

# St. John's Wedding Handbook



Dated 12/8/2020

St. John's Lutheran Church  
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Jamestown ND 58401  
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Congratulations on your upcoming wedding. This handbook is intended to assist in planning your wedding service at St. John's. Please read through this handbook carefully. Not every question that you have may be answered, but many of the most common areas are covered. If you have any questions or concerns, please let one of the pastors know. Clear expectations and written agreements can prevent confusion, misunderstandings, and distractions on your wedding day.

Marriage is a gift of God, intended for the joy and mutual strength of those who enter it and for the well-being of the whole human family. God created us male and female and blessed humankind with the gifts of companionship, the capacity to love, and the care and nurture of children. Jesus affirmed the covenant of marriage and revealed God's own self-giving love on the cross. The Holy Spirit helps those who are united in marriage to be living signs of God's grace, love and faithfulness.

Marriage is also a human estate, with vows publically witnessed. The Church in worship surrounds these promises with the gathering of God's people, the witness of the word of God, and prayers of blessing and intercession. (*Evangelical Lutheran Worship, p. 286*)

## The BIG 3-

### How Soon?

We are happy be a part of your marriage plans up to twelve months before your wedding day. Dates are assigned on a first come, first served basis based on a conversation with a pastor, completion of the Wedding Agreement and Information Sheet, and the date that a non-refundable deposit is received. St. John's reserves the right to not make certain dates available for weddings due to special worship services or events in the life of the congregation. For example, we would not schedule a wedding on the day before Easter or the weekend of our Sunday School Christmas program.

### How Many?

St. John's sanctuary can easily accommodate 300 in worship and can accommodate up to 500 with balcony and overflow seating.

### How Much?

***Nobody will be denied a church wedding because of financial concerns.*** A fee schedule is provided later in this handbook. Expect between \$750 and \$1,250 for the pre-marriage retreat, personnel, and facilities.

## **Your First Step:**

Contact St. John's and ask to speak to one of the pastors about your wedding. As a couple, you will meet with a pastor for an initial 'get acquainted interview.' At this time preferred wedding dates will be discussed, wedding policies and procedures will be introduced, and issues and questions clarified. You will then be asked to complete a St. John's Wedding Agreement and Information Sheet.

## **Pre-marital Meeting Process**

St. John's believes in the value of investing time in your relationship. The primary expectation of marriage preparation at St. John's is participation in a LifeWorks-Love Commit Succeed weekend retreat ([www.lovecommitsucceed.com](http://www.lovecommitsucceed.com)). Consult their website for upcoming retreats. The format of the retreat allows you as a couple to engage in meaningful relationship work in areas such as: Family, Communication, Conflict Resolution, Money, Friends, Sex & Intimacy, Aging, Commitment, and Faith. Included in the cost of the retreat are five years of follow up check in opportunities. When you have completed your retreat, schedule a time to sit down again with a pastor to talk about what you have discovered. Couples who have previously completed this retreat are available to visit with you upon request. Alternative pre-marriage preparation may be considered on a case by case basis, but the expectation is that all couples complete the LifeWorks retreat.

## **Planning Your Wedding Service**

Your wedding service will be planned in consultation with a pastor. The service will follow the "Marriage" service in the Evangelical Lutheran Worship hymnal. Readings, musical selections, and other elements planned for the service shall be consistent with the Christian understanding of marriage and shall reflect the decorum appropriate to the Church's worship. All musical selections must be cleared with the pastor since not all musical selections are appropriate for a church setting.

### **Location**

If your wedding will take place anywhere other than the St. John's sanctuary, please discuss your plans with a pastor.

### **Visiting Clergy**

1. Only ordained ministers in good standing in the Evangelical Lutheran Church in America (ELCA) are authorized to perform marriages at St. John's.
2. It is expected that a St. John's pastor will be invited to participate in the service.
3. Co-officiating (Lutheran and non-Lutheran ministers) may be arranged on a wedding by wedding basis at the discretion of the Senior Pastor.

## **Music**

It is the responsibility of the couple to secure copyright permission for all special music used in the service that is not covered by St. John's existing licenses with CCLI or OneLicense. Soloists, recorded music and streaming music are generally not covered by our existing licenses. Plan ahead and present permission letters to St. John's at least 2 months before the wedding date.

## **Streaming the Wedding Service**

St. John's is equipped with mounted cameras and system capable of streaming video and audio of the service to YouTube, Facebook Live, and other streaming services. We will provide the operator for the streaming equipment if it is desired. Note- if the service will be streamed, all music copyright permissions must explicitly allow for streaming. We will not allow streaming of music, soloists, or soundtracks that do not have copyright permission. Weddings will be available on the Church Website for one week following the ceremony.

## SANCTUARY AND BUILDING

- Alcohol, tobacco, and other drugs are not permitted on church premises.
- Accessibility: All areas of the building used for a wedding are accessible.
- Air Conditioning- The building and sanctuary are air conditioned.
- Musical Instruments- Competent, trained, musicians are welcome to use the grand piano or organ.
- Rice & Confetti- we request that no rice, confetti, or glitter be thrown either inside or outside of the church. Bubbles may be blown outside.
- Seating- St. John's sanctuary easily seats about 300 people. The sanctuary has 18 pews on each side of the center aisle. The center section of the sanctuary seats about 200 people. The smaller pews on the sides can accommodate another 100 people. If you expect more than 300 guests, the balcony and overflow seating are also available. (Max capacity with overflow about 500)
- Reception seating in Fellowship Hall- the maximum capacity of the fellowship hall for a reception is 168 people (per fire marshal).
- Dressing rooms- Centennial Hall is generally available for women. The Fellowship Hall is available for the men.
- The liturgical paraments and seasonal decorations of the sanctuary will remain in place for weddings. Special decorations for the wedding service may be accommodated.
- Pew Holders (plastic)- We have some pew bow holders available for use, if requested. No decorations may be attached to pews or other furniture by pinning, taping, gluing, or nailing.
- Aisle runner- The aisle measures 56 feet from the bottom step of the chancel to the back of the sanctuary. (72 feet to the narthex double doors)
- Unity Candle Holder- We have a silver and gold unity candle holder for couples to use. Please supply your own candles.
- Candelabras- We have two 7 candle candelabras that are available for use, if requested. No charge if you supply your own candles, about \$25 if you ask us to provide them.
- Assorted flower stands, and small tables are also available.

## WEDDING ARRANGEMENTS

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ (H)

Phone: \_\_\_\_\_ (H)

\_\_\_\_\_ (W) \_\_\_\_\_ (C)

\_\_\_\_\_ (W) \_\_\_\_\_ (C)

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Future Address: \_\_\_\_\_

Parents: \_\_\_\_\_

Parents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organist: \_\_\_\_\_

Other Musicians: \_\_\_\_\_

Photographer \_\_\_\_\_

Florist: \_\_\_\_\_

Arrival time at church: \_\_\_\_\_

Picture Time: \_\_\_\_\_

Expected number of guests: \_\_\_\_\_

Receiving line at church? Yes \_\_\_ No \_\_\_

Equipment needed:

- \_\_\_\_\_ Candelabra
- \_\_\_\_\_ Music stands
- \_\_\_\_\_ Microphones
- \_\_\_\_\_ Unity Candle Stand
- \_\_\_\_\_ Streaming Computer/Cameras
- \_\_\_\_\_ Other

Maid of Honor: \_\_\_\_\_  
Bridesmaids:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best Man: \_\_\_\_\_  
Groomsmen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Personal Attendant(s): \_\_\_\_\_

Ushers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reader(s): \_\_\_\_\_

\_\_\_\_\_

Designated to pin on corsages/boutonnieres: \_\_\_\_\_

Designated to take flowers to reception: \_\_\_\_\_

Designated to pick up personal items, dressing rooms: \_\_\_\_\_

Special Guests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Procession: \_\_\_\_\_ couples \_\_\_\_\_ men and women separately

Rings: \_\_\_\_\_ double \_\_\_\_\_ single

Other notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Scheduled Fees

	Non-Member	Member
<b>Non-Refundable Deposit</b> (includes custodial cleaning fee)  <i>Payable to St. John's</i>	\$150	\$150
Wedding Coordinator <i>(required if more than 3 groomsmen/bridesmaids)</i> <i>Payable to St. John's</i>	\$100	\$100
Streaming Operator <i>(required if the St. John's streaming equipment is needed)</i> <i>Payable to St. John's</i>	\$100	\$100
Pre Marriage Retreat <i>Paid directly to Lifeworks</i> <i>Prices set by Lifeworks and may vary</i> <i>Check website <a href="http://www.lovecommitsucceed.com">www.lovecommitsucceed.com</a> for current information</i>	\$300	\$300
2 nights lodging/meals for pre-marriage retreat if needed (approximately).	\$250	\$250
Sanctuary Use  <i>Payable to St. John's</i>	\$300	No Charge
Reception at Church  <i>Payable to St. John's</i>	Not Available	Contact Church
Reception Serving Group (168 people maximum capacity) <i>Payable to St. John's</i>	Not Available	\$75
Suggested Gratuity for Pastor <i>Made payable to Rev. Erik Weber Rev. Lucas Holsten,</i> <i>or the designated officiant</i>	\$300	\$150 to \$300
Suggested Organist/Soloist fees	Consult with organist/soloist	Consult with organist/soloist

## Marriage License

It is your responsibility to obtain your Marriage License (Stutsman County, North Dakota) not more than 60 days in advance. Your Wedding License should be dropped off at the church at least 7 days before your wedding date along with any outstanding fees.

Contact Information:

Pr. Erik Weber: [erik@st-johnslutheran.org](mailto:erik@st-johnslutheran.org)      Pr. Lucas Holsten: [lucas@st-johnslutheran.org](mailto:lucas@st-johnslutheran.org)

Gem (church office): [Gem@st-johnslutheran.org](mailto:Gem@st-johnslutheran.org)

Church Office telephone: 701-252-1198

## YOUR ST. JOHN'S CHECKLIST

- Read this booklet
- Attend a regular worship service at St. John's

### **Up to 12 months before wedding**

- Meet with a pastor: call 701-252-1198
- Complete the St. John's Wedding Agreement and Information Sheet (available after you meet with a pastor)
- Schedule a wedding date through the Church Office and pay the non-refundable deposit.

### **9 to 3 months before the wedding**

- Register for and attend the pre-marriage retreat through LifeWorks
- Explore Copyright permission for desired service music

### **4 to 1 month(s) before the wedding**

- Meet with a pastor after completing the LifeWorks retreat to check in and begin planning the wedding service
- Select your scripture readings and vows
- Select your music and provide copyright permission letters to church office 2 months before service.
- Prepare your order of service and bulletin

### **One month before the wedding**

- Meet with a pastor to review wedding ceremony
- Finalize your scripture readings and vows
- Finalize your order of service and bulletin
- Obtain your Marriage License (Stutsman County, North Dakota) not more than 60 days in advance

### **One week before the wedding**

- Settle all facility and personnel fees seven days before the wedding
- Drop off the Marriage License in the Church Office

### **Day of Rehearsal**

- Sanctuary available for decorations and secure room available for storage beginning at Noon
- Ensure that the wedding party and family who are part of the service arrive promptly
- Expect the rehearsal to last about 30 minutes after everyone arrives and we begin

### **Day of Wedding**

- Church opened 3 hours before service starts (or earlier by prior arrangement)
- Designate a person to clean up personal belongings and remove decorations after service  
*(all decorations and belongings must be removed the day of the service)*