



Prince of Peace
LUTHERAN CHURCH

Wedding Guide

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PRINCE OF PEACE LUTHERAN CHURCH
STAFF

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Wedding Coordinator	Pat McWhirter

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**PREPARING FOR MARRIAGE
OR PLANNING FOR THE WEDDING**

A wedding lasts but an hour, a marriage for a lifetime.

Prince of Peace Lutheran Church (POP) and its staff understands our involvement with couples planning to marry as a ministry in preparing them for *marriage*, as well as planning the worship service. Therefore, conversations with the pastors will focus on preparing for *marriage*, rather than just helping you plan your wedding.

WHAT IS A “CHURCH WEDDING”?

Having a “church wedding” implies much more than the fact that a wedding ceremony occurs in the church building. It implies involvement with a Christian community, and the desire to continue such involvement.

Human energy and will power even at their most sincere, are insufficient to overcome the inherent difficulties in pursuing an intimate, trusting, life-long relationship. It implies appreciation of the fact that the grace of God is the only thing sufficient to sustain us in our weakness.

A "church wedding" speaks of these truths and the desire to give and receive support from other Christians, placing this new couple/family in the wider context of the Christian family. The pastor will want to develop a sufficiently strong relationship with the couple, in order to be able to counsel and support them, in the process of preparing for the wedding as well as the early months of beginning married life.

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WEDDING CONFERENCES

All couples desiring to be married at POP are required to meet with one of the pastors in preparation for marriage and the wedding service. This time will be used to plan the wedding ceremony. All couples are also required to meet with a marriage counselor 4—5 times in preparation for marriage. This time will be used to discuss the marriage and family relationships.

The use of pre-printed materials and a licensed counselor requires a fee of \$185.00 and must be paid for at the initial session.

What do we do first?

INITIAL ARRANGEMENTS

For couples who are currently members, as soon as a wedding is anticipated arrange a meeting with one of the pastors. No wedding date should be scheduled before an initial counsel with pastors. Once a date has been set, then the 4-5 conference dates will be arranged. For non-members, an initial conference is required. Please call to set up an appointment. Pastors fees should be paid at the first counseling session.

No wedding is performed without one of the POP wedding coordinators being present.

If you would like another pastor to assist with the service, the POP pastor will invite the guest clergy person on your behalf.

When a couple requests to have their wedding on a day when another wedding is already scheduled, the second wedding should be planned at least 2 hours before or after the time set for the previously scheduled wedding. Special situations may require more time between weddings. (Typically a wedding set for 2 p.m. will allow usage of the sanctuary and facility from 1 p.m. to 3 p.m.) No weddings should be planned between the hours of 3 p.m. and 7 p.m. on Saturdays due to weekly worship at 5:00 p.m. (Our musicians begin rehearsing at 3:30 p.m. for worship, therefore wedding activities in the sanctuary should be finished before that time.

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THE WORSHIP SERVICE OF MARRIAGE

Since we are gathering to ask God's blessing on this union in the context of worship, here are some guidelines:

ORDER OF WORSHIP
For a typical Wedding Service

Prelude

GATHERING

Entrance

Greeting

*Introduction

Declaration of Intention

Prayer of the Day

WORD

*Readings

Responses

Sermon

Hymn of the Day

MARRIAGE

Vows

Giving of Rings

*Lighting of Unity Candle (optional)

*Acclamation

*Nuptial Blessing

Intercessions

*[MEAL]

SENDING

*Blessing

Dismissal

Departure

Postlude

*Hymns and Special Music may be inserted in one or more places

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HOLY COMMUNION

If the bride and groom desire to receive Holy Communion as part of the wedding service, the entire wedding party and guests will also be invited to receive the sacrament.

SCRIPTURE READING

The couple is asked to select two or three Bible passages to be read at the service. These readings may be read by the Pastor or by designated guests. Suggested scripture readings are:

Genesis 1:27	Proverbs 3: 1-6	Psalm 115:12
Genesis 2: 18-24	Ecclesiastes 3:108	Psalm 100
Ruth 1:16	Ecclesiastes 4: 9-12	Psalm 26
Matthew 6: 25-34	John 2: 1-12	Romans 15:6
Matthew 5: 1-12	John 15: 11-17	Romans 8: 14-17
I John 4: 7-11	John 15 5-12	Philippians 2: 1-5
Ephesians 5:21-33	I Corinthians 13	Song of Solomon 2: 10-13

MUSIC

Wedding music will be chosen in consultation with the POP Music Director. Selections are to be made as a reflection of God's glory and love. Secular music and pre-recorded music are discouraged. Please make an appointment with POP's Music Director 3-6 months before the wedding date for the music conference.

A POP organist will play for the wedding and be remunerated according to the fee schedule (see Music Director). If a POP organist is unavailable for your wedding date, the POP Music Director will make suggestions for a suitable musician to provide music for the wedding. Other musicians and soloists are available - arrangements may be made with the POP Music Director.

HOMILY

Each wedding service will include a brief homily by the pastor.

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WEDDING ARRANGEMENTS/
MARRIAGE INFORMATION FORM

Please fill out this questionnaire and return a copy to the pastor four weeks before the wedding. Use names as they would appear in a bulletin.

Today's date _____ Marriage License No. _____ Place of issue _____

Presiding Pastor / Preacher _____

Wedding date, time and place _____

Rehearsal date, time and place _____

Bride's full name _____

Address _____

Telephone: cell _____ home _____ work _____

Email _____

Church of current membership _____

Parents' Names _____

Maid of Honor _____

Bridesmaids 1. _____

2. _____

3. _____

4. _____

5. _____

Flower Girl / Ring Bearer _____

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Groom's full name _____

Address _____

Telephone: cell _____ home _____ work _____

Email _____

Church of current membership _____

Parents'
Names _____

Best Man _____

Groomsmen 1. _____

2. _____

3. _____

4. _____

5. _____

Ushers 1. _____

2. _____

Assisting Minister _____

Communion assistant _____

Lector(s) _____

Musician(s) _____

Wedding Coordinator _____

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Scripture Choices: _____

Vow Choice (list or letter) _____

Florist _____ # _____

Photographer _____ # _____

Caterer (if at POP) _____ # _____

Rehearsal dinner in PLC	yes	no
Wedding party dressing at church	yes	no
Photos in sanctuary before service	yes	no
Photos in sanctuary after service?	yes	no
Wedding reception in PLC	yes	no
Holy Communion?	yes	no
Seating: Distinguish between bride's And groom's side	yes	no
Providing own flower arrangement	yes	no
Church prepare worship folder?	yes	no
Using an aisle runner?	yes	no
Receiving line after ceremony	yes	no
At end of service usher out row by row?	yes	no

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Special People to be escorted into the service (other than bridal party)

Name

Escorted by

_____	_____
_____	_____
_____	_____

Witnesses: 1. _____
2. _____

Names and permanent address after marriage:

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VOWS

The couple may write their own vows with the pastor's guidance or select from the following suggestions:

A

I take you, name, 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.

B

In the presence of God and this community,
I, name, take you, name, to be my *wife/husband*;
to have and to hold from this day forward,
in joy and in sorrow,
in plenty and in want,
in sickness and in health,
to love and to cherish,
as long as we both shall live.
This is my solemn vow.

C

I, name, give myself to you, name.
By the grace of God,
I promise to support and care for you.
In the love of Christ,
I promise to love and cherish you.
With the Spirit's help,
I promise to be faithful to you,
as long as we both shall live.

D

I take you, name, 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 forgive you as we have been forgiven;
and I will share my life with you,
through the best and worst of all that is to come,
until death parts us.

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BULLETINS

Bulletins can be useful for guiding your guests through the worship service and couples are encouraged to prepare bulletins. Colorful bulletin covers can be purchased from any Christian bookstore.

The pastor will prepare an order of worship for the bulletin. The Music Director will prepare the chosen musical selections to be printed in the bulletin and will provide this to the couple for typing and printing about two weeks prior to the wedding.

REHEARSAL

The rehearsal for the wedding is provided to help the ceremony go smoothly and be meaningful for all.

Usually the rehearsal is planned for the evening before the wedding in consultation with the Pastor and the church calendar. Allow one hour for the rehearsal (if you plan a dinner after the rehearsal, allow sufficient time to not be rushed at the rehearsal.) *It is important to have everyone in the wedding party in attendance at the rehearsal and **on time**.*

The pastor is responsible for directing the rehearsal and for determining appropriate good order and reverence.

Invitations may be made to include the pastor and spouse in the rehearsal dinner.

DAY OF CEREMONY

The wedding party should arrive at the church a minimum of one but no more than two and one half hours before the service. Rooms will be made available for dressing before the service.

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PHOTOGRAPHY

It is permissible to take video and still photographs in the church sanctuary, however, flash pictures are not permitted during the ceremony. Please also instruct your photographer and videographer to remain stationary at the rear of the sanctuary during the ceremony.

Video taping may be done from the rear of the sanctuary, after arrangement with the pastor. Set-up must be in place at least 20 minutes before the ceremony.

Please instruct your guests not to take photographs from the pews during the ceremony.

THE FACILITY

Decorating

Decorating is the responsibility of the wedding party, the florist, and/or caterer and should be approved by the POP pastor. Altar candles, sanctuary banners, and paraments may not be removed or changed. Paraments shall be those correct for the church-year season.

We suggest that you avoid elaborate decorations, as simplicity enhances the beauty of the church sanctuary.

The wedding party or florist may provide candles and candelabras, however, carpeting must also be provided for protection underneath them. Flowers and other decorations may not be placed upon the altar, the pulpit nor on the communion rail.

Decorations are to be removed immediately after the ceremony. Flowers may remain in the church for the following Sunday worship services. They will be secondary however, to those reserved and purchased especially for the Sunday services. If you desire to leave your flowers, please notify the Flower Guild and ask the church secretary to make a notation in the Sunday church bulletin.

THE FACILITY (continued)

Reception

The Parish Life Center may be used for the rehearsal dinner and/or wedding with reception. A fee will be levied to defray the utility and cleaning expenses. See the schedule of fees on page 15.

Catering services are not provided. Upon request, the church will furnish, tables and chairs; however, set-up, tear down, and cleaning is the responsibility of the wedding party. Other equipment, such as tablecloths, punch bowls, glassware etc. must be furnished by you or your caterer. A family representative must be present while the caterer is in the church.

Alcoholic beverages are prohibited. Smoking is only permitted outside the church.

Throwing of rice, bird seed, confetti, rose petals or blowing of bubbles is prohibited. Small bells may be used outdoors to greet the couple.

Invitations may be made to the pastor and his wife to include them.

Contact the church office for building use request forms and guidelines.

Clean up

All equipment or furniture moved to accommodate the wedding or reception must be returned to its proper place within 2 hours of usage. All dressing paraphernalia, personal belongings, flowers, food supplies, etc. are to be removed within 2 hours of the wedding.

The POP janitor or another representative of POP will secure the building.

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SCHEDULE OF FEES

	MEMBER	NON-MEMBER
Sanctuary Use (if POP Pastor officiates)	No Cost	\$250
(if POP Pastor does not officiate) seating capacity 425	No Cost	\$500
Parish Life Center seating capacity at tables 150 4-hour event	No Cost	\$200
Pre-Marriage Counseling	\$200 (during day) \$240 (evenings)	\$200 (during day) \$240 (evenings)
Pastor when wedding is at another location	No cost No cost	\$150 \$300
Music - See Music Director		
Sound Technician (if available)	No Cost	\$100
Custodial Fee Parish Life Center	\$100	\$100

Fees for the materials, marriage counselor and Pastor are payable at the initial counseling session.

All other fees are payable at rehearsal.

