

# *Wedding Guide*

## *Guidelines for Planning Your Wedding at St. John's Lutheran Church*

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## **United in Christ**

Your wedding day will be one of the highlights of your life together. We at St. John's Lutheran want to help make your wedding day a joyous occasion, a day of blessing in the Lord.

Your wedding ceremony is not only the formal occasion in which your lives are bound together, but also a wonderful opportunity for you to confess and witness in word and deed that Jesus Christ will be the center of your marriage, as He will be the center of the service.

## **Preliminary Arrangements**

### **Getting Married at St. John's**

At St. John's we are interested not just in your wedding service, but in your marriage, for now and the years to come. It is important to us that we have a relationship with those getting married at SJL. Therefore, we do weddings for those who are part of our St. John's Community, or one of our sister congregations, as well as for those with whom we will have an ongoing relationship.

### **Contact the Pastor**

The first step in planning your wedding service is to contact one of the pastors at least 5 months before the wedding date to arrange for an initial meeting. You may contact either Pastor Mike Schmid or Pastor Mark Heine. If you have no preference, please contact the church office and one of the pastors will get back to you. Refer to page 8 for contact information.

At the first session with the pastor, this guide will be reviewed, along with other information pertaining to the wedding preparations. Please note that the wedding date will be confirmed on our church calendar *after* this initial meeting with the pastor. You should wait until this time to firmly set the date for your wedding, including reserving a facility for the reception or contracting with other service providers.

Please read this guide carefully before the first session and make note of any items that you have questions about.

### **Wedding Coordinator**

St. John's has a wedding coordinator for all weddings on our campus. The coordinator will work with the couple to prepare for the practical aspects of the wedding service. She will coordinate unlocking the building and working with the photographer, videographer, florist, etc. She will be

present at the rehearsal and at the wedding to work with the wedding party to understand their roles during the service. Please refer to the fee schedule for the Wedding Coordinator fee.

After the date of the wedding has been set, you should contact the St. John's Wedding Coordinator as soon as possible to arrange a meeting to begin planning for the ceremony. Refer to page 8 for contact information.

### **Premarital Counseling**

Premarital Counseling is required for all couples. The number of sessions, as well as the times and dates, will be determined when you meet with the pastor. Usually there will be at least five sessions.

The purpose of premarital counseling at St. John's is to assist you, based on God's Word, to see your marriage as a marriage under Christ. We will discuss the strengths of your relationship, as well as those areas that need attention. The intent is not to solve all problems or potential problems, but rather to equip you with tools which will help you in growing a Christian marriage. Premarital counseling will include reading assignments, Bible studies, relationship-building exercises and discussion with the pastor.

The pastors at St. John's make use of the SYMBIS assessment, a tool for assessing strengths and growth areas in a couple's relationship. There is a fee of \$35 for the use of this instrument.

### **Worship Attendance**

It is expected that couples planning a Christ-centered wedding will be worshiping regularly. The gifts of God in Word, Sacrament and fellowship are great blessings as you walk through life together. The practice of worshiping, praying, communing, and praising the Lord together will give Jesus the room in your hearts and lives to bind you ever more closely in his love.

### **Weddings for those who do not live in Napa**

We occasionally will perform weddings for those who do not live in the Napa area. We are open to these weddings in these circumstances:

- There is a significant connection to our congregation (grew up going to St. John's, parents are still here, etc.),
- The couple is active in a sister LCMS church in another part of the country.

In these cases, the worship attendance requirement applies to the home congregation of the couple. The couple will also need to secure premarital counseling at their own congregation.

The wedding will be scheduled at St. John's after the St. John's pastor has consulted with the pastor or counselor who is conducting the premarital counseling. Those who are members of one of our sister LCMS congregations may also want to consider inviting their pastor to come and perform the wedding at our facility. Please discuss this with the SJL pastor so that he can invite and communicate with your clergy.

## **The Wedding Service**

The wedding service is above all a Christian worship service. It is every bit as much a worship service as a regular Sunday morning service. Therefore, the wedding will be planned in such a manner that in all things Jesus is central.

One of the responsibilities of the pastor is to make sure that worship services use music and resources which reflect the teachings of the Bible. Therefore, anything pertaining to the worship service will be cleared with the pastor.

### **Order of Service**

This is the order of a typical wedding service. The actual service will be laid out during the premarital counseling

Prelude (*Vocal or instrumental music*)  
Seating of parents, grandparents, honored guests  
Processional (*Hymn or instrumental*)  
Invocation, Welcome and Prayer  
Scripture Readings  
Sermon  
Wedding Ceremony:  
    Exchange of Vows  
    Exchange of Rings  
    Marriage Announcement  
Prayer and the Lord's Prayer  
Marriage Blessing and Benediction  
Recessional (*Hymn or instrumental*)

It is expected that members of the wedding party will conduct themselves in a manner befitting

a Christian church. Even if the participants in the wedding do not share the faith of the bride or groom, they will conduct themselves in a reverent manner.

### **Music**

In choosing music for the wedding, keep in mind that it is a Christian worship service. Vocal music used during the wedding must reflect a distinctive Christian message that gives honor to Christ. Before finalizing music selections, please review them with the pastor.

Hymns and praise songs provide wonderful opportunities for the wedding guests to worship with you. The pastors are happy to suggest wedding hymns or contemporary songs.

The pastors are also a good resource for suggesting musicians: organist, pianist, guitarist, strings, etc. You may use recorded music for the processional and recessional. This will need to be arranged with the Sound Technician.

A sound technician will be needed for every service. The pastor or wedding coordinator can provide you with recommendations from our list of trained techs. Please refer to the fee schedule on page 7.

### **Decorations**

Flowers provide a beautiful enhancement to your celebration. They may be placed on the altar or on stands around the chancel (front area of the church). Wedding banners may be selected from our banners or may be supplied by the couple. The paraments will not be changed for the wedding. Additional decorations are welcome, for example in the narthex (entry), or along the aisle.

Changing the set-up of sanctuary seating may be done; however, you will need to have chairs returned to their original set up. We do not allow aisle runners as they present a tripping hazard. St. John's owns and has available for your use, free of charge, free-standing candelabra, prie-dieu (kneeler), some flower stands, unity candle holder, and a few other items. Please consult with the Wedding Coordinator on these matters.

### **Photography and Videography**

The photographer and/or videographer will need to meet with the Wedding Coordinator before the wedding for instructions. The Wedding Coordinator will explain where the equipment can be placed. No flash pictures are permitted during the wedding service, except for processional and recessional.

### **Wedding Service Folder**

The use of a wedding service folder is optional. You may have your own made or have the church use a pre-printed folder that you purchase. If you want the church to print the worship folder, we will need a list of all the wedding participants at least two weeks before the wedding. If you are printing your own, please have the pastor review it before it goes to print.

### **Other Clergy**

If you would like to invite any other clergy to participate in the wedding, please discuss this with the pastor.

### **Wedding Rehearsal**

A wedding rehearsal will be held for all participants, preferably on the day before the wedding. It is important that all are present and on time. Exceptions to this need to be shared with the Wedding Coordinator and Pastor in advance so that the absent wedding participants can be properly instructed before the wedding service. Vocalists and musicians do not need to attend the rehearsal.

If you would like to invite the Pastor or Wedding Coordinator to attend a dinner before or after the rehearsal or wedding, please extend the invitation prior to the wedding rehearsal.

## **Use of Facilities**

Your wedding may be in the main Sanctuary or the Faith Chapel (outdoor courtyard). If you choose to have the wedding in the Faith Chapel, please note that you will be expected to coordinate workers for the setting up and taking down of the chairs. There are approximately 350 chairs available for use in the Faith Chapel. Contact the Business Administrator for more details. See the Contact list on page 8

In addition to the sanctuary, the bridal party may use a designated space, specified by the Wedding Coordinator, for dressing and preparation.

The couple must arrange for the church to be cleaned up after the wedding. Normally family and friends of the couple do this. Talk to the Wedding Coordinator about details.

The kitchen, Parish Hall and Faith Chapel may be available for rehearsal dinners and receptions. Contact the Business Administrator to get the necessary paperwork “Application and Contract for Use or Rental of Facilities” as soon as possible.

Finally, we require a proof of insurance from you if you intend to hold your rehearsal dinner or wedding reception on campus. You may obtain such a certificate via a rider on your home owner’s insurance policy or through event insurance. Please have your insurer designate St. John’s Ev. Lutheran Church as additional insured for the date(s) of the event(s) and then provide the certificate to the church office via mail, 3521 Linda Vista Ave., Napa, CA 94558-2703 or e-mail, churchoffice@stjohnslutheran.net.

There is to be no smoking on the campus.

### **Fees**

Below are the fees for weddings at St. John’s. It is expected that fees will be paid before the wedding, unless other arrangements have been. The member fees apply when the bride and/or groom are members of St. John’s.

#### **Member Fees**

SYMBIS Assessment	\$35
Sanctuary	No charge
Kitchen	No charge
Parish Hall	Donation at the discretion of the couple
Organist/pianist	\$200
Practice with soloists	\$50
Pastor	Left to the discretion of the couple
Wedding Coordinator	\$150
Sound Technician	\$75 (\$100 for Faith Chapel)

#### **Non-Member Fees**

SYMBIS Assessment	\$35
Sanctuary/Faith Chapel Use	\$250
Kitchen	\$100
Parish Hall/Faith Chapel (reception)	\$250
Organist	\$200

Practice with soloists	\$50
Pastor	\$400
Wedding Coordinator	\$150
Sound Technician	\$75 (\$100 for Faith Chapel-outdoors)

**Contact Information**

Pastor	Rev. Mike Schmid 707-255-0119, ext. 122
Pastor	Rev. Mark Heine 707-255-0119, ext. 124
Wedding Coordinator	Teresa Schmid 707.738.7554 (mobile) <a href="mailto:tschmid08@gmail.com">tschmid08@gmail.com</a>
Organist/Pianist	Erin Blackwood 707-227-0460
Business Administrator	Tim Kramer 707-255-0119, ext. 12
Church Office Manager	Christy Kramer 707-255-0119, ext. 120