



Wedding Handbook

"And now these three remain: faith, hope and love.

But the greatest of these is love."

1 Corinthians 13:13

Crown of Glory Lutheran Church
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Marriage at Crown of Glory

“For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one flesh. Therefore, what God has joined together, let man not separate.” Mark 10:7-9

Congratulations! You are planning to be married—to enter into a relationship which God has ordained for the growth and happiness of God’s people. Through the ages, God has continued to bless in marriage those who enter it with prayer and live in it by faith. It is to help you find the greatest happiness as you begin your marriage that this brochure is written.

What is the relationship between marriage and the church? Marriage does not belong exclusively to the church. It belongs to all humanity. It is a social contract, governed and regulated by the state. However, the church teaches that marriage is...

- a life-long relationship based on the promise of faithfulness.
- rooted in the love of God. God’s faithfulness and self-giving love are important models for the marriage relationship.
- a happy occasion overflowing with joy, and those who celebrate it rejoice in the gifts of God---life, health, strength, sexuality, and the family. All this the Creator declared from the beginning to be ‘very good.’

Preparations Sessions (Prepare)

Because a couple is preparing for marriage, and not simply a wedding, at least one session with the pastor prior to the wedding is required. This allows the pastor to become acquainted with the couple and discuss the necessary details for the marriage ceremony. One of Crown of Glory’s pastors will officiate at your wedding. If you wish another pastor to share in the service, the Crown of Glory pastor must be informed and will initiate the request.

Pre-marital counseling is required by all couples. The couple may choose to have one of our pastors facilitate the pre-marital counseling or choose to receive counsel with a licensed marriage counselor. The cost for “Prepare” which our pastors may use is \$30 for the on-line format and \$35 for the written format. Checks may be written out to Crown of Glory Lutheran Church.

The officiating pastor represents both the church and the state and is the principal witness to your marriage ceremony. The pastor, along with the community gathered, invokes God’s blessing and support for your marriage. Therefore, to be married in the church is to recognize God’s intentions for your marriage, to recognize and share the church’s interest in marriage, and to recognize that we ought to seek God’s blessings, strength, and support. Your wedding at Crown of Glory Lutheran Church will be a service of worship and celebration!

In Christ’s Amazing Love!

Pastor Reggie Klindworth and *Pastor Laura Laughlin*
Senior Pastor Associate Pastor

Wedding Preparations and Logistics

Wedding Date and Time

It is important to set a date and time for your wedding. The office can inform you of the openings on the church calendar and confirm your request. Saturday weddings need to start no later than 3:00 p.m. A typical ceremony lasts 30 minutes. We would ask that all materials and wedding decorations are removed as soon as possible to accommodate our Saturday evening worship service which begins at 5:00 p.m.

Deposit

A refundable building security deposit of \$100.00 is required at the time reservation and will be refunded after the wedding is performed provided no additional charges are accrued. For purposes of planning and proper preparations, a period of at least three months is expected between setting the date and the actual wedding. If your wedding date, time, personal mailing information, etc. changes, please let the church office know as soon as possible.

Offsite Weddings

It is increasingly popular to plan weddings in alternative locations, outdoor settings and homes. If you are planning for that kind of wedding, contact one of our pastors and arrange for pre-marriage conversations. Much of this booklet will not apply, but it can be helpful as a guideline in some of your planning. Please be mindful of the extra miles and time it may take for pastors and/or musicians to service events away from Crown of Glory and the immediate communities.

Worship Weddings

A simple wedding option is to do vows within a regular worship service at a time negotiated with a pastor. The couple will be called forward after the sermon for a few minutes to exchange vows and rings be introduced to the congregation and then the service continues with the usual music and liturgy of the day. This kind of wedding has minimal cost and still can be very festive. Some couples enjoy sharing a cake or treat with the congregation and with their guests after the service and then go off to a reception at a home or restaurant or picnic. Talk to one of the pastors if you are considering this option.

Wedding Rehearsal

A rehearsal is required in order to walk through the ceremony and ensure that all is in order and that each person understands their role. Most rehearsals take place the evening prior to the wedding, although an alternate time may be arranged with the wedding coordinator who will be conducting the rehearsal. The presence of the officiating pastor is optional and must be pre-arranged. **Important:** Please be respectful of rehearsal start time. The rehearsal usually takes less than an hour. Please make sure all members of the wedding party, including ushers, are present at the rehearsal. It is the responsibility of the wedding couple to make sure that those involved are on time for this important part of your wedding planning. If you are using printed bulletins, please bring at least four to rehearsal.

Marriage License

The license is due to the Crown of Glory Lutheran Church Office Administrator no less than one week before the wedding. The marriage license must be purchased in Minnesota if the wedding is held at Crown of Glory Lutheran Church.

Wedding Attendants and Ushers

In addition to the man and woman of honor, many couples choose to have additional attendants for their wedding. Care should be taken in choosing these special people. For most weddings, two ushers are sufficient; three or four ushers are only needed for exceptionally large weddings. If a flower girl or ring bearer is used, children should be chosen with respect to their ability to participate.

Sanctuary Capacity

The Sanctuary currently seats 300 people. The capacity can be increased by use of the Sun Hall. Please let the wedding coordinator know the number of guests you are expecting. Typically, 50-75% of the invitation lists usually attend the event.

Sanctuary Decorations

Consult with your wedding coordinator about decorations in the Sanctuary and around the building. Please be aware of the seasonal decorations and worship furnishings, including Sanctuary layout, which cannot be moved or removed for your wedding.

The colors of the church change throughout the year.

January White	February White or Purple (for Lent)	March Purple (Lent) or White (Easter)
April White	May White (Easter) or Red (Day of Pentecost) or Green (Season of Pentecost)	June Red (Day of Pentecost) or Green (Season of Pentecost)
July Green	August Green	September Green
October Green or Red (Reformation Last weekend in Oct)	November White or Blue (Advent)	December Blue (Advent) or White (Christmas)

Printed Programs

Many couples decide to have the order of service and participants listed in a printed program. Crown of Glory does not typically create and/or print programs.

Photography

The church will be open three hours before the wedding. Photography is to be completed 30 minutes prior to the wedding. Normally, photos and pick up after a wedding is completed in 30 minutes. If additional time is needed, please inform the Office Administrative 30 days prior to your wedding date. Every attempt will be made to accommodate your request. Refrain from flash photography during the wedding ceremony. Please include the following message at the bottom of your wedding bulletin. *“Please refrain from taking flash pictures during the wedding.”*

Snacks

You may bring snacks and light refreshments for your wedding party during the time of picture taking. Please bring stable foods so that clothing will not become soiled, or crumbs left on the floors. **NOTE:** Food and drink are limited to the Kitchen and Sun Hall only. No food or open liquid containers are allowed in the Sanctuary. Please respect the sanctity of the worship space.

Videotaping

In addition to hiring a photographer, many couples wish to have their wedding videotaped. Crown of Glory Lutheran Church is not responsible for the videotaping of weddings, but you are welcome to plan with other parties. If your wedding is to be videotaped, cameras should be positioned in the back of the church and as to not hinder visibility of others.

Deliveries

Because of storage limitations, deliveries of flowers, food, etc. must be arranged to arrive no more than three hours before the ceremony. Please contact the Wedding Coordinator and arrange the times.

Clean Up

Please assign someone to pick up all gifts, clothes, flowers and personal items. The church is not responsible for lost or forgotten items.

Receptions at Crown of Glory

If you wish to have your reception in the Sun Hall, be sure to reserve this space when you set your wedding date. For details on receptions, please refer to the Building Use Agreement, which can be obtained from the Administrative Assistant. Also discuss your ideas with your Coordinator. If you wish to include the organist, Pastor, or wedding coordinator in your wedding reception, please include them on your list of invitations.

Church Etiquette

- Smoking is not permitted anywhere in the church building or at the entryways of the church property.
- Alcoholic beverages are not allowed in the church building or premise during/after any of the wedding preparation events or wedding ceremony.
- Bird seed may be thrown, or bubbles may be used outside the church building. Rice is not allowed.

Wedding Coordinator

A wedding coordinator is required for all Sanctuary weddings to assure that the wedding is organized and held in an appropriate and professional manner. You may use Crown of Glory's wedding coordinator or supply your own.

Your Wedding Coordinator will:

- Discuss wedding details relating to elements other than pastoral duties.
- Provide you with a tour of the sanctuary and facilities.
- Be present at the Wedding Rehearsal.
- Open the church for vendors, photographers and the wedding party.
- Assist the wedding party and their families throughout the wedding day and address last minute details.
- Be the contact person for all parties involved

Wedding Fees

Wedding fees are due to Crown of Glory Lutheran Church Administrative Assistant no less than one week before the wedding. Checks will be accepted and should be made out to the person performing the service. The office administrator will provide you with a list of appropriate name and amounts. Fees can be different for active and non or inactive members.

Non or Inactive Member

Inactive members are defined as members who have not communed or given financially to the church within the past two years.

Refundable Building Deposit: \$100.00 for both members and non-members

Your deposit is due at the time you fill out the wedding form to reserve your spot on the calendar. Check should be made out to Crown of Glory Lutheran Church.

Prepare (marriage preparation materials): \$35 couple's fee for members and non-members. This fee can be paid online.

Church Rental: Member—No Charge / Non-member--\$500. Includes use of the building for a one-hour wedding rehearsal and 4 hours on your wedding day. Check should be made out to Crown of Glory Lutheran.

Church Pastor: \$200.00 the recommended honorarium for both members and non-members. Includes pre-marital counseling sessions, wedding planning and wedding day. Please confirm the honorarium with your pastor. Check should be made out to the pastor performing services: Reggie Klindworth or Laura Laughlin.

Organist/Pianist/Accompanist: \$175.00 for both members and non-members. This includes rehearsal time if needed, 15-minute prelude and postlude for the wedding service and other special music offerings.

Wedding Coordinator: \$125.00 for both members and non-members. Includes a preliminary consultation meeting, wedding rehearsal and 4 hours on wedding day. Check should be made out to the wedding coordinator: Deb Trebiatowski.

Custodian: \$75.00 for both members and non-members. Includes set-up and clean-up for wedding rehearsal and set-up and clean-up for wedding day. Check is made out to the custodian.

AV Support: \$60.00 for both members and non-members. Includes just what is needed on the wedding day. If you will have any recorded music played or video presentations, then AV support is required.

Crown of Glory Soloists: \$100.00

Kitchen Coordinator: \$125.00 (If you plan to have a rehearsal dinner or reception at COG.)

Elements of Your Wedding Service

Wedding Music

Our Director of Worship and Music will coordinate the musical elements to create an individual and spiritual quality, unique to your wedding. Use of musicians outside of Crown of Glory must be discussed and approved by the Director of Music & Worship. If you will be using musicians from Crown of Glory, then please continue reading.

The Process

Once the wedding form is filled out and approved, deposit secured, wedding date is locked in on the calendar, and you have discussed with the Pastor your order of service, the Director of Worship and Music will contact you via email or phone and have a short consultation about music selections and considerations. Choosing music for your wedding can be a daunting task, so we did some of the work for you. Once you speak with the worship director, you will then be directed to a website where you can listen to different music choices which you can have played during the wedding ceremony. You may even already know what music you want ahead of time. Regardless you will then be asked to fill out the online wedding music form and make your music selections. When we receive those selections, either our organist/pianist or our worship director will be in contact with you to further discuss your choices.

Music Guidelines

Marriage is a special time in the life of a couple. Therefore, it is important that music be carefully chosen. It should reflect high standards of quality as it praises God and shows the love of Christ. Music in the marriage service may be instrumental and or vocal. It may include the organ, piano or other instrumental music. It should be within the ability of the performers to play or sing with assurance. It is highly recommended that recorded music not be used for your ceremony. While there are appropriate contemporary songs, it should be noted that recordings of such music are made under ideal conditions with sophisticated electronic equipment and mixing devices. Renditions of these selections on an organ or by the most talented amateurs, especially in non-studio settings, will not sound like the recorded selections.

Organist/Pianist

It is important that the music for your wedding be of professional quality and add to the celebration of your day. We strongly encourage the use of an organist or pianist for your wedding ceremony. The following is included in the musician's fee:

- A 15-minute prelude/processional and recessional/postlude music.
- Accompaniment of soloists/instrumentalists during the service.
- A brief rehearsal (less than ½ hour) preceding the service.
- Other music requisite to the service.

At times the instrumentalists/vocalists may request additional rehearsal time or when there are additional soloists/instrumentalists involved in the wedding, additional rehearsals may be required. If these things occur, please be respectful of their time and mindful of payment amount.

Pre-Wedding Checklist

If you have a spiritual pastor you want to preside at your wedding, check any potential dates with them.

- Read the wedding booklet; contact the office administrator with any questions.
- Complete wedding information form online

- Mail or drop off a check for \$100.00 to the church office to reserve the wedding date. Check made to Crown of Glory Lutheran Church.
- Meet with officiating pastor.
- Meet with the Director of Worship and Music.
- Complete the Wedding Ceremony Music at COG online form.
- Fill out wedding music form online.
- Meet with the Wedding Coordinator.
- Meet with Kitchen Coordinator (If reception is to be held at COG.)
- Mail or drop off wedding fees to the church office. Wedding fees are due to the office administrator no less than two (2) weeks before the wedding.
- Mail or drop off Marriage License to the church office. The license is due to the Crown of Glory Lutheran Church Office Administrative no less than one week before the wedding.

Scripture Readings

Included in the wedding service are scripture selections upon which the wedding meditation is based. Perhaps you have selections of your own; the following are offered as examples:

•**Old Testament:** Genesis 2:18-24, Ruth 1:16-17

•**New Testament:** John 2:1-11, John 15:9-17, Corinthians 13:1-7,13, 1 John 4:7-11, Colossians 3:12-17, Philipians 2:1-5

Vows

The vows that you will share on your wedding day should reflect both the promise you make in love for one another and the promise God has made in our baptism to love and care for us as children. The following traditional and alternate vows are offered. Others may also be used, with approval by the officiating pastor. You may want to paraphrase any of these vows to make it your own. Be sure to bring two copies of your creation to the rehearsal.

1. 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.
2. I, _____, take you, _____, to be my 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 us do part, according to God's holy ordinance; and to you I pledge my faithfulness.
3. I take you, _____, to be my wife (husband), and these things I promise you: I will be faithful to you and honest with you; I will respect and trust, help and care for you; I will share my life with you; I will forgive you as we have been forgiven; through the best and worst of what is to come as long as we live.
4. _____, I take you as my wife, I pledge to share my life openly with you, to speak the truth to you in love; I promise to honor and tenderly care for you, to cherish and encourage your own fulfillment as an individual through all the changes of our lives.

5. I _____, take you, _____ to be my wedded wife, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, till death do us part, according to God's holy ordinance; and thereto I pledge you my faith.
6. I _____, take you _____ to be my _____, to join with you and to share all that is to come. I will be faithful to you and honest with you. I will try with you to better understand ourselves, the world and God. I will forgive you as we have been forgiven. And I will love, respect, trust, help, and care for you as long as we live.
7. Today, we profess our love for each other before God, our families, our relatives, and friends. Today, I promise you, that with the help of God I will walk by your side to give you strength and encouragement in fulfilling your endeavors, to contribute in your growth as an individual, to understand and reassure you when challenges confront you. I pray, we will be sensitive to each other's needs, share in each other's hopes and dreams, and enrich each other's lives.
8. Today we profess our love for each other, before God, our families, our relatives, and friends. On this day of commitment, I place into your care all that I am. First, I promise you my body, strengths and weaknesses, to be used to build a growing life together. I promise you my mind, thoughts, and ideas to help keep your mind active in the pursuit of knowledge. Finally, I promise you my heart, feelings and emotions, to be loving when we are together and when we are apart. I cannot promise a perfect life for you. Only that my entire being will be dedicated to making our marriage one of peace and joy.
9. I, _____, take you _____, to be my wife; it is with love and with honor, with trust and with joy that I promise to be your husband.
10. _____, as we stand this day before God and our family and friends to unite in marriage, I feel both the mellow reflection of how our love came to be and the novice excitement of our growing love yet to come. _____, I too, reflect upon how our love has grown and changed. Just yesterday I saw you as my friend. Through time and talk and experiences I have grown to love you. We grow closer each day yet continue to grow in our separate identities. This is my most valued possession. You have helped me open the door to life and God.
11. I love you _____, as I love no other. All that I am I share with you. I take you to be my wife (husband) through sickness and health, through poverty and plenty, through joy and sorrow, now and forever.
12. I, _____, take you, _____ to be my wedded wife (husband). To have and to hold, to love and to cherish, from this day forward, through all the changing experiences of life. It is my purpose to give happiness to you and to join with you in making our home the fulfillment of the desires of our hearts.
13. _____, 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.

14. I take you, _____, to be my wife (husband), I promise before God and these witnesses to be your faithful wife (husband), 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.
15. I take you, _____, to be my wife (husband), 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 better to understand ourselves, the world, and God; through the best and the worst of what is to come as long as we live.

Note: If you choose one of these alternate vows or choose to create your own vows, please provide a copy of them for the officiating pastor. Your officiating pastor may provide additional vows for your convenience at the time of your preparation.