

The commitment of Christian marriage presumes that the couple is actively pursuing a life of faith and that they desire to grow together in their love for God and for one another. Regularly worshipping and praying together, both before and after your wedding, can do much to strengthen your marriage and make your life together more meaningful.

For more information on weddings, please contact us at:

Phone: 651-738-3110

Fax: 651-578-1330

Email: office@kingofkingswoodbury.org



KING of KINGS

Weddings

A Hand Book for the Bride & Groom



1583 Radio Drive, Woodbury, MN 55125

651-738-3110

www.kingofkingswoodbury.org

Policies

Preamble

Congratulations on your engagement! We are excited to walk with you as you become husband and wife.

We at King of Kings wish to help make your wedding day a day of joy and celebration for you and the people who will share in this special day.

The wedding service is much more than a mere ritual. Christian marriage is a sacred matter. Every phase of the service, including the music, must be God honoring. The bride and the groom come before the altar into the very presence of God to make a vow to live together permanently “till death do us part.” This is a solemn, serious, and sacred matter, not to be taken lightly. Therefore, every action before, during, and after the wedding service should reflect the sacredness of the event and should be consistent with the sanctity of God’s house.

In order to guarantee respect for God, the solemnity of the occasion, and the property and personnel of King of Kings Lutheran Church, we have adopted this policy governing the use of the premises and resources of King of Kings Lutheran Church for wedding services.

It is our prayer that your wedding service is one where the presence of Christ will be experienced and you will know the power of Christ’s love in the home that you create together.

Bookings, Fees and Member Status

- The Church may be used for weddings, availability permitting. There will be no weddings held on, New Year’s Eve/Day/weekend, Easter weekend, Memorial Day weekend, July 4th weekend, Labor Day weekend, Thanksgiving weekend, or Christmas Eve/Day/weekend.
- **Saturday weddings can start no later than 3:00pm** due to our Saturday worship service. **Start your service 1 hour earlier if you are not seeing each other before you walk down the aisle.**
- **Fees are based on the couple’s member status on the day that the wedding is scheduled on the church calendar. Prices, as listed in this Hand Book are for the calendar year.**
- The rehearsal prior to the actual ceremony is recommended for all weddings. The time/date for the rehearsal and the wedding date itself must be arranged in advance to secure the dates and times by filling out the “**Building Usage Request For Weddings Form**”. Please let your coordinator know if there are changes. The rehearsal usually takes about an hour. Please be prompt!

Wedding Class and Wedding Coordinators

King of Kings Lutheran Church believes strongly in preparing couples for a healthy marriage and wonderful future together. Couples are required to attend a 1½ hour wedding class hosted by our Wedding Coordinators. The Wedding Coordinators will provide information about music, vows, and readings that will be helpful in planning your wedding ceremony and give a tour of the church for those getting married at King of Kings. Couples will also be able to spend time with our Pastors in preparation for their ceremony. To sign up for our wedding class, please contact Michelle Alpers at 651-768-7543 or alpers4@centurylink.net.

- For weddings over 25 guests, you will be required to use a wedding coordinator. **A small wedding is defined as 25 or fewer guests.** For a small wedding, you do not need a wedding coordinator and there is no rehearsal. The bride and groom usually arrive at the church dressed. You may come 1 hour before the wedding for pictures, etc., and you must be done 30 minutes after the ceremony.
- The selection of the officiating Pastor and Wedding Coordinator will be assigned by the church staff. Pastor assignment will be made 6 months prior to your wedding.

Off Site Weddings

Do I really need a King of Kings Wedding Coordinator when my venue provides one? Great question, we’re glad you asked. Many off site venues require that you use their Wedding Coordinator. It is important that you take time to clarify their role and what they will and will not provide.

Often times the Wedding Coordinator that is provided by the site may simply provide oversight for the set-up of the venue, the coordination of staff during the reception and have little to do with the ceremony itself.

What do King of Kings Wedding Coordinators Provide? King of Kings Wedding Coordinators meet with you prior to the wedding to discuss the service and help you wade through the details that will make your ceremony special. They are to help answer any questions that may arise and run the rehearsal. The Wedding Coordinators communicate any information about the service to the Pastor who will be officiating the wedding and coordinate the procession on the day of the ceremony.

What if I choose not to have a King of Kings Wedding Coordinator at my offsite wedding? If you choose not to use a King of Kings Coordinator you will have to work directly with the Pastor who will be officiating your wedding. Due to the additional time and travel to run the rehearsal there is an additional fee that will be given directly to the Pastor. It will also be the responsibility of the Bride and Groom to assign a Wedding Assistant (typically a family member or friend) to make sure that the Wedding Party is lined up and ready to go at the time of the wedding.

We strongly recommend, and cannot express enough, the importance of having a King of Kings Wedding Coordinator walk you through this process and on site on the day of your wedding. This isn’t a place to save money.

Pre-Marital Counseling

King of Kings requires 12 hours of marriage preparation from couples who plan for our pastors to officiate their weddings. We highly recommend Rev. Dr. Frank Nelson as one who offers you an excellent experience of preparation at a reasonable cost.

- You can learn about his **online Christian course** at www.onlinemarriagepreparation.com which costs \$75, but qualifies for you to receive a \$75 discount on the cost of your Minnesota marriage license.
- You can also learn more about his **in-person course** at www.mnmarriagepreparation.com which is \$295 and also qualifies for you to receive the \$75 discount.

After you have completed the course, Rev. Frank will review your work and contact the church and your officiant to confirm that you have met this requirement.

Do we need to go through counseling if we've already been married? Yes.

Whether the break in your marriage was due to a divorce or loss you owe it to each other to start your marriage on the right foot. As with any new relationship we bring our own quirks and challenges to the table. By going through Pre-Marriage counseling you are being equipped with the tools needed to establish your marriage on a firm foundation. You owe it to yourselves and your family to invest in this time together.

What if I'm too busy to do Pre-Marriage Counseling? There are a variety of options for Pre-marriage counseling that will fit into your busy schedule or even span great distances. Our goal is to prepare you for your marriage and not simply your wedding day.

Order of Service

- *The wedding service is first and foremost a service of worship that assumes the couple seeking to be married be active and professing Christians who wish to deepen their involvement in the life of the Church, the Body of Christ on earth. We encourage wedding couples to worship regularly at King of Kings Lutheran Church.*
- The Order for Marriage shall be planned with the Wedding Coordinator and approved by the officiating Pastor.
- Wedding Bulletins: If you desire to have bulletins for your service, the Wedding Coordinator will provide you with sample layouts of bulletins from previous weddings. Couples are responsible for printing their own bulletins.

Officiant

A King of Kings Pastor must officiate over all weddings held at King of Kings.

Photography

- The photographer may take as many flash pictures before and after the ceremony following these time lines: **Photography must be completed, 30 minutes prior to the start of the service and by 4:00 p.m. following the service.** As a courtesy to your guests and as a favor to yourselves, **it is strongly urged that you take all photos before the wedding service.** There will be **no flash photography during the ceremony** itself.

Music / Musicians / Ushers

- It shall not be the responsibility of the Church to furnish musicians for your ceremony; however, a list is provided for soloists, organists, pianists, etc.
- **Music used in the service should reflect the praise of God, the steadfast love of Christ, and the blessing of marriage with God's Spirit.** In order to set the tone for a Christian marriage, **all music including CD's should be planned with the musicians and approved by the officiating Pastor.** The musical selections may be instrumental or vocal.
- It is recommended that there be one (1) usher for each 50 guests at the ceremony. Groomsmen may be used, but be sure to let them know in advance.

Marriage License

- There must be two witnesses to the marriage and they must be at least 16 years old. Witnesses will meet with the pastor either during the ceremony or immediately after to sign the marriage license.
- Be sure to purchase your marriage license six months to two weeks prior to your wedding date from the county in which you will be married. This will most likely be Washington County. The fee is \$115, but with 12 hours of premarital counseling and signed documentation, the fee will be reduced to \$40. Contact Washington County Marriage Information Line at 651-275-7000 if you have questions.
- **Please mail or bring all copies of the license to the King of Kings office at least two weeks prior to the ceremony, along with any remaining fees and a copy of the bulletin.**
- King of Kings will mail the official copy of your license to the county. The county will process your license and send you a typed official copy for your records.

Building and Grounds

- **The Wedding Coordinator will open the church no more than 4 hours before your scheduled wedding start time.** Please inform your florist, photographer, etc. so they will know when they may get into the church.
- Pets are not allowed as participants or guests at the wedding with the exception of necessary guide dogs.
- **No smoking in any area of the building. No alcohol in any area of the building or parking lot.** It is expected that all of the wedding party will refrain from consuming alcoholic beverages. **Alcoholic beverages shall not be brought onto church property.** *The bride and groom shall assume the responsibility of making this known to members of the wedding party.*
- Guests may not throw confetti, rice, petals, birdseed, or use silly string inside or outside the church building or parking lots. Bubbles are allowed outside only.
- **If gifts are brought to the church, the church assumes no responsibility for them.** Someone should be in charge of gifts at all times.

Decorations

- To preserve the beauty of our church building, we ask that there be no defacement of the woodwork by those who decorate. Attaching of bows to pews is permitted only with ribbon or 3M Command Strips (tape is not allowed) There are 20 pews on each side of the main aisle. **No changes of altar furnishings, paraments, wall decorations, or moving of band instruments, stands, etc. may be made.**
- Paraments on the pulpit and altar will be white.
- No decorations or flowers shall be placed directly on the altar. The preferred place for floral arrangements is on flower stands or on the floor in front of the unity candle or podium.
- **The Church does not allow the use of an aisle runner. If you choose to use flower petals during your ceremony, you MUST use silk petals.** The aisle in the Sanctuary is 90 feet long.
- If you choose to have a unity candle as part of your ceremony, the church will provide a stand for you. Candelabras may also be used; King of Kings has two, 7 candle candelabras. Unity candles, taper candles, candelabra candles, etc. may be purchased from your florist or a local craft shop. **Due to fire regulations, use of candles by individual guests and aisle candles are not permitted.**

The Pastor and Wedding Coordinator shall be the final arbiters in the interpretation of these policies. Contact your wedding coordinator if you have questions regarding details of the wedding.

Michelle Alpers: 651-768-7543 (home) or alpers4@centurylink.net

Beth Bachman: 651-470-3018 (cell) or bach106@comcast.net

Consider Prior to the Ceremony

As you consider your wedding ceremony and read through this section of the booklet, there are a number of questions you will need to answer. Please have these answers prepared prior to the rehearsal. The wedding coordinator will be in touch with you about 2 weeks prior to your wedding date to discuss.

- While the prelude music is being played, usually grandparents and parents who are not entering during the processional are ushered in and seated. Are there any others whom you wish to enter during the prelude?
- If parents and/or family members are divorced and/or remarried, have you considered the seating arrangements?
- As the prelude closes, often the groom will walk to the chancel area and the officiating pastor will also enter. Is this how you want this to take place or will the groom enter with his parents? With the other groomsmen?
- Will the bride enter with her father only, or both parents, or another escort?
- Will the groomsmen enter separately with the pastor or will bridesmaids and groomsmen enter together as couples?
- Which scriptures will be read during the ceremony? By whom?
- Will you be using a vocalist, and what will they sing?
- Which vows will you choose?
- Will you light a unity candle? If you light a unity candle, will parents be involved in the ritual?
- How do you want to be introduced at the close of the marriage service?
- Are there other items you want to include in the service? (For example: hymns or special prayers)

3 Months prior to the wedding: contact your Wedding Coordinator

2 Months prior to the wedding: completed premarital classes

1 Month prior to the wedding:

- begin working on the bulletin. See “*Suggested Order of Marriage*” pg. 16
- when bulletin is complete give a copy to your wedding coordinator in order to **get final approval. Do not print until it has had final approval.**

2 Weeks prior to the wedding:

- bring the marriage license, 2 copies of the completed Wedding Bulletin, copy of each of your readings, and checks to pay the Pastor, Wedding Coordinator, Custodian, Sound Technician, Soloist, Organist, etc.

Night of the rehearsal:

- **be on time for rehearsal**
- bring several copies of the wedding bulletin to the rehearsal
- bring the unity candle and tapers to the rehearsal
- bring CD if you are using one during the service

Scripture Readings & Gospel

Scripture readings provide a foundation for worship. They serve to reflect God's unbreakable covenant with us as a model for marriage. The pastor will be happy to discuss them with you. For your convenience, a list of suggested readings is provided below. The Scriptures may be read by members of the wedding party, relatives or friends, or you may ask the pastor to read them. We recommend that you choose between up to three different readings for your marriage service, drawing from both the Old and New Testaments.

Old Testament readings for the First Lesson:

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God creates man and 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 33,100,117,150	

New Testament Epistle readings for the Second Lesson:

Romans 12:9-13	A living offering
1 Corinthians 12:31-13:13	The hymn of divine life
Ephesians 5:1-2, 21-33	Marriage and the church
Colossians 3:12-17	Living in love and thanksgiving
1 John 4:7-12	The love of God

Gospel readings: *(usually read by the pastor)*

Matthew 4:24-27	House Built on Rock
Matthew 19:4-6	Faithfulness in marriage
Mark 12:28-31	Loving God
John 2:1-10	The wedding at Cana
John 15:9-12	Love one another
John 17:20-26	A prayer for oneness

Wedding Vows (Promises) Choosing your vows vs. writing your own

Certainly you want to make this day uniquely yours and writing your own vows is a special way to share your heart with one another. While we do encourage this, there is a difference between reciting your vows and sharing your promises. Through the sharing of traditional vows you are solemnizing your marriage and so we ask that the Bride and Groom choose from the set of Vows written below to repeat to one another. You may also choose to write words to share with one another that will be shared following your official promise to one another.

1. 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, with the help of God, I promise to be faithful to you as He gives us life together.
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 circumstances of our life together, to be loyal to you with my whole life and with all my being.
3. 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 so that together we may serve God and others as long as we both shall live.
4. 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 share my life with you;
I will forgive you as we have been forgiven;
and I will try with you to better understand ourselves, the world, and God; through the best and the worst of what is to come as long as we live.
5. 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.
6. 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 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.
7. I, *Name*, give myself to you, *Name*, by the grace of God,
I promise to support and care for you.
In the love of Christ, I promise to love and cherish you.
With the Spirit's help, I promise to be faithful to you, As long as we both shall live.
8. I take you, *Name*, to be my wife/husband.
I promise I will be faithful and honest to you; I will respect, trust, and care for you;
I will share my life with you; I will forgive and strengthen you;
as long as we both shall live.

Organists/Soloists – check availability

Organist

Chris Vorrie
651-245-1114 (cell) or 651-289-8038 (office)
chris.vorrie@kingofkingswoodbury.org

Jim Lindstrom
651-343-3420
jplinds@aol.com

Layton James
715-690-4503

Pianists

Chris Vorrie
651-245-1114 (cell) or 651-289-8038 (office)
chris.vorrie@kingofkingswoodbury.org

Jim Lindstrom
651-343-3420
jplinds@aol.com

Joshua Tompkins 651-261-9995
Layton James 715-690-4503
Phil Thompson 651-206-2269

Vocalists

Chris Vorrie 651-245-1114 (cell) or 651-289-8038 (office)
Rommel Carlson 651-702-0260
Kimberly Berg 651-702-9228
Phil Thompson 651-206-2269
Steve Sorensen 651-459-0323
Julie Cambonne 651-714-8808
Hyounsoo Lathrop 651-233-8527

Instrumentals

Miriam Griffiths, Violin 651-793-7406
Allison Bulger, Sparkling Strings 651-442-5459
Marcia Metzger, Flute 651-426-7927

Wedding Music Suggestions

Preludes/Wedding Party

Adagio Cantabile Beethoven
Air Mozart
Air in D Bach
Air (*from Water Music Suite*) Handel
Air on the G String Bach
Ave Maria Schubert
Ave Verum Mozart
Bist du bei mir Bach
Canon in D Pachelbel
Chorale Bach
Elegie Massenet
Gavotte Handel
Jesu, Joy of Man's Desiring Bach
Joyful, Joyful, We Adore Thee Beethoven
La fille aux cheveux de lin Debussy
Largo Handel
Meditation Massenet
Minuet Bach
Minuets I & II Purcell
Panis Angelicus Franck
Prelude in C Major Bach
Reverie Debussy
Sheep May Safely Graze Bach
Sleepers, Wake Bach

Processionals/Recessionals

Allegro Boyce
Allegro Maestoso Handel
Alleluia Mozart
Fanfares Mouret
Hallelujah Chorus Handel
Hornpipe (*from Water Music Suite*) Handel
Jupiter (*Choral Theme*) Holst
Nimrod Elgar
Ode to Joy Beethoven
Rondeau in D Mouret
Mandolin Concerto in C Vivaldi
My Heart Ever Faithful Bach
Trumpet Tune Purcell
Trumpet Voluntary Clarke
Voluntary on the Doxology Purcell

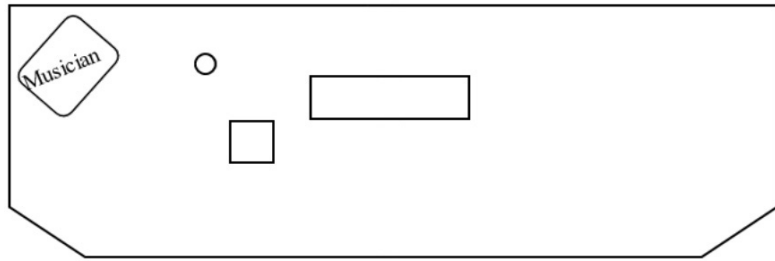
Solos

And On This Day
Answered Prayer
God Knew That I Needed You
Grow Old With Me
He Has Chosen You For Me
Household of Faith
How Beautiful
I Will Be Here
Lord's Prayer
Parents' Prayer
Wedding Prayer
Wedding Song (*There Is Love*)

If you are not sure what some of these pieces sound like, ask your musician to play them for you.

Family Seating

Fill in this guide to help you assign seating during the service.



Bride Side

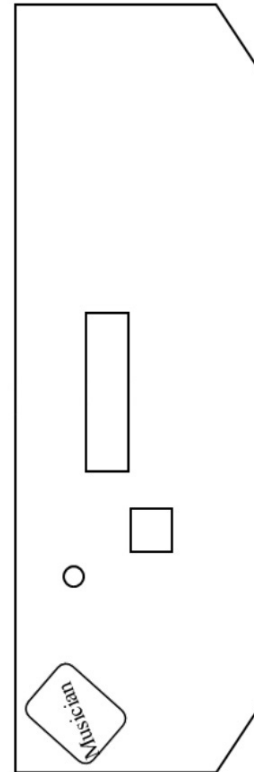
Groom Side

_____	_____
_____	_____
_____	_____
_____	_____

Notes

Wedding Party Line Up

Fill in this guide to line up your attendants for the service.



Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Best Man _____

Ring Bearer _____

Groom _____

Bride _____

Flower Girl _____

Maid/Matron of Honor _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Marriage Fees

Pastor \$ 300

- Includes one-two sessions usually following the completion of the Marriage Preparation Seminar or other pre-marital counseling.
- Officiate at wedding
- A traveling fee of \$50 will be charged for off site weddings
- If the services of a wedding coordinator are not used, an additional \$150 will be requested for service planning, and running the rehearsal. Due to responsibilities as the officiant the bride and groom are responsible for identifying a designate to help line up the wedding party prior to the service.

Wedding Coordinator *(flat fee)* \$ 350

Contact couple and set up initial meeting, lead and discuss details of wedding preparation at Wedding Class.

- Coordinator will be available during the planning process for questions.
- Conduct rehearsal.
- Coordinator will be available to bridal party on arrival at the church the day of the wedding and will open the church no more than 4 hours before the scheduled wedding start time.
- The coordinator will also help with any preparations for the ceremony.
- Assistance with off-site ceremony will be charged an additional \$75

Custodian *(flat fee)* \$125

Sam Johnson/John Kosek

Pianist/Organist Negotiated with bridal couple

- Confer with the couple on the music
- Play for the wedding (prelude, accompanist, postlude)

Instrumentalist or Soloist Negotiated with bridal couple

- Confer with the couple on the music
- Play or Sing for the wedding

Sound Technician \$100 (2 hours)

- Required for all weddings
- As we want to ensure the best sound quality for music and sound at the service, we secure the services of a professional sound tech to operate our equipment.
- We do not allow the use of video screens in conjunction with a wedding.

Building Fees *(Non-Members Only)* \$450

- The Building Usage Fee is paid at the time of scheduling your wedding on the church calendar.

Marriage Fees

Please Note:

- **The Marriage License and all fees must be received in the church office 2 weeks prior to the date of the wedding. Separate checks should be made out to the Pastor, Wedding Coordinator, Organist, Soloist, Sound Technician, and Custodian.**

For Your Records:

Fees Must be Paid two (2) Weeks Prior to Wedding

The Pastor _____ \$ _____

The Coordinator _____ \$ _____

Organist _____ \$ _____

Soloist _____ \$ _____

Soloist _____ \$ _____

Sound Tech. _____ \$ _____

Custodian _____ \$ _____

Notes

Notes
