caught in the sanctuary fan system. It is against the law to release floating balloons outside because they have choked wild life, such as ducks, after they have fallen. Let us use common sense for the sake of safety to guests, the wedding party, the environment and the care of God's House.

GRACE LUTHERAN PROVIDES:

WORSHIP AREA

- _____ 1. Wedding Banner
- _____ 2. Two seven-candle candelabras
- _____ 3. Round table/lace cloth for guest book in narthex
- _____ 4. Unity candle stand – 3 styles
- _____ 5. Flower stands
- _____ 6. Bell rung
- _____ 7. Kitchen for fellowship, light lunch, snacks, etc, for the wedding party. Please leave the kitchen as you find it. You are to be responsible for your own utensils. If the kitchen is not cleaned up afterwards there is a cleaning charge of \$25.00.

BRIDE PROVIDES IF DESIRED:

1. 14 Candles – 14” or taller – dripless. Use spring loaded candles. 28 are needed! All candles must be ivory or white.
2. Unity candle with two smaller candles to flank it on the stand. The two side candles should taper, while the unity candle is no more than 3” wide.
3. Aisle cloth – cloth stays in place better than paper.
The florist will pin down cloth if asked but many brides (and grooms) do not want it showing on the wedding photos.
4. If the aisle cloth is not rolled out before the photos are taken the usher will roll out the runner, perhaps at some point during the processional.
NOTE: The center aisle is 72 feet from the first chancel step to the back of the sanctuary.
5. Cassette tape (60 minutes on each side) – The custodian will record the ceremony for you upon request. The recording will be given to you after the service.
6. If you wish to have a video made of your wedding, you must provide the VHS tape, the cam, and secure someone to do the taping. There shall be no distraction made by the one who is making the video during the ceremony.

WEDDING AREAS:

- Dressing area for bride and attendants – classroom 102, NW corner, lower level – get key from custodian.
- Dressing area for groom and groomsmen – Youth Room, south room back of kitchen – get key from custodian if needed.
- Please pick up belongings before you leave – may be a good job for your personal attendant.
- Chapel – meeting of the family
- Sanctuary – wedding and worship service
- Narthex – Guest book attendant
- Fellowship Hall, kitchen – reception area

GIFTS

Are you having Gift Receivers and Attendants? The receivers should be at the top of the stairs on the north side of the chapel to receive gifts. One can also be placed in the front entrance. Save all papers as cards with money, etc., have been found later. Have a large manila envelope for cards with money gifts. Have four large boxes for the gifts. If not opening at the wedding, have boxes ushers can handle in the chapel and have receivers pack them for you. Have tape, scissors and a pen so loose cards can be taped on the gifts. During the wedding the ushers are to take boxes of gifts to a designated vehicle and have it locked. The bride is to make the stipulation on who she wants to take care of the money gifts for her.

DUTIES - DAY OF WEDDING

BRIDE

- a. Bride arrives at _____ o'clock. Don't come too early. Find time to sit and relax. It's a long day ahead.
- b. Are you dressing at church or home? _____

MAID/MATRON OF HONOR

Have Maid/Matron of Honor adjust the bride's train when bride moves to altar and kneels so altar pictures do not have a heel showing or unkempt look.

MAID/MATRON OF HONOR AND BEST MAN

Come to pastor's study immediately after the wedding ceremony to sign the marriage certificates.

FLORIST

- a. Flowers are to arrive at _____ o'clock. Be sure they are there in time for pictures. Have florist place the chancel bouquets where you desire. Do not place flowers on the altar as it is not proper to do so. Also, no flowers should be placed on the grand piano.
- b. Who is in charge of pinning on flowers and corsages?
Give florist a list so he/she can label each by wedding role such as usher, cake server, coffee pourer, etc. Also have one for your flower attendant.

GUEST BOOK ATTENDANT

**If planning a large wedding, try to purchase a guest book with removable pages.

Have your guest book attendant close the guest book 10 minutes before the ceremony begins. Place the sign on the table.

The guest book will be available for signing after the ceremony in the narthex. When all guests have left the church, guest book attendant will take guest book to the reception.

PERSONAL ATTENDANT

- a. Are you having someone help you dress? Run errands for you?
- b. Have her there in time for photo session.
- c. Pick up belongings in bridal room and groom's room.

PHOTOGRAPHER

- a. When will photographs be taken? _____
We strongly encourage you to have them taken before the service. People are fresher, flowers are fresher, everyone has time to enjoy the reception. Guests are not kept waiting. **NO FLASH PICTURES DURING ANY PART OF WEDDING SERVICE.** (Please include this on your wedding program.)
Please instruct the ushers to tell people who bring cameras.
- b. The photographer will arrive at _____ o'clock.
- c. We have found that even the photo of the cake cutting may be done ahead of the ceremony as a small wedge at the back of the cake does not show and your reception line is not delayed.
- d. Bring food for wedding party to eat during photo session. No food or beverage is allowed in the sanctuary. Please use the kitchen or south end of Fellowship Hall to have your food and drink.

USHERS

Your ushers are very important. They can make or break your wedding. You need one usher for every 50 people or have groomsmen or fathers help usher.

1. Please instruct anyone arriving with a camera at the wedding ceremony that no **FLASH PICTURES** are allowed during any part of the wedding service, as it is a worship service.
2. If ushers dispose of their gum ahead of ushering, it lends greater dignity to the occasion.
3. Instruct ushers as to whether you desire traditional seating with bride's guests on the left and groom's on the right or balanced seating.
4. Seat guest book attendant, cake and coffee servers, dining room host and hostess near the front so they are ushered out before other guests.
5. Regarding relatives and special seating, list the order that they are to be ushered in so ushers remember. No guests are ushered in after the bride's mother.
6. Be sure receiving line is in place before ushering out any guests.
7. **No alcoholic beverages** are allowed on the church premises; let us not cause the bride's or groom's family and the congregation embarrassment.
8. **No smoking** is permitted in the church and on church property outside.
9. **No throwing of rice and/or birdseed** in the building or outside as guests and parishioners may slip on it.
10. Ushers and candle lighters please put out candles after ceremony. If you do this after all people are ushered out, the guests enjoy the beauty while waiting.
11. Do you want the ushers to help with the gifts?
12. Let ushers know if you are planning to have any guests with wheel chairs.
13. Save 2 - 4 pews behind parents for guests with flowers (who are involved in wedding).
14. Are there any odds or ends you want them to do?

YOUR RECEPTION

**If you plan to have your reception at church, you must meet with the GLCW Wedding Kitchen Coordinator or Assistant to go over your reception needs. The “Wedding Information for Serving Weddings” sheet included with this booklet should be completed.

**A gift of money to the GLCW Reception Fund is expected.

Wedding Kitchen Coordinators are Florence Helle (283-8816) and Janice Schei (283-2295).

SPECIAL ATTENDANTS:

Host and Hostess for the reception

- Duties:
- <Train waitresses from list of duties you give them.
 - <Welcome people as they enter Fellowship Hall and direct them to the punch table.
 - <After the blessing, start reception line with bridal party first, then guests.
 - <If bridal party table is used, direct waitresses to serve them first and then begin the reception for others.

Waitresses: You will need 5 or 6 if wedding is large

- Duties: (Give list to dining room hostess to train them.)
- <Pick up punch cups on trays.
 - <Pour coffee to keep cups full as guest eat.
 - <Wait tables if used.
 - <Return dishes to kitchen.

Guest Book: Have attendant finish registering guests at reception.

Punch Bowl: Two persons are usually needed to serve smoothly.

Cake Cutters: You need 2: One to cut cake and one to put cake on plate and place on table.

Coffee Pourers: Usually one at each end of the reception table is needed.

The wedding skirts will be put on and taken off for you.

The head table is yours to decorate as you wish.

FOR THE SAKE OF GOOD COMMUNICATION

Wedding invitations clearly tell your intended guests they are invited to the reception, where the reception will be held and the time it begins. Often times certain people are intended to be guests at the reception but are not formally invited because it is assumed they would “automatically” come since they were involved in the wedding ceremony. These include the pastor, organist, soloist, other musicians, and custodian, and their spouses and families. If it is your intention for any of these participants to come to the reception, please be sure to send them an invitation. It is also wise to do the same for all of your wedding attendants, especially if they have families. The invitation should specifically state who is invited to the wedding.

Should you intend for the pastor to say grace before the meal at the reception, please let him know ahead of time.

RECEPTION DETAILS

- A. Number of guest at reception _____
If over 150 have 2 pouring coffee and 2 serving lines
- B. Reception menu
Also decide whether you are placing bridesmaids bouquets on reception table for decoration as these take space and limit what serving dishes may be placed there. The circle or caterer will need to know exactly what you expect them to do. It helps to make a list for them of all duties expected.
- C. Equipment needed - check items you will want to use. The church has the following:
____ Net table skirts (2 to fit 30" by 96" table and 2 round ones to fit 36" diameter)
____ White undershirts for all--a special committee puts on and takes off these so Coordinator needs to see this gets done
____ 2 lace table cloths, plus 1 round one (Church launders these.)
____ 4 round tables of 36" diameter
____ Punch bowl and ladle, no punch cups
____ Silver Service - two complete sets plus two extra coffee servers
(Church does not own teapots.)
____ 3 sugar tongs
____ 4 silver plates for mints
____ 2 silver nut dishes, (compotes), plus 3 spoons
____ 2 silver candelabras, can be used with 3 candles or 1
____ 8 square aluminum trays
____ 1 decorated knife for wedding cake
____ 12 round glass cake or sandwich plates
____ Plates, cups, silverware and glasses for 400
____ Electric coffee pots, enamel coffee pots, coffee warmers
____ Brown lap trays and serving trays
____ 10 pastel flower vases and glass bud vases
____ 6 white table cloths to launder yourself
____ 300 folding chairs for reception
- D. Grace Fellowship Hall (Please state number you will need)
____ Serving tables for buffet (Usually two are placed together.)
____ Punch table
____ Gift table(s)
____ Music stand for guest book
____ bridal table(s) for wedding party and pastor and spouse
____ Tables for seating of guests
____ Chairs _____ placed in half circles _____ Placed in facing rows
____ Wedding skirts for buffet and punch tables

WEDDING FEE SCHEDULE

**Grace Lutheran Church
Luverne, Minnesota 56156**

1.	<u>USE OF FACILITIES AND ASSOCIATED SERVICES</u>	NON-MEMBERS	MEMBERS
A.	Chapel Wedding (no rehearsal)	\$35.00	No fees required from
B.	Wedding in Sanctuary(no rehearsal)	\$125.00	members for these
C.	Wedding in Sanctuary/Rehearsal	\$150.00	services but an
D.	Wedding reception in church	\$150.00	honorarium is
E.	Wedding skirt rental	\$20.00	accepted.
2.	<u>PROFESSIONAL SERVICES</u>		
A.	Pastoral Services		
	1. Chapel Wedding without rehearsal	\$300.00	No fees required from
	2. Church wedding with rehearsal	\$350.00	members for these
	3. Pre-marriage counseling without performing wedding ceremony	\$275.00	services but an honorarium is accepted.
B.	Church Organist	\$100.00	\$100.00
C.	Custodian		
	1. Wedding without reception	\$80.00	\$60.00
	2. Wedding with reception	\$100.00	\$80.00
	3. Wedding, reception is after 5:00 p.m.	\$110.00	\$90.00
D.	Wedding Coordinator		
	1. Wedding at the church	\$50.00	\$50.00
	2. Weddings held elsewhere (No wedding coordinator will be at the rehearsal or wedding.)	\$10.00	\$10.00
E.	Sound Board	\$20.00	\$20.00
3.	<u>RECEPTION</u>		
	GLCW Reception Fund (After you have visited with the wedding coordinator, you will meet with our wedding food supervisor.)	\$50.00	\$50.00

INFORMATION FOR SERVING RECEPTIONS AT CHURCH

Bride and Groom _____

Date of Wedding _____ Hour _____

Parents of Bride _____ Phone _____

Parents of Groom _____ Phone _____

Reception:

Number of guests _____ Served by _____

Food: _____

Duties of kitchen committee: SPECIFY, perhaps on recipe cards.

Example: Sandwiches (if committee makes them and how you want it done)

Sandwiches _____

Coffee _____

Punch _____

Salads _____

Nuts & Mints _____

Other _____

Do you want water glasses or just punch? _____

How do you wish to have the head table served? Food brought to them on plates or go through buffet line? _____

Waitresses: We recommend 6 waitresses for 250 guests. They should be old enough to pour coffee and bring dishes to the kitchen.

Other duties _____

Special waitresses for head table? Yes _____ No _____

Buffet Table

1. Do you have 2 people to keep table supplied or do you want two ladies from the kitchen? _____

2. Coffee servers? Yes _____ No _____

3. Cake cutters? Yes _____ No _____

4. Instructions on wedding cake top etc. Specify any special instructions for serving.

5. Do you want two serving lines? Yes _____ No _____

Please bring containers so the kitchen help can place any food left over for you to take home. If you have questions please call Florence Helle at 283-8816 or Janice Schei at 283-2294

Dear Bride and Groom,

All these items HAVE TO BE IN THE CHURCH OFFICE THE TUESDAY before your wedding:

- 1. This sheet filled out appropriately.**
- 2. Marriage license (with names of witnesses who will sign)**
- 3. Your thank you notes with your monies inside to**
 - a. Pastor**
 - b. Organist**
 - c. Custodian**
 - d. Kitchen, if reception is in church**
 - e. Wedding Coordinator**
 - f. Sound Board Person**
- 4. Six (6) copies of your wedding program**

WHICH OF THE FOLLOWING ARE YOU PLANNING TO USE?

- _____ **1. Wedding Banner**
- _____ **2. Standing candelabra—gold or black**
- _____ **3. Round table/lace cloth for guest book in narthex**
- _____ **4. Unity candle**
- _____ **5. Flower stands**
- _____ **6. Ringing of bells**