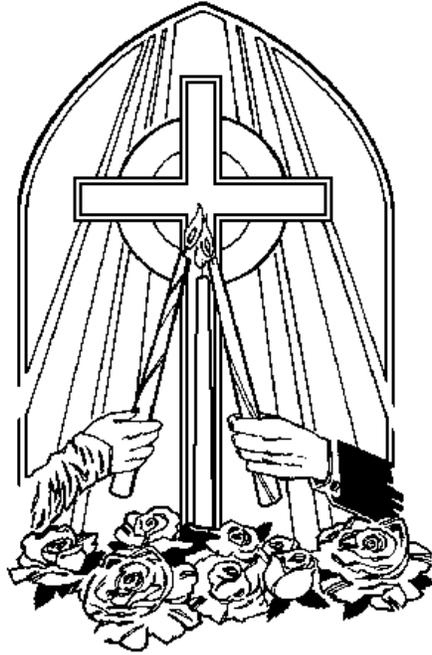


Your Wedding



For Members of
Our Savior Lutheran Church
146 S. Sheridan
Tulsa, Oklahoma 74112

Phone: (918) 836-3752
office@osltulsa.org

This booklet is provided for the members of Our Savior Lutheran Church to assist in planning their blessed day.

As the wedding coordinator, it is my privilege to serve you. My services include usage of the church's unity candle, candelabras, and wedding banner as well as advisory coordination of music, rehearsal, and wedding assistance.

Nanette Mock, Wedding Coordinator

To contact me, please call the church office (918) 836-3752 or e-mail office@osltulsa.org and leave your phone and e-mail contact information.

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INTRODUCTION

In today's society marriage embodies social, legal, and spiritual consideration and customs. The Church recognizes the validity and importance of each of these aspects.

* Social - Announcements

- Showers
- Breakfasts
- Luncheons
- Dinners
- Receptions

* Legal - Age requirements

- Licenses
- Records

* Spiritual

- The marriage ceremony, conducted in the church, is a **WORSHIP SERVICE**, the purpose of which is to glorify God. Our congregation is concerned that it be held in a *Christian context and atmosphere of worship*.

To ensure that you have a sacred and dignified ceremony, you are asked to make careful and thorough preparations; both temporal and spiritual. The Pastor, staff, and members of Our Savior extend every reasonable assistance to you, toward the end that your wedding in the church will be a memorable experience. We suggest that you make arrangements for the use of our staffed nursery for children ages 0-3.

Please read the following material carefully and cooperate fully with our congregation in upholding the high standards to which the church aspires.

MAKING ARRANGEMENTS

Both the bride-to-be and the groom-to-be should make their wedding plans together as follows:

- Read this booklet in its entirety prior to the final confirmation of the wedding date.
- Give your \$100 deposit to the church secretary. *Payable to Our Savior Lutheran Church.* The deposit must be made before your wedding date will be reserved for you.
- Meet with the Wedding Coordinator to complete the "Wedding Information" form. *As soon as possible after reserving your date.*
- Make an appointment to meet together with Pastor for wedding counseling sessions (minimum of three sessions = 4 hours). *6 weeks before the wedding.*
- Submit your wedding music to the Music Director for approval. *30 days before the wedding.*
- Contact the persons and firms who will be asked to participate in the wedding or provide special services associated with the wedding (see other sections of this booklet for specific guidelines):
 - *Wedding Attendants
 - *Visiting Minister
 - *Wedding Coordinator
 - *Organist/Pianist
 - *Sound Engineer
 - *Vocalist
 - *Photographer
 - *Videographer
 - *Florist
 - *Caterer
 - *Director of Music Ministry
(music selection)
 - *Wedding Bulletins
 - *Nursery Service

PRE-MARITAL COUNSELING

It is important that the couple planning to be married arrange an initial conference with Pastor well in advance of the wedding date in order to receive his counsel. There are many things to be discussed with Pastor prior to the wedding day. Knowing how to live together happily as man and wife is not "something that comes naturally". Both persons need to learn how to enjoy and contribute to the marriage relationship.

Although these things may have been discussed with others, it is important that they also be reviewed with the minister who will officiate at the wedding and to let him help the couple think them through in relationship to the Christian faith.

These counseling sessions will enable you to have a certificate to present to the county clerk for a discount on your marriage license.

VISITING MINISTERS

If a minister other than the pastor of Our Savior Lutheran Church is to officiate, the pastor of Our Savior should first be consulted. Accepted ministerial ethics provide that a Visiting Minister officiate only upon the invitation of the individual church's pastor.

ADDITIONAL GENERAL INFORMATION

A marriage license may not be acquired more than ten (10) days prior to the wedding. Both the bride and groom are to be present when the license is issued by the county clerk or deputy. Have with you your driver's license or a copy of your birth certificate for identification. Age has to be established before the license is issued. Both men and women under 18 must have their parents' consent in order to get a license. The license may be acquired at any County Court House in the state of Oklahoma. If one or the other is under age there is a three (3) day waiting period before the license is issued. If both are of legal age the license will be issued at the time of application.

When a ceremony is performed at the church, record of the marriage is entered in the official record book of the church. If the license happens to get lost the church will help the couple acquire a duplicate from the County Court House where it was purchased for recording. After the county clerk records the marriage on the county records the license will be mailed to the couple or it may be picked up at the County Court House.

All vocalists and accompanists (other than personal friends) that are retained for the ceremony should be compensated.

When ordering invitations for the wedding, be sure the correct wording for the name of the church is used. **The invitation should read Our Savior Lutheran Church.**

MUSIC

A wedding is a sacred worship service in which marriage vows are exchanged. In keeping with this, only sacred music will be approved for use during the ceremony. Other appropriate music may be used during the reception. All music for the wedding must be submitted for approval no later than 30 days prior to the wedding.

If the organist's services are requested for a wedding, initial contact should be made as soon as possible. Music selections must be submitted no later than 30 days prior to the wedding.

The Music Director can assist with information on the availability of vocalists and music selections and organists.

THE REHEARSAL

Pastor will direct the rehearsal or he may delegate that authority to another qualified person. The rehearsal will proceed as follows:

- It should begin promptly as scheduled. All participants are expected to be on time.

Those persons present at the rehearsal will be:

- The bride and groom
- All wedding attendants including ushers and candlelighter
- Pastor
- Parents of both the bride and groom if possible.

Certain decisions and preparations should be made by the bride and groom before time of rehearsal:

- The marriage license will have been obtained and should be given to Pastor at that time.
- If a bulletin is not desired, a list of attendants should be given to Pastor, stating the order in which they are to stand for the ceremony.
- Who will be the head usher?
- Who will seat the mothers at the wedding ceremony?
- How many pews are to be reserved for the bride's and groom's families?
- If candles are used, who will light them?

ALTAR PARAMENTS

The colored Paraments (linen coverings) on the altar and pulpit are based upon the Lutheran tradition and will be those appropriate to the church season.

CANDLES AND CANDELABRAS

The three candles will always be lighted for every marriage service in the church. Additional regular candelabras and a special unity candelabra are also available for marriage ceremonies. Consult the Wedding Coordinator for more information.

FLOWERS

Flowers are used as a floral offering and as an expression of tenderness and affection.

Flowers in the altar area should be live and fresh. Bouquets may be placed on the flower stand, credence tables, or on the floor. The flowers may be left after the wedding ceremony for following worship services except during Lent and Advent. During Advent and Lent flowers are permitted for the wedding ceremony but must be removed immediately following the ceremony as these are penitential seasons.

Flowers may be used in the center aisle and may be attached to the pew ends, either on standards or in hanging vases. Please, do not use tape.

PHOTOGRAPHS AND VIDEOS

Since the wedding ceremony is a religious service, all photographers, amateur and professional, are asked to act accordingly. Friends and family members are requested to observe these guidelines also. **All flash pictures are not allowed.** We strongly discourage any photography during the ceremony.

The ceremony begins when the bride and groom are in front of the church. The photographer may take pictures before and after the ceremony in any part of the building. Time exposures may be taken from the choir loft during the service. The photographer is cautioned to make sure no noise is involved in the taking of these time exposures.

Taking of pictures is permissible during the processional and recessional. The bridal party may reassemble in the sanctuary after the ceremony and re-enact any of the scenes of the wedding ceremony for the sake of taking pictures. The photographer **shall complete taking pre-wedding pictures thirty (30) minutes prior to the time of the start of the ceremony.**

It is the responsibility of the bride to make sure the photographer is aware of and follows these guidelines. Copies of this booklet are available for the photographer. The bride is asked to give the church the name and address of the photographer.

VIDEOS are permissible as long as they do not distract from the wedding ceremony. Check with the Wedding Coordinator for possible locations of the video.

RECEPTIONS

If you desire to use Fellowship Hall and the kitchen, please tell the Wedding Coordinator when arranging for your wedding. If you are using a caterer, give the name and address of the caterer to the Wedding Coordinator.

All facilities must be respected, protected, and left clean. Remove trash to outside dumpster.

Alcoholic beverages are not permitted on the church premises.

AFTER THE WEDDING

After the wedding, gather all your belongings from the dressing rooms, etc. so the custodian can begin to clean. Thank you for your cooperation.

No rice or bird seed throwing is allowed within the church. **All bird seed and/or rice must be individually packaged.** If you use either, it is to be thrown outside the church.

All wedding activities, including the reception, must be concluded by 11:00 PM.

FACILITIES

The main sanctuary will hold about 350 people comfortably.

Fellowship Hall holds 165 people.

FEES

BUILDING DEPOSIT

Building Deposit..... \$100.00
(Refundable following satisfactory inspection by Properties Board.)

Payment of the deposit will be made prior to reserving the wedding date. Payment of the other fees will be made prior to the rehearsal. Checks should be made payable to *Our Savior Lutheran Church* and should be given to the Wedding Coordinator.

WEDDING FEES **\$550.00**
(for currently active members)

Includes Pastor for pre-marital counseling, rehearsal, and wedding, wedding coordinator, custodial care, utilities, sound engineer. Does not include organist or nursery or use of Fellowship Hall for receptions.

FELLOWSHIP HALL and KITCHEN FEES

for receptions..... **\$100.00**

Facilities must be left in the same or better condition than they were found. Trash must be removed to the outside dumpster.

ORGANIST FEES

Includes rehearsal and wedding ceremony **\$170.00**

NURSERY FEES (Up to 7 children age 3 and under)

For Wedding Service:..... \$40.00

For Wedding Service and reception \$80.00

Over 7 children..... \$5.00 per child

SAMPLE ORDER OF SERVICE

Prelude [Music Selection]

The Lighting of the Candles

The Seating of the Grandparents

The Seating of the Parents

The Processional [Music Selection]

The Bride's Processional [Music Selection]

The Call to Worship

The Reading of Scripture [Scriptures are usually chosen by Pastor]

The Marriage Address

The Marriage Ceremony

The Marriage Vows

Exchange of the Rings

[Optional] *The Celebration of Holy Communion*

[Music selection]

[Optional] *The Lighting of the Unity Candle*

[Music selection]

The Prayer

The Pronouncement of Marriage

The Bride and Groom's Recessional

[Music Selection]

The Recessional

[Music Selection]

[Optional – Example of a message from the bride and groom]

We would like to extend a special thank you to all of our family and friends who celebrated with us today. We feel incredibly blessed that you chose to share this special day with us! We would also like to thank our parents for their continued love, selflessness and support. Thank you so much for all that you have done for us.

We love you all so much! – Brides name and Grooms name

Notes:

The Lutheran Church of Our Savior
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(918) 836-3752
fax (918) 836-4538
e-mail: office@osltulsa.org
Rev. Timothy Dreier, Pastor (918) 629-9285

Worship Celebrations
Sunday 8:00 a.m. and 10:45 a.m.
Sunday School and Bible Study Hour 9:30 a.m.