

Wedding Information Packet



Congratulations on your engagement!



607 6th St. N. Wahpeton, ND 58075 | 701.642.4472
www.bethelwahpeton.com betheloffice@bethelwahpeton.com
[@bethelwahpeton](https://www.instagram.com/bethelwahpeton)

Bethel Lutheran Church

607 6th St N—Wahpeton, ND 58075

701-642-4472

www.bethelwahpeton.com

Contacts:

Office Coordinator

Kim Prosser

betheloffice@bethelwahpeton.com

Wedding Coordinators

Brianna Walsh

701-403-0242, brianna.l.johnson94@gmail.com

Bobbi Luck

320-282-2620, bobbijoblock@gmail.com

Pastor

Pastor Tom Peterson (Interim Senior Pastor)

tpeterson@bethelwahpeton.com

Head Custodian

betheloffice@bethelwahpeton.com

Church Office Hours:

September—May

Monday-Thursday 8am-5pm, Friday Closed

June—August

Monday –Thursday 8am-5pm, Friday closed

Congratulations on your engagement!

We join in your anticipation during this time of excitement and expectation while preparing for this significant life change of getting married. We are happy to help you during this adventure and have created this Wedding Information Packet with helpful information as we work together preparing for your wedding day.

Our goal is to assist you in making your wedding day both meaningful and memorable. Thank you for letting us share in your special day.

Bethel Lutheran Church

Bethel Lutheran Church Staff



How to schedule your wedding at Bethel:

Minimum of 6+ months before the wedding date

1. Contact the church office to pick-up (or have mailed) the Wedding Information Packet and tentatively reserve the wedding date.
2. Read through the wedding packet and return the wedding application
(or call the church office with the information.)
(Your information will then be given to the wedding coordinators)
3. One of the wedding coordinators will be in touch with you within 2-3 weeks to schedule your first meeting.

(If you do not hear from someone, contact the church office.)
4. Contact **Pre-Marriage Retreat** through **LifeWorks Group, LLC** to begin the required premarital retreat at lovecommitsucceed.com
(There are three options to choose from ranging in price from \$250-\$500)
5. Contact the pastor to begin pre-marital meetings.

(This should be done about six months prior to the wedding.)

Weddings at Bethel

How to Schedule Your Wedding at Bethel.....	p. 2
Policies for weddings at Bethel Lutheran Church, Wahpeton, ND	p. 4
Useful Information.....	p. 9
Wedding fees.....	p. 10
Order of Worship (bulletin).....	p. 11
Wedding Vows.....	p. 12
Scripture readings.....	p. 13
Music for weddings.....	p. 14
Wedding rehearsal checklist.....	p. 15
Wedding checklist.....	p. 19
Wedding application.....	P. 21

Policies for Weddings at Bethel Lutheran Church

Who Can get married at Bethel?

Members of Bethel Lutheran Church, Wahpeton, ND

Members of other neighboring ELCA congregations who need a larger sanctuary to accommodate wedding guests.

(A Bethel wedding coordinator is required to be part of the planning of these weddings.)

Bethel is not available for non-member weddings without the Senior Pastor's approval.

Who May Officiate at a Wedding at Bethel Lutheran Church?

The Pastor called to serve at Bethel is responsible for officiating weddings at Bethel.

Other pastors may officiate or take part in a wedding, only at the invitation of one of Bethel's current pastor.

Pastors can refuse to marry a couple.

Wedding Coordinator:

The services of a wedding coordinator are required for weddings at Bethel.

The wedding coordinator is responsible for scheduling a meeting with the couple.

Wedding fees are due at the time of the first meeting.

The wedding coordinator is responsible for collecting fees and distributing them to the appropriate people.

The wedding coordinator is present at the rehearsal and the wedding to answer questions and ensure things go smoothly.

Policies for Weddings at Bethel Lutheran Church (continued)

Requirements:

Weddings happening on a holiday need the approval of the Senior pastor before they can be put onto the calendar.

- New Year's Day
(and New Year's Eve)
- Holy Week
(Maundy Thursday, Good Friday,
and Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend
(Thursday—Sunday)
- Christmas Day (and Christmas Eve)

The services of one of our wedding coordinators are required.

The services of one of Bethel's sound technicians are required.

Payment of all fees shall be made to the wedding coordinator at the time of your first meeting

The wedding coordinator has a list of who the checks are to be made out to.

All couples are required to attend a Pre-Marriage retreat through LifeWorks Group, LLC BEFORE meeting with the pastor.

Please refer to lovecommitsucceed.com and sign up for a retreat as soon as possible. The cost range is \$250-\$500. Once the couple has attended the retreat, the couple will meet with the pastor to talk about any other issues, as well as plan the ceremony!

Pre-marital sessions with a pastor are required before a couple will be married at Bethel. Couples are responsible for the cost of the inventory used for these sessions (\$35)

For weddings **IN** North Dakota, a valid North Dakota marriage license is required.

For weddings **IN** Minnesota, a valid Minnesota license is required.

(Minnesota has a waiting period.)

The license shall be brought to the church office at least two weeks before the wedding.

Policies for Weddings at Bethel Lutheran Church (continued)

Expectations about Weddings:

Cell phones will be off or on silence mode.

No flash photography during the ceremony.

Photographers and videographer shall consult with the pastor or wedding coordinator before the ceremony.

No photography from the front of the church without pastor's approval.

At no time shall any altar Paraments, hangings, candles, music equipment or furniture be rearranged for any reason.

Wicks on the candles are not to be adjusted.

Decorations for the wedding shall be done prior to the rehearsal or the morning of the wedding.

Decorations placed in the church must be fastened in a manner that protects the woodwork or surface of the item being decorated. Decorations, gifts, and personal items must be removed from the church following the wedding.

The keyboard is not available for use in the balcony.

Altar flowers may be left for Sunday Services. Notify the office if you wish to do so.

Bethel Lutheran Church assumes no responsibility for any gifts brought to the church.

The couple is responsible for making sure that areas where food is served or consumed are cleaned up after the wedding.

No real flower petals should be used down the aisle. Please use silk flowers/petals.

Do not altar climate control.

Soundboard operators will not record or stream the service.

Policies for Weddings at Bethel Lutheran Church cont.

Music:

Weddings at Bethel are worship services. All music used during the service must be appropriate for a worship service. Music must be approved by the pastor.

Every organ is different. Guest organists must contact Bethel's organist to arrange time to become familiar with Bethel's organ.

Off-Site Weddings:

When a member couple chooses to be married off-site and one of Bethel's pastors is officiating at the ceremony, the couple is responsible for the mileage and other expenses. This includes travel and/or lodging for the rehearsal.

Pastors can refuse an off-site wedding.

Restrictions:

The use of alcohol or banned substances is prohibited in the church building, on the church parking lot or grounds.

Smoking is **not** allowed in the church.

Members of the bridal party under the influence of alcohol or any other intoxicating substance will not be allowed to take part in the wedding.

If the bride or groom is under the influence of alcohol or any other intoxicating substance, the wedding will not take place. Marriage is both a religious and legal commitment which must be undertaken with a clear mind and unimpaired consent.

No guns are allowed in the church building.

Throwing of rice is prohibited.
(Bird seed or bubbles used outside are great alternatives.)

Policies for Weddings at Bethel Lutheran Church (continued)

Food:

Receptions may be held in the fellowship hall. Arrangements must be made with the wedding coordinator if the fellowship hall and kitchen are going to be used.

There is a charge for use of the fellowship hall and kitchen.

Food may be brought into the Centennial Room Kitchenette for serving before the wedding. The couple is responsible for clean-up of leftover food, and clean-up of areas where food is prepared, served, or consumed.



Useful Information

There is no charge for the following items:

- Unity table
- Guest book stand or table (book and pen are not included)
- Upon request, a table can be set up in the Narthex to accommodate gifts.
(Bethel Lutheran Church assumes no responsibility for any gifts that are brought to the church.)

Facts and Figures:

- The aisle length is 45 feet from the bottom step to the back of the church. Aisle runners can be a safety hazard. They may be used, but are not recommended.
- Seating capacity in the church is 304. See page 16 for breakdown.
- The fellowship hall can be set up to handle no more than 220 guests.

Additional Information:

- If your reception will be held in the church fellowship hall, a meeting with the head custodian is required. To contact the head custodian, call the church office.
- The church office does not prepare or print wedding bulletins.
- If Holy Communion is going to be part of the wedding, consult with the pastor.
- Laws concerning marriage in Minnesota and North Dakota are different. Minnesota has a substantial marriage education discount, North Dakota does not.
- Minnesota has a 5-day waiting period, North Dakota has none.
- Minnesota marriage licenses are good for 6 months, North Dakota's for 60 days.
- In Minnesota witnesses must be age 16 or older, North Dakota 18 or older.
- Check with the county courthouse before going to apply for your marriage license to determine what you need to bring with you.

Some required documents must be certified copies—a photocopy is not certified.

Apply for a license in the state where the wedding ceremony will take place!

Wedding Fees

**Payment of all fees shall be made to the wedding coordinator
at the time of your first meeting**

The wedding coordinator has a list of who the checks are to be made out to.

Fees:

Wedding Coordinator: \$150 w/o a reception at Bethel
 \$200 w/a reception at Bethel and/or communion

Soundboard Operator: \$100 (includes rehearsal time)

Custodial fee:

Sanctuary \$ 75

(Includes the use of the Sanctuary, Narthex, Nursery, Youth Room,
Centennial Room and Kitchenette, and Restrooms.)

Fellowship Hall \$150

Church Building Fee \$150

Reception—Fellowship Hall \$150

Suggested Gratuities:

Pastor \$250 (travel expenses for off-site weddings are extra)

Organist/Accompanist \$150

Soloist \$150-200

If Communion is part of the service, the couple provides the bread and wine

Bethel's Organists:

Mary Jane Pauly

mjpauly@agwireless.net

701-642-4517

Stacy Owens

stacy.owens@ndscs.edu

701-640-1504

Order of Worship for Weddings

This is the basic order for a bulletin:

The Marriage of Name of Bride and Name of Groom Bethel Lutheran Church, Wahpeton, ND Date and Time of the Wedding		
—		
Prelude		
Processional #	“Title of Song/Hymn”	Composer’s Name/ELW
Greeting		
Declaration of Intention		
Prayer		
*Music/Hymn #	“Title of Song/Hymn”	Composer’s Name/ELW
Scripture Reading	Bible Passage	Name of Reader (if assigned)
Sermon		
*Music/Hymn #	“Title of Song/Hymn”	Composer’s Name/ELW
Vows		
Giving of Rings		
Acclamation		
**Optional Unity Candle (and/or Sand Ceremony)		
*Music/Hymn #	“Title of Song/Hymn”	Composer’s Name/ELW
Marriage Blessing		
Prayers		
The Lord’s Prayer		

*Music—Indicates places where special music or hymns may be placed. If a congregational hymn is used, the name of the hymn is given instead of “title of song” and the hymn number is used instead of “composer’s name.”

Other things which *may* be included in bulletins:

- A list of parents, grandparents, and participants in the wedding
- Notes about flowers or candles in memory of close family members
- A thank you from the bride and groom
- Bride and groom’s new address
- A small photo of the couple
- Directions to the reception site
-

Wedding Vows

Please choose one

- I take you, (name) 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.
- I, (name), take you, (name), to be my *wife/husband*, my partner in life and my one true love. I will cherish our union and love you every day of my life. I will trust you and respect you, laugh with you and cry with you, love you faithfully through good times and bad, regardless of the obstacles we may face together. I give you my hand, my heart, and my love, from this day forward for as long as we both shall live.
- I (name), take you (name), to be my *wife/husband*, and these things 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; through the best and worst of what is to come until death parts us.
- I (name) give myself to you as your *husband/wife*, and I promise before God and these witnesses to be faithful to you, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.
- I (name) take you to be my *wife/husband*, from this time onward, to join with you and to share all that is to come, 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 loyal to you with my whole life and with all my being until death parts us.
- I (name), take you, (name) to be my wedded *wife/husband*, to have and to hold from this day forward, for better or 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 command.
- In the presence of God and this community, I, (name), take you (name), to be my *wife/husband*; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

A combination of marriage vows and giving of a wedding ring:

- (Name), as I give to you this ring, I choose you to be my *wife/husband*, before God who brought us together, to have and to hold, for better, for worse, in sickness and in health, to love and to cherish forever.

Vows written by the bride and groom must be approved by the pastor.

Scripture Readings for Weddings

Please choose at least one

(Not restricted to just these, you may use other scripture verses.)

Genesis 1:26-31	Song of Solomon 8:6-7
Genesis 2:18-24	Song of Solomon 2:10-13
Ruth 1:16-17	John 2:1-10
Psalms 33	John 15:9-12
Psalms 100	Romans 12:1-8
Psalms 117	I Corinthians 12:31-13:13
Psalms 127	Ephesians 5:21-33
Psalms 128	Philippians 4:4-7
Psalms 136	Colossians 3:12-17
Psalms 150	I John 4:7-12
Ecclesiastes 4:9-12	Matthew 7:24-27

Music for Weddings

The theme of Christian weddings is thanks and praise to God who has brought the couple together and created in human beings the ability to give and receive love. In this context of thanksgiving and praise, the marriage vows of love and life-long faithfulness are made. The music for a wedding reflects these things.

There are many lovely, appropriate contemporary songs that may be used in a wedding. These keep changing as new songs are introduced. If you wish to use a song or hymn not listed here, **approval from the pastor is required.**

Music may be played or sung as the bridal party enters and leaves the sanctuary; other songs may be sung during the wedding by the congregation or by a soloist or small group. If the congregation will sing a hymn, we suggest that it be a very familiar song, as some wedding guests may not be accustomed to hymn singing. All music must be suitable for worship. The following hymns from the Evangelical Lutheran Worship (ELW) and Lutheran Book of Worship (LBW) hymn books are appropriate.

Music for Weddings (continued)

Processionals or Recessionals

- * Joyful, Joyful We Adore Thee ELW #835
- * Now Thank We All Our God ELW #839, 840
- * Praise To the Lord, the Almighty ELW #858, 859
- * Let All Things Now Living ELW #881

Other Hymns from ELW

- O Morning Star, How Fair and Bright ELW #308
- Great Is Thy Faithfulness ELW #733
- When Morning Gilds the Skies ELW #853
- * Beautiful Savior ELW #838
- Borning Cry ELW #732
- * For the Beauty of the Earth ELW #879
- * Love Divine, All Loves Excelling ELW #631
- * Morning Has Broken ELW #556
- The King of Love My Shepherd Is (Ps. 23) ELW #502
- Beloved, God's Chosen ELW #648
- Jesus, Come! For We Invite You ELW # 312
- Hear Us Now, Our God and Father ELW #585
- This is a Day, Lord, Gladly Awaited ELW #586
- * Blest Be the Tie That Binds ELW #656
- Come, My Way, My Truth, My Life ELW #816
- * Come With Us, O Blessed Jesus ELW #501
- (tune: Jesu Joy of Man's Desiring)

** Wedding guests are more likely to be familiar with these hymns or tunes.*

Wedding Rehearsal Check List

Be sure everyone is on time!

The following people should be present for the rehearsal:

- Bride and Groom
- All attendants (Including children)
- Organist
- Readers
- Ushers
- Wedding Coordinator
- Pastor
- Parents and other honored guests who will be ushered in at the beginning of the wedding
- *Vocalists arrange practice time with accompanist at another time (not during the rehearsal.)*
- *Do not bring large groups of family and friends. More people make for more confusion and a much longer amount of time needed for the rehearsal.*

Things to bring to the rehearsal

- Bulletins (if used)
- Sand and sand ceremony containers (if used)
- Bouquet from bridal shower (if desired)
- Unity candles and holders (if used)
Pre-burn wicks of candles at home so they light easily on the wedding day.
- Aisle runner
(If used, not recommended)

You may also bring:

Guest book, pen, and basket or container for cards

Determine:

- Who will check that dressing rooms are picked up and nothing is left behind?
- Who will be sure food is cleaned up?
- Which adult will be responsible for each child?

Announce: Schedule for arrival, pictures, etc.

Things to consider

- Will anyone require special seating?
- Grandparents or great-grandparents may prefer to be seated early rather than be ushered to their seats just before the processional.
- Are any of the honored guests in a wheelchair?
- How will divorced parents and spouses be seated?

Things to consider

Receiving Line

The couple may greet guests in a receiving line either in the church or outside (in good weather.) The couple may choose to return to the sanctuary to greet guests and usher them out. This takes much longer.

IMPORTANT: Following the ceremony, the witnesses (usually the honor attendants) meet with the pastor to sign the legal marriage documents. The pastor sends the required documents to the courthouse. One of the marriage documents is given to the couple the day of the wedding.

Seating Capacity for Bethel Lutheran Church

Balcony	62
Back	40
South	95
North	107
Total	304

NOTES:

NOTES:

Bethel Wedding Checklist

Bride/Groom full legal names: _____

Wedding Date & Time: _____

Number of bridesmaids _____
 Number of groomsmen _____
 Number of ushers _____
 Any kids in the bridal party? _____

	Bride's Contact Information	Groom's Contact Information
Phone Number		
Email		

Full Legal Names of those signing the marriage certificate: _____

Rehearsal Date & Time: _____

Officiant (Pastor) _____

Wedding Coordinator _____

We plan to use:

_____ Gift Table	_____ Nursery/Youth Room for getting ready	_____ Guest book table
_____ Microphone (balcony, front of church)	_____ Unity ceremony table (sand, candle, rope, _____)	_____ Guest book tablecloth
	_____ Fellowship Hall and Kitchen	

****Extra custodial charges apply****

Soundboard Notes *(live music, CD, piano, video, etc.)*

Custodial Notes *(picture schedule, decorating time, time for doors to be unlocked, etc.)*

Wedding Notes *(bride/groom sides, receiving line, special family members, etc.)*



Couple Contact Information

(Please Print Clearly)

Wedding Date: _____

Pastor: _____

Bride

Name: _____

Phone: _____

Street Address: _____

City, State, Zip: _____

Email address: _____

Member Y/N

Groom

Name: _____

Phone: _____

Street Address: _____

City, State, Zip: _____

Email address: _____

Member Y/N

Turn in to the Bethel Office during business hours or by mail.

607 6th St. N. Wahpeton, ND 58075

Thank you!