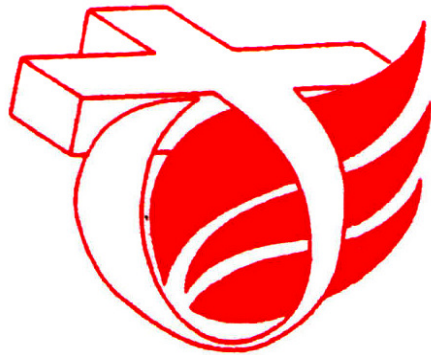


Wedding Guidelines

Information for those wishing to be
married at East Side Lutheran Church



East Side Lutheran Church

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Rev. Dr. Olaf Roynesdal, Sr. Pastor Rev. Lon Dr. Kvanli, Pastor Rev. Kermit Rye, Visitation Pastor

To the Prospective Bride and Groom!

We at East Side Lutheran Church rejoice with you as you anticipate your wedding day. We are pleased that you have chosen East Side as the place to celebrate your marriage ceremony. We will do everything possible to make sure that it is a joyous event. We want your wedding to be an occasion you will always remember as a beautiful and meaningful day, one full of reverence and dignity. More importantly, we are concerned not only for your wedding ceremony **but also for your marriage**. The material in this booklet is meant to help you plan not only for your wedding day but also for your life together as husband and wife. Please read through all the material prior to meeting with one of our pastors.

Christian marriage is a covenant of faith — it is a mutual promise of fidelity where husband and wife promise life-long faithfulness to each other. The bride and the groom are really the ones doing the work. The officiating pastor is present as an official witness and as a representative of the State of South Dakota as well as of the Christian Church.

The information in this booklet has been prepared to answer many of the questions you have and to assist you in making your wedding preparations. Please read through this booklet and familiarize yourselves with its content. As you make your plans please use this as a reference guide.

We pray God's blessings upon both of you as you make your wedding plans!

Rev. Dr. Olaf Roynesdal, Senior Pastor
Rev. Dr. Lon Kvanli, Pastor

Please Note: We have made every effort to be comprehensive with the material contained in this booklet. However, situations may arise that necessitate further clarification; thus we reserve the right to modify these guidelines at any time.

Marriage and the Church

Marriage does **not** belong exclusively to the Church. While marriage is ordained by God and supported by the Church, it is a **social contract**, governed and regulated by the state for the purpose of protecting individuals and providing stability to the social order. To the Christian it is more:

- We believe God ordained marriage to enrich the lives of husband and wife and to provide a sound basis for family life.
- We believe God's intention for marriage is that it be a life-long relationship based on the commitment by the man to the woman and the woman to the man.
- We believe God's self-giving love and faithfulness toward us is the foundation of a committed relationship between wife and husband. In the words of St. Paul to the Ephesians church, *"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you."*
Ephesians 4:32
- We believe God, along with the Church, desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God's steadfast love will be the most likely to experience these qualities.

The Pastor officiates at your wedding, representing both church and state, but it is you who bind yourselves to each other as husband and wife, by your **promises** before God and in the presence of the gathered community.

You make your promises in the presence of God, trusting that God will bless and support you as you work together to fulfill them. Thus, to be married in the church is to recognize God's intentions for marriage and to affirm them as your own.

The FIRST STEPS in Planning Your Wedding

- **Read** This Booklet—jot down questions raised in your mind as you read.
- **Confirm the Date of Your Wedding.**

Contact East Side Lutheran Church to set the wedding date and rehearsal date. Please try to do this at least **four months** before the anticipated time of the ceremony and **before you make other arrangements**. Ours is a busy congregation for weddings, particularly during the summer months. On occasion there are congregational events taking place that will make it impossible to hold a wedding the same day. At times, the Pastors' schedules may not allow for a wedding.

No wedding will be scheduled at the church without first consulting the staff at East Side.

Please note that weddings will not be scheduled on the following days or the weekend of:

New Year's Eve and New Year's Day
Holy Week (*Palm Sunday through Easter*)
Memorial Day
Independence Day (July 4th)
Labor Day Weekend
Thanksgiving Day
Christmas Eve or Christmas Day
Synod Assembly Weekend

Weddings can be scheduled with a starting time of 1:00 pm with the last time scheduled as of 6:00 pm. The time must be approved by the pastor to make sure he is available. Please be advised that ours is a busy congregation, particularly on weekends. Other events may be scheduled on the day of your wedding (in the fellowship hall or other rooms) but will not interfere with your ceremony. There is always a possibility that a funeral will occur, but that will take place in the morning, usually at 10:00 am.

The rehearsal time should also be scheduled at the same time. Circumstances permitting, the rehearsal can be held the same day as the wedding if necessary.

Members of East Side Lutheran Church have first consideration in the scheduling and planning of weddings.

MEMBERS: A **\$100.00** deposit is required to hold a wedding reservation. This deposit will be used to pay the custodian and the sound system operator. The remaining fee of \$450 (Pastor, organist, custodian, sound system operator and wedding coordinator) will be collected by the wedding coordinator for a total of \$550 inclusive for members.

NON-MEMBERS pay **\$450.00** to hold a wedding reservation. This fee is used for the sanctuary. The remaining fees of \$550.00 (Pastor, organist, custodian, sound system operator and wedding coordinator) will be collected by the wedding coordinator for a total of \$1000.00 inclusive to non-members.

For fee purposes, you must be an active member of East Side Lutheran Church for a full year prior to your wedding date to get member rates.

- **Arrange for an Initial Planning Session with the Pastor and Wedding Coordinator**

The Pastor and Wedding Coordinator will both consult with you in planning your wedding and

in helping you prepare for your marriage together. The minimum time required to complete arrangements and counseling is three months. Ultimately, the Pastor has the final say on all wedding plans.

The Pastor of this congregation will officiate your wedding.

- **Arrange for Premarital Counseling**

All couples being married in this congregation are required to participate in premarital counseling sessions. These are designed to help you look at yourself, your partner, and your relationship as you prepare for married life together. It is recommended that you, as a couple, arrange for pre-marital counseling sessions through the **Before the Honeymoon** of Lutheran Social Services of South Dakota (**357-0100** or **800-568-2401**). This consists of three group sessions, each lasting two hours followed by a scheduled individual session with a counselor. Cost of the program is currently **\$250.00**. At times there are weekend premarital counseling classes held in Sioux Falls. The church will send a post card to all couples who haven't completed their premarital counseling as an alternative to LSS. A report will then be forwarded to the officiating Pastor. Any proposed wedding date is **tentative** until these sessions are complete. If you live away from the Sioux Falls area, alternate counseling arrangements can be made with a congregation in your area.

You can also contact Mark Britzman at 351-0608 for your premarital counseling.

- **Arrange for an Initial Planning Session with the Wedding Coordinator**

Your wedding Coordinator will be assigned to you and contact you and give you forms to be completed. Begin filling them out, prior to your first meeting with the coordinator. Bring these worksheets with you to all meetings until you complete them and give them to the wedding coordinator.

- The **Wedding Coordinator** is responsible for:

- Initial meeting with the wedding couple.*

- Phone support from the initial meeting through the wedding.*

- Meet with couple to view church.*

- Final meeting with the couple about two weeks prior to wedding.*

- Assist rehearsal and wedding day.*

- Coordinate sound system and custodial services.*

- Work with bride and groom as liaison between people to provide a stress-free wedding day.*

- Deliver gifts and/or fees to the proper personnel.*

- **Arrange for an Initial Planning Session with the Organist**

It is expected that the organist for your wedding will be one of East Side's Organists. East Side's organist is **Paul Griffith** (339-9563). It is your responsibility to consult with the organist at least three months prior to the wedding. In the event that either organist has a scheduling conflict with your wedding date, substitute organists' names will be made available. Outside organists must be approved by the East Side Lutheran Church Organist. If help is needed in selecting a soloist, the Organist will assist you.

- **Secure a Wedding License**

South Dakota law requires couples to secure a license to marry. You may apply for a license at the Register

of Deeds Office for Minnehaha County [in which Sioux Falls is located]. They can be reached at (605-367-4223).

You may apply for the license up to twenty days before the wedding (there is no waiting period). The bride and groom must be present to apply (with picture identification, social security numbers, and \$40 [cash only] license fee). The license is due to the church office the Thursday prior to your wedding (unless other arrangements are made).

- **Fees**

Member \$550
Non-member \$1,000

Note: All monetary gifts and/or fees should be placed in sealed envelopes and given to the Wedding Coordinator. Make the check out to East Side Lutheran Church if paying by check.

- **Planning the Wedding Service**

As you meet with the Pastor and Wedding Coordinator to plan your ceremony, you are encouraged to bring ideas about ways to personalize your wedding. Of course, what is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage as expressed in the order for Marriage on pages 286 to 291 of the *Evangelical Lutheran Worship (ELW) book*.

The order for Marriage in the ELW allows a variety of options. You may wish to modify the service. As the *Manual on Liturgy-ELW* puts it, "The marriage service in ELW should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be constructed."

The order for marriage in the Evangelical Lutheran Worship (ELW) book, pages 286-291 is as follows:

- Procession (Entrance)**
- Greeting**
- Prayer**
- Hymn/solo (Optional)**
- Scripture (Readings)**
- Homily (Sermon)**
- *Hymn/solos (Optional)**
- Vows**
- Exchange of rings**
- Declaration of Marriage (Acclamation)**
- *Hymn/solo - unity Candle (Optional)**
- Blessing (Marriage)**
- Prayers/Lord's Prayer**
- Benediction (Blessing)**
- Recession (Dismissal)**

*Congregational hymn singing is encouraged

Selecting Wedding Vows

The following vows, each expressing the promises of a couple's life-long commitment to each other, are examples of appropriate vows for use at your wedding.

- A. From *ELW-a*, page 288

"I take you, _____, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us."

- B. From *ELW-b*, page 288

In the presence of God and this community, I, _____, take you, _____, 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 be both shall live. This is my solemn vow.

- C. From *Service Book and Hymnal*, page 271

"I, _____, take you, _____, to be my wedded wife/husband, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance, and thereto I pledge you my faithfulness."

Other examples, cf. *Manual on Liturgy-LBW*, page 352

- D. *" _____, I take you to be my wife/husband from this time onward, to join myself to you, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be faithful to you with my whole life and being, as long as we both shall live."*
- E. *"I take you, _____, to be my wife/husband, and I promise you:
I will be faithful to you and honest with you;
I will respect, trust, help and care for you;
I will share my life with you;
I will forgive you as we have been forgiven; and along with you,
I will try to better understand ourselves, the world, and God, through the best and worst of what may come as long as we both shall live."*
- F. *"I, _____ take you _____ to be my _____ from this day forward. I promise to love you without condition, to be faithful unto you and honest with you. I want to share my life with*

you as long as we both shall live. This I vow to you today before God and this congregation.”

- **Selecting Scripture Readings**

You are encouraged to select scripture that will be consistent with themes you want to emphasize. One or more readings is appropriate. You may wish to choose a psalm to be sung, either by a soloist or the congregation. Members of your family or wedding party may serve as readers of the scripture you select. Readings during the wedding service shall only be from the **66 canonical books** of the Bible. Below is a list of possible scripture readings:

Selecting Music

The organist of the congregation will assist you in selecting music appropriate to your wedding service and will offer suggestions regarding vocalists and instrumentalists.

The ***Manual on the Liturgy-Lutheran Book of Worship*** reads, "The Marriage Service is a service of worship, and the music therefore must be carefully and discriminately chosen. It should embody high standards of quality and the texts should reflect the praise of God, the steadfast love of Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God's presence and blessing." In every case, music selected "should be of high quality and not cloud the mood of the service with triteness or sentimentality." (pages 347-348)

In summary, if you can answer "yes" to all of the following questions, the music you propose is probably appropriate:

Genesis 1:26-31	Psalms 128	Ephesians 5:21-23
Genesis 2:18-24	Psalms 145	Philippians 2:1-11
Genesis 24:50-53, 58-67	Psalms 147	Philippians 4:4-8
Joshua 24:15	Proverbs 3:5-6	Colossians 3:12-17
Ruth 1:16-17	Proverbs 24:3-4	I Peter 2:4-9
II Samuel 7:29	Ecclesiastes 3:1-8	I John 4:7-16
Psalms 33:1-9	Song of Solomon 2:10-13	Matthew 5:13-16
Psalms 33:18-22	Song of Solomon 8:6a, 7	Matthew 6:25-34
Psalms 37:3-5	Jeremiah 33:11	Matthew 7:24-27
Psalms 95:1-7	Romans 15:5-6	Matthew 19:4-6
Psalms 98	Romans 8:31-35, 37-39	Matthew 22:35-40
Psalms 100	Romans 12:9-12	Mark 10:6-9
Psalms 115:9-18	Romans 14:1-3	John 2:1-11
Psalms 117	Romans 15:5-6	John 13:34
Psalms 119:105	I Corinthians 13	John 15:9-17
Psalms 127	Ephesians 3:14-19	

- Does this music and its text reflect praise to God?
- Is it based on or does it reflect a scriptural theme?
- Is it appropriate for use in a regular service of worship?
- Is the music within the ability of the musicians to play or sing with assurance?
- All music must be approved by the Pastor in consultation with the Director of Music. The wedding bulletin must be approved by the Pastor prior to its printing.

Selecting Congregational Hymns

A wedding is a service of worship in which the guests are invited to be participants, not mere spectators. Therefore you are encouraged to incorporate hymn singing in your wedding, and you may use certain hymns as a processional or a recessional. The following hymns are among the many which are appropriate for weddings:

ELW 504 *"A Mighty Fortress Is Our God"*
 ELW 870 *"We Praise You, O God"*
 ELW 527 *"Lord Jesus Christ, Be Present Now"*
 ELW 585 *"Hear Us Now, Our God and Father"*
 ELW 631 *"Love Divine, All Loves Excelling"*
 ELW 685 *"Take My Life, that I May Be"*
 ELW 689 *"Praise and Thanksgiving"*
 ELW 778 *"The Lord's My Shepherd"*
 ELW 502 *"The King of Love My Shepherd Is"*
 ELW 781 *"Children of the Heavenly Father"*
 ELW 805 *"Lead On, O King Eternal"*
 ELW 838 *"Beautiful Savior"*
 ELW 840 *"Now Thank We All Our God"*
 ELW 414 *"Holy God, We Praise Your Name"*
 ELW 859 *"Praise to the Lord, the Almighty"*
 ELW 865 *"Praise, My Soul, the King of Heaven"*
 ELW 836 *"Joyful, Joyful, We Adore Thee"*
 ELW 824 *"This Is My Father's World"*
 ELW 881 *"Let All Things Now Living"*
 ELW 886 *"Oh, for a Thousand Tongues to Sing"*

Selecting Organ Music

The following compositions are appropriate selections listed here as suggestions.

Organ Processional

Bach, J.S. *"Abide With Me"*
 Bach, J.S. *"Arioso"*
 Bach, J.S. *"Jesu, Joy of Man's Desiring"*
 Bach, J.S. *"Sheep and Lambs May Safely Graze"*

Handel, G.F. "Air I"
 Handel, G. F. "Air II"
 Handel, G.F. "Allegro Maestoso"
 Hobby, Robert A. arr. "Partita on Praise My Soul, the King of Heaven"

Organ Recessional

Bach, J.S. "In Dir ist Freude" (In Thee is Gladness)
 Bach, J.S. "A Festal Fanfare"
 Handel, G.F. "Finale from Concerto No. 5"
 Handel, G.F. "Hornpipe"
 Handel, G.F. "The Rejoicing"
 Karg-Elert, Sigfried "Now Thank We All Our God"
 Marcello, Benedetto "Psalm 19"
 Widor "Toccata from Symphony No. 5"

Organ Processional/Recessional

Clarke, Jeremiah "The Prince of Denmark's March" (Trumpet Voluntary)
 Held, Wilbur "Hymn to Joy" (Joyful, Joyful We Adore Thee)
 Manz, Paul "Five Hymn Improvisations for Weddings and General Use"
 1. Praise to the Lord 2. God of Grace 3. Now Thank We All Our God
 4. Let Us Ever Walk with Jesus 5. Jesus, Lead Thou On
 Mauret, Jean Joseph "Sinfonies De Fanfares"
 1. Rondeau 2. Air 3. Fanfares

Organ Music Collections

Including Processionals and Recessionals

Johnson, David N "Wedding Music Book I"
 Johnson, David N "Wedding Music Book II"
 Johnson, David N "Wedding Music Book III"
 Johnson, David N "Wedding Music Book IV"
 Purcell, Henry "Ceremonial Music for Organ" (with Optional Trumpets)
 Warner, Richard arr. "The Wedding Ceremony" (Processionals, Recessionals and other Music for the Organ)

Selecting Vocal Music

The following compositions are appropriate selections listed here as suggestions.

Vocal-Solos

Bach J.S. "My Heart Ever Faithful"
 Barnby, Joseph "O Perfect Love"
 Beck, Theodore "A Wedding Prayer"
 "The Greatest of These Is Love"
 Ground Charles "Entreat Me Not to Leave Thee" (Song of Ruth)
 Hopson, Hal "The Gift of Love"

Joncas, Michael *"On Eagle's Wings"*
 (Guitar, Opt Piano, Cello and C-Instrument Based on Psalm 91)

Lovelace, Austin C. *"O God of Love"*

Lovelace, Austin C. *"A Wedding Benediction"*

Malotte, Albert H *"The Lord's Prayer"* (Also vocal duet)

Mozart, W.A *"Alleluia"*

Prichard, Rowland H. *"Hear Us Now, Our God and Father"*

Strom, Ralph A. *"Heavenly Father, Hear Our Prayer"*

Vocal Collections

Bunjes, Paul (Ed.) *"Wedding Blessings"*

Bach, J.S. *"Jesus Shepherd, Be Thou Near Me"*

Bach, J.S. *"O Love That Casts Our Fear"*

Helder *"The Lord My Shepherd Is"*

Bralms (arr) *"O Jesus, Joy of Loving Hearts"*

Bunjes (arr) *"Love Divine, All Love Excelling"*

Karg-Elert *"Come, Follow Me, the Savior Spake"*

Kittel *"O Father, Son, and Holy Ghost"*

Bach, J.S. *"Jesus, Joy of Man's Desiring"* (Voice & organ)

Bach, J.S. *"Jesus, Joy of Man's Desiring"* (Voice, instrument, organ)

Buxtehude *"Lord, Who at Cana's Wedding Feast"* (Voice, two violins, and organ)

Buxtehude *"O Father, All Creating"* (Voice, two violins, and organ)

Bach, J.S. *"The Lord Bless You"* (Duet for high and low voices)

Busarow, Donald *"A Ring of Gold"*

"Love Is the Sunlight"

"When Jesus to the Wedding Went"

"The Lamps That Light This Wedding Day"

"The Days of the Summer"

"Now with Thanksgiving"

"When God Designed Creation"

"Within the Arc of Grace"

Seven Wedding Songs

Schiavone *"Happy Are You Who Fear the Lord"*

White *"Entreat Me Not to Leave Thee"*

Powell *"Walk in Love"*

Schultz *"Love, in Christ"*

Busarow *"Come Lord Jesus, to This Place"*

Busarow *"This Love"*

Solos for the Church Year Edited and collected by Lloyd Pfautsch

"Be Thou with Them" J.S. Bach Ylvisaker, John

"Borning Cry"

"As You Go on Your Way"

"I Was There to Hear Your Borning Cry"

Other Details

- **Rehearsal**

Rehearsals are to be scheduled when the wedding day is scheduled. It normally occurs the evening before the ceremony but can be held the same day if necessary. All members of the wedding party (bride, groom, bridesmaids, groomsmen, flower girls, ring-bearers, ushers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal. The Pastor and/or Wedding Coordinator will walk the wedding party through the service from beginning to end. If everyone arrives on time, the rehearsal should not take longer than one hour.

- **Ushers**

It is recommended that a minimum of one usher per 75 guests be present to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen may serve as ushers.

- **Service Folders**

It is helpful, but not necessary, to have a wedding bulletin to inform guests of the order of service and the names of participants in the wedding party. They make nice mementos of the wedding. You should discuss the layout of the wedding bulletin with the Pastor. Bulletins are available in Sioux Falls for purchase at the **Book Nook** and at **Crossroads Books**. Typing and printing the folders is the responsibility of the couple. *Sample bulletins and the order of the marriage service will be provided to the couple.*

- **Decorations**

Floral decorations are not necessary, but if desired, you must provide them. The florist will provide appropriate vases. Absolutely no flowers on the altar.

The color of the **paraments** on the altar and lectern are determined by the season of the church year. They are not changed for weddings.

Designate an usher or acolyte to **light the candles 10 to 15 minutes** before the ceremony begins. Use the lighting tapers, which are located in the sacristy. Use the candle snuffers to extinguish candles. To prevent wax from dripping on the tile and paraments, never blow out candles. Allow the wax to stiffen before removing candles after the ceremony. **The candles may be lighted when the pictures are taken and can be left lighted if so desired.**

An aisle runner is NOT permitted. Silk flower petals and real flower petals are not permitted because people could slip and fall while walking on them. No rental items are allowed. You can ask the coordinator if you are unsure.

Other decorations which are attached with metal or tape are prohibited on wood surfaces. Check with your florist for pew clips for bows.

No bird seed, rice, silk or real flower petals, balloons or confetti, may be used inside or outside the building. The responsibility for cleaning up or decorating the outside of the church will be the responsibility of the bridal party. We do, however, permit the use of bubbles or bells outside.

- **Punctuality**

It is courteous to your guests, as well as an aid to a “stress-free” wedding ceremony, if the ceremony begins at the scheduled time. The guest book should be closed 10 minutes prior to the starting time (guests can sign afterwards) and the remaining guests ushered in. The mother of the bride is to be seated at the time the wedding is scheduled to begin. She is the signal to everyone that the wedding is ready to begin.

- **Conduct of Guests**

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. **THE USE OF ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE CHURCH PREMISES (BUILDING OR PARKING LOT).** Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding. **Smoking** is prohibited in the building. **NO FOOD or BEVERAGES** are permitted in the sanctuary or chapel at any time.

The Pastor reserves the right to halt the ceremony if a member of the wedding party or a guest is behaving in an inappropriate manner.

- **Photographs and Videos**

Most people contract with a professional photographer to photograph or videotape their wedding. Floodlights or flash are not permitted during the ceremony. Any pictures taken during the ceremony must be done from the back of the church.

Video cameras with tripods may be used only in the rear of the sanctuary. No video equipment will be permitted in the chancel. No additional sound equipment can be brought in for use during the service. During the service, microphones will be available for readers, soloists, and the Pastor. It is the responsibility of the bridal party to communicate these guidelines to the vendors they contract with. Please inform those operating cameras to refrain from conversation during the ceremony.

Please inform your family and friends that no pictures are to be taken during the service while seated in the sanctuary. Allow those family and friends who wish to take pictures to do so before or after the ceremony.

As a matter of courtesy to your reception guests, you should consider taking your wedding pictures prior to the service.

- **Sanctuary Seating**

The sanctuary can seat 450-500 people. The sanctuary is air-conditioned during the summer months. The temperature is preset and cannot be adjusted.

- **Parking**

All vehicles should be removed from the parking lot immediately following the wedding so that these spaces are available for Sunday morning use.

- **Bride's and Groom's Checklist of Things to Think About**

Keep all appointments promptly, or notify those you have appointments with that you will be delayed and/or make new arrangements.

Before finalizing plans, check with the Pastor, Wedding Coordinator, and/or organist to see if your plans conform with church policy.

Make sure all involved are notified of any change in plans. A small detail may seem unimportant, but could lead to problems.

When choosing your attendants, remember how much room there is at the altar. Don't have so many that you are crowded.

If you have extra people you wish to honor, here are some suggestions that will help make your wedding go more smoothly:

Host and hostess (other than parents) to greet your guests in the Commons and at the wedding reception.

Teenagers to run gifts.

Someone to collect and remove wedding gifts from the church.

Someone to help with serving of small children and/or elderly guests.

Double check all suppliers for delivery time of your wedding purchases.

(Cake, flowers, dresses, etc.) Advise the Wedding Coordinator of the time deliveries will be made to the church so that follow up calls can be made.

Provide your flower pin person with a complete list of flowers and/or other items on your floral order.

The person who pins on flowers will then be able to check for errors with the florist. Choose someone organized.

Get all legal, medical, and religious documents in order. Bring your license to the church office on the Thursday prior to the wedding.

Do as much as you can ahead of time. This will tend to lessen last minute confusion.

Call on the Wedding Coordinator at any time if you have questions.

Gifts to your attendants should be given to them at the rehearsal dinner or at some time other than just before the wedding. Please do not expect the church personnel to do this for you.

In choosing someone for the guest book and for host or hostess, be sure they have a friendly, out-going personality. They see your guests before you do.

Check all sizes and colors of the wedding attire and accessories (men and women) before the wedding day. It is impossible to make alterations and exchanges just before the wedding.

Have all members of the wedding party, including ushers, at the rehearsal.

Give out-of-town guests and others instructions or a map on how to get to the church.

Allow plenty of time for yourself and your attendants to dress.

Cooperation with all involved in arranging your wedding is of vital importance to having a smoothly run, beautiful, memorable day.

Have a thorough discussion with your photographer so you have a good understanding of what will take place and how long it will take.

Inform your personal attendant of the photography plans and give her/him a list of the people involved.

When working with the videographer, specify what you expect for finished product. Ask to see samples of their work.

Tell people involved and those helping what they are expected to do and when. The more they know ahead of time, the more you will be able to relax and enjoy this special day.

Arrange for someone to keep the dressing rooms in order, collect personal belonging and clean up the rooms. The church is not responsible for anything left behind.

Ushers should be stationed at the sanctuary doors, ready to usher guests inside. They should refrain from visiting, as their attention is needed to keep things moving smoothly.

The church will be open 4 hours prior to the wedding.

Pastors

Rev. Dr. Olaf Roynesdal, Senior Pastor Olaf@eastsidehc.org

Rev. Dr. Lon Kvanli, Associate Pastor Lon@eastsidehc.org

Revised 7/9/10