

# YOUR WEDDING AT OLIVET LUTHERAN CHURCH

## Guidelines

### INTRODUCTION

This guide is provided to help you plan your wedding appropriately and in accordance with Olivet's accepted practices, so that your celebration will be both a sacred and joyous occasion.

*"there was a wedding at Cana of Galilee...and Jesus was also invited..."*\John 2:1-2

Jesus chose a wedding to demonstrate His power for the first time. He desires to be present in our lives together especially at significant moments and turning points in our lives. Jesus Christ desires to be present in the heart of your marriage relationship, so that you *"rejoicing in all [God's] gifts may at length celebrate the unending marriage feast with Christ our Lord..."*

Service of Marriage, Evangelical Lutheran Worship, c. 2006

Every marriage at Olivet Lutheran Church is a service of worship proclaiming the Lordship of Jesus Christ and blessing two people as they join in the bonds of matrimony. Therefore we have guidelines to help you plan the service in the spirit of Christian worship. The pastors of Olivet will perform weddings for couples only where at least the bride or the groom is an active (or voting) member of Olivet Lutheran Church, or the child of an active (or voting) member. Active is defined as a confirmed member having communed and made a contribution of record during the current or preceding year. Exceptions to this rule will be strictly at pastoral discretion.

### PREPARATION (Six months to one year before the wedding)

1. It is absolutely imperative that you consult with the Director of Operations and the pastor who will conduct your wedding before finalizing any other arrangements for your wedding. You must also contact the Organist after the \$100 deposit is paid to ensure he is available for your requested wedding date. There is a directory with these staff and volunteer contacts printed in the back of this handbook.
2. The wedding rehearsal should also be scheduled well in advance, preferably at your first meeting with the pastor. All members of the wedding party, including ushers and readers, should be present for the rehearsal. Rehearsals need not last more than 45 minutes, if all participants are on time and conducting themselves reverently and responsibly. The marriage license should be turned into the pastor no later than at the rehearsal. The pastor and spouse do not assume that they are invited to the rehearsal dinner (or the wedding reception), unless you directly invite them come. If you desire their presence, please extend a written invitation as you would any other guest. Please understand that while we are grateful for your invitation, family or congregational responsibilities may require that we decline.
3. Only Olivet's pastors may perform weddings at Olivet except by special arrangement with one of them. Other clergy may assist by arrangement.
4. Weddings are not conducted during Holy Week, the period between Palm Sunday and Easter Sunday.

5. Couples being married at Olivet are required to meet with the pastor to plan the wedding service and for premarital counseling. We use the PREPARE/ENRICH inventories for this process. Other pre-marital helps such as Engaged Encounter may be recommended as options.

6. Olivet offers a wedding coordinator to assist with organization and details at the church for your rehearsal and wedding ceremony. She will be contacting you 1-2 weeks prior to your date. The Director of Operations will also contact you in this time period to request a written list of your wedding party, order of procession, etc. This will enable an organized and well run rehearsal.

### USE OF SANCTUARY AND CHURCH PROPERTY

1. Saturday weddings may be scheduled between 11:00 am and 6:00 pm. Please discuss any exceptions to this timing with the Pastor. The building will be opened two hours in advance of the service. Exceptions to this rule will be strictly at pastoral discretion.

2. The seating capacity of the sanctuary is 250 persons on the main floor.

3. The length of the aisle is 75 feet. If you would like an aisle runner, please secure one through your florist.

4. You should arrange directly with your florist for flowers to be used. Flowers are not placed on the altar itself. The "retable" behind the altar (14 inches wide and 22 inches available from the table to the bottom of the cross) and side credence shelves (15 inches by 18 inches) may be used, as well as free-standing arrangements. Optional palms and candelabra for the chancel are available through our wedding consultants. Because of potential damage to brass and paint there should be no flowers or roping on grillwork, sidewall sconces, communion rail, back of last pews, or stairs from narthex to nave. All flowers, greens, bows, etc. attached to candelabra and/or pew ends or stair railings are to be attached with pipe cleaner or ribbon; no wire shall be used.

5. The Unity Candle, if used, shall be placed on the baptismal font (measurements are 18 inches by 30 inches). A wedding unity candle is available on loan through our wedding consultants. If you desire one as a keepsake, you may purchase one at a Christian supply store or candle store. Aisle candlesticks are available at an extra charge but are discouraged except at evening weddings in the winter season when it will be dark outside.

6. There will be no flash photography during the wedding service. The official photographer may take "natural light" photos from the rear of the sanctuary or from the balcony rail during the service. The official photographer may take flash photos during the Processional and the Recessional. After the service, photography is welcomed by any and all. Photographers and videographers must speak to the pastor and/or wedding consultant before the wedding. The church reserves the right to permanently dismiss any photographer who ignores this policy. Video equipment must be stationary and positioned only where pastor or wedding coordinator suggests.

7. The Bridal party is strongly discouraged from leaving the church before the post-service photography is begun.
8. Rice, birdseed, balloons, confetti or any other material to be thrown or released is prohibited for the safety of all concerned and out of care for the environment. Bubbles and bells are both excellent alternatives for your guests.
9. The dressing area for women is located in the basement; this includes the large multi-purpose room, and nearby restrooms. The men have the Choir Room reserved for their use. The wedding consultants will assist with distribution of flowers to the immediate wedding party. The bride should appoint someone to distribute flowers to others (parents, grandparents, etc.). Please ask your florist if they provide this service.
10. Alcoholic beverages are prohibited on the entire church property (including the parking lot). There is to be no smoking anywhere in the building. We request that the members of the wedding party refrain from alcohol consumption prior to the start of the wedding.
11. A white wedding altar frontal is used for weddings. Signs, banners, etc. in use by the church, inside or outside the building, may not be removed.

## WORSHIP AND MUSIC

1. The Order for Marriage of Evangelical Lutheran Worship shall be the normal basic order used. The pastor will assist in planning its use and any variations.
2. A list of readings and vows suggested for use in your wedding is included in the appendix to this handbook. Other choices may be used with pastoral approval.
3. The staff organist of Olivet Lutheran will play for all weddings where organ or other keyboard music is desired. You should contact the organist directly to ensure he/she is available to play on the date chosen for the wedding, and to arrange a consultation to choose music appropriate to the ceremony. Music will be recommended that befits the occasion, is of good taste, and includes sacred text in the case of vocal selections.

At Olivet, we follow guidelines set forth by the American Guild of Organists (AGO) in regard to compensation of our principal musician. With regard to weddings, these guidelines specify the staff organist shall have the option to play for all weddings (sometimes known as 'right of first refusal'). In the event the couple selects a date on which Olivet's organist is otherwise engaged, the couple is free to select a guest musician. Occasionally, a couple may want a specific person to play for their wedding, such as a relative or friend of the family, even though Olivet's organist would be available on the wedding date. In those instances, the couple shall request permission from the staff organist to engage their own musician. AGO standards provide that the church's organist may give consent, and that it is customary to consider paying the organist's usual fee in addition to any remuneration the couple intends to pay their guest musician. All guest musicians should contact Olivet's organist prior to using the organ and to arrange practice time as needed.

4. The organist shall be provided with a list of music desired for the wedding not less than two weeks in advance. This shall also include music to be performed by soloists or instrumentalists. It is the responsibility of the soloist or instrumentalist to contact the organist not less than two weeks in advance to provide a list of music the soloist will be performing and to schedule a rehearsal time with the organist.
  - (a). When such notice is not given, it will be assumed that the services of the organist as an accompanist for a soloist will not be required and such services will not be provided for the wedding.
  - \* (b). The minimum organist fee is \$175 which includes 1 planning session and 1 rehearsal prior to the ceremony. When extensive rehearsal time with a soloist or accompanist is required, the fee of the organist may be adjusted accordingly at his discretion within reasonable limits.
  
5. Olivet does not prescribe a list of music for organ and/or solos. However, the pastors and organist will review your music selections and will only approve secular music whose lyrics are harmonious with Christian teachings on marriage.
  
6. Wedding bulletins are encouraged for larger weddings with full wedding liturgy. Local Christian bookstores carry bulletin covers in a variety of colors and styles. The Pastor will assist with proper wording of the copy. If the church office is to print your bulletins, all formatted information, along with bulletin covers, must be submitted to the church office at least three weeks in advance of the wedding.

#### FEES

1. A wedding is scheduled on the master calendar upon receipt of a \$100.00 deposit and the wedding data form, delivered or mailed to the Director of Operations. The deposit will be applied to the total fee, which is to be remitted month prior to the wedding date.
  
2. The total fee for a wedding conducted at Olivet Lutheran Church is \$575.00\*.
  - a. \$125.00 – Pastoral services
  - b. \$175.00 – See #4 above. (payment for organist should be made directly by check.)**
  - c. \$ 50.00 – Custodial services
  - d. \$ 50.00 – Altar Guild
  - e. \$175.00 – Facility Expenses (includes the premarital survey fee of \$30)
  
3. The charge for a "private" wedding (bride, groom, up to 40 guests, no organist) is \$150.00.
  - a. \$75.00 - use of the facility
  - b. \$75.00 - pastoral services

## Wedding Planning Information for Bride & Groom

Following the Initial Session with the Pastor

1. **Call Olivet's Organist** – See Page 6.
2. **The Director of Operations, Shannon Walker, is available Mon – Fri 8-4:30 for questions and concerns. 419-882-2077.** She will arrange for one of Olivet's wedding coordinators to assist on site with all wedding details on both the rehearsal day and wedding day. You will hear from her 1-2 weeks before the ceremony.
3. **Please pay balance of wedding fee 2 weeks prior to wedding.**
4. We will ask for an official listing of wedding party participants in the last couple of weeks, which will enable an organized and quick rehearsal.
5. The marriage license should be given to the pastor **no later than the time of rehearsal.**
6. The pastor and spouse do not assume that they are invited to the rehearsal dinner or wedding reception. If you wish to invite them to either or both, please extend a written invitation as you would any other guest. Please understand while they are grateful for such invitations, other church responsibilities may require that they decline.
7. Lessons to be read at the service. Normally you will choose one lesson from each of the three lists: Old Testament, New Testament and a Gospel reading.

### Old Testament Lessons

Genesis 1:26-31  
Genesis 2:18-24  
Song of Solomon 2:10-13  
Song of Solomon 8:7  
Isaiah 63:7-9  
Psalm 33  
Psalm 67  
Psalm 100  
Psalm 117  
Psalm 12  
Psalm 136  
Psalm 150

### New Testament Lessons

Romans 12:1-2  
I Corinthians 12:31 – 13:13  
I Corinthians 13:4-7, 13  
Ephesians 5:9-12  
Ephesians 5:21-33  
I John 4:7-12  
Colossians 3:12-17

### Gospel Lessons

Matthew 19:4-6  
John 2:1-10  
John 15:9-12  
John 15:12-17

8. **Vows.** Evangelical Lutheran Worship suggests the following vows. You may edit or write your own with pastoral approval. Your promises must indicate the complete sharing which marriage implies and be clearly described as a lifelong commitment.
  - a. 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.

b. In the presence of God and this community, I, \_\_\_\_\_, take you, \_\_\_\_\_, 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.

9. Hymns that could be included as part of the wedding service:

836	<i>Joyful, Joyful We Adore Thee</i>	312	<i>Jesus, Come, For We Invite You</i>
881	<i>Let All Things Now Living</i>	858	<i>Praise to the Lord, the Almighty</i>
586	<i>This is a Day, Lord, Gladly Awaited</i>	631	<i>Love Divine, All Loves Excelling</i>
656	<i>Blest Be the Tie That Binds</i>	648	<i>Beloved, God's Chosen</i>
839	<i>Now Thank We All Our God</i>	585	<i>Hear Us Now, Our God and Father</i>

Who to contact here at Olivet Lutheran Church:

Pastor Nate Tuff, Lead Pastor	<a href="mailto:pastornate@olivetsylvania.org">pastornate@olivetsylvania.org</a>	419-450-5670
Pastor Melissa Micham, Associate Pastor	<a href="mailto:pastormelissa@olivetsylvania.org">pastormelissa@olivetsylvania.org</a>	
Shannon Walker, Director of Operations	<a href="mailto:operations@olivetsylvania.org">operations@olivetsylvania.org</a>	419-882-2077
Xavier Suarez, Organist/Accompanist	<a href="mailto:xaviersuarezmcleod@gmail.com">xaviersuarezmcleod@gmail.com</a>	734-834-0890

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