



Trinity Lutheran Church

1314 East Lexington Blvd
Eau Claire WI 54701-6434

Phone 715.832.6601 • FAX 715.832.6700

Email: amber@trinity-ec.org • www.trinity-ec.org





Check List Things to Do and When to Do Them

Immediately After Your Reservation is Complete

- Contact Dr. Shirley Sands, Director of Worship and Music, at shirley@trinity-ec.org to arrange her services for your wedding and to set up your Music Consultation session.

When You are Notified of the Assigned Pastor and Wedding Coordinator

- Contact the Wedding Coordinator via email or phone.
- Contact the Pastor via email or phone to begin planning details for the Marriage Service.

The Week Before Your Wedding

- Prepare individual checks for Trinity staff serving at your wedding and for any rental fees (such as for candelabras, pew candles, nursery use, etc.) and bring them to the Trinity Office three days prior to your wedding. If you need the names provided again, email amber@trinity-ec.org
- Bring your Marriage License to the Trinity Office three days prior to your wedding.
- Email a copy of your wedding bulletin to the pastor, wedding coordinator, sound technician, and musician.

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Making a Reservation and Pre-Marriage Work

As you begin planning for your marriage and your wedding worship service, this planner is intended to guide you through the many steps toward making your wedding day a joyous one and your marriage rich and lifelong. The Pastors, Director of Worship and Music, and the Wedding Coordinators of Trinity will guide you to provide a worshipful wedding and a memorable day.

The Reservation

The date for your wedding is confirmed when you have met with the Lead Pastor and completed the reservation form. A Building Rental Fee is applicable to non-members and is payable at the time the reservation is made. This rental fee is non-refundable. Once this reservation is complete, it will be important that you move forward to arrange the two pre-marriage activities noted later in this guide.

Trinity's building facility and staff are available for weddings throughout the year. However, weekends of national and religious holidays or dates preceding or following them are not available for weddings.

Request of Pastor

You may indicate a preference for a particular Trinity Pastor at the time your reservation is made. We will do our best to honor your request, but we cannot guarantee it. Generally about 3-4 months prior to your wedding date, the Office Administrator will email you the name of the Pastor assigned to officiate at your wedding service.

If you would like to invite another Pastor to participate in your wedding service, you may do so in consultation with the Lead Pastor. Other ELCA Pastors are permitted to preside without a Trinity Pastor present. However, all clergy from other denominations will be guests of the Trinity Pastor who presides at your wedding.

If you desire to include the pastor in your reception, an advance invitation is important. Mailing an invitation (c/o Trinity) at the time you mail invitations to your guests will allow the pastor to give you notice as to whether his/her schedule will make it possible to be part of your post-wedding celebration.

Pre-Marriage Counseling

We want your marriage to be as happy as your wedding day. Thus, we will ask you to invest in an effort designed to prepare you to prosper in the relationship of marriage.

PREPARE INVENTORY

We use PREPARE, an online inventory designed to identify strengths and growth areas in your relationship and focus constructive energy to build a strong, fulfilling, and lasting relationship. You may learn more about PREPARE before you take the inventory by visiting the company's website: lifeinnovations.com. You cannot access the inventory on this site, as this is only possible through an authorized counselor. At the time of your wedding reservation, you'll learn more about next steps to taking the PREPARE inventory.



The Trinity Team that Serves at Your Wedding

Wedding Coordinator

All weddings at Trinity are hosted and served by a Wedding Coordinator who will assist you in all the details for your wedding worship service.

First Step

The Office Administrator will email you the name, phone number, and email address for the Wedding Coordinator assigned to your wedding approximately 3-4 months in advance of your wedding. Upon notification, please make immediate contact with your Wedding Coordinator. She will conduct a phone interview with you regarding many details of the wedding day.

Rehearsal

The Wedding Coordinator conducts your rehearsal the evening before your wedding. The rehearsal takes approximately 45-60 minutes and is usually scheduled some time between 5:00 and 6:30 P.M. The Pastor does not attend your rehearsal.

Wedding Day

On your wedding day, the Wedding Coordinator will have the building open for you to dress and take photographs. She receives and instructs your photographer, guest musicians, and ushers. She lines up your wedding party and parents so that the wedding begins at the appointed hour. She also arranges to have your witnesses sign the license and then forwards it to the pastor who will sign and return it to the appropriate Clerk of Courts.

Musician

First Step

We have a professional musician who serves as Trinity's Director of Worship and Music. She is an accomplished pianist and organist. She is also highly skilled at accompanying vocalists and others instrumentalists. To reserve Trinity's musician for your wedding, please contact Shirley Sands, Director of Worship and Music, at 715.832.6601 or shirley@trinity-ec.org

Music Consultation Session

All couples being married at Trinity or at an off-site location must meet for a music consultation session with Trinity's Director of Worship and Music. The purpose is to guide your vocal and instrumental music selections so that your wedding reflects the sacredness and beauty of God. Before you begin considering any music, please contact Shirley Sands (see above). This contact must be made at least three months prior to your wedding to arrange this music consultation session. If your wedding will be off-site, a music consultation session is still required, and all music guidelines apply. See Music Guidelines on pages 8 and 9.

Other Musicians

It is our practice that Trinity's Director of Worship and Music plays for all weddings at Trinity. In rare circumstances, other organists or pianists may play for weddings. Such requests need to be cleared with our Director of Worship and Music. The music consultation session is still required when other musicians serve at your wedding.

Cost

See your Wedding Reservation form for the Musician's fee or look online at trinity-ec.org. A \$50 fee applies for the Music Consultation Session if you choose to have someone other than Trinity's Director of Worship and Music provide music for your wedding at Trinity or off-site.

Pastor

First Step

The Pastor for your wedding will be assigned about three to four months in advance of your wedding date. If you noted a preference of pastor at the time of your reservation, this will be considered along with a number of demands upon the pastors' schedules. The Office Administrator will email you the name of the Pastor who will officiate at your wedding. Please make immediate contact with that Pastor upon notification. The Pastor will then begin working with you on the details of the worship service.

On Your Wedding Day

On your wedding day, the Pastor will be working closely with the Wedding Coordinator regarding the details of your wedding service. For all parts of the wedding which follow the Processional, the Pastor will guide you. If you desire to have the Pastor attend your reception, please send an invitation to him or her c/o Trinity Lutheran Church, 1314 E Lexington Blvd, Eau Claire, WI 54701 at the time you send invitations to all your wedding guests.

Sound Technician

The sound system and mixer board in the Trinity Worship Center are operated by trained technicians. One will be assigned for your wedding to ensure a quality sound to your wedding. The Sound Technician will be present 30 minutes prior to your wedding to mix the sound levels for readers and musicians. All sound equipment in the Worship Center can only be moved by the Sound Technician. Please refrain from moving any equipment.

Nursery

The Trinity Nursery is only available for use if arrangements and payment have been made in advance of the wedding day. A rental fee of \$75 is required, with payment received at the time other fees are paid. Use of the Nursery is restricted to children under the age of 4 and requires continuous supervision by a designated adult (minimum age of 18). You are responsible for providing the adult supervisor for the Nursery and for leaving the Nursery in good condition (returning toys to shelves, cleaning up any snacks or spills, etc) for usage on Sunday morning.

Planning the Wedding Worship Service

A wedding is a wonderful time to worship God! At your wedding, you gather family and friends to give thanks and praise to God! The Bible tells us “we love because God first loved us.” Planning the service is an opportunity to include music that honors and praises God and read scripture that reminds us of God’s love for us and calls us to love each other.



As you work with the Pastor assigned to your wedding, please utilize the expertise and insight the Pastor has to share to make your wedding pleasing to God and memorable for all who attend.

Order for Wedding Worship Service

This is the typical order for a wedding worship service. The following outline may be used to develop a bulletin for your wedding worship service. For a sample bulletin layout, visit the Worship section of our website: trinity-ec.org

Processional (organ, instrumental, or congregational hymn)
 Greeting
 Declaration of Intention
 Prayer of the Day
 Music (optional)
 Bible Readings (You may invite family or friends to be readers.)
 Homily
 Hymn or Solo Music (optional)
 Exchange of Vows (See the four options below)
 Giving of Rings
 Acclamation
 Blessing of the Marriage
 Lighting of the Unity Candle or other Rite (optional – Music usually accompanies lighting.)
 Holy Communion (optional)
 Closing Prayers
 The Lord’s Prayer (Sung or Spoken)
 Benediction
 Introduction of the Couple
 Recessional

Selecting Bible Readings

Below are suggestions for Bible readings for your wedding worship service. You may choose to have two or three readings. You may invite friends or family to share the readings.

From the Old Testament:

Genesis 1:26–31
 Genesis 2:18–24
 Song of Solomon 2:10–13
 Psalms: 33, 100, 117, 127, 128, 136, 150

General Theme of the Lesson:

Male and female created by God
 God creates man and woman
 Love in the spring

From the New Testament Letters:

Romans 12:1–2
 I Corinthians 12:31–13:13
 Ephesians 5:21–33
 Colossians 3:12–17

General Theme of the Lesson:

A living offering
 The song of God's love
 Marriage and the Church
 Live in love and thanksgiving

From the Gospels:
 Matthew 19:4–6
 John 2:1–10
 John 15:9–12

General Theme of the Lesson:
 Faithfulness in marriage
 The wedding at Cana
 Love one another

In addition to readings from the Bible, a selection from a secular source may be used if it is in harmony with the spirit of a Christian service of worship and with the Biblical understanding of marriage. Be especially careful with poetry. Many love poems are personal and private expressions that are not appropriate for public reading at a wedding.

Selecting Your Vows

Please choose between these four options. You may make adaptations in consultation with the Pastor.

- 1) I take you (Name) to be my wife/husband, from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.
- 2) I take you (Name) to be my wife/husband, and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the world, and God; through the best and worst of what is to come until death parts us.
- 3) I take you (Name) to be my wife/husband, 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 strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.
- 4) (Name), I take you to be my wife/husband, from this time onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

Guidelines for Music

All music for your wedding must reflect the presence and grace of God in Christ who is the source of all love and blessing. It should be of high quality, setting a tone for a Christian marriage. Here are some questions you should ask yourself about the music. If the answer is YES, then the music is probably appropriate:

1. Does the music/text reflect praise and/or thanksgiving to God?
2. Is it based on, or does it reflect, a Biblical theme?
3. Is this song in the form of a prayer?

Selecting hymns for all to sing in your wedding is a fine way to engage your guests in the joy of the day. Hymns that focus on marriage and community in Christ are appropriate. If you are interested in congregational singing, please discuss this during the music consultation session.

Recorded Music: We **do not allow the use of prerecorded music in weddings**. This includes soloist accompaniments on CD.

Other Musicians: The Director of Worship and Music is happy to arrange vocalists or additional musicians for your wedding. If you wish to arrange your own soloists or other instrumentalist and they need to rehearse with Trinity's Director of Worship and Music, one rehearsal session is included in the fee. Additional rehearsals are available with additional costs.

Please contact the Director of Worship and Music directly to arrange rehearsal times.

Video: The video projection system in Trinity's Worship Center is **not** available for weddings.

Holy Communion

As baptized Christians, you may request that your marriage be set in the context of the celebration of Holy Communion. The celebration of Holy Communion abounds in festive marriage imagery in which Christ the bridegroom celebrates with his bride, the Church, the heavenly wedding banquet which knows no end. As Holy Communion is a sign of unity, it must be open to the congregation and not be limited to the bride and groom or the wedding party. If circumstances prevent including the congregation, the marriage service should be used alone without the celebration of Holy Communion. If you plan to have Holy Communion as a part of your wedding worship service, please contact the Pastor for instructions regarding preparations.

Seasonal Decorations

The Worship Center is a lovely space dedicated to reflecting the beauty and holiness of God. In the Worship Center are appointments that amplify seasons of the church year, and they do not change for weddings. The paraments (altar cloths) are varying colors throughout the calendar year. If you desire to know the color that will be present on the date of your wedding, please ask your Pastor. The paraments will **not** be changed for your wedding.

Also during the year, seasonal decorations (Christmas trees, banners, other plants, etc) may be present. If you wish to know what might be on display for your wedding, please ask either your Wedding Coordinator or the Pastor.

Candelabras and Candles

Trinity owns and makes available to you for a rental fee two candelabras (7 candles each in glass globes) as well as 14 single candle stands that attach to the ends of pews and highlight the center aisle. If you wish to use them, please tell your Wedding Coordinator. You must provide all of your own candles, and the rental fee is due to the Trinity office the week prior to your wedding.

If you choose to light a unity candle during the service to signify the union of marriage, please provide the three candles. The local Christian bookstore or 50-50 have a good supply of unity candles. You'll also need two tapers which will flank the unity candle. Bring all the candles to the rehearsal. Your wedding coordinator is happy to answer questions about candles.

Flowers

Real flowers or plants signify life and are preferred over artificial flowers. Trinity has a variety of attractive plant stands that you may use to display your floral arrangements. Please ask your Wedding Coordinator about them. In some instances, a single flower or a simple arrangement may be placed on the altar in memory of a parent or grandparent. Please do not cast flower petals (real or artificial) anywhere in the building.

Aisle Runner

For your safety and others, we do not permit the use of an aisle runner.

Ushers

A minimum of two ushers should be chosen for your wedding. If you anticipate more than 150 guests, more ushers should be secured. Often, groomsmen or bridesmaids are used as additional ushers. The Wedding Coordinator will instruct you and your ushers about their responsibilities.

Bulletins

You may choose to have a bulletin for your wedding worship service to inform your guests of the order of service and the names of participants. You are responsible for creating and printing these bulletins. Please use the sample bulletin available on the Wedding page of trinity-ec.org, and have the Pastor approve the Wedding Service outline prior to printing. The final panel of this sample includes information about Trinity that we ask you to include in your bulletin.

Photography

Please plan to take formal pictures *before* the service. This is a matter of courtesy to your guests who are kept unduly waiting for the wedding party at the reception if pictures are postponed until after the service. If the old practice of “not seeing the bride” prior to her march down the aisle is still important to you, consider planning a “first meeting” between bride and groom that can be photographed. Trinity has a small chapel that provides an intimate and quiet setting to have your first time together in your wedding attire. Consult your Wedding Coordinator for more ideas.

Photography and videotaping at your wedding are certainly important, but they should not be distracting or disruptive to the worship service. Flash pictures are not allowed during the service, and professional photography and/or videotaping should be done discreetly from the balcony. Your photographer may take photos from the aisle during the marches. Please inform your photographer to consult with the Wedding Coordinator upon arrival for the wedding.

Gratuities and Fees

The gratuities for Trinity staff serving you for your wedding should be brought to the Office Administrator the week prior to your wedding. Please make individual checks for the pastor, custodian, wedding coordinator, sound technician, musicians, as well as any rental fees. To receive a list of names and amounts to be paid, please contact Office Administrator Amber Moltzau at 715.832.6601 or amber@trinity-ec.org

Marriage License

Wisconsin law requires that couples secure a license to marry at the County Clerk’s office in their county of residence (Eau Claire County Clerk’s Office, 721 Oxford Avenue, Eau Claire). You must apply for this license a minimum of seven days (and not more than 35 days) before the wedding. The fee is \$80 (subject to change). Both the bride and the groom need to appear in person with a certified copy (with a raised seal) of your birth certificate, a photo ID, and proof of residency and age. Six months must elapse after a divorce before remarriage can take place. A marriage license is valid for 30 days.

Please bring your marriage licence to the Office Administrator at Trinity at least three days in advance of your wedding. The license will be filled out in the office, and the Wedding Coordinator will get the necessary signatures. Trinity is required to return your license to the County Clerk’s Office immediately after your wedding. Following your marriage, you can obtain official copies of the license from the Eau Claire County Register of Deeds.

If you are traveling out of the country shortly after your wedding, documents such as passport and driver’s license are sufficient identification. It may be wise to make all reservations in the bride’s maiden name since you will not yet have your name changed on your identification documents nor have official documentation of the marriage. Please consult with a travel agent for additional recommendations.

Myths: "Giving Away" and "Rice"

Your wedding should be a joyous and memorable event that is meaningful to you, but some traditions are best understood before you make these detailed plans for your wedding. While it is typical and acceptable for the bride's father to escort the bride down the aisle, the "giving away of the bride" with the words "who gives this woman in marriage" is not done at weddings held at Trinity. This practice dates back to a time when marriages were arranged and brides had no say in whom they married. Young women were possessions of their fathers; thus the tradition of the father "giving away" his daughter to a young man.

Originally, the throwing of rice was done to increase fertility (symbolizing the close relationship between women and the life-bearing grain). We ask that you not throw rice. If you wish to throw bird seed, please do this only outside the building.

Please strive to understand all aspects of your wedding and the reasons for doing them. Feel free to ask your Pastor any questions you have regarding wedding traditions.

Smoking and Alcohol

Trinity building and grounds are smoke-free. Please ask your wedding party to refrain from smoking in the building or near entrances. Smoking is permitted in the main parking lot. Also, please do not bring alcoholic beverages to your wedding. Snacks and sodas may be provided for your wedding party in the Lobby's Information Center or a dressing room. Please arrange for a friend or relative to clean up prior to guests arriving for your wedding.

Planning A Wedding Off-Site

Trinity Pastors are happy to lead your wedding in an appropriate location beyond the church's campus. All expectations for pre-marriage work, the music guidelines and consultation session, as well as guidelines for the wedding service itself apply in off-campus settings. Rehearsals are not necessary for an off-site wedding, and the pastor will not attend if you choose to have a gathering at the site the evening prior. Often the site chosen is known best by the wedding couple, and you've chosen the site because you envision how you want your wedding to take place there. Thus you are best suited to lead a rehearsal if you deem it necessary. If you desire to have a Trinity Wedding Coordinator conduct a rehearsal, the Wedding Coordinator fee applies as if you were having it at Trinity. The Wedding Coordinator will lead a thirty minute rehearsal the evening before or, in some cases, one hour before the wedding. She will not be present for both the evening rehearsal and the wedding itself.

Wedding FAQ'S

Q: When will I know which Pastor will officiate at my wedding and who my Wedding Coordinator will be? How will I be notified?

A: Trinity Pastors schedule weddings and all pastoral duties about three to four months in advance. The Wedding Coordinators schedule up to six months in advance. As soon as Pastors and Wedding Coordinators have been scheduled, you will receive an email from Trinity's Office Administrator, Amber Moltzau, (amber@trinity-ec.org) with the names. It is important that you immediately make direct contact with the Wedding Coordinator and the Pastor to pursue further planning of your wedding service.

Q: What if I have questions for the Pastor or Wedding Coordinator before the assignment is made?

A: You may contact any Pastor or the Office Administrator (see above) with your questions. Some questions may be referred to one of the Wedding Coordinators.

Q: When are the fees due?

A: Fees payable to the staff that provide your wedding services are due in the Trinity office at least three working days before your wedding. The Office Administrator will provide you the names of all individuals for whom you should write individual checks. Please bring these, along with your marriage license, to the Trinity Office.

Q: May we request a specific Pastor to preside at our wedding?

A: Yes. At the time your reservation is completed with the Lead Pastor, or anytime thereafter, you may express a preference. Every effort is made to honor preferences, but it cannot be guaranteed. All of the Trinity Pastors work to make weddings a worshipful service in thanks to God for the love you share together.

Q: May we have a Pastor from another church preside at our wedding?

A: Trinity is part of the Evangelical Lutheran Church in America, and an ELCA pastor must officiate weddings held at Trinity. Pastors from other traditions are welcome to be a guest officiant along with one of the Trinity Pastors. Please consult with the Lead Pastor before making an invitation to another Pastor.

Q: Can we use the projection screens for our wedding?

A: It is our policy that projection is not used in conjunction with weddings.

A PUBLICATION OF
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1314 EAST LEXINGTON BLVD
EAU CLAIRE WI 54701-6434

PHONE (715) 832.6601
FAX (715) 832.6700
E-MAIL TRINITY@TRINITY-EC.ORG
WEB PAGE ADDRESS
[HTTP://WWW.TRINITY-EC.ORG](http://WWW.TRINITY-EC.ORG)



