



**Planning  
Your Marriage Service  
at  
Bethel Lutheran Church**

810 Third Avenue SE  
Rochester, MN 55904  
507-288-6430

## Table of Contents

Congratulations	2
Bethel's Wedding Guidelines	3
Fees	4
Pre-Marital Seminars & Counseling	5
Service	6
Scripture	6
Vows	7
Music	8
Wedding Coordinator	9
Candles	10
Flowers	10
Aisle Runners / Sanctuary Size	10
Pictures	11
Audio Visual	11
Bulletins	11
Marriage License	12
General Policies	13

## **CONGRATULATIONS!**

We celebrate with you as you plan your wedding with us at Bethel and begin a new chapter in your life together!

You are, “by your promises” planning “to bind yourselves together” in the “presence of God” and “the congregation” “as husband and wife.” This is a wonderful experience that you are planning for your family and friends, but most importantly, God. He is pleased when you make it a service of worship dedicated to His glory.

God instituted marriage because He saw marriage as a way of bringing two people together to share their journey to fulfillment. You are, and will remain, individuals. However, with your unique gifts, you can soon learn to respect each other as creations of a loving, gift-giving God. Such respect assists you to complement each other, while, at the same time, growing to be what God planned for you as individuals.

Christian marriage, as a way of glorifying God by developing your uniqueness, requires the presence of Christ. How wonderful marriage is when “two or three are gathered in His name” experience Christ’s loving presence day after day.

You are to be commended for planning to have your wedding in a church. What a wonderful witness! It is like a confession of faith. It is in the church that Christians live out much of their lives. Confession, forgiveness, prayer, hearing of the Word, offering of our gifts, serving—all take place among the people of God. You have chosen to begin your married life in that setting. Thank you!

## **BETHEL'S WEDDING GUIDELINES**

- Either the bride or groom, or both, **must be a member of Bethel** by the wedding date. (This means if you are a prospective member of Bethel, you will need to attend New Member classes and join Bethel before your wedding. Contact Lorrie Schuchard, 273-3832, for more information on membership.)
- A **Facility Fee** (\$100.00) to help offset facility and custodial costs, is required **within 2 weeks** of setting your wedding date. This fee will hold your wedding date and time on the calendar and also pay for any custodial/utility costs.
- A **Deposit Fee** (\$200.00 - made out to Bethel Lutheran Church) is required within 2 weeks of setting your wedding date. This fee is for violation of Bethel policies and/or damage to the facility (alcoholic beverages in or on the property, smoking in the church, throwing rice, birdseed or any other items that cannot be cleaned by the wedding party). The deposit check will be held by the Wedding Coordinator and will not be cashed unless Bethel's policies are violated or there are damages to the facility. The Wedding Coordinator will contact you by phone or email one week after the wedding to let you know if any violations occurred. If there were no violations, your check will be returned or destroyed.  
**Wedding couples:** Be sure and communicate the above information to your wedding party and families.
- The **Wedding Coordinator Fee** (\$100) is payable to *Cindy Bahler*, **six months** prior to your wedding.
- A **Pre-Marital Seminar** is required of all couples planning a wedding at Bethel. The cost of the seminar is \$50 per couple and includes materials, lunch and two snacks. Four seminars are held each year (see purple insert for dates). Your attendance is **required** before your wedding day.
- Weddings at Bethel are **scheduled** at one of the following times: 10:00am, 1:00pm, and 4:00pm. These times are set to allow enough time between multiple weddings on a Saturday. (Friday evening weddings are subject to availability of sanctuary and pastor.) *If 90 days before your wedding there are no other weddings scheduled, you may depart from the schedule policy and choose a time of your liking, but no later than 4:00pm.*

## FEES

<u>Fee</u>	<u>Charge</u>	<u>Check Written To:</u>
Facilities Fee	\$100.00	(Bethel Lutheran)

*This fee is due 2 weeks after your wedding is scheduled and holds your date on the church calendar.*

Honorarium for Pastor	\$125-150	(Pastor)
-----------------------	-----------	----------

Fee for soloist**	\$125.00	(Soloist)
-------------------	----------	-----------

Fee for organist/pianist**	\$150.00	(Organist/pianist)
----------------------------	----------	--------------------

Sound Technician	\$50.00	(Sound Technician) Call Jim Weaver, 259-7316
------------------	---------	---

Video Technician	\$300.00	(Videographer) Call Jim Weaver, 259-7316
------------------	----------	---

Damage Deposit	\$200.00	(Cindy Bahler)
----------------	----------	----------------

*This fee is due 2 weeks after your wedding is added to the church's calendar (see the 3<sup>rd</sup> bullet under "Bethel's Wedding Guidelines").*

Wedding Coordinator	\$100.00	(Cindy Bahler)
---------------------	----------	----------------

*This fee is to be paid **6 months** prior to your wedding, payable to Bethel Lutheran, with 50% refundable until first meeting with coordinator (non-refundable after that).*

**PLEASE NOTE:** Organist/pianist and soloist and the pastor's honorarium should be given to them the evening of the rehearsal.

A list of soloists, organist/pianists and sound technicians are available by calling Bethel's Minister of Music, Gary Thorn (288-6430).

\*\*Please confirm fee with organist/pianist and soloist as fees vary depending the person.

## **PRE-MARITAL SEMINAR & COUNSELING**

***Attendance at a Pre-Marital Seminar is required as preparation for a wedding at Bethel.*** Seminars are offered at Bethel four times a year on Saturdays from 8:00am to 4:00pm. A schedule (purple) is found in this booklet. Please fill it out and send to the church office with the fee of \$50 per couple (checks are made out to: *Bethel Lutheran Church*). This fee includes materials, snacks and lunch.

The pastor officiating your wedding will want to sit down with both of you to talk about planning, as well as other matters early in your planning agenda. You will need to speak with the pastor officiating to schedule this appointment.

Be sure to share with the pastor if any other clergy will be involved in your ceremony. Non-Lutheran clergy may participate, but a Bethel pastor will host all weddings.

## **THE REHEARSAL**

The rehearsal is important and everyone in the wedding party should attend. Rehearsals are held the night before your wedding and must begin and end on time. A rehearsal time is arranged in advance to make sure the Sanctuary is reserved and the pastor is available. The time can be adjusted if approved by the church office and the officiating pastor.

## **THE SERVICE**

God instituted marriage. Out of His love, He called you together to express your love for each other. That love, centered in Jesus Christ, will be the central focus of your marriage service.

Because your marriage service is centered in Christ and is intended to praise God, it **is** a worship service. Your plans will want to reflect careful planning of a worship service that will assist you and your guests to bring glory to God. Your pastor is fully prepared to help you in this joyous effort.

## **SCRIPTURE**

The scriptures you choose to have read at your marriage service are a way of telling others about your own faith, love and understanding of marriage. Choose your scripture readings with prayer as you decide to which you want to bear witness. See the suggestions below. If you wish, the pastor will choose the scripture readings for you.

### **Suggested Scripture Readings**

#### Old Testament

Genesis 1:26-31  
Genesis 2:18-24  
Ruth 1:16-17  
Psalm 33  
Psalm 100  
Psalm 117  
Psalm 127  
Psalm 128  
Psalm 136  
Psalm 150  
Song of Solomon 2:10-13  
Song of Solomon 8:7  
Isaiah 63:7-9

#### New Testament

Matthew 19:4-6  
Mark 10:6-9  
John 2:1-10  
John 15:9-16  
John 17:20-23  
Romans 12:1-2  
1 Cor. 12:31-13:13  
1 Cor. 13  
Ephesians 5:21-23  
Colossians 3:12-15  
1 John 4:7-12

## **VOWS**

The vows you choose to make to each other are shared publicly with your guests. They reflect your commitment to each other, but also make a statement about what your relationship will be like in the future.

### **Possible Vows**

I take you, \_\_\_\_\_, to be my wife/husband. To have and to hold from this day forward, for better and for worse, for richer, for poorer, in sickness and in health; to love and to cherish till death do us part.

I, \_\_\_\_\_ take you \_\_\_\_\_ to be my wife/husband from this day forward and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you, I will share my life with you, through the best and worst of what is to come. I will love and cherish you until parted by death.

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 you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God; through the best and worst of what is to come, as long as we live.

I, \_\_\_\_\_ take you, \_\_\_\_\_, as my husband/wife in Christian marriage. I take you for what you are, what you will be and what we will become together. I will love you and trust you above all others as long as I live, and I will seek to become one with you as we live together sharing God's love.

I take you, \_\_\_\_\_/\_\_\_\_\_ to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

## **MUSIC**

*"Music selected (for weddings) should embody high standards of quality and ... reflect the praise of God, God's steadfast love in Christ as the foundation of and model for marriage and the asking of God's presence and blessing."*

Guidelines:

- Bethel Lutheran Church encourages you to utilize live music during worship, and that the holiness and integrity of the sanctuary be respected. Prerecorded music is strongly discouraged.
- All music needs to be discussed with the pastor, the Minister of Music or the organist.
- Secular music (that which does not lift up God's presence and blessing) is strongly discouraged during the wedding ceremony.
- Arrangements for the musicians and music are the responsibility of the couple to be married. Couples are invited to meet with Gary Thorn, Minister of Music (288-6430, ext. 3106), who will assist with the selection of music and musicians for the ceremony.
- We encourage the guests of a wedding to participate in the service since they are a congregation and not an audience. The simple singing of a hymn can accomplish this. You are welcome to stop by the church office and borrow a hymnal if you need to.

**Organists/Pianists:**

Jim Bahler

285-0488

Pam Alpers

281-1199

**Please Note:** A concert grand piano and a 62-rank pipe organ are available for use at your wedding.

**WEDDING COORDINATOR**

A member of Bethel's wedding coordination team will serve as the coordinator of your wedding. This person will be of great service to you!

The coordinator will familiarize you with our wedding policy and the church building, answer your questions about use of the building and logistics of the wedding service, and assist you with details prior to and on the days of your rehearsal and wedding.

The coordinator will be in contact with you prior to your rehearsal to schedule a pre-wedding conference. The wedding coordinator may also lead your rehearsal, subject to pastor availability. *The Lead Wedding Coordinator is Cindy Bahler who can be contacted at: bahler.cindy@mayo.edu or by calling, cell (254-9263) or home (285-0488).*

## **CANDLES**

Bethel provides the Christ candle and the six altar candles. ***All other candles (including the unity candle) and candelabra are rented or purchased by the couple to be married.***

All candelabras attached to the pews must have glass chimneys. Pew bows can be used but **only** with padded pew clips or loops of ribbon, pipe cleaner or other non-scratching material.

***Two unity candle stands are available at the church.*** Unity candle tapers should be 12 inches long, and the pillar candle should be 3 inches in diameter. The church does **NOT** provide the unity candle or the tapers.

## **FLOWERS**

***Flowers are not to be placed on the altar.*** Stands are available for all other flowers.

If flowers are going to be donated to the church for Sunday worship, contact Judy Gittus in the church office (288-6430), no later than two weeks before the service in order to receive appropriate recognition in the Sunday bulletin.

## **AISLE RUNNER / SANCTUARY SIZE**

***The aisle runner, if used, is furnished by the couple and can be obtained from the florist.*** The aisle runner needs to be 68-feet long (from back pew to first step onto the chancel, front of church). A 75-foot aisle runner would suffice. There are 16 pews in the main aisle of the sanctuary and approximately 1000 people can be seated.

## **PICTURES**

***Pictures must be taken before the ceremony.*** Any departure from this must be approved by the pastor. It is imperative that all picture taking is stopped 30 minutes before the wedding to allow for ushering people and other preparations. ***No flash pictures are allowed during the ceremony by congregation members and your photographer.*** If you or your photographer move anything for your pictures, it is your responsibility to see that those items moved are put back in their proper place. Please inform your photographer of the above guidelines.

## **PEW DECORATIONS**

Tape of any kind is **not** allowed on the pews. Coated wire or pipe cleaners can be used to attach decorations to the pew.

## **VIDEO**

If you wish to have a video made, the camera person should speak to the pastor prior to the service for directions. ***A camera person is not provided by the church but the Communications Team at Bethel does have people who will videotape your wedding for a \$300.00 fee. Use of the church's audio/visual equipment is not allowed.*** Contact Jim Weaver, 259-7316 if you wish to use a Bethel videographer.

## **SOUND**

To provide the highest quality experience at your wedding, we recommend that you employ a Bethel sound technician for the cost of \$50.00. The technician would be at both the rehearsal and the wedding and will provide consistent sound levels to ensure that pastors, readers, soloists and others can be heard. Anything beyond one soloist or any use of additional electronic equipment requires the employ of a technician. To secure a technician, contact Jim Weaver, 259-7316 or [jweavers@centurylink.net](mailto:jweavers@centurylink.net).

## **BULLETINS**

***Bethel does not print or mock up the marriage service bulletin.*** Blank bulletins may be purchased at a Christian bookstore or Augsburg Fortress ([www.augsburgfortress.org](http://www.augsburgfortress.org)). The pastor will assist you in planning the bulletin content.

## **MARRIAGE LICENSE**

Applications for Olmsted County Marriage Licenses are obtained at the Olmsted County Government Center (151 Fourth Street SE, Rochester) or via their website ([www.olmstedcounty.com/propertyrecords/vitalrecords/marriagelicense](http://www.olmstedcounty.com/propertyrecords/vitalrecords/marriagelicense)).

Please note the following information regarding your license:

- Apply within the six months before your wedding and at least 5 days before your wedding day
- A **Minnesota Marriage License** is required to be married in Minnesota (regardless of what state you live in)
- You can obtain a marriage license in any Minnesota County
- **You must have two witnesses** to the wedding ceremony (over the age of 16). This typically means that your “best man” and “maid/matron of honor” will sign your marriage license as the witnesses.
- An Olmsted County Marriage License fee is \$120.00, without 12 hours of premarital counseling. The marriage license fee is \$40.00 with 12 hours of premarital counseling and a **signed letter & notarized from the church to verify**.
- **Bring your marriage license to the church office no later one week before your wedding and attach a note that includes the names of your witnesses. Their names will be added to the license.**

## **GENERAL POLICIES**

The bride and her attendants will use Room 113 or 115 (on the main floor) for dressing. The groom and his attendants will use Room 100 or 101 (on the main floor) for dressing.

Please do not throw any items (*rice, birdseed, rose petals, confetti, glitter, etc.*) on the church property if it cannot be cleaned up by the wedding party before they leave the church.

***The use of alcoholic beverages on the church property or in the church is expressly forbidden.***

***Bethel is a non-smoking facility.*** Therefore, there is no smoking **on the church property or in the church.**

Pictures should be taken before the wedding (**flash pictures cannot be taken during the ceremony**). The use of video screens during a wedding is not an option at this time even though Bethel has them.

It is the responsibility of the wedding party to see that all **rented items** (i.e. candelabras, decorations, etc.) be returned to the place of rental.

Bethel Lutheran is not responsible for lost or stolen items.

The wedding party, guests, and decorations must be removed from the sanctuary by **5:15pm** on Saturdays. This is needed to prepare for Saturday evening worship at 6:00pm.

You have the use of the Sanctuary for **a 3 hour period** for photographs and decorating, etc. Make sure your photographer is aware of this. However, you can come in **1 hour** before that and be in your assigned bride or groom dressing room. Please contact the wedding coordinator for any exceptions as she will clear this with the office and custodial staff.

Thank you for choosing Bethel as the location for your wedding. Every church building is the House of God and at Bethel we treat our building and property with respect and care and have certain expectations of those who use our facilities