

A
Wedding
Handbook

Lake Edge Lutheran Church

4032 Monona Drive
Madison, WI 53716
Phone (608) 222-7339

A NOTE FROM THE PASTOR

Dear Friends,

A wedding is a glad and happy occasion in your lives and in the lives of your families. We are pleased that you have decided to come to the church for this occasion, to seal your marriage vows and declare your love in our house of worship. We believe that a wedding rightly should be celebrated here, where children are baptized, where the Word of God is regularly read and spoken, where Christ's living presence is offered in the sacrament of Communion, where those we love are commended to God in eternal life. It is in this Christian family that you come to create a new family.

To assist you in your planning we at Lake Edge have written down some of the guidelines for the wedding service and the use of the building in this booklet. We hope that most of your questions will be answered and our expectations made clear.

Congratulations!

Sincerely,

Pastor Shirley Funk

SETTING THE DATE

When you have several dates in mind for your wedding, please call the church office, at 222-7339, to see if those dates are available on the church calendar. If the date is available, we will pencil in your wedding and time. However, the date is not firm until you have personally contacted the pastor and made sure of the day and time on the pastor's calendar.

Any day of the week is suitable for a wedding, including evenings. Any time of the day is suitable. Please keep in mind as you plan that for a Saturday wedding and/or reception, the building must be vacated by 7:00 PM. This will allow our custodian to ready the building for use on Sunday.

MEETING WITH THE PASTOR

The pastor will want to meet with you two or three times before the wedding, to talk with you about the commitments of marriage and the details of the service. It is up to you to contact the pastor and set up these appointments, beginning as early as possible before the wedding. It is important to talk with the pastor before you make any decisions about the service itself and the music, for the pastor will have guidelines and suggestions for you to follow.

If you would like to have another pastor, including any Lutheran pastor or a pastor of any denomination including Roman Catholic, participate in the wedding service, the pastor at Lake Edge will invite her/him to share the service. Under most circumstances a current Lake Edge pastor will officiate, however other arrangements may be possible. Please talk it over with the pastor before any decisions are made.

For most couples a pre-marriage seminar is helpful in establishing good communication as you plan for your future. We recommend attending one of the seminars offered by:

- Samaritan Counseling Center of Southern Wisconsin
<http://www.samaritancounselingcenterwi.org/>
5900 Monona Dr # 100
Monona, WI 53716-3556
(608) 663-0763
- Lutheran Social Services
<http://www.lsswis.org/>
5 Odana Court, Madison, WI 53719
Phone: 608-277-0610

THE WEDDING CEREMONY

We suggest a traditional order of worship for weddings here at Lake Edge. Within that tradition, however, there is room for your individual expressions and creativity if you choose. The service follows this format:

Prelude
Procession
Call to Worship
Prayer
Declaration of Intent
Affirmations of Family and Friends
(Music)
Scripture Readings
Meditation
(Music)
Vows
Exchange of Rings
Prayer and Lord's Prayer
Announcement of Marriage
(Unity Candle and Music)
Benediction
(Introduction)
Recessional

In your conferences with the pastor, the service will be reviewed and decisions made about each of these parts. Suggestions for readings from both the Old and New Testaments follow. You should choose at least one.

Suggestions for Scripture readings:

Genesis 2:18-24	I Corinthians 13
Song of Solomon 8:6-7	Colossians 3:12-17
Psalms 67	Matthew 5:1-10
Psalms 95:1-7	John 15:1-17
Psalms 100	I John 4:7-12
Romans 12:1-2, 9-18	

If you wish to have a bulletin for the service, you may do it either through the church office or on your own. In either case, please review it with the pastor before it is printed.

If you choose to have it done at Lake Edge, then you must work with the office two weeks in advance. There will be an extra cost for the supplies and time involved.

WEDDING LICENSE

The wedding license must be obtained six full days before the wedding date and is good until 30 days after issue date. If you are a resident of Dane County obtain license at Dane County Court House; Resident of Wisconsin, at your County of residence; Out of State Resident, at Dane County Court House.

Bring your birth certificate along when you apply for your license if you are under 30 years of age. If previously married, must be divorced 6 months and also bring a copy of final divorce. If former spouse is deceased bring death certificate.

Cost of license \$150 (cash)

Further marriage information is available on the County Clerk website <http://www.countyofdane.com/coclerk/marriage.htm>.

MUSIC FOR YOUR WEDDING

There are many choices for musicians and music when it comes to weddings, and in these choices you will express your individuality. The one guideline that the church does make, however, is that the music for the ceremony be of a religious nature, for this is a service of worship of God. The music must be approved by the pastor. Popular romantic songs are wonderful, and your favorites can be used at your reception.

It is customary to have our regular church organist play the organ and/or piano for weddings. If you have someone else whom you would like to have for organ and/or piano, that person needs to be approved by the pastor. Music, soloists or instrumentalists will be reviewed during your meeting with the pastor.

When you have set the date for the wedding, please call the church organist to confirm his availability. He will set an appointment with you, go over music, and he will have suggestions for music that is appropriate.

Lake Edge Lutheran Church Organist: Jay Wolf, 249-6237

SOLOIST

The couple may choose anyone they wish for their soloist. If you need assistance in finding a soloist, consult with the pastor and/or organist. Soloist and music will be approved by the organist and pastor. The soloist should be consulted about their fee.

THE WEDDING REHEARSAL

A rehearsal is customary on the evening before a wedding, but it necessary only if there is more than the bride/groom and best man/maid of honor in the wedding party. If the wedding party is small, details of the service can be reviewed at the last conference with the pastor.

Anytime may be set for the rehearsal in consultation with the pastor and the church calendar. The rehearsal should begin at the time stated, and will take about 30 to 45 minutes.

WEDDING INVITATIONS

Inviting the pastor (and spouse) and/or musicians (and spouses) to the rehearsal dinner and/or the reception is strictly optional, but customary, especially if you have a personal relationship. However, if you wish to invite them, make sure a personal invitation is made, either in person or in writing. They will not assume they are invited unless you actually invite them.

WEDDING FEES AND PAYMENT

There is no charge for use of the church sanctuary for an active member. However, a donation to help defray the cost of using the building is appreciated.

Pastor: Officiating at your wedding is one of the privileges of the office of pastor, and no fee is expected. If you choose to make a monetary gift to the pastor, you may do so. Several people have requested a guideline, and the only one that we can give you is the one published by the South Central Synod of the ELCA for Sunday pulpit supply: "Minimum of \$150."

Musicians: The church organist will meet with the couple to plan music for the wedding, one rehearsal with soloist(s), attendance at the rehearsal and the wedding ceremony for a fee of \$100.

- a. If there are more than three vocal numbers that require accompaniment by the organist/pianist or if the organist/pianist needs to rehearse with the soloist(s) more than once, the fee may be more.
- b. After the organist/pianist has all the music details **check with him/her** to substantiate the fee.
- c. The fee is payable to the organist/pianist **prior to the wedding.** (Preferably the fee should be paid at the rehearsal.)
- d. The organist/pianist has a variety of appropriate wedding music. However, if you desire a piece of music which the organist/pianist does not have, you should secure it for the organist/pianist. If the organist/pianist secures the music for you, he must be reimbursed.

Custodian: The custodial fee for a wedding only is \$75. If the reception is held at Lake Edge there is a \$75 charge for custodial fees, in addition to the wedding fee.

The custodial fee should be paid to the custodian, Bernie Kreul.

WEDDING RECEPTION

1. Limited to Lake Edge Lutheran Members only.
2. No alcoholic beverages may be served.
3. Limit of 200 people served in Good Shepherd Hall.
4. Receptions in the Library are limited to 50 people. Paper products are acceptable.
5. The family will contact the church about the date and time of wedding and/or reception. When date is set, the family must contact the reception chairperson 6 weeks prior to reception.
6. A simple reception would include cake, nuts, mints, coffee and punch.
7. Delivery and set up of cakes is the responsibility of the bakery. If a wedding, the bride should provide the servers.
8. The family should contact the custodian, Bernie Kreul (222-7115) for set up of tables and chairs.
9. All tables and wall decorations are the responsibility of the family and are to be removed by them after the reception.
10. Fees (not including custodial fees)
Caterer supplies food, service and equipment.
There must be at least one of our women to supervise the kitchen.

Food catered or food prepared by the family, and church equipment is used such as coffee makers, china, silverware, dishwasher, table covers and etc. Women of the church to set up, serve and clean up.

0 to 50 guests	\$50
51 to 100 guests	\$100
101 to 150 guests	\$150
151 to 200 guests	\$200

Disposable tablecloths may be used, but at the family's expense. Plastic table covers are available, at no cost for both the oblong and round tables.

11. Fees are payable on or before the reception date, payable to **Lake Edge Lutheran Church.**
12. Since we are volunteers, clean up will be started as soon as possible after reasonable time for serving and eating.
13. Lake Edge Church Women will provide:
 - China and silverware for up to 200 guests
 - Silver service – coffee carafes, trays, sugars, creamers, nut and candy dishes
 - Bridal knife and server
 - Lace tablecloths for buffet table, plastic table covers for guests tables if desired
 - Punch bowls and cups available
 - Milk glass candle holders and bud vases
14. Lake Edge Church Women are responsible for:
 - Set up of buffet, punch and guest tables
 - Make punch (recipe must be broken down to small enough amounts to be made in our punch bowls)
 - Make coffee, keeping carafes filled
 - Keep punch and buffet tables supplied
 - Clear tables, do dishes, and general clean up
 - Extra food is packed for the family to take home

PHOTOGRAPHY

No flash photography is permitted during the wedding ceremony. Photographers may take pictures of the wedding party at the rear of the sanctuary as they are entering and/or leaving the sanctuary. Video photographers must consult with the pastor about regulations.

SOUND AND RECORDING

The sound system will be turned on for voice amplification. Unauthorized persons are not permitted to use our audio equipment.

THROWING RICE

The throwing of rice or birdseed is not permitted on church property. Also **no glitter or confetti** can be sprinkled in the sanctuary or at the reception.

DECORATING

The sanctuary and fellowship hall may be decorated for a wedding and reception but decorations (no glitter or confetti) must be approved by the pastor.

SMOKING AND USE OF ALCOHOL

No alcoholic beverages are to be served in the church building or on the church property. There is to be absolutely NO SMOKING anywhere in the church building. Please inform your guests.