

## **PEACE LUTHERAN CHURCH**

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[www.peaceaz.org](http://www.peaceaz.org)

## **WEDDING POLICIES GUIDE**



**Note:** *We have made every effort to be comprehensive with the material contained in this booklet. However, situations may arise that necessitate further clarification; therefore, we reserve the right to modify these guidelines.*

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## IMPORTANT CONTACTS



<b><i>Peace Lutheran Church</i></b>		<b>623-972-6785</b>
<i>Pastor</i>	<i>Allen (Al) L. Cassel</i>	<i>PLC Ext. 204</i>
<i>Parish Administrator</i>	<i>Lesley Moosman</i>	<i>PLC Ext. 201</i>
<i>Administrative Assistant</i>	<i>Deborah Martin</i>	<i>PLC Ext. 200</i>
<i>Wedding Coordinators</i>	<i>Katy and Any Bailey</i>	<i>623-363-5156</i>
<i>Accompanist</i>	<i>Michael English</i>	<i>480-560-7887</i>
<i>Accompanist</i>	<i>Dwight Brewer</i>	<i>602-301-1370</i>
<i>Custodian</i>	<i>Randy Vossler</i>	<i>PLC Ext. 228</i>
<i>Sound System Technician</i>	<i>Matt McNutt</i>	<i>602-695-1530</i>



## **FIRST STEPS in Planning Your Wedding**

### **1. Read This Booklet**

Jot down questions raised in your mind as you read on the Notes section at the back of the booklet.

### **2. Confirm the Date of Your Wedding**

If you decide to arrange for your wedding at Peace, please complete the “Wedding Information” form found in the pocket of the Wedding Packet, and return it to the Church Office immediately with your deposit. Do not make specific plans involving Peace until after your date has been approved.

Weddings will not be scheduled on Saturdays after 3:00 pm due to Saturday Night Worship Services taking place at 5:30 pm. Please plan accordingly. Take note that weddings are not scheduled on holiday weekends.

### **3. Arrange for an Initial Planning Session**

The Pastor and Wedding Coordinator (“WC”) will consult with you from time to time in planning your wedding and in helping you prepare for your marriage together. The minimum time required completing arrangements and counseling is six (6) months. Ultimately, Pastor has the final say on all wedding plans.

Normally, Pastor will officiate at your wedding. If you desire to have a clergy person from outside the congregation participate or officiate, you must first consult the church office about such arrangements.

### **4. Arrange for Pre-Marital Counseling**

All couples being married in this congregation are required a minimum of three (3) sessions of pre-marital counseling. This counseling can be provided by an outside marriage counselor (thereby only requiring two (2) meetings with the pastor) or the pastor can provide the counseling. These counseling sessions make use of an inventory produced by Prepare/Enrich Inc; the \$35 fee is for scoring (Prepare/Enrich Inc. questions are online). If dates have not already been scheduled, please call the Pastor directly no later than six months prior to the wedding to schedule the pre-marital counseling sessions.

**5. Arrange for an Initial Planning Session with the Wedding Coordinator.**

Remove “Wedding Information” form from the pocket of this booklet, fill it out, and return it to the Church Office prior to your first meeting with the WC.

Among other duties, the WC is responsible for:

- ❖ Initial meeting with the couple.
- ❖ Phone support from the initial meeting through the wedding.
- ❖ Meeting with couple and suppliers when necessary to view church facilities.
- ❖ Final meeting with the couple about one week prior to wedding.
- ❖ Coordinating sound system and custodial services.
- ❖ Coordinating initial meeting with couple to meet with Accompanist /Soloist regarding selection of music.
- ❖ Assisting Pastor at rehearsal or conducting rehearsal and assisting on wedding day.
- ❖ Working as liaison between couple and vendors and others to provide stress-free wedding day.
- ❖ Coordinating and supervising deliveries and placement of flowers, decorations, rental items, etc.
- ❖ Supervising decoration of Sanctuary and/or Fellowship Hall.
- ❖ Working with photographer to keep wedding party available when needed.

- ❖ Supervising Fellowship Hall reception.
- ❖ Working with couple and caterer regarding Fellowship Hall reception.
- ❖ Delivering monetary gifts/fees to proper church personnel.

## **6. Secure a Wedding License**

Arizona law requires couples to secure a license to marry. You may apply for a license at the office of any County Clerk of the Court in the state of Arizona. In Maricopa County, (<http://www.clerkofcourt.maricopa.gov/marlic.asp>) a Marriage License may be acquired from

Justice Court of Arizona  
14264 West Tierra Buena Lane  
Surprise, AZ 85374  
602-372-6530

Or

601 West Jackson  
Phoenix, AZ 85003  
602-506-3360

The cost is determined by the County and is payable with check or money order. Cash will not be accepted. If one or both of you are under 21 years of age, proof of age is necessary. You must have a driver's license, certified birth certificate, state or military I.D., or passport. If either of you is under 18 years of age, you are required by law to have parental consent. Consent forms can be obtained from the Justice Court. Call either the County Clerk or the Justice Court for detailed information.



## MARRIAGE AND THE CHURCH



One of the most unforgettable times of life will be your wedding ceremony. We at Peace want to help you prepare for this time. To that end, we want to help you have a good marriage – not merely by having the right partner, but by becoming the right partner. We have important information for you who are planning a wedding at Peace. These suggestions were formed through our experiences with other marriage services held at Peace. We ask for your cooperation and welcome your input.

Marriage does not belong exclusively to the Church. While marriage is ordained by God and supported by the Church, it is a social contract, governed and regulated by the State for the purpose of protecting individuals and providing stability to the social order. But, to the Christian, it is more:

**We believe God ordained marriage to enrich the lives of husband and wife, and to provide a sound basis for family life.**

**We believe God’s intention for marriage is that it be a life-long relationship based on the commitment by the man to the woman, and the woman to the man.**

**We believe God’s self-giving love and faithfulness toward us is the foundation of a committed relationship between husband and wife. “Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you.” Ephesians 4:32**

**We believe God, along with the Church, desires marriage to be a source of faith, joy, love, and fulfillment. Marriages rooted in God’s steadfast love will be the most likely to experience these qualities.**

The Pastor officiates at your wedding, representing the Church and is licensed to perform a service for the State. It is you, however, who bind yourselves to each other as husband and wife, by your promises before God and in the presence of the gathered community. You make your promises in the presence of God, trusting that God will bless and support you as you work together to fulfill them. Thus, to be married in the Church is to recognize God’s intentions for marriage and to affirm them as your own. If this not your desire, there are other venues that might better serve your needs.

## FEES/GIFTS FOR CHURCH PERSONNEL

(All fees are due in the office 30 days before the event)

	Member*	Non-Member	Applicable Amount
Use of Church facility	\$0	\$600	
Use of Fellowship Hall w/Kitchen	\$0	\$300	
Pastor's Fee	\$0	\$300	
Inventory by Prepare/Enrich Inc. *	\$35	\$35	
Accompanist's Fees (Basic services**)	\$125	\$200	
Rehearsal w/soloist***	\$25	\$50	
Additional rehearsals	\$20/hour	\$20/hour	
Music purchases****	Cost	Cost	
Soloist	Negotiable	Negotiable	
Custodian's Fee (Sanctuary)	\$50	\$50	
Custodian Fee (Fellowship Hall)	\$50	\$100	
Custodian's Fee (Sanctuary and Fellowship Hall)	\$75	\$150	
Sound System Operator's Fee (Sanctuary)	\$50	\$50	
Sound System Operator's Fee (Fellowship Hall)	Negotiable by the hour	Negotiable by the hour	
Wedding Coordinator's Fee (Wedding only)	\$100	\$200	
Wedding Coordinator's Fee (Wedding and Reception)	\$250	\$300	
DEPOSIT REQUIRED (non-refundable)	\$100	\$500	
<b>Total Fees/Gifts</b>			

**Member is defined as one who is part of the active membership at Peace, which means the person or the person's family participates, worships, and supports the ministry of the Church. If there is a question, please discuss this with Pastor.**

\* **After the first counseling meeting with Pastor, the bride and groom will need to complete a Prepare/Enrich assessment online; the cost of \$35 will be required.**

\*\* **Basic services include one planning session, one service rehearsal, and the wedding service.**

\*\*\* **Rehearsal with soloist includes one-hour rehearsal.**

\*\*\*\* **Music purchases are for requests which organist does not already own.**

**Note:** All monetary gifts and/or fees shall be placed in sealed envelopes for each person/organization and given to the WC the day of the wedding rehearsal. The WC will see to it that they are disbursed to the proper people.

## **PLANNING THE SERVICE**

As you meet with Pastor and the WC to plan your Worship Service, you are encouraged to bring ideas about ways to personalize your wedding. Of course, what is done in the service should be appropriate to a service of worship and consistent with the Christian understanding of marriage.

The Order for Marriage in the *Evangelical Lutheran Worship* allows a variety of options. You may wish to modify the service. As the *Manual on Liturgy – Lutheran Book of Worship* puts it, “The marriage service in the *Evangelical Lutheran Worship* should be regarded as a kind of workbook out of which a marriage service appropriate to the particular occasion might be constructed.” The Order of Marriage is as follows:

Processional  
Greeting  
Intentions  
Prayer  
Scripture Readings  
Hymn/Solo (Optional)  
Pastoral Message  
Vows  
Blessing/Exchange of Rings  
Hymn/Solo (Optional)  
Unity Candle or other Symbols of Unity (Optional)  
Prayer/Lord’s Prayer  
Holy Communion (Optional)  
Hymn/Solo (Optional)  
Benediction  
Introduction of Newlyweds  
Recessional

### **Selecting Wedding Vows**

The vows express the promises of a couple’s life-long commitment to each other:

“I take you \_\_\_\_\_ to be my wife/husband, to have and to hold from this day forward I promise before God and these witnesses to be your faithful husband/wife, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and to strengthen you, and to join with you, so that together we may serve God and others as long as we both shall live.”

*Discuss with Pastor if you wish to take different vows.*

## Selecting Scripture Readings



You are encouraged to select Scripture, which will be consistent with themes you want to emphasize. One or more readings are appropriate. You may wish to choose a psalm to be sung, either by a soloist or the congregation. Members of your family or wedding party may serve as readers of the Scriptures you select. *Please choose one Wedding Scriptures and inform Pastor of your choices no later than one week before the wedding.* The following Scriptures are suggestions:

<b>Choose three:</b>	
Psalm 33	
Psalm 100	
Psalm 117	
Psalm 127	
Psalm 128	
Psalm 136	
Psalm 150	
Genesis 1:26-31	
Genesis 2:18-24	
Song of Solomon 2:10-13	
Song of Solomon 8:7	
Isaiah 63:7-9	
Romans 12:1-2	
1 Corinthians 12:31 – 13:13	
Ephesians 5:21-33	
Philippians 4:4-7	
1 John 4:7-12	
Matthew 19:4-6	
John 2:1-10	
John 15:9-12	

## Selecting Music

The accompanist will assist you in selecting music appropriate to your wedding service and will offer suggestions regarding vocalists and instrumentalists.

The selection of music is done with a great deal of thought. Also, an adequate amount of time is needed for the musicians to prepare to ensure a high quality of musical performance. Therefore, to avoid confusion and frustration, the choice of music cannot be changed less than two weeks before the service. This includes the choice of processional and recessional music, as well as music for the soloist. This policy will free you from the worry of last minute decisions so that you can enjoy the entire wedding ceremony.

Like the vocal music, other music used in your wedding should be carefully selected so it enhances worship.

*If you can answer “yes” to all of the following questions, the music you propose is probably appropriate:*

Does this music and its text reflect praise to God?  
Is it based on or does it reflect a scriptural theme?  
Is it appropriate for use in a regular service of worship?  
Is the music within the ability of the musicians to play or sing with assurance?

All music and the service folder are subject to the approval of Pastor.

## Selecting Congregational Hymns

A wedding is a service of worship in which the guests are invited to be participants, not mere spectators. Therefore, you may want to incorporate hymn singing in your wedding, and you may use certain hymns as a processional or a recessional. The following hymns are among the many which are suggested for weddings:

“O Perfect Love”	LBW 287
“Love Divine, All Loves Excelling”	LBW 315
“Praise and Thanksgiving”	LBW 409
“Children of the Heavenly Father”	LBW 474
“Joyful, Joyful, We Adore Thee”	LBW 551
“Let All Things Now Living”	LBW 557
“When Love is Found”	WOV 749
“Go My Children”	WOV 721

## Selecting Music for Processionals & Recessionals

The following compositions are examples of appropriate selections. Your music consultation will help you make the appropriate selection.

### Processional

Music for Mothers of Bride and Groom:	
Aire from "Water Music"	Handel
Music for Attendants:	
"Canon in D"	Pachelbel
"Jesu, Joy of Man's Desiring"	Bach
Music for Bridal Processional	
"Bridal March"	Wagner
"Trumpet Tune"	Purcell
"Trumpet Voluntary"	Purcell
"Processional" – Water Music Suite	Handel
Music for Unity Candle	
"One Hand, One Heart"	Bernstein

### Recessional

"Trumpet Voluntary"	Purcell
"Trumpet Tune"	Purcell
"Wedding March"	Mendelssohn
"Joyful, Joyful We Adore Thee"	LBW 551

### Vocal Solos

The following compositions are a few of the appropriate selections listed here as suggestions. It is not necessary to have a soloist, but special music helps draw the guests into worship.

"Wedding Song" (There is Love)	Stooky
"One Hand, One Heart"	Bernstein
"With These Hands"	Silver
"Friends for Life"	Omartian
"Whither Thou Goest"	Cassler
"Wedding Prayer"	Dunlap
"Calm as the Night"	Bohm
"Jesu, Joy of Man's Desiring"	Bach
"My Heart Ever Faithful"	Bach
"The Lord's Prayer"	Malotte

## **OTHER DETAILS**

### **Rehearsal**

Typically, rehearsal is held one or two evenings before the day of the ceremony. All members of the wedding party (bride, groom, bridesmaids, groomsmen, ushers, flower girls, ring-bearers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal. WC will walk the wedding party through the service from beginning to end. If everyone arrives on time, the rehearsal should take no longer than one hour.

### **Ushers**

A minimum of one usher per 75 guests is necessary to seat guests and family members. More ushers will be needed if you intend to invite more than 150 guests. Groomsmen may serve as ushers.

### **Service Folders/Programs**

It is helpful, but not necessary, to have a service folder to inform guests of the order of service and the names of participants in the wedding party. You should discuss the layout of the service bulletin with the WC. It will be your responsibility to assemble the folder, and arrange for its printing.

### **Decorations**

Floral decorations are not necessary, but if desired, must be provided by you. The florist will provide appropriate vases. Real flowers or plants are preferred.

Altar candles will be lit before the ceremony begins. Use the candle snuffers to extinguish candles. To prevent damage to the carpet and paraments, never blow out candles, and allow the wax to stiffen before removing candles after the ceremony. Ask the WC for specific brand of dripless candles.

Decorations, which are attached with metal, are prohibited on wood surfaces. Check with your florist for pew clips for bows.

Absolutely no rice, confetti, or birdseed will be allowed inside or outside the church. Bubbles are allowed outside only.

## **Unity Candle**

A Unity Candleholder is available for your use; however, you must provide ***dripless*** candles.

## **Conduct of Guests**

As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly. THE USE OF ALCOHOLIC BEVERAGES IS NOT PERMITTED ON THE CHURCH PREMISES (BUILDING OR PARKING LOT). Persons under the influence of alcohol or other controlled substances will not be permitted to participate in the wedding. Smoking is prohibited in all buildings.

Pastor reserves the right to halt the ceremony if a member of the wedding party or a guest is behaving in an inappropriate manner.

Please inform your family and friends that no flash pictures are to be taken during the service while seated in the Sanctuary. Allow those family and friends who wish to take pictures to do so before or after the ceremony.

## **Photographs and Videos**

Most people contract with a professional photographer to photograph or videotape their wedding. Floodlights or flash are not permitted during the ceremony. Any pictures taken during the ceremony must be done with approval of Pastor and/or WC. Ideally, all pictures should be taken prior to the wedding ceremony. If other rooms are requested for pictures, approval must be obtained from Pastor and/or the WC.

Video cameras with tripods may be used only in the Lobby and Sanctuary, as directed by the WC. Although we can rip DVD's to one of these formats, the following are preferred. Video media should be formatted as one of the following - avi, mpg, wmv and submitted on a CD. All media must be received at least 48 hours before the scheduled event. This allows for any changes necessary should the media not be compatible with our system. No additional sound equipment can be brought in for use during the service. During the service, microphones will be available for readers, soloists, and Pastor. It is the responsibility of the bridal party to communicate these guidelines to the vendors they contract with. Please inform those operating cameras to refrain from conversation during the ceremony.

## **Sanctuary Seating**

The centrally air-conditioned/heated Sanctuary can seat 600 people.

## **The Reception**

Peace Fellowship Hall is usually available for wedding receptions. *If you desire to use this space, please reserve it at the time you reserve the Sanctuary for your wedding and ask that a Event Reservation Form be filled out for you.* The Fellowship Hall can seat 125/200 people. Kitchen facilities are available. You must provide all food and drink (punch, coffee, tea, etc.), plus any paper products needed, and all decorations for the Fellowship Hall. You must also provide servers for serving tables, and guests. You are responsible for pick-up and cleanup of the hall and kitchen. You must remove decorations and all leftover food at the end of the event. Trash will need to be taken to the dumpster in the parking lot. Our custodian will remove tables and chairs, and clean floors. The WC will assist you in planning and being present at your reception in the Fellowship Hall.

## **NOTES**

## BRIDE'S AND GROOM'S CHECKLIST OF THINGS TO THINK ABOUT



1. Submit a non-refundable deposit (\$100 for Members, \$500 Deposit for Non-Members) in order to reserve your wedding date.
2. Keep all appointments promptly, or notify those you have appointments with that you will be delayed, and/or make new arrangements.
3. Before finalizing plans, check with Pastor, the WC, and/or the Accompanist to see if your plans conform to Church policy.
4. Make sure all involved are notified of any change in plans. A small detail may seem unimportant, but could lead to problems.
5. When choosing your attendants, remember how much room there is at the altar. Don't have so many that you are crowded.
6. If you have extra people you wish to honor, here are some suggestions that will help make your wedding go more smoothly. Select:
  - Host and hostess (other than parents) to greet your guests in the Narthex and at the wedding reception.
  - Someone to receive gifts and to provide security for them.
  - Someone to collect and remove wedding gifts from the church.
  - Someone to help with children and assist elderly guests.
7. Double check with all suppliers and vendors for delivery time of your wedding purchases (dresses, cake, flowers, etc.) Advise the WC when deliveries will be made to the Church so arrangements can be made to receive them.

8. Provide the WC with a complete list of flowers and other items of your floral order. The WC will be able to ensure the florist has delivered your complete flower/other items order.
9. Get all legal, medical, and religious documents in order. **Bring your marriage license to the WC on the day of rehearsal.**
10. Do as much as you can ahead of time. This will tend to lessen last minute confusion and stress. Pay all vendor fees at least one week ahead of time, if possible. **On day of rehearsal, bring monetary gifts and/or fees for Pastor, Accompanist, Soloist, Sound System Operator, Custodian, WC, etc.**
11. Your gifts to your attendants should be given to them at the rehearsal dinner, or at some time other than just before the wedding. Please do not expect the church personnel to do this for you.
12. **Check all sizes and colors of the wedding attire and accessories (men and women) before the wedding day. As you can imagine, it will be impossible to make alterations and exchanges just before the wedding.**
13. Have all members of the wedding party, including ushers, at the rehearsal.
14. Provide guests and others instructions or a map on how to get to the Church.
15. Allow plenty of time for yourself and your attendant(s) to dress.
16. Cooperation with all involved in arranging your wedding is of vital importance to having a smoothly run, beautiful, memorable day.
17. Make arrangements for all rental items to be returned.
18. Have a thorough discussion with your photographer so you have a good understanding of what will take place and how long it will take. (Remember that the photographer isn't in charge of your wedding.)
19. Inform the WC of the photography plans and give the WC a list of people involved.

20. Tell people involved and those helping what they are expected to do and when. The more they know ahead of time, the more you will be able to relax and enjoy this special day.
21. Ushers should be stationed at the Sanctuary doors, ready to usher guests inside. They should refrain from visiting, as their attention is needed to keep things moving smoothly.
22. Arrange for someone to keep the dressing rooms in order, collect personal belongings, and clean up the rooms. The church is not responsible for anything left behind.

### **NOTES**

## **Directions to Peace Lutheran Church**

Peace Lutheran Church is located at 18265 North 89th Avenue, in Peoria, and is easily accessible from anywhere in the Valley.

### **From I-17 (approx. 17 minutes from I-17 and AZ-101 Loop)**

Travel on I-17 to the AZ-101 Loop

Travel west on AZ-101 Loop about 6 miles to Exit 15, Union Hills Drive

Travel west (right) on West Union Hills Drive to North 89 Avenue

Travel south (left) on North 89 Avenue for about a block

Peace Lutheran Church is on the east (left) side of the street

### **From I-10 (approx. 45minutes from I-10 and AZ-101 Loop)**

Travel on I-10 to AZ-101 Loop (Exit 133B)

Travel north on AZ-101 Loop (approx. 13.5 mi.) to Exit 15, Union Hills Drive

Travel west (right) on West Union Hills Drive to North 89 Avenue

Travel south (left) on North 89 Avenue for about a block

Peace Lutheran Church is on the east (left) side of the street

## **NOTES**