



Preparing for Marriage  
At  
Zion Lutheran Church

1/7/2014

## Wedding Plan Guidelines

1. Call the Church Administrative Office (214/363-1639) to reserve a tentative date for your wedding and to coordinate with the Senior Pastor of Zion. If he is not able to preside on the date you have selected you may wish to consider the choice of another date for your wedding.
2. Professional Christian pre-marital counseling is strongly suggested and is available through Lutheran Counseling Services of Dallas or another licensed Christian Counselor.
3. Arrange wedding service preparation with the Senior Pastor. (One meeting will be needed.) During this meeting the Senior Pastor will seek to make a constructive contribution from the Word of God to your future relationship as husband and wife. He will also acquaint you with the meaning and various elements of the wedding service.
4. Make an appointment with the Minister of Music at least six weeks prior to the wedding date. The Minister will meet with you to select appropriate wedding music. Please do not engage any vocal or instrumental musicians or an organist until you have discussed the wedding with the Minister of Music.
5. Make an appointment with Zion's Wedding Coordinator, who will help you with arrangements pertaining to the sanctuary, nave and narthex, with flowers, candles, and other wedding details.
6. Please read the remainder of this booklet carefully. It will answer most of your questions about having your wedding at Zion.
7. Please fill out the attached forms and take them to the church office so that those working with you will have the proper information.
8. Please pay any deposits or fees within the appointed times.
9. Present in writing any requests for assistance by another Christian pastor.
10. Give a copy of the appropriate policy pages contained in this booklet to the florist (p. 11), caterer and photographer (see note p. 6). This will help prevent any misunderstanding about policies or arrangements.

## **The Wedding Service**

Of all the religious services in the Christian church, the marriage service is one with a very special focus. In the company of their loved ones and friends, a man and a woman pledge themselves to each other seeking a blessing of Christ Jesus Our Lord, and are united by Him in Holy Matrimony. As in all other services at Zion, He is to be preeminent. Marriage services at Zion must conform to the faith and beliefs of the Lutheran Church-Missouri Synod.

Zion, its Ministers, Council and Board of Elders wish to extend every possible courtesy to you. In order that we may assist wedding parties in their use of the church's facilities to benefit all concerned, the following procedures have been established.

## **Holy Communion**

Celebration of the Sacrament of the Lord's Supper is not permitted during the marriage ceremony. If communion is desired, arrangements for a private service of Holy Communion before the wedding may be made with the Senior Pastor.

## **Scheduling Your Wedding**

The dates of your wedding service and rehearsal must be approved by the Senior Pastor. It is possible for two weddings to be held on the same day provided there is sufficient time between them. Should a conflict in scheduling of church activities and weddings at Zion occur, the church will have the first priority. No weddings may be scheduled a) on December 23 or 24; b) on Palm Sunday, during Holy Week or on Easter Sunday; c) or on any other church festival date.

## **Rehearsals**

The wedding rehearsal, which involves all the parties in the ceremony, must begin on time and should last 45-60 minutes. The rehearsal must begin no later than 7 p.m.

## **Flowers and Decorations**

A recognized florist may decorate Zion's sanctuary and nave under the supervision of the wedding coordinator or another designated church member. The florist must schedule a time for decoration with the supervising person.

No decorations may be placed on or attached to the altar, communion rails, pulpit, baptismal front, altar candles or other chancel furnishings. No artificial flower arrangements may be used in the altar area. No tape of any kind may be used on sanctuary furniture. Bows may be tied to pew ends with ribbons, a covered pipe cleaner or a florist's pick. Aisle clothes or runners are not permitted because they may slip on the church's terrazzo floors and cause serious injury.

Only driplless candles are allowed in the altar area, and the floors under the candles must be covered with a nonflammable material. Candle arrangements may be placed beside the altar outside the communion railing or on the lowest step inside the railing. Arrangements should not obscure the altar or the chancel processional cross. Only candles furnished by the church may be used in the church's nave (the seating area).

A child carrying a floral arrangement in a basket may participate in the ceremony but must not throw any materials such as petals.

The furnishings in the nave, chancel, narthex (the greeting area) and other church areas are not to be moved or changed. They include the altar, communion rails, altar candles and paraments. Church decorations for festival periods such as Advent, Christmas, Epiphany, Lent, Easter and Pentecost Day may not be removed for the wedding. Any additional equipment or decorations must be discussed in advance.

## **Photographs and Videotapes**

Still photographs and videotapes may be taken only from the choir balcony during the service. No flash bulbs or extra lighting may be used during the wedding. The photographer in the balcony should remain as quiet as possible, and keep a sufficient distance from the soloists and instrumentalists so as not to distract them. After the service, the wedding party may return to the sanctuary and nave for pictures taken with flash cameras or lighting equipment. The wedding coordinator should be consulted before service concerning videotaping.

## **Audio Recording**

A cassette tape recording of the wedding will be made and a copy made, on request, using the nave and sanctuary's sound system. The church will not be held responsible for the quality of the recording.

## **Leaving the Church**

When the wedding party leaves the church after the service, only birdseed may be thrown at the bride and groom. This must take place outside the building.

## **Receptions**

Information about policies for holding wedding receptions in Zion facilities – including the cafeteria, the gymnasium, Trinity Hall, and the kitchen – may be obtained from the church office. Wedding receptions may not be held in the church narthex.

## **The Pastor**

All weddings and rehearsals thereof are to be performed by or under the direction of the Senior Pastor of Zion Lutheran Church. Requests for other Christian pastors to assist in the wedding ceremony must be approved by the Board of Elders. The request should be submitted to the Senior Pastor in writing well in advance of the wedding date. He will present it to the Elders for consideration. The board will permit other Christian pastors to assist in reading Scripture or leading the vows, but Zion's Pastor will remain in charge of the content. Other Missouri Synod-Lutheran Church congregations and pastors requesting use of Zion's facilities must consult with Zion's Senior Pastor in advance and agree to the church's facility use, worship order and wedding policies. Zion's Senior Pastor will be present to lead the rehearsal and participate, even if minimally, in the service. (Non-Members will be assessed the pastoral fee for the services of Zion's Senior Pastor.)

The bride and groom should contact the Senior Pastor to arrange an appointment for pre-marital counseling.

## **The Wedding Coordinator**

Zion's Wedding Coordinator, designated by the Board of Elders, will assist the Senior Pastor by performing the following:

- ❖ Supervise the operation of the lighting, sound, air conditioning and heating systems, the tape recording by the Physical Arrangements Coordinator.
- ❖ Supervise and assist the florist.
- ❖ Work with the photographers.
- ❖ Supervise clean-up after the ceremony.

Zion's Wedding Coordinator is Mrs. Terri Dunk.

## **Musicians and Music**

Since the marriage service in the church is a religious service, only music suitable for a Lutheran worship service may be used. If solos are to be sung, the texts should be either songs in praise of God or prayer for His presence, blessing and guidance in the unity of marriage and the founding of a Christian home for the couple. Since God is the focus of worship, the use of show tunes, popular songs and love songs is not acceptable.

**The Organist:** The Minister of Music will make arrangements for an organist at your wedding. If the Minister of Music is unable to play, he will find a qualified substitute. Music to be played will be selected in consultation with the Minister of Music. The Minister of Music will guide you in the selection of all music (including the choice of suitable music for preludal use and for the processional and recessional).

**Soloists and Instrumentalists:** Before making arrangements for a soloist or instrumentalist, the couple should confer with the Minister of Music. It must be assumed that the soloist or instrumentalist has learned the selected music. The Minister of Music will be available for only one rehearsal of modest length, provided it is scheduled sufficiently in advance.

A gift is appropriate for those providing music in the wedding service. Some soloists and instrumentalists have set rates.

## Alcoholic Beverages

No alcoholic beverages are permitted on the premises of Zion Lutheran Church except when wine is distributed during the celebration of Holy Communion in a private service.

## Fees

**Active Zion members** are not charged for use of the nave and sanctuary for weddings but they must pay fees for the organist's and Wedding Coordinator's services. (Customarily, the Senior Pastor is accorded a similar honorarium.)

**Inactive members**, as determined by the Board of Elders, and non-members must pay the nave and sanctuary use of fee to the church office at least two weeks before the wedding. Please refer to the attached fee schedule.

## SCHEDULE OF FEES

Note: These fees are payable in advance.

	Active Members	Inactive and non-Members
Use of the Nave and Sanctuary	None	\$400
Pastor	Honorarium	\$300
Organist: Wedding Only	\$200	\$250
Organist: Rehearsal and Wedding	\$250	\$300
Furnish soloist, instrumentalists	By special arrangement	By special arrangement
	Additional rehearsals subject to additional fees.	

**\*\*If Zion's regular organist is unavailable to play the wedding, another organist will be recommended. Please note that other organists may have their own fees that differ from the fees indicated above.**

Wedding Coordinator	\$200	\$200
Physical Arrangements Coordinator (Sound, lighting, air conditioning, heat, audio recording)	\$150	\$150
Audio Recording Copy (Optional)	\$50	\$50
Use of Gymnasium	\$200	\$200
Cafeteria, Kitchen, Trinity Hall	none \$150	\$100 each \$150

**\*\*Church reserves the right to assess charges for the cost of cleaning up the premises and/or repairing any damages**



## **Sample Wedding Order**

The Celebration of Marriage  
Uniting  
*Bride' Name and Groom's Name*

Prelude  
Seating of the Honored Guests  
Processional  
Greeting  
Exhortation  
Questions of Consent  
Pledge of Support  
Presentation of the Bride  
Prayer  
Scriptural Words  
(Old Testament)  
(New Testament)  
(Holy Gospel)  
Hymn or Solo (if desired)  
Homily  
Marriage Covenant  
Blessing and Giving of the Rings  
Declaration of Marriage  
Lighting of the Unity Candle (if desired)  
Hymn or Solo (if desired)  
Prayers  
Lord's Prayer  
Blessing and Benediction  
Presentation of Couple  
Recessional

## Suggested Scripture

### Old Testament Readings

- Genesis 1:26-28 (Male and Female he created them)
- Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)
- Song of Solomon 2:10-13, 8:6-7 (Many waters cannot quench love)
- Tobit 8: 5b-8

### New Testament Readings

- 1 Corinthians 13: 1-13 (Love is patient and kind)
- Ephesians 3:14-19 (The Father from whom every family is named)
- Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)
- Colossians 3:12-17 (Love which binds everything together in harmony)
- 1 John 4:7-16 (Let us love one another for love is of God)

### Gospel Readings

- Matthew 5:1-10 (The Beatitudes)
- Matthew 5:13-16 (You are the light...Let your light so shine)
- Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)
- Mark 10 (They are no longer two but one)
- John 15:9-12 (Love one another as I have loved you)

## Information for the Florist

Name of the Wedding Couple \_\_\_\_\_

Date of the Wedding Service \_\_\_\_\_

Time \_\_\_\_\_

Place: ZION LUTHERAN CHURCH OF DALLAS  
Lovers Lane at Skillman Avenue, Dallas

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No tape of any kind may be used on nave or sanctuary furniture. Bows may be tied to the pew ends with ribbons, a covered pipe stem cleaner or a florist pick. Aisle cloths or runners are not permitted because they may slip on the terrazzo floors and cause serious injury.

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*(The wedding couple should remove this page from the folder  
and present it to their florist.)*

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