

Wedding Policy
Memorial Lutheran Church
1211 Riverside Drive
Nashville, TN 37206
(615) 262-0224

The Purpose

The purpose of this policy is to establish guidelines for weddings at Memorial Lutheran Church and to clearly outline the roles and responsibilities of the individuals involved in the wedding. If the wedding will not require our Pastor to perform the ceremony and the couple is only renting the building, several the following items will not apply. If you have any questions regarding this please see the questions and contact section as to who to talk to about this.

General Comments

A wedding is considered to be a service of worship. This is a time to worship and celebrate God's love toward us. It involves all those who gather together. A church wedding, as opposed to a civil ceremony, underscores the importance of both God and the worshiping community in the marriage which is being celebrated.

We believe the Church has much to offer in enabling a strong and growing union. We worship a God who calls individuals together into a new relationship. It is appropriate that marriage begin in the Church, which is the community of faith gathered around Word and Sacrament. When a couple is married in the church, the community shares in the asking of God's blessing on the union and thanks God for that blessing and gift.

The pastor and congregation wish to be a resource to help prepare for a life-long commitment. What follows in this document are guidelines set forth by the Congregation Council of Memorial to help couples prepare for an orderly and joyous life together. Questions concerning these policies shall be directed to the pastor of the congregation.

Wedding shall not be scheduled during Holy Week and are discouraged during the entire season of Lent. It is highly suggested that weddings not be scheduled on Sundays or holiday weekends. Other regular church functions shall take precedence over dates chosen for weddings.

What is a Church Wedding?

A wedding is first and foremost a service of worship as stated above. It reflects the relationship of Christ to the Church and also the relationship we experience in Baptism. The service should be an act of joyful worship and not a display or production to impress family or friends.

The service may be performed with or without the Sacrament of Holy Communion. In all cases the wedding ceremony will reflect the theology and practice of the Evangelical Lutheran Church in America.

Pastor

Upon deciding to use Memorial Lutheran Church for your wedding, The Premarital Inquiry form, Marriage Ceremony Information Form and the Building Use form are to be completed and given to the Pastor.

All weddings performed in connection with this congregation will be performed by the pastor of this congregation unless other arrangements are approved by the Pastor and the Congregation Council.

The Pastor meets with every couple prior to the actual marriage. Couples who wish to marry at Memorial should meet with the Pastor as soon as they know they wish to marry. Couples need to work with the Pastor in setting the wedding date to allow ample time for counseling and preparation. Typically, counseling is three to five sessions.

Visiting clergy, if they are of the Evangelical Lutheran Church in America or one of denominations in which this church body is in full fellowship*, may be permitted at the discretion of the pastor to be celebrant of the marriage rite if the couple desires. (*Presbyterian Church, USA; United Methodist Church; Episcopal Church; Moravian Church; United Church of Christ; Reformed Church in America).

Facilities

The Facilities Coordinator oversees the preparations and makes sure the Sanctuary is prepared for the ceremony. If the Fellowship Hall is used, the arrangements for set up and cleaning must be made with the Facilities Coordinator two weeks prior to the event. If an outside wedding consultant is used by the family, that person shall be provided with a copy of this policy and shall be expected to work within these guidelines. If there is a question as to the appropriateness of an activity or event, the decision of the Pastor shall be final.

Alcoholic beverages are permitted. Smoking is not permitted.

Confetti, bird seed or rice is not to be thrown inside or outside the building. Bubbles may be used outside the building.

There is no fee for the use of the Sanctuary for members of Memorial. If neither party is a member of Memorial, the fee schedule at the end of this policy shall apply. Donations for the use of Memorial's facilities are accepted from members, if they so choose. The Sanctuary seats approximately 200 people.

Memorial Lutheran Church cannot be responsible for lost or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental or borrowed property.

Music

All music used in the wedding service should evoke the spirit of prayer and praise and any vocal text should be God-centered rather than human centered. Sacred music is preferred, but secular music may be approved by the Organist and Pastor.

The couple should contact the Organist as soon as possible after the wedding date is selected. The Church Organist has right of first refusal for all weddings in the church and is expected to play. The organist will be reimbursed for any additional practices over and above those designated on the Fees & Donation's page.

The Organist will assist the couple in planning the music and will arrange for instrumentalists or soloists, if desired. These additional musicians will be paid by the couple. If there is a question about the appropriateness of a musical selection, the Organist and Pastor will confer. Their decision will be final.

Paraments

The paraments are always the liturgical color of the church season and are not changed to go with a wedding color scheme. When a wedding date is chosen, the Pastor will know what color will be on the altar that day.

Wedding Bulletin

A wedding bulletin is recommended. The couple shall be responsible for purchasing the bulletin and providing the necessary information about the members of the wedding party, musical selections, etc.

If the wedding bulletin is commercially printed, it must contain certain information about the church, its policies and practices, such as name and full address of the church and no flash photography during the service.

Decorations

Decorations, appropriate for a Christian wedding, are permitted as long as they are not attached to woodwork, walls, pew ends or flower stands with tape, tacks, staples, nails, wire or putty. Delivery and removal of rented items, flowers, etc. should be discussed with the Wedding Facilities Coordinator. All items, except flowers left for the congregation's use, must be removed by the end of the day, after the wedding service. No changes shall be made to the altar area.

Flowers

Flowers are not required. If flowers are used, they should be in good taste to maintain the integrity of the worship space. The florist will need to make arrangements through Memorial's Wedding Facilities Coordinator to schedule time for decoration. Fresh flowers should be used. The Altar is never to be obscured by flowers.

Photographs

The service begins with the procession and concludes when the wedding party leaves the Nave. At no time during the course of the service is flash photography permitted.

A video camera may be used from a designated place in the back of the sanctuary or from the balcony. All video and camera equipment must be in place and tested 45 minutes prior to the start of the ceremony. No set up or testing is permitted once the prelude has begun. Pictures may be recreated after the service has concluded. Couples are encouraged to shoot as many pictures as possible before the ceremony.

Clean-up

The couple and/or their families must assume responsibility for leaving the church in the same condition in which it was found. This is to include, but is not limited to, removal of all boxes, decorations, wrappings and all miscellaneous litter.

Arrangements shall be made with the Facilities Coordinator to clean the premises after the wedding and before the weekend worship services.

Rehearsal and Wedding

The time of the rehearsal will be set in consultation with the Pastor. It is important that the entire wedding party and ushers be present at the scheduled time. Rehearsals generally take about one hour. Marriage license should be delivered to the Pastor at the rehearsal.

On the day of the wedding the church will be opened three hours prior to the ceremony and one hour after the conclusion, unless the reception is held at Memorial. If there is to be a receiving line, it is recommended that it be at the reception.

Questions & Contact Person

If you have any questions regarding the information in this guideline, please contact the Wedding Coordinator, David Hall at 615-228-3007. All necessary forms need to be sent to David Hall either via email (davidwhall@comcast.net) or mail to 2349 Brittany Drive, Nashville, TN 37206.

Fees and Honorariums

To reserve the date for your wedding complete and return the Wedding Information form and full payment. For Non-members, if a postponement should occur, \$250 of the fee is refundable upon receipt of a written request. Fees/honorariums for those serving at the wedding should be given directly to them (preferably at the rehearsal).

Fee Guidelines

	Members	Non-members
Use of the Sanctuary	xxxxxx	\$200.00
Thomas Room (Reception)	xxxxxx	\$300.00
Fellowship Hall & Kitchen (Rehearsal Dinner)	xxxxxx	\$200.00
Pastor (Rehearsal and Wedding)	xxxxxx	\$250.00
Premarital counseling (required)	xxxxxx	\$250.00
Organist & Music Consultation	\$175.00	\$225.00
Additional Rehearsal with other musicians (\$00/hour)	\$50x _____	\$75x _____
Facilities Coordinator	\$100.00	\$200.00
Custodial Fee Sanctuary	\$200.00	\$300.00
Custodial Fee Thomas Room	\$200.00	\$300.00

Instrumentalists and vocalist honoraria are set by those individuals.

Memorial Lutheran Church Hold Date Form (30 Days)

Wedding Couple:

Name: _____ Name _____

City/ST/Zip _____ City/ST/Zip _____

Phone : () _____ Phone: () _____

Email: _____ Email: _____

Date of ceremony: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Time of Rehearsal Dinner (If held at Memorial): _____

	Charge	Amount Paid
Rehearsal Dinner	_____	_____
Sanctuary	_____	_____
Reception	_____	_____
Pastor	_____	_____
Organist	_____	_____
Facilities Coordinator	_____	_____
Sound Technician	_____	_____
Cleaning	_____	_____

A 50% deposit of the required fee (depending on member status and facility need) is required at the time of reservation. Checks are made payable to Memorial Lutheran Church and given to the Church Administrator. Balance due two weeks prior to service. Fees for Organist, Facilities Coordinator and Sound Technician are due the day of the ceremony.

On behalf of the Couple:

_____ Date _____

Name

Date

Printed Name

_____ Date _____

Church Representative

Date

Marriage Guidelines for Florists

The church will be open but prior arrangements need to be made with the Facilities Coordinator as to the date and time. The church will be opened three hours prior to the wedding service unless prior arrangements have been made.

The furniture in the worship space (pews, baptismal font, altar, pulpit, lectern) shall not be defaced in any way. The Cross and the four candles on the altar are not to be removed.

The paraments on the altar, pulpit and lectern will be the color of the church-year season.

No flowers or decorations are to be placed on the altar or baptismal font.

Live plants and cut flowers are to be used (no artificial flowers). The one exception is in the case of flower petals that may be strewn as part of a procession. In this case, only silk petals may be used for safety and to keep from staining the floor. If live plants are used, please use plastic or other waterproof protection under the containers before placing them on the floor.

The two large candles beside the Cross on the altar are furnished by the church as are the candles in the candelabra next to the large candles and the candles for the Unity Candle, if that is desired. If the custom of lighting the Unity Candles from two other candles is desired, please discuss your options with the pastor.

You are requested to remove all decorations following the wedding unless other instructions and/or arrangements have been made.

Premarital Inquiry Form

This form is to be completed and given to the pastor at the first scheduled meeting. Please check the _____ for the term appropriate for you.

Spouse #1 _____ Bride _____ Groom _____

Full Name: _____

Phone: 1 _____ Email: _____

Spouse #2 _____ Bride _____ Groom _____

Full Name: _____

Phone: 1 _____ Email: _____

Preferred mailing address for the couple: _____

Prior marriage by Spouse #1 _____ yes _____ no Children? _____ yes _____ no

Religious affiliation _____

Prior marriage by Spouse #2 _____ yes _____ no Children? _____ yes _____ no

Religious affiliation _____

Pastor's notes:

The following section of the form will be completed by the pastor during the first session.

Marriage Date & Time: _____ Rehearsal Date & Time: _____

Dates of Premarital Counseling Sessions:

1. _____ 2. _____

3. _____ 4. _____

Marriage Ceremony Information Form

If you are not using a Wedding Coordinator, please complete as much of this form as possible after you meet with the pastor and return it to the Church Office.

Spouse #1 Full Name _____

Preferred designation: _____ Bride _____ Groom

Phone: _____ Email: _____

Spouse #2 Full Name _____

Preferred designation: _____ Bride _____ Groom

Phone: _____ Email: _____

Preferred mailing address for the couple _____

Marriage Date & Time: _____ Rehearsal Date & Time: _____

Marriage Party:

Grandparents: Spouse #1: _____ Escorted by _____

Escorted by _____

Spouse #2: _____ Escorted by _____

Escorted by _____

Mother of Spouse #1 _____ Escorted by _____ Pew # _____

Mother of Spouse #1 _____ Escorted by _____ Pew # _____

Name & Role of Father of Spouse #1: _____

Name & Role of Father of Spouse #2: _____

Attendants: You may designate Best Person, Person of Honor, Maid of Honor, Best Man

Spouse #1 _____ Spouse #2 _____

Evangelical Lutheran Worship

Marriage

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 publicly 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.

Pre-Service Music

Gathering

Entrance

The assembly stands as the ministers and the wedding group enter. Music—hymn, song, psalm, instrumental music—may accompany the entrance.

Greeting

The presiding minister and the assembly greet each other.

The grace of our Lord Jesus Christ, the love of God,
and the communion of the Holy Spirit be with you all.

And also with you.

The minister may introduce the service with these or similar words.

Dear friends: We have come together in the presence of God to witness the marriage of name and name, to surround them with our prayers, and to share in their joy.

The scriptures teach us that the bond and covenant of marriage is a gift of God in which a man and a woman are joined as one, an image of the union of Christ and the church. As name and name make their promises to each other today, we remember that at Cana in Galilee our Lord Jesus Christ made the wedding feast a sign of God's reign of love.

Let us enter into this celebration confident that, through the Holy Spirit, Christ is present with us now also. We pray that this couple may fulfill God's purpose for the whole of their lives.

Declaration of Intension

Those who are declaring their intention to marry may be accompanied by their parents. The parents may place a hand on the shoulders of their children while responding to the question addressed to families.

The minister addresses the couple in these or similar words, asking each person in turn:

Name, will you have name to be your wife/husband,
to live together in the covenant of marriage?
Will you love *her/him*, comfort *her/him*,
honor and keep *her/him*, in sickness and in health,
and, forsaking all others,
be faithful to *her/him* as long as you both shall live?

Response: I will.

If pastorally advisable, the minister may address the families of the couple in these or similar words:

Will you, the families of name and name,
give your love and blessing to this new family?

The families respond: We will.

The minister may address the assembly in these or similar words.

Will all of you, by God's grace,
uphold and care for name and name in their life together?
We will.

Prayer of the Day

The presiding minister leads the prayer of the day.

Let us pray.

Gracious God,
you sent your Son Jesus Christ into the world
to reveal your love to all people.
Enrich name and name with every good gift,
that their life together may show forth your love;
and grant that at the last
we may all celebrate with Christ the marriage feast that has no end;

in the name of Jesus Christ our Lord.

Amen.

Readings

Two or three scripture readings are proclaimed. When the service includes communion, the last is a reading from the gospels. Responses may include a psalm in response to a reading from the Old Testament, a sung acclamation preceding the reading of the gospel, or other appropriate hymns, songs, and psalms.

Sermon

Silence for reflection follows.

Hymn

A hymn of the day may be sung.

Vows

The presiding minister may address the couple in these or similar words.

Name and name, I invite you to declare your vows to one another.

The couple may join hands. Each promises faithfulness to the other in these or similar words.

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 in 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.

Giving of Rings

When rings are to be exchanged, the presiding minister may say:

Let us pray.

We give you thanks, O God of grace,
for your love and faithfulness to your people.
May these rings be symbols of the promise

name and name have made with each other;
through Jesus Christ, our Savior and Lord.

Amen.

The couple may exchange rings with these or similar words.

Name, I give you this ring as a sign of my love and faithfulness.

Acclamation

The presiding minister addresses the assembly. In places where the announcement of marriage is prescribed by law, that form should be used instead.

Name and name, by their promises before God
and in the presence of this assembly,
have joined themselves to one another as husband and wife.
Those whom God has joined together let no one separate.

Amen. Thanks be to God.

The assembly may offer acclamation with applause. A sung acclamation, hymn, or other music may follow.

Other symbols of marriage may be given or used at this time.

Marriage Blessing

The couple may kneel. The presiding minister may extend a hand over the couple while praying for God's blessing, using one of the following forms or similar words.

Most gracious God,
we give you thanks for your tender love
in sending Jesus Christ to come among us,
to be born of a human mother,
and to endure the cross for our sake,
that we may have abundance of life.
By the power of your Holy Spirit
pour out the abundance of your blessing on name and name.
Defend them from every enemy.
Lead them into all peace.
Let your love be a seal upon their hearts,
a mantle about their shoulders,
and a crown upon their foreheads.
Bless them so that their lives together may bear witness to your love.
Bless them in their work and in their companionship;
in their sleeping and in their waking;
in their joys and in their sorrows;

in their life and in their death.
Finally, in your mercy,
bring them to that table
where your saints feast forever in your heavenly home,
through Jesus Christ our Lord,
who lives and reigns with you and the Holy Spirit,
one God, now and forever.

Amen.

Prayers of Intercession

The assembly stands. Prayers of intercession for the world and its needs may be prayed. These prayers, prepared or adapted for the particular occasion, may include the following or similar petitions. An assisting minister may lead the prayers.

Seeing how greatly God has loved us, let us pray for the whole world.
For the Christian community everywhere;
for the life and ministry of the baptized,
and for all servants of the gospel,
that the church may be the risen body of Christ in the world.
Gracious and faithful God,
hear our prayer.

For all who are joined by bonds of marriage, kinship, and friendship,
and for communities everywhere;
for the nations, for all those who govern,
and for justice and peace throughout the world.
Gracious and faithful God,
hear our prayer.

For those we love easily,
and for those with whom we struggle,
for those different from us
and for those familiar to us,
that we might be instruments of God's peace.
Gracious and faithful God,
hear our prayer.

For those who suffer in any way,
and those who are lonely,
for the sick, the dying, and those who are bereaved,
for those who are poor, hungry,
homeless, or unemployed,
for the victims of violence, hatred, and intolerance.

Gracious and faithful God,
hear our prayer.

For all those who are joined to us in love;
for our families, friends, and neighbors,
for those separated from us by distance or discord,
and giving thanks also for those who have gone before us
(especially name/s).
Gracious and faithful God,
hear our prayer.

*Other intercessions may be added.
The presiding minister concludes the prayers.*

Creator of all,
you make us in your image and likeness
and fill us with everlasting life.
Hear the prayers of your people
and grant to name and name
grace to live in unity and joy
all the days of their lives;
through Jesus Christ, our Savior and Lord,
to whom, with you and the Holy Spirit,
be honor and praise forever.
Amen.

Lord's Prayer

*The Lord's Prayer is prayed by all. The presiding minister may introduce the prayer
with these or similar words.*

Gathered into one by the Holy Spirit, let us pray as Jesus taught us.

**Our Father in heaven,
hallowed be your name,
your kingdom come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those
who sin against us.
Save us from the time of trial
and deliver us from evil.
For the kingdom, the power,
and the glory are yours,
now and forever. Amen.**

Blessing

The presiding minister proclaims God's blessing in these or similar words.

God Almighty send you light and truth to keep you all the days of your life. The hand of God protect you; the holy angels accompany you; and the blessing of almighty God, the Father, the ✠ Son, and the Holy Spirit, be with you now and forever.

Amen.

Recession

Postlude

An assisting minister may send the assembly forth in these or similar words.

Go in peace. Serve the Lord.

Thanks be to God.

Psalms and Readings Appropriate to the Marriage Rite

Readings and Psalms

Old Testament

Genesis 1:26-28 *Woman and man created in God's image*

Genesis 2:18-24 *Companionship rather than loneliness*

Proverbs 3:3-6 *Loyalty and faithfulness written on the heart*

Song of Solomon 2:10-13 *The voice of the beloved*

Song of Solomon 8:6-7 *Many waters cannot quench love*

Isaiah 63:7-9 *God's steadfast love lifts up the people*

Psalms

Psalms 67 *May God be merciful to us and bless us*

Psalms 100 *We are God's people*

Psalms 117: *The steadfast love of the LORD*

Psalms 121 *The LORD keeps watch over you*

Psalms 127 *Unless the LORD builds the house*

Psalms 128 *Happy are they who follow in God's ways*

Psalms 150 *Let everything that has breath praise the LORD*

New Testament

Romans 8:31-35, 37-39 *If God is for us, who is against us?*

Romans 12:1-2, 9-18 *A living sacrifice and genuine love*

1 Corinthians 12:31—13:13 *The greatest gift is love*

Ephesians 3:14-19 *The greatness of Christ's love*
Ephesians 5:1-2 *Live in love, as Christ loved us*
Philippians 4:4-9 *Rejoice in the Lord always*
Colossians 3:12-17 *Clothed in gifts of God*
1 John 3:18-24 *Let us love in truth and action*
1 John 4:7-16 *Let us love one another, for love is of God*

Gospel

Matthew 5:1-10 The Beatitudes
Matthew 5:14-16 You are the light, let your light shine
Matthew 7:24-27 Build on the rock
Matthew 19:3-6 What God has united must not be divided
Matthew 22:35-40 Love, the greatest commandment
Mark 10:6-9 They are no longer two but one
John 2:1-11 The wedding at Cana
John 15:9-17 Love one another as I have loved you

Psalms and Readings

Alleluia. Happy are they who | fear the LORD, *
and who follow | in God's ways. *Alleluia.* (Ps. 128:1)

Proper Preface

It is indeed right, our duty and our joy, that we should at all times and in all places give thanks and praise to you, O Lord, almighty and merciful God, through our Savior Jesus Christ. You made us in your image; male and female you created us. You give us the gift of marriage and call us to reflect your faithfulness as we serve one another in the bond of covenant love. And so, with all the choirs of angels, with the church on earth and the hosts of heaven, we praise your name and join their unending hymn:

Continue with "Holy, holy, holy."

Color *of the season*

Hymns

308 O Morning Star, How Fair and Bright!
312 Jesus, Come! For We Invite You
436 Wake, Awake, for Night Is Flying
460 Now the Silence
488, 489 Soul, Adorn Yourself with Gladness
585 Hear Us Now, Our God and Father
586 This Is a Day, Lord, Gladly Awaited
631 Love Divine, All Loves Excelling
642 Ubi caritas et amor
644 Although I Speak with Angel's Tongue
648 Beloved, God's Chosen
816 Come, My Way, My Truth, My Life

836 Joyful, Joyful We Adore Thee
839, 840 Now Thank We All Our God
879 For the Beauty of the Earth
881 Let All Things Now Living
From sundaysandseasons.com.

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