

WEDDING MANUAL

North Cape Lutheran Church
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Congratulations on your upcoming wedding!

We are pleased and honored to share in the preparation of this important milestone in your lives! We hope this booklet will answer most of the questions about your wedding at North Cape Lutheran Church.

Marriage is a gift to us from God, intended for the joy and strength of those who enter it and for the well-being of the whole human family. In creation, God blessed humankind with mutual companionship, the capacity to love, and the care and nurture of children. God's faithfulness, lived out in the covenant with the people of Israel, is the promise in which marriage, too, is grounded. Jesus affirmed the covenant of marriage, and by the mystery of his self-giving, revealed the height and depth of love. Even as the one Spirit holds the church of God in the bond of peace, so the Holy Spirit sustains those who are united in marriage that as one, they may be a living sign of God's grace, love and faithfulness.

The marriage liturgy is a service of worship in which the promises of marriage are made before God and the Christian assembly. Those gathered represent the whole people of God. Scripture readings declare the steadfast love of God, proclaim the blessings of God, and call the people to live out God's love within the covenant of their life together. At the center of the marriage liturgy stand the exchange of vows by the couple and the gift of God's blessing. The faithfulness promised in the vows is grounded in God's unfailing faithfulness as expressed in the promise of baptism.

The exchange of rings is a reminder of the unfailing and unceasing love of God for us, God's children. God's love for us has no beginning and has no end, so also do we pray that the love of the couple joined together in marriage will be the same!

We pray God will bless your wedding day and we hope that all who are present will find in your wedding service an opportunity to thank God for the gift of marriage. We hope that through your wedding service, all married persons will be empowered to renew the covenant they made before God on the day of their own marriage. Most of all, we pray that your marriage service will be one you will be able to recall with joy in your life together.

BEGINNING STEPS FOR ARRANGING A WEDDING AT NORTH CAPE LUTHERAN CHURCH

Contact the Pastor

When you know the *tentative date for your wedding*, call the pastor. Those who plan to be married at North Cape Lutheran Church are expected to consult with the pastor about the nature of the wedding, the guidelines of the church and the form of the marriage service. If the tentative date is open, you will be asked to set the *tentative time for your service and rehearsal*. **A date is not reserved on the Church Calendar until the couple commits to fulfill the requirements of the North Cape Lutheran Church Wedding Policy which are covered at the initial meeting with the Pastor. In addition, you must return the *Wedding Pre-Arrangement Form* along with any applicable deposit to the church office.**

REQUIREMENTS FOR A MARRIAGE AT NORTH CAPE LUTHERAN CHURCH

1. The wedding must conform to the wedding policy set forth in this wedding manual.
2. The couple must make a moral commitment to the following:
 - a. They must make a commitment to be active participants in the congregational life and worship at North Cape Lutheran Church or at another Christian community of faith.
 - b. They must make a commitment to one another that they will seek appropriate counseling and help in the event that either party, or both, feels that their marriage is experiencing difficulty.
3. The couple must complete pre-marriage counseling. Two options are available:
 - A one-day workshop with Lutheran Social Services (visit www.lsswis.org for schedule, location, and fees).
 - A series of 2-3 one-hour counseling sessions with the pastor. Couples will take an online inventory, *Prepare and Enrich* as a basis for these sessions. (There is a nominal fee for scoring the online inventory).
4. Non-members must meet all the above requirements plus they must complete the New Member Class at North Cape Lutheran Church.

SESSIONS WITH THE PASTOR

1. The first session with the pastor focuses on the wedding policy at North Cape Lutheran Church.
2. The second session with the pastor focuses on the LSS Pre-Marital Workshop and the introduction of the Wedding Service Planning Guide. For those couples who have chosen to complete their pre-marriage counseling with the pastor, at least one additional session will be scheduled.
3. The final session focuses on the final details of the wedding service.

THE MARRIAGE LICENSE

1. The State of Wisconsin requires couples to secure a license to marry. No wedding can take place unless the presiding minister is in possession of a valid wedding license.
2. The marriage license will be signed by the couple, the pastor, the best man and the maid/matron of honor. The pastor will retain the original to be mailed to the Clerk of County Court following the recording of the wedding in the church records.
3. *Couples are strongly encouraged to check state statutes early in their planning for important time-sensitive deadlines, waiting periods, and jurisdictional considerations. Questions can be directed to the Clerk of County Courts.*

RECEPTIONS

If North Cape Lutheran Church's Fellowship Hall is used for a reception, the date must be cleared with the church office and a "Use of Facility" form must be completed and approved by the Church Council. Whether the reception is held in the Fellowship Hall or elsewhere, if you would like the pastor to attend, please invite her/him well in advance of the date.

DECORUM

1. The Chancel furnishings are dedicated items and are not to be removed or concealed by wedding decorations.
2. We request that no rice, birdseed, or confetti be thrown inside the church. No alcoholic beverages or other drugs are permitted on the church premises. Smoking is only permitted outside of the building.

WEDDING FEES

1. Fees are to be paid for the use of the facilities and necessary services. These include fees for musicians, custodial services, wedding coordinator, pastoral services, premarital counseling, fellowship hall rental, non-member fees and other services as requested.
2. A complete fee schedule is printed separately and will be completed when you make arrangements for your wedding. You are responsible for making checks payable to musicians, pastor, wedding coordinator, custodian, and any other church-provided personnel involved in your wedding. All fees and checks are to be brought to the church office at least one week prior to your wedding day.

OFFICIATING PASTOR

It is understood that the Pastor of North Cape Lutheran Church will officiate at ALL weddings. Where it is the wish of the bride and groom to invite other clergy to participate in the ceremony, they must make this known to the Pastor of North Cape Lutheran Church who may then extend the invitation to the guest pastor.

PHOTOGRAPHY

1. Since your wedding is a worship experience, all photographers (amateur and professional) are asked to revere the ceremony and place. Congregational pictures are not to be taken during the ceremony, but may be taken during the recessional. The official photographer may take time-exposures from the rear/balcony of the sanctuary. Flash pictures are permitted only during the processional and recessional.
2. Pictures may be taken in the sanctuary either before or after the ceremony. If pictures are taken prior to the service, pictures should be completed with ample time allowed prior to the beginning of the ceremony. Photographers are to meet with the pastor to determine where pictures can be taken. If the pastor is to be included in any pictures s/he must be notified, and these pictures are asked to be taken first.
3. Videotaping is permitted as long as it is done with available light and is not intrusive. The video camera must remain stationary during the worship service.
4. Couples are expected to share these guidelines with their photographer and guests before the ceremony.

FLORISTS, FLOWERS, CANDLES, AND AISLE RUNNERS

1. Select the florist of your choice and confer with them **and the wedding coordinator** about decorating the church. Please be advised that no decorations may be fastened to furniture or walls by any means. Only those decorations which can be placed on the floor or tied with ribbon may be used.
2. Church decorating is to be done only on the day of the wedding.
3. We have liners for our altar vases, and request that you use oasis in these liners. We ask that you be responsible for the florist receiving these liners.
4. Flower stands, runner, etc. are to be removed from the church by the wedding party.
5. If you wish, altar flowers may be left for Sunday morning worship.
6. Unity/Wedding candles are not provided by the church. Candles are available at many retail stores. Candles need to be dripless.
7. If you use an aisle runner, it can be obtained from your florist (50 feet is recommended).

ORDER OF WORSHIP, SCRIPTURE, VOWS ETC. refer to the Wedding Planning Guide

MUSIC FOR THE WEDDING SERVICE

1. The wedding ceremony is a service of worship. It is a gathering of family and friends who join with you to worship God and to ask God's blessing in your new life together. The music you select should contribute to this spirit of worship and express God's love and your response in praise and thanksgiving.
2. Music with secular connotations is considered inappropriate and vocal music should be in harmony with the theme and mood of the marriage service.
3. The couple should contact the church organist and soloist well in advance of the wedding date to discuss and plan the music. Consultation with the Wedding Coordinator is also recommended regarding choice of music at North Cape Lutheran Church. Also, the couple must be certain that the soloist contacts the church organist to arrange the rehearsal of vocal music.
4. There are a number of musical options possible for use before and during the worship service:
 - a. Vocal music: sung by a single voice, duet or ensemble
 - b. Organ music
 - c. Instrumental music with one or more instruments
 - d. CDs
 - e. Combination of the above
5. Whatever is employed in the service, and by whatever instruments or voices, the music chosen should:
 - a. Be high quality examples of Christian composition
 - b. Reflect the theme of the marriage service, i.e. "praise of God, God's love in Christ for the Church as the model for love and faithfulness in marriage"
 - c. Not extol romanticized or secular ideas about love and marriage
 - d. Be within the ability of the performers so that they can play or sing with confidence
 - e. Be chosen in consultation with the pastor, wedding coordinator and/or director of music and worship
6. The pastor reserves the right to prohibit music deemed inappropriate.

SUGGESTED MUSIC

PRELUDE SELECTIONS

Recommend: "Air, from Water Music" (Handel)
"Jesu, Joy of Man's Desiring" (Bach)
"Sheep May Safely Graze" (Bach)
"Ode to Joy" (Beethoven)

Traditional/Classic

"Air" from Water Music (Handel)
"Air on the G String" (Johann S. Bach)
"Sheep May Safely Graze" (Johann S. Bach)
"Chorale Prelude" (Bach)
"Ode to Joy" (Beethoven)

Religious/Sacred

"Ave Verum Corpus" (Mozart)
"Praise to the Lord" (Johann G. Walther)
"My Spirit Be Joyful" (Johann S. Bach)

Traditional Alternatives

"Nimrod" (Elgar)
"Simple Gifts" (Copland)
"Andante Cantabile" (Tchaikovsky)
"Siciliana" from Water Music (Handel)

PROCESSIONAL SELECTIONS

Traditional/Classic

"Trumpet Tune" by Purcell
"Canon in D" by Pachelbel
"Trumpet Air" by Bremner
"Jesu, Joy of Man's Desiring" by Bach
"Solemn March" by Bach
"Trumpet Voluntary" by Stanley
"March" by Handel
"Processional" by Guilman Pasticcio

Religious/Sacred

"Voluntary" on Old 100" (Purcell)
"Dona Nobis Pacem" (16th century hymn)
"Sleepers, Wake! A Voice is Calling" (Bach)

RECESSIONAL SELECTIONS

Traditional/Classic

“Allegro Maestoso” from Water Music Suite (Handel)
“Hallelujah Chorus” from The Messiah (Handel)
“Hornpipe” from Water Music Suite (Handel)
The Heaven’s Declare by Mancello
March by Marchant
March by Handel
Trumpet Voluntary by Purcell
Make the Sounds of Praise by Hughes
Cortege by Young

Vocal Selections

For Life and All Its Richness by Klusmeir
Our Prayer by Innes
You Made Us for Each Other by Innes
Our Wedding Prayer by Webb
The Lord’s Prayer by Malotte
The Lord’s Prayer by Mayfield
The Gift of Love by Hospon
O Perfect Love by White
The Wedding Song by Stuckey
A Wedding Song by Schutz
God is My Shepherd by Dvorak

Congregational Singing (Hymns out of the ELW)

#527—“Lord Jesus Christ, Be Present Now”
#631—“Love Divine, All Loves Excelling”
#632—“O God, Our Help in Ages Past”
#656—“Best Be the Tie That Binds”
#839,840—“Now Thank We All Our God”
#858,859—“Praise to the Lord, The Almighty”
#836—“Joyful, Joyful We Adore Thee”
#308—“O Morning Star, How Fair and Bright!”
#488—“Soul, Adorn Yourself with Gladness”
Additional hymns for Holy Communion #460-502

SUGGESTED BIBLICAL TEXTS

OLD TESTAMENT

Genesis 1:26-28 *Woman and man created in the image of God*
Genesis 2:18-24 *Companionship rather than loneliness*
Proverbs 3:3-6 *Loyalty and faithfulness written on the heart*
Song of Solomon 2:10-13 *The voice of the beloved*
Song of Solomon 8:6-7 *Many waters cannot quench love*
Isaiah 63:7-9 *God's steadfast love lifts up the people*
Jeremiah 31:31-34 *The new covenant of the people of God*

PSALMS

67 *May God be merciful to us and bless us*
100 *We are God's people and the sheep of God's pasture*
117 *The steadfast love of the Lord*
121 *The Lord keeps watch over you*
127 *Unless the Lord builds the house*
128 *Blessed are those who walk in the Lord's ways*
150 *Let everything that breathes praise the Lord*

NEW TESTAMENT

Romans 8:31-35, 37-39 *If God is for us, who is against us*
Romans 12:1-2, 9-18 *A living sacrifice and genuine love*
1 Corinthians 12:31—13:13 *The greatest gift is love*
Ephesians 3:14-19 *The greatness of Christ's love*
Ephesians 5:1-2 *Walk in love, as Christ loved us*
Philippians 4:4-9 *Rejoice in the Lord always*
Colossians 3:12-17 *Clothed in compassion, kindness, meekness and patience*
1 John 3:18-24 *Let us love in truth and action*
1 John 4:7-16 *Let us love one another, for love is of God*

GOSPEL

Matthew 5:1-10 *The beatitudes*
Matthew 5:14-16 *You are the light, let your light shine*
Matthew 7:24-27 *A wise person builds upon the rock*
Matthew 19:3-6 *What God has united must not be divided*
Matthew 22:35-40 *Love, the greatest commandment*
Mark 10:6-9 *They are no longer two but one*
John 2:1-11 *The wedding at Cana*
John 15:9-17 *Love one another as I have loved you*

THE ORGANIST

1. It is expected that you will enlist the services of our parish organist/accompanist to help provide music for your wedding. In special circumstances you may engage your own qualified organist in consultation with the pastor, wedding coordinator, and/or our parish organist.
2. It is the couple's responsibility to make arrangements with the organist.

BULLETINS

Many couples choose to have service bulletins to inform those attending what the order of service is as well as the names of those participating in the worship service. You should discuss this with your pastor. Worship bulletins for the wedding service may be purchased at a local Christian bookstore or ordered through the secretary in the church office at least one month prior to the wedding. If you wish the bulletin to be printed by the church secretary, information for the bulletin must be given to the church secretary at least two weeks prior to the wedding. Otherwise, this service is provided by many local printing businesses. The bulletin should be shown to the pastor for corrections/additions prior to printing.

REHEARSAL DINNER

Some families choose to have a rehearsal dinner either before or after the wedding rehearsal. If you wish the pastor to attend such a dinner, please let it be known well in advance of the rehearsal date.

Additional Church Policies

Items in the narthex and sanctuary (banners, crosses, tables, displays, etc.) may not be removed without prior permission from the Pastor/Wedding Coordinator. If permission is given, items will be moved or removed by church personnel only.

Alcoholic beverages/other drugs are not allowed on the premises. Smoking is not permitted inside the church facilities.

It is the responsibility of the wedding party to arrange for the care of their property before, during and after the wedding service. The church is not responsible for any accidents/loss of items to those using the church premises.

The bride and groom are responsible for obtaining the marriage license in accordance with the laws of the State of Wisconsin and local authorities. *Couples are strongly encouraged to check these statutes early in their planning for important time-sensitive deadlines, waiting periods, and jurisdictional considerations.*

The bride and groom should submit the marriage certificate to the pastor at the rehearsal, or at least one day before the wedding.

Thank you for choosing North Cape Lutheran Church for your wedding!

Should you have any questions regarding these policies or any other areas of concern, please call (262-835-2206). We want to work with you to make your day all that you wish and hope it will be. May God bless you as you plan for your wedding and for the establishment of your home.

NORTH CAPE LUTHERAN CHURCH
2644 – 124TH Street
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1-262-835-2206

The following is a schedule for fees/gratuities for those who are seeking to hold a wedding at North Cape Lutheran Church.

Required Minimum Gratuities and Fees

	<u>Member</u>	<u>Non-Member</u>
Sanctuary use	\$0	\$300 <i>(includes non-refundable \$100 deposit)</i>
Wedding Coordinator	\$100	\$100
Organist Wedding service	\$150	\$150
Custodial Fee-wedding	\$50	\$50
Pastor	\$100	\$100
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Total Fees	\$400	\$700

Gratuities and Fees for Optional Services

Organist		
Wedding Rehearsal	\$50	\$50
Rehearsal w/Soloist	\$50	\$50
Video technician	\$50	\$50
Soloist(s)-if provided by church	\$100-150 each	\$100-150 each
Bulletins (if purchased by church)	\$55 for 100	\$55 for 100
Fellowship Hall (reception)	\$0	not available
Custodial Fee-reception	\$50	---

****Member: Confirmed active member in the membership directory at the time of the first meeting with the pastor.***

Gratuities and Fees must be submitted to the church office one week before the wedding ceremony. Contact the church office at (262) 835-2206 for further details about how to submit your payment.

North Cape Lutheran Church
Wedding Pre-Arrangement Form
(Must be submitted to reserve date on church calendar)

Wedding Date/Time: _____

Rehearsal Date/ Time: _____

Bride's Name _____
Member: Y/N

Groom's Name: _____
Member: Y/N

Address: _____

Address: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

I have read the North Cape Lutheran Church "Wedding Manual" and agree to follow all church policies and participate in required pre-marriage planning and counseling.

Signature (Bride): _____

Signature (Groom) _____

(If neither the bride nor groom is a member, the couple is expected to submit a non-refundable deposit of \$100 to reserve the date. Make checks payable to North Cape Lutheran Church and mail with this form. All remaining gratuities fees for members and non-members should be submitted to the church office no later than one week before the wedding).

Confirmed by: _____

Date: _____

Office Use only

Routing: Pastor___ Secretary___ Organist___
Wedding Coordinator___ Custodian:___

Payment Received: \$___ Check Number:___

Wedding Worship Planning Worksheet

Couples are encouraged to complete this worksheet in consultation with the Pastor approximately one month before the wedding.

Wedding Date/Time _____ Rehearsal Date/Time: _____

Bride's Personal Information

Maiden Name: _____ Married Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Occupation: _____ Church Membership: _____

E-Mail Address: _____

Groom's Personal Information

Name: _____ Married Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Occupation: _____ Church Membership: _____

E-Mail Address: _____

Couple's Residence after Marriage

Address: _____ City: _____ State: _____ Zip: _____

Couple's New Phone: _____

Wedding Party Information

Maid/Matron of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

Ushers: _____

Flower Girl: _____ Age: _____ Ring Bearer: _____ Age: _____

Dressing Location: _____ Dressing Location: _____

Other Participants:

Will Mothers' be escorted to their seats before the procession? Y/N

Names: _____

Will the bride be escorted by her father? Other? Please provide name and relationship:

Do the bride or groom have any children? Y/N

If so, please provide names and ages: _____

Photographer: _____ Florist: _____

Soloist: _____ Organist: _____

Other Musicians: _____

Readers: _____

Would you like to celebrate Holy Communion during your wedding service? Y/N

If so, please provide the name of at least one communion assistant: _____

(Please note, The Bride and Groom could also serve communion.)

Anticipated Number of Guests: _____

Marriage Preparation:

Did you participate in an LSS pre-marriage workshop? Y/N Date: _____ Leader: _____

If not, have you completed pre-marriage sessions with the Pastor? Y/N

The Marriage Service

Officiant: _____ Congregation: _____

Additional clergy participating? Please provide name and role in the service:

(Please see wedding manual for guidance on participation of visiting clergy).

Standard service from hymnal? Y/N Contemporary service or modified service? Y/N

Scripture Readings: _____ Other readings: _____

Music:

Processional Music: _____

Recessional Music: _____

Solos or other ensembles: _____

Congregational Hymns: _____

Will you have an aisle runner? Yes/No (aisle is 65'. Couple must supply runner)

Bulletins: Y/N If yes, who will prepare: _____

Will the Bride and Groom be exchanging rings? Y/N

Will you be including any other actions or objects that signify your unity? (For example, unity candle, unity sand, blessing box, giving of roses to family) Please describe below:

Will the father of the bride, parents, or family of the couple be providing a blessing as part of the service? Y/N If so, please describe:

If you have children, will they be included in the service? How? _____

Will you have a receiving line at the church? Y/N

Location: Inside or outside (circle) West Entrance or South Entrance (Circle)

Order of Receiving Line:

Would you like your upcoming wedding published in the church bulletin? Y/N

Will flowers be left for church services? Y/N

Please provide other details below:

Wedding Vows

Couples may choose one of these vows, or supply their own.

___ 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.

___ (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.

___ 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.

___ I take you (Name) to be my wife/husband, and these things I promise to 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 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 both shall live.

___ I (name) take you (name) 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 do us part.

___ I (name) give you my hand this day. I open my mouth to declare before God, our ancestors, and this congregation, that I take you (name), to be my wife/husband. I love you. In bitter days and in days of sweetness, in darkness and in light, in life and until death, I will walk in step with you. Your concerns will be my concerns. Your joys will be my joys. We will share our struggles, and we will share our triumphs. I will be with you all the days of my life. This is my vow. I have spoken.

___ Other. Please provide below.