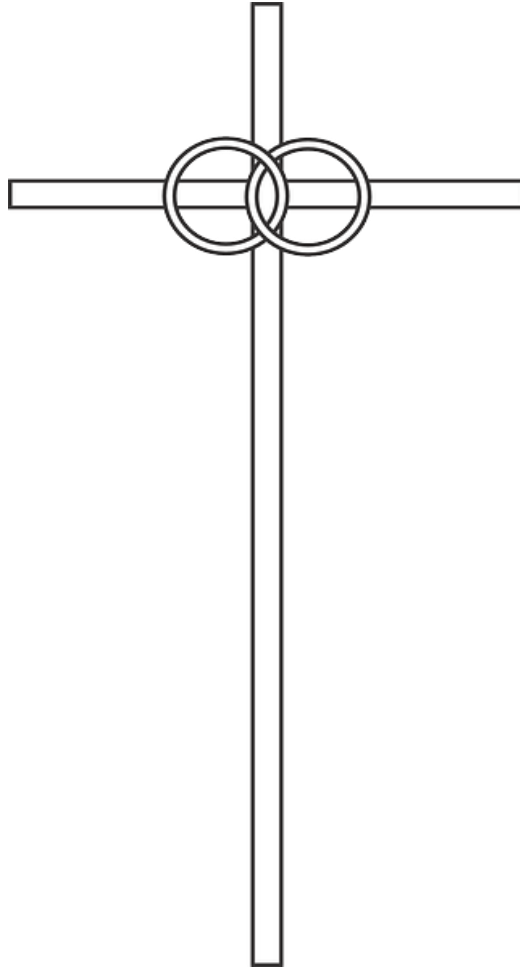


Lord of Life Wedding Guidelines



Lord of Life Lutheran Church (ELCA)

1143 N. 26th Street

Bismarck, ND 58501

701-223-2986

lordoflife@midconetwork.com

www.lordoflifebismarck.org

Team of Worship and Music / Team of Property and Maintenance
Effective for weddings booked on or after August 23, 2021.

Introduction

Congratulations on your engagement! We hope that God will bless your lives and that planning your wedding will be the first step on a long and happy marriage!

These guidelines are intended to help you plan your wedding at Lord of Life Lutheran Church. Please read through them carefully. They will answer many of your questions. The office administrator and the pastors can also help you. Please email or call the church at the numbers on the cover of this document with questions or concerns. After you have gone through these guidelines, you will be ready to book the date for your ceremony. You will find the booking information on page 6.

Non-Member Weddings

Please keep in mind that marriage is a life-long commitment. If you wish to be married at Lord of Life, we assume that you will be seeking God's strength and care, not only on the day of your ceremony, but throughout your life together. If you do not actively worship in a congregation, and if you have no intention to be active congregational participants in the years ahead, we recommend that you contact a Justice of the Peace and make arrangements to hold your wedding in a secular facility.

Wedding fees for members and nonmembers differ. If you are not a member of Lord of Life, please book your wedding at least six months in advance of your wedding date. If you are a nonmember on the day you book the date for your wedding, you will be assessed the nonmember fee.

Pastors and Pre-Marriage Counseling

All couples who marry at Lord of Life will work with one pastor throughout the planning process and the ceremony. Each couple will meet with that pastor to make arrangements to participate in pre-marriage counseling. This can occur with the pastor or with a licensed counselor. Typically the couple will meet two or three times with the pastor who will perform the wedding ceremony or with the counselor.

If you live a distance from the Bismarck area, and you wish to counsel with one of the pastors, please make arrangements for web supported meetings or make appointments for in-person meetings well in advance. The pastors do not conduct pre-marriage counseling on Thanksgiving, Christmas, or Easter weekends. If you plan to be in Bismarck only on holiday weekends, we recommend you find a licensed counselor in your area.

The pastors at Lord of Life use a compatibility inventory called Prepare-Enrich in their pre-marriage counseling. There is a processing fee of \$35 that is due (check payable to "Life Innovations, Inc.") at the time the couple completes the Inventory (see page 5 for all fees).

Lord of Life Lutheran Church welcomes ELCA ordained and rostered ministers or deacons to participate in or officiate at weddings. Family members are welcome to participate by reading chosen scripture passages.

Please Note Carefully

A wedding is, first and foremost, a worship service, intended to give honor to God. Everything about your wedding service should recognize that God is at the center of your life and your marriage. The rehearsal and wedding should be conducted with dignity and reverence.

Liquor and guns are expressly forbidden on church property, including both the building and the grounds. Smoking is allowed only outdoors in designated areas. This decision is not a pastoral choice, but a matter of church council policy and North Dakota law.

Our facility is a house of worship. We ask that all wedding participants show respect by adhering to policies, displaying appropriate behavior, and cleaning up after themselves.

Music

Simplicity is the key to a dignified, worshipful wedding ceremony. Guests come to pray and worship with you. Please make every effort to involve the congregation in the ceremony including the singing of hymns and in unison prayers. It is best if the music selected for the ceremony be religious in nature. Secular music should be reserved for the reception. Lord of Life organists/pianists are available for your ceremony. If none is available, you may look outside the church for your organist/pianist. At the end of these guidelines, you will find lists of Lord of Life organists/pianists, vocal soloists, appropriate wedding music and hymns, scripture passages, and sample wedding vows.

Decorating the Sanctuary/Narthex

The entrance to the sanctuary (narthex) can be used to welcome your guests to your wedding. You may set up a table with a guest book, card basket, program basket, photos, etc. The pastor will guide you as to what tables, linens, etc. are available for your use.

The sanctuary seats 380 people.

The Altar Guild will take care of altar appointments. If the wedding service includes Holy Communion, the Altar Guild will prepare communion and will clear up after. Paraments (altar coverings and banners) are in the liturgical color for the day. They cannot be changed.

Flowers and other decorations should not interfere with the movement of the worship service. Only living plants and flowers are allowed in the altar area. Artificial flowers may be used only as attachments to the pew clips or torches at the ends of the pews. Please do not put flowers or other ornaments on the organ or piano.

If flowers are to be placed on the altar, the wedding party must use the liners and brass vases available from Lord of Life. The liners may be taken to the florist to have the flowers arranged in advance of the wedding. A deposit is charged for the liners (see page 5). After the wedding the flowers must be removed from the liners. **Do not remove the vases or liners from the church at the conclusion of the ceremony.** Wedding flowers may

be donated to the church for Sunday services if desired. Please contact the church to make prior arrangements to do so.

Only Lord of Life brass candlesticks may be used on the altar. A unity candle may be used in the ceremony. A brass unity candle holder is available (ask the pastor about availability). Additional candelabras may be rented. Please use only white, dripless candles.

Six pairs of wedding torches are available to be used at the ends of the pews (see page 5 for rental fee). Pew clips are available for hanging bows and flowers/greens at the ends of pews.

Although not recommended, an aisle runner may be furnished by the couple. The length of the aisle is 54 feet. Aisle runners must be constructed of sturdy textile, not paper. Paper runners are easily pierced by heels and create a tripping hazard.

No rice or confetti can be used or thrown anywhere on church property. If you have flower petals scattered on the aisle, they must be cleaned up by the wedding party prior to exiting the church.

Rehearsal

The pastor who conducts your wedding will lead the wedding party in a rehearsal the day before your wedding. Please advise all participants that they must be on time and that they should expect the rehearsal to take 45 minutes.

These people should attend the wedding rehearsal: the couple, the attendants, the personal assistant (if there is one), the ushers, and any other wedding participants who need to rehearse their role(s).

Please remind your ushers to tell guests to silence their cell phones. Remind your wedding party to silence their phones or leave them out of the sanctuary. It is a good idea to put a note in your wedding program reminding people to silence their phones and to avoid flash photography.

Snacks/Drinks/Dressing

The pastor will assign your wedding party rooms for dressing and resting before the wedding ceremony. You are welcome to bring in snacks and water or soft drinks, but please confine snacks to those that can be easily consumed and cleaned up. Put all trash in one trash can so that the custodian can easily dispose of perishables. Please take all items out of the assigned rooms before exiting the church at the end of the ceremony.

No food or drink is allowed in the sanctuary.

Photos/Videography

As stated prior, it is a good idea to put a reminder against flash photography in your wedding program. Posed pictures may be taken prior to the wedding ceremony. Video or other camera equipment used during the ceremony may not be placed on the altar platform, in the middle aisle, or anywhere that interferes with the

flow of the service. Similarly, cords must be unobtrusive and must not be a tripping hazard to the wedding party or guests.

Technical Coordinator

Lord of Life Technical Coordinators are familiar with the sound equipment at the church. It is not necessary to use the sound equipment for the organ or piano, however **if you will be using microphones or any other sound enhancing equipment, one of our technical coordinators will need to be present** to operate the equipment at both the rehearsal and the ceremony. Please see list of fees.

Livestreaming and/or recording of your wedding is available to you. You will receive the recording on a flashdrive. If you wish to have your ceremony streamed or if you wish to receive a recording, please speak with the pastor at least one month in advance because special arrangements (copyright or other) may need to be made.

If you wish to have special slides or a short video in a slide show before the ceremony, provide digital images to the pastor at least one month in advance.

Following the Ceremony

Please appoint someone to check the sanctuary and the rooms that were used by the wedding party. They should be left reasonably clean. Have the person(s) appointed check to make sure that possessions were not left behind. Also have someone appointed to take down the “welcome table” in the narthex. There may be cards and gifts on this table. Be sure the items on the table are removed and the table and linens put away.

Reception at the Church (Members Only)

The Lord of Life Fellowship Hall is available for wedding receptions for members only. The Fellowship Hall accommodates up to 200 people. Table linens may be rented from the church. The church does not provide food, beverages, or servers for receptions. Please be sure that only masking tape, plastic tack, removable adhesive hooks or other similar products are used to hang decorations so as not to damage wall surfaces.

If the couple chooses to use the church for their reception, they must make arrangements with the pastor at least 30 days prior to the wedding. Punch and coffee, **but not alcoholic beverages**, may be served. All food and beverages must be provided by the wedding party. Use of an outside caterer is recommended.

If a member chooses to have a reception at the church, **the church furnishes**: Table linens, two silver service sets, plates, cups, and silverware. **The wedding party furnishes**: table centerpieces and candles, disposable napkins and punch cups, cake knife.

The wedding party must provide sufficient helpers for serving and clean up,

Fees

The fees charged for your wedding reflect the basic costs involved in utilizing church facilities and staff. A booking fee is required to hold the date on the master church calendar. You must provide payment of other fees at least fourteen days prior to your wedding. At that time, you may write one check to Lord of Life and the office administrator will reimburse church staff members. The booking fee, although not refundable, will be subtracted from the total amount you owe.

Wedding Fees	Member	Non-member
Booking Fee (nonrefundable)	\$50	\$200
Pastor's fee - Service planning, Rehearsal, Wedding officiant (Paid to the ELCA ordained and rostered pastor who plans, rehearses, and officiates at wedding ceremony.)	\$150	\$250
Resident Pastor Fee (If external ELCA pastor presides, a Lord of Life pastor attends the wedding as a facilitator/host.)	\$100	\$100
Pastor's fee - premarriage counseling (Paid to the ELCA ordained and rostered pastor who conducts premarriage counseling. Will be waived if couple participates in counseling with an external licensed counselor.)	\$200	\$200
Counseling Inventory (Will be waived couple chooses an external licensed counselor.)	\$35	\$35
Technical Coordinator Sound only Sound plus livestream and/or recording	\$75 \$175	\$150 \$250
Lord of Life Organist/Pianist (If external musicians are used, please arrange payment privately and ensure they attend rehearsal to become familiar with facility/instruments.)	\$100	\$250
Lord of Life Vocal Soloist (If external musicians are used, please arrange payment privately and ensure they attend rehearsal to become familiar with facility/instruments.)	\$75	\$125
Custodian Without reception With reception	\$40 \$80	\$100 N/A
Sanctuary Rental	\$0	\$450
Torches (6 pairs)	\$50	\$120
Vase Liners (refundable, paid separately)	\$20	\$50
Fellowship Hall Rental	\$100	N/A
Linens	\$75	N/A

Booking Your Wedding

Thank you for reviewing these guidelines. If you are ready to book your wedding at Lord of Life, please:

- Call the church office (701 223 2986) to speak to one of the pastors about your wedding and to make arrangements for pre-marriage counseling.
- Call the church office to place your wedding on the church calendar.
A non-refundable booking fee (see fee schedule) will secure the date.

Whether or not you choose Lord of Life for your big day, we pray that your wedding and, more importantly, your **marriage** is richly blessed by God. Best wishes! Come worship with us anytime!