

*Lake Edge Lutheran Church  
Wedding Handbook*

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## *First things first...*

### **Who can be married at LELC?**

Members and non-members of Lake Edge may be married at the church, at the discretion of the pastor, and if the building is not already reserved. Once a wedding for a member or non-member is confirmed on our calendar, it will not be “bumped” for another event.

Couples of mixed religious traditions may be married at Lake Edge Lutheran Church, though the ceremony will be a Christian worship service. There is no requirement for gender identity or sexual orientation for couples who wish to be married at Lake Edge.

### **Setting the date:**

Please contact the church office when you have several dates in mind for your wedding. If one of the dates is available on the church calendar, we will pencil you in. The date is not officially reserved until you have been in contact with one of the LELC pastors to confirm their availability, and paid the \$100 building use deposit (for members) or fee (for non-members).

Keep in mind that any day of the week and any time of the day is suitable for a wedding. Weddings will not be scheduled when there are other worship services taking place, unless you prefer to have your wedding happen in the context of a regular worship service (similar to a baptism or confirmation).

### **How much does it cost?**

All applicable fees must be paid in full at the time of the wedding rehearsal. Checks can be written to the individual in question or to Lake Edge Lutheran Church.

#### *Members:*

Building use: \$100 deposit (will be returned if the space is left in reasonable condition)

Custodian: \$75

Musician: \$150 (minimum)

Pastor: \$200

Premarital counseling: \$50/session

#### *Non-members:*

Building use: \$100

Custodian: \$75

Musician: \$200 (minimum)

Pastor: \$250

Premarital counseling: \$50/session

## *The date is set... now what?*

### **Who can preside at weddings at LELC?**

One of the called pastors of Lake Edge Lutheran Church will preside at weddings that are held at the church. If the couple desires the involvement of another ordained minister, the pastor at Lake Edge may choose to invite her/him to share the service.

Exceptions may occasionally be made at the discretion of the pastor for another ordained minister to preside over the entirety of a wedding. If the couple wishes for another pastor to officiate, they must confer with a called pastor at Lake Edge and receive approval.

### **Musicians**

The music director or organist at Lake Edge Lutheran will usually play for any wedding that takes place in our building. You are responsible for contacting the church musician to determine his availability. If you would like to use a different musician, rather than one of the church musicians, a fee may apply. If you have another musician you would like to include in addition to the church musician, that person needs to be approved by the pastor. Music, soloists, or instrumentalists will be reviewed during your planning meetings with the pastor.

### **Soloists**

The couple may choose anyone to offer a solo during their wedding ceremony. If you need assistance finding a soloist, consult with a pastor and/or musician. Soloist and music selections require approval by the pastor and musician. The soloist should be consulted about their fee.

### **Marriage license**

If the couple are residents of Dane County, they must apply together and in person for their marriage license at the County Clerk's Office in the City County Building, Room 106A, 210 Martin Luther King, Jr. Blvd, Madison WI 53703. The fee is \$120 and must be paid in cash. Each individual must bring a legal copy of their birth certificate and a photo ID, and a printed document for proof of residency in the county for the last 30 days must be presented for one of the applicants. You will also need to know your Social Security number. If either applicant was previously married, they must bring a judgment of divorce, legal annulment, or death certificate for the previous spouse.

See [https://www.countyofdane.com/clerk/marriage\\_license.aspx](https://www.countyofdane.com/clerk/marriage_license.aspx) for more details.

### **Capacity**

The Sanctuary has a maximum capacity of about 280 including seating in the side sections. The central seating section can fit approximately 125 people.

Good Shepherd Hall (the downstairs fellowship area) has a seating capacity of about 140. If you intend to use this space for any events related to your wedding, please consult with the church office regarding availability and guidelines for use.

## **Premarital Counseling**

All couples who wish to be married at Lake Edge Lutheran Church are expected to participate in pre-marriage counseling sessions, either with one of our pastors or a licensed counselor. Pre-marriage counseling is offered by:

### **Lutheran Social Services**

6314 Odana Rd, Madison WI 53719

608-277-0610

<https://www.lsswis.org/LSS/Programs-Services/Mental-Health/Counseling/Premarriage-Counseling>

### **Samaritan Counseling Center**

5900 Monona Dr #100, Monona WI 53716

608-663-0763

<http://samaritancounselingcenterwi.org/counseling-services/pre-marriage-counseling/>

If you prefer to go through premarital counseling with one of the pastors at Lake Edge, the fee is \$50 per 1-hour session. There will be 3 sessions dedicated to premarital counseling, in addition to any meetings for planning and preparing for the wedding ceremony. Please come up with a plan for pre-marital counseling at least two months in advance of your wedding date, in order to allow time for all the sessions to take place.

## **Rehearsal**

A rehearsal is customary the day before a wedding, and is necessary if the bridal party includes more than the couple and two witnesses (best man/maid of honor). All members of the wedding party are expected to be present for the rehearsal. The time for the rehearsal will be set in consultation with the pastor and the church calendar. The rehearsal will start promptly as scheduled, and will take 30-45 minutes.

All fees associated with your wedding are due at the rehearsal. Additionally, please bring your marriage license to the rehearsal and give it to the pastor, who will keep it until the ceremony is complete, at which point the witnesses will be asked to sign it.

## **Dressing Rooms**

Rooms will be made available for the wedding party to get ready at the church prior to the ceremony. Usually the nursery and the youth room will be provided. Both these rooms are close to handicap-accessible bathrooms. Use of these rooms is included in the building use fee. If you have additional needs due to the size of your wedding party or accessibility concerns, please consult with the pastor.

These rooms are not available for overnight storage of dresses or other items. The church is not liable for any items left in the building overnight.

## *Planning the service*

### **Worship Order**

The starting point for planning a wedding service is generally the worship order found in *Evangelical Lutheran Worship*, the most recent hymnal of the ELCA. There is room within that outline for you to bring your individual expressions and creativity. The basic format is:

*Prelude/Procession*  
*Greeting*  
*Declaration of Intention (optional)*  
*Prayer*  
*Music (optional)*  
*Scripture Readings*  
*Sermon/Reflection*  
*Music (optional)*  
*Vows*  
*Exchange of Rings*  
*Acclamation & Blessing*  
*Music (optional)*  
*Prayers*  
*Communion (optional)*  
*Lord's Prayer*  
*Blessing*  
*Announcement of the Couple (optional)*  
*Postlude/Recession*

In your meetings with the pastor, the worship order will be reviewed and decisions made about each of these parts. If you intend to add any additional pieces to the worship order (unity candle, sand ceremony, etc), please discuss with the pastor how to best include these elements of the service. You are responsible for any supplies that may be needed. Remember that glitter and confetti are not allowed in the church building or on the grounds.

### **Readings**

A wedding at Lake Edge is a worship service, and worship always includes the reading of God's Word from the Bible. Your wedding ceremony will include at least one reading from Scripture. Other readings (poems or secular writings) may also be included at the discretion of the pastor.

Suggestions for Bible readings include:

|                         |                     |
|-------------------------|---------------------|
| Genesis 2:18-24         | Matthew 22:34-40    |
| Psalms 67               | Mark 10:6-9         |
| Psalms 100              | John 2:1-11         |
| Psalms 121              | John 13:34-35       |
| Proverbs 3:3-6          | John 15:[1-8], 9-17 |
| Ecclesiastes 4:9-12     | Romans 12:1-18      |
| Song of Solomon 2:10-13 | Colossians 3:12-17  |
| Song of Solomon 8:6-7   | 1 John 4:7-12       |

## **Music**

Music selected for your wedding ceremony should be of a religious nature, as the ceremony is a service of worship of God. Congregational hymns are encouraged, as they are one way that your guests can participate in the wedding ceremony. Any music to be used must be approved by the pastor. If you have popular romantic songs that you would like to include, we recommend that you reserve those for your reception.

Suggestions for hymns or solos include:

Blest Be the Tie that Binds  
Borning Cry  
Great Is Thy Faithfulness  
Joyful, Joyful, We Adore Thee  
Let All Things Now Living  
Love Divine, All Loves Excelling  
O Day Full of Grace  
Praise to the Lord, the Almighty  
Where Charity and Love Prevail

## **Musicians & Musical Requests**

The fee for the church musician includes one meeting with the couple to plan music, one rehearsal with any soloist(s), attendance at the rehearsal, and the wedding ceremony. The musician has a broad repertoire of songs that he knows and is willing to recommend and able to play. If you desire the inclusion of a piece of music that the musician does not have, you are responsible for securing it for him. If the church musician purchases the music for you, he must be reimbursed.

Additional fees for the church musician may apply if:

- The musician needs to rehearse with the soloist(s) more than once
- The musician needs to meet with the couple more than once to finalize plans for the ceremony
- There are more than three solos or special pieces of music that require accompaniment by the organist/pianist
- The couple requests a song that is new to the musician and/or particularly difficult, requiring significantly more rehearsal time

## *Other details...*

### **Worship Bulletins (Programs)**

It is customary to print an order of worship for your guests to use. You may have this printed through the church office or on your own. In either case, the worship order must be prepared in cooperation with the pastor, and should not be printed without the pastor's approval.

If you choose to print the bulletin at Lake Edge, you must work with the office staff a minimum of two weeks in advance. *Additional fees will apply for printing.*

### **Invitations**

Inviting the pastor (and spouse) and/or musician(s) (and spouse) to the rehearsal dinner and/or reception is strictly optional, but customary, especially if you have a personal relationship. If you wish to invite them, make sure a personal invitation is made, either in person or in writing. They will not assume they are invited unless you actually invite them.

### **Photography**

Flash photography is not permitted during the wedding ceremony. Photographers may take pictures of the ceremony from the rear of the sanctuary. Any photographer or videographer must consult with the pastor prior to the ceremony about expectations.

### **Decorating**

The sanctuary and (if applicable) fellowship area may be decorated for a wedding and reception. Decorations must be approved by the pastor. No glitter or confetti is allowed. Additionally, the throwing of rice or birdseed is not permitted on church property.

The paraments (cloths on the altar and pulpit) are dictated by the season of the church year. They will not be changed for weddings. If you have questions about the color that will be in place for your ceremony, consult with the pastor.

### **Sound and Recording**

The sound system will be used for voice amplification. Lake Edge does have the capacity to make an audio recording of your service, but not a video recording. Unauthorized persons are not permitted to use our audio equipment.

### **Smoking and Alcohol Use**

No alcoholic beverages may be served or consumed in the church building or on church property. There is absolutely no smoking allowed anywhere in the church building. Please inform your guests and wedding party of this policy.