



you&your  
wedding  
at St. Paul's Lutheran Church & School

## Congratulations!

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We are pleased you have chosen St. Paul's Lutheran Church & School as the location for your upcoming wedding, and want to do all that we can to make the day special and memorable for you. We are pleased to provide this information to you regarding weddings at our church. We welcome members and non-members alike who desire a Christian ceremony for their wedding.

We know these next few weeks and months of planning and preparing for your wedding will be packed with activity and excitement. Because we want to do our best in assisting you to create a wedding that is both beautiful and worry-free, we have put together the following procedures and guidelines that we ask you to accept as binding.

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## Regulations

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Weddings are regulated by the state of Iowa. You must secure your license at the county clerk's office in the county you reside in. The license may be secured up to 60 days in advance of your wedding date. **The license should be in the church office the Monday prior to the ceremony along with all appropriate fees.** No wedding can proceed without these things completed. Please refer to page three for the costs.

No rearrangements can be made of the church decor. There will be no exceptions to this rule. Please inform your photographer and florist. All decorations should be in place at least one hour before the wedding. No decorations may be fastened to the woodwork or furnishings of the chancel and nave. Settings in the chancel should be limited to psalms, standing baskets, and bouquets or candles on flower stands. No aisle runners are permitted.

The practice of releasing balloons, throwing rice or birdseed, confetti or any such substance at the bride and groom following the service is not permitted in or on church premises. These practices cause hours of additional clean-up for the staff, are harmful to environment, and can be a very dangerous hazard for those who will use the church facilities following the wedding.

St. Paul's Lutheran Church & School is a smoke free facility and there will be no smoking in any room of the church. This includes dressing rooms, restrooms, and fellowship rooms. Smoking is only permitted in the parking lots. No alcoholic beverages are allowed in the church prior to or during the rehearsal, prior to or during the wedding, at the church reception or on the church property. Please ask your attendants and ushers to refrain from drinking alcohol before the ceremony. The pastor reserves the right to refuse participation if this rule is ignored.

## Policies

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Saturday weddings cannot be scheduled later than 3 p.m. After you have selected a tentative date and time for your wedding, it is important to schedule a brief appointment with the pastor by calling the church office at 352-3850. It is good planning to have an alternative date and time in mind in case the church is in use or the pastor is not available on the first date selected. If you have a special request we will work with you. After reviewing our guidelines and procedures you will need to complete the master calendar/ building usage forms for both your rehearsal and ceremony. This will ensure that your dates are secure. You will need to pay a \$75 building usage fee at this time.

Your wedding date will not be entered into the official church calendar until we have received payment, the completed master calendar/ building usage forms and you have met briefly with the pastor. God's blessings to you as you begin to plan for the next phase of your life together as one.

## Contact Information

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The wedding team at St. Paul's includes Pr. Arthur Bergren; Liz Wuertz, administrative assistant; Stephanie Klemetson and Stephanie Moeller, wedding coordinators; Nick Klemetson, organist; and Stephanie Newsom, counselor. Together they will assist you in planning and preparing for your wedding

### **Pr. Arthur Bergren**

Lead Pastor  
(319) 352-3850 ext. 114  
arthur.bergren@stpaulswaverly.org

### **Liz Wuertz**

Administrative Assistant  
(319) 352-3850  
liz.wuertz@stpaulswaverly.org

### **Nick Klemetson**

Director of Music Ministry & Organist  
(319) 352-3850 ext. 115  
nick.klemetson@stpaulswaverly.org

### **Stephanie Moeller**

Wedding Coordinator  
(319) 415-6121  
stephanie.moeller@stpaulswaverly.org

### **Stephanie Klemetson**

Wedding Coordinator  
stephanie.klemetson@stpaulswaverly.org

### **Stephanie Newsom, MA, LMHC, NCC**

Counselor  
stephanie.newsom@wartburg.edu

## Scheduling & Fees

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Please make building usage fee check payable to St. Paul's Lutheran Church & School. Wedding coordinator, organist and marriage counselor fees will be paid separately to each individual. All payments and your marriage license must be received by the church office one week prior to the wedding. Checks and other documents may be mailed or dropped off at the church office between the hours of 8 a.m. and 4 p.m., Monday through Friday.

		<i>Makes checks payable to the following:</i>
Building Usage Fee	\$75	St. Paul's Lutheran Church & School
Wedding Coordinator	\$150	Stephanie Moeller or Stephanie Klemetson
Organist	\$150	Nick Klemetson
Marriage Counselor	\$50 x 4 = \$200	Stephanie Newsom, MA, LMHC, NCC
<b>Total</b>	<b>\$575</b>	

<i>Optional Expenses</i>	
Candles	\$75
Bulletins	\$50 for first 100 \$5 for each additional 50

## Your Wedding Checklist

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- Six months prior - schedule date and submit building usage fee
- Two months prior - schedule counseling sessions with Stephanie Newsom
- Six weeks prior - meet with pastor and director of music ministry
- Three weeks prior - submit bulletin information to church office
- One week prior - deliver marriage license and final payments to church office

## Bulletins

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Wedding bulletins are available through the church office for a charge (see page 3). St. Paul's uses a template if you are interested in having the church provide the bulletin. Should you choose to use St. Paul's template, the church office will need your information at least three weeks prior to the rehearsal. This time frame will allow you to proofread and approve the bulletins before they are printed. You can receive a sample bulletin from the wedding coordinator.

It is acceptable to have your own bulletins made. If you choose to prepare your own bulletins, a rough draft copy must be approved by the pastor three weeks prior to the wedding. This will ensure a proper worship service bulletin.

## Wedding Music Guidelines

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The music at a wedding is one of the most important aspects of the service. It enables the couple and their guests to all participate in the beauty of congregational song together. The standard \$150 fee includes consultation with the couple, rehearsal with soloist(s) (*music must be approved in advance and rehearsal must take place 2-3 days before wedding if possible*), ceremony rehearsal, and wedding service.

It is important to remember that a wedding at St. Paul's is a worship service, and musical choices should be made with that in mind. A Christian wedding affirms a love and commitment with each other grounded in God's love and commitment. While many popular songs from film or the radio may seem appropriate for a wedding, we encourage music selections to be from the sacred canon. In addition, we also prefer to not use any pre-recorded music at St. Paul's. Music in weddings, as in any worship, is an offering the singers and instrumentalists make to the Living God. Pre-recorded music lacks this life and intimacy.

Soloists or ensembles are welcomed and encouraged, but their repertoire must be approved well in advance and a rehearsal with the director of music should be planned two to three days before the wedding (or at the rehearsal) to allow for any adjustments. The soloists should also be decided upon and repertoire chosen before the consultation meeting with the director of music. In choosing the hymns, the hymns provided here are merely suggestions. The wedding couple should feel free to choose hymns from our ELW (or occasionally other sources) freely as they see fit for themselves and their guests.

## Music Suggestions for the Marriage Service

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Do know that this list is nowhere near comprehensive, and other selections would be appropriate pending approval. Examples of these instrumental selections can be found by simply typing the title into YouTube. All selections may not be piano or organ based, but you will be able to hear how the piece of music sounds.

### **Prelude** (*typically 5-10 minutes; played during gathering and for immediate family*)

Bach, J.S.	Jesu, Joy of Man's Desiring Sheep May Safely Graze "Aria" from the Goldberg Variations Air on the G String
Handel, G.F.	Selections from the "Water Music Suite"
Manz, Paul	Aria
Rowley, Alec	Benedictus

\*Other hymn-based music would also be appropriate depending on the hymns chosen.

### **Processional** (*2-3 minutes; played for the wedding party and bride's entrance*)

Charpantier, M.A.	Prelude to the Te Deum
Clarke, Jeremiah	Prince of Denmark's March Trumpet Tune
Handel, G.F.	Selections from the "Water Music Suite" March from Judas Maccabeus
Haydn, Joseph	St. Anthony Chorale

### **Opening Hymn** (*done after processional and opening words. Typically strong, joyful*)

ELW 503	A Mighty Fortress Is Our God
ELW 585	Hear Us Now, O God and Father
ELW 836	Joyful, Joyful We Adore You
ELW 839	Now Thank We All Our God
ELW 858	Praise To The Lord

### **Hymn of the Day** (*a hymn that uses themes of love, adoration, and unity*)

ELW 586	This Is A Day Lord, Gladly Awaited
ELW 631	Love Divine, All Love's Excelling
ELW 644	Although I Speak With Angel's Tongue

## Music Suggestions for the Marriage Service (continued)

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- ELW 653     Where True Charity And Love Abide
- ELW 656     Blest Be The Tie That Binds
- ELW 838     Beautiful Savior

### **Communion Hymn(s)** (*hymns that focus on Eucharist plus of love and togetherness*)

- ELW 462     Now We Join In Celebration
- ELW 488     Soul Adorn Yourself With Gladness
- ELW 502     The King Of Love My Shepherd Is
- ELW 777     Come To Me, All Pilgrims Thirsty
- ELW 826     Thine The Amen, Thine The Praise

### **Closing Hymn** (*sung as the service is concluding, before the recessional*)

- ELW 514     Holy God, We Praise Your Name
- ELW 547     Sent Forth By God's Blessing (if there was Holy Communion)
- ELW 824     This Is My Father's World
- ELW 865     Praise My Soul The King of Heaven
- ELW 886     Oh For A Thousand Tongues To Sing

### **Recessional** (*3-5 minutes; played as the wedding party departs*)

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|----------------|-------------------------|
| Boyce, William | Allegro                 |
| Handel, G.F.   | Hallelujah Chorus       |
|                | Hornpipe                |
| Mouret, John   | Fanfares                |
| Widor, Charles | Finale from Symphony #4 |

\*Other hymn based music would be appropriate depending on hymns chosen.

Additionally, our director of music and organist is a capable improviser, so if you are looking for music in a particular style, he can likely craft anything to fit your needs.

## Photographer & Videographer

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Photographs can be taken by amateur or professional photographers. No flash photography is allowed during the wedding service. There are many advantages in taking pictures before the wedding: people look fresh, wedding guests are able to greet and visit with couple during the receiving line, and all parties are able to leave for the reception in a timely manner. Pictures in the sanctuary must be completed 45 minutes prior to the ceremony.

Videotaping is permitted but must not intrude on the ceremony or affect the lighting desired by the couple. Videotaping can be done from the overflow area or balcony. Chancel furnishings are not to be moved by the photographer or videographer. Please instruct your photographer and videographer to be as unobtrusive as possible, particularly in regard to the pastor and organist. No cameras are allowed in the chancel during the service. This will help maintain the beauty and dignity of your wedding. If you wish to take a picture with the pastor, this must happen immediately following the service.

## Flowers & Decorations

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The church has two candelabras which may be used if desired on the shelves behind the alter. Candles for these candelabras are available for purchase through the church office. A brass stand or wooden table can be provided for the unity candle if so desired. We have white or gold fabric drapes to cover the stand and table.

## Off-site Weddings

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St. Paul's Lutheran Church is willing to host off-site weddings at Kohlmann Park. Please contact the church office at (319) 352-3850 to make these arrangements.

## Frequently Asked Questions

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**1. Are outside pastors allowed to perform the whole or part of the ceremony?**

A pastor from St. Paul's will officiate at all weddings unless special arrangements have been made. A guest pastor if requested by the couple may assist St. Paul's pastor. If you wish a guest pastor to assist, please make arrangements in consultation with the pastor.

**2. How many pews are in the sanctuary/ how many does the sanctuary seat?**

The sanctuary seats 400 people in 39 pews on the main floor. Seating for an additional 50 may be available for an added fee.

**3. May we drop or hang flowers or other materials from the ledges?**

No, it is not allowed due to safety concerns.

**4. How many candelabras are there?**

There are two total candelabras with seven candle holders each. A total of 14 candles are needed.

**5. May we decorate the church the night before the wedding?**

If there are no other activities scheduled, you may do so. Please check with the wedding coordinator on availability. St. Paul's is not responsible for lost or damaged items.

**6. What does the wedding coordinator do?**

The wedding coordinators are responsible for coordinating all phases of the wedding as it relates to the church ceremony. They will meet with you to discuss all wedding arrangements, answer questions, and help fill out the necessary forms. The coordinators will be present at the rehearsal and the ceremony to ensure smooth transitions.

**7. Are we allowed to throw rice, confetti, birdseed, petals, etc.?**

You are **not** allowed to throw anything that requires additional clean up such as the above items. However, bubbles wedding wands, etc. are acceptable outside St. Paul's Lutheran Church & School.

# Facility Use Policy

## Guidelines:

- St. Paul's Lutheran Church facilities are open to all appropriate types of use when it does not interfere with or disrupt church-related activities. Judgment as to appropriateness will be based on the mission accomplished by the event and financial arrangements for the event.
- Priority will be given first to groups sponsored by the church, then groups with St. Paul's members involved, and finally outside groups. When a priority conflict arises, no previously scheduled meeting will be "bumped" by a higher priority usage (in good faith). Funerals may disrupt daytime events.
- All requests for use of facilities will be directed to the Director of Administration. If there is a question as to whether the proposed use conflicts with our mission, the Head of Staff will be consulted.
- The above guidelines apply to all general facilities usage requests. Requests for facilities for weddings and funerals have their own procedures.

## Regulations:

- There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.

- There shall be no smoking or use of tobacco, including e-cigarettes on St. Paul's property.
- After an outside group uses facilities, general cleaning (dishes done, garbage collected and taken out, etc.) shall be done by the group. Facility must be left in same condition as found.
- Non-adult activities shall be properly supervised: one adult per ten high school students; one adult per eight junior high students; or one adult per six children elementary and younger students.

## Facility Information:

### Parish House

Capacity of 200; includes use of kitchen

- 4 hours or less: \$100
- More than 4 hours: \$150

### Room 121

Capacity of 150; no kitchen facilities and all food must be brought in

- 4 hours or less: \$50
- More than 4 hours: \$75

### Narthex

Only available on Sunday after 1pm and no food or drink allowed

- \$400

### Center for Ministry *(Basement under sanctuary)*

No kitchen facilities

- \$25 per use

# Request for Use of Building Facilities

For non-St. Paul's Church & School related events

Organization/Individual: \_\_\_\_\_

Date of request: \_\_\_\_\_ Response needed by: \_\_\_\_\_

## Event information:

Date & time: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Room requested: \_\_\_\_\_

Description of event: \_\_\_\_\_

Mission of event (non-financial benefit): \_\_\_\_\_

Fees or charges in connection with event & use of profits: \_\_\_\_\_

## Person accepting responsibility for facilities:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*St. Paul's Lutheran Church accepts no responsibility for any accidents or injuries that occur during your event. If damage to St. Paul's facilities and/or equipment occurs during the event, it is your group's responsibility to reimburse St. Paul's in full for the damages.*

I have reviewed and agree to the guidelines and regulations on the back of this form.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### OFFICE USE

Fee: \_\_\_\_\_ (*Payment to be made two weeks prior to event*) Notified: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_