



St. Luke's
Wedding Handbook

St. Luke's Lutheran Church & Preschool

330 Sunset Avenue

Manhattan, KS 66502

(785) 539-2604

www.stlukesmanhattan.org

Approved by Council

April 16, 2013

July 21, 2015

Congratulations! This is a special time in your life.

Marriage is created by God. It is a “lifelong union of one man and one woman” (*Luther’s Small Catechism with Explanation*, p. 79).

All weddings performed at St. Luke’s Lutheran Church and/or by their pastor(s) will be between one man and one woman who are professing Christians (2 Corinthians 6:14a).

As you prepare for your wedding day, we also want to help you prepare for your married life together.

For those who choose to be married at St. Luke’s, we have three major expectations:

1. 4-5 PREMARITAL COUNSELING SESSIONS WITH THE PASTOR.

It’s good to be prepared for the wedding... It’s even better to be prepared for married life together. The pastor conducts the premarital counseling sessions, and he uses the Bible, Prepare-Enrich, the 5 Love Languages, and elements from C-PREP. Topics in Prepare-Enrich include strength and growth areas, assertiveness speaking and active listening, conflict resolution, budgeting, goals, and Family of Origin.

2. REGULAR WORSHIP ATTENDANCE BOTH BEFORE AND AFTER THE WEDDING.

The goal is bigger than a church wedding. The goal is for you to be living together in love and to be part of the church family. As you experience the love and forgiveness of Christ in a worship setting every week, you will be able to love and forgive those around you.

3. A CHRISTIAN WEDDING/WORSHIP SERVICE.

The service is beautiful. It is a Traditional church service – whether it be conducted in the church building or off-site. The groom and bride is a picture of Christ and His bride, the church. Because the wedding service is a worship service where Christ is at the center, the music chosen should be appropriate for a Christian worship service. The pastor must approve all music and its placement within the service. An organ or an electronic keyboard is available within the sanctuary. Other musicians may also be brought in.

All Saturday weddings at St. Luke’s may start no later than 4:00 PM. We need time to prepare the sanctuary for our 6:00 PM worship service.

The called pastor(s) of St. Luke’s will officiate at all weddings. Other pastors of The Lutheran Church – Missouri Synod may preside at weddings with the pastor(s) and elders approval.

WHAT TO DO FIRST

If you would like to be married at St. Luke's, or you would like a pastor of St. Luke's to perform your wedding, or you have questions, **CONTACT THE PASTOR!!!** He will check to see if he is available and/or if the church is available. He will also answer any questions you may have.

Pastor Schmidt – (785) 539-2604

srpastor@stlukesmanhattan.org

Other items to keep in mind...

ORGANIST/ SOLOIST/ INSTRUMENTS

It is the couple's responsibility to secure the organist for the service. All arrangements for practices, wedding rehearsal, and the service itself must be made directly with the musicians. The couple is also responsible for securing any soloists. St. Luke's may be able to offer the services of a soloist, so please inquire if interested. If the couple wishes to use special instruments (trumpet, flute, cassette player, etc.) in addition to the organist, the couple will be expected to coordinate these arrangements with the pastor and organist.

Possible St. Luke's organists to contact

Dan Murphy – (785) 539-2243

dan@piano4u.com

Linda Frey – (785) 5537-8464

rlfrey@cox.net

Gretchen Hendrickson – (785) 587-8771

gretchenamelia@gmail.com

Possible Soloist to contact

Patricia Thompson – (785) 320-0500

patthomp@ksu.edu

Lacey Greene – (785) 456-2201

ksukitten@hotmail.com

SOUNDBOARD PERSON

If the church's sound system will be used by musicians and/or vocalists that are not part of the St. Luke's team, you will need to contact our Soundboard Person, Scott Stone.

Scott Stone – (785) 477-5984

dadsoldbus@gmail.com

MUSIC AT THE WEDDING

The wedding service is a worship service, and as such we want all music to exalt our Savior. The church musicians will suggest appropriate songs for the setting. If you have questions about a particular piece of music, please ask the pastor.

PHOTOGRAPHY

Group pictures in front of the church should be completed 30 minutes prior to the service. The photographer should be inconspicuous during the service. Flash pictures are not to be taken during the service, but may be taken during the processional and recessional. If a video camera is used, it is to be operated from the balcony or the sacristy. No additional lighting is allowed. The photographer should speak with the pastor before the service. It is also suggested you put a note in your service bulletin stating: "Since this wedding is a service of worship, we request that no flash photography be taken between the Invocation and Benediction".

COLORS

The rhythm of the church year remains the same. All special events within the life of the congregation take their place within the seasons of the church year. **Parament colors will not be changed and will follow the traditional seasonal color.**

CANDLES/ CANDELABRA

The altar candelabras will remain on the altar. A unity candle and its side candles may be placed on the altar (or a table in the chancel). A plastic protective sheet must be placed under the unity candle when on the altar to avoid wax dripping onto the altar covering. No additional candles may be placed in the chancel and aisle candles are not permitted.

FLOWERS/ PLANTS/ DECORATIONS

Flowers or plants provided by the couple are welcome, but not necessary. No artificial flowers may be used on the Altar. St. Luke's does not provide Pew Bows, or Aisle Runners. Most of these items can be purchased or rented at chain stores or floral shops.

Decorations (bows, wreaths, etc.) should be attached using masking tape only. It is the responsibility of the couple both to decorate and to remove decorations (including tape residue).

GUEST BOOK ATTENDANT

Guest book attendant should be on duty 30 minutes before the service begins.

USHERS

Ushers should be on duty 30 minutes before the service begins. All guests are seated before the grandparents and mothers are ushered in. Ushers are responsible for ushering out family members and then the congregation after the recessional. If there are no candle lighters, ushers should light and extinguish the candles.

CANDLELIGHTERS/ACOLYTE

If altar candelabras are used they should be lit either by candle lighters (acolytes) or ushers 15 minutes prior to the service, lighting from center to outside.

FLOWER PETALS

Real flower petals may not be used by the flower girl during the processional and recessional, as real flower petals can stain the carpeting. Silk flower petals may be used, but should be picked up after the ceremony.

BULLETINS

You are responsible for providing your own wedding bulletins and their printing. You will be given an outline of the service, and if you have questions, the pastor/wedding steward will be glad to assist you.

WEDDING LICENSE

In order for your wedding to satisfy the legal requirements of the State of Kansas, a license must be obtained from the County Clerk's office in any county in Kansas. Please be aware in Kansas that once you apply for the license there is a 3 day waiting period before it may be picked up. The license will be signed after the wedding service by the bride and groom, two witnesses (usually the best man and maid/matron of honor), and the pastor. Just as the couple takes responsibility for the license before the wedding service, they also take responsibility for the license after the signing, seeing that it is mailed to the County Clerk's office.

RICE?

No rice may be thrown. Besides making the tile surfaces dangerously slick, it is very difficult to clean from the carpeting. It is also unhealthy for the birds. As a substitute, consider using birdseed, popcorn, or bubbles. The couple is responsible for the cleanup of any items thrown.

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND SMOKING:

Possession and/or consumption of alcoholic beverages and illegal drugs are not permitted in the facilities or on the property of St. Luke's. Smoking is not permitted in any building.

PERSONAL ITEMS

It is the responsibility of the wedding party to arrange for the care of their property before, during and after the service. Leave all valuable personal belongings and gifts in the care of parents, friends or attendants during the service and make sure all these things are removed from the building when you leave. The church is not responsible for lost or stolen articles.

Couple should provide childcare for any young children during the rehearsal, picture taking, and service.

RESPECT FOR THE FACILITY

Please treat the church and its property with the respect that is due to our Lord.

INVITATION TO THE PASTOR

If the couple would like the pastor (and spouse and family) to come to the rehearsal dinner or reception, please extend an invitation to him.

WEDDING RESERVATION FORM

A Wedding Reservation Form is available in the church office. You may pick one up during normal office hours, or contact the church secretary (785-539-2604 or stlukesoffice@att.net) and (s)he will send you one to you. To secure the date on the church calendar, a \$100 deposit is needed. The \$100.00 deposit will be returned to you a week after the wedding if there is no damage to the facility or property.

LIVE STREAMING

St. Luke's live streams all of its worship services on its web site (www.stlukesmanhattan.org). If relatives or friends are not able to attend your wedding in person, they can watch your wedding via the internet. Please talk to our pastor about setting up this option for your wedding.

Once the wedding service has been shown through the live streaming, it is archived for a short time. Please also ask about how to download your wedding in order to save this event on your personal computer or a disk.

FEES

WHY DO MEMBERS PAY LESS THAN NON-MEMBERS?

Part of belonging to a church means supporting your church through prayers, giving of your time, giving of your talents and through your tithes and offerings. In return, your church should provide these services to their members at a free or reduced cost. It is one of the rewards of belonging to a church. Members may choose to make a voluntary donation to the church to cover the cost of utilities and cleaning. Members may also consider an honorarium to the pastor for his premarital counseling and performing of the service. Everyone should be expected to pay the organist and make their own arrangements to compensate the soloist for their services. Additionally a Wedding Steward is required. (see details below)

SANCTUARY USAGE

Used to help the church defer its direct costs

Non-member \$300.00
Members voluntary donation accepted

PREMARITAL COUNSELING

A \$35 check will need to be made out to "PREPARE/ENRICH" at the initial session. This covers the cost of the materials.

PASTORAL SERVICES

Non-member \$300.00
Members - voluntary donation accepted

This compensates the pastor for time spent in counseling and performing the service. (The check will be made payable to the Pastor.)

WEDDING STEWARD

The Wedding Steward works to safeguard the respectful use of the church and to assist the couples on their wedding day. He/She will be present at the rehearsal as well as on the day of the wedding. This service is required by St. Luke's to provide a helpful presence and to ensure that your wedding day goes smoothly. The Steward does not fill the roll of Hostess and has no part in the reception.

This fee may be waived for St. Luke's members who choose to act as their own stewards or who have a fellow member who volunteers to be the wedding steward for them.

Wedding Steward Fee \$100.00

(Check to be made payable to the individual serving as the Steward)

ORGANIST

Member and Non member \$150.00-\$350.00 Average

These fees should be worked out between you and the organist. Above is an average per the American Guild of Organists. These fees include consultation, practice with a soloist at the rehearsal and playing for the wedding service.

(Check to be made payable to the organist.)

SOLOIST

This will need to be worked out between you and the musicians.

(Check to be made payable to the musician.)

Fees are due on or before day of service. Wedding Steward can collect all fees and disburse to proper persons if desired.

WEDDING FEES RECEIPT

NAME OF BRIDE _____

NAME OF GROOM _____

DATE OF WEDDING _____

ITEM	NON-MEMBER	MEMBER	AMOUNT PAID
Sanctuary (Check payable to St. Luke's Lutheran Church)	\$300.00	Voluntary donation	
Premarital Counseling (Check payable to "Prepare/Enrich")	\$35.00	\$35.00	
Pastoral Services (Check payable to Pastor)	\$300.00	Voluntary donation	
Wedding Steward (Check payable to Steward)	\$100.00	See detail	
Organist (Check payable to Organist)	Negotiable	Negotiable	
Soloist (Check payable to Soloist)	Negotiable	Negotiable	
Other			
TOTAL FEES			

Signed by:

Wedding party representative

Wedding Steward or Church representative

Form to be prepared in duplicate with both wedding party and church receiving copies