

# *Planning Your Wedding at Good Shepherd*

*Congratulations! As you come to the altar of the church to profess your promises to each other, you are asking God to meet you. At your wedding service, God offers you strength, blessing, and a beautiful example of love. As you seek to come together in the best of human relationships, we will work with you to create a deeply meaningful and personal event within the beauty of worship.*

## The Setting for Your Wedding

We can accommodate a large or small wedding in the sanctuary of the church. Approximately 275 guests are easily seated. To serve a variety of musical preferences, we have a grand piano and a top notch sound system to play recordings.

## Reception in the Commons & Usage of Kitchen

If you are interested in using our kitchen and Commons area for a reception, either for the rehearsal dinner or wedding day, please contact the church office for information.

## The Wedding Service

A wedding is a service of the church, which is highly personal and meaningful to you. As we help you plan your wedding service, there is every attempt to put a deep personalization into the context and format of some important traditional components. Each service, therefore, is individually prepared and presented, in order that characteristics of your relationship are accented.

We work with great flexibility and creativity in our preparations. Having large numbers at your wedding is not necessary for a beautiful service. We have developed a very meaningful and intimate style for small weddings as well (100 guests or less).

Holy Communion is appropriate to weddings in the Lutheran Church, but it is not always a part of the service. When communion is an element of your wedding, we welcome all persons to commune. We believe that through the bread and wine, Jesus Christ comes to us with His own strength and life and newness. The Communion meal is a communal meal. It is always offered to the entire congregation, and it is prefaced by an appropriate explanation and invitation to your guests.

## Music

Since the wedding is a worship service, care should be given to ensure all music is in keeping with the tone of the service and consistent with the message of the wedding. Music, both classical and contemporary are welcomed. If you choose to use the church musician, they will assist you in the endless choices of lovely wedding music.

The music in the wedding most often consists of the following:

- Prelude as the guests arrive
- Processional as the wedding party enters the church
- Recessional as the wedding party leaves the church
- Music as guests leave the church

Appropriate vocal and instrumental solos and or a congregational hymn, may also be used as a transitional element.

## SUGGESTED STEPS LEADING TO THE CEREMONY

### **STEP 1:** Initial Inquiry & Reservation

When *inquiring* about the possibility of having a wedding at Good Shepherd, please speak to the Church Administrator about a possible date. She will check to see if the date is open on both the church calendar and the pastor's calendar.

### **STEP 2:** Submit Contract & Deposit

Your date with the church and/or pastor is *secure* after submitting to the church office the Wedding Contract, non-refundable \$100 deposit and the Wedding Request Information Form.

### **STEP 3:** Prepare & Enrich Marriage Tool

We are very pleased to say that we use the counseling instrument Prepare & Enrich and ask all couples take it. Prepare & Enrich is a marriage inventory the couple will take to learn more about skills used in marriage such as communication and conflict resolution. After we receive your wedding contract, we send you a link to the on-line site. The inventory costs \$35.00 and is paid on-line directly to Prepare & Enrich.

After you complete Prepare & Enrich, you set up an appointment with the pastor who will interpret the test results with you. Reviewing Prepare/Enrich is typically a 2.5-3.0 hour session. Further counseling sessions may be scheduled if desired.

### **STEP 4:** Planning your Wedding Ceremony

Set-up a 1.5-2.0 hour meeting to specifically plan your ceremony.

At this planning meeting:

- The pastor and couple will get better acquainted.
- We will discuss the many choices around vows, scripture, family involvement, etc.
- We will design your worship service. There are no "cookie cutter" type weddings. Each service will glorify God and reflect the uniqueness of the couple. This meeting will help you prepare your order of service.
- Suggestions of Vows, Scripture passages, Order of Service, Unity Symbols etc. will be provided.
- Decide on Rehearsal Day & Time.
- Discuss church rooms needed on the day of the wedding and arrival times.

### **STEP 5:** Meet with Musician

If using our church musician, the bride and groom will directly contact our musician to schedule a meeting time.

At this meeting:

- You will have the opportunity to hear music that you are considering for your wedding played on the piano. The musician will make suggestions for music selections, based on the tone you want to set for that day.
- Set all rehearsal dates and times, which include those that take place with soloists and other special music leaders.

**STEP 6:** One month before your wedding

- Email Pastor final order of service *before* printing your program.
- Give the pastor the specific time when you will decorate, wedding party will arrive, etc.

**STEP 7:** One Week Before Wedding

- Turn in your marriage license along with full names of two witnesses. Typically, the witnesses are members of the wedding party. A wedding cannot legally be performed by a pastor without a marriage license.
- Turn in your final wedding fee to the church. Checks are written to Good Shepherd Lutheran Church unless the officiating pastor directs otherwise.

**STEP 8:** Wedding Rehearsal

Reserve your rehearsal date at your first meeting with the pastor.

There is a wedding party *gathering time* allowed of 20 minutes prior to the time that you will actually start walking through the rehearsal, which will then last about 40 minutes longer.

The pastor attends the rehearsal dinner or the wedding reception only if specifically invited. The rehearsal dinner is preferred, as it allows the pastor to become acquainted with the immediate family and friends.

Ushers and hosts/hostesses are among the most important people chosen by you. They are the working members of your wedding party, and it is their responsibility to convey your hospitality to the most important people in your lives on this memorable day in your life. For this reason, it is suggested that they attend your rehearsal, as well as your attendants.

**STEP 9:** THE WEDDING DAY!

All of your planning, hard work, and preparation led you to this moment--the moment that marks the beginning of a wonderful life together. When you arrive at the church, we want you to relax and enjoy the wedding you have planned. We will do our best to ensure that your plans unfold smoothly. We also promise you that your wedding ceremony will begin on time in order for the day to flow as planned. At the end of the service please have someone box up your wedding favors and unity symbol for you and throw away any garbage. Our custodian will vacuum and take out garbage.

**NOTE:** The pastors are willing to officiate weddings at a location outside of the church. Please speak to them about your chosen location when inquiring about your wedding.

## FREQUENTLY ASKED QUESTIONS

- The seating capacity in the sanctuary of Good Shepherd is 275. The length of the sanctuary's center aisle is 50 feet. There are 12 rows of pews in the center aisle.
- The seating capacity for receptions in our reception area is 125. We have round tables seating 8 comfortably. We do not provide table linens. Due to health codes, food must be catered and can be warmed and served out of our kitchen.
- We ask you and your guests to refrain from using alcohol before the wedding ceremony and while on site at GSLC.
- You may choose to use a unity symbol such as candles or sand. Unity symbols are not placed on the altar.
- You choose an outside vendor to create your wedding programs.
- We ask you to refrain from using fresh flower petals thrown on the carpet and taping on the wooden pews or walls. We typically do not put items on the altar. We do have a small 'altar-like' table that can be placed in front of the altar for such items. Please discuss your ideas with the Pastor.
- We can provide rooms for the wedding party to get ready. Let the pastor or church office know the time you will arrive.
- A staff member will be on site to assist you the day of the wedding.
- You may consider choosing someone other than the pastor to read the Bible readings.
- Special Music (solos, instrumental, hymns) can be added to the service, but only the Processional and Recessional are the most essential.
- A Sound Technician from the church is typically present to assist with musician microphones or the usage of pre-recorded music.

## WEDDING REQUEST & INFORMATION FORM

*We are so pleased that you have chosen Good Shepherd Lutheran Church to assist you with your wedding.  
Please complete the following information and return it to the church office.  
We wish you all the best as you continue to plan for your life together.*

DATE OF MARRIAGE \_\_\_\_\_

LOCATION OF CEREMONY \_\_\_\_\_  
*(Please include address if location differs from Good Shepherd)*

ESTIMATED NUMBER OF GUESTS \_\_\_\_\_

WEDDING TIME REQUESTED \_\_\_\_\_

REHEARSAL DAY & TIME REQUESTED \_\_\_\_\_  
*(Gathering Time of Guests for Rehearsal is 20 minutes prior to Starting the Rehearsal.)*

GROOM'S FULL NAME:  
\_\_\_\_\_

BRIDE'S FULL NAME:  
\_\_\_\_\_

MAILING ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER:  
\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS:  
\_\_\_\_\_

\_\_\_\_\_

ARE YOU A MEMBER OF A CHURCH?  
NO \_\_ YES \_\_ WHICH? \_\_\_\_\_  
\_\_\_\_\_

ARE YOU A MEMBER OF A CHURCH?  
NO \_\_ YES \_\_ WHICH? \_\_\_\_\_  
\_\_\_\_\_

BIRTHPLACE \_\_\_\_\_

BIRTHPLACE \_\_\_\_\_

AGE AT TIME OF WEDDING \_\_\_\_\_

AGE AT TIME OF WEDDING \_\_\_\_\_

BRIDE & GROOM'S NAME AFTER MARRIAGE: \_\_\_\_\_ AND \_\_\_\_\_

ADDRESS AFTER MARRIAGE: \_\_\_\_\_

DO YOU REQUEST HOLY COMMUNION TO BE PART OF YOUR WEDDING SERVICE? \_\_\_\_\_

RECEPTION LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_

Name(s): \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

## ***Wedding Contract With Good Shepherd Lutheran Church***

Good Shepherd Lutheran Church is happy to reserve the dates listed above for your wedding when we receive the wedding request form and a deposit of \$100.

*We will pay a \$100 non-refundable deposit to reserve the date of our wedding, whether it is on or off-site, whether we are a member or not. The deposit is deducted from the overall cost of any fees of services (see page 8 of wedding booklet). One week prior to our wedding, we understand we pay the balance for the overall cost of the wedding, which includes the service fees of the pastor, church musician (if using), custodian, sound technician and reception area (if using). I understand there is no fee for the usage of the facility if I am a “contributing member” (minimum contribution of \$500 given in the prior calendar year). If I am not a contributing member, there is a church fee of \$500.*



Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Church Representative Signature: \_\_\_\_\_

\$100 Non-refundable Deposit (required):       Cash  
     Check # \_\_\_\_\_

## POSSIBLE ORDER OF MARRIAGE SERVICE

*Below is a basic order of service and is meant as an outline.*

*It is not something to restrict individual involvement and creativity.*

*We want the ceremony to reflect the couples love which will look different at each wedding.*

|  |  |
|--|--|
| PRELUDE MUSIC                                | During prelude music, wedding guests are seated.   |
| PROCESSIONAL                                 | Entrance of the wedding party.<br>Often times, there is processional music played that differs from the prelude music. |
| GREETING/WELCOME                             | Welcoming guests and inviting the presence of the Triune God.  |
| READING (optional)                           | When more than one scripture passage is chosen or another appropriate reading such as a poem.                          |
| PRAYER                                       |  |
| SONG (optional)                              |  |
| BIBLE READING                                | Chosen by the couple.  |
| MESSAGE                                      | The pastor shares some brief words regarding marriage as related to the couple.  |
| SONG (optional)                              | If only one special music or hymn is chosen, this is the most appropriate placing, unless a unity symbol is used.      |
| EXCHANGE OF VOWS<br>EXCHANGE OF RINGS        |  |
| UNITY SYMBOL (optional)<br>& SONG (optional) | Sand-ceremony, candle lighting, hand-ceremony, etc.<br>A short song may be played or sung during the unity symbol.     |
| READING (optional)                           | When more than one or two passages are chosen or a poem.   |
| MARRIAGE BLESSING<br>THE LORD'S PRAYER       |  |
| BENEDICTION                                  |  |
| PRONOUNCEMENT OF MARRIAGE                    |  |
| RECESSIONAL MUSIC                            | The wedding party leaves, followed by parents.   |
| POSTLUDE                                     | Music played while wedding guests are dismissed.   |

WEDDING FEES

|   | Member | Non-Member |
|---|--------|------------|
| Church  | \$0    | \$500      |
| Reception & Kitchen Area<br><i>(Optional for Rehearsal or Wedding)</i>  | \$0    | \$500      |
| Custodial   | \$60   | \$0        |
| Officiating Pastor<br><i>Includes: pre-marriage counseling session, ceremony planning, rehearsal &amp; officiating at wedding.<br/>Does not include for offsite weddings: mileage and parking fees<br/>If you provide your own officiating pastor, one of Good Shepherd's needs to be present - \$100 fee</i> | \$350  | \$350      |
| Musician<br><i>(Church musician is optional. You may choose to have your own musician present.)</i>   | \$200  | \$200      |
| Sound Technician  | \$50   | \$50       |

*Payable to Good Shepherd Lutheran Church one week prior to your wedding ceremony.  
\$100 non-refundable deposit is applied to the above fees.*

Pastor Leesa Soderlind  
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Pastor Courtney Steitz  
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Church Musician  
Angela Huizel  
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Church Administrator  
Andrea Swainey  
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