

**A Guide for
PLANNING A WEDDING
Steel Lake Presbyterian Church**

CONGRATULATIONS!

We are delighted that you are considering Steel Lake Presbyterian Church as a place to celebrate your wedding. A wedding is a thrilling, joyful, life-changing event, celebrated with delight and pleasure with family and friends. The center of that event is the worship service where a couple makes life-long loving promises to one another in the presence of God, with the assurance of God's blessing upon the relationship.

If you have decided you want to be married at Steel Lake Presbyterian Church, we encourage you to begin noting any questions and concerns you have for further discussion with the pastor. We want your wedding service to be an expression of you and your love for one another.

We at Steel Lake Presbyterian Church promise to do all that we can to help prepare you for the joys and responsibilities of your new life together following the exchange of your wedding vows.

During the time of preparation, we welcome and encourage you to make a special effort to attend Sunday worship services with us. One of the best ways to assure the health of your relationship is to worship weekly, becoming one in a life of faith through prayer, worship and service. If you are not yet a member of the congregation, but would like to consider becoming a member, we would be happy to talk with you about that as well.

Above all, we want you to know that we remain available to help you through this important time in your lives. In the weeks, months and years that follow, we promise to be available to help you continue to grow in your life together.

Where should the wedding take place?

A Christian wedding involves not only the bride and groom but also a community of faith – family and friends who come together as worshipers seeking God's blessing in the life of the bride and groom. It is a joyous and reverent celebration of God's grace, active in the lives of all husbands and wives, parents and children, family and friends.

We feel our sanctuary is a sacred space that invokes the blessing and love of the Holy Spirit. Your marriage ceremony, as a service of worship, will be conducted in a place that gives testimony to the commitment and love of the members of Steel Lake Presbyterian Church to their relationship to God and the community of Christians we call the Church.

The service proclaims that marriage is a gift created by God, blessed by our Lord Jesus Christ and sustained by the Holy Spirit. It presumes that you both share the belief that marriage is a life-long covenant of mutual love, faithfulness and service. It also presumes you want your

wedding to take place in the church as an expression of your own faith and desire to have God as an ongoing partner in your marriage.

Marriage is one of the most sacred, beautiful and joyful of all worship services. It celebrates God's uniting of two persons in holy matrimony and God's blessing on that marriage. The Christian marriage ceremony is a service of worship before God. All of the preparations we will make together are undertaken in light of that fact. The marriage covenant is a significant event in the life of the church as well as in the lives of the two people who are promising to share their lives together. For that reason, it is important that your special day be as well-organized as possible and that the wedding meet both your expectations and the expectations of the church.

We invite you to partner with us in making your Wedding a memorable life event, inspired by faith and celebrated in love.

Wedding Hostess

To help accomplish this, Steel Lake Presbyterian Church requires that you have a wedding hostess (supplied by the church) to coordinate many of the details associated with your wedding. They will be able to answer many of your questions (or find out the answers), coordinate with photographers, videographers and florists prior to the wedding, assist the pastor during the wedding rehearsal, and assist ushers and wedding party members before, during and after the ceremony.

Can We Celebrate the Lord's Supper at our Wedding?

Celebration of the Lord's Supper at the marriage service is appropriate but it requires the approval of the session. Please discuss this with the pastor.

Can we have a service to recognize our civil ceremony?

A service of worship recognizing a civil marriage and confirming it in the community of faith is always appropriate. The service will be similar to the marriage service except that the opening statement, the declaration of intention, the exchange of the vows by the husband and wife, and the public declaration by the pastor will reflect the fact that the woman and man are already married to one another according to the laws of the state.

Can another pastor perform my marriage?

As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session. Others may be *invited to participate* as leaders in the service at the discretion of the pastor. All exceptions to this policy must be discussed with the pastor who will seek approval by the session (governing body). Pastors from the Presbyterian Church (USA) may be invited to officiate the wedding at the discretion and invitation of the pastor and with the approval of the session.

Basic Order of Service

Prelude	
Processional	
Giving of the Bride	
Statement on the Gift of Marriage	
Declaration of Intent: Bride and Groom	Response: <i>I do</i>
Affirmation of Families	Response: <i>We do</i>
Affirmation of the congregation	Response: <i>We will</i>
Prayer	
Hymn or Special Music (optional)	
Scriptures	
Sermon	
Hymn or Special Music (optional)	
The Marriage Vows	
The Exchange of Rings	
Lighting of Unity Candle (optional)	
Wedding Prayer and Lord's Prayer (Lord's Prayer optional)	
<i>"debts and debtors"</i>	
Announcement of Marriage	
Blessing	
Recessional	

Scripture Selections

The pastor reserves the right to select the scriptures that are used in the service. However, every effort will be made to accommodate the desires of the bride and groom when making these selections. And these decisions will always be made in consultation with the bride and groom.

Suggested Scripture Readings

Genesis 1:26–31	Humankind created in the image of God
Genesis 2:18–24	Bone of my bones and flesh of my flesh
Song of Solomon 8:6–7	Set me as a seal upon your heart
Proverbs 3:3–6	Trust the Lord with all your heart
Isaiah 54:5–8	Your Maker is your husband
Jeremiah 31:31–34	he Lord will make a new covenant
Psalms 8	Mortals crowned with glory and honor
Psalms 67	May God be gracious to us
Psalms 95:1–7	O come, let us sing to the Lord
Psalms 100	Make a joyful noise to the Lord
Psalms 103:1–5, 15–18	Bless the Lord, O my soul
Psalms 117	Great is God's steadfast love
Psalms 121	Lift up my eyes to the hills
Psalms 128	Happy is everyone who fears the Lord
Psalms 136:1–9, 26	O give thanks, for God is good

Psalm 145	I will exalt you, O God my King
Psalm 148	Praise the Lord
Psalm 150	Everything that breathes praise the Lord
Romans 12:1–2, 9–18	A living sacrifice... let love be genuine
1 Corinthians 13:1–13	Faith, hope, love... greatest is love
Colossians 3:12–17	Clothe yourselves with love
1 John 4:7–12	Let us love one another... God is love
Revelation 19:1, 5–9	Rejoicing at the marriage of the Lamb
Matthew 5:1–10	The Beatitudes
Matthew 5:13–16	Salt of the earth... light of the world
Matthew 19:3–6	No longer two, but one flesh
Matthew 22:35–40	Love the Lord with all your heart, soul, mind
Mark 10:6–9	What God has joined, let no one separate
John 2:1–11	The wedding at Cana
John 15:1–17	Jesus, the true vine

Music

In choosing music for your wedding, there are specific decisions to make. Music suitable for the marriage service directs attention to God and expresses the faith of the church. All music used during the marriage service must be pre-approved by the pastor and selected with either the pastor or the church organist. For efficiency, it would help to give these questions some thought before meeting with the Pastor or Organist:

- Would you like a separate piece for seating of parents/grandparents at the end of the prelude?
- Would you like one processional piece or two (bridesmaids and entrance of bride)? The number of participants may influence this choice.
- Would you like the traditional processional/recessional music or something else?
- Would you like additional instruments (*e.g.*, trumpet, flute, violin, harp)?
- Do you prefer piano or organ (or other) for prelude?
- Would you like soloists, if any, to sing from the front of the sanctuary or from the choir loft?
- Would you like to include one or more hymns in your service? (More than two hymns are not recommended.)
- It is not necessary for couples to specify pieces for the prelude or postlude, but suggestions are welcome. Such suggestions will be considered and utilized when possible. In the event that a piece is approved but not in the organist's repertoire, the couple should provide the music. It may not be possible to grant all requests.

Recommended Hymns for Weddings (Presbyterian Hymnal)

Hymn 145	Rejoice, Ye Pure in Heart!
Hymn 146	Rejoice, Ye Pure in Heart!
Hymn 210	Our God, Our Help in Ages Past
Hymn 275	God of Our Life
Hymn 276	Great is Thy Faithfulness

Hymn 316	Breathe on Me, Breath of God
Hymn 318	Gracious Spirit, Holy Ghost
Hymn 335	Though I May Speak
Hymn 347	Forgive Our Sins as We Forgive
Hymn 358	Help Us Accept Each Other
Hymn 374	Lord, Make Us Servants of Your Peace
Hymn 531	Not for Tongues of Heaven's Angels
Hymn 532	O God, You Give Humanity Its Name
Hymn 533	O Perfect Love
Hymn 534	The Grace of Life is Theirs
Hymn 555	Now Thank We All Our God

Organist/Pianist

Steel Lake Presbyterian Church's organist/pianist will play for weddings if available unless prior arrangements have been approved by the Pastor. If the regular church organist is not available, the church will try to make arrangements with our normal replacement. Once an organist's availability is confirmed, this will be communicated by the church office to the couple. It will then be the couple's responsibility to make an appointment with the organist (if used) at least two months prior to the ceremony to discuss music. Music provided by the organist/pianist for the wedding may be piano or organ only, or a combination of both. Other musicians may be invited to participate in the service at the discretion of the pastor. The church organist/pianist is normally not needed or available for the wedding rehearsal.

Soloists

Any rehearsals involving a soloist or other musician will be scheduled by the organist/pianist and the soloist. Music that is not owned by the organist/pianist must be purchased by the couple and provided to the organist/pianist at least one month prior to the service.

Wedding Party Size

Please limit the size of the wedding party to a maximum of ten people (five attendants for the bride and five attendants for the groom not including ring bearers or flower girls). It would be helpful to choose your wedding party members as soon as possible so that they can avoid conflicting dates and be fully supportive of you at this joyful time. We strongly recommend that participating children be four years of age or older. If you desire more than ten people in your wedding party, please discuss this with the pastor as soon as possible.

Scattering Flower Petals

The scattering of real flower petals is not permitted as they can potentially stain the carpet. The scattering of imitation flower petals is permitted.

Flowers & Decorations

Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. Flowers may be placed at the front of the church or placed in

padded holders attached to the ends of the pews. The church does not provide padded flower holders. Steel Lake Presbyterian Church's decorations and furnishings are not to be moved or disturbed without prior arrangement. If you have special requests related to this, please contact the pastor at least two months prior to the service.

Aisle Runners

Aisle runners are not permitted as these present a safety hazard.

Candles

If you plan to include a unity candle (symbolizing the act of joining two lives into one) in your wedding ceremony, it will need to be provided by the bride, groom or florist. No regular candles may be used (except on the communion table) for safety reasons. Candelabras may be used with dripless candles, but are not provided by the church. All candles must be provided by the bride, groom or florist. Please discuss the use of candles with the church's wedding hostess. Any damage or cleanup expenses due to the use of incorrect candles will be charged to the wedding couple and taken from the damage deposit.

Photographer/Videographer

The pastor understands the desire to have this momentous occasion recorded through the use of photos and video. Every effort will be made to accommodate your needs provided they do not distract from the main focus of the service, which is worship. Photographs of your wedding party may be taken either before or after the service. Please arrange those times with the wedding hostess. Flash photography is strongly discouraged during the ceremony itself, but is appropriate during the processional and recessional. Please inform family and friends. Video cameras should be stationary (on a tripod) and may be set up in the choir loft or at the back of the sanctuary. It is not permissible for the videographer to walk around during the ceremony due to the distraction he/she may cause (except during the processional and recessional). The pastor can advise the photographer/videographer regarding the best locations to take photographs/videos during the service.

Guest Book Table and Gifts Table

Tables will be provided by the church and will be set up in the narthex. You will need to provide table decorations, flowers, guest book, pen and attendant.

Throwing Rice, Confetti, Bird Seed, Flower Petals or Bubbles

There shall be no throwing of rice, confetti, or bird seed in or around the building because of safety and/or health concerns related to the environment, birds, rodents, etc. Flower petals and bubbles are permitted outdoors only. The bride and groom are responsible for informing family and friends regarding this policy.

Attendant Dressing Rooms

Dressing rooms are provided for the bride and groom and their attendants. Please do not leave personal items, purses, etc., unattended in unsecured areas (Steel Lake Presbyterian is not responsible for your personal belongings). Please do not leave them in the dressing rooms.

Please give them to a friend for safekeeping. The bride and her attendants normally use the Skylight Room (near the main office) as their dressing room. The groom and his attendants will normally use the Choir Room (around to the back of the sanctuary) as their dressing room.

Use of Tobacco and Alcohol

The use of alcohol and tobacco is not permitted within the building. Smoking is permitted outside the building in designated areas. Use of alcohol is not permitted on church property. The bride and groom are requested to advise the members of the wedding party to refrain from the inappropriate use of alcoholic beverages before, during and following both the rehearsal and the ceremony. Intoxicated members of the wedding party will not be allowed to participate in the wedding rehearsal and/or service.

Damage, Theft & Damage Deposit

A damage deposit will be required for all weddings that take place on church property. The bride and groom will be responsible for any damage done to the building, grounds, furnishings or equipment. Unfortunately, we cannot be responsible for valuables and personal belongings.

Honoraria and Fees

ALL fees and honoraria (church, pastor, organist, and wedding hostess) as well as the wedding license must be received in the church office no later than seven days prior to the wedding rehearsal. Please make out one check payable to Steel Lake Presbyterian Church for the building use and rental fees. Checks for the pastor, wedding hostess and organist should be separate and made payable to each individual.

Members of Steel Lake Presbyterian Church who support the programs and maintenance of the church through their gifts and pledges are not asked to pay for the use of the sanctuary. Honorariums to the pastor and wedding hostess shall be at the discretion of the member.

For a more complete list of fees (including the possibility of hosting the wedding reception on site) please contact the church office.

	<u>Church Member</u>	<u>Non-Church Member</u>
Refundable Damage Deposit	\$500.00	\$500.00
Organist/Pianist	\$200.00	\$200.00
Soloist/Instrumentalist	\$ 75.00	\$ 75.00
Sanctuary Use	No Charge	\$ 80.00 per hour
Pastor	\$350.00	\$350.00
Wedding Hostess	Honoraria Suggested	\$150.00

Pre-Marital Discussions with the Pastor

In preparation for the marriage service, the minister shall provide for a discussion with the man and the woman concerning:

1. The nature of their Christian commitment, assuring that at least one is a professing Christian,
2. The legal requirements of the state,
3. The privileges and responsibilities of Christian marriage,
4. The nature and form of the marriage service,
5. The vows and commitments they will be asked to make,
6. The relationship of these commitments to their lives of discipleship,
7. The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

These discussions normally take place over the course of two meetings and are equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce. The first of these meetings must take place before your reservation can be finalized.

The Wedding Rehearsal

The wedding rehearsal is an important part of the process that helps the wedding day go more smoothly. It's an opportunity for the wedding party to become familiar with the order of service, their responsibilities during the service, and the layout of the building (which may be unfamiliar to people from out of town). People will have the opportunity to discover the locations of the sanctuary and the dressing rooms, as well as the location of the nearest bathrooms. The pastor will expect everyone to arrive early for the wedding rehearsal and be gathered in the sanctuary at the appointed time.

Basic Order of the Wedding Rehearsal

- Opening Introductions
- Prayer
- Chancel Line-Up (position of wedding party and pastor)
- Rehearse final steps of Processional (entrance of the bride and attendants)
- Rehearse the giving of the Bride
- Rehearse the Recessional (departure after the service)
- Rehearse seating of the family
- Rehearse entrance of groom and attendants
- Rehearse processional
- Rehearse the exchange of rings
- Quick walk-through of the service
- Final rehearsal of the Recessional

The Checklist

ARRANGING A WEDDING AT STEEL LAKE PRESBYTERIAN CHURCH

Contact the Church Office

Contact the church office as soon as possible to determine the availability of the pastor and sanctuary for your selected rehearsal/wedding date.

Schedule your rehearsal and ceremony

If your desired dates are available, make a reservation with the church office administrator for your rehearsal and ceremony. Please note, the reservation will not be confirmed until the deposit is received. Once the deposit is received, the pastor's availability as well as the wedding hostess' and organist's availability will be confirmed.

Make arrangements to meet with the pastor

Please call the church office to schedule your meetings with the pastor. It is expected that both the bride and groom will be present at these meetings for pre-marital counseling and for planning the ceremony (although there are times when exceptions can be made). Your reservation will not be finalized until the first of these meetings takes place.

Return a signed copy of the Wedding Reservation Request/Information form.

Send in the \$500.00 refundable damage deposit

Contact the wedding hostess

Once you have met with the pastor, please contact the wedding hostess directly to discuss building use, rehearsal and wedding day details. She is here to assist with decorating, flower distribution, dressing and timing of the ceremony. She is available to answer any questions you may have.

Contact the organist

Again, once you have met with the pastor and an organist has been confirmed, please contact the organist directly to discuss the music. The organist will need a copy of your music selections no later than one month prior to the rehearsal date.

Obtain your wedding license

Obtain your Wedding License at the King County Administration Building in Seattle or at the Regional Justice Center in Kent. Wedding licenses are valid for (60) sixty days and payment must be made in cash. Remember there is a three-day waiting period.

Deliver Fees, Honoraria and License

ALL fees and honoraria (church, pastor, organist, and wedding hostess) as well as the wedding license must be received in the church office no later than seven days prior to the wedding rehearsal.

STEEL LAKE PRESBYTERIAN CHURCH

1829 South 308th Street · Federal Way, Washington 98023
Office: (253) 839-1210 Email: officeadmin@steellake.com

Wedding Reservation Request

Bride's Name: _____
Address: _____
Telephone: (Home) _____ (Work) _____
Occupation: _____
Mother's Name/Address/Phone: _____
Father's Name/Address/Phone: _____

Groom's Name: _____
Address: _____
Telephone: (Home) _____ (Work) _____
Occupation: _____
Mother's Name/Address/Phone: _____
Father's Name/Address/Phone: _____

Number of Attendants (Bride): _____ Number of Attendants (Groom): _____

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

Officiating Minister: _____ Organist/Pianist: _____

Special Musical Requests – Instruments/Soloist (please be as specific as possible):

Place of Reception: _____ Time: _____

Caterer: (if using SLPC facilities) _____

Caterer contact name/phone: _____

Florist: _____

Florist contact name/phone: _____

Photographer: _____

Photographer contact name/phone: _____

Videographer: _____

Videographer contact name/phone: _____

Bride's Name (as she desires to have it printed in the bulletin): _____

Groom's Name (as he desires to have it printed in the bulletin): _____

Mailing address after the wedding: _____

Special Notes or Requests: _____

We have read completely the booklet entitled "A Guide for Planning a Wedding – Steel Lake Presbyterian Church" and agree to be bound by all of the items described therein.

Signature of Bride

Date _____

Signature of Groom

Please complete and return this form to the Office Administrator as soon as possible.

.....
For Office use only

Copies to: Pastor Organist Wedding Hostess Clerk of Session

Date received: _____ Check amount: _____

Check number: _____

Date refundable deposit returned: _____

SLPC Check number: _____