



First English Lutheran Church

920-733-2303

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Introduction

The following pages present an outline for planning and preparing for marriage. First English wants to offer its blessing to the unions of Christian men and women who see the Church and its ministry as an important part of their lives. It is required that one of the parties be a member of First English Lutheran Church.

The purpose of the service is to witness the vows of life-long faithfulness that the bride and groom make before God and the assembled congregation.

Preparing for Marriage

Our culture focuses on preparation for the wedding day but does not necessarily help prepare couples for marriage. The Church believes marriage to be a life-long commitment between a man and a woman. Our promise to maintain that commitment is a reflection of God's faithfulness to us and a reminder that we are made in God's image. It is for that reason that First English emphasizes preparing for marriage over preparing for the wedding ceremony.

The First English Lutheran church is are happy to be working with Mr. Wes Johnson, a licensed professional Christian Counselor. Wes has a passion for working with couples to direct them toward the type of marriage that God has designed for them. Couples will attend a "Building a Successful Christian Marriage" workshop or can arrange to meet with Wes prior to the wedding date by private appointments. Wes can be contacted at 920-538-1233 or wjohnson@rawhide.org to schedule an appointment.

Upcoming Wes Johnson "Building a Successful Christian Marriage" FELC group workshops will be held at the **First English Lutheran Church North Site** on:

Saturday, Nov. 7, 2009 from 8:30 a.m.-12:30 p.m.

or

Saturday, March 6, 2010 from 8:30 a.m.-12:30p.m.

Officiating Pastor(s)

One of the pastors of First English will officiate at your wedding. They will be chosen to work with you based upon ministry schedules and calendar of events. Later this year or early in 2010, you will receive notification of your pastor and wedding coordinator(s). Attending worship regularly and becoming a part of the First English community will also contribute to a more meaningful wedding day and marriage.

Schedule a time to meet with your pastor at least 60-90 days before your ceremony and then as needed before the wedding date. Feel free to contact your pastor at anytime either by E-mail or phone. You may wish to mail your pastor and their guest an invitation but please do not assume that the pastor is free to attend or give the blessing at the reception meal. Please confirm that detail with them closer to the wedding date.

Guest pastors/clergy are welcome to participate. When the couple desires to have another pastor participate in the service, the couple is to get the consent of the pastor at First English. It is customary that the guest pastor preaches while the First English pastor officiates and presides.

Wedding Coordinators

First English is proud to provide wedding coordinators for our couples preparing to be married at either site. The name of your coordinator(s) will be provided to you later this year or early in 2010. Most weddings at the Downtown site have 2 coordinators while North Site weddings have 1 coordinator.

HINT: Schedule a personal interview and meeting with your coordinator 30-60 days before your wedding date. Feel free to contact your wedding coordinator by E-mail or phone at any time with any questions or concerns.

Dressing Areas

Both sites have wedding party dressing areas. You are encouraged to bring items to the church on the day of the ceremony versus at the rehearsal and locking up over night. First English is not responsible for lost or misplaced items. Personal articles should be removed from the church shortly after the worship service. Please assign a family member or friend to assist with helping clean up the dressing areas while photographs are being taken. The building will be locked 60-90 minutes after the end of your worship service. Contact your wedding coordinator in special circumstances.

HINT: Based on experience, it is suggested that hair and makeup be done before arriving at the church. Touch ups on initial hair and make up are expected so bring what is needed for that purpose.

Candles, Unity Candle and Aisle Runners

Aisle candles are an option only at the Downtown Site. There are 12 candles total (six on each side of the aisle). Candles are provided and you do not need to use all 12. Indicate your interest on your wedding ceremony detail sheet or let your wedding coordinator know 1-2 weeks before your worship service.

The unity candle is an option for couples but is not a required or necessary part of the wedding service. Couples supply the candle holders and candles for the unity candle. A small table or plant stands are available at both sites. For safety purposes, please use wax candles not oil.

Aisle runners are not provided by First English.

The Ceremony

A Christian wedding is a service of worship, a celebration in which our attention is drawn to God. Your wedding will be a joyful act of worship in which your family and friends will thank and praise God and pray for God's blessing on your marriage. Worship involves active participation for those present. Your guests are encouraged to take part in the wedding service by singing hymns, responding in prayer and praying the Lord's Prayer.

The ceremony will be planned in consultation with your Pastor. Several options are available and your input will be required. One lesson from the Old Testament and one from the New Testament may be read by a lay person of your choosing. Your readers should be prepared to read the lessons at rehearsal. The Pastor reads the Gospel, which you are asked to select from the New Testament. The wedding party will be seated during the reading of the lessons.

Music and Musicians

Wedding services are truly joy-filled opportunities to worship and praise God for the gifts of love and marriage. Part of the joy of planning a wedding is selecting music for the service that expresses thanks and praise to God.

At least 2-3 months prior to your wedding date, fill out the "Please Return" version of the Wedding Music Information Sheet (green for weddings at the Downtown Site, and yellow for those at the North Site) **and send it to Melissa Moll, Director of Music at the Downtown Site, at the address below.**

After the form is received, the director of music will contact you by phone or e-mail to review your plans, answer any questions you may have, and assist you with contacting any additional musicians for your wedding. If needed, we will schedule an in-person consultation to finalize the wedding music decisions.

It is our practice that the First English Director of Music at the Downtown Site plays for all weddings at First English (Downtown Site and North Site). All music for your wedding service must be coordinated through and approved by her, including the use of outside musicians. Please contact the Director of Music before making any plans with outside musicians. Please let the Director of Music know if any special sound technology will be required for your musicians or soloists.

For any questions throughout the process of planning your wedding music, contact:

Melissa Moll, Director of Music, Downtown Site
First English Lutheran Church
326 E. North Street
Appleton, WI 54911
920.733.2303, ext. 326
mmoll@felc.com

Bulletins

All wedding worship services will need a bulletin for the ceremony. Bulletin templates are available on the church website at www.felc.com under the Wedding Ministry link. Begin developing your bulletin 60-90 days prior to your wedding service. At least one month prior to your worship service and before printing copies of your bulletin, send a final draft to the Pastor and Director of Music for approval. Remember your guests are also your witnesses and the bulletin allows them an active part in your worship service.

HINT: To ease stress, begin to work on the bulletin 60-90 days before your wedding. Make certain to use full names in the wedding party and that their names are spelled correctly. List the wedding party in the order that they will be in the procession.

Photography/Videotaping

Flash photography during the service is not permitted with the exception of the processional and recessional. The Sanctuary must be cleared 30 minutes prior to the ceremony to allow your guests to enter. All pre-ceremony photographs must be completed by that time and all equipment must be removed.

Videotaping is allowed but camera placement must be in a location agreed upon with the pastor and organist. Video cameras should be placed on a tripod and left to run during the service, not moved throughout the service (including the procession). Please make it a priority to provide any photographers or videographers the First English Lutheran Church instruction sheets enclosed in your packet. The expectation is that photographers will be taking pictures from the back half of the sanctuary, including the procession. Photographers will not be able to stand in front of the congregation and take photos while the family and wedding party is processing in.

HINT: Have the photographer introduce themselves to the wedding coordinator and speak with the Pastor before the service.

Pre-ceremony photography is always an option. The church will be opened by your wedding coordinator two hours before the ceremony. After the ceremony, please complete your photographs in the Sanctuary before leaving the building. The church will be locked 60-90 minutes after the ceremony. Please take any outdoor photographs after your indoor pictures are taken so the building can be locked. Contact your wedding coordinator in special circumstances.

Rehearsal

Please finalize your rehearsal time 30-60 days before your wedding service. Everyone involved in the wedding (ushers, bridal party, ring or flower bearers, readers and parents) should attend the rehearsal. Rehearsal will start promptly at the scheduled time. Please instruct your wedding party to be on time. Most rehearsals take 30-45 minutes. At the rehearsal, you will need to have your wedding license and any fees for the church and the musicians. All fees and the license will be collected at the rehearsal.

The order of worship will be reviewed as well as people's roles and special decorations or details for the wedding day. The processional and recessional will be practiced until everyone is comfortable with what they are to do.

Bring easy to read copies of the readings to the rehearsal. Typically, the musicians and sound technicians are not present at the wedding rehearsal. The purpose of this rehearsal is to practice the non-musical parts of the service. If needed, the director of music may be contacted for music rehearsal time outside of the wedding rehearsal.

Marriage License

The marriage license should be given to the coordinator at the beginning of the rehearsal. The license is a legal necessity and is the responsibility of the couple.

The latest date to receive the marriage license is at the rehearsal.

For details about obtaining a license, contact your county clerk.

You must have a valid license or there will not be a wedding.

Flowers

Please inform your wedding coordinator if you need assistance distributing flowers prior to the wedding service. As a couple, take time to double check your listing of who should receive corsages and/or boutonnieres. To avoid hurt feelings, review all grandparents, god parents, personal attendants, etc. on both sides of your families. Twenty minutes before the start of the service is not the time to discover you forgot a grandparent or godparent.

HINT: Create labels with the names of the individuals receiving corsages and boutonnieres. For example: Bride's grandmother: Jane Doe, instead of just stating bride's grandmother.

Flower arrangements or other decorations may not be placed on the pianos or the front altars. The back altar at the downtown site can have altar flowers placed on it, as is done on Sundays. Plant stands are also available at both sites for flowers and the unity candle, if needed.

First English Lutheran Church does not permit real or fake petals lining the aisles and flower girls should not actually drop flower petals during the procession. Experience has shown that the petals (or the like) have followed the bride down the aisle and into her dress and train throughout the ceremony and pictures. Also, the church tiles have received stains due to the inks and dyes both through the use of natural and artificial petals.

Rice, Bird Seed, Confetti, Pets, etc.

First English Lutheran does not permit the throwing of rice, bird seed or the like. Bubbles outdoors are fine. It is not appropriate to include pets in the wedding worship ceremony.

Alcohol

First English has a policy that no alcoholic beverages may be present on the church property. This includes the parking lot. Also, anyone under the influence of alcohol or drugs will not be allowed to participate in the service.

Smoking

First English has a no smoking policy on the church property. This includes the parking lot.

First English Lutheran Church Wedding Fees

***One of the following depending on music fees:
\$525*/\$575*/\$625****

**Your \$100 deposit is put toward the total fee
There is an additional fee if a music rehearsal(s) is needed**

In 2007, FELC began charging a flat fee for weddings at First English. After paying your \$100 non-refundable deposit, couples can choose to make payments to the church office or bring one check for your remaining fees to the wedding rehearsal. Give to your wedding coordinator. The church office will take care of paying all individuals who are to be paid. If this should prove to be a financial hardship, please contact one of the pastors for an adjusted fee schedule.

The fees paid to First English will cover the following:

- Use of the building / facility fee
- 2 Pre-Marital Workshops
 Today's "Getting Married, Getting Started"
 "Building a Successful Christian Marriage" workshop with Wes Johnson
- Pastoral fee (does not include guest clergy)
- First English Music/musician fee*
- Custodial fees
- Wedding coordinator(s) fee
- Sound technician fee

* See music planning section, page 4 for detailed musician fee descriptions. Contact the FELC Director of Music, Melissa Moll with any questions. Fees for outside musicians (soloists, instrumentalists) are arranged directly between the wedding party and the musician, and are not included in the fees paid to First English.

FIRST ENGLISH LUTHERAN CHURCH CHECKLIST

PLEASE USE THIS CHECKLIST TO HELP PLAN YOUR WEDDING CEREMONY AND WORKING WITH YOUR PASTOR, THE FELC DIRECTOR OF MUSIC AND WEDDING COORDINATORS.

Attend the "Getting Married, Getting Started" Workshop
RSVP for the "Building a Successful Christian Marriage" workshop
Read through the First English wedding and music guidelines, available at www.felc.com or in your FELC wedding binder.

60-90 days prior to your wedding service:

Contact the officiating Pastor.
Fill out the Wedding Music Information Worksheet and send it to the First English Director of Music for approval. If you have music questions or are still deliberating about music choices at this point, that's fine. The wedding music guidelines, music checklist and information worksheet are available at www.felc.com or in your FELC wedding binder.
Begin working on your wedding bulletin. Templates available on the church website www.felc.com.

30-60 days prior to your wedding service:

Meet with your wedding coordinator.
Finalize ceremony and rehearsal time with your pastor and wedding coordinator.
This should be done prior to printing invitations.
Have pastoral approval on readings, bulletin, and vows/promises.

30 days prior to your wedding service:

Before printing copies of your bulletin, send a final draft to the Pastor and Director of Music for approval.

6-30 days prior to your wedding service:

At least six (6) days before date of ceremony but not more than 30 days, contact your county clerk for marriage license.
Double check listing of who should receive corsages and/or boutonnieres. Confirm with your florist.

Rehearsal

Remind wedding party to be on time.
Bring marriage license, give to wedding coordinator.
Bring fees (church and musicians fees), give to wedding coordinator.
Bring bulletins.

Wedding Day

Enjoy this memorable day in your life!

NOTE TO PHOTOGRAPHERS/VIDEOGRAPHERS

Couples, please give this policy to your photographer and/or videographer.

Also, inform wedding guests that flash photography is NOT permitted during the wedding ceremony. It is a good idea to place this reminder within your worship bulletin.

To the Photographer/Videographer:

You have been hired to photograph or video tape a wedding ceremony at **First English Lutheran Church** in **Appleton, Wisconsin**. To help make this special event run smoothly, we ask that you adhere to our following church policies:

- Upon arriving at the church, introduce yourself to:
 - First English wedding coordinator(s)
 - Officiating pastor. Please speak to the Pastor before the service.
- Before moving anything within the church, speak to the wedding coordinator. No items within the Sanctuary are to be moved.
- The sanctuary must be cleared 30 minutes prior to the ceremony. ALL photographs must be completed by that time and all equipment must be removed.
- The expectation is that all photographers and videographers only use the back half of the Sanctuary. Photographers and videographers are not permitted to stand in front of church during the ceremony to take pictures, including the processional.
- Videotaping is allowed but camera placement must be in a location agreed upon with the pastor and organist. Video cameras should be placed on a tripod and left to run during the service, not moved throughout the service (including the procession).
- **NO FLASH PHOTOGRAPHY** is permitted during the ceremony. Please do not block the aisle during the ceremony, processional or recessional.
- As a courtesy to the couple, the wedding party and church staff, it is requested that all Sanctuary photography be completed 60-90 minutes after the end of the ceremony. The church will be opened by the wedding coordinator two hours before the ceremony but will be locked 60-90 minutes after the ceremony.
- Please complete indoor Sanctuary photographs before leaving to take outdoor /offsite photographs. For example, before going to City Park, finish your indoor pictures first. The building will be locked 60-90 minutes after the ceremony.
- When using the balcony at the Downtown Site, do not move any of the sound equipment. Please do not block the organist's view. If you need assistance in the most appropriate place to set up, please ask the wedding coordinator in conjunction with the organist.

We thank you in advance for following the above policies. Thank you for your cooperation.