

First English Lutheran Church

CHURCH USE HANDBOOK

FOR WEDDINGS, FUNERALS, AND OTHER EVENTS



511 W Belle Street - Cannon Falls, MN 55009

Church Office: (507) 263-3042

E-Mail: firstenglishchurchcf@gmail.com

<http://www.firstenglishchurch.com>

		Members		Non-Members	
Weddings	Building Use	Free-will donation appreciated	Building Use	Free-will donation appreciated	
	Deposit	N/A	Deposit	N/A	
	Pastor Honorarium	\$150	Pastor Honorarium	\$200	
	Organist	\$150	Organist	\$150	
	Custodial	\$75 (wedding only) \$125 (wedding and reception)	Custodial	\$75 (wedding only) \$125 (wedding and reception)	
	Media/Sound Tech, if needed	\$25	Media/Sound Tech, if needed	\$25	
Program, if needed	8 cents per black and white (or 15 cents per color) copy, plus actual paper costs	Program, if needed	8 cents per black and white (or 15 cents per color) copy, plus actual paper costs		
<p>For very small weddings of 20 people or less, the pastor may use discretion regarding fees.</p> <p>All fees are due the night of wedding rehearsal.</p> <p>For receptions held in the Fellowship Hall, caterer is responsible for billing their own fee. Use of the kitchen must be supervised by a church representative.</p> <p>Please make separate checks payable for the following: Pastor, Organist/Pianist, and Custodian. For all other fees and charges make checks payable to First English Lutheran Church.</p>					

		Members		Non-Members	
Funerals	Building Use	Free-will donation appreciated	Building Use	Free-will donation appreciated	
	Food Service	\$150	Food Service	\$150	
	(The church provides bars, beverages, set-up and clean-up. There will be a cost for additional food or meal.)				
	Use of the kitchen must be supervised by a church representative.				
	Organist	\$150	Organist	\$150	
	Custodial	\$75	Custodial	\$75	
Media/Sound Tech, if needed	\$25	Media/Sound Tech, if needed	\$25		

		Members		Non-Members	
Other Events <i>(e.g. anniversaries, banquets, baptisms, graduations, etc.)</i>	Building Use	Free-will donation appreciated	Building Use	Free-will donation appreciated	
	Deposit	N/A	Deposit	N/A	
	Custodial	\$75 *	Custodial	\$75	
<p>*as long as space is cleaned adequately.</p> <p>When the church building is used by a non-member, the pastor or a member of First English must be on the premises.</p>					

First English Lutheran Church Building Use Agreement

Contact Person _____ Member Y/N

Phone _____ Email _____

Address _____

Type of event (birthday, shower, reception, anniversary, etc.) _____

For whom _____

Date of event _____

Time: (include set-up time & clean-up time) _____

Areas requested (See fee schedule for costs)

- Kitchen (you clean-up) \$ _____
- Fellowship Hall (you set-up & clean-up) \$ _____
- Custodial \$ _____
- Sound Tech \$ _____
- Other _____ \$ _____

Total fees applicable \$ _____

The balance of the total fee is due one week prior to the event.

At this time, we are not allowing any tables, chairs or equipment to be borrowed or used outside of the First English Lutheran Church property, due to wear and tear.

Building Use Guidelines

First English Lutheran Church has established guidelines and a fee schedule with regard to the use of the church building, including the Sanctuary, Fellowship Hall, Kitchen and individual rooms. The pastor may use discretion regarding fees.

Due to liability insurance, use of the building by outside groups must be approved by the pastor or staff.

Please sign this agreement to reserve the space and avoid possible conflicts.

Please keep in mind the following:

- The church is a smoke, alcohol and drug-free facility and property.
- First English Lutheran Church will not be held responsible for personal property left or lost at the facility.
- Activities shall be confined to those portions of the building agreed upon. All groups or individuals using the church are responsible for turning off lights and making sure the doors are locked upon leaving the building.
- Groups with values or principles in conflict with the First English Lutheran Church mission will not be considered for building use (building, yard or parking lot) approval. This includes meetings of a political nature.
- The applicant agrees to indemnify and hold the First English Lutheran Church, its pastors, staff, and council members harmless against all liability resulting from the use of said facilities.

This agreement can be adjusted and/or waived at the discretion of First English Lutheran's Church Council.

Signed _____

Date _____

Approved by _____

Date _____

FELC Office Use Only

Copy to:

Admin Assistant	_____
If needed, to:	
Custodian	_____
Sound Tech	_____
Other	_____

WEDDING PLANNING

CONGRATULATIONS on your upcoming wedding!

From the congregation of First English Lutheran Church, we want to thank you for considering us to minister together what God desires for your marriage. Please use the next few pages to help you in the planning process for your wedding.

Please review our fee schedule for your building use and staff needs. For very small weddings of 20 people or less, the pastor may use discretion regarding fees.

First English Lutheran Church Staff—

Pastor (Wedding Counseling & Preparation)

Couples are required to meet with the pastor prior to the wedding ceremony to plan the wedding service and discuss their marriage relationship. The pastor must approve any clergy requested to participate in the ceremony.

To receive a discount on your marriage license, please give us your legal names (first, middle and last) for our letter to the county recorder's office. This letter must be signed by the pastor with the church's official seal in order to be accepted.

Organist/Pianist

It is customary that our staff organist/pianist performs for weddings held at First English Lutheran Church. In the event that another organist is requested to play, consent must be given by the pastor and the staff organist/pianist. The pastor also approves all music for appropriateness for the service.

The organist's fee includes the bridal consultation, the wedding rehearsal, extra rehearsals with the soloist or instrumentalist, and the actual wedding, including 15-20 minutes of pre-nuptial and post-nuptial music as it is customary to usher all the guests out of the sanctuary.

Please make **separate checks** payable for the following: **Pastor, Organist/Pianist, and Custodian.**

ALL FEES ARE DUE THE NIGHT OF WEDDING REHEARSAL.

Bulletin Preparation, if needed

First English Lutheran Church offers the option of preparation of the wedding bulletin, if needed. Notification of bulletin preparation is requested at least one month in advance. The final details for the wedding program should be sent to the church office no later than two weeks prior to the event. The fees are to be paid to First English Lutheran when the finished wedding programs are picked up.

For all other fees or charges, make **checks payable to First English Lutheran Church.** A summary of fees will be made available at least one day prior to your church wedding.

First English Lutheran Church Building Use—

All groups or individuals using any room in the church are required to leave all rooms used in the condition in which they were found. The Church and property are a smoke, alcohol and drug-free zone.

Decorations

Pew decorations, such as bows, may be attached to the pews with removeable adhesive only.

The wedding party shall be responsible for undecorating the sanctuary, and turning any items or furniture to its original position after the ceremony. Use of rose petals, etc. on the aisles will be permitted on an aisle runner and after the approval of the pastor.

Please do not use rice, confetti, bubbles, birdseed, etc. inside the church. Avoid using rice and birdseed outside of the church also.

Reception Planning

If the reception is hosted at First English, check with the church office for set-up and decorating times for the Fellowship Hall. It is helpful to make a list of your menu, the size of your wedding guest list, so you know how many workers are needed during the reception.

The following are items to be supplied by the wedding party or family:

- Table arrangements and settings.
- Cake cutters, coffee pourers and punch servers
- Table waitresses or waiters.
- People for clean-up and/or caterer for dishes, tables, etc. These helpers are to make sure all food is removed from the kitchen on the day of the wedding and kitchen is left the way it was found.

Items to Note:

The center aisle is **50 feet long.**
There are **22 pews total, 11 on each side of the center aisle.**

Unity Candle holder is available:
Large with 3" pillar candle base
or a 2" pillar base for the middle.
Sides fit 2.25" pillars or 3/4" tapers.

WORKING COPY

The Marriage of

_____ and _____

Day _____, Month _____, Year _____

Time _____

First English Lutheran Church
511 W Belle Street
Cannon Falls Minnesota 55009

WEDDING PROGRAM

- Prelude _____
- The Processional _____
- Greeting _____ ELW Pg. 286
- Declaration of Intention _____ ELW Pg. 287
- Prayer of the Day _____ ELW Pg. 287
- The Scripture Reading/s _____

- Homily/Sermon _____
- Solo/Hymn _____ written by _____
- Vows _____ ELW Pg. 288
- Giving of the Rings _____ ELW Pg. 288
- Acclamation _____ ELW Pg. 288
- Marriage Blessing _____ ELW Pg. 289
- Candlelighting Ceremony (optional)
- Prayers of Intercession _____ ELW Pg. 289
- Solo/Hymn _____ written by _____
- Lord's Prayer _____ ELW Pg. 290
- Peace _____ ELW Pg. 290
- Blessing _____ ELW Pg. 290
- Dismissal _____ ELW Pg. 291
- The Recessional _____
- Postlude _____

FELC Office Use Only	
Copy to:	
Admin Assistant	_____
Organist	_____
Sound Tech	_____
Other	_____

SUGGESTED LIST OF BIBLE READINGS FOR WEDDINGS:

Genesis 2:21-25	<i>The creation of woman and the first marriage</i>
Ruth 1:16-17	<i>The song of Ruth</i>
Psalms 67, 100, 117, or 128	
Ecclesiastes 4:9-12	<i>Two are better than one...</i>
Song of Solomon 2:10-13	<i>My beloved is mine and I am his...</i>
Isaiah 63:7-9	<i>The love of God...</i>
Hosea 2:19-20	<i>I will be yours forever...</i>
Matthew 19:4-6	<i>What God hath joined together...</i>
John 2:1-11	<i>The wedding at Cana...</i>
1 Corinthians 13	<i>The hymn of love...</i>
Ephesians 5:22-25	<i>The head and the heart of marriage...</i>
Colossians 3:12-15	<i>Love binds everything...</i>
1 John 4:7-12	<i>God's love...</i>

SUGGESTED CONGREGATIONAL HYMNS: (Other songs may also be used.)

The singing of hymns by the congregation can be an excellent way of helping those assembled with you to share in the thanks, praise, and invocation of God's blessing upon your marriage.

Although I Speak with Angel's Tongue	ELW #644 (1 Cor. 13)
Praise to the Lord, the Almighty	ELW #858
Hear Us Now, Our God & Father	ELW #585
Now Thank We All Our God	ELW #840
Praise My Soul the King of Heaven	ELW #865
Beautiful Savior	ELW #838
Love Divine All Love Excelling	ELW #631
The King of Love, My Shepherd Is	ELW #502
Let all Things Now Living	ELW #881
Joyful, Joyful We Adore Thee	ELW #836 (Ode to Joy)
As Man and Woman We Were Made	WOV #751
Bind Us Together	WOV #748
Jesus, Come! For We Invite You	WOV #648
When Love Is Found	WOV #749
I Was There to Hear Your Morning Cry	ELW #732 or WOV #770
This is a Day, Lord, Gladly Awaited	ELW #586

The Wedding Party

Bride's Name: _____ Daytime Phone: _____

Address: _____

E-mail: _____

Groom's Name: _____ Daytime Phone: _____

Address: _____

E-mail: _____

Officiant/s _____

Personal Attendant/s _____

Organist or Pianist _____

Reader/s _____

Soloists/Musicians _____

Maid of Honor _____

Best Man _____

Parents _____

Bride's People _____

Grooms People _____

Grandparents _____

Flower Child _____

Ring Bearer _____

Altar Flowers in Memory of/Honor of _____

Ushers _____

Host & Hostess _____

Number of People Expected in Attendance _____

Seating Map

Altar

Bride's Immediate Family
(6-7 people per pew)

(11 rows total)

Groom's Immediate Family
(6-7 people per pew)

(11 rows total)

Tips for Ushers

To the Ushers:

You have been honored to serve as an usher at this wedding. The following guidelines are offered to assist you in setting the mood for the service and doing the best ushering job possible.

You may be asked to be present for pictures before the guests begin to arrive. Listen for instructions and be ready to assist at the appointed time.

Lighting the altar candles. Light candles **about 10-15 minutes before the service.** There is an acolyte wand hanging on the ushers' stand in the Narthex. Matches are in the drawer. Light the acolyte wand and reverently approach the altar down the center aisle, then step onto the middle of the altar platform and light the candles. If using the wand with the wax wick, extinguish by pulling wick gently into the tube and then pushing the wick back out so an inch is visible. The oil-based acolyte wand is to be used to light the oil candles on the altar, if needed.

Seating guests: If there is a **wedding bulletin**, hand a copy one per couple as you assist them to the pew. The **Bride's side** is to the **left of the center aisle**. The **Groom's side** is to the **right of the center aisle**. Prior to the service, be sure to check with the bride and groom as to how many front row seats need to be saved for each side of the family. Be sure to fill **the center sections first** and then the side or outside aisle sections. If guests are carrying cameras, advise them that pictures are not to be taken during the ceremony. **Parents and grandparents are usually seated shortly before the beginning of the service.**

During the service you are asked to remain inside the sanctuary so that you may:

- assist any guests who may need help or may become ill.
- listen for any special instructions from the pastor presiding.
- respond to any disturbance caused by others in or near the building.
- be ready for responsibilities when the wedding is over.

Once the ceremony is over, ushers are asked to:

- proceed down the aisle to assist the parents of the bride out first and then the parents of the groom.
- assist the grandparents of the bride and then the groom
- usher the remaining guests beginning with the center sections, starting from the front. If bride and groom are ushering their guests out themselves, you may not have to do this.

Be sure to not have too many guests standing in line; they would be more comfortable sitting.

After all guests have been left the sanctuary:

- extinguish all lit candles
- check each pew for left over bulletins and litter
- turn off lights and shut sound cabinet
- place any left over items, such as candles, in on the cupboard in the sacristy off the altar area.

Tips for Personal Attendant(s)

To the Personal Attendant(s)

You have been asked to serve as the Personal Attendant at this wedding. You have been chosen for this special duty to enable this special day to be as worry-free as possible. These are some tips for this honor in assisting the wedding party.

Assisting with Dressing for the Ceremony: On the day of the wedding, arrive at the church at least two hours before the actual service, or whenever the bride and you decide. Some duties may be to assist with the bride's dress and veil, assist the bridesmaids with their dresses, and help with arranging hair, make-up and make-up touch-ups. Traditionally, the basement youth room has been used by the brides and the wedding party for their preparations. There is a women's restroom also available next to the youth room.

Before the ceremony, the Personal Attendant is asked to collect all the bride's clothing not being used and take it from the church. It is important that the bride's and attendants' personal items are accounted for. It is advisable to remove these items and lock them in a car trunk before the ceremony starts.

About 5 minutes before the ceremony, please bring the bride and attendants near the sanctuary for the processional. After the processional has taken place, you may slip into your seat near the back of the church preferably, so the processional is not interrupted.

Assisting with Photos: When pictures are being taken, please be prepared to assist as needed.

Emergency Kit Tip: It might be a good idea to have an "emergency kit" available which would include some of the following:

needle and thread	band-aids	curling iron
small safety pins	kleenex	scissors
clear nail polish	hand mirror	bobby pins
perfume	deoderant	hair spray

Funeral Information

Funeral Template from ELW pg. 279-285

SUGGESTED BIBLE READINGS FOR FUNERALS: (Other readings may be also be used.)

2 Corinthians 5:1-5	<i>For we know that if the earthly tent we live in is destroyed...</i>
Ephesians 5:8-20	<i>For once you were darkness, but now in the Lord you are light.</i>
Ephesians 2:8-20	<i>For by grace you have been saved through faith, and...</i>
Isaiah 43:1-3a	<i>But now thus says the LORD, he who created you, O Jacob,...</i>
Isaiah 49:13-16a	<i>Sing for joy, O heavens, and exult, O earth; break forth, ...</i>
John 3:16-18a	<i>For God so loved the world that he gave his only Son...</i>
John 14:1-6a	<i>Do not let your hearts be troubled. Believe in God ...</i>
John 15:9-11	<i>As the Father has loved me, so I have loved you</i>
1 John 4:16b-18a	<i>So we have known and believe the love that God has for us</i>
Lamentations 3:22-24	<i>The steadfast love of the Lord never ceases,</i>
Luke 2:8-14	<i>In that region there were shepherds living in the fields...</i>
Luke 11:9-13	<i>So I say to you, ask, and it will be given you</i>
Matthew 5:1-9	<i>When Jesus saw the crowds, he went up the mountain;</i>
Philippians 2:1-12	<i>If then there is any encouragement in Christ, any consolation ...</i>
Proverbs 31:10-31	<i>A capable wife who can find? She is far more precious than jewels.</i>
Psalms 23	<i>The Lord is my shepherd, I shall not want.</i>
Psalms 91	<i>You who live in the shelter of the Most High,</i>
Psalms 103	<i>Bless the LORD, O my soul, and all that is within me.</i>
Psalms 121	<i>I lift up my eyes to the hills— from where will my help come?</i>
Psalms 139:7-16	<i>Where can I go from your spirit?</i>
Revelations 7:9-17	<i>After this I looked, and there was a great multitude....</i>
Romans 5:1-11	<i>Therefore, since we are justified by faith, we have peace with God.</i>
Romans 8:31-39	<i>What then are we to say about these things?</i>
Romans 15:13	<i>May the God of hope fill you with all joy and peace....</i>

SUGGESTED CONGREGATIONAL HYMNS: (Other songs may be also be used.)

The singing of hymns by the congregation can be a way to show reverence for the dearly departed.

Amazing Grace, How Sweet the Sound	ELW #779
Be Thou My Vision	ELW #793
Beautiful Savior	ELW #838
Children of the Heavenly Father	ELW #781
Great Is Thy Faithfulness	ELW #733
How Great Thou Art	ELW #856
In the Cross of Christ I Glory	ELW #324
Jesus Loves Me!	ELW #595
Love Divine, All Loves Excelling	ELW #631
My Hope Is Built on Nothing Less	ELW #597
O God, Our Help in Ages Past	ELW #632
Oh, Happy Day When We Shall Stand	ELW #441
The King of Love My Shepherd Is	ELW #502
The Lord's My Shepherd	ELW #778

Funeral Planning Form

First English Lutheran Church

FELC Office Use Only

Contact:

Admin Assistant _____
Organist _____
Funeral Committee _____
Sound Person _____
Custodian _____

Name of Deceased: _____
First Middle Last (AKA)

Funeral Date and Time: _____

Visitation Date and Time: _____

Prayer before/during visitation? Y / N

Casket or Urn: _____ Pall or Flowers: _____

Start from Front or Process? _____

Hymns: Opening: _____

After Sermon: _____

Closing: _____

Soloist: _____ Song: _____ Place in Service: _____

Organist: _____

Reflections from Family and/or Friends? _____

Scripture Passages: First: _____

Psalm: _____

Second: _____

Gospel: _____

Burial Place and Time: _____

Gathering after: Lunch _____ Coffee/desserts _____ None

Number of People Expected in Attendance: _____

Bulletin: Cover Photo: _____

Who will Proof? _____ Email: _____

Stories that are meaningful: _____
