



Please complete all information. Please print clearly.

General Information

Request (current) date: _____

Wedding Time: _____ Wedding Day & Date: _____

Wedding Location: _____

City: _____ State: _____ Zip Code: _____

Clergy Officiating: _____

Rehearsal Date: _____ Rehearsal Time: _____

Bride/Groom Full Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Phone: _____ Cell #: _____

Church Affiliation: _____

Bride/Groom Full Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Phone: _____ Cell #: _____

Church Affiliation: _____

Previous Marriage? Yes No If Yes, how ended? _____

We are requesting the use of the church building for the wedding Ceremony ONLY

We are requesting the use of the church building for the wedding Ceremony AND Reception

~~~~~ OFFICE USE ONLY ~~~~~

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



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*Please complete all information. Please print clearly.*

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**Service Information**

Bride's / Groom's \_\_\_\_\_

Parents: \_\_\_\_\_

\_\_\_\_\_

Bride's / Groom's \_\_\_\_\_

Parents: \_\_\_\_\_

\_\_\_\_\_

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

Bridesmaids / men: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower Carrier: \_\_\_\_\_

Best Man / Woman: \_\_\_\_\_

Groomsmen / women: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Rings:  Single  Double

Lesson: \_\_\_\_\_ Lesson: \_\_\_\_\_

Gospel: \_\_\_\_\_



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Please complete all information. Please write legibly.

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### Service Information (cont'd.)

Seating of Parents/Grandparents During the Prelude \_\_\_\_\_  
\_\_\_\_\_

Number of Guests Anticipated: \_\_\_\_\_ Number of Bulletins: \_\_\_\_\_

Communion:  Yes  No      Receiving Line:  Yes  No      Seating by Sides:  Yes  No

Unity Candle:  Yes  No      Aisle Candles:  Yes  No      Pew Bows:  Yes  No

Aisle Runner:  Yes  No

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

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other Assist: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address After Marriage: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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### Wedding Fees

|                         | <u>Atonement Member</u> | <u>Non-Member</u>     |
|-------------------------|-------------------------|-----------------------|
| Organist:               | \$ 175. <sup>00</sup>   | \$ 175. <sup>00</sup> |
| Cleaning Service:       | \$ 0. <sup>00</sup>     | \$ 50. <sup>00</sup>  |
| Use of Sanctuary:       | \$ 0. <sup>00</sup>     | \$ 250. <sup>00</sup> |
| Use of Reception Space: | \$ 0. <sup>00</sup>     | \$ 100. <sup>00</sup> |
| Pastor:                 | \$ 0. <sup>00</sup>     | \$ 500. <sup>00</sup> |





It is the desire of Atonement Lutheran Church to serve its members and the community. We rejoice, therefore, at the opportunity to participate with couples in the planning of their new life together and the celebration of their ceremony of Holy Matrimony.

The primary desire of the bridal party in requesting a wedding at Atonement must be that God is being asked to bless the marriage. If this emphasis can be central, then a wedding can be planned that will be meaningful, beautiful, memorable, and pleasing to all involved. Toward that end please take a moment to read the information on this page and consult with Pr. Swanson before any arrangements are made concerning the service. In order to allow for ample preparation for the wedding and marriage, six months of time between the time the wedding date is approved and when the wedding is scheduled is required.

### **1. Arrangements**

The bride and groom should make an appointment to meet briefly with the pastor to discuss wedding dates and Atonement guidelines. Prior to this, no definite date or plans should be announced since they may not fit in with the calendar for the use of the church facilities or the pastor's other commitments.

### **2. Pre-marital Counseling**

Pr. Swanson provides pre-marital sessions prior to the wedding. The preparation for marriage, dealing with the practical, physical, emotional, and spiritual aspects of marriage is essential for the church's participation in the wedding. Usually there are four sessions. Some of these may be held in conjunction with other couples depending on dates available. A part of this counseling involves the 'Prepare/Enrich Inventory'. The cost for to the couple for the processing of the inventory is between \$29 and \$35, depending on whether the inventory is taken online or via completion of the document in person.

### **3. The Application and License**

You must allow adequate time to comply with the laws of New York State regarding the marriage license. The license must be secured *at least* a full 24 hours prior to the wedding and can be from any county in New York State. The license is good for 60 days, and when you apply you must have the current fee and a driver's license with you. The license should be given to the pastor at the time of the wedding rehearsal and the best man and maid/matron of honor will need to be notified that they must sign the license before leaving the church on the day of the wedding.

### **4. The Ceremony**

The Evangelical Lutheran Worship Book offers a well-crafted order for worship for the wedding. You will find a copy of that service in the folder. A Christian Celebration of Marriage by the Consultation on the Common Texts is also used frequently. It is a service that takes into account the sometimes ecumenical nature of marriage. Also included in the folder is a listing of lessons from Scripture as well as options for vows. You may write your own vows if you so desire while working with the Pastor. The worship itself is simple and brief, generally taking no more than one half hour. If the Holy Communion is celebrated or soloists are included, the service may last forty-five minutes to an hour. Regarding Holy Communion, consideration must be given to who will be attending the wedding and purpose for its inclusion. As a Sacrament of the Church, it is certainly a welcome addition to the wedding rite given the proper understanding.

## 5. **Music**

Music is an important part of any service of the church and is especially appropriate for the wedding rite as it offers a festive sense to the day. A number of questions need to be addressed; is organ music desired? Will there be soloists or other instrumentalists? What is an appropriate fee for any or all of the above?

There are a few other concerns as well. Music during the liturgy should be sacred in nature and focused on giving thanks and praise to God for all of God's marvelous acts in our world and lives. Music that is secular or popular in origin is best reserved for the reception or other appropriate times. Traditional processional and recessional music may be selected; however, final decisions on those pieces need to be addressed with our organist. It is anticipated that you will engage the services of our organist. Please make arrangements directly with him/her at your earliest convenience by calling the church office at 442-1018.

## 6. **Church Decorations**

Decorations should be put in place within a few hours of the ceremony. No decorations may be fastened to the pews with tape or tacks. Altar and floral decorations, white runner, candelabrum, arbors, etc. may be ordered through your florist. The color of the altar, pulpit and lectern vestments will be that of the season on the church calendar. Seasonal banners will remain in place. Aisle candles that the parish possesses may be used and will be placed prior to the liturgy by the Atonement Church liaison.

## 7. **Rehearsal**

Only those in the wedding party need attend the rehearsal. If parents are involved in any way they are invited to participate as well. Please ask your attendants to be prompt. The pastor will explain the details of the ceremony, suggest procedures, answer questions, and guide the wedding party through the practice of the processional and recessional. The rehearsal should not last any longer than forty-five minutes if all are on time.

## 8. **The Bridal Party**

### *Women*

The women in the bridal party may make use of the Nursery for either dressing or final preparation for the service. The Women's Room is connected directly to the nursery and a full-length mirror is present. The nursery also allows a private rear entrance for those concerned with tradition and the bride and groom seeing each other prior to the service. At the latest, the women in the bridal party should arrive twenty minutes prior to the service.

### *Men*

Ushers should arrive no later than thirty minutes before the service begins. According to custom, relatives and friends of the groom may be seated on the right side of the nave, those of the bride on the left, with the front pews reserved for the wedding party and immediate relatives. Ushers will also be responsible for distributing service folders for the service. Details of ushering will be explained at the rehearsal.

## 9. **Pictures**

Photographs of the processional and recessional are permitted, but no flash photos may be taken between the end of the processional and the beginning of the recessional. If it is your desire to do so, portions of the service can be recreated to assist your professional photographer, family, and friends in capturing memories of the moments of worship.

It should be noted that non-flash pictures may be taken by the professional photographer only from the rear of the sanctuary during the liturgy. This is done so that movement in the front of the chancel is limited to the bridal party and its guests. If pictures are to be taken from the balcony it is asked that the photographer check with the organist simply to make him aware of their presence.

**10. Smoking & Alcohol Policy, Seeds, and Rice**

Smoking is not permitted inside the building. Alcohol is not allowed on the church grounds. It is an issue of liability for Atonement, and a policy as well, that alcohol is not allowed on church property.

Please refrain from the use of rice or birdseed inside or outside the building as it is easily tracked back inside and is ground into the rugs and floors.

**11. Videotaping**

Atonement Lutheran Church has a stated policy regarding video taping that states that it is allowed from the balcony of the church. The organist needs to be advised of the fact, and consulted with, prior to the taping.

**12. Camera Policy**

The liturgies of the church, whether they be on a Sunday morning or at times of Weddings, Baptisms, and Funerals, are services of worship and praise of God, focusing on our thanksgiving for God's gifts and offering praise. In keeping with that focus, pictures of any type are not appropriate within the Sanctuary during the service (that space being defined as the area with the pews and altar or the rear of the Sanctuary in the case of baptisms). In instances where there is agreement among the photographer, choir director, and pastor, picture-taking and/or videotaping may be allowed from the balcony.

We will do all that we can to make your wedding a memorable and wonderful moment in your lives as you begin a new chapter as husband and wife. Along the way as you have questions, please make note of them and bring them with you during the sessions spent with Pr. Swanson. Becky Wiesmore, Atonement's Administrative Assistant, can also be of help along the way. The church office number is 442-1018.

*May our God bless your plans and preparations!*