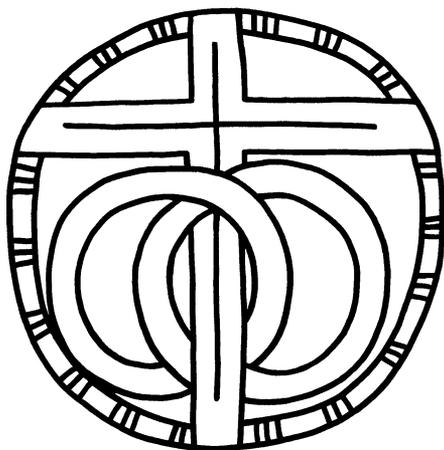


Your Wedding at First Lutheran Church

First Lutheran Mission Statement:
*“As faithful disciples, we serve God
and welcome all people with open
hearts”.*



402 South Court Street
Fergus Falls, Minnesota, 56537
(218) 739-3348
firstlutheranchurchff.org

Revised March 2020

And the greatest of these is love...

“The state of marriage is one that requires more virtue and constancy than any other. It is a perpetual exercise of mortification...from the thyme plant, in spite of the bitter nature of it’s juice, you may be able to draw and make the honey of a holy life.” Francis de Sales

We value you as individuals and as a couple. We are interested in investing in the two of you and in your preparation for your marriage ceremony at First Lutheran Church.

“A wedding calls us to our highest and best-in fact, to almost impossible-ideals.” Gary Thomas

Acknowledging this truth, we at First Lutheran are interested in providing the most hospitable and Christ centered environment possible for you and your guests. We hope your wedding day is a ‘day to remember’ in the most life-giving light.

- We invite you to commit to attending worship regularly.
- We encourage you to engage in the life and mission of First Lutheran through faithful stewardship and service.
- We promise to pray for you as ‘a part of’ the faithful membership of this community.

God loves you and so do we!

“Give thanks in all circumstances” *1Thessalonians 1:4*

Pastor Gretchen Enoch
Senior Pastor

GETTING STARTED

Reserve Church with Deposit

- Call the church office 218 739-3348 between 8:00 a.m. and 4:30 p.m., Monday-Thursday (Sept-May) 8:00 am -3:30 pm (June-August), to confirm that the date you want to have your wedding is available.
- The fee schedules for members and for nonmembers of First Lutheran Church are located on the next to the last page of this wedding booklet.

Meet with Pastor

- Call to set up your first meeting with the presiding pastor at least six months prior to your wedding.
- At this initial meeting, you will complete a marriage information form and also a pre-marital inventory called Prepare/Enrich. This inventory is an effective tool in stimulating discussion and looking at the strengths and growth areas of a relationship.
- The publisher of this inventory charges \$65 for processing a couple's responses.

Contact Wedding Coordinator

- Three (3) months prior to your wedding, you need to contact the wedding coordinator, Lorri Holt, to discuss your wedding plans. Her number is 218 731-6579.

Arrange for Music

- Call Keith Melberg, organist, at (218) 205-4619 to see if he is available to play for your wedding or to get his approval for another organist.

POLICIES

Location

- Because the marriage service is first and foremost a worship service, it is expected that your wedding will be held in the church.
- However, if you have obtained the pastor's agreement to perform your wedding at a site other than the church (such as outdoors), be aware that the church building will not be reserved as a backup (such as in the case of inclement weather) unless you have paid the non-refundable reservation fee.

Church Building and Property

- Throwing rice, grain, bird seed, or confetti is not permitted inside or outside the church. Discuss alternate ideas with the wedding coordinator.
- Smoking is not allowed in the church building—only outside, away from the building, by ashtray.
- Lost articles or wedding gifts are not the church's responsibility. Be sure to tell your wedding party that they are responsible for their personal items.
- Arrangements for wedding gifts brought to the church should be discussed with the wedding coordinator.

Pastor

- If you would also like to have a friend or family member who is a pastor involved in your wedding, please speak to the pastor about it when you book your wedding.
- The marriage celebration is a worship service and should be so structured to glorify God in music, word, and liturgy. Thus, any final decisions regarding the music, worship, and liturgy rest with the presiding pastor.
- The wedding coordinator will assist at the rehearsal and at the wedding to keep them running smoothly and on schedule.

- The presiding pastor reserves the right to postpone or refuse to perform a marriage if, in the course of the pre-marital preparation, it is deemed that extra counseling is needed.
- If you would like the pastor to say grace at your rehearsal dinner and/or reception, please make your request in advance so that the pastor can be in attendance and prepared.

Music

- Music must be approved by Keith Melberg, First Lutheran organist, if he is playing for your wedding or by the pastor, if Keith is not playing.
- Please see the music section of this booklet for further details regarding music arrangements and selections.

Photography and Videotaping

- Flash pictures are not allowed during the service (after the processional).
- Non-flash pictures may be taken from the balcony or the rear of the church, or the sides, during the service.
- Video cameras may be used.
- Please inform your guests in your wedding program that First Lutheran does not allow flash pictures during the service (after the processional) and video cameras can only be used in the balcony.
- If you would like a sound recording, provide a flash drive.

WEDDING COORDINATOR

Wedding Service and Rehearsal

- Meet with the bride (and groom) and/or mother as needed to discuss details of the wedding and the information in this booklet.
- Be present one hour before the beginning of the wedding service to assist as needed. If you desire the coordinator to be present earlier, this may be negotiated in advance.

- Have marriage license to church office at least two weeks in advance.
- Wedding Coordinator will ensure marriage license is signed, sealed, copied, and delivered.

Wedding Reception at First Lutheran

- Meet with you to arrange and plan the reception.
- Make arrangements with the custodian for placement of tables and chairs.
- Supervise and assist in the kitchen and with clean-up.
- Be on hand to answer any questions the caterers and waiters/waitresses may have.
- Needs to be catered and wait staff provided.

WEDDING SERVICE

Things to Consider

- Plan and write your own vows, liturgy, and prayers if you so desire.
- Use family and friends to be lectors (readers) or intercessors (prayer leaders).
- Invite your parents to lay on hands in a blessing.
- Unity Candle
- Celebrate Holy Communion as part of the wedding feast; options should be discussed with the presiding pastor.

Customary Order of Service

(optional items are in parentheses)

- Prelude
- Processional
- (Family and Community Blessing)
- Apostolic Greeting (In your bulletin be sure to print the following congregational response: “and also with you.”)
- Prayer
- (Parental Blessing)
- Scriptures

- (Music)
- Sermon
- Marriage Vows
- Exchange of Rings
- Announcement of Marriage
- (Unity Candle)
- (Music)
- Marriage Blessing
- Prayers
- (Communion)
- Lord's Prayer
- Benediction
- (Introduction of Couple)
- Recessional
- Postlude

Bulletin

- First Lutheran does not print wedding bulletins.
- If you are planning to have a bulletin printed for your wedding, you should have it approved by the presiding pastor prior to printing.

MUSIC

The music you select should contribute to the spirit of worship and express God's love and your response in praise and thanksgiving. Therefore, music selections must be approved by the First Lutheran Church organist.

- If you are in need of a soloist, you may contact the church office or wedding coordinator for suggestions. However, it will be up to you to contact the soloists and to discuss their fees with them.
- Keith Melberg, organist for First Lutheran, has numerous compositions suitable for processions and recessions. It will be up to you to contact him for his services or to get his approval for another organist.

DECORATING

Sanctuary

- The sanctuary seats approximately 350 people.
- The aisle length is 75 feet from the entry into the sanctuary to the bottom of the steps leading to the chancel, or altar, area.
- Tacks or tape of any kind should not be used to hold decorations on the pews. Fish line works great.

Chancel (or Altar) Area

- Flowers, candles, and candelabras must be placed in their designated locations on the altar, on pedestals, and at the bottom of the chancel steps.
- Only fresh flowers, not artificial flowers, are allowed on the altar.
- Altar rail is available.
- The Unity Candle may be in front of the pulpit or the lectern.
- The colors of the paraments cannot be changed specifically for a wedding but must follow the color dictated by the church calendar. However, they could be taken down.
- Decorating may be done the day before your wedding, or after the rehearsal, or the day of your wedding.

WEDDING RECEPTION

Fellowship Hall and Kitchen Information

- The Fellowship Hall has a maximum seating capacity of 250 for all guests to be seated at one time.
- For more than 250 guests, additional separate rooms would need to be opened.
- Round tables, which can each comfortably seat eight people, will be provided by the church.
- Rectangular tables, which can be used as serving tables or a head table, will be provided by the church.

- Folding chairs will be provided by the church.
- The custodian will be responsible for setting up the tables and chairs to your specifications and for removing them after your reception.
- All paper products, napkins and decorations, will be your responsibility to provide.
- Use of the Fellowship Hall and kitchen includes all dishes, cups, glasses, silverware, serving pieces (bowls, platters, salt and pepper shakers, sugar and creamers, coffee servers, water pitchers, etc.), pot holders, dish cloths, dish towels, and paper towels.
- Kitchen equipment includes dishwasher, stoves, refrigerators, and coffee pots.

Catering

- The church is not able to cater wedding receptions.
- You will need to make your own arrangements for catering the food for your reception.
- You or your caterer will be responsible for setting up, serving, and cleaning up.

Pastor

- If you want the presiding pastor and pastor's spouse to attend your reception, please extend them an invitation at least a month in advance so that they can plan to attend.
- If you would like the presiding pastor to say grace before you and your guests eat, please make your request at least a month in advance so that the pastor can be in attendance and prepared.

DEPOSIT AND FEE SCHEDULE
For First Lutheran Church – Fergus Falls, MN

The church will be reserved for your wedding when the non-refundable deposit is received.

- The deposit for the wedding is \$100.00 for members of First Lutheran Church and \$200.00 for non-members of First Lutheran Church.
- The deposit(s) will go towards the following fees as set by the First Lutheran Church Council:

SERVICE	CHURCH MEMBER	NON-MEMBER
Use of Sanctuary & Narthex	\$300.00	\$600.00
Use of Chapel	\$100.00	\$200.00
Use of Fellowship Hall	\$300.00	\$600.00
CUSTODIAN		
Wedding Service	\$150.00	\$300.00
Wedding Reception	\$200.00	\$400.00
Sound Operator Wedding Service	\$ 75.00	\$150.00
WEDDING COORDINATOR		
Wedding Service	\$250.00	\$350.00
Wedding Reception	\$200.00	\$400.00
Organist	\$225.00	\$350.00
Pastoral Services	\$250.00	\$500.00
Prepare/Enrich	\$ 65.00	\$65.00 and \$100 per hour counseling service

Make checks payable to First Lutheran Church except for the sound operator, wedding coordinator, organist, custodian and pastor. Checks for these people should be made out directly to the individuals involved and then given to the Wedding Coordinator.

CHECK LIST
For First Lutheran Church
Fergus Falls, MN

- ___ Fill out WEDDING INFORMATION FORM
- ___ Reserve church (date, time, and deposit fee).
- ___ Secure reception site.
 - ___ If reception is at the church, be sure Fellowship Hall and kitchen are reserved and pay deposit fee.
 - ___ If reception is at the church, secure a caterer.
- ___ Six months prior to wedding, make appointment to meet with pastor and pay Prepare fee.
- ___ **Contact wedding coordinator 3 months in advance.**
- ___ Five months prior to wedding, contact organist, Keith Melberg, for his availability and for music suggestions (cell 218 205-4619).
 - ___ If another organist is to be used, contact Keith for his approval.
- ___ Have wedding bulletin approved by pastor prior to printing it (one month in advance).
- ___ Two weeks prior to wedding or sooner, bring marriage license to church office.
- ___ One week prior to wedding, make final payment of fees.