



# Wedding Guidelines

Lutheran Church  
of the Cross  
1402 16th St E  
West Fargo, ND  
(701) 282-0514



## INTRODUCTION

Your wedding day is one of the most important days of your lives. It is the day when you commit yourselves to each other in the context of love, in the presence of God, your families, and a congregation of the most important people in your life. Your desire to have a church wedding indicates that you see your marriage as a commitment made before God, with emphasis on Christ as a part of your relationship and as an integral part of Christ's family at Lutheran Church of the Cross. The Lutheran Church of the Cross congregation and our staff are pleased to assist and share in this happy occasion. It is our hope that we can assist you in making this day worshipful, joyful, meaningful and memorable for you and all who share this day with you.

Pastor Joel Baranko            701-282-0514  
Pastor Megan Casper            701-282-0514

### Church Office

Hours                                8:00am-5:00pm Monday-Thursday  
   8:00am-3:00pm Friday  
   (Office is closed on Fridays in the summer)  
Phone Number                    701-282-0514

### Wedding Coordinators

April Medhus                    (319) 830-4685    kmas30@gmail.com  
Rachel Rebisckke                (314) 303-2879    rmrebisckke@gmail.com

## LCC Wedding Policy

We encourage you to be in touch with our church office and pastors to begin the wedding planning process. Because many weddings are being scheduled 12 months out or more, it is the discretion of the pastors to commit the facility and their own schedule to your wedding day. If the pastor who agrees to schedule and officiate at your wedding for some unforeseen reason cannot be present, it is the responsibility of the pastor to find a substitute.

## The Wedding Date

Contact the church office as soon as possible to schedule the date and time of your wedding. **The wedding coordinator will assist you with confirming the date/hour with the minister that will be presiding. The Office Administrator will have you fill out a form that will confirm your date/time and will be sent to the wedding coordinator.**

## The Pastor

The pastor at LCC will be glad to assist you in planning and officiate at your wedding. If you wish a clergy from another church to participate in the wedding, you need to discuss this at your initial meeting with the LCC pastor.

## Marriage License

It is the couple's responsibility to obtain the proper marriage license. The license should be brought (or sent) to the church office at least two weeks before the wedding. Please include the names of the witnesses so that they can be added to the license.

### **Pre-Marriage Counseling**

Couples being married at Lutheran Church of the Cross are required to participate in pre-marriage counseling. LCC has arranged for Lifeworks Counseling Services Inc., a faith based counseling service, to provide this counseling. There are two options to choose from: a Friday/Saturday retreat (\$300) or one-on-one couples counseling (\$350). Couples should contact Lifeworks ([www.lovecommitsucceed.com](http://www.lovecommitsucceed.com)) at least 4-6 months prior to the wedding to schedule the counseling or retreat.

Couples will also be required to meet with the pastor presiding at the wedding. Couples should contact the pastor at LCC at least 4-6 months prior to the wedding to schedule pastoral visits.

### **Fee Payment**

Fees are to be paid, in full, to the church office two weeks prior to the wedding. The fee for members is \$500. You must be a member for one full year before receiving this rate. The fee for non-members is \$1000. For non-members, a check for the deposit (\$500) will be required at the time of scheduling.

### **The Wedding Coordinator**

All weddings at Lutheran Church of the Cross are required to have a wedding coordinator involved. The wedding coordinator works with the couple to plan the details of the wedding within the constraints of the church environment. The wedding coordinator will advise on details of the wedding in the church setting, assist with the rehearsal, and provide behind-the-scenes coordination during the wedding. When a wedding coordinator is assigned to your wedding they will contact the bride/groom approximately 6 months before the wedding.

### **Seating**

The seating capacity of LCC's Sanctuary is approximately 400 people. Chairs can be added for further seating, but this must be discussed with the pastor prior to. The location of the altar cannot be changed. Seating arrangements (parents, grandparents, family, friends, etc) should be decided ahead of time and discussed with the ushers at the rehearsal.

## **The Hospitality Room**

The Hospitality Room is used as the bride/bridesmaid's dressing room and then a waiting area before the wedding. If needed, another room can be used for the groom/groomsmen to dress. Several full length mirrors are available. There is a small kitchen located next to the Hospitality Room.

You are welcome to bring food/drink. Food and drink MUST remain in the kitchen and Hospitality Room area. Bottled water will be allowed in the church sanctuary. You are responsible for cleaning up the kitchen and Hospitality Room and washing any dishes that are used.

## **The Rehearsal**

The rehearsal date and time are usually set in consultation with the pastor. The rehearsal will last approximately 1 hour. It is very important that all members of the wedding party attend the rehearsal; including parents, ushers, readers and musicians.

## **The Wedding**

### **Suggested Order Service**

The basic pattern of the ceremony (You may also have Holy Communion as part of the service):

- \*Prelude
- \*Processional
- \*Invocation and Opening Prayer
- \*(Solo or hymn)
- \*Scripture
- \*Message
- \*(Solo or hymn)
- \*Exchange of Vows
- \*Exchange of Rings
- \*Blessing
- \*(Unity Candle)
- \*(Solo or hymn)
- \*Closing Prayers and Lord's Prayer
- \*Benediction
- \*Introduction of Couple
- \*Recessional
- \*Postlude

The order for the service should be discussed with the pastor. Any changes need to be approved by the pastor ahead of time.

### **Unity Ceremony**

Couples often include lighting of a unity candle or unity ceremony. This is to be done after the vows. The couple must provide their own unity materials/items.

### **Music**

Selection of appropriate music/songs will be a decision between the couple and the pastor. It is the responsibility of the bride and groom to make arrangements with organists, pianist, soloists or any other musicians. Fees should be discussed with the individual when initial arrangements are made and payment is made directly to the soloist/accompanist. All musicians should be at the rehearsal. If practice times are needed arrangements can be made with the wedding coordinator. The wedding coordinator can provide names and phone numbers of congregational musicians that may be available. Presiding minister has the right to revoke/omit music if deemed inappropriate.

The church has a sound system that will be available for use during the ceremony. This includes microphones for minister/ singers and the piano. The church requires that a sound board operator be present at all weddings. The Wedding Coordinator will make arrangements for this person.

### **Floral Arrangements**

Floral arrangements can be placed in a variety of locations within the sanctuary. The wedding coordinator can make these available for planning purposes. Flowers can also be placed on the altar. Arrangements can be made with the wedding coordinator for delivery of the flowers at an agreed-upon time. If flower petals are to be thrown on the floor, they must be artificial.

### **Other Decorations**

The church provides tables and tablecloths for the guest book and the gift tables. Candelabras and candle lighters are available. Pew bows can be used. Use of tape, pins or tacks is not allowed. Floor runners can be used but are discouraged because of the slippery floor. The aisle measures 40 feet 6 inches. There is to be no taping of decorations on the painted walls. Candles are only allowed in specified locations.

### **Bulletins**

It is helpful, but not necessary, to have a printed bulletin to inform the guests of the order of the service and the names of the wedding participants. You should discuss the contents of the bulletin with the pastor or the wedding coordinator. The wedding coordinator has examples of previous bulletins available for you to review. Creating and printing the bulletin will be the responsibility of the couple.

### **Pictures/Videotaping**

The couple should make arrangements with the photographer. Pictures can be taken before or after the ceremony. Pictures can also be taken outside in the courtyard area. Pictures should be completed 45 minutes prior to the ceremony starting. Arrangements for videotaping the ceremony should be discussed with the wedding coordinator.

### **Clean Up**

Any decorations that are used need to be taken down following the ceremony and removed from the church at that time. The church is not responsible for items left at the church. The bridal party is responsible for cleaning up the dressing areas and kitchen.

Before leaving the church please make sure all personal items are collected and dressing area is cleaned up. Please assign tasks to people during your planning time and remind them of their job before the wedding.

### **Other Important Information**

- 1. Smoking** The church is a SMOKE FREE building. .
- 2. Alcohol** No alcoholic beverages are allowed in the church or on church property.
- 3. Small Children** Small children need to be under adult supervision. No running is allowed in the church sanctuary or narthex.
- 4. Food and drink** Food and drink is allowed **ONLY** in the hospitality room. Water in a closed container will be allowed in other areas.
- 5. Rice/Bubbles/Etc** Use of confetti or rice is not allowed inside or outside the church. Bubbles and bird seed are allowed outside the church and should be handed out after the ceremony.
- 6. Personal Items** The church does not take responsibility for lost or broken items. The outside door to the hospitality room is to remain closed and locked at all times.

**Please share this information with members of your wedding party.**

### **Receptions in the Cross Way Center**

It is possible for members to hold wedding receptions in the Cross Way Center. Fees for the rental of the Cross Way Center, kitchen facilities, and reception coordinator are separate from the church fees.

- Seating capacity is limited to no more than 100 people.
- No alcoholic beverages are allowed in the Cross Way Center.
- It is the bride/groom's responsibility to plan for delivery of the food, the food preparation, and serving the food. It is also the wedding party's responsibility to clean up the kitchen facilities and remove decorations from Cross Way Center.
- A Reception Coordinator is required to be at the reception. The Wedding Coordinator can assist you in arranging this person. A separate fee is charged.

The Sanctuary area will be locked following the ceremony and cleanup.

If you are considering a reception in the Cross Way Center

- Check the availability and fees with the LCC Office. Discuss plans with Wedding Coordinator **AS SOON AS POSSIBLE/AT LEAST 6 MONTHS PRIOR TO THE WEDDING.**



### **Readings Suggestions:**

Genesis 1:26-31  
Genesis 2:18-24  
Deut. 6:4-9  
Psalm 33  
Psalm 100  
Psalm 117  
Psalm 127  
1 Cor. 12:31-13:13  
Matthew 5:1-10  
Matthew 7:24-27  
Matthew 19:4-6  
Mark 10:6-9  
Luke 8:4-8  
Luke 12:22-30

Psalm 128  
Psalm 150  
Psalm 136  
1 John 4:7-12  
Colossians 3:12-17  
Ephesians 4:1-7  
Ephesians 5:21-33  
Romans 12:1-2  
John 2:1-10  
John 15:9-17  
Song of Solomon 2:10-13  
Song of Solomon 8:7  
Philippians 4:4-7  
Isaiah 63:7-9



## **FEE SCHEDULE**

Please note: Members, for this purpose, are defined as a bride or groom who have been officially received as members of LCC, and who have been actively participating in the life of the Church for one year prior to the scheduling of their wedding.

### **Members**

\$500.00

Includes: clergy, facility, wedding coordinator, custodial services, and sound board. Note: Musicians are not included, and they are the responsibility of the couple.

### **Non-Members**

\$1000.00 (\$500 upon scheduling, \$500 due 2 weeks prior to wedding)

Includes: clergy, facility, wedding coordinator, custodial services, and sound board. Note: Musicians are not included, and they are the responsibility of the couple.

- ♦ Fees for visiting pastors should be arranged with the Pastor ahead of time.
- ♦ Payment of fees is due in the church office 2 weeks before the wedding.
- ♦ Organist and soloist fees are not part of this fee schedule. The bride/groom should discuss services, fees and payment directly with the musicians involved.

#### **D. Reception**

Information on rental of the Cross Way Center, kitchen fees, and custodial fees can be found in the Cross Way Center Scheduling Agreement and Fees. This information is available from the LCC Office.