



## ZION LUTHERAN CHURCH - ELCA

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# WEDDING PLANNING PACKET

We are excited that you will begin your marriage at Zion. Our church, wedding coordinators, and staff ministry team are happy to share in this special occasion with you. Enclosed in this wedding packet are several items that will make it helpful for us and for you in planning your wedding. **Please take the time to go through and read all this information carefully**, making sure you complete any necessary forms and return them to the church office promptly.

Included in this booklet, you will find:

- General Information: Read. Includes wedding planning information, guidelines for choosing scripture readings and music, and a list of many options for scripture and music selections. *page 3*
- Request for Building Use: Complete all requested information to reserve Zion building space. Be sure to include the time that you will need to reserve the space for decorating, set-up, rehearsal, pictures, wedding ceremony, and clean-up. Return to the church office as soon as possible to ensure room reservation. Call the church office if you have any questions regarding this procedure. *page 19*
- Wedding Inventory: Please complete all the information as it pertains to your ceremony and return to the presiding pastor as soon as possible. *page 17*
- Checklist for Your Wedding at Zion: For your own convenience; contains a helpful list of tasks. *page 22*
- User Group Policy: Read. Explains Zion's policy on building use. *page 21*

- Host and Hostess Duties: Read and give a copy to your host/ hostess couple to inform them of and help them perform their duties. *page 15*
- Wedding Coordinator Responsibilities: Read to learn what you can expect from your Wedding Coordinator. *page 13*

Please contact your wedding coordinator for specific questions you may have regarding your wedding. God bless you as you begin planning for your wedding and your life together!

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Use the area below to keep track of important Zion contact information:

PASTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIST: \_\_\_\_\_ PHONE: \_\_\_\_\_

VOCALIST: \_\_\_\_\_ PHONE: \_\_\_\_\_

CATERING CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

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# Making Plans for Your Wedding

Updated 8/2010

The goal of this booklet is to help provide the bridal couple with answers to questions involving having a wedding at Zion. Your wedding day is one of the most important days of your lives. It should be a joyous time, but also a reverent one. Please remember when planning your ceremony that weddings are worship services focused on God, not merely civil ceremonies focused on people. Your church, its staff ministry team, and pastor(s) are happy to share in this special occasion with you.

STEP 1: Make contact with the **church office staff** to **clear and reserve the date**, time, and facilities, preferably at least six months in advance. You must fill out and submit a room request form, including dates and times for decorating, rehearsal, picture taking, and ceremony. A \$100 deposit is required to secure the date for the wedding at this time.

STEP 2: Make contact with the **pastor** to **clear and reserve the date**, and make an initial appointment. The pastor may meet with you as a couple to discuss certain elements of the ceremony itself and other phases of pre-marriage instruction.

STEP 3: Your wedding coordinator will contact you and set up a time to meet with you. She is an invaluable resource person in nearly all phases of your wedding at Zion.

Don't forget to get your marriage license. Applications must be made at least five to seven working days before the license is issued, as there is a five-day waiting period. The license must be given to the pastor on the day of the wedding. The best man and maid/matron of honor must sign the license immediately following the ceremony.

## WEDDING COORDINATOR

A Zion wedding coordinator is mandatory for ALL weddings performed at Zion. This is not optional if you wish to be married at Zion, regardless of the size of your wedding. She is there to see that all of Zion's requirements are met, to answer questions about Zion and its policies and practices, and to oversee the return of the facility to its original condition following your wedding. She is the biggest asset that you have to help to make your wedding run smoothly.

## PLANNING YOUR CEREMONY

This is the usual procedure for the wedding...

1. Prelude music for about 15 minutes. (Talk this over with your organist.)
2. Candles lit
3. Parents of the groom are seated
4. Mother of the bride is seated, if she is not entering with the bride
5. Processional: There are many ways for the processional to be held. Discuss them with your coordinator ahead of time to make your rehearsal run more smoothly.
6. Wedding service - See Order of Worship, page 5

7. Recessional
8. Pastor exits
9. Ushers escort out immediate family members and dismantle aisle runner
10. Guests are ushered out
11. Receiving line (optional)
12. Reception

## THE REHEARSAL

### **Please read carefully the following information:**

The rehearsal should last about 1 hour, depending on the number of attendants. All parties are expected to be in attendance – including parents and ushers. If anyone is late, we will begin without him or her and fill in with substitutes.

1. Collection of any unpaid fees (or the rehearsal will be cancelled).
2. We will walk through what each member of the bridal party will do – where they will walk and stand during the processional, the service, and the recessional.
3. We will practice with the organ and use a condensed version of the service using what was learned previously. No vocalists and/or instrumentalists will be included at this time. They will rehearse with the organist either immediately before or after the rehearsal. It is your responsibility for them to connect with each other.
4. The wedding coordinator will review Zion’s guidelines with your group. These include:
  - The bridal party and all guests to be ushered as part of the ceremony must be in the designated area at least 20 minutes before the ceremony – the wedding coordinator will not hunt them down.
  - Explanation of locations of activities in church: dressing rooms, eating area, etc.
  - Explanation of timing: when to arrive for pictures, when flowers will arrive, when bridal party is to be here, etc.
  - **No smoking anywhere in Zion** – this may be done in the parking lot.
  - **No alcohol and/or drugs** of any form anywhere on the church property – **the presiding minister has the authority to cancel the wedding activities in the event that this is a problem.**
  - Preventatives for fainting – eat before the wedding, get plenty of rest, don’t lock your knees during the ceremony.
  - Confirm names of individuals responsible for removing decorations and gifts from the church after the ceremony.
  - Not leaving any valuables at the church. The dressing areas are not locked, and Zion is not responsible for stolen items.
  - Any food brought to the church must be removed afterwards. Bring your own food receptacles for food storage. Do not use the kitchen utensils and or dishes for the food brought in.
5. Explanation of usher responsibilities – if you have special seating requirements, communicate them to the ushers.
6. The minister may wish to add a few words.

## THE WEDDING SERVICE

When the time comes for seating of honored guests, special songs to be played before the wedding, or lighting of candles, the wedding coordinator will give the go ahead to proceed. She will also orchestrate the processional.

The pastor will discuss the order of service with you when you meet. You should use the outline below to decide where you would like music inserted. It is appropriate at any of the “optional \*” places listed below. To avoid the appearance of a concert, the optional music should ideally occur no more than 3 times.

### Order of Worship

Processional  
Invocation/Greeting  
Special Music/Hymn – optional \*  
Scripture Readings – see Pastor for suggestions  
Music – optional \*  
Homily (short sermon)  
Statement of Intention  
Exchange of Vows  
Exchange of Rings  
Lighting of the Unity Candle – optional \*  
Music – optional \*  
Blessing  
Prayers  
Music – optional \*  
Benediction  
Introduction of the Married Couple  
Recessional  
Music – optional \*

### Sample wedding vows:

Celebrant: \_\_\_\_\_, will you give yourself to \_\_\_\_\_ to serve her as her husband:  
to love her, comfort her, honor and protect her; and forsaking all others, to be faithful to her  
alone as long as you both shall live?

Bridegroom: I will

Celebrant: \_\_\_\_\_, will you give yourself to \_\_\_\_\_ to serve him as his wife; to  
love him, comfort him, honor and protect him; and forsaking all others, to be faithful to him  
alone as long as you both shall live?

Bride: I will

(the bride and groom face each other and join hands)

Celebrant: Repeat after me:

Bridegroom and Bride: I, \_\_\_\_\_, receive you, \_\_\_\_\_, as my wife/husband, to have and to hold from this day forward; for better, for worse, in plenty and in want, in joy and in sorrow, in sickness and in health, to love and to cherish, to forgive and to strengthen, as Jesus would lead us, while God grants us life, I promise this before God and these witnesses.

## DECORATING

Decorations must be appropriate for use in a church. Examples are flowers, green plants, greenery, tulle, and ribbon. Remember to include this time on the building use form.

**No tacks or nails are to be used anywhere.** *Please convey this to your decorating helpers or service providers.* You may use poster putty, tape, and/or rubber bands. Please respect our facilities.

Zion has a set of 7-branch candelabras with off-white candles. There is a small fee for the use of them (for replenishing the liquid candle oil which they contain). Notify your wedding coordinator that you wish to use the candelabras so that she may arrange for an adequate oil supply and for the set-up of the candles. Decide who will light the candles and when, and communicate this to your wedding coordinator. No regular candles may be used, with the exception of the unity candle.

## THE WEDDING DAY

If you and/or your wedding party are planning to dress at the church, speak with your wedding coordinator regarding what rooms are available. You may wish to bring an iron and ironing board, as Zion does not provide one.

Please remember to pack all personal belongings into designated cars **before** the wedding ceremony to assure that everything is taken care of before it is time for the wedding party to leave the church. A personal attendant may be an excellent choice for handling this matter. Please do not leave any valuables at the church. The dressing areas are not locked, and Zion is not responsible for stolen items.

It is a good idea to have something to eat before the ceremony. One option that has worked well is to provide buns, a meat and cheese tray, and fruit and/or veggies. Discuss with your wedding coordinator the best option for where to serve this. There is to be no food or beverages in the sanctuary.

There are some responsibilities for the host couple (listed on the “Host and Hostess Duties” page). Please have them report to the wedding coordinator **before** the ceremony for instruction.

## DETAILS

1. If you are having a unity candle as part of your service, please decide in what manner the lighting of the side candles is to be done. Zion has a unity candle holder that you may use. (You supply your own center and side candles.)
2. The Altar Guild Handbook states that no flowers are to be placed on the altar. Flower stands are available. No artificial flowers may be used in the altar area behind the railing. Ask the wedding coordinator if you have any questions about flower placement.
3. You must review your musical selections with the Pastor. Only sacred music may be played or sung as part of the worship service. A list of pre-approved choices is included in your wedding packet. Suggestions about how to choose your music: borrow CDs of wedding music from a library or meet with your organist to review music she has in her collection.
4. Zion organists are available to play at weddings. Contact the organist directly to make all arrangements. The Zion organist fee includes planning sessions with the bride, rehearsals, and all wedding day music. See the list at the back of this booklet for fees. Any qualified organist should contact the wedding coordinator and the church office for practice times or questions about the organ.
5. No rice may be thrown after your wedding. Birdseed is an allowed alternative – outside the church only.
6. No cans, streamers, foam, soap, etc. are to be left on the premises. A decorated car is fun for the newlyweds, but cleaning up the mess is not fun. Your damage deposit will not be returned to you if this rule is not followed.
7. Decide on where you will stand and who will be in the receiving line, if you have one.
8. Arrange for a time for your flowers to be delivered to the church (making sure the church will be unlocked) and choose someone to pin flowers on special guests and servers.
9. If you will be having bulletins for your wedding, bring them to the rehearsal and give copies to the pastor, coordinator, musicians, and organists. [If you wish, you may order a pre-designed cover through one of the many catalogs available at the church office. Allow at least one month for ordering.]
10. Appoint someone, probably an usher or two, to be responsible for removing decorations from the church. They should also be responsible for replacing anything that has been removed in the church (such as flowers, swags, etc.).
11. Decide if you will use the podium stand or a table for your guest book.
12. You should have two people, usually children, to be available to carry gifts from the guests to a gift table. Appoint someone, usually an usher, to remove them immediately following the ceremony. Arrange for the vehicles ahead of time.

- 13. Zion has a wedding banner available for your use. If you choose to use it, the wedding coordinator will assist a member of your wedding party in hanging it up and taking it down.
- 14. The nursery is not available.

**PAYMENT OF FEES - FEE SCHEDULE FOR WEDDINGS**

Your wedding coordinator will need the following checks from you at least **one month** before the ceremony. She will inform you of the amount of each check in advance.

Check #1 – \$100 as a reservation/damage deposit. Payable to Zion Lutheran Church at the time of reserving the wedding date. Part or all of the deposit will be returned within one month after the wedding, provided the church is left in good order.

Check #2 – Payable to Zion Lutheran Church for all remaining wedding fees when meeting with the wedding coordinator at least one month before the wedding.

**Either the bride or the groom must be a member of Zion (or a son or daughter of an active Zion member) at the time you reserve the church to qualify for member fees.**

**Ceremony Fees**

<u>Services:</u>	<u>Non-member Fees:</u>	<u>Member Fees:</u>
Pastor’s honorarium	\$ 100	\$0
Sanctuary	\$200	\$0
Custodian	\$ 50	\$ 50
Wedding Coordinator	\$ 75	\$ 75
Zion Organist	\$ 100	\$ 100
Candelabra rental	\$ 10	\$ 10
Sound Technician	\$ 20	\$ 20

## Scripture and Music Selections

Below, you will find a non-comprehensive list of **wedding Scripture** suggestions. Remember that the most appropriate readings are those parts of Scripture that mean the most to you: your favorite psalm, verse or chapter. These may be read by the pastor or members of your wedding family. The following are possibilities:

Genesis 2: 18-24	The creation of woman
From Song of Solomon	A Scriptural love song
Jeremiah 31: 31-34	God's new covenant with us
From Romans 12	The life of the Christian couple
1 Corinthians 13	Paul's expression of love
Ephesians 5: 25-33	Talking to newlyweds
Matthew 5: 1-12	The Beatitudes
Matthew 7: 24-29	The house built on the rock
Matthew 19: 4-6	
Matthew 22: 35-40	Love, the greatest commandment
John 2: 1-11	Jesus at the wedding feast at Cana
John 15: 9-16	Christ's love and our love
John 17	Jesus' prayer "that they may be one"
Psalms 45	The king's royal wedding song
Psalms 1	Live with God
Psalms 23	The Lord is My Shepherd..
Psalms 46	Asking for God's strength and presence
Psalms 149: 1-5	
Ecclesiastes 4: 9-12	
Colossians 3: 12-17	
1 John 4: 7-12	

As you start the process of making your **musical selections** for your wedding, it is important that you keep in mind that your ceremony is a worship service. Therefore, only sacred music may be played or sung as part of the worship service. Secular music may be played or sung only as a part of the prelude. Following, you will find a broad list of suggested prelude, processional, recessional, congregational, and vocal music selections. This list is for your benefit and may help you in selecting the most appropriate music for your wedding. Your organist will also be able to help you in this task. Some of Zion's organists are available to play at weddings. Please call the wedding coordinator for a list of names. Any qualified guest organists should contact the wedding coordinator for practice times or any questions about the organ. If one of Zion's organists is used, his/her fee includes any planning sessions with the bride and groom, any necessary rehearsals, and wedding day prelude, processional, congregational hymns, vocal accompaniment, and the recessional. Please feel free to utilize the vast musical knowledge of your organist, as s/he can be a valuable source of information to you.

To help you determine the number and type of musical selections needed, it may be helpful to you to review the order of worship (see the Zion Wedding Planner booklet and the pastor). In this way, you can see the variety of ways in which your musical selections, in the form of instrumentals, vocals, or congregational hymns, may be incorporated into the wedding ceremony. Once you have chosen the music for your ceremony, it must be reviewed by the Zion pastor. Any music which is included on the list below is understood to be appropriate music and need not be submitted. However, any other music not included on the following list must be submitted, in the form of sheet music or a tape to the presiding minister. If it is rejected for any reason, you are responsible for choosing an alternate selection and resubmitting it. If you are in doubt about any particular selection, it is in your own best interest to submit it in plenty of time so that you have ample time to choose alternates, if necessary.

## Preludes, Processionals, and Recessionals:

Arioso (Thanks Be To Thee)	G.F. Handel
Jesu, Joy of Man's Desiring	Bach
Sheep May Safely Graze	
March Nuptiale	W. Sassmannshausen
Wedding March	A. Schreiner
Wedding Processional from Sound of Music	
Trumpet Tune	Purcell
Fantasia	Pachelbel
Trumpet Voluntary in D Major	Purcell
All Glory, Laud and Honor	Purcell
Ode to Joy	L. Beethoven
March Triumphant	W. Sassmannshausen
Psalm 19	B. Marcello
Prelude and Fugue in F Major	Bach
Prelude and Fugue in C Major	Bach
Fantasia in C Minor	Bach
Break Forth Into Joy	Bach
Tollite Hastias	Camille Saint-Saens
Adagio Cantabile	Bach
Andante from Brandenburg Concerto No. 2	Bach
Joyful, Joyful, We Adore Thee	Beethoven
Rigaudon	Campra
Wedding Prelude	Diggle
Largo	Handel
Allegro Maestoso from Water Music Suite	Handel
Hornpipe from Water Music Suite	Handel
Liebstraum	Liszt
On Wings of Song	Mendelssohn
Rondeau	Mouret
Canon in D	Pachelbel
Bridal Chorus form Lohrengrin	Wagner
Toccata from Symphony No. 5	Widor
Jesus Priceless Treasure	Bach
The King of Love, My Shepherd Is	Robin Milford
Lord Jesus Christ Be Present Now	J.G. Walther
Now Thank We All Our God	Karg-Elert
Now Thank We All Our God	Bender
O Holy Spirit, Enter In	Karg-Elert
Our God, Our Help In Ages Past	Heinrich Fleischer
Prelude in Classic Style	Gordon Young
Alla Marcia	Lefebure Wely
A Trumpet Chorale	J.S. Bach
Suite Gothique	Boellmann
Triumphal March	Grieg
Chorale Prelude (Now Thank We All Our God)	Kaufmann
Sunrise, Sunset	Jerry Bock

## Vocal Music:

Jesu, Joy of Man's Desiring  
Joyful, Joyful, We Adore Thee  
Ode to Joy: Theme from Ninth Symphony  
This Is The Day, or A Wedding Song  
Entreat Me Not To Leave Thee  
Song of Ruth  
I Love Thee  
In This Very Room  
O Love That Wilt Not Let Me Go  
Keep Us One  
Make Us One from Here Comes The Son  
Household of Faith  
Only God Would Love You More  
Time For Joy  
The Lord's Prayer  
Flesh of My Flesh  
Jesus, Guest at Cana's Wedding  
Here We Are Now  
Thou Art Like A Flower  
Our Love  
Me and My House  
Together  
The Wedding Song (There is Love)  
A Wedding Prayer  
Wedding Hymn from Ptolemy  
Wedding Prayer (based on J.S. Bach)  
    If Thou Art Near  
Ave Maria  
The Greatest of These is Love  
The King of Love My Shepherd Is  
Though I Speak With The Tongues  
The Lord My Shepherd Is  
Love Divine, All Love Excelling  
Lord Who At Cana's Wedding Feast  
God Is My Shepherd  
Entreat Me Not To Leave Thee  
Brother James' Air (Psalm 23)  
Psalm 121 and Wedding Responses  
    (Written for Princess Margaret)  
The Greatest of These is Love  
God, A Woman and a Man  
Two Candles  
He Has Chosen You For Me  
Tender Love  
A Choral Benediction  
A Wedding Benediction  
El-Shaddai

Bach  
Beethoven  
Beethoven  
Fettke  
Gounod  
Hallquist  
Grieg  
Ron and Carol Harris  
Hustad  
D. Johnson  
P. Johnson  
Rosasco Lamb  
Borop Liles  
Limpic  
S. Bingham  
Patillo  
Peterson  
Purifoy  
    Schumann  
Scott, Coomes, North  
Sheppard  
Strader  
Lenel, Leupold, Schuetz  
Williams  
Handel  
R. Artman  
  
Bach, Gounod  
R. Bitgood  
Bairstow  
Brahms  
Helder  
Welsh-Bunjes  
Buxtehude  
Dvorak  
Gore, Gounod, Hallquist  
Brother James  
Wm. McKie  
  
Daniel Moe  
Lilly Green  
Sonny Salisbury  
Pat Terry  
Beethoven  
Don Besig  
Austin C. Lovelace  
John Thompson

As You Go On Your Way  
 The Gift of Love  
 The King of Love My Shepherd Is  
 Wedding Prayer  
 Wedding Song  
 You Made Us For Each Other  
 Doubly Good To You  
 We Have Gathered Together  
 On Eagle's Wings  
 O Lord Most Holy (Panis Angelicus)  
 Where 'Er You Walk

James Engel  
 Hal Hopson  
 Harry Rowe Shelley  
 Dunlap  
 Gary Hallquist  
 John Innes  
 Richard Mullins  
 Bryan Jeffery Leach  
 Michael Joncas  
 Cesar Franck  
 Handel

**Material In Hymnals:**

Come Gracious Spirit, Heavenly Dove  
 They'll Know We Are Christians By Our Love  
 God Of Our Life  
 Love Divine, All Love Excelling  
 O Holy Spirit, Enter In  
 Lord Jesus Christ Be Present Now  
 Now Thank We All Our God  
 O God Eternal Source of Love  
 Savior Precious Savior  
 O God Our Help In Ages Past  
 For The Beauty of The Earth  
 O Perfect Love  
 O Worship The King  
 Praise To The Lord The Almighty  
 The King of Love My Shepherd Is  
 The Lord's My Shepherd  
 Hear Us Now, Our God and Father  
 Heavenly Father, Hear Our Prayer  
 Savior Like A Shepherd Lead Us  
 Lord Of All Hopefulness  
 Joyful, Joyful, We Adore Thee  
 Let All Things Now Living

LBW  
 #475  
 #270  
 #315  
 #459  
 #253  
 #533, #534  
 #504  
 #514  
 #320  
 #561  
 #287  
 #548  
 #543  
 #456  
 #451  
 #288  
 #289  
 #469  
 #551  
 #557

## **WEDDING COORDINATOR RESPONSIBILITIES**

The duties of the wedding coordinator will include:

- meet with the bride/groom regarding arrangements, options, what is available, and to give a church tour if necessary
- educate bride/groom in options available at Zion, including ceremony/wedding
- explain and collect fees, which must be paid one month before wedding (The rehearsal shall not go forward if the checks have not been received by that time.)
- act as “monitor” for Zion weddings (to see that the requirements of Zion are met)
- notify the custodians beforehand when the bridal party intends to decorate and set-up AND afterwards so they can come to clean appropriately
- hold at least two meetings with the bride/groom to go over arrangements, options, what is available, and to give a church tour, if necessary
- share ideas and make suggestions for processional, altar arrangements, ushers, seating, etc.
- lead rehearsals, assist pastor during rehearsal, instruct bridal party
- be at wedding one hour before ceremony begins to do necessary preparations (for example: secure aisle runner, unity candle placement, candelabras in place and candles straight, set up reserved pews, etc.)
- instruct ushers, hosts, servers, etc. in their duties (suggest to the bride that she list these duties on a card and give to each individual)
- make sure church and/or necessary rooms are unlocked
- if a visiting pastor (non-Zion pastor) will be presiding at the wedding, make arrangements with the Zion sound technician well in advance to arrange for the cordless microphone to be available
- orchestrate seating of honored guests, processional, etc.
- begin ceremony; let all parties know of time left until ceremony and finally begin processional, especially keeping in contact with organist, bride, groom, and pastor
- stay after the wedding until the bridal party has left and put away: banner, candelabras, unity candle holders, linens, flounce, and any other Zion items that were used
- replace bulletin table items and ensure that any other items moved for the ceremony are returned to their original location
- before leaving the church, call the custodians to notify them that the wedding is over
- any other task that seems to be appropriate

### **WEDDING COORDINATORS DO NOT**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| - work in the kitchen         | - serve/waitress                  |
| - line up organists/musicians | - run for food                    |
| - become personal attendants  | - run for flowers                 |
| - help out during photographs | - clean up after the bridal party |



## Host and Hostess Duties

- Report to Wedding Coordinator before ceremony.
- Tell the guests that you are the host and hostess, and are there to help, if needed.
- Greet people at the door. This relieves congestion in the narthex. Please try not to have group discussions in the doorways and narthex before the wedding.
- Help keep the narthex free of congestion of people when it starts to get full. Instruct the ushers to seat people.
- Help the gift carriers (if any) if they seem to need instruction.



# Wedding Inventory

Please complete this form and return to the **pastor** as soon as possible.

	AGE ON DATE OF WEDDING
BRIDE'S FULL NAME _____	_____
GROOM'S FULL NAME _____	_____
DATE OF WEDDING _____	
TIME OF WEDDING _____	
REHEARSAL DATE _____ TIME _____ DINNER _____	
BEST MAN _____	MAID/MATRON OF HONOR _____
GROOMSMEN _____	BRIDESMAIDS _____
_____	_____
_____	_____
_____	_____
_____	_____
USHERS _____	_____
_____	_____
SCRIPTURE TEXT _____	
CANDLELIGHTERS _____	_____
UNITY CANDLE YES (____) NO (____)	
PHOTOGRAPHER _____	
AISLE RUNNER YES (____) NO (____)	
FLOWER GIRL _____	
RING BEARER _____	
BLESSING FROM PARENTS _____	
ORGANIST _____	
SOLOIST(S) _____	
MUSICAL SELECTIONS _____	_____
_____	_____
ADDITIONAL SPECIAL INSTRUCTIONS:	



# Zion Lutheran Church

## Request for Building Use

To: Zion Lutheran Church

From: \_\_\_\_\_  
Name of Organization or Individual(s)

\_\_\_\_\_  
Address, City, State, ZIP

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Purpose of Organization/Individual

Request:

\_\_\_\_\_ Kitchen \_\_\_\_\_  
responsible party

\_\_\_\_\_ Nursery \_\_\_\_\_  
responsible party

\_\_\_\_\_ Fireside Room

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Overflow

Education Wing:

Room # \_\_\_\_\_

Room # \_\_\_\_\_

Room # \_\_\_\_\_

Room # \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested: from \_\_\_\_\_ a.m. or p.m. until \_\_\_\_\_ a.m. or p.m.

With approximately \_\_\_\_\_ persons.

Person directly responsible (chaperone) \_\_\_\_\_

(name and phone number)

Non profit organization? \_\_\_\_\_ yes \_\_\_\_\_ no

Waiver of liability (Zion groups need not complete this area):

We hereby release Zion Lutheran Church from responsibility for bodily injury and/or loss of property by participants or guests which may be incurred during our organization's use of Zion Lutheran Church in Warroad, MN.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Space Below is for Office Use Only

Action on request

Has group or individual used Zion in the past? \_\_\_\_\_ yes \_\_\_\_\_ no

Experience: \_\_\_\_\_  
\_\_\_\_\_

Request: \_\_\_\_\_  
                  approved                    denied                    date

Reason denied: \_\_\_\_\_  
\_\_\_\_\_

# Zion Lutheran Church

## User Group Policy

Permit usage by community service groups or other church groups only (non-profit groups that are approved by Church Council).

Usage requests from groups that have not been previously approved must be considered by the Church Council at their regular monthly meetings. In order for a request to be considered, it must be submitted in such a timely manner so it can be given proper consideration before the usage is to take place. Any request which is received too late shall be rejected or held over until the next council meeting, if appropriate. The usage request forms are available in the Church office during regular working hours. They must be completely filled out. The needs and intent of the group must be very clearly defined.

Those groups which regularly use the church must resubmit usage requests annually. It is possible that a group may not receive approval for the same usage as they previously had approval for because a group within Zion has obtained usage of a certain time/area.

Anyone desiring use of the kitchen equipment must secure the approval of the Women of Zion. Please call the church office at 386-1733 for the telephone number of the Women of Zion contact.

Any damage to church property caused by a user group or a member of that group shall be the responsibility of that group to repair or replace at their own expense.

The individual who signed the usage request form will be the responsible party.

User groups are responsible for cleaning up the area they used so it is left in the same condition as when they came. If there should be spills on carpets, they must be completely cleaned up, even if it requires that they retain the services of a professional cleaner at their expense.

Usage of the nursery requires that there be a responsible party in the nursery at all times. The responsible party shall be charged a \$10 cleaning fee if any cleaning of nursery is necessary. There will be no food in the nursery.

Weddings: Usage requests must be done through the church office and wedding coordinator. Wedding parties are responsible for any damage done to church by guests or party, and shall pay expenses for repair or cleaning beyond normal wear and tear.

Once permission from council has been granted, and request forms filled out through the office for the time granted, the user group has priority over area requested for requested period of time only.

Church Council and/or pastors have the right to cancel group use at any time.

Please request and display reservation approval card on door of room being used. Zion church groups not using reservation approval card are not guaranteed specific rooms.

## CHECKLIST FOR YOUR WEDDING AT ZION LUTHERAN CHURCH

- Set date
- Reserve the date for the wedding with the church office; pay \$100 deposit
- Schedule the wedding with pastor
- Hire photographer
- Contact your wedding coordinator to schedule a time to meet
- Complete Zion room request form to reserve the church for the wedding, rehearsal, and decorating
- Contact musicians, including organist and vocalists
- Make arrangements for pre-marriage classes or pre-marriage counseling
- Order paper or bulletin covers and plan the program
- Decide Order of Worship with pastoral guidance
- Decide on Scripture and/or other readings with pastoral approval
- Decide on music with pastoral approval
- Order aisle runner (optional)
- Obtain candles for candelabra and/or unity candles (optional)
- Arrange for flowers and delivery
- Evaluate invitation list and RSVP responses to determine approximate number of guests
- Give lists to wedding coordinator of the following:
  - people responsible for removal of decorations
  - people responsible for removal of gifts
  - special reserved seating list
  - ushers
  - hosts – have them report to the coordinator before the ceremony
  - vocalists
  - organist
  - any other information requested by wedding coordinator
- Pay coordinator for church fees at least one month before the wedding
- Get marriage license (Remember there is a 5 day waiting period.)

AND, FINALLY, RELAX, AND ENJOY YOUR WONDERFUL, MEANINGFUL DAY

*For a current list of Zion organists, contact your wedding coordinator.*

