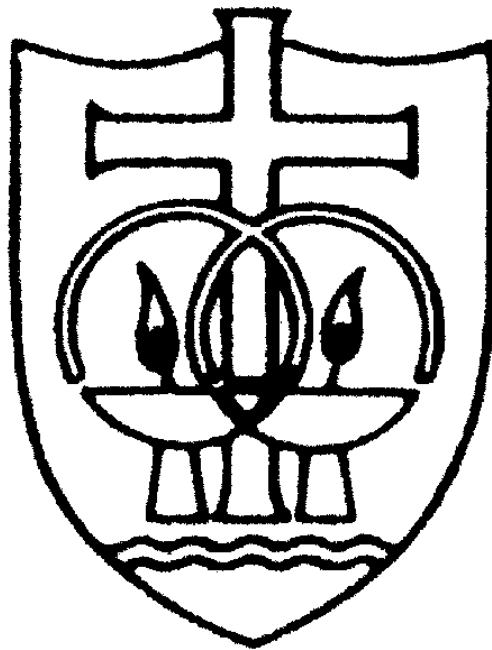


EMANUEL LUTHERAN CHURCH

RITE OF MARRIAGE
MANUAL



“Except the Lord build the house,
they labor in vain that build it.”

Psalm 127:1

Reverend Paul E. Shoemaker

Reverend David O. Stecker

Reverend Scott A. Zeckzer

EMANUEL LUTHERAN CHURCH

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NEW HAVEN IN 46774

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Contents

I.	Lutheran Church Wedding Ceremony.....	Page.....2
II.	Music.....	2
III.	Vows.....	5
IV.	Theme.....	6
V.	Guest Participation.....	6
VI.	Unity Candle.....	6
VII.	Service Format.....	7
VIII.	Ushers.....	8
IX.	Decorations.....	9
X.	Pictures.....	10
XI.	Guest Registration.....	10
XII.	Attendants.....	10
XIII.	Receiving Line.....	11
XIV.	Marriage License.....	11
XV.	Custodian’s Duties.....	11
XVI.	Payment for Services.....	12
XVII.	Miscellaneous.....	12
XVIII.	Questionnaire.....	13
XIX.	Service Folder Sample.....	15
XX.	Instructions for Marriage License Applicants.....	17

Choose you this day whom you will serve: but as for me and my house, we will
serve the Lord. Joshua 24:5

O heavenly Father, grant that your Holy Spirit may lead those who have pledged
their love to one another that they may always know the joy of your great love and
dwell within it to the ending of their days; through Jesus Christ, our Lord. Amen.

The Lutheran Worship (hymnal) Page 129

I. Lutheran Church Wedding Ceremony

- A. Is a worship service
 - 1. This means it is to be Christ-centered in
 - a. Words
 - b. Music
 - c. And decorations
 - 2. Your guests may participate
- B. You have an opportunity to
 - 1. Witness to your Christian faith
 - 2. And to exemplify the Lutheran teachings

II. Music

- A. Some characteristics of Christ-centered music are
 - 1. God's name is mentioned
 - 2. The words reflect our Christian belief
 - 3. And it encourages worship
- B. Organists
 - 1. Names
 - a. Ruth Trzynka
(749-1720)
 - b. Karen Kosberg Anderson, Handbell Director
(414-2767)
 - c. Carolyn Campbell, (749-5952)
 - 2. Method for making arrangements
 - a. Contact the organist you have chosen
(at least three months in advance)
 - b. Discuss musical selections with your organist
- C. Vocalists and/or instrumentalists –
Your organist can offer names and suggestions if you like.
- D. Choirs (This is optional) Discuss selection preferences with
director four months in advance
 - 1. Adult Vocal
 - 2. Handbells

- E. Suggestions for musical selections
 1. Organ – Processionals and Recessionals

<u>TITLE</u>	<u>COMPOSER</u>
Air on the G String	Bach
Allegro from Suite Gothique	Boellman
Con Moto Maestoso (Organ Sonata III)	Mendelssohn
Canon in D	Pachelbel
God of Grace and God of Glory	Manz
Jesu Joy of Man's Desiring	Bach
Let Us Ever Walk With Jesus	Manz
Little Prelude in C Major	Bach
Little Prelude in G Major	Bach
Now Thank We All Our God	Karg-Elert
O Bless The Lord My Soul	Braun
Ode to Joy	Beethoven
Praise to the Lord the Almighty	Manz
Psalm 19	Marcello
Rigaudon	Campre
Rondeau	Purcell
Sheep May Safely Graze	Bach
Solemn Processional (Water Music)	Handel
*Trumpet Tune in D Major	Purcell
Trumpet Tune Duet	Purcell
*Trumpet Voluntary in D Major	Purcell
With Trumpets and Horns	Handel

Other selections must be approved by organist or pastor.

*Chosen most often

2. Vocal Solos

<u>TITLE</u>	<u>COMPOSER</u>
A Choral Benediction	Price/Besig
A Lifetime of Love	Carpenter
A Wedding Prayer (adapted)	Besig
And On This Day	English
Bless, O Lord, These Rings	Roff
Cherish the Treasure	Mohr
Friends	Smith
God, A Woman and A Man	Green
He Has Chosen You for Me	Terry
Household of Faith	Rosasco
I Will Be Here	Chapman
Like a Seal on Your Heart	Landry
Make Us One, Father	Johnson
May Love Be Ours	Joncan
O Perfect Love	Nystedt
Ode to Joy	Beethoven
On Eagle's Wings	Joncan
Only God Could Love You More	Borop/Liles
Parent's Prayer	Davis
The Gift of Love	Hopson
The Lord Bless You and Keep You	Lutkin
The Lord's Prayer	Malotte
Thy Word Is A Lamp Unto My Feet	Grant
Walk With Them Lord	Besig
Wedding Prayer	Dunlap
Wedding Prayer	Rice
Wedding Song (There Is Love)	Stookey
When Two Become One	Dyer

Other selections must be approved by organist or pastor

III. Vows

A. Officiating Pastor is assigned by Pastor Shoemaker

B. Sample of vows: (Said by pastor) _____, will you have this woman to be your wife, to live with her in holy marriage according to the Word of God? Will you love her, comfort her, honor her, and keep her in sickness and in health and, forsaking all others, be husband to her as long as you both shall live?

I will. (Said by groom)

(Said by pastor) _____, will you have this man to be your husband, to live with him in holy marriage according to the Word of God? Will you love him, comfort him, honor him, and keep him in sickness and in health and, forsaking all others, be wife to him as long as you both shall live?

I will. (Said by bride)

(Groom repeats after pastor) I, _____, in the presence of God and these witnesses take you, _____, to be my wife, 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, until death parts us, and I pledge you my faithfulness.

(Bride repeats after pastor)) I, _____, in the presence of God and these witnesses take you, _____, to be my 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, until death parts us, and I pledge you my faithfulness.

C. Exchange of rings (Repeated separately after the pastor, first by groom, then by bride) Receive this ring as a pledge and token of wedded love and faithfulness.

D. Blessing by the pastor.

Grant your blessing, O Lord, to your servants _____ and _____ that they may be ever mindful of their solemn pledge and, trusting in your mercy, abound evermore in love all their days; through Jesus Christ, our Lord.

- IV. Suggestions for a theme (this is optional)
 - A. Bible verse
 - B. Bible story (e.g. Ruth and Naomi)
 - C. Hymn
 - D. Song
 - E. Service Folder cover
 - F. Banner
 - G. Christian symbol (e.g. cross)
- V. Guests may participate in the following:
 - A. Lord's Prayer
 - B. Hymn (See the *Lutheran Service Book* for suggestions)
 - C. Response
 - 1. Psalm
 - 2. Other Bible reading
 - 3. Liturgy
- VI. Unity Candle (optional)
 - A. Procedure
 - 1. Prior to ushering the guests in, the ushers light the two taper candles located on each side of the large candle. Or, the bride's mother and groom's mother may light the taper candles prior to the service. If so, then two additional small candles (which you provide) must be lit prior to the service for the mothers to use.
 - 2. A song can be sung or the organ can be played during the lighting of the unity candle.
 - B. Symbolism
 - 1. The two outside candles of the candelabra have been lighted to represent the bride and groom's lives to this moment. They are two distinct lights, each capable of going their separate ways. As they each take a candle and together light the center one, they will extinguish their own candles, thus letting the center candle represent the union of their lives into one flesh. As this one light cannot be divided, neither shall their lives be divided but be a united testimony in a Christian home. May the radiance of this one light be a testimony of their unity in the Lord Jesus Christ.
 - 2. The above explanation may be put in the service folder to explain the symbolism of the unity candle.

VII. Service Format

A. Sample format of the service:

Pre-service music

Ringing of the bells

Processional (Up to first step)

(Maid of honor, bride, groom, best man stand on lowest level.

Pastor is two steps higher in front of bride and groom.

Other attendants are in appropriate places.)

Invocation

Scripture reading

Song (optional)

Wedding message

Song (optional)

Marriage rite (Pastor leads bride, groom, maid of honor and best man to the communion rail)

Parental consent (optional)

Mutual consent

Exchange of vows

Exchange of rings

Blessing of vows (kneel)

Pronouncement of the marriage (kneel)

Unity candle (optional)

Song (optional)

Prayer

Lord's Prayer (may be said or sung)

Benediction

Recessional

B. All musical selections must include the name of the composer.

C. Procedure for making the service folder

1. You need to purchase the paper for the service folders

a. Suggested sources

- (1) Church Resource and Supply Center
1145 South Barr Street, Fort Wayne, IN
Phone: 422-1612

(Need authorization from the church)

- (2) (3) Promise Bookstore on Werling Road

b. Front cover of service folder - May have design and/or words, or can be plain.

2. Options for printing the service folder

Emanuel Office can type it for you –

a. Requirements:

- (1) Use legal names
(2) Arrange in desired sequence
(3) Legibly print or type
(4) Obtain pastor's approval
(5) Give to secretary two weeks before wedding

b. If you type and copy it, use the word "service" rather than "ceremony."

VIII. Ushers

- A. Inform ushers of the following duties
 1. Arrive an hour before service
 2. Pick up boutonniere in Fellowship Hall
 3. Your head usher should light aisle and unity taper candles before ushering guests (Torch (lighter) is in closet on right side of chancel)
 4. Use seating cards for honored guests (grandparents, sponsors, and any other guests you want in reserved pews) Ushers should collect the honored guests' seating cards, which indicate their designated pews, prior to ushering them. For sample seating card and blank cards see page 10.
 - a. Grandparents, second pew
 - b. Sponsors (optional), third pew
 - c. Other
 5. Unroll white aisle runner
 6. After service, usher guests out
 - a. Bride's parents first
 - b. Groom's parents second
 - c. Bride's grandparents third
 - d. Groom's grandparents fourth
 - e. Alternate rows for remaining guests beginning on bride's side. Wait until one row is empty before allowing opposite side to leave. Two ushers or bride and groom may do this.
 7. No alcoholic beverages are permitted on church premises. It is best not to consume alcoholic beverages prior to the service.
- B. Choose a Head Usher to handle last-minute questions.
- C. Use Emanuel's "Reserved" signs to indicate the rows reserved for honored guests. Place these signs on pews after your rehearsal.
- D. Complete "Wedding Information Sheet for Ushers" and distribute one to each usher at the rehearsal. (see page 10) Add your own Information as desired.

IX. Decorations (All items are optional)

A. Flowers

1. Fresh and/or silk flowers
2. Available locations for flowers
 - a. On altar (center or both sides) (If desire to leave flowers on altar for Sunday worship, sign last names on large calendar by bulletin board.)
 - b. On candelabra (use ribbon to secure-do not use tape)
 - c. On flower stands in chancel
 - d. On aisle pews (tape is not permitted on wooden pews)
3. Mothers' long stem roses
 - a. Stored on floor in front of first pew on each side.
 - b. Presented just prior to recessional
4. Distribution of flowers by florist in Fellowship Hall.
Notify recipients prior to wedding day to pick up flowers in Fellowship Hall.

B. Candles

1. Unity Candle
 - a. Custom-made candles available at various shops
Generic unity candles available at most candle or florist shops as well as church supply stores.
 - b. Unity candle holder available from Emanuel at no charge
 - c. Burn candle briefly prior to service to facilitate easy lighting during service.
 - d. When removing candle after service, do not drip wax onto altar cover or carpet.
 - e. Two taper candles are included when purchasing aisle candles from Emanuel.
2. Aisle Candles
 - a. 14 candles and holders available from Emanuel
 - b. If you wish to keep the aisle candles, you should get them from the custodian after the service

C. Aisle Bows

1. Determine location for aisle bows
 - a. On candle holders - upper or lower part
 - b. Pew (Tape is not permitted on wooden pews)
2. Notify florist where you want bows placed. Be sure the florist is aware tape is not permitted on wooden pews.

D. White Aisle Runner

1. 125 feet long
2. Begins at base of steps
3. If you wish to keep the aisle runner you should take it after the service.

E. Banner

1. May be hung above pulpit or other appropriate place.
2. Remove after service.

X. Pictures

A. Photographs

1. Decide if pictures will be taken before or (and) after service, and inform the following people:
 - a. Emanuel secretary
Designate with her the specific time you will be using the chancel area for picture-taking and service.
 - b. Florist
2. Allow 1 to 1-1/2 hours for picture-taking.
Any pictures taken beforehand should be completed 45 minutes prior to the service.
3. Flash photography is not permitted during service

B. Video tapes

Operator must contact the Pastor. Unmanned video camera on tripod may be placed in chancel, but not on altar.

C. Audio tapes

If recording is desired, a C90 cassette tape must be furnished. Print name on tape and give to your organist.

XI. Guest Registration

A. Appropriate attire for registrar

B. Locations

1. Narthex
2. Near Fellowship Hall entrance
3. West entrance (facing Green Street)

C. Book

1. For large wedding, consider using two books
2. When service is to begin, book will be closed
Remaining guests may sign after service or at reception.
3. Assign someone to take book to reception.
Inform her/him where it should be placed.

XII. Attendants

A. Choose attire appropriate for worship service.

B. Notify attendants where to place bouquets at reception. Remind attendants they may take their bouquets home.

C. If you are having a flower girl/ring bearer, consider choosing one who is at least 3 years old. If you desire she/he may sit in pew rather than stand up front.

XIII. Receiving Line

- A. Location options
 - 1. Narthex
 - 2. Outside (Have alternate place in mind in case of inclement weather)
 - 3. Fellowship Hall
- B. Traditional order of receiving line
 - Bride's mother
 - Groom's father
 - Groom's mother
 - Bride's father
 - Bride
 - Groom
 - Maid/Matron of Honor

You may add people or rearrange the order as desired. Inform those involved of this order.
- C. Length of time – approximately ½ hour for 200 people

XIV. Marriage License

- A. Obtain from your doctor a Pre-marital Exam Certificate stating your rubella-immune status (bride only)
- B. Contact Allen County Courthouse, Room 201, phone 449-7370.
- C. Bring Marriage License to Emanuel Office by the Wednesday before your wedding.
- D. Bride and groom sign Marriage License at the rehearsal.
(Best Man and Maid/Matron of Honor will sign also)

XV. Custodian's Duties (Christine Castens 749-9928)

- A. Unlock/lock doors
- B. Turn lights on/off
- C. Set up/take down the following:
 - 1. Aisle candles/holders
 - 2. Unity candle holder with taper candles
- D. Ring church bells
- E. Check for any item left behind
(To inquire about lost items, call Jeff)

XVI. Payment for services

A. Fee

1. Organist playing organ only - \$100
2. Organist playing organ and accompanying soloist and/or instrumentalist - \$125
3. Vocalist or instrumentalist - \$60
(if organist selects one from Emanuel)
4. Choir – vocal or handbell - \$150 (Director - \$50, Emanuel Choir Fund – consult the choir director)
5. Custodian - \$100
6. Service Folder printed and copied at Emanuel - \$50
7. 14 aisle and 2 taper candles - \$30

B. Gratuity

1. Pastor (suggested minimum is \$100)
3. Other (base gratuity on type of service requested and length of time involved)

C. Procedure - All monies may be placed in separate envelopes with name of recipient and given to the pastor at the rehearsal.

XVII. Miscellaneous

A. Rice, birdseed, etc. may not be thrown.

B. The basement Sunday School room across from the nursery may be used for a dressing room since it is private. Bring your own mirror. Afterwards, check to be sure no personal items are left behind.

C. One way the couple can minimize nervousness is to discuss the service while standing in the church chancel (altar area). At this time they can also determine if their ideas are in agreement. This may be done any time the church is not in use.

D. Pastors would be honored to offer a prayer prior to the meal at your rehearsal and reception. Feel free to ask them.

XVIII. Two Questionnaires (following 2 pages)

The Pastor meets with each bride and groom to discuss their wedding plans, answer questions, and provide premarital counseling. The questionnaire on the following page should be completed and brought to this meeting. The couple should call the Emanuel Office and schedule this meeting within one month after receiving this wedding brochure. The second questionnaire should be given to the office.

QUESTIONNAIRE FOR BRIDAL COUPLE

Bride

Groom

Name _____ Name _____

Street _____ Street _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Phone _____ Phone _____

Birthplace _____ Birthplace _____

Member of _____ Member of _____

_____ Church _____ Church

Previously married _____ Previously married _____

Place of employment _____ Place of employment _____

Father _____ Father _____

Mother _____ Mother _____

Wedding date _____ Time _____ Public _____ Private _____

Organist _____

Rehearsal date _____ Time _____ Pictures taken before _____ after _____ service

Desire to use the chancel area from _____ p.m. to _____ p.m. on wedding day

New Address: Street _____ City _____

State _____ Zip _____ Phone _____

Check items you desire from Emanuel:

Aisle candles/holders (14) _____ Unity Candle Holder/taper candles _____

Service Folder printed/copied _____ Quantity _____

Audio tape recording: Yes _____ No _____ Desire to videotape: Yes _____ No _____

For office use only:

License date _____ Place _____ Number _____

QUESTIONNAIRE FOR BRIDAL COUPLE

Bride

Groom

Name _____ Name _____

Street _____ Street _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Phone _____ Phone _____

Birthplace _____ Birthplace _____

Member of _____ Member of _____

_____ Church _____ Church

Previously married _____ Previously married _____

Place of employment _____ Place of employment _____

Father _____ Father _____

Mother _____ Mother _____

Wedding date _____ Time _____ Public _____ Private _____

Organist _____

Rehearsal date _____ Time _____ Pictures taken before _____ after _____ service

Desire to use the chancel area from _____ p.m. to _____ p.m. on wedding day

New Address: Street _____ City _____

State _____ Zip _____ Phone _____

Check items you desire from Emanuel:

Aisle candles/holders (14) _____ Unity Candle Holder/taper candles _____

Service Folder printed/copied _____ Quantity _____

Audio tape recording: Yes _____ No _____ Desire to videotape: Yes _____ No _____

For office use only:

License date _____ Place _____ Number _____



Therese M. Brown

Clerk of the Allen Circuit and Superior Courts

Marriage License Information

Residence

For Indiana residents, at least one applicant must **reside in Allen County and provide documentation of residency**. If applicants reside in a different Indiana county, you cannot apply in Allen County. Out of state residents may apply for a license in Allen County **only** if the marriage is performed in Allen County.

Location and Times

The female and male applicants, who wish to be married, **must** appear in person to apply for a marriage license in the **Central Services Division, Room 201 - Second Floor, Allen County Courthouse, 715 South Calhoun Street**. You may apply Monday through Friday from 8:00 a.m. to 4:00 p.m. (The Courthouse is closed on Saturday, Sunday, and all legal holidays.) Allow a minimum of thirty (30) minutes to complete the application process.

Fees

Indiana residents: \$18.00

Out of state residents: \$60.00

A certified copy of your marriage license, for legal proof, may be obtained for \$2.00.

Required Documents – one or more of the following

- Valid operator's license or other state identification, showing date of birth and **current Allen County address**
- Certified copy of birth certificate, or
- Passport, military identification, discharge papers, or
- Baptismal certificate, transcript of school record (different than a report card or diploma from a school). Both must indicate date of birth.

If the applicant does not have an updated driver's license or identification does not provide an address, applicant must show proof of an Allen County address.

Age

Applicants under 18 years of age must have special consent. Call for complete requirements.

Marriage Ceremonies

Marriages may be performed by a member of the clergy (including a minister, priest, bishop, rabbi, and imam), a judge, a magistrate, a clerk of the circuit court, or a clerk or clerk-treasurer of a city or town. You may contact one of the following numbers to schedule a ceremony:

- Allen Circuit Court (260) 449-4002
- Allen Superior Court (260) 449-3412

License Validity

You will receive the application the same day you apply, and it expires sixty (60) days after being issued. The application is valid only if the marriage is performed within the State of Indiana. Call our Central Services Division at (260) 449-7245, if you have additional questions.

WEDDING PRAYER

We kneel before your altar Lord,
On this our Wedding Day.
With heads bowed low and humble hearts,
In faith, to You, we pray.

We thank our parents earnestly
For guidance and for love,
For Christian homes and constant care,
Oh harken, Lord above.

And grant us as we walk life's road
Of happiness and tears,
With trust to place our hands in yours
Which stamps out all our fears.

Just as our parents trust in You,
So let us too take heed;
And place before your heavenly throne,
Our every thought and need.

Oh Holy Spirit make your home,
Within our hearts we pray;
Bestow on us your blessings, Lord
On this our Wedding Day.

