



# OUR SAVIOR'S LUTHERAN CHURCH WEDDING GUIDE



[www.oslme.com](http://www.oslme.com) | 910 9th Street East | Menomonie, WI  
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# ABOUT OUR SAVIOR'S LUTHERAN CHURCH



Dear Wedding Couple,

Congratulations on your engagement! I am excited to help you plan your wedding and to support you in building a strong and healthy marriage. God has blessed you with the gift of each other! In planning your wedding, we will seek to honor your commitment to each other and the families you bring together through your union.

The wedding ceremony is a service of worship. The staff of Our Savior's Lutheran Church will help to guide you in planning your ceremony to honor the sacredness of worship, while also celebrating your unique personalities and style.

This Wedding Guide will help to answer initial questions and outline the wedding planning process here at Our Savior's. If you have other questions or concerns, or wish to formally reserve your wedding date, please contact the church office at 715.235.0693.

I look forward to working with you during this exciting time!

In Christ,

A handwritten signature in blue ink that reads "Pastor Heather Wigdahl".

Pastor Heather Wigdahl

## **FEES**

### **Standard Wedding Package: \$750**

Our standard wedding package includes compensation for the pastor, director of music, wedding coordinator, custodian, and media technician.

### **Building Rental Fee: \$350**

A date will be held for your wedding upon receipt of a \$100 non-refundable deposit for members or a \$350 building rental fee for non-members. The building rental fee is waived for members of Our Savior's. Non-members are required to pay this fee as a deposit to reserve a wedding date.

### **Our Savior's Organist/Pianist: \$200**

Our Savior's organist is available for weddings for the additional fee of \$200.

### **Additional Rental Options:**

Altar Candelabras (includes candles): \$50

Pew Candle Stands (includes candles): \$100

## **POLICIES & GENERAL INFORMATION**

### **RENTAL FEES & SEATING CAPACITY**

The building rental fee, which is waived for members of Our Savior's, includes the use of the church sanctuary, the Friendship Room, narthex area, and dressing rooms. This includes cleaning and setting up prior to your wedding, and the cleaning afterward. This also includes the use of the sanctuary for a wedding rehearsal the day prior to the ceremony. All fees must be paid in full one month prior to your wedding date.

The sanctuary has the capacity to hold 350 guests comfortably. There are a total of 42 pews, including the north and south transepts.

### **RESERVATION**

Our Savior's has a first-come, first-served rental holding policy. Your wedding date is secured upon payment of the deposit (members: \$100) or building rental fee (non-members: \$350).

### **OFFICIANT**

It is expected that Our Savior's pastor will officiate at your wedding service. If you wish to have another pastor perform or participate in your wedding service, arrangements may be made at the discretion of Pastor Heather Wigdahl. If a guest pastor will be participating in the ceremony, s/he is required to be present for the wedding rehearsal.

### **WEDDING COORDINATOR**

Once you have completed a Wedding Reservation Form and paid your deposit/building use fee, a wedding coordinator from Our Savior's will contact you. The wedding coordinator will play an integral part in your wedding from start to finish. Our Savior's wedding coordinators are well versed in matters of wedding etiquette, and are capable and willing to take over many details that may be of concern to you. They will help direct your rehearsal by preparing your wedding party for your ceremony. On the day of the wedding, the

wedding coordinator opens and closes the church, assists the wedding party, directs the photographer, and is available for any last-minute consultation.

## **DECORATIONS**

We welcome your decorations in our facility; however, we ask that you follow these guidelines to protect it.

- Do not use tape on any painted surface.
- All candles must be enclosed in glass.
- Glitter and confetti cannot be thrown in the building or used as table decorations.
- Due to liability reasons, aisle runners are not permitted in the sanctuary.
- Due to safety hazards and clean up, no rice, bird seed, or real flower petals can be thrown in or out of the building.

*It is the couple's responsibility to inform decorators of these rules. Additional cleaning and/or repair fees will be assessed if these guidelines are not observed.*

## **FLOWERS**

On the day of the wedding, the church will be opened two hours before the wedding time. Please notify your florist that this is the earliest they will have access to the sanctuary for decorating. It is the responsibility of the wedding party to have flowers removed promptly at the conclusion of the service or after wedding photographs are completed.

## **MUSIC**

As part of your wedding planning at Our Savior's, you are required to meet with the director of music. Please take time to carefully choose your music so that it reflects your personalities and honors the sacredness of worship. The director of music can support you in this effort! In addition, the church organist is available to play for your wedding ceremony. If another organist/musician is desired, be sure to approve this with the pastor and/or music director. If CDs will be used for the ceremony, they must be approved by the pastor one month in advance, thus allowing Our Savior's media technician to obtain the required licenses.

## **PHOTOGRAPHER**

Photographs may be taken prior to or at the conclusion of the wedding ceremony. You and your photographer should make a list, before the wedding, of the various pictures you want posed. Please advise your photographer to refrain from any obtrusive photography during the ceremony.

## **VIDEOGRAPHER**

A video camera may be set on a tripod to record the wedding service as long as it does not interfere with the ceremony. It may be operated by a videographer, but must remain stationary. Please verify with the pastor and wedding coordinator on an appropriate placement for the camera. Your videographer must check with Our Savior's media technician to be certain the sound frequency will not interfere with church equipment.

## **AUDIO**

As part of the basic wedding package, a media technician will be available to you the day of your wedding. Please contact your wedding coordinator to communicate any additional needs for audio equipment, including microphones for guest musicians and/or vocalists.

## WEDDING REHEARSAL

The wedding rehearsal is conducted by the wedding coordinator. Rehearsals must begin on time and are limited to one hour. Therefore, we stress the need for all members of the wedding party to be present and prompt.

## PARKING

A parking lot is located behind the church and additional spaces are available in the lot directly across Ninth Street.

## With due respect to Our Savior's Lutheran Church:

- No alcoholic beverages are allowed on church premises.
- No smoking is allowed on any church property.

*It is the responsibility of the couple to share these policies with all members of the wedding party.*

**The wedding fees include the use of the church for one hour for the wedding rehearsal and four hours on the day of the wedding.** Please be aware that the church staff may have other obligations and will need to adhere to the specific times allotted. All photographs must be completed within the four-hour time frame. **Any additional facilities use will be billed at a rate of \$100 per hour.**

*Any items left may be picked up in the church office on Monday.*

## PLANNING THE WEDDING WORSHIP SERVICE

The order for the wedding worship service comes from the hymn book *Evangelical Lutheran Worship*. The music and scripture you choose will be major components in the worship service you help to create. Below are some basic guides to assist you in designing your wedding service.

## OUTLINE OF THE WEDDING WORSHIP SERVICE

The following outline may be used in order to develop a bulletin for your wedding worship service.

Prelude  
Processional  
Greeting  
Declaration of Intention  
Prayer of the Day  
Hymn or Solo (*optional*)  
Scripture Readings (*and other readings*)  
Meditation (*a short sermon offered by the pastor*)  
Hymn or Solo (*optional*)  
Exchange of Vows and Rings  
Pronouncement of Marriage  
Blessing of the Marriage  
Lighting of the Unity Candle or Sand Ceremony (*optional*)  
Hymn or Solo (*optional; takes place during unity celebration*)  
Closing Prayers  
Lord's Prayer  
Benediction  
Introduction of the Couple  
Recessional

## **SCRIPTURE AND OTHER READINGS**

Typically, two or three Bible passages are read during the wedding service. You may choose to include an appropriate poem or other reading, as well. Please share any additional reading(s) with the pastor for approval. You may choose to have a person or persons to serve as your reader(s) during the service, or you may request that the pastor do so. If you intend to have a reader, they should be present at the wedding rehearsal to receive instructions, to practice reading, and to become familiar with the sound system.

### **SUGGESTED SCRIPTURE READINGS:**

#### **OLD TESTAMENT**

Proverbs 3:3-6	<i>Loyalty and faithfulness written on the heart</i>
Song of Solomon 2:10-13	<i>The voice of the beloved</i>
Song of Solomon 8:6-7	<i>Many waters cannot quench love</i>
Isaiah 63:7-9	<i>God's steadfast love lifts up the people</i>
Jeremiah 31:31-34	<i>The new covenant of the people of God</i>

#### **PSALMS**

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

#### **NEW TESTAMENT**

Romans 8:31-35, 37-39	<i>If God is for us, who is against us</i>
Romans 12:1-2, 9-18	<i>A living sacrifice and genuine love</i>
1 Corinthians 12:31-13:13	<i>The greatest gift is love</i>
Ephesians 3:14-19	<i>The breadth, length, height and depth of Christ's love</i>
Ephesians 5:1-2, 21-33	<i>Walk in love, as Christ loved us</i>
Philippians 4:4-9	<i>Rejoice in the Lord always</i>
Colossians 3:12-17	<i>Clothed in compassion, kindness, meekness and patience</i>
1 John 3:18-24	<i>Let us love in truth and action</i>
John 4:7-16	<i>Let us love one another for love is of God</i>

#### **GOSPEL**

Matthew 5:1-10	<i>The beatitudes</i>
Matthew 5:14-16	<i>You are the light, let your light shine</i>
Matthew 7:21, 24-29	<i>A wise person builds upon the rock</i>
Matthew 22:35-40	<i>Love, the greatest commandment</i>
John 2:1-11	<i>The wedding at Cana</i>
John 15:9-17	<i>Love one another as I have loved you</i>

Is there a passage that speaks to your relationship and your hopes for the future? Does a particular scriptural passage communicate your shared commitment? Is there a passage that speaks to you about God's blessing and activity in your life together? These are questions to consider as you are making scripture selections. Please share your thoughts with the pastor.

## VOWS

You have the option to choose from a selection of vows, to adapt one or more, or to create your own. Please share any adapted or written vows with the pastor for approval prior to the ceremony. You may choose how you wish to address your soon-to-be spouse: husband, wife, or partner.

- ☞ I take you, \_\_\_\_\_, to be my *husband/wife/partner* 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.
- ☞ I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my *wife/husband/partner*; 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.
- ☞ I take you, \_\_\_\_\_, to be my *wife/husband/partner*, and these things I promise 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 to better understand ourselves, the world and God; through the best and worst of what is to come until death parts us.
- ☞ I take you, \_\_\_\_\_, to be my *wife/husband/partner*, from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, and I promise to be faithful to you, until death parts us.
- ☞ \_\_\_\_\_, I take you to be my *wife/husband/partner* 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 faithful to you with my whole life and with all my being.



Photos by Lissa {Lissa Marsolek Photography}



# WEDDING COUPLE CHECK LIST

## 6 months+

- \_\_\_\_\_ Meet with pastor prior to securing date.
- \_\_\_\_\_ Secure wedding date with security deposit to Our Savior's Lutheran Church (contact administrative assistant at 715-235-0693).

## 2-4 months

- \_\_\_\_\_ Make contact/set up a meeting with Our Savior's wedding coordinator and music minister.
- \_\_\_\_\_ Meet with wedding coordinator.
- \_\_\_\_\_ Meet with music minister.

## 4-6 weeks

- \_\_\_\_\_ Determine wedding music and approve with music minister.
- \_\_\_\_\_ Have wedding service/program approved by pastor.
- \_\_\_\_\_ If using CD for music, submit copy to church office for media technician to secure required license(s).

## 2 weeks

- \_\_\_\_\_ Pay all fees to church office within two weeks of wedding date.

## 1 week

- \_\_\_\_\_ Submit marriage license to church office.
- \_\_\_\_\_ Confirm all details with wedding coordinator.