



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

Congratulations!

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

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.

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 palms, 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

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.

Scheduling & Fees

Please make building usage fee check payable to St. Paul's Lutheran Church & School. The 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
Organist	\$150	Dr. Karen Black
Marriage Counselor	\$50 x 4 = \$200	Stephanie Newsom, MA, LMHC, NCC
Total	\$425	

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

Your Wedding Checklist

- 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

Wedding bulletins are available through the church office for a charge. 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

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). Although the director of music can help with music choices, it is helpful if the soloists are 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 the ELW (or occasionally other sources) freely as they see fit for themselves and their guests.

Music Suggestions for the Marriage Service

Do know that this list is not comprehensive, and other selections would be appropriate pending approval. Examples of these instrumental selections can be found on YouTube. The YouTube recordings may not be on piano or organ, but you will be able to hear how the piece of music sounds.

Prelude (*typically 10-15 minutes; played during gathering and for immediate family; usually chosen by the director of music but input from the couple is welcome*)

Bach, J.S.	Jesu, Joy of Man's Desiring (could also be processional) Sheep May Safely Graze Air on the G String
Handel, G.F.	Selections from the "Water Music Suite"
Manz, Paul	Aria

*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*)

Charpentier, 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
Pachelbel, Johann	Canon in D

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

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
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)*

Clarke, Jeremiah	Trumpet Tune
Handel, G.F.	Hornpipe
Marcello, Benedetto	Psalm 19
Mouret, John	Rondeau
Widor, Charles	Toccata from Symphony #5

Photographer & Videographer

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

The church has two candelabras which may be used if desired on the shelves behind the altar. 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

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

Frequently Asked Questions

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

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