

# Your Wedding at Redeemer





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The Redeemer Wedding Contract and letters of intent for the photographer, florist, and videographer are located in the back of the book.

## Wedding Timeline

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*10-12 Months Prior - Date:* \_\_\_\_\_

- Visit [www.redeemerlutheran.com/weddings.html](http://www.redeemerlutheran.com/weddings.html) and complete the wedding request form
- The wedding coordinator will contact you with the pastor's contact information
- Email pastor to schedule initial meeting

*6-8 Months Prior - Date:* \_\_\_\_\_

- Initial meeting with pastor
- Initial meeting with wedding coordinator
- Set up pre-marital counseling sessions with pastor

*3-4 Months Prior - Date:* \_\_\_\_\_

- Review Redeemer Policies Independently
- Check-In meeting (phone, email, or face-to-face) with wedding coordinator

*1-2 Months Prior - Date:* \_\_\_\_\_

- Contact Director of Music Ministry to arrange wedding music: \_\_\_\_\_
- Choose scripture readings with pastor's input
- Apply for marriage license

*2 Weeks Prior - Date:* \_\_\_\_\_

- Final meeting with wedding coordinator
- Turn in completed letters of intent for florist, photographer, and videographer, as needed
- Make payment for wedding coordinator services: \_\_\_\_\_
- Make payment for organist services: \_\_\_\_\_
- Make payment for A/V services: \_\_\_\_\_
- Make payment for vocalist/instrumentalist: \_\_\_\_\_
- Make payment for pastor: \_\_\_\_\_

*1 Day Prior - Date:* \_\_\_\_\_

- Wedding rehearsal at 5:30pm

*Day of - Date:* \_\_\_\_\_

- Wedding party arrival time: \_\_\_\_\_
- Florist arrival time: \_\_\_\_\_
- Ceremony time: \_\_\_\_\_
- Leave church no later than 4:30 p.m. (this includes all guests, wedding party members, and family)

## Redeemer's Wedding Team

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### *Pastors - Chip Winter & Phillip Doublestein*

The pastors of Redeemer take a personal interest in each wedding. The officiating pastor wants your wedding to be a wonderful and memorable occasion, and will assist you in any way he can to ensure that outcome. He is most interested in the spiritual health of your marriage and will be a very valuable resource for centering your marriage in Christ. Your pastors consider it a privilege to walk with you through your wedding. Couples will often choose to provide an honorarium to the pastor because of premarital counseling, rehearsal, and wedding time. Generally, couples provide a minimum of \$150.00.

### *Director of Music Ministry - Scott Ibe*

The Director of Music Ministry is responsible for the musical content of your wedding worship service and must approve all music and musicians used during your wedding worship service. The Director of Music Ministry may also be of assistance to you in making your musical and vocal selections. Please contact him at 309-691-2333 ext. 16, at least one month prior to your wedding.

### *Organist / Soloists / Instrumentalists*

Redeemer's Director of Music Ministry is available to serve as organist and/or soloist for most weddings. Guest musicians and/or vocalists are also welcome. The organist fee is \$125.00 (not attending rehearsal) or \$150.00 (attending rehearsal). The vocalist or instrumentalist fee is \$75.00.

### *A/V Technician*

The A/V technician is responsible to ensure proper sound for your wedding worship service. If desired, he can play pre-recorded CDs for music before or during your wedding worship service. The A/V technician fee is \$40.00 (not attending rehearsal) or \$50.00 (attending rehearsal).

### *Wedding Coordinator - Hope Hamm*

Your wedding coordinator is of personal service to you before, during, and after the rehearsal and wedding worship service. The wedding coordinator will be your main contact person and will be available to answer any questions you might have regarding the wedding personnel, facilities, policies, and wedding worship service. She will review the wedding manual with you, assist with the wedding rehearsal, and ensure that things run smoothly on the day of the wedding worship service. Please contact her at [hopelore@gmail.com](mailto:hopenore@gmail.com) with any questions or concerns. The wedding coordinator fee is \$225.00.

*All fees are due and must be given to your wedding coordinator at your final meeting,  
at least 2 weeks prior to your wedding.*

## Preparing with the Pastors

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### *Pre-Marital Counseling*

So much time, effort, and money goes into the wedding worship service, which lasts for less than an hour. Redeemer Lutheran Church is committed to helping the couple prepare for the marriage, which lasts a lifetime. Therefore, you are required to participate in premarital counseling sessions which have been established by the pastors. You can plan on at least 5 sessions.

### *Scripture*

God's Word to you on your wedding day is the most important part of your wedding worship service. We encourage you to work with the officiating pastor to choose two or three selections from God's word which you see as important to you as a couple and on which you can build your marriage. The Bible readings may be chosen from the suggestions below or from your own favorites. Please plan to provide printouts of the readings to your designated readers, if needed.

### *Suggested Readings*

Genesis 2:18-24	Romans 15:5-7,13
Numbers 6:24-26	1 Corinthians 13:4-8a
Psalms 23	2 Corinthians 13:11
Psalms 33:20	Ephesians 4:1-3
Psalms 37:5	Ephesians 5:1-2
Psalms 103:17-18	Ephesians 5:21-33
Psalms 121	Philippians 4:4-9
Psalms 128:1-4	Colossians 2:6-10
Ecclesiastes 4:9-12	Colossians 3:12-19
Jeremiah 32:38-39	Hebrews 13:4-7
Matthew 7:24-27	James 1:16-18
Matthew 19:5-6	1 John 4:16-19
John 2:1-11	Jude 20-21
Romans 12:9-21	

## Preparing with the Director of Music Ministry

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### *Worship Service*

The wedding ceremony is, first and foremost, a Christian worship service. With this in mind, our concern is that the music be used to create a reverent, yet joyous atmosphere. We encourage you to choose music that will point people to God. It is suggested that processional and recessional music be of a classical or liturgical nature. When making your selections, ask yourself if the music would be appropriate for a Sunday worship service. Music will need to be selected and approved at least one month prior to the wedding so that all musicians have time to prepare thoroughly.

### *Suggested Music*

#### **Processionals**

Aria in F	Handel
Sheep May Safely Graze	Bach
The Prince of Denmark's March	Clarke
Trumpet Voluntary	Clarke
Trumpet Tune	Purcell
Jesu, Joy of Man's Desiring	Bach
Solemn Processional	Handel
Fantasia	Pachelbel
Arioso	Bach
Canon in D	Pachelbel
Aria in G	Burton

#### **Recessionals**

Ode to Joy	Beethoven
Rondeau	Mouret
Allegro Masteoso	Handel
Trumpet Voluntary	Clarke
Postlude in G	Handel
Psalms 19	Marcello
Spring	Vivaldi
Wedding March	Mendelssohn

#### **Vocal Solos**

Jesu, Joy of Man's Desiring	Bach
I Will Be Here	Chapman
Wedding Prayer	Dunlap
On Eagle's Wings	LSB 727
The Lord's Prayer	Malotte
The King of Love My Shepherd Is	LSB 709
There is Love (The Wedding Song)	Stookey
Be Thou with Them	Bach
O Father All Creating	LSB 858
Lord, When you Came as Welcomed Guest	LSB 859
Gracious Savior, Grant Your Blessing	LSB 860

## Preparing with the Wedding Coordinator

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### *Wedding License*

The wedding license for any wedding performed at Redeemer Lutheran Church must be applied for at the Peoria county clerk's office in the Peoria county courthouse. The clerk's office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Visit [www.peoriacounty.org/countyclerk/ml](http://www.peoriacounty.org/countyclerk/ml) for cost, online application, and further details. The license must be given to your wedding coordinator at the rehearsal. The coordinator will ensure that the license is signed and returned to the county clerk's office.

### *Church Policies*

#### **Guest Book**

A stand will be provided in the entryway so that guests may register as they arrive. The book should be closed five minutes before the wedding worship service is scheduled so that all the guests may be seated. The book may be closed sooner if the guests are back-logged and need to be seated.

#### **Programs**

You may choose to order or create your own programs. Appropriate worship folders may be purchased at any religious bookstore or church supply company.

#### **Decorations**

Decorations should be in keeping with a Christian worship service. They are not to be attached to the woodwork, walls, or doors. Tacks, tape, or clamps may not be used to attach anything to the pews. Only ribbon loops, non-abrasive clips, and rubber bands over the pews may be used. There are 20 rows of pews with a center aisle.

#### **Unity Candle**

A unity or wedding candle may be used during the wedding worship service if desired. Candleholders are available from Redeemer for our use, or they may be rented from most florists.

#### **Aisle Runner**

An aisle runner may be used during the wedding worship service if desired. Aisle runners may be rented or purchased from most florists or wedding supply stores. The center aisle is 78 feet long.

#### **Church Candles**

Two sets of three candles each are provided by Redeemer and will be lit for the wedding service. Altar candles are not lit for wedding services.

#### **Candelabras**

Candelabras may be used during the wedding worship service. They can be rented from most florists. Aisle candelabras are not permitted.

#### **Send-Off**

Confetti, rice, bird seed, and fresh rose petals are not to be thrown under any circumstances at any time inside or outside the building. Bubbles, balloons, and bells are recommended for use outside. Please check any "send-off" items with wedding coordinator.

#### **Flower Girl**

Flower girls may toss large, artificial flower petals only.

#### **Food/Beverages**

Food and beverages are allowed, but must be contained to the rooms where you are getting dressed. Alcoholic beverages are not allowed anywhere on the premises.

#### **Smoking**

Smoking is not permitted on the premises.

#### **Personal Property**

Redeemer Lutheran Church does not assume responsibility for personal items or clothing that has been left in the building over night. It is your responsibility to remove all possessions, decorations, and articles of clothing from the building the day of your wedding. It is the responsibility of the wedding party to arrange for the care of their personal property before, during, and after the wedding. Redeemer cannot be responsible for lost or stolen articles, including gifts to the couple. Please arrange for someone to do a last minute check of the facility for any items that may have been left following the service.



## Preparing with the Wedding Coordinator

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### *Vendors*

#### **Florist**

You may select the florist of your choice. Our local florists have a good knowledge of wedding etiquette. You will want to trust their expertise and allow them to guide your selections. Florists will make arrangements with the wedding coordinator for the delivery of flowers. You are responsible for reviewing Redeemer's guidelines with your florist. Your florist is required to sign the *Florist Letter of Intent*, which you will return to your wedding coordinator at least two weeks before the wedding day. The florist is not permitted to place any arrangement in the church unless this form has been turned in or a form is already on file with the church.

#### **Photographer**

You may select the photographer of your choice. Since your wedding is first and foremost a worship service, all photographers, both professional and amateur, are asked to respect the worship service and the church. While your pictures are important, you will not want anything to detract from the worship service. No flash photography is permitted during the wedding worship service. Your photographer is to be unobtrusive at all times. Flash pictures are permitted only as the wedding party enters and leaves the church. The balcony is available for pictures without flash during the wedding service.

Group pictures may be taken either prior to or following the wedding worship service. The time must be coordinated in advance with your wedding coordinator. The pastor is to be informed of any pictures which involve him. Pictures must be completed by 4:30 p.m. You are responsible for reviewing Redeemer's guidelines with your photographer. Your photographer is required to sign the *Photographer Letter of Intent*, which you will return to your wedding coordinator at least two weeks before the wedding day. The photographer is not permitted to take pictures in the church unless this form has been turned in or a form is already on file with the church.

#### **Videographer**

You may select the videographer of your choice to record the wedding worship service, if desired. Placement of the video cameras must be coordinated with your wedding coordinator. In all cases, special care must be taken so that videotaping does not detract from the worship service. No special lighting is permitted. Videographers may not patch in to the Redeemer sound system and must furnish their own wireless microphones. You are responsible for reviewing Redeemer's guidelines with your videographer. Your videographer is required to sign the *Videographer Letter of Intent*, which you will return to your wedding coordinator at least two weeks before the wedding day. The videographer is not permitted to videotape in the church unless this form has been turned in or a form is already on file with the church.

#### **Invitations**

When ordering your invitations, be advised that the address of the church is:

Redeemer Lutheran Church  
6801 North Allen Road  
Peoria, Illinois 61614

The telephone number of the church is (309) 691-2333 and the church website is [www.redeemerlutheran.com](http://www.redeemerlutheran.com). The seating capacity of the church sanctuary is approximately 700 on the main floor. The seating capacity of the chapel is approximately 50.

## The Rehearsal

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### *Scheduling*

The rehearsal is typically scheduled for 5:30 p.m. the evening before the wedding worship service. The rehearsal is important. If a beautiful and graceful wedding service is desired, everyone in the wedding party should be present. This includes parents and ushers. It is extremely important that the rehearsal begins on time to show consideration for the many people involved. The couple will be responsible for seeing that everyone is at the church and ready to proceed at the appointed time. The rehearsal is approximately 30-45 minutes in length.

### *Order of Service*

Pre-service music  
Prelude – parents seated\*  
Processional of wedding party\*  
Welcome\*  
Invocation\*  
Giving of the bride\*  
God's gift of marriage  
Support of witnesses  
Scripture readings\*  
Message\*  
Declarations of intent  
Exchange of vows\*  
Exchange of rings  
Pronouncement of husband and wife  
Unity candle ceremony\*  
Prayer\*  
The Lord's Prayer  
Blessing\*  
Presentation of the couple to the congregation  
Recessional of wedding party\*

\*Events to include in programs or worship folders\*

### *Ushers*

#### **Selection**

We strongly recommend that you have designated ushers, rather than groomsmen serving as ushers. A guide in selecting the number of ushers is two for every one hundred guests. This will provide you with adequate help in escorting your guests to their seats.

# The Rehearsal

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## Responsibilities

The ushers are responsible for lighting candles, seating guests, and dismissing guests.

**Lighting Candles:** Light candles approximately 20 minutes before the wedding service as directed by the wedding coordinator. The single candles on the altar are not used except for communion.

**Seating Guests:** Encourage guests to enter the church and be seated. Five minutes before the service, cease seating guests individually. Encourage all remaining guests to be seated immediately so that the wedding service may start on time.

- Two ushers stand on the left side of the aisle. If there are more ushers, they should stand on the right side.
- Ushers offer their right arm to women and ask if they are friends of the bride or groom.
- Seat the bride's family and friends on the left side of the church.
- Seat the groom's family and friends on the right side of the church.
- Ushers offer their arm to the eldest lady in a large group. The other group members should follow and be seated together.
- Men who are alone are ushered in by following the usher.
- Do not ask people in aisle seats to move over or to let people pass in front of them.
- When aisle seats are filled, usher remaining guests down the side aisles.
- Hold back late arrivals until the wedding party has reached the front of the sanctuary, then usher the group in together using a side aisle.

## Seating the Mothers

The mother of the groom and the mother of the bride should be seated five minutes before the wedding worship start time. This may be done by the ushers, groom, or a groomsman. NO ONE is ushered and seated from the CENTER aisle after the mothers are seated.

- Seat the mother of the groom with her husband on the right.
- Seat the mother of the bride on the left.

## Recessional

Following the bridal party recessional, usher out the mother of the bride (the father of the bride will follow), then the mother of the groom (father of the groom will follow), and any other honored guests as instructed by the bride.

## Dismissal

Dismiss guests row by row, beginning with the bride's side, until all rows are cleared. Do not let the center aisle become too congested.

## Rehearsal Dinner

The pastor, the wedding coordinator, organist, soloist, and others do not presume to be invited to the rehearsal dinner or wedding reception. If you wish to invite them, send an invitation as with other guests. Please understand the pastor has a full schedule and may not be able to attend. Be sure to be specific about including spouses and/or family in the invitation, if that is your intent.

## The Wedding Day

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### *Reserved Rooms*

#### **Bride's Room #206**

This room provides private dressing facilities for the bride and her attendants. Please let the wedding coordinator know if additional dressing facilities are needed.

#### **Groom's Room #109**

This conference room provides private dressing facilities for the groom and groomsmen.

#### **Receiving Line**

You may wish to have a receiving line following the wedding worship service. This may be done in the entryway of Redeemer or at your reception venue. Alternatively, you may wish to dismiss your guests from pews instead of having the ushers do so. Please make these arrangements ahead of time with your wedding coordinator.

#### **Reception**

Redeemer is happy to provide you a place for your reception. For further details and pricing, please talk to your wedding coordinator.

## Notes

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## Notes

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## Photographer Letter of Intent

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We are appreciative of the service you are rendering to a couple soon to be married at our church. It has been our experience that whether photographers are serving professionally or avocationally, they are appreciative of knowing church policies and procedures.

Generally, our policies and procedures are for the purpose of keeping your work as unobtrusive as possible without making it difficult for you. We will be available to discuss with you anything about which you may have questions. Our policies and procedures are as follows:

- The Wedding Coordinator will inform you as to where the wedding party is located.
- You will need to inform the pastor if he is requested for any photography before or after the wedding worship service
- It is the policy of Redeemer Lutheran Church that no flash pictures may be taken during the service. The only pictures that may be taken during the service may be taken from the balcony without a flash. This is strictly enforced.
- All pictures must be completed by 4:30 p.m.

I have read this Photographer Letter of Intent and agree to abide by the above policies and procedures of Redeemer Lutheran Church.

Photographer \_\_\_\_\_ Date \_\_\_\_\_

Please return this Photographer Letter of Intent form to Redeemer Lutheran Church, 6801 N. Allen Road, Peoria, IL 61614 at least two weeks prior to the wedding. Without this signed consent in our file, we cannot allow you to provide your services to the couple for the wedding. We will contact the bride and inform her of your failure to comply with the policies of Redeemer.

If the photographer already has the Photographer Letter of Intent on file at Redeemer Lutheran Church, the photographer does not need to repeat the procedure.

Name of Company \_\_\_\_\_  
(please print)

Wedding Party \_\_\_\_\_







## Florist Letter of Intent

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We are appreciative of the service you are rendering to a couple soon to be married at our church.

It has been our experience that whether they are serving professionally or avocationally, florists are appreciative of knowing church policies and procedures.

The policy for placing floral decorations and/or other enhancements in the worship center of Redeemer Lutheran Church are as follows:

- Any bows for the pews must be made in such a way that they "loop" (made of ribbon) over the pews. No tacks, tape or clamps may be used. There are 20 rows of pews in the church with a center aisle.
- If an aisle runner is to be used, the length needed for the church is 78 feet.
- No aisle candelabras may be used at Redeemer.
- You should call the Redeemer wedding coordinator assigned to this wedding couple to make arrangements for delivery of flowers at least one week before the wedding.
- Confetti, rice, bird seed, flower petals, etc., are not permitted to be thrown at Redeemer Lutheran Church outside or inside the church building.
- The wedding coordinator will answer any specific questions that the florist or bride might have.

I will assume any responsibility for soiling or damage caused by my equipment or floral arrangements.

I have read this Florist Letter of Intent and agree to abide by the above policies and procedures of Redeemer Lutheran Church.

Florist \_\_\_\_\_ Date \_\_\_\_\_

Will your flowers be left for the weekend worship services? Yes \_\_\_\_\_ No \_\_\_\_\_

Please return this Florist Letter of Intent to Redeemer Lutheran Church, 6801 N. Allen Road, Peoria, IL. 61614, at least two weeks prior to the wedding. Without this signed consent in our file, we cannot allow you to provide your services to the couple for the wedding. We will contact the bride and inform her of your failure to comply with the policies of Redeemer. If the florist already has the Florist Letter of Intent at Redeemer, the florist does not need to repeat the procedure.

Name of Company \_\_\_\_\_  
(please print)

Wedding Party \_\_\_\_\_





## Videographer Letter of Intent

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We are appreciative of the service you are rendering to a couple soon to be married at our church. It has been our experience that whether videographers are serving professionally or avocationally, they are appreciative of knowing church policies and procedures.

Generally, our policies and procedures are for the purpose of keeping your work as unobtrusive as possible without making it difficult for you. We will be available to discuss with you anything about which you may have questions. Our policies and procedures are as follows:

- The wedding coordinator will work with you in finding the appropriate place or places to record the wedding worship service.
- The wedding coordinator will inform you as to where the wedding party is located.
- During the rehearsal you may move around as long as you do not disrupt the proceeding.
- It is the policy of Redeemer Lutheran Church that no flash pictures may be taken during the wedding worship service. No special lighting is permitted during the wedding worship service. This is strictly enforced.
- There is no patch-in to the Redeemer sound system.

I have read this Videographer Letter of Intent and agree to abide by the above policies and procedures of Redeemer Lutheran Church.

Videographer \_\_\_\_\_ Date \_\_\_\_\_

Please return this Videographer Letter of Intent form to Redeemer Lutheran Church, 6801 N. Allen Road, Peoria, IL 61614 at least two weeks prior to the wedding. Without this signed consent in our file, we cannot allow you to provide your services to the couple for the wedding. We will contact the bride and inform her of your failure to comply with the policies of Redeemer.

If the videographer already has the Videographer Letter of Intent on file at Redeemer Lutheran Church, the videographer does not need to repeat the procedure.

Name of Company \_\_\_\_\_  
(please print)

Wedding Party \_\_\_\_\_





# Redeemer Lutheran Church Wedding Contract

I agree to abide by the wedding guidelines as set forth in "Planning for Your Wedding at Redeemer Lutheran Church," the instructions of the Wedding Coordinator, the Director of Music Ministry, and the Officiating Pastor; to pay all fees in a timely manner, and to be responsible for any loss or damage to the Redeemer ministry facility or furnishings.

Current Address: \_\_\_\_\_  
Number and Street City State Zip

Daytime Phone Number: \_\_\_\_\_  
Area Code and Phone Number

\_\_\_\_\_  
Bride's Signature Date

\_\_\_\_\_  
Groom's Signature Date

\_\_\_\_\_  
Wedding Coordinator's Signature Date









**Redeemer**  
Lutheran Church