



**WEDDING POLICY AND GUIDE  
PEACE LUTHERAN CHURCH  
400 Franklin Street SW  
Hutchinson, MN 55350  
320-587-3031**

"For this reason, a man will leave his father and mother and be united to his wife, and they will become one flesh." (Genesis 2:24). Marriage is a gift of God given for the encouragement, comfort, and multiplication of the human race. Marriage is indeed a gift from God and is not to be entered into lightly. The love in a marriage, husband for wife and wife for husband, is based on the sacrificial love which Jesus Christ first showed to us in submitting Himself to death on the cross. By His love and His commitment, He enables us to love and commit ourselves to each other.

Your brothers and sisters in Christ at Peace Lutheran Church rejoice with you in your decision to enter the sacred relationship of Christian marriage. We are grateful that you have chosen to let us share in this most important service of worship and celebration. Our hope is that your marriage will be blessed by lasting happiness and ever-increasing love. As you are reminded of Jesus' commitment to you, we pray that you will grow in your commitment to each other and to the Lord and His church.

This wedding guide has been prepared by our church to help you as you plan your wedding. If you have any questions that are unanswered by this guide, please contact the church office.

### **THE SEQUENCE OF EVENTS**

When you have selected a tentative wedding date, please:

1. Call the church office (320.587.3031) and ask for an appointment with the pastor who will officiate at your wedding. The purpose of this appointment is to set the date of the wedding.

(Please note: the Parish Services Director will tentatively reserve a date for your wedding on the church calendar, but you must confirm the date during your initial appointment with the officiating pastor.)

2. Meet as soon as possible with the officiating pastor to:

- Confirm the date of the wedding
- Set the date and time for the wedding rehearsal
- Make arrangements for pre-marriage counseling
- Discuss in general your wedding plans

### **MARRIAGE LICENSES**

Marriage licenses may be obtained at any county courthouse in the state. Glencoe is the county seat in McLeod County. The engaged couple need not be residents of Minnesota to be married in the state.

There is a five-day waiting period before the wedding may take place, not counting the day of application. The license is valid for six months thereafter. Marriage witnesses must be sixteen years of age or older. After obtaining your license, leave it at the church office at least one week prior to your wedding day.

If either the bride or groom is under the age of eighteen, a Consent to Marriage of Minor form must be obtained at the courthouse and by a judge. A licensed counselor or minister must sign a statement indicating that he or she feels a certain amount of maturity is evident, and that the marriage would have a good chance to grow and mature.

### **PARISH SERVICES DIRECTOR**

The Parish Services Director is available to help your wedding go smoothly. At the time you are scheduling your wedding, please make an appointment with the Parish Services Director to discuss details with which you may need assistance. We are happy to answer any questions you may have about your wedding. The Parish Services Director attends all rehearsals to assist with timing, processional, etc., and also is present whenever possible at your wedding until at least the end of your procession to ensure a smooth and prompt start to your wedding. Any contact that needs to be made concerning facility usage, including contacting florists, caterers, photographers, etc. may be made through the Parish Services Director. The Parish Services Director will also make contacts and answer questions concerning other staff if needed.

### **FACILITIES**

On the day of your wedding, the building will be open at 9:00 a.m. If other arrangements need to be made, contact the Parish Services director. Because of our Saturday evening worship service, wedding parties are encouraged to schedule their wedding no later than 4:00 p.m. to allow for an appropriate amount of time for your receiving line and to ready the church for worship.

The sanctuary will be cleaned and ready by 1:00 p.m. the day before your wedding to allow time for any decorating you may need to do in advance. If your reception is to be held in the Peace Center or church basement, those areas will also be ready at 1:00 p.m. Because of the heavy day to day scheduling of Peace facilities, wedding parties are encouraged to use only the areas necessary including the church sanctuary, dressing rooms, restrooms and the reception area. If you would like to have an area available to serve snacks or refreshments to your wedding party during pictures, etc., please schedule through the Parish Services Director to avoid conflicts with other groups who may be using the facility.

Dressing rooms for the wedding party are located on the lower level of the education building. Room TBD is for women and Room TBD for men. It may be helpful to have a person responsible for the dressing rooms and check after your wedding so no personal belongings are left behind.

We encourage guests to refrain from throwing rice, confetti, or birdseed. This is simply to assist those responsible for preparing the facility for the next usage. Because all areas of Peace are dedicated to the glory of God, we remind all users that our building is smoke and alcohol free.

## **ORDER OF WORSHIP**

Please talk with the Pastor about the order of worship. Solos, special music and congregational hymns can be placed in the service after consultation with the Pastor and the Director of Music.

Pre-Service Music  
Processional  
Invocation  
Scripture Readings  
Sermon  
Vows  
Exchange of Rings  
Pronouncement of Marriage  
Unity Candle  
Prayers  
Benediction  
Recessional

## **SCRIPTURE READINGS**

Possibilities for Scripture readings include the following:

### From the Old Testament

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God creates man and woman
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:7	Unquenchable love
Isaiah 63:7-9	The steadfast love of God
Jeremiah 32:38-41	God's faithfulness
Ruth 1:16b-17	An example of commitment
Ecclesiastes 3:1-8	A time for everything

Psalms 23, 33, 100, 117, 127, 128, 136, 150

### From the Epistles

Romans 12:1-2	A living offering
I Corinthians 12:31-13:13	The hymn of divine love
Ephesians 5:21-33	Marriage and the church
Colossians 3:12-27	Live in love and thanksgiving
Philippians 4:4-7	An "upbeat" word about life together
I John 4:7-12	Love one another as God has loved us

### From the Gospels

Matthew 19:4-6	Faithfulness in marriage
John 2:1-10	The wedding at Cana
John 15:9-12	Love one another

## **WEDDING MUSIC**

Dr. Joan DeVee Dixon (Director of Music) and Mr. Paul Otte (Director of Music Emeritus), have a large selection of music which is appropriate for a wedding service. One of them will gladly meet with you to assist in selecting your music. All music must be pre-approved. Any guests soloists or musicians must also be approved. For a music guide, please email Dr. Dixon at musicministryatpeace@gmail.com or text/call 952-277-9961.

Music must be Christian and appropriate for a worship service. Music that is ordinarily associated with non-Christian settings (Broadway musicals or popular love songs) are best performed at your reception.

Organist/Pianist, Soloists and other Musicians are an additional fee (from that paid to the church). The organist fee at Peace Lutheran Church is \$175.

## **WEDDING CONSULTANT**

Occasionally, couples will engage a professional wedding coordinator or other wedding consultant. Such personnel should be in contact with the officiating Pastor several weeks prior to the wedding rehearsal. It is preferred that the Parish Services Director be in charge of the rehearsal and wedding service. Professional consultants could be used for the reception. These advisory personnel should be thoroughly acquainted with policies and procedures for the conduct of weddings at Peace. Note: The officiating Pastor is in charge of conducting the wedding rehearsal and also the wedding itself.

## **WEDDING REHEARSAL**

The wedding rehearsal is usually scheduled on the evening prior to the wedding day. At that time, you will rehearse the procession, order of service and recession. The rehearsal will help you, the wedding party and families feel more comfortable with their various responsibilities. The entire wedding party, including the ushers, need to be present.

## **PICTURES**

Making plans for the wedding, the couple will select a photographer. With regard to pictures, we ask that each couple counsel with their photographer and share the following information:

- 1) Photographs may be taken before or after the ceremony.
- 2) Aisle shots are permitted for the parents and the bridal party during the processional and recessional
- 3) No flashes or strobe lights are permitted in the sanctuary during the wedding ceremony, from the close of the processional to the beginning of the recessional.
- 4) Non-flash photographs may be taken from the balcony during the ceremony.
- 5) Video cameras/recorders are permitted in the balcony and from a stationery tripod placed at the side aisle, near the pillar closest to the chancel. Video equipment is not permitted near the chancel, nor in the chancel itself during the ceremony. A stationary video camera may be placed in the sacristy. **Roving video picture taking is not permitted in the sanctuary during the ceremony!**
- 6) All parties taking photographs or using video equipment at the request of the bride and groom should confer with the Parish Services Director prior to the ceremony.

## **FLOWERS, CHURCH DECORATIONS AND CANDLES**

The following guidelines have been established by the Altar Guild concerning flowers and decorations in the church:

### **Flowers**

1. The altar is the focal point and center of worship, and it is not to be disturbed.
2. Altar flowers are an important consideration in your planning. They are to be placed between the candles and altar crucifix, and are not to be taller than the arms of the crucifix. Only brass, crystal or glass vases may be used on the altar.
3. Peace Lutheran Church has three sizes of brass vases for your use. The liners from the two smaller vases may be taken to your florist for preparation. Please see the Parish Services Director to get them. To avoid water damage, papier-mâché vases and baskets may not be used for flowers.
4. Only fresh-cut flowers may be placed on the altar. Artificial flowers, potted plants, ribbons and bows are not appropriate.
5. Flowers may be used at the sides of the altar, in the lower chancel entrance, and on the center aisle pews. Flower stands are available.
6. Please inform the church office if flowers are to be left for Sunday services, and if your family would like to pick up the flowers after the last service on Sunday.
7. The paraments are concurrent with the church year will be used.
8. If desired, a 75-foot white center-aisle runner may be purchased from your florist.
9. You need not order a boutonniere or corsage for the organist or Pastor. If you have a soloist, ask them if they would like to wear one. Sometimes allergies may prevent a soloist from wearing a flower.

### **Candles**

1. While the brass candelabra candles are lit for weddings, the communion candles (single candles on the altar) are lit **only** when communion is celebrated.
2. The optional unity candle stand is placed in the south transept or in the chancel.
3. The sixteen optional aisle candles are spaced for every three pews. The optional candles may be purchased through the church office.
4. Your ushers may light the candles fifteen to twenty minutes before the wedding service and may extinguish them after the wedding guests have left the sanctuary. Please remind your ushers that the glass chimneys are very fragile. If you desire, the custodian may light and extinguish all of the candles.

## **INVITATION TO THE STAFF**

If the bridal couple wishes to invite any of the staff to either the Rehearsal Dinner or the Wedding Reception, or both, they should notify them at least a month in advance of the wedding. Prior invitation will enable them to consider busy schedules and decide if they can be present. This courtesy is appreciated.

## **AUDIO-VIDEO**

A member of our AV team must be present if you require audio, video or technical assistance (anything beyond the Pastor's microphone and one soloist). Requests must be made at least 14 days in advance of the event and are subject to availability.

## **RECEPTIONS**

Both the Peace Center and the Church Basement are available for receptions. We welcome caterers into our facility. Please schedule the desired area and discuss set up of the room with the Parish Services Director in the church office.

## **BULLETIN PRINTING**

Please speak with the Parish Services Director or Office Administrator regarding this option.

## **COST OF A WEDDING AT PEACE LUTHERAN CHURCH**

The church's fee for a wedding at Peace Lutheran Church is \$225. The organist's fee is an additional \$175. The church's fee includes the use of the sanctuary, all candles except the unity candle, the material used by Pastor during the counseling sessions, and gratuities for the Pastor, Parish Services Director and Custodian.

The Event/Space Request form must be completed, the church's fees paid and signed prior to the event being posted to the web calendar and the requested space reserved.

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