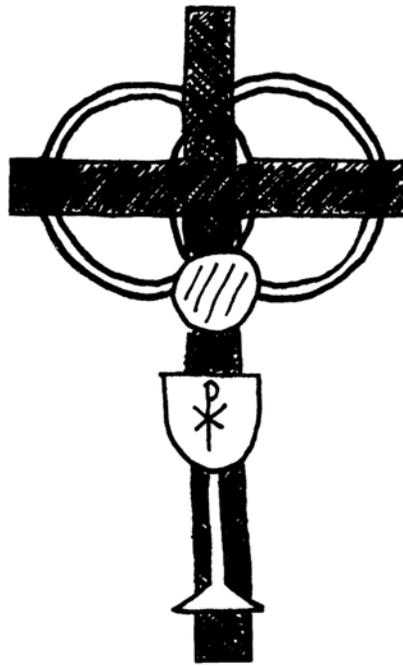


*Preparing  
Your  
Wedding*



*Our Redeemer Lutheran Church  
Dallas, Texas*

# Your Wedding

Eternal God, our creator and redeemer, as you gladdened the wedding at Cana in Galilee By your presence of your Son, so by his presence now bring your joy to this wedding. Look in favor upon the Bride and Groom and grant that they, rejoicing in all your gifts may, at length celebrate with Christ the marriage feast which has no end

## A WORD FROM THE PASTOR

Dear Friends:

Our Redeemer Lutheran Church is pleased to provide its sanctuary for your wedding. Declaring your vows of faithfulness to one another in the presence of Almighty God, and before those assembled at such a service of worship will be a meaningful experience for you and the congregation.

Our sanctuary is generally restricted to couples where either bride, groom or both are member(s) of Our Redeemer. Any exception to that rule must be cleared, on an individual basis with the Wedding Coordinator, Pastor(s) and Elders of Our Redeemer.

Information presented in this check-list has been prepared to help you in planning your marriage.

Please contact the wedding coordinator, Sarah Schwarze, to begin this process and make your appointments. We ask that you do not send out invitations for the wedding or make newspaper announcements until you have met with us and received approval.

May God bless you as you enjoy exciting days of wedding preparations!

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# For Your Records

## YOU WILL NEED WITH THE FOLLOWING PEOPLE DURING YOUR PLANNING AND PREPARATION FOR YOUR WEDDING:

### **The Pastor: Pastor McGuire or Pastor Douthwaite**

- Will provide pre-marital counseling
- Will provide consultation regarding the service.
- Will offer advice and assistance in making this day your special day.

*(Note: Other Missouri Synod clergy are welcome to take part of and officiate in your service. This must be approved in advance.)*

### **The Wedding Coordinator: Sarah Schwarze**

- Will schedule your dates.
- Will make general church arrangements for your wedding.
- Will provide you with names of photographers, videographers and florists as needed
- Will answer any questions you might have regarding decorations/time, etc.
- Will keep track of the progress you are making in regard to your check list.
- Will receive your wedding license and have it filled out by the church office.
- Will type and run off, if needed, your worship folder.
- Will accept your fees and distribute them.
- Will open the church up 2 hours before the wedding.
- Will arrange organists/soloists for your day.
- Will make sure your Wedding day runs smoothly!

### **The Minister of Music: Tim Shewmaker**

- Will approve all music for your day.
- Will provide consultation regarding music.
- Will approve all guest organists, soloists, pianists.

### **We encourage you to:**

Keep the Wedding Coordinator informed of the progress you are making in regards to your preparations; Consult with her regularly, making sure that your forms are accurate and up-to-date; Give her your license and fees a minimum of one week before your wedding date. *Agree on a definite date for your wedding in consultation with the pastor and the **Wedding Coordinator** as early as possible.*

# Fees

	Members <i>(The Bride and/or Groom are members of Our Redeemer and are faithful in their worship)</i>	Non-Members
Church (Non-refundable)	\$0	\$200
Fellowship Hall (Non-refundable)	\$300	\$300
Damage Deposit (May be refundable in total or part)	\$150	\$250
Security	\$80 2 hours	\$80 2 hours
*Organist	\$150	\$200
*Instrumentalist	By Special Arrangement	By Special Arrangement
<i>*There should be an additional gift to the organist if rehearsals with the soloist(s) and/or instrumentalists are necessary at times other than that of the regular rehearsal.</i>		
*Soloist	\$80	\$150
Pastor	\$200	\$250
Wedding Coordinator	\$250	\$250
*Worship Folder	\$30	\$60
Sound Engineer	\$25	\$30

*\*These items with an asterisk are optional*

Members who live away from Our Redeemer, but who faithfully attend worship where they live, may fit the “members” category upon presentation of a letter from their pastor.

*If fees present a financial hardship, please discuss this with the Pastor.*

# *General Information*

## **THE CHURCH**

- The Sanctuary seats approximately 400 including the choir loft.
- The center aisle is approximately 100 feet long.
- The liturgical color appropriate for the church year will be used for the paraments and cannot be changed.

## **THE FELLOWSHIP HALL**

- The Fellowship Hall can accommodate a sit-down dinner for approximately 120 people at 12 round tables or can squeeze in 200 people with round tables and long lunch room tables
- The Fellowship Hall can accommodate a little more than 200 people for a stand up cake and punch reception
- Live or recorded music is allowed to be performed, however, conduct and music selections must be in good taste. To break this rule will end in that individual not being allowed to participate in future weddings. It is your responsibility to notify you performer of this requirement.
- **Smoking is prohibited in the buildings.**
- **Alcohol is not allowed on church property.**

## **THE SERVICE**

- We have included a sample order of worship in this booklet. Please study this before you meet with the Pastor.
- At a counseling session, Pastor will go through the order of service with you and answer any questions regarding the ceremony at that time.
- Any changes to the sample order of worship should be requested in writing and will be considered by the Pastor from the standpoint of good liturgical practice.
- As you select your music please keep in mind that this is a worship service.
- Our Redeemer's Minister of Music will be of great help in the selection of your music. His blessing or permission must be obtained before music can be performed.
- Smoking is not allowed anyplace inside the church.

## WORSHIP FOLDER

One of the wonderful mementos of your wedding day is the worship folder. There are a number of options available to you when it comes to folders:

- You can do the layout on your computer using the "Designing Your Worship" handout. Take them to a print shop to copy onto paper or wedding folders you have already purchased and then apply finishing touches at home (i.e. decorative ribbon) *(With this option you will pay for the paper + the cost to copy it onto the paper)*
- You can take a copy of your service to a Print Shop (i.e. PIP Printing or Kinko's) who can do the layout on their computer and then copy it to paper which you supply or they may have in stock or can order. *(This option can cost about \$30-\$60/hr. for the layout + the cost of paper + the cost of copies per page)*
- You can have the Wedding Coordinator do the layout on her computer and then she will copy the folder onto paper supplied by you. *(This option will cost Church members \$30 and Non-members \$60)*

If you would rather have Our Redeemer create your wedding folder...please:

- A. Submit your information to the wedding coordinator a minimum of three weeks before the service. We ask you to honor this deadline so that the folder might be typed and checked by you before it is printed.
- B. Make sure all names are correctly spelled and middle initials are included where appropriate. Nicknames should be avoided.
- C. Choose the folder cover, or paper you wish to have it printed on. (We can order the covers from a local bookstore or you can pick out some on your own.)

You may want to include some "extras" in your worship folder.

The worship folder is an excellent place to:

1. Thank special people in your lives.
2. Remind people of no flash photography during the service.
3. Provide them with your new address and phone number.
4. Request a prayer from all your guests.

Samples of bulletins from other weddings are available through the wedding coordinator.

## WEDDING TEXTS

You are encouraged to accept responsibility for choosing the lessons to be read at your wedding. You may have as many as three lessons. If so, an Old Testament lesson, Psalm and New Testament lesson is traditional. It is suggested you choose your lessons from the categories below. The decision as to whether to use all of the lessons you have selected will be made by the Pastor. If you are to have a reader, other than clergy, the Wedding Coordinator should be told, in advance.

### OLD TESTAMENT LESSONS

Genesis 1: 26-31	Genesis 2: 18-24a	Joshua 24:15	Ruth 1: 16,17
Isaiah 55:12,13	Isaiah 63: 7-9	Jer. 33: 10-11	Song of Solomon 2: 10-13
Song of Solomon 8: 7			

### PSALMS

Psalm 33	Psalm 67	Psalm 100	Psalm 117
Psalm 127	Psalm 128	Psalm 150	Psalm 136 (Selected verses)

### NEW TESTAMENT LESSONS

Matthew 19: 4-6	Matthew 7: 24-27	Mark 10:6-9	John 6:68-69
John 8:31-32	John 15: 1-17 or 12-17	1 Corinthians 12, 13	Colossians 3: 12-17
Romans 12: 9-18	Romans 15:5	Galatians 5:22,23	Galatians 6:2
Ephesians 5: 21-33	Ephesians 4	Philippians 2:2	Hebrews 13:4-7
1 Peter 2:1, 21-23	1 Peter 3:1-7	1 Peter 4:8	1 John 3:18
1 John 4: 9-12	James 5:16		

### GOSPELS

Matthew 19: 4-6	Mark 10: 6-9; 13-16	John 2: 1-10	John 15: 9-15
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If these texts do not fit your needs, the Pastor can be consulted. Lessons should be chosen with care and concern for the message they convey.

## MUSIC & ORGANISTS

### Music and Organist

Your wedding at Our Redeemer is a Christian worship service and, as such, all music must meet the same musical and theological standards that apply to all worship services at Our Redeemer. To assist you, Our Redeemer's Director of Parish Music will meet with you and help you make the best, most appropriate and worshipful music choices for your wedding.

The Director of Parish Music is available to accompany soloists as needed. The soloist should prepare the music on his or her own and be prepared to practice with the accompanist on the day of the wedding rehearsal.

Our Redeemer's organists have "right of first refusal" for all weddings performed in our sanctuary. Should you have special circumstances which might involve a guest organist, please consult the Director of Parish Music.

Listed below are some typical wedding selections. You will have an opportunity to discuss all of your musical selections at the time of your consultation.

#### Five Most Popular Organ Wedding Pieces:

Canon in D - Johann Pachelbel  
Wachet Auf - Johann Sebastian Bach  
Trumpet Voluntary - Jeremiah Clarke  
Jesu, Joy of Man's Desiring - Johann Sebastian Bach  
Fanfare and Processional - Jeffrey Blersch

#### Congregational Singing:

Love Divine, All Loves Excelling - LSB 700  
Go, My Children, with My Blessing - LSB 922  
O Father, All Creating - 858  
Lord, When You Came as Welcome Guest - LSB 859  
Gracious Savior, Grant Your Blessing - 860  
Christ Be My Leader - 861  
Children of the Heavenly Father - 725  
How Firm a Foundation - 728  
A Mighty Fortress - 656

## PHOTOGRAPHERS & VIDEOGRAPHERS

The policies of our church include that *no flash pictures are allowed by the photographer or your guests during the worship portions of the service*. It is wise to put that fact in your worship folder. However, pictures may be taken during the processional and the recessional. The photographer is encouraged to take time-exposures from the balcony during the worship service, as long as this is done reverently and unobtrusively. Posed pictures of the worship service can be taken after the ceremony. Similarly, Videographers are encouraged to film from the balcony and be as unobtrusive as possible. The camera is to remain stationary and no flood lights are to be used. The Altar guild room is another great location for a video camera—it gives a front view of the bride and groom and does not cause a distraction to the service. Photographers and Videographers are guests in the church and should respect our rules. Names, of Photographers and Videographers who have done weddings at Our Redeemer before and know the policies, can be provided by the Wedding Coordinator.

## FLOWERS

We have two white pillars that can hold two large arrangements to be placed on each side of the altar or we have stands to accommodate smaller arrangements. If containers, other than those used by the church are brought in or rented, they must be removed after the service.

If you wish to donate your flowers for Sunday's service, please let the Wedding Coordinator know in advance.

## THE REHEARSAL

- Arrange for a rehearsal time at the initial appointment with the Wedding Coordinator or Pastor.
- Rehearsals are directed by the Pastor and your Wedding Coordinator.
- The rehearsal should be attended by all in the wedding party, including ushers, and immediate members of the family.
- It is important that rehearsals begin on time. Please arrive 15 minutes early.
- If you know someone is going to be late, please call the office earlier in the day.
- Because the rehearsal is more relaxed, attire can be informal or casual, but always in good taste.
- The rehearsal will be complete and should leave you with a sense of confidence and direction in regard to the ceremony and the setting of your wedding.
- You may expect the rehearsal to be finished approximately one hour after we begin. Please feel free to ask questions.
- A rehearsal is exactly that....a run through for your special day. Please do not make changes and suggestions on the day of your wedding. It becomes too confusing for those who are involved.

## YOUR WEDDING

Contrary to popular opinion, your wedding is a worship service of the church. **Everyone has the right to enter the church as a worshipper** and to be present throughout the wedding service. **Only invited guests have the right to attend your reception** or extra activities that you have planned.

A long and respected heritage of the Christian Church supports the liturgy of the Marriage Rite. By honoring this heritage you will avoid much of the trivial intrusions often seen in weddings today. Additions to the wedding service, such as the lighting of the unity candle, presenting flowers to parents and whatever other customs the future may bring, are not essential to the wedding, but may be used. Neither temporary, nor a fad is the fact that the congregation can participate in the wedding and not be mere spectators.

The purpose of your wedding service is to seek the blessing of our Almighty Father. He is the Center of all that takes place in your wedding and He will be with you long after the decorations have faded and guests have gone home.

Let the Wedding Coordinator know what time you and your party will be coming to the church, what time pictures are scheduled to be taken and when the florist is arriving. Provide the Wedding Coordinator with a list of the names of significant family members (mother, father, grandparents, etc.) so that she can prepare them for being ushered into the sanctuary.

## THE MARRIAGE LICENSE

- In order to officiate a wedding, a marriage license is necessary, issued by the state.
- It must be in possession of the couple at least seven days prior to the wedding.
- Licenses are valid for a period of thirty days from issue date.
- Since the marriage license and certificate must be filled out by the church, it must be given to the Wedding Coordinator **no later than 5 working days** before your wedding.
- You may get your license from the places below or any other county in Texas
- **A WEDDING CANNOT TAKE PLACE WITHOUT THE OFFICE HAVING YOUR LICENSE.**

# Personal Information

To be submitted at the initial visit with Our Redeemer Wedding Coordinator

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Bride's Address: \_\_\_\_\_ Groom's Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Bride's Home Phone: \_\_\_\_\_ Groom's Home Phone: \_\_\_\_\_

Bride's Cell Phone: \_\_\_\_\_ Groom's Cell Phone: \_\_\_\_\_

Bride's Occupation: \_\_\_\_\_ Groom's Occupation: \_\_\_\_\_

Bride's Work Phone: \_\_\_\_\_ Groom's Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

**Are you a member of Our Redeemer** Yes No **Are you a member of Our Redeemer** Yes No

Are you interested in becoming a Member? Yes No Are you interested in becoming a Member? Yes No

Home Church: \_\_\_\_\_ Home Church: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

Have you been married before? Yes No Have you been married before? Yes No

Date Separated? \_\_\_\_\_ Date Separated? \_\_\_\_\_

Date Divorce Final by State? \_\_\_\_\_ Date Divorce Final by State? \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

Approx. Number of guests: \_\_\_\_\_ Number of Attendants: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bulletin printed at church? Yes No Bulletin typed at church? Yes No

Who is the pastor officiating at your wedding? \_\_\_\_\_

Has the pastor approved the wedding and date? Yes No

Have you finished your initial counseling session with him? Yes No

When did you complete that initial session? \_\_\_\_\_

Bride's Name after marriage: \_\_\_\_\_

How do you wish to be introduced as a couple: (*i.e. Mr. and Mrs. John Smith; John and Mary Smith; etc.*)  
\_\_\_\_\_

Future address: \_\_\_\_\_

Future Phone: \_\_\_\_\_

Number of Guest for the Wedding Service? \_\_\_\_\_

Is the reception to be held in the Fellowship Hall at Our Redeemer? Yes No

Will you need use of the Kitchen? Yes No

If held at Our Redeemer, who is your Caterer?  
\_\_\_\_\_

Has the caterer been informed of Our Redeemers rules? Yes No

Type of Reception: \_\_\_\_\_ Formal \_\_\_\_\_ Informal \_\_\_\_\_ Buffet \_\_\_\_\_ Family Style

Number of guests for the reception \_\_\_\_\_

The Fellowship Hall is needed for hours from \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m.

What time will the reception begin? \_\_\_\_\_

Will plan to have or use the following:

Guest Book at the Church Yes No Flowers Yes No

Awarding of flowers (*i.e. presentation of roses or other to mothers or other special individual*) Yes No

Pew bows or flowers on pews Yes No Kneeler Yes No

Candelabra Yes No

Unity candle Yes No

Will mothers/parents or any other special person light the unity candle? Yes No

If Yes, who? \_\_\_\_\_

**This box must be signed in order for your marriage plans to continue**

We have read through the wedding booklet, including it's standards, and are willing to abide by the philosophy contained therein.

Signed by Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Bride: \_\_\_\_\_ Date: \_\_\_\_\_

# Ceremony Participants

## Maid or Matron of Honor:

Please print the name as it will be signed on the marriage license

\_\_\_\_\_  
First Middle Last

## Best Man:

Please print the name as it will be signed on the marriage license

\_\_\_\_\_  
First Middle Last

## Officiant(s):

\_\_\_\_\_  
First Middle Last

Who will give away the Bride? \_\_\_\_\_

Relationship to Bride? \_\_\_\_\_

## Bridesmaids:

Please list names in the order they will stand during the service (number one being closest to the bride).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Groomsmen:

Please list names in the order they will stand during the service (number one being closest to the groom).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Junior Bridesmaids:

NAME: \_\_\_\_\_ Age \_\_\_\_\_

NAME: \_\_\_\_\_ Age \_\_\_\_\_

## Junior Groomsmen:

NAME: \_\_\_\_\_ Age \_\_\_\_\_

NAME: \_\_\_\_\_ Age \_\_\_\_\_

## Flower Girls:

We suggest six years of age and older.

NAME: \_\_\_\_\_ Age \_\_\_\_\_

NAME: \_\_\_\_\_ Age \_\_\_\_\_

## Ring Bearers:

We suggest six years of age and older.

NAME: \_\_\_\_\_ Age \_\_\_\_\_

NAME: \_\_\_\_\_ Age \_\_\_\_\_

**Ushers:**

One usher per seventy-five guests is recommended. Groomsmen may serve as ushers (but it is easier if you have someone different). If you are expecting guests that will be using the elevator, it is recommended that an additional person, other than an usher, be assigned to assist those guests.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

Ushers are also responsible for cleaning out the dressing area used for the men and checking the church for any "left-over" items.

**Readers:**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

**CEREMONY PARTICIPANTS**

Please indicate their responsibilities (i.e. bride's dressing helper; responsible for clearing out dressing room items; pinning flowers; taking decorations, guest book or gifts to the reception, etc.)

**Personal Attendants:**

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

**Guest Book Attendants:**

Please indicate if they are responsible for taking the guest book and pens from the church and bringing them to the reception.

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

**Hosts, Hostesses, or Host Couple:**

Hosts greet the guests as they enter. They should know the following details: location of bathrooms, location for gifts and/or coats. They direct guests to the guest book and to the ushers.

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

**Program Attendants:** Ushers may be used for this position.

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB: \_\_\_\_\_

**SEATING CHART FOR RESERVED PEWS.**

Reserved Pews (Baptismal Font)

Reserved Pews (Pulpit)

_____	1	_____
_____	2	_____
_____	3	_____
_____	4	_____
_____	5	_____

**Clean-up Responsibilities**

Delegate a dependable person/party who will be responsible for clean-up after your ceremony. They are responsible for removing your items from the church (i.e., altar flowers, unity candies, aisle candle decorations, programs, extra maps, guest book and pen(s), and checking the dressing rooms for any left-overs.)

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

# Wedding Checklist

The Wedding Coordinator usually opens the church approximately 2 hours before the wedding. Please talk with her if you feel you need to be let in before that.

Bride's parents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groom's parents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bride's Grandparents attending:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groom's Grandparents attending:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other special Individuals:  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

Relationship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Relationship: \_\_\_\_\_

People with special needs: (vision, walking, etc.)  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

Need: \_\_\_\_\_  
Need: \_\_\_\_\_  
Need: \_\_\_\_\_

Have you given the Wedding Coordinator the name and phone number of the following:

**Photographer:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules?

**Videographer:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules? \_\_\_\_\_

**Florist:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules?

**Caterer:** \_\_\_\_\_  
Yes No Informed of rules? \_\_\_\_\_

**Instrumentalist:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules?

**Soloist:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules?

**Soloist:** \_\_\_\_\_  
Phone: \_\_\_\_\_ Arrival time at Church: \_\_\_\_\_  
Yes No Informed of rules?