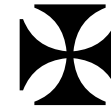


2. Your function is to welcome and encourage guests to enter the Sanctuary. (worship gathering space)
3. You may offer your arm to a guest if you are comfortable doing so. Otherwise, a friendly "Please follow me" or "May I seat you now?" will allow you to be helpful and courteous.
4. There is no bride or groom's side of the church. Parents of the bride are seated on the left and parents of the groom are seated on the right. All other guests are seated to fill the church in a balanced fashion.
5. If worship bulletins are printed, you should distribute them as you seat guests.
6. Please light candles 10 - 15 minutes prior to the beginning of the wedding when the music starts. Candle lighters and matches are found in the hallway to the right of the pulpit/altar. You may exit that room (sacristy) to enter the sanctuary to light the candles.
7. Usher in grandparents and parents as discussed in the wedding rehearsal.
8. Sit in the back of the Sanctuary during the ceremony. Be prepared to assist any member of the wedding party who may be ill.
9. Please remember, no one should enter the church from the center aisle after the bride has gone down. You should direct them to a side aisle.
10. Assist guests with simple questions such as: bathroom, cry room, water fountain, etc.
11. Help dismiss congregation per instructions at rehearsal.
12. Extinguish candles after the photographer is done with church pictures.

Revised 10/06/08

# *Congratulations*

We celebrate with you on your  
upcoming marriage!



## Planning Your Wedding

Holy Cross Lutheran Church  
W156 N8131 Pilgrim Rd.  
Menomonee Falls, WI 53051  
262-251-2740

Email- [Holycross1@holycrosslutheran.org](mailto:Holycross1@holycrosslutheran.org)

Web Site- [www.holycrosslutheran.org](http://www.holycrosslutheran.org)

## **PREPARING FOR MARRIAGE**

As you look forward to your wedding day, there are two important tasks your congregation and pastor can help you with: one is planning a wedding, the other is preparing for marriage. A wedding ceremony lasts thirty-five minutes, a marriage lasts a lifetime. The policies of Holy Cross Lutheran Church are designed with both of these blessed events in mind.

### A Worship Service

A church wedding is, first and foremost, a service of worship. The community gathers to join the couple in worshipping Christ and giving thanks for God's blessings. The bride and groom share their vows in this worship setting, and are thereby presenting their marriage as an offering to God. A marriage service performed in a court house or private home is blessed every bit as much as one performed in a church. Therefore; the reason to request a church wedding is not to seek God's blessing, which is freely given, but to worship God and to be surrounded in this worship by the supporting fellowship of your congregation. The church is a house of prayer and all parts of the service – music, words and dress are to reflect the depth, beauty and meaning of Christian worship. Having a church wedding only because it is a beautiful place and has a center aisle is not appropriate.

### A Congregational Event

A church wedding is a congregational event, and the minister presides as pastor of the congregation, not as a private wedding agent. Church weddings grow out of a history of being an integral part of congregational life. A wedding is most meaningful when the bride or groom or both have been involved in the life of the church. You will also discover that congregational involvement can be an enriching part of your marriage in the years to come.

### The Rite of Marriage

The service will follow forms approved for use by the Evangelical Lutheran Church in America. This will include wording from the Evangelical Lutheran Worship hymn book. The question "who gives this woman to this man?" is not used in ELCA marriage liturgy. However, there will be an opportunity for the family and congregation to respond to a question regarding the support of the couple's relationship after the declaration of intention.

## **WEDDING BULLETINS**

Wedding bulletins, printed with the Order of Worship and a listing of those participating in the wedding, help your guests enjoy the service. The bridal couple is responsible for the bulletins. You may use the following Order of Worship in your bulletins.

Prelude  
Processional  
Greeting  
Introduction  
Declaration of Intention  
Prayer of the Day  
Hymn/solo (Optional)

The Scriptures  
Sermon  
Hymn/Solo (Optional)  
Vows  
Giving of Rings  
Pronouncement  
Blessing  
Hymn/Solo (Optional)  
The Lighting of the Unity Candle (Optional)

The Prayers  
Order for Holy Communion (Optional)  
The Lord's Prayer  
Benediction  
Presentation as husband and wife  
Recessional

## **USHER INSTRUCTIONS**

The importance of well prepared ushers cannot be over emphasized. We suggest giving a copy of these instructions to your ushers. Ushers may be men or women.

1. Please be present and in place 30 minutes prior to the marriage service.

Joyful, Joyful we adore Thee #551  
 For the Beauty of the Earth #561  
 Let All Things now Living #557  
 Go My Children with My Blessing #721

**SCRIPTURE READINGS**

You may have one - three selections. If you plan on having more than one, please choose one from each section.

Old Testament

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God's purpose in creating man/ woman
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:7	Unquenchable love
Isaiah 63:7-9	The steadfast love of God
Jeremiah 32:38-41	God's faithfulness
Psalms 19, 33,100,117,127,128,136,148, 150	

New Testament Letters

Romans 12:1-21	A living offering
1 Corinthians 12:31 - 13:13	Love is the greatest gift of God
Ephesians 3:14-21	The depth of Christ's love
Philippians 2:1-5	Share a Christ-like love
Philippians 4:4-9	Rejoice in the Lord always
Colossians 3:12-17	Live in love and thanksgiving
1 John 3:18-24	Love in action
1 John 4:7-16	God's love is perfected in us
1 John 16:21	We love because God first loved us

Gospel Texts

Matthew 7:21, 24-29	Build your house on the rock of God
Matthew 19:3-6	Faithfulness in marriage
Matthew 5:14-16	You are the light, let your light shine
Matthew 22:35-40	The Greatest Commandment
John 2:1 -11	Jesus at the wedding in Cana
John 13:33-35	Disciples are known by their love
John 15:9-12(13-17)	Love one another

Location

All weddings conducted by a pastor of Holy Cross Lutheran are to be held in the Sanctuary or Chapel, or occasionally in the garden courtyard of Holy Cross. In rare circumstances, a wedding may be held at another location. Chapel weddings will only be done for groups of 25 or less. Courtyard weddings will only be done for members only for groups of 50 or less and only if the Sanctuary is free (in case of rain).

Pre-Marriage Workshop

Holy Cross Lutheran Church requires that each couple preparing for marriage attend a one-day marriage preparation workshop conducted by Lutheran Social Services. A brochure explaining this seminar and a schedule of dates and times is available in the church office. ***The value of premarital counseling is not that the counselor can decide if the couple is "fit" for marriage, rather that it may open up issues of importance for consideration and discussion by the couple themselves.***

Being in love is not enough. People who were in love are getting divorced by the thousands every day. Counseling is a way of addressing those issues (such as communication, conflict resolution, finances, religion, parenting, etc.) which are part of any relationship, and without which, love itself may be an empty vessel. Pre-marital counseling helps you to celebrate those aspects of your relationship which are strong, and work on those which may need attention. In addition, counseling can have marriage-enhancing benefits realized months or years in the future. All couples should fax or mail a copy of the certificate of completion to Holy Cross. ***Please make an appointment to meet with the Pastor performing your wedding (see page 5) after you have completed this one day workshop.***

Marriage and Mental Health

Couples in relationships which involve physical or emotional abuse, untreated alcoholism or chemical dependency, or extreme jealousy are encouraged to delay marriage plans until the issues can be addressed through counseling. Unless dealt with openly, each of these situations will become worse, not better, after marriage. Couples (or individuals) concerned about any of these issues are invited to speak to the pastor.

## SOME FIRST STEPS

The following arrangements should be completed before making further plans for the wedding.

### The Date

The date of your wedding should be set well in advance. To schedule a wedding, fill out and turn in a "Marriage Information Form" which is available in the church office or on our website at [www.holycrosslutheran.org](http://www.holycrosslutheran.org). **When the form is turned into the church office, a \$200 fee must be paid to the church in order to secure your date and time. After completion of the pre-marriage workshop, the fee of \$200 will be refunded to members only.** The deposit is refundable for non-members only if the wedding is cancelled. We do not conduct weddings during Lent, Holy Week, the weekend of Affirmation of Baptism, Vacation Bible School or the second weekend of December through New Year's Day. Depending on the calendar for each year, weddings may also be prohibited during other holidays, please check with the church office for specific dates during the year of your wedding.

### Wedding Coordinator

A Wedding Coordinator will be assigned to work with you as you plan your wedding. One will contact you approximately 2-3 months prior to your wedding day. In the weeks that precede your wedding, the Wedding Coordinator will be available to answer any questions you have or to make suggestions and recommendations as you make your plans. The Wedding Coordinator will be on hand the day of the wedding to make sure things run smoothly. It is our policy that all couples use the services of one of our wedding coordinators.

#### **Wedding Coordinators:**

Diane Schumann-251-2225

Carol Ziebell-251-6354

### Rehearsal

Everyone taking part in the ceremony should be present at the rehearsal. The Wedding Coordinator conducts the rehearsal. The rehearsal will take approximately one hour and should be scheduled between 5:00 and 7:00 pm on the evening prior to the wedding. The time is to be scheduled with the Wedding Coordinator so as not to conflict with any other church activities.

When selecting, please ask yourselves the following questions:

1. Does the music/text reflect praise and/or thanksgiving to God?
2. Is this piece appropriate for use in a service of worship? Because a wedding is a worship service, we encourage the singing of congregational hymns. The following selections may be used as a Processional, Recessional or during the service.

## HYMNS

### Beginning of the service

We Praise You, O God our Redeemer Creator #241  
Lord Jesus Christ, Be Present Now #253  
Praise and Thanksgiving #409  
Holy God we Praise your Name #535  
Praise to the Lord, the Almighty #543  
Here in this Place #718  
God is Here #719

### During the Service

I Will Sing the Story of Your Love #16  
O Perfect Love #287  
Hear Us Now, our God and Father #288  
Heavenly Father, Hear Our Prayer #289  
Love Divine, all Loves Excelling #315  
Blest Be the Tie that Binds #456  
The King of Love my Shepherd Is #456  
Beautiful Savior #518  
When Love is found #749  
I Was There to Hear Your Boring Cry LBW

### End of Service

Lord of All Hopefulness #469  
Give to our God Immortal Praise! #520  
Blessing and Honor #525  
All Creatures of Our God and King #527  
Now Thank We All Our God #533  
Oh, Worship the King #548  
Praise my Soul, the King of Heaven #549

circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

3. 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.

4. 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.

5. 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.

### MUSIC

An essential component of making your wedding memorable is the music. Please keep the following in mind when planning your wedding worship.

\*No taped or CD music is allowed.

\*Secular music (non-religious) may be sung before the wedding begins. Sometimes "your special song" is best left to the reception. All music played at church must be approved in consultation with the organist, Sue Westfahl.

\*Friends or family may be soloists. We suggest that they practice in the church and become familiar with the space. If amplification is needed, there will be an additional charge of \$75.00 for set-up.

\*We suggest organ or piano music be used for the Processional and Recessional. If a non Holy Cross musician is used, a \$25 musician consultation fee will be applied.

\*Please note (below) the list of congregational hymns that may be used in your wedding service.

The organist will meet with you to assist in selection of music.

### The Pastor

A wedding at Holy Cross Lutheran Church will be conducted by one of the congregation's pastors. It is an option to include clergy from other Christian congregations. Such an invitation would be extended by our pastor in compliance with ELCA guidelines regarding pulpit/altar fellowship.

**Scheduling a wedding will guarantee a service on the church calendar, but it will not commit an individual pastor. You will receive notification from your Wedding Coordinator regarding who will be presiding at your wedding no later than two months prior to the wedding date.**

### Organist

Unless other arrangements are approved by our organist, the Holy Cross Church organist (Sue Westfahl 251-1285) will play and coordinate the music for weddings at the church. Before arrangements are made with a soloist or other instrumentalists, please read the section regarding music and discuss your plans with our church organist. Any soloist fees are separate from church fees.

### The Marriage License

The state requires that you have a marriage license. Your license may be obtained from the county where you are a resident. As a general rule of thumb, you can start the process of getting your license one month prior to your wedding date. Remember, there is a waiting period between the time you apply and the time you may pick up your license. The couple is responsible for meeting all legal requirements prior to the marriage ceremony.

### THE MARRIAGE SERVICE

Things to consider before you plan your wedding.

1. Processional-

a. The bride and groom may walk in together. The bride being "given away" is an antiquated idea from a time when women were considered possessions. With that said, it is nice to have:

b. Father

c. Mother

d. Both parents walk down the aisle with the bride.

2. Recessional-

Ushers may motion for each pew to be dismissed.  
The bride and groom may return to greet guests and dismiss each pew.

3. Receiving Line-

- a. We recommend that guests be received in the Narthex (back entry area).
- b. We suggest that the receiving line be limited to the bride and groom and their parents at the church.
- c. The reception may be an optional time for the receiving line.

4. Signing of the Marriage License-

This will occur immediately after the service with two witnesses, traditionally the Best Man and Maid/Matron of Honor. The bridal couple copies will be entrusted to one of them. Please notify your photographer of the signing if you desire a picture.

5. Flower petals-

These may be dropped by a flower girl, but they must be silk.

6. Aisle runners-

We do not allow the use of an aisle runner due to safety concerns.

7. The Unity Candle-

A unity candle is an optional part of the wedding service. It is not a part of the prescribed wedding liturgy but is included for those couples who desire to have one. Wedding coordinators will know unity candle etiquette: candles need not cost a lot of money, they can be a simple ivory pillar and taper candle. All holders need to be provided by the Bridal party and will be placed on the altar by the wedding coordinator.

8. Bridal attendants-

Attendants are traditional but not necessary. Attendants also do not need to have matching attire. We ask that you keep in mind that this is a worship service and that clothing should be appropriate.

- \$150 for the Wedding Coordinator (Diane Schumann or Carol Ziebell)
- \$150 for the Organist (Sue Westfahl)...the fee of \$150.00 includes one meeting and the ceremony. If additional meetings are required, there will be an extra fee.
- \$50 for Custodian (Elaine Lambert)

**Non Members**

**Standard Wedding** (Total \$1500)

- \$200 for building use
- \$550 Wedding Fee—This money will be dedicated to the Holy Cross Mission Endowment Fund.
- \$250 for the Pastor (Pr. Meredith Musaus or Pr David Sheldstad)
- \$200 for the Wedding Coordinator (Diane Schumann or Carol Ziebell).
- \$200 for the Organist (Sue Westfahl) The fee of \$200.00 includes one meeting and the ceremony. If additional meetings are required, there will be an extra fee.
- \$100 for the Custodian (Elaine Lambert).

Outdoor weddings will not be considered for non members.

**WEDDING VOWS**

You may choose any of the vows printed below. Occasionally a wedding couple desires to write their own vows. This is possible, but the vows should follow a similar form as below, reflect the life-long promise of marriage, and be approved by the officiating pastor.

1. I take you; name, 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.

2. Name, I take you to be my wife/husband from this time 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

### **Standard Wedding**

(total ranges from \$500-600 not including the refundable deposit)

- \$200 Refundable Deposit (Returned to you after completion of pre-Marriage workshop)
- \$150-\$250...there is no set fee for the pastor, however; it is customary to give an honorarium in appreciation for the time the pastor devotes to the couple.
- \$150 for the Organist (Sue Westfahl)...the fee of \$150.00 includes one meeting and the ceremony. If additional meetings are required, there will be an extra fee.
- \$150 for the Wedding Coordinator (Diane Schumann or Carol Ziebell)
- \$50 for Custodian (Elaine Lambert)

### **Courtyard Wedding**

(total ranges from \$750-850 not including the refundable deposit)

- \$200 Refundable Deposit (Returned to you after completion of Pre-Marriage workshop)
- \$150 – 250...there is no set fee for the pastor, however; it is customary to give an honorarium in appreciation for the time the pastor devotes to the couple.
- \$200 for Musician...the fee of \$200.00 includes one meeting and the ceremony. If additional meetings are required, there will be an extra fee.
- \$150 for the Wedding Coordinator (Diane Schumann or Carol Ziebell)
- \$50 for the Custodian (Elaine Lambert)
- \$200 for the Caretaker (Paul Tjaden) for wedding set up & take down.

### **Non Members with a Relationship to a Holy Cross Member**

Includes immediate family (children, grandchildren or siblings) of current active members.

### **Standard Wedding**

(total ranges from \$700-800)

- \$200 non refundable for building use
- \$150 – 250 for the Pastor...there is no set fee for the pastor, however; it is customary to give an honorarium in appreciation for the time the pastor devotes to the couple.

### 7. Ring bearers and flower girls-

Children under the age of eight years are welcomed to participate in the service, but should sit with a family member in the 1st or 2nd pew after they walk down the aisle. A service is too long for little ones to be standing in front of the congregation.

### 10. Seating-

It is not necessary to designate a bride's side and groom's side in the church. Only the seating of the parents and other immediate family members needs to be designated in advance.

### 11. Holy Communion-

It is appropriate to celebrate Holy Communion at a wedding celebration. The sacrament must be offered to the entire gathered congregation. If a large number of the congregation would not feel comfortable receiving Holy Communion, we recommend that it not be part of your celebration. Please notify your wedding coordinator as soon as possible if you desire to celebrate Holy Communion. Holy Communion will be distributed by the Pastor and three additional members of the wedding party.

### 12. Videos cameras-

If you are having your service video taped, have the videographer, check-in with the Wedding Coordinator before the service. You must decide whether you want the video equipment off to the side of the altar during the service and/or in the balcony.

### 13. Flash photography-

Flash Photography is acceptable **only** during the processional, recessional and the lighting of the unity candle. For 3:00 pm weddings, we recommend that formal pictures be taken before the wedding worship service due to the Saturday 5:00 pm service. Please have the photographer check-in with the Wedding Coordinator before the service.

### 14. Dressing Rooms-

The bride and attendants may use the church library to dress. Groomsmen often dress at home but may use the sacristy if needed.

15. Flowers/Decorations-

Two fresh flower bouquets are sufficient in the altar area. You may use the two bouquets from the week-end's services. You may work with your own florist, or you may work with the church's florist. We use Bel Aire florist in Menomonee Falls (251-3070). If you wish to have pew bows, you will need 18. (9 for each side) Decorations for outdoor weddings are the responsibility of the bride & groom. An altar will be placed in the east or west end of the garden with an aisle down the middle. Hurricane lamps must be used instead of candles.

16. The Sanctuary-

The Sanctuary will have altar cloths and banners that fit the liturgical season. These will not be changed to fit a wedding ceremony. Please call your wedding coordinator if you would like to know the color of the church season. The sanctuary seats 400.

17. Receptions-

Receptions can be held in either the Trinity Center or the Gathering Place at Holy Cross. The bride and groom are responsible for any decorations. All food/beverages must be catered.

For the Trinity Center, there will be a room use fee, set-up fee and a janitorial fee to be determined by our Building Use Policy. Contact our church office (251-2740) for details.

The Gathering Place will be used only for cake/coffee receptions, no meals. The bride and groom are responsible for any decorations. There will be a \$50 janitorial fee, a \$100 attendant fee and a room use fee of \$100 for the first 2 hours and \$25 for each hour there after.

**POLICIES**

Smoking is not allowed in the building; care should be taken that cigarette litter is not left near the entries.

Alcoholic beverages are not allowed in the building or on the premises (including the parking lot). It is the bride and groom's responsibility to assure that members of the wedding party are not under the influence of alcohol. The pastor has the right to exclude attendants from the wedding or decline to proceed with the ceremony because of inebriation.

For reasons of safety and cleanliness, the throwing of rice, bird-seed, etc. is prohibited. Bubbles may be used outside.

Please identify someone from your party who will be responsible for making sure that nothing has been left behind.

Guests and members of the wedding party are asked to confine themselves to the areas assigned for their use. Please attend to small children.

**WEDDING FEES**

Lutheran Social Services Marriage Workshop

There is a fee of \$100.00 for this workshop. A separate check should be made out to L.S.S. and mailed with the workshop registration form. The address is Lutheran Social Services, 1545 S. Layton Blvd., Milwaukee, WI 53215. (414-671-5939)

Important

Please bring the appropriate fees (see below) and the wedding license to the church office **at least one week prior to your wedding.** (Office hours - weekdays 8-4 pm) Please make separate checks out to each individual (see below). ***If fees are not delivered to the office by the Monday preceding your wedding, Holy Cross reserves the right to not perform the wedding ceremony.***

Members

To be considered a member of Holy Cross the bride and/or groom must be a member for a minimum of six (6) months prior to the processing of your marriage information form.