



Wedding Planning Guide Procedures and Policy

First Evangelical Lutheran Church

325 Mill Street

Poughkeepsie, NY 12601

845.452.6050

E-mail: office@firstlutheranpok.org

Council Approved May 6, 2013

CONGRATULATIONS

You have made a decision to get married and to make those lifetime commitments and promises to one another that signify your love for each other.

As Christians, we believe that God, the source of all love, is active in marriage, offering encouragement, forgiveness, healing and blessing. The two people bear the primary responsibility for living out their vows and in recognizing God's activity in their relationship. The church's supportive role is expressed through community, prayer, worship and pastoral care. We pray for the guidance and power of the Holy Spirit as we seek to support people who enter into a lifelong covenant of fidelity to one another in marriage.

Therefore we are happy to share in this special celebration with you. We believe God can play an important role in strengthening and enhancing your love for one another. By considering a wedding at First Evangelical Lutheran Church, we assume you are also eager to include this spiritual and faith dimension in your relationship.

Here at First we also want to be part of your life long after the day of your wedding. We hope this will be a place where you can feel nurtured in your faith and where you can share the talents and abilities with which you have been blessed by God.

Yours in Christ,

The Rev. Deborah Hafner DeWinter

GENERAL INFORMATION

Thank you for considering First Evangelical Lutheran Church for your wedding. We have prepared this booklet to make planning your church wedding easier. This booklet is a combination of helpful advice and the official wedding policies established by the First Lutheran congregation. On the following pages, you will find a summary of information, which should answer most of your questions. If further explanation is need, please feel free to call our office (845-452-6050) or office@firstlutheranpok.org .

Within this booklet, you will find a Wedding Information Form and an Indemnification form. All couples wishing to be married at First Lutheran need to complete and return these forms, with their deposit, to the church office. A wedding is not officially booked until forms and deposit are received.

In most instances, rehearsals are held the evening prior to the wedding.

The Church will be available for four to six hours on the day of the wedding. All activities, including decorating, pictures, ceremony, receiving line, etc. must be completed within that time frame.

Wedding are not normally scheduled on Sundays, church festivals, other holidays (Holy Week, Easter, Memorial Day, 4th of July, Thanksgiving, Christmas, the week between Christmas and New Year's Day (including New Year's Eve and Day) or those times when the Pastor is required to be away from the parish. Selection of one of these days must be approved by the church council.

CONTACT INFORMATION

The Rev. Deborah Hafner DeWinter

PastorDeborah86@aol.com
Tel. 845-452-6050 (Church)
Tel. 516-659-2826 (Cell)

Maria Knight , Administrative Assistant

office@firstlutheranpok.org
Tel. 845-452-6050

Eric Hepp, Director of Music

E-mail: music@firstlutheranpok.org
Tel: 845-790-3381

Wedding Assistant

E-mail: office@firstlutheranpok.org
Tel. 845-452-6050

**Sunday Worship at 10:00 am.
All are welcome**

LEGAL REQUIREMENTS

You must obtain a marriage license from the Poughkeepsie City Clerk. Information can be found on line at: www.cityofpoughkeepsie.com. In order to apply, both parties must come in person and the application for a license must be signed by both parties in the presence of the City Clerk. For applicants over the age of 21, a photo ID (driver's license or passport) is required. For applicants under the age of 21, they must bring a copy of their birth certificate. For those who are not being married for the first time, they should bring either divorce or death certificates with them to the office of the Poughkeepsie City Clerk, located at:

City of Poughkeepsie Clerk
62 Civic Center Plaza
Poughkeepsie, NY 12601
(845) 451-4276
8:30 a.m. - 4:00 p.m. Monday-Friday
Closed for certain holidays.

The marriage ceremony may not take place within 24 hours from the exact time that the license was issued. The marriage license fee is \$40 and this fee includes the issuance of a Certificate of Marriage Registration which is sent by the issuing clerk to the applicants within 15 days after the completed license is returned by the officiant or the couple, themselves. No premarital examination or blood test is required to obtain a marriage license in New York State. As policies may change from time to time, it is best to obtain the most up-to-date information directly from the Poughkeepsie City Clerk (see contact information, above).

The couple must deliver the marriage license packet to the church office on the day of the rehearsal. Please have the names and addresses of the witnesses already filled out on the license.

SUMMARY OF FEES

	MEMBER*	NON-MEMBER
Building use	No charge	\$300
Pastor	\$200	\$300
Organist	\$150	\$200
Wedding Assistant	\$100	\$150
Office Fee	No charge	\$100
Custodian	\$50	\$100
Use of Kitchen	No charge	\$100
Damage Deposit	\$100	\$150
Total		
Soloist/musicians	\$150-300	\$150-300

Any fees for a soloist or other musicians are the responsibility of the couple and should be taken care of separately from the above fees. However, all musical portions of the service must be discussed with the Music Director of First Evangelical Lutheran Church, Eric Hepp. Mr. Hepp may be able to assist with musicians and soloists.

A reservation/damage deposit of \$100 for members and \$150 for non-members is due at the time you submit the Wedding Information Form. Provided there is no damage, your deposit refund will be mailed to you 1-10 days after your wedding.

The balance of all fees is due to the church office two (2) weeks prior to the wedding. Checks need to be made out to First Evangelical Lutheran Church.

*What constitutes a member? An individual is considered a member if he/she is closely related to an active member of First Evangelical Lutheran Church. Wedding dates will be guaranteed upon payment of deposit.

EXPLANATION OF FEES

Building Use: heating, cooling, electricity, etc.

Pastor: pre-marital counseling, planning sessions, rehearsal, wedding, etc.

Organist: will assist in your music choices meet with your soloist, play during the wedding, etc. (The organist will not be at the rehearsal unless there is a special need).

Wedding Assistant: will assist the Pastor at the rehearsal and on the wedding day and will help the bride and groom coordinate details.

Custodian: church cleaning and building preparation

Office fee: bulletin preparation and printing, processing of facility use forms, etc.

SPECIFICS

A. Officiant

Arrange with the Pastor a date for your wedding. The administrative assistant may tentatively reserve a date for you, but it must be confirmed by the pastor. The couple must meet with the pastor for approximately three (3) premarital sessions. All arrangement for the wedding will be made with the Pastor and the couple only. If the pastor receives a formal invitation and schedule permits the pastor may attend the prenuptial dinner and wedding reception. However, the couple is not obligated to invite the pastor to these functions.

B. Wedding Assistant

You will meet with the Wedding Assistant approximately 30 days after your first meeting with the pastor. Two weeks prior to the wedding, the Wedding Assistant will contact you again to review and answer questions regarding wedding/church procedures. The Wedding Assistant will advise the couple to inform their photographer and florist when the church will be available for decorations and photos. The Wedding Assistant will also assist the Pastor at rehearsal, be present the day of the wedding to open the church, answer questions, offer assistance and coordinate the wedding party prior to the ceremony.

C. Music

Music is an important part of any wedding celebration. When thinking about selections for your wedding, please keep in mind your wedding service will be taking place in the context of a worship service. The music for a wedding should incorporate one or all of the following elements:

- Music/Text reflecting praise and thanksgiving to God
- Music/Text reflecting a Spiritual text
- Music/Text appropriate for a service of Christian worship

Music is generally a part of the service as pre-service music, the processional, the singing of hymns and/or psalms, the unity candle and the recessional. Solos or other special music often takes place after the sermon, between lessons, during the seating of the parents and grandparents and during the Eucharist. We also encourage the use of instruments: flute, clarinet, and trumpet for example.

Selecting your wedding music:

- Before selecting your service music, it is necessary to consult with the Director of Music. This can be done anytime, but should be done at least six (6) weeks before the wedding.
- Arrange well in advance for the organist and other musician. Because the music selections need to be cleared with the pastor and Director of Music, it is important to meet early to discuss your selections. You should use the services of the organist of First Evangelical Lutheran Church. If the church organist is unable to play for your service, a capable substitute will be arranged. If you have a family member or friend who is an organist or pianist, who you would like to have play for your service, that organist's qualifications needs to be cleared by the Director of Music before playing First Lutheran's instruments (pipe organ and piano).

- Know your musician's vocal ranges and musical abilities. Keep them in mind when choosing music.
- Purchase enough copies of each piece of music. Please do not provide photocopied music. It is the responsibility of the couple to purchase the music if the musicians or church does not already have it in their music library.
- Any soloists should rehearse with the organist, preferably where the wedding is to take place.
- Taped accompaniments are not appropriate in the worship service.

SEE Addendum One: Suggested Wedding Music

D. Bulletins

A church wedding is a worship service. There are parts of your wedding worship service that have several options. The Pastor will give you a packet with those options during your premarital session. Please circle your choices and return to the Pastor. You also will be able to pick readings for the service. Some options for readings are listed in the back of this booklet to give you a chance to get a head start in your planning.

SEE ADDENDUM Two: Suggested Wedding Readings

If you wish to print your own wedding bulletin, please feel free to do so. Let the Pastor know, so we can give you the order of the service and other information to be printed. We can provide you with an example. A proof must be provided to the pastor prior to final printing.

If you wish to have the church print your bulletin, we have several options available as well. You can discuss this with the Wedding Assistant and/or the administrative assistant. We can work with you to design you own cover or select a cover from our vendor. The wedding party information must be sent to the church office two (2) weeks prior to your wedding as this helps with possible misspelling of names. The couple must proofread the bulletin prior to printing.

E. Photography/Video

Flash photos may only be taken during the processional and recessional. If you are having a photographer and/or videographer during the service, movement about the sanctuary, should be kept to a minimum, and be as unobtrusive and respectful as possible. Videography and photography taken from the balcony, during the ceremony, must not disturb the organist or other musicians.

If you choose to have pictures taken before the ceremony, they must be completed at least 30 minutes prior to seating guests.

F. Flowers/Decorations

Flowers must not be placed on the piano. If you are decorating with pew bows and your florist does not provide bow holders, please discuss this with the Wedding Assistant. We do not allow the use of tape or any other substance; this will allow us to preserve the finish of the pews.

If you decide to use additional candelabras (other than those on the church altar), please make sure there is adequate protection to keep the floor from scratches and wax drippings.

We have a unity candle holder you may use. You will need to provide the candles. Discuss with the Wedding Assistant or Administrative Assistant if you would like to see/use the church's unity candle.

G. Banners and Altar Cloths

First Lutheran has wedding banners that hang on either side of the altar or on the outer walls of the sanctuary that you may use. Altar cloths are the color of the church season, i.e. blue for Advent, purple for Lent, green for Pentecost, etc. These liturgical parents will not be removed or changed for weddings.

H. Miscellaneous Information

Rice, confetti, birdseed, flower petals, etc. may not be thrown either inside or outside of the church. (Silk flowers are allowed, provided they are picked up after the ceremony).

With exception of service animals, no pets of any kind are allowed.

NO GLITTER OR BALLOONS

Please provide the names to our Wedding Coordinator of two individuals who will be responsible before and after the ceremony for:

- Leaving areas such as the Music Room and Fellowship Hall in order
- Removing flowers, personal unity candle, extra bulletins, etc. (immediately after the ceremony)
- Disposing of empty flower boxes and bags
- Disposing of all beverage and food containers

ALCOHOLIC BEVERAGES ARE NOT PERMITTED ANYWHERE ON CHURCH PROPERTY (including the parking lot)

Smoking is permitted ONLY outside of the building.

Please make sure cars belonging to wedding party or guests are removed from the municipal parking lot.



First Evangelical Lutheran Church
325 Mill Street
Poughkeepsie, NY 12601
845.452.6050
E-mail: office@firstlutheranpok.org

ADDENDUM ONE: Suggested Music for Weddings

Pre-service music

Selections by J.S. Bach

Abide with Me, Air for the G String, Arioso, Blessed Jesus We are Here, Jesu, Joy of Man's
Desiring, Wacht Auf

Selections from G. F. Handel

Allegro, Andante, Finale from concerto No.5, Air from the Water Music, Vivace

Telemann

Grazioso, Trumpet tune, Ayre, Bouree

Variations on "O Waly, Waly" (When Love is Found) by Janet Linker or Michael Burkhardt.

Vivaldi

"The Four Seasons", Autumn, Winter, Spring

The Shaker Hymn "Simple Gifts"

This is a small portion of possible pre-service music. There are organ music selections based on hymn tunes and music of the season in which the wedding takes place (Christmas, Easter, etc.)

Processional and/or Recessionals

Canon, D, Johann Pachelbel

Cebell, Pucell

The Prince of Denmark's March, Jeremiah Clarke

Trumpet Voluntary in D. Jeremiah Clark

Hornpipe, Handel

Allegro Maestros from "Water Music", Handel

Rondeau, Moret

Psalm XIX, Marcello

Rigaudon, Campra

Trumpet Tune, Robert Lau

Ode to Joy, Beethoven

Prelude to a Te Deum, March Antoine Charpentier

God of Grace and God of Glory, Paul Manz

Praise to the Lord, Paul Manz

A Might Fortress is our God, various arrangements

Suggested hymns for weddings

LUTHERAN BOOK OF WORSHIP (Green Hymnal)

Jesus come! For we invite you

Great God you alone has called us

O spirit of life

Go, my children, with my blessing

Hear us now, our God and Father

This is a day, Lord gladly awaited

Love divine, all loves excelling

Although I speak with angel's tongue

Christ is made the sure foundation

Beloved, God's chosen

Jesus, Jesus, fill us with your love
Joyful, joyful we adore these
Now thank we all our God

WITH ONE VOICE (Blue book)

748 Bind Us together

749 When Love is Found

VOCAL

Since the Christian marriage takes place within the context of worship, vocal music should reflect prayer and praise of God. Hymns of love and praise are always appropriate as solos, duets, etc. Other suggested vocal music includes (but is not limited to):

The Gift of Love
Wedding Prayer
Grow Old with Me
The Prayer

The Lord's Prayer
Wedding Song
How Beautiful



ADDENDUM TWO: Suggested Readings for Weddings

Old Testament

Genesis 1:26-31 (or 26-28) *Woman and man created in the image of god*
Genesis 2:18-24 *God creates man and woman*
Proverbs 3:3-6 *Loyalty and faithfulness written on the heart*
Ecclesiastes 4: 9-12 *The value of a friend (a threefold cord)*
Song of Solomon 2:10-13 *love in the spring*
Song of Solomon 8:7 *unquenchable love*
Isaiah 43:16-21 *God is doing a new thing...can we see it?*
Isaiah 63:7-9 *the steadfast love of God*
Jeremiah 31:31-34 *I will be their God and they...my people*

Psalms

33 *the greatness and goodness of God*
67 *may God be merciful and the sheep of God's pasture*
100 *thanksgiving of God's goodness*
117 *the steadfast love of the Lord*
127 *unless the lord builds the house*
128 *blessed are those who walk in the Lord's ways*
136 *God's work in creation and in history*
150 *let everything that breathes praise the Lord*

Epistles

Romans 8:31-35, 37-39 *if God is for us, who is against us*
Romans 12:1-2 (9-18) *a living offering, the Christian life*
1 Corinthians 12:31-13:13 *I only vs. 13:4-7) the greatest gift in love*
II Corinthians 5:11-21 *new life*
Ephesians 3:14-19 *the breath, length, height and depth of Christ's love*
Ephesians 5:1-2, 21-33 *Walk in love, as Christ loved us*
Ephesians 5:21-33 *marriage of the church*
Ephesians 6:10-18 *love's strength*
Philippians 4:4-9 *rejoice in the Lord always*
Colossians 1:15-23 *the source of true love*
Colossians 3: 12-17 *the new life style of the Christian*
I Thess. 4:1-2 *love in the home*

The Gospel

Matthew 5:1-12 *blessed are the peacemakers*
Matthew 5:13-16 *salt of the earth and light of the world*
Matthew 6:5-15 *love at prayer*
Matthew 6:25-34 *love's priorities*
Matthew 7:1-5 *love and self knowledge*
Matthew 7:21-28 (esp.24-28) *house built on a rock*
Matthew 8:21-35 *love forgives*
Matthew 19:4-6 *faithfulness in marriage*
Matthew 22:35-40 *love, the greatest commandment*
Matthew 25:31-46 *love serves*
Mark 10:6-9 *they are no longer two but one*
John 2:1-11 *marriage feast at Cana*
John 3:1-21 *love, life and light*
John 15:1-17 *remaining in Christ's love*
John 17:20-26 *high priestly prayer: that they may all be one*
Mark 8:1-9 *God will provide enough for the journey*