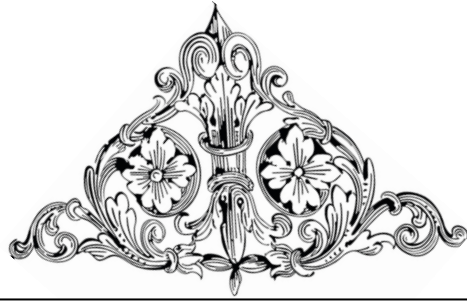


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# Contact Information

Church Office Phone Number ~ 303.733.3777

## Church Office

Church Administrative Assistant

303.733.3777 Ext. 110  
church@sjdenver.org

## Wedding Facilitator

Laura Greer

303.907.5658  
laura.greer@sjdenver.org

## Music Coordinator

Matthew Kingham

720.690.0500  
matthew.kingham@sjdenver.org

## Tech Director

303-733-3777 ext 110  
church@sjdenver.org

## Lead Pastor

Andrew Farhat

303.733.3777 Ext. 114  
pastor.andrew@sjdenver.org

Worship Center Use Fee (non-member only) Fee due with "Room Request" form	\$260	St. John's Church
Worship Center Use Fee (for members) Fee due with "Room Request" form	\$110	St. John's Church
<b>Flat Fee</b> (for all services listed below)	<b>\$1500</b>	<b>Laura Greer Services, LLC</b>
Officiant		Pastor Andrew Farhat
Church Organist/Pianist		Matthew Kingham
Attendance at Rehearsal		Matthew Kingham
Sound/Lighting/Media Engineers		Church Office Ext 110
Sound Engineer Attendance at Rehearsal		Church Office Ext 110
Church Wedding Facilitation Team		Laura Greer
Facility Management		Laura Greer
Custodian		Brett Duffy

## Optional Items

St. John's Church

White Aisle Runner

Candelabra

Aisle Candles

*\*After Hour fees*

*All fees are due the night of the rehearsal except the Church Use Fee*

*\*May be additional fees for holiday, or holiday weekend, special requests, or extended hours beyond 4 hours @ \$30/hour.*

# Planning Checklist

\_\_\_\_\_ **Set a tentative date**

Call the Church Administrative Assistant to check the availability of the facility and Pastor for dates for the wedding, reception and the rehearsal. (*Have alternate dates in mind*)

\_\_\_\_\_ **Choose the location for your wedding**

Come and see the facility, and perhaps attend a service or two, to make sure this is the place you want to have your wedding.

\_\_\_\_\_ **Set an appointment with our Pastor through the Church Office.** At that time, you will go over your wedding requests. This must be done prior to your wedding date being confirmed. (One hour or less)

\_\_\_\_\_ **Fill out “Wedding Room Request” forms and pay your Church Use Fee**

- We cannot confirm your wedding date without the “Wedding Room Request” and “For Church Records” forms and the Church Use Fee.
- Begin to fill out the “Wedding Facilitator’s Check List” form in preparation for meeting with Wedding Facilitator

\_\_\_\_\_ **Confirm the date**

Call the Church Administrative Assistant to get your wedding and rehearsal dates on the calendar.

**Please be aware that fees will be increased for Holidays and Holiday weekends.**

\_\_\_\_\_ **Set appointments for premarital counseling**

Call the Church Administrative Assistant to make appointments with the Pastor. Four, one-and-one-half hour appointments are required.

\_\_\_\_\_ **Set an appointment with the Wedding Facilitator**

Meet with the Wedding Facilitator within 1 month after confirming your wedding date with the Church office.

\_\_\_\_\_ **Set an appointment with the Music Coordinator to discuss your wedding music**

Meet with the Music Coordinator at least two months in advance of the wedding date if you will be using him.

\_\_\_\_\_ **Contact our Tech Director** – if you plan to use any of St. John’s sound or AV equipment – **at least 8 weeks prior to your wedding date.**

\_\_\_\_\_ **Prepare for the rehearsal**

\_\_\_\_\_ **Make some specific choices for your wedding day. Please refer to the booklet for those choices.**

# *Preparing for Your Wedding at St. John's*

Thank you for choosing St. John's Lutheran Church at Washington Park for your wedding. We hope this booklet will be helpful as you plan for this very special day. Please read these pages carefully. If you have questions do not hesitate to call the church office or the Wedding Facilitator.

A Christian wedding service is a worship service in which honor and glory are directed to the Lord. This truth affects all the choices made in planning the wedding. We pray that God will bless the beginning of your life together as you are united by the vows that you take. We look forward to helping you with your wedding arrangements.

**Use the checklist at the back of this booklet to guide you in planning for your wedding at St. John's. More detailed information is given below and on the following pages.**

## *Reserving the Date*

At the very beginning of your preparations, call the church office to check the availability of your tentative wedding date. It's best to have an alternate date in mind. We cannot confirm your date until we receive the Wedding Room Request form and your Church Use Fee (if applicable). ***Weddings that are performed on Sundays or holidays are by special arrangements only. Fees may increase for wedding scheduled on a holiday, or holiday weekend, for special requests or extended hours beyond 4 hours***

## *Location for Your Wedding*

The Worship Center will seat up to 360 guests.

## *Policies and Procedures*

### **Flowers/Candles**

The couple selects their own florist and make arrangements for placing the flowers in the church at their own expense. Please do not use tape or wire to attach floral arrangements to the pew stands. Use only large rubber bands or pipe cleaners. If you wish the flowers to be left for the use of the church, please inform the church office. Two candelabra are available, each holding seven candles. The Church provides the candles (for a fee).

The Paraments that will be on the altar at the time of your wedding will be shown to you by the Wedding Facilitator and **cannot be changed or removed** from the altar for your wedding. Nothing is to be placed on the altar.

### **Drinking**

Alcoholic beverages are **not** allowed on the church premises, and we ask that you and your guests respect this policy.

### **Changing Rooms**

If desired, the wedding party may change at the church. Please arrange this with the Wedding Facilitator. We provide a full-length mirror, hanging racks, water, and a basket of incidentals, sewing kits, bobby pins, safety pins, etc. **Because we cannot be responsible for lost items, we ask that the rooms be emptied of everything before the beginning of wedding ceremony.**

## Using Your Own Pastor

The use of outside clergy is not allowed unless directly affiliated with the Lutheran-Church Missouri Synod. All weddings will be officiated by recognized clergy of our church body and approved in advance by our Lead Pastor.

## Wedding Programs

St. John's does not provide wedding service folders

## Children in the Wedding

Children participating in the wedding should be old enough to perform their roles without undue distraction. We recommend a minimum age of 5 years old.

### *Pre-Marriage Counseling*

Every couple married under the ministry of St. John's must complete, prior to the wedding, pre-marriage counseling as arranged with the officiating pastor. The pastor will assist the couple in examining the basic meaning of the marriage relationship, help each partner come to a better understanding of the other, and formulate a wedding ceremony that is both personal and appropriate.

- **Please set pre-marital counseling appointments with the church office at 303-733-3777 extension 110.**

Pre-marriage Counseling appointment dates:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### *The Wedding Facilitator*

The Wedding Facilitator administers and oversees all the wedding activities at the church. She, and a team of 2 or 3, will assist during your wedding rehearsal and the day of the wedding.

### *Choosing the Music for Your Wedding*

The music should be suitable for a worship service. Commercial pop and recorded music is usually not appropriate; the lyrics are subject to review by the pastor. The Music Coordinator can suggest a variety of options for preludes, processional, and recessional, as well as other music for the ceremony, and welcomes a brief conference with you to help plan the music for your ceremony.

- If you want to use the church organ, check first with the Music Coordinator. If he is not available for your wedding date, he will help you to decide another organist.
- Guest artists should contact the Music Coordinator in advance of the wedding to arrange for the selection of the music.

## *The Rehearsal*

The rehearsal occasionally becomes the scene of emotional discussions about the wedding ceremony. Therefore, the bride and groom should communicate their wishes clearly to either the Wedding Facilitator or the Pastor. This is accomplished in pre-wedding interviews, so that when the rehearsal begins, the Facilitator or Pastor's task is simply to convey the couple's wishes.

- A rehearsal is required.
- Please bring the **Marriage Certificate** to the church on the day of the rehearsal. This will give the Pastor time to fill it out prior to the wedding. The information needed to fill out the certificate includes the names and mailing addresses of the Best Man and the Maid or Matron of Honor. **Please provide a self-addressed stamped envelope for the mailing of the certificate.**
- Frequently, the Wedding Facilitator will oversee the rehearsal. The Wedding Facilitator has a well-established system, and the Pastor may choose not to attend the rehearsal.

## *Some Choices for Your Wedding Day*

### **Seating of Guests**

“Contemporary” seating maintains the “brides” and “grooms” sides for parents, immediate family members, grandparents, godparents, and possibly very close friends. All other guests are seated on both sides. Should you wish some other arrangement, please discuss with the Wedding Facilitator.

### **Photographers/Videographers**

We appreciate the importance of wedding photographs and videos of the bride and groom. These are treasures for you and those close to you to enjoy for many years to come. Remembering, however, that the wedding service is a service of worship, all photographers – amateur and professional – are asked to respect the ceremony and refrain from interruptions. Pictures may be taken during the processional and the recessional only. No flash photography is allowed after the processional or before the recessional. There is to be minimal moving about the sanctuary for either photographs or videotape. Video cameras are not to be in areas that obstruct movement or view.

Photographs may be taken either before or after the service. Many bridal couples have found it convenient to have the formal pictures taken before the ceremony. Photography must be concluded at least 30 minutes before the ceremony is to begin.

### **Unity in Christ Candle**

- An arrangement of three candles in a Unity Candle stand is placed at some location where the congregation can watch the couple lighting the candle.
- Two of the three candles are 10- or 12-inch tapers mounted on candleholders. Between them is a larger, white Unity Candle.
- The two narrow candles symbolize the individual lives of the couple being joined in marriage. The Unity Candle represents the shared life of their marriage.

### **Extras**

Tossing of bird seed/flower petals, etc. after the service should be approved by the Wedding Facilitator.

## *Planning the Order of Your Ceremony*

### *Sample One*

Prelude  
Processional  
Invocation  
Greeting:  
Welcome/Introduction  
**Question**  
Sermonette  
Vows  
Exchange of Rings  
Declaration of Marriage  
Wedding Prayer  
Benediction  
Kiss  
Introduction of Couple  
Recessional

### *Sample Two*

Prelude  
Processional  
Invocation  
Greeting:  
Welcome/Introduction  
**A Scripture Reading**  
Sermonette  
Vows  
Exchange of Rings  
Declaration of Marriage  
Wedding Prayer  
Benediction  
Kiss  
Introduction of Couple  
Recessional

### *Sample Three*

Prelude  
Processional  
Invocation  
Question  
Greeting: Welcome/Introduction  
A Scripture Reading  
Sermonette  
Vows  
Song  
Exchange of Rings  
Lighting the Unity Candle  
Song  
Declaration of Marriage  
Wedding Prayer  
The Lord's Prayer  
Benediction  
Kiss  
Introduction of Couple  
Recessional

### *Scripture Reading Options*

Genesis 1:26-31 or 2:18-23  
Deuteronomy 6:4-9  
Ruth 1:16-17  
Psalm 23, 67, 100, 111, 121, or 150  
Proverbs 24:3-4  
Isaiah 63:7-9  
Matthew 5:14-16 or 19:4-6  
Mark 10:6-0  
John 2:1-11 or 15:9-15  
Romans 12:1-2 or 1-13  
1 Corinthians 13:1-13  
Ephesians 3:14-21 and/or 5:21-33  
Colossians 3:12-15  
1 John 4:7-21



# *Wedding Facilitator's Checklist*

Wedding Date: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

Location of Wedding (If not at St. John's please include address and phone):

\_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time of Rehearsal: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_

Reception Location (Please include address and phone):

\_\_\_\_\_

## *Wedding Party*

Name of Maid/Matron of Honor: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_

Name of Bridesmaids: \_\_\_\_\_

\_\_\_\_\_

Number of Flower Girl(s): \_\_\_\_\_ Name(s): \_\_\_\_\_

Escorting the Bride: \_\_\_\_\_

Name of Best Man: \_\_\_\_\_

Number of Groomsmen: \_\_\_\_\_

Names of Groomsmen: \_\_\_\_\_

\_\_\_\_\_

Number of Ushers: \_\_\_\_\_

Name of Ushers: \_\_\_\_\_

\_\_\_\_\_

*Facilitators Checklist continued:*

Number of Ring Bearer(s): \_\_\_\_\_ Name(s): \_\_\_\_\_

Personal Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Will flowers on altar be left for Sunday services? \_\_\_\_ Yes \_\_\_\_ No If yes you would like to have your flower "gift" to the church mentioned in our Sunday bulletin, please send an email to publications@sjdenver.org a minimum of two weeks prior to your wedding. You can mention them in honor of a loved one, in celebration of your union, or another honorable mention.

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**PLEASE CHECK AND NOTE WHICH OF THESE THINGS YOU WOULD LIKE THE CHURCH TO PROVIDE FOR YOUR WEDDING:**

Aisle Candles (14 available): \_\_\_\_\_ \$30

Aisle Runner: \_\_\_\_\_ \$30

Candelabra: \_\_\_\_\_ \$30

Wrought iron flower stands (2-12" dia. X 29" tall): \_\_\_\_\_ no extra cost

Wrought iron flower stands (2-12" dia. X 40" tall): \_\_\_\_\_ no extra cost

Wrought iron flower stands (2-13" dia. X 40" tall): \_\_\_\_\_ no extra cost

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_

## *Before Your Wedding*

What time will you arrive at the church? \_\_\_\_\_

Will you have the guest book at the church or at the reception? \_\_\_\_\_

Will you have a guest book attendant? Please indicate name(s) \_\_\_\_\_

Will you have someone to hand out the programs? Please indicate name(s) \_\_\_\_\_

Would you like us to lay out the programs on the table? \_\_\_\_\_

Would you like to see each other before the ceremony? \_\_\_\_\_

Would you like quiet time with anyone before the wedding? \_\_\_\_\_

With whom? \_\_\_\_\_

Would you like us to pin on the corsages and boutonnieres? \_\_\_\_\_

Will you be taking pictures before the ceremony? \_\_\_\_\_

What time? \_\_\_\_\_

What location? \_\_\_\_\_

Would you like the men to come out from behind the altar (front) with the Pastor, from the back of the church, OR down the aisle with the women? \_\_\_\_\_

If men are coming out from behind the altar, when would you like them to come out? \_\_\_\_\_

When the men are standing up front, how do you want their hands to be positioned?

all hands in front       all hands in back       all hands down by their sides?

## *During the Wedding*

Would you like your guests ushered in before the service begins? \_\_\_\_\_

By whom? \_\_\_\_\_

Would you like your guests ushered out after the service? \_\_\_\_\_

By whom? \_\_\_\_\_

Would you like special seating for anyone? (Grandparents, family members, friends) \_\_\_\_\_

For whom and where? \_\_\_\_\_

Would you like them ushered in by anyone special? \_\_\_\_\_

By whom and when? \_\_\_\_\_

How many rows would you like reserved for special guests? \_\_\_\_\_

When will the Unity Candle be lit? \_\_\_\_\_

By Whom? \_\_\_\_\_

*During the Wedding continued ...*

**Seating of Special Guests:**

This will help the Wedding Facilitator assist ushers in the seating of your guests

**Bride's Side:**

Row 1: \_\_\_\_\_

Row 2: \_\_\_\_\_

Row 3: \_\_\_\_\_

**Groom's Side:**

Row 1: \_\_\_\_\_

Row 2: \_\_\_\_\_

Row 3: \_\_\_\_\_

Will you be having communion? Yes \_\_\_ No \_\_\_

Red Grape Juice \_\_\_ White Wine \_\_\_ Communal Cup \_\_\_ Individual Cups \_\_\_

*After the Wedding*

Will you have a receiving line  at the church, or  at the reception hall?

Who would you like to join you in the receiving line if it is at the church? \_\_\_\_\_

Please list the person(s) who will take the following after the ceremony:

Alter Flowers: \_\_\_\_\_

Unity Candle: \_\_\_\_\_

Gifts: \_\_\_\_\_

Extra Programs: \_\_\_\_\_

Guest Book: \_\_\_\_\_

Please list the person(s) who will take care of all the belongings left in the dressing room: \_\_\_\_\_

Will you be taking pictures after the ceremony?  Yes  No

Date of Wedding: \_\_\_\_\_

# *For Church Records*

Please Print Clearly

Bride's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Full Name of Maid/Matron of Honor: \_\_\_\_\_

Full Name of Best Man: \_\_\_\_\_

Address and Phone Number After the Wedding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **St. John's Marriage Policy**

*The marriage policy of St. John's Lutheran Church and School, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride, the Church (Ephesians 5:32). The official position of The Lutheran Church— Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Leviticus 18:22, 24; 20:13; 1 Corinthians 6:9-10; 1 Timothy 1:9-10) as contrary to the Creator's design (Romans 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers, and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.*

3/10/2020

(Member and Non-Member usage fee due with this form)

# Wedding Room Request

Date Submitted \_\_\_\_\_

Bride's Name \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Groom's Name \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Pastor to Officiate \_\_\_\_\_  
(As approved by our Lead Pastor)

- Member of St John's
- Non-Member

Location of Wedding \_\_\_\_\_

*\*\*We accept the responsibility for use of the St. John's Lutheran Church for our rehearsal and wedding*

Contact Person (print) \_\_\_\_\_

Contact Signature \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**\*\*No room request is considered official without a completed Room Request form.** Please give the completed form to the Administrative Assistant in the church office or put in mailbox. If you are requesting more than one space, and the times are not identical, put each room on a separate form. Rooms will be reserved on a first come, first serve basis, with preference given to church and school events, exceptions as discerned by the discretion of the Executive Director of Ministries.

**Fill this portion out with the Church Administrative Assistant for office use:**

**You will need every room checked below.**

- Worship Center
- ELC Play Court
- Community Room
- Other \_\_\_\_\_

**Time:**

Rehearsal: Date \_\_\_\_\_ Start time \_\_\_\_\_ End Time \_\_\_\_\_

Wedding: Date \_\_\_\_\_ Start time \_\_\_\_\_ End Time \_\_\_\_\_

Arrival time at church for Wedding: \_\_\_\_\_

Approval Date \_\_\_\_\_

By \_\_\_\_\_

Copy to:

- Lead Pastor
- ELC Office
- Tech Director
- Member
- Wedding Facilitator
- Facilities Manager
- Director of Worship
- Non-Member
- Worship Coordinator
- Classroom Teacher

**Misc. Notes:**

Ph: 303.733.3777 ex. 110  
Fx: 303.778.6070

On Calendar \_\_\_\_\_  
Copies Distributed \_\_\_\_\_