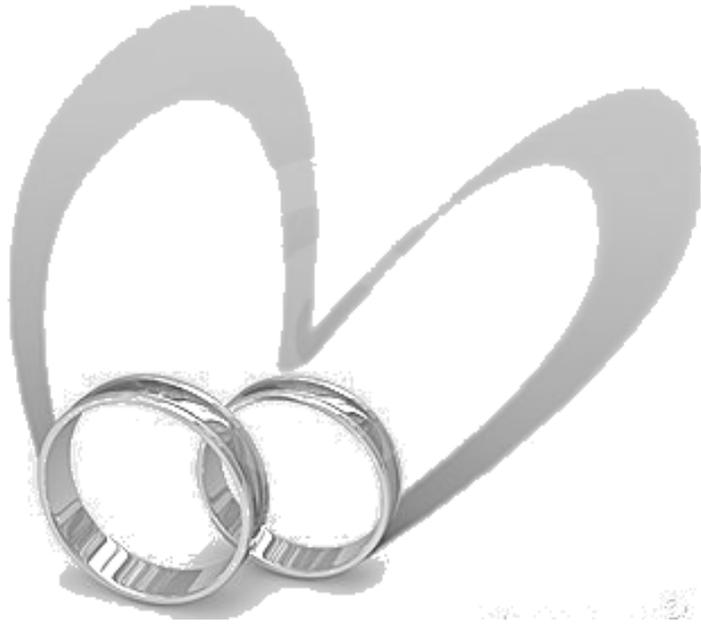


**ON BEHALF OF SALEM:
GOD'S BLESSINGS
AND
CONGRATULATIONS!**



LOVE is patient,
love is kind. it does not envy,
it does not boast, it is not proud. it
does not dishonor others, it is not
self-seeking, it is not angered,
it keeps no record of wrongs. Love does not
delight in the evil but rejoices with the
truth. It always protects,
always trusts, always hopes,
always preserves.
1 Corinthians
13:4-7
Marshall Matlock

Salem Lutheran Church
11 West Bernard Street
West St. Paul, MN 55118
(651) 457-6661

WEDDING GUIDELINES

Congratulations on your upcoming marriage! We are delighted that you have made the decision to be married at Salem Lutheran Church. This booklet is to help you make a number of important decisions and arrangements in preparation for your Wedding Day.

A Service of Worship

We believe God is the covenant you make on your wedding day. This the focus of the service, the music, the scripture, the message, the prayers and the vows, is on God's love for you known best in Jesus, the Christ. The joy and dignity of marriage comes from the fact that you gather among friends and relatives to seek God's blessing on your new life together as husband and wife.

A Service of Celebration

We celebrate the love that has brought you together seeking God's blessings. We also celebrate the extraordinary possibilities life has in store for you as a couple as you live out your lives together under God's grace.

A Service of Proclamation

The message is the Gospel, the Good News of Jesus Christ, that through him you are forgiven, loved and made right with God. Whenever God's people gather, they hear that word of hope that brings God's peace and joy not only to the couple but to all who are gathered.

A Service of Participation

There are no observers at weddings, only participants. We listen, speak, sing and pray together. Your wedding is not a performance. It is the people of God gathered to praise God for special blessings and to hear you speak promises of life-long faithfulness to one another.

Arrangements

There are many things to consider in your wedding planning. The following is by no means a complete list, but are some important things to consider as your plan for your service at Salem. Names and telephone number of those you will need to contact are on the last page of this booklet.

Important Phone Numbers

Pastor Julie Ryan.....(763) 227-4251

Wedding Consultant:

Michelle Rodriguez.....(651) 457-6661

Organist

Judy Belland.....(651) 210-8165

Custodian

Kirk Johnson.....(651) 451-7009

Church Secretary

Michelle Rodriguez.....(651) 457-6661

Sound Board

Keith Olson.....(651) 274-4879

Nancy Wyatt.....(651) 698-1525

WEDDING FEES*

All fees are to be paid two weeks prior to the wedding.

| | Members | Non-Members |
|---|-----------|-------------|
| Sanctuary | No Charge | \$500.00 |
| Pastor | \$200.00 | \$250.00 |
| Soloist | as agreed | as agreed |
| Organist | \$150.00 | \$150.00 |
| <i>(add additional \$25.00 fee if required to be at the rehearsal)</i> | | |
| Wedding Consultant (no reception in Fellowship Hall) | \$125.00 | \$150.00 |
| <i>(If more than four hours are needed, there is an additional fee of \$25.00 per hour)</i> | | |
| Wedding Consultant (if reception in the Fellowship Hall) | \$225.00 | \$225.00 |
| Custodian | \$50.00 | \$50.00 |
| Sanctuary | \$50.00 | \$50.00 |
| Fireside Room (Small Wedding) | \$25.00 | \$25.00 |
| Fellowship Hall | \$100.00 | \$100.00 |
| Sound Board | \$50.00 | \$50.00 |
| <i>(It may cost more if an outside professional consultant needs to be brought in.)</i> | | |

Please make out checks to each individual. Payment must be given to the Michelle Rodriguez, Church Secretary, two weeks prior to the service.

***Fees are subject to change.*

A. SOME FIRST STEPS

1. Date

Call the church office to set the date for your wedding. Do this as far in advance of the wedding as possible. The date is not finalized until confirmed with Salem's pastor.

2. Pastor

Call Salem's pastor to finalize the date and set the first appointment to begin pre-marriage counseling. If you wish another ordained pastor to participate in the wedding, consult with Salem's pastor first.

3. Marriage Preparation/Counseling with the Pastor

In order to get a reduction on the marriage license in Minnesota, 12 hours of pre-marriage counseling is required. These hours may include a marriage workshop or classes and a pre-marriage inventory that will identify strengths and possible growth areas in your relationship. The three meetings required by the Pastor do not usually meet the 12 hour requirement.

B. NEXT STEPS

1. Wedding Consultant

If you plan to have more than 30 wedding guests, you are required to work with a Wedding Consultant. Contact a Salem Wedding Consultant to assist with the overall church preparations for the Marriage Service. The Consultant oversees the rehearsal and will be present of your wedding day to direct the action. The Consultant also arranges for the Sound and Lighting Technician person to be at the service.

2. Musicians

Salem's organist will normally play at all weddings were organ or piano music is desired. It is the responsibility of the bride/groom to contact the organist to check availability and discuss the music. The organist does not usually attend the rehearsal. Before music is chosen and arrangements are made with a soloist, please read the section about music and discuss your plans with the organist. The pastor has final say on all the music.

3. License

Weddings, regulated by the State of Minnesota Law, required couples to secure a license to marry. This can be done up to six months before the wedding date at any Clerk of Court office in the state. Only one person need apply, but he/she must have proof of age for both persons and their social security numbers. The marriage license is to be brought to the church office at least two weeks prior to the wedding. No marriage service can proceed without a license.

4. Guest List

In preparing your invitation list, keep in mind the sanctuary seats 220 comfortably. If the bell cabinets are removed another 25 may be seated on chairs in that area. (The sanctuary is air conditioned for the comfort of all involved.)

THE MARRIAGE SERVICE

A. The Service

1. The Order of Service.

The service basically follows the order of service in the Lutheran Worship Book. There may be some modifications to allow for individuality and personal circumstances. Family and friends may be used in the service to read lessons and/or to assist in the prayers. The pastor presides at the service and ultimately decides what is appropriate.

5. Suggested format for Wedding Bulletin

PRELUDE

Pieces may be listed...possible special music – soloist, duet, instrumental...if so, list here.

PROCESSIONAL

Should list music or both if there is separate processional for the bride. May state here that congregation is to rise/remain seated during processional.

WELCOME/GREETING/PRAYER

Possible place for special music.

SCRIPTURE READINGS AND OTHER READINGS

Should lists texts, gospel text should be listed last. If other reading is used, list here too. Possible place for special music.

MEDITATION/HOMILY/WEDDING MESSAGE

Possible place for special music.

DECLARATION OF INTENT

WEDDING VOWS

GIVING OF RINGS

ACCLAMATION OF MARRIAGE

BLESSINGS OF THE MARRIAGE

Place for Unity Symbol - optional, also place for special music.

PRAYERS

LORD'S PRAYER

Prayed by congregation, sung as solo or sung by the Congregation.

BLESSING

Presentation (optional).

RECESSIONAL

Music should be listed, possible other music to be played while guests leave.

2. Music

The Marriage Service is a service of worship. Music should therefore reflect the praise of God, the steadfast love of Christ, and the blessing of God's Spirit. It should be of high quality, setting a tone for a Christian marriage. It may be instrumental or vocal – solo, duet, small ensemble, full choir of congregational hymn. Favorite music, nor appropriate for a worship service, you may want to use at the reception

In selecting music, there are some questions to be considered:

- Does the music/text reflect praise and/or thanksgiving to God?
- It is based on or does it reflect a Scriptural theme?
- Is this song a form of prayer?

If the answer is “yes” to one of these questions, then the music is appropriate for the marriage service.

3. Scripture/Readings

Generally two or three Scripture passages are read at the Service. Other readings that are Christian may also be used. (A sheet of suggested scripture passages may be obtained from the pastor.)

4. Marriage Promises (Vows)

Couples may write their own vows as long as they include a lifelong commitment of faithfulness. If the couple does not want to write or choose their vows, the traditional vows in the Lutheran service hymn book will be used. (A packet of possible vows may be obtained from the pastor.)

If a couple chooses to have a symbol of unity (unity candles, sand, cords, etc.), they are provided by the couple.

2. Rehearsal

The rehearsal takes less than an hour is often held the day before the wedding. Musicians may practice with the organist/pianist at a mutually agreed time.

3. Decorations

The church sanctuary will be decorated for the church season. Any added decorations need to compliment what is there, be respectful of the space and check with the wedding consultant. The church has aisle candle holders for the end of the pews that may be used. An aisle runner is rarely used and is not recommended. But if you choose to have one, please know the aisle is 50 feet long and is purchased from the florist.

4. Ushers

A minimum of two ushers are necessary to light candles, seat guests, etc. Attendants may be used as additional ushers. Ushers should be mature and responsible, as their tasks require confidence and the ability to respond to any emergency that may arise.

5. Bulletins

It is not necessary but it is helpful to have a printed bulletin with the Order of the Service and the names of participants in the service. To order bulletins through the church, contact the church administrative secretary at least three weeks prior to the wedding. It is a very good idea to run the bulletin/program by the Pastor and/or the wedding consultant before it is printed.

6. Pictures

The couple both controls the time and costs of the pictures, not the photographer. We encourage most pictures to be taken before the service. However, picture taking should be completed at least 30 minutes prior to the service as the couple and attendants, unless ushering, should be out of sight as guests arrive. The service may be video taped. Please notify your photographer and guests that NO FLASH PICTURES are to be taken once the service begins.

7. Custodian

The custodian works behind the scenes to prepare the church for your wedding. He/she does the following:

Unlocks and locks the church for the rehearsal and wedding.

Turns on the air conditioners or heat as needed.

Cleans the sanctuary, the narthex and other areas before and after the service. Sets up the Fellowship Hall, if the reception is at the church.

8. Reception Line

If you have a receiving line, it may be in the narthex, outside (weather permitting) or in the Fellowship Hall.

B. Additional Notes

1. Fees/License

The fees associated with the wedding and the Marriage License Are to be brought to the church two weeks prior to the wedding date. See fees listed on back page.

2. Gifts

If gifts are brought to the church, the church assumes no responsibility for them. Someone should be responsible for them at all times.

3. No Rice

We request that there be no throwing of rice or anything else in or outside of the church building. It is hazardous on floors and difficult to clean up. We suggest bubbles or birdseed outside.

4. Chancel Area

At the rehearsal and after the service, the Wedding Consultant will need help from ushers to move chancel furnishings.

5. Church Property

Please be respectful of church property by not bringing food into the Sanctuary. Please do not set anything on the bell cabinet cushions at the back of the Sanctuary, the piano or the organ in the front.

6. No Smoking

There is no smoking allowed anywhere in the building or on the front steps. This includes the use of vapor devices. The use of or possession of alcoholic beverages on church property is strictly prohibited.

RESOURCES

1. Reception at the Church

The fellowship Hall may be used for the wedding reception . If you wish to use it, you should request it when you reserve the date for your wedding. The Wedding Consultant oversees the use of the church kitchen with the reception is catered by a professional catering service or served by family and friends. The hall can seat up to 150 people for a sit down meal.