



*Preparing
Your
Wedding*

*at
Our Redeemer
Lutheran Church
Dallas, Texas*

Our 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 couple 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. This process generally takes a minimum of two months.

Information presented in this check-list has been prepared to help you in planning your marriage. We encourage you to begin with an appointment with our Wedding Coordinator. She will direct you to an early appointment with a Pastor.

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

Index

PAGE	TOPIC	PAGE	TOPIC
2	Your Wedding	11	Wedding Texts
3	Introduction	12	Vows & Photographers
4	Living Together	13	Flowers, Caterers, Flower girls & Ring bearers
5	For Your Records		Rehearsal, Your Wedding
6	Fees	14	Special Requests
7	General Information	15	Gum, Grooms & Alcohol, Ushers
8	Marriage License	16	Forms
8&9	Music & Organists	18-30	
10	Worship Folder		

Introduction

Most people, as they begin the planning of their wedding, have dreams of how their day will be. They spend a lot of time and money making sure that everything fulfills those dreams. We love those dreams. But, the truth is: a Christian wedding is not **just** for the bride, groom, or even your family and friends.

A Christian wedding is a “**worship service**” for the entire congregation.

As you begin to plan your wedding, please remember that ***Our Redeemer Lutheran Church has standards*** which have been designed to be a blessing for your special day and, at the same time, a service of joy for the entire congregation.

The following pages contain information that you will need to consult as you plan your wedding at Our Redeemer. Whether your service is large or small; whether you are young or old; whether it is formal or not, the key word for your service should be: CHRISTIAN!

- Our message is a Christian one, and our sermons cannot merely be reduced to saying some “nice words” on your special day.

ON THE OTHER HAND if it is your desire..to make God a part of your relationship and married life from the beginning...To ask for His witness upon the vows you will speak and To walk with Him and His Son, the members of Our Redeemer Church are ready to rejoice with you on a very special day!



We encourage you to read the next page
before you sign your agreement

Living Together?

Scripture is clear that couples living together before marriage are already married. Although the state is accepting of such arrangements there are legal ramifications and your church still recognizes such a lifestyle as sinful.

We rejoice that you wish to be married in the church. Such an act says you desire to put your life in order and begin a new and right life with each other, your family of faith, and above all, the Lord.

Our Redeemer church believes this world is corrupt and adults must set an example for those who are immature in faith.

If you are living together, be prepared to have the Pastor ask you to either move apart, or refrain from sexual activity between the time of your counseling visit and the wedding. If you are unable, or unwilling to give your word to this request, we will assume that your lifestyle is more important than pleasing God and church. If that is the case, you compel us to decline to perform your wedding. It is as simple as that.

MOST COUPLES LATER REPORT THAT THEY FELT FAR BETTER PROCEEDING THIS WAY. THEY ALSO SAID THAT THEIR MARRIAGE SEEMED "CLEANER" AND MORE "RIGHT". WE HOPE YOU AGREE WITH THEM AND THE LORD.

If you have read the above paragraphs and agree with their contents, then a church wedding..... and all the benefits connected with such a service is for you. Jesus Christ and His glory will be a part of everything you do on that day.

PLEASE MAKE SURE THAT YOU SIGN YOUR UNDERSTANDING AND AGREEMENT ON THE BOTTOM OF PAGE TWO OF YOUR ENCLOSED "PERSONAL INFORMATION" SHEET. THESE SHEETS ARE TO BE SUBMITTED DURING YOUR FIRST VISIT WITH OUR REDEEMER'S WEDDING COORDINATOR.

For Your Records

YOU WILL NEED TO MEET WITH MOST OF THE FOLLOWING PEOPLE DURING YOUR PLANNING AND PREPARATION FOR YOUR WEDDING:

The Pastor:

- Will provide pre-marital counseling
- Will offer advice and assistance in making this day your special day.
- Will approve all music for your day.
- Will provide consultation regarding the service and music;
- Will approve all guest organists, soloists, pianists.

(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 make sure your Wedding day runs smoothly!
- Will arrange organists/soloists for your day.

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.*

Remember:

- * *Your date is not finalized until the first counseling session with your pastor.*
- * *Church usage and Damage deposits are made*
- * *You have visited with the Wedding Coordinator*
- * *You have submitted your Personal Information Sheet*

*Please DO NOT send out invitations for the wedding or make newspaper announcements until you have **finished these obligations.***



Members
(The Bride and/or Groom are members of Our Redeemer and are faithful in their worship)

Non-Members

Church (Non-refundable)	\$0	\$200
Fellowship Hall (Non-refundable)	\$300	\$300
Damage Deposit (May be refundable in total or part)	\$150	\$250
*Organist	\$150	\$200
*Instrumentalist <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>	By Special Arrangement	By Special Arrangement
*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.
- Only with difficulty can more than five attendants (on either side) be placed in the front of the church. (*8 has been done before*)
- The liturgical color appropriate for the church year will be used for the paraments and cannot be changed.
- The church is air-conditioned.

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.

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

Downtown Dallas
Records Building
509 Main Street, 2nd floor
Dallas, Texas 75202
214-653-7477 or 214-653-7131

North Dallas
County Government Center
10056 Marsh Lane, Suite 137
214-321-3182

Plano
Collin County Government Center
900 East Park, Suite 140-C,
Plano, Texas 75074
972-881-3025

- **A WEDDING CANNOT TAKE PLACE WITHOUT THE OFFICE HAVING YOUR LICENSE.**

MUSIC & ORGANISTS

Remembering that your wedding ceremony is an act of Christian worship, the music in the worship service should reflect the message that God has for us through Jesus Christ. A variety of music has been written, both traditional and contemporary, that proclaims His love and grace. In your visit with Our Redeemer's Minister of Music, you will be able to express your ideas and ask questions about Christian music. At the same time, make use of his knowledge and suggestions concerning the repertoire of church music.

Solos/duets should not be picked merely because they "have a pretty melody"; or "have words that are meaningful to me." It is recommended that secular songs which are particularly meaningful to the wedding party be used at the wedding reception. It is also right that you take into consideration the skill level of any organist or soloist.

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 our Minister of Music.

THE WEDDING MARCH

Movies and television have popularized Wagner's Bridal Chorus from the opera Lohengrin and Mendelssohn's Wedding March from the opera A Midsummer Night's Dream. Increasingly churches like **Our Redeemer disallows this music.**

WHY?

The Bridal Chorus introduces a scene which shows a man and his wife whose affections are cooling. During the course of the scene a murder is committed. Hardly the right mood for your wedding . The Wedding March has its origin during a dream sequence where the bridegroom is turned into an ass. Knowing the background behind these pieces of music, we know that you will avoid them.

Listed below are some typical wedding selections. These are just a sample of possible selections. You will have an opportunity to discuss all of your musical selections at the time of your consultation with the organist.

PROCESSIONALS AND RECESSIONALS (organ)

Canon in D	Pachelbel
Psalm XIX	Marcello
Trumpet Voluntary	Clarke
Jesu, Joy of Man's Desiring	Bach
Trumpet Tune	Purcell
"Air" from Water Music	Handel
"The Rejoicing" from Royal Fireworks Music	Handel
Allegro Maestoso from Water Music	Handel
Now Thank We All Our God	Karg-Elert
Trumpet Tune	Stanley

CONGREGATIONAL SINGING

O Father, All Creating	LW 251
Love Divine, All Love Excelling	LW286
Let Us Ever Walk with Jesus	LW 381
Now Thank We All Our God	LW 443
Praise to the Lord, the Almighty	LW 444
Hear Us Now, God and Father	LBW 288
Joyful, Joyful We Adore Thee	LBW 551
Go, My Children, With My Blessing	HS98 887
Praise, My Soul, the King of Heaven	HS98 893
When Love Is Found	WOV 749

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)*

For very small weddings, or where cost is an issue, a worship folder is not always necessary.

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
-----------------	---------------------	--------------	---------------

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.

VOWS

Wedding vows are the most personal of commitments. We encourage you to choose carefully. Those listed below have already been approved as to content. If you wish to write your own, that must be done with the Pastor. He must be given a WRITTEN COPY of those vows for approval no later than 2 months before the wedding.

1. I take you _____ to be my wife/husband, and these things I promise you; I will be faithful to you and honest with you; I will respect, trust, help and care for (obey) you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the world and God, through the best and the worst of what is to come until death parts us.
2. I _____ in the presence of God and these witnesses, take you, _____ to be my wife/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.
3. I take you, _____, to be my wife/husband, from this day forward, to join with and to share all that is to come, and I promise to be faithful to you until death parts us.
4. I take you _____ to be my wife/husband. I promise before God and these witnesses to be your faithful husband/wife to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you and to join with you so that together we may serve God and others as long as we both shall live.
5. _____ I take you to be my wife/husband from this day onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

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

Flowers lend a wonderful touch to any wedding. Nevertheless, an overabundance of flowers and the accompanying odor can be upsetting for those who are not used to standing still for a half hour or longer. As you make your floral and bouquet selections, we encourage you to make sure that the florist is aware of the rules of Our Redeemer Lutheran Church.

We also want you to know:

- Only real flowers may be placed on the altar of the church.
- 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.
- No decorations other than flowers are to be put on the altar.
- If you wish to donate your flowers for Sunday's service, please let the Wedding Coordinator know in advance.

FOOD & CATERERS

With the increasing expense of receptions and the great difficulty in finding a hall, Our Redeemer's fellowship hall is suitable as a place for a reception.

There are a number of rules which are of special importance for your caterer and any refreshments you bring in for your wedding party:

1. The facility must be left as it was found.
2. The facility is used for Bible Study on Sunday Mornings and must be setup accordingly. Instructions will be given as to how this is done.
3. **Kitchen facilities must be washed.**
4. *Smoking is prohibited in the buildings.*
5. *Consumption of alcohol is not allowed on church property.*

FLOWER GIRLS & RING BEARERS

As you plan your wedding, you will, no doubt, wish to honor one of the smaller members of your family or circle of friends. The idea of a "little one" participating in your special day is a joy. At the same time, you should be aware that no one can ruin your wedding more quickly than the choice of the wrong ring bearer or flower girl. Under the age of four, children can either go into "performance" or "shy and weepy" modes. Sometimes they do both. If a child is under the age of four and has not gone to church, or has had no pre-school experience in walking in line, we recommend a different choice, or **alternate seating arrangements** for the child after the processional is completed. Do not assume that a good rehearsal means a good wedding service. Forewarned is forearmed.

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 tawdry and 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.

SPECIAL REQUESTS

We will try to honor special requests concerning the wedding service. Pastors should be notified in advance of these requests. Last minute or "surprise" changes are not appreciated, and may not be acceptable. As you prepare for your wedding the following should be kept in mind:

- All chancel furnishings are dedicated items and should neither be removed or used as props.
- The kneeler and the unity candelabra (both are elective) can be supplied by the church.
- The church does not have an aisle runner which, of course, is not necessary for a wedding. If this is rented or borrowed, it should be picked up after the service.
- Pew bows and flowers must be hung without the use of SCOTCH or CELLOPHANE TAPE which pulls the varnish off the wood. Masking tape or plastic hooks supplied by the florist should be used.

PROCESSIONAL

True Lutheran custom has the bride and groom approach the altar together.

Some brides wish to approach the altar alone or at the left side of her father or some other male relative or friend. If that is the case, the groom will enter the church at the same time as the pastor.

The processional and recessional will follow the pattern of church processions, with the principles following in ascending order. The last place is reserved for the bride who will be immediately preceded by the ring bearer or flower girl(s). Your wishes can be recorded in the Designing Your Service sheet.

KISSING

Kissing is not in the very best of traditions (for a church service only). Nevertheless it is frequently done as part of the nuptial blessing in the wedding. If you wish to kiss at your service, please let it be done in good taste.

RICE & BIRDSEED

Throwing rice or birdseed is a heathen custom and a mess to clean up. Rice is an ancient fertility symbol. (We are not sure what throwing instant rice means.) We discourage both for practical and caring reasons. Both complicate the cleanup of the church and premises at a time when cleanup must be done quickly and often quite late. Birdseed which is round and hard is especially difficult to clean up and presents a danger of slipping to your guests. Moreover, birds do not feed on it, as presumed, since they are not night feeders. In short if you feel that rice or birdseed must be used, the custodial fee is raised by \$10.00.

GUM, GROOMS & ALCOHOL

It is assumed that **the groom will not be decorated** before the service by well-wishing friends. Cars may be decorated, but as damage seems to happen most easily, please have your folks be careful.

As for alcohol in church or on the grounds either before, during or after the service - **It's not allowed.**

We discourage anyone in the wedding party from chewing gum during the service. It freshens the breath, relaxes the nerves, and looks really tacky. So, before the service begins, wrap it and deposit it in a waste receptacle.

USHERS

Ushers should be on duty **at least** 30 minutes before the ceremony. Ushers will be coached at the wedding rehearsal.

These things should always be kept in mind:

- The **only reserved seats in the church are for parents** and members of the immediate family, including grandparents. Your arrangements are recorded on the Wedding Checklist form.
- **Guests carrying cameras into church should be advised not to take photographs during the service.** The time for picture taking should be advertised in the worship folder.
- Ushers should be advised by the bride and groom to be present before or after the service for pictures if this is desired.
- One church custom is for the usher to precede guests up the aisle rather than have the woman take his arm; another is to have the woman take the ushers arm with the man following behind. You can choose either one of these customs.

The following are suggested guidelines for instructing ushers at weddings. If yours is a large wedding (200+), 4 ushers are recommended. (2 ushers for each side).

This expedites the seating of guests so the service can begin on time.

These are only suggestions, and may be altered.

LIGHTING CANDLES

Just before seating of the guests, ushers should light:

- candles of the candelabras,
- unity candle (two outer candles only)
- any pew candles

(If it is desired to have the candles lit while taking pictures in the Sanctuary before the wedding, please notify the Wedding Coordinator so she can have the candles lit at this time.)

SEATING GUESTS

- Seating of guests will be 20-25 minutes before the service begins.
- The traditional "Friends of the Bride/Groom (Side)" is no longer the norm.
- Hand out bulletins as the guests are seated.
- The first _____ pews are reserved for immediate families of bride and groom.
- The Wedding Coordinator can share how many pews to reserve for family.

AISLE RUNNER

An Aisle runner is not allowed.

USHERING IN MOTHERS/PARENTS

Again, the wedding coordinator should check with bride and groom as to the order of the procession. Below is a "suggested" order for the procession.

1. Groom's Grandparents,
2. Bride's Grandparents.
3. Groom's parents are ushered in.
4. Bride's Mother is last to be ushered in.

NOTE: More frequently we are seeing both parents ushering in the bride and groom.

RINGING OF THE BELL

AT THE END OF THE SERVICE

After the bridal party and Pastor have recessed, ushers should then dismiss the immediate families.

1. Bride's Mother and Father
2. Groom's parents.
3. Then Grandparents are ushered out.

The remaining guests are dismissed by pew. Your selection can be made in the Designing Your Service form.

SUGGESTIONS:

Ushers are encouraged to stay in sanctuary during the service. They shall sit in the back pews. Determine ahead of time, who will usher mothers/parents in. Special requests can be made in the Usher's Information sheet included with this packet.

Groomsmen may be used as ushers if necessary.

PLEASE NOTE: We regretfully remind you that purses, cameras and other valuables should NEVER be left unattended at any time.

Personal Information #1

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: _____

If we are expected to call long distance, we will do so "collect" at: _____

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? _____

Have you submitted your fees to the Wedding Coordinator? Yes No

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? _____

Any Special Readings? (Secular, poetry, religious, Bible) _____

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: _____

Wedding Checklist

SUBMIT TO OUR REDEEMER WEDDING COORDINATOR TWO MONTHS BEFORE THE WEDDING.

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: _____

Relationship: _____

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Name: _____

Relationship: _____

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

Name: _____

Need: _____

Name: _____

Need: _____

Name: _____

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: _____

Phone: _____

Arrival time at Church: _____

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?

Designing Your Service

Items in **boldface** are standard at an Our Redeemer wedding.

Items in italics are optional.

Submit to Our Redeemer Wedding Coordinator at least ONE MONTH before wedding, after your consultation with the organist.

Pre-service music

PRELUDE - *One to three music selections may be used here.*

Title _____ Composer: _____

Title _____ Composer: _____

Title _____ Composer: _____

Solo (Optional) Title _____ Composer: _____

Bringing down the runner.

Ringing of the Bells

PROCESSIONAL

Seating of the Mothers/Grandmothers: Yes No

Title _____ Composer: _____

Bridesmaids Processional:

Title _____ Composer _____

Brides Processional:

Title _____ Composer _____

Processional options:

Yes No Bridesmaid(s) walk down and meet Groomsmen at front;

Yes No All Bridesmaid(s) and Groomsmen walk as partners from back of church.

Yes No All Bridesmaid(s) and Groomsmen walk as partners from the back of the church except Maid/Matron of Honor (the Best Man remains with the Groom in the front)

INVOCATION/PRAAYER

SCRIPTURAL READINGS (*Will anyone special be reading the scripture? Yes or No*)

HOMILY (WEDDING SERMON)

WEDDING VOWS (Your Selection)

EXCHANGE OF RINGS

RINGS:

Yes No One ring is exchanged

Yes No Two rings are exchanged

Who will have the Rings during the Service?

The Ring Bearer

Each attendant (the Best Man and Maid/Matron of Honor)

The Best Man

The Unity Candle

Solo or congregational Hymn (Your Selection)

Title _____ Composer _____

PRAYER/LORD'S PRAYER (*Lord's prayer may be sung as a solo*)

SOLO OR CONGREGATIONAL HYMN: (Your selection)

Title: _____ Composer: _____

THE PRONOUNCEMENT OF MARRIAGE

THE MARRIAGE BLESSING

THE BENEDICTION

INTRODUCTION OF THE COUPLE

THE RECESSIONAL

Title: _____ Composer: _____

RECESSIONAL

Yes No Receiving line at Our Redeemer? If here, you have two choices:

Yes No Bride and groom greet and excuse guests from each pew.

Yes No Ushers excuse guests.

Please indicate the order of the receiving line.

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Name _____ Relationship: _____

Ceremony Participants

Submit to Our Redeemer Wedding Coordinator TWO MONTHS before wedding.

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: _____

Are there any people in the wedding party who are from Out-of-State?

Usher's Information

Submit to Our Redeemer Wedding Coordinator TWO MONTHS before wedding.

Approximately one hour prior to ceremony, ushers need to meet with the Wedding Coordinator to review seating details.

Ushers must be at their designated door and ready to seat guests 30 minutes prior to ceremony.

SEATING CHOICES:

Traditional Seating

Yes No Guests are asked: "Friends of the Bride" or "Friends of the Groom".

Bride's family/guests are seated on the left (as you face the altar).

Groom's family/guests are seated on the right (as you face the altar).

Mixed Seating

Yes No Guests are evenly distributed on both sides.

Main Sanctuary Seating Procedure

Yes No Guests should be escorted down side aisles and directed to sit close to the center aisle.

Yes No Immediate family/special guests are escorted down the center aisle and seated in the reserved pews.

Yes No Immediate family is seated 10 to 15 minutes before the ceremony.

Yes No Parents are seated 5 minutes before the ceremony.

If seating of immediate family/special guests could be complicated, it may be in your best interest to mail pew cards TO THOSE GUESTS ASSIGNED TO THE RESERVED PEWS. IT WILL BE THE GUEST(S) RESPONSIBILITY TO SHOW THE PEW CARD TO AN USHER, WHO WILL SEAT THEM ACCORDING TO DETAILS ON THE PEW CARD.

IT IS RECOMMENDED THAT 4-6 PEOPLE BE PLACED IN EACH RESERVED PEW.

ALTAR

SEATING CHART FOR RESERVED PEWS.

Reserved Pews

Reserved Pews

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

Special Ushers (optional)

Please indicate if you prefer a special usher to seat a specific guest. (i.e., groom's brother escorts groom's mother, etc.)

Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____
Individual _____	Special Usher: _____

Elevator Details

As indicated above, it is recommended that you assign an additional person, other than an usher, to assist those guests who will be using the elevator. Elevator Usher _____

Yes No Will anyone attending or participating in the wedding need an elevator?

PROGRAMS

Yes No Programs should be handed out one per person?

Yes No One per family.

Yes No One per couple.

We are not having programs.

UNSEATING GUESTS

Yes No Bride and Groom return to the main sanctuary to greet/unseat all guests

Yes No Guests should be seated from the side aisles, and exit down the center aisle.

Yes No Immediate family members and special guests should be escorted out the center aisle.

Yes No After immediate family members and special guests have been ushered out, other guests are then excused pew-by-pew.

AFTER THE CEREMONY

Gifts

Please bring tape to secure cards to gifts . This will help immensely when the bride and groom are writing their "thank you" notes.

Yes No Please indicate if it is okay to place wedding gifts in the back church pews.

Delegate a dependable person/party who will be responsible for the gifts before, during, and after the ceremony.

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.)

Dear Wedding Party, Family and Friends:

We just wanted to put all the details in writing so we wouldn't forget to tell anyone about their specific details regarding our wedding. If you have any questions, please contact us - addresses and phone numbers are on the last page. Again, thank you for participating and helping with all the wedding details. We know that with your help, everything will go smoothly.

Church: Our Redeemer Lutheran Church
7611 Park Lane
Dallas, Texas 75225-2028

Rehearsal: DATE: _____

TIME: _____

WHERE TO MEET: Our Redeemer Lutheran Church

Rehearsal Dinner: NAME OF FACILITY: _____

ADDRESS: _____

PHONE: _____

TIME: _____

DATE: _____

Wedding: DATE: _____

TIME: _____

Time Schedule for Wedding Day

(fill in the blank with appropriate time)

Submit to Our Redeemer Wedding Coordinator TWO MONTHS before wedding.

- _____ Arrive at church (Indicate how much time they have to get dressed)
- _____ Florist arrives
- _____ Bridal Party photos
- _____ Groomsmen photos
- _____ Wedding Party photos
- _____ Immediate family photos

(1/2 hour before the ceremony)

At this time all photos should be done, the wedding party can go back to their designated areas until the Wedding Coordinator comes to get you.)

- _____ Groom/groomsmen "ready to go" and walk up to pastor's sacristy. *(about 7 minutes before the ceremony)*
- _____ Parents, grandparents, honored guests are seated *(about 5 minutes before the ceremony)*
- _____ Bride, parent(s), bridesmaids, flower girl(s), ring bearer(s), and groomsmen (if any) "ready to go" *(Usually 5 minutes before ceremony)*
- _____ Ceremony begins

Time Schedule for Attendants

- _____ In to dress
- _____ Receive flowers
- _____ Needed for pictures

(1/2 hour before ceremony, empty dressing room of personal items)

- _____ Back in dressing room *(10 minutes before ceremony)*
- _____ Ceremony

Time Schedule for Personal Attendant(s)/Host & Hostess(s)

- _____ Arrive at Church
- _____ Receive flower

Miscellaneous duties: Clear out dressing room; Remove decorations from church area after guests are out; Any gifts still in back pew need to be taken; Seated (Approximately 5 to 10 minutes before ceremony).

Time Schedule for Guest Book Person and Host Couple

- _____ 1/2 hour before ceremony "On Duty"

Info to know:

- _____ If programs, get from ushers?
- _____ Gifts in the back pew?
- _____ Coat rack locations and bathroom locations?
- _____ Are guests to sign address along with their name?
- _____ Mixed seating or know bride's side & groom's side?
- _____ If card box, explain to guests if needed.
- _____ Is guest book to be left out after ceremony? (Usually if reception line is at church)
- _____ Is guest book to be brought to reception?

Time Schedule for Others

This could include soloist(s), instrumentalist(s), gift runners, etc.
Just be specific as to what and when you want these details to take place.

Duties (Fill in the blank with a name)

- _____ helps to pin flowers on designated friends and family arrive at _____ a.m./p.m.
- _____ helps bride get dressed arrive at _____ a.m./p.m.
- _____ clears out dressing room and brings bride's things to car arrive at _____ a.m./p.m.
**Just a reminder to make sure the bride's makeup gets together with her honeymoon luggage.*
- _____ sets up & removes decorations from church area (*after guests are out*)
arrive at _____ a.m./p.m.
Where do decorations go? _____
- _____ brings decorations to reception arrive at _____ a.m./p.m.
- _____ brings guest book from the church to reception arrive at _____ a.m./p.m.
- _____ brings any gifts (brought to church) to the reception arrive at _____ a.m./p.m.
(usually gifts are left on or behind visitor center in Narthex).
- _____ helps seating of guests at dinner arrive at _____ a.m./p.m.
- _____ makes sure the bride has her purse/ID upon leaving the church arrive
at _____ a.m./p.m.

Bridesmaid's Attire

If making dresses, be specific with your details, so hem lengths, color and style details are all the same. i.e. list pattern # and which view, describe fabric, describe lace, describe notions (zipper, shoulder pads, puffs, seam binding, buttons, thread, etc.), describe hem length (10" from a non-carpeted floor, wearing wedding shoes with V heels), Tunic, Overskirt, Underskirt.

If ordering dresses:

Name of Store _____

Phone: _____

Address _____

Dresses fitted by this date: _____

Dresses picked up by this date: _____

Shoes: _____

(height, style, color) (i.e. black pumps, 2 "heel)

Nylons: _____

(Color and brand name)

Helpful Hints:

- The dye will run if wet. In case of rain, please don't wear your shoes outside.
- You may want to use sandpaper on the bottom of your shoes to eliminate slipping.
- Please try to wear your shoes (around the house) so they are comfortable on the day of the wedding.

Hair:

Details: _____

Jewelry: *Describe what you think will look appropriate.*

Details: _____

Men's Attire

Name of tuxedo place: _____

Store hours: _____

Address: _____

Phone: _____

Tuxes fitted by this date: _____

Tuxes picked up on this date: _____

Tuxes left where: _____

Tuxes returned by: _____