



**Cross of Christ Lutheran Church**

1100 Lone Pine Road

Bloomfield Hills, MI 48302

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## **So, You Are Planning a Wedding . . .**

The celebration of a biblical union is a very important spiritual step to take. The celebration is more than just the atmosphere and decorations. We believe that a biblical union is a sacred union of one man and one woman (Genesis 2:24-25) and that God gave this covenant as a picture of the relationship between Christ and His bride the Church (Ephesians 5:32). Our pastor will not officiate over any unions inconsistent with these beliefs, and our church property may not be used for any ceremony, reception or other activity that would be inconsistent with our beliefs.

This booklet is to assist you and your fiancée in the planning of your wedding. Please make sure that both of you read all the information carefully. Some material may apply to you; some material may not. But it is important that you familiarize yourself with the entire booklet. The leaders at Cross of Christ established these policies and procedures. We believe this information to be the most suitable and the most practical for everyone involved in your wedding. Therefore, there are few exceptions to these provisions.

May all you do be to God's glory in your lives!

*Pastor Dan Flynn*

## STEPS TOWARD YOUR WEDDING DAY

### **Planning**

There are many details that go into a beautiful wedding. One tool that couples find helpful and that we highly recommended is: [www.weddingwire.com](http://www.weddingwire.com)

This helps you think through all the details of your wedding, track your progress and it even has an app for your phone. Best of all...it is free!

### **What Date Should You Choose?**

Your wedding date is one of the special decisions you get to make together as an engaged couple. As you consider dates, you will also need to be aware of the church calendar and your Pastor's personal calendar. These calendars can be very busy and your first choice may not be available. It is always wise to have two or three choices in mind.

Generally, we will not accept reservations less than 10 weeks ahead of the wedding date. This ensures that all the pre-marital counseling sessions and details of the ceremony are in place before your wedding.

Weddings, rehearsals, and receptions cannot be scheduled during the following dates:

- New Year's Day
- Between Palm Sunday weekend and Easter weekend
- Thanksgiving Day and weekend
- Christmas Eve and Christmas Day

The time for your wedding rehearsal and ceremony must be observed. Since there are many other events at Cross of Christ and because multiple weddings may be scheduled for the same day, your wedding ceremony is allowed two (2) hours.

### **Pre-marital Counseling Sessions**

All couples married by the pastoral staff at Cross of Christ should successfully complete pre-marital counseling. There are typically 7-8 sessions; each session is about 1½ hours long.

We use a DVD driven curriculum called “Saving Your Marriage Before It Starts.” These sessions serve to strengthen your relationship with your fiancée and to give you the tools to have a strong and healthy marriage.

### **The Marriage License**

Please plan to apply for your marriage license at least two (2) weeks prior to your wedding. Bring the license to the wedding coordinator as soon as you receive it. The wedding coordinator will complete the bottom section before the wedding ceremony. The license is valid for 33 days in the State of Michigan. Do not procrastinate when it comes to the marriage license.

The phone numbers for local county clerk’s offices are listed below:

Oakland County	248-858-0571
Wayne County	313-223-5514
Macomb County	586-469-5210

After the wedding ceremony, two (2) witnesses sign your marriage license. Once all the signatures are made, the marriage license will be mailed to the county clerk on the next business day. There will also be a copy of this document kept for Cross of Christ’s records.

## **Your Wedding Team**

### *Pastor*

Only a pastor in good standing with the Lutheran Church-Missouri Synod (LCMS) may conduct a wedding at Cross of Christ. We ask that the pastor abide by the guidelines and procedures outlined in this booklet.

You or your fiancée may have a close clergy relative or friend that you would like to have involved in the wedding. If this is the case, they must abide by the instructions and directions of the Pastor at Cross of Christ.

### *Wedding Coordinator*

All weddings held at Cross of Christ must use our wedding coordinator. The wedding coordinator handles all the details of the wedding so that your wedding runs smoothly.

The wedding coordinator assists you to:

- Complete and turn in the marriage license
- Discuss decorations
- Coordinate with the florist to prepare the sanctuary
- Make sure that the sanctuary is put in order for Sunday worship. The bridal party is responsible to return all furniture to its normal place before departing from the church.
- Assist the bride, groom and all attendants.

Contact the officiating pastor at least four (4) weeks prior to your wedding for the name and phone number of your wedding coordinator.

### *Musicians*

You and your fiancée have the privilege of choosing which musical selections are to be included in the wedding service. You also have the privilege of selecting an organist and other musicians to perform the music. Please keep in mind that all music should be reverent and holy.

You are responsible for contracting all musicians to play at the wedding. If necessary, our team can help you secure a qualified organist for your wedding.

When there is a soloist, the bride is responsible for arranging rehearsals between the soloist and accompanist.

#### *Sound Technician*

The Sound Technician is furnished by Cross of Christ. The Sound Technician makes sure your wedding looks and sounds professional by controlling the light and sound systems.

## **Decorations**

The facility at Cross of Christ provides a setting that is sacred, dignified and beautiful. The sanctuary can seat up to 345 people. The chapel can seat up to 100 people.

We ask that common sense and respect for church property be used in any decorating.

You are responsible for engaging a florist for decorations. Ribbons or simple arrangements of flowers may mark reserved seats. No decorations can be attached to the walls. No nails, wires, or tape may be used to attach decorations to the walls or pews. Pew decorations may be tied or attached with padded clamps only.

Since slate is slippery, a runner is discouraged in the main sanctuary.

Any decorations left behind after the ceremony will be thrown away unless prior arrangements are made.

If you have any questions, please consult with the wedding coordinator.

## **The Rehearsal**

In general, rehearsals are held the evening prior to the day of the wedding. The date and time of the rehearsal needs to be coordinated with the church calendar. Rehearsals last 25-45 minutes. This is not a time to make last minute changes. This is a time for you, your fiancée, all who are participating in your wedding to walk through the ceremony.

## **Photographers and Videographers**

You are responsible for sharing the following information with the photographers and videographers:

- Flash photography may be taken before and after the wedding ceremony.
- No flash photography or strobe lights are permitted during the wedding ceremony from the ending of the processional to the beginning of the recessional.
- Video cameras are permitted from a stationary tripod placed at the left and/or right side aisles.

- Roving video picture-taking is not permitted.
- No cameras are permitted inside the altar rail nor above the organ.
- Parts of the service may be re-enacted.
- All photographers and videographers must confer with the Pastor prior to the service and respect and abide by instruction given by the Pastor.

It is suggested that as many pictures as possible are taken before the wedding. This helps the post-ceremony celebrations quickly flow into the reception.

### **Flowers**

In general, flowers are welcomed as decorations for your wedding day. Please provide your florist with the contact information of Cross of Christ's wedding coordinator so that the wedding coordinator can arrange for flower delivery.

After the wedding, the florist should gather up all their accessories and remove them from the sanctuary immediately following the wedding. Cross of Christ is not responsible for wedding accessories brought by the florist or other parties.

### **Guestbook**

If you would like a guestbook at the church, you must provide your own. We suggest that you place the stand near the main entrance of the church so that guests may sign the book when arriving for the ceremony. It is proper to have an attendant at the guestbook.

### **Ceremony Program**

A printed program listing the wedding party, music and order of service is sometimes distributed to guests. Cross of Christ Lutheran Church does not provide this service. The Pastor for your wedding will work with you to develop the ceremony outline. If the couple desires a program, it would be their responsibility to produce a printed program.



### **Conduct in Church**

Your wedding party must recognize that the church is the House of God. Since the wedding itself is a church worship service, all due propriety must be demonstrated. Attendants will, at all times, conduct themselves with the honor and respect due to a place of worship.

When children are selected to act as **flower girls, page boys or ring bearers**, they may be unable to stand still of the duration of the wedding service. Please arrange in advance for them to take part in the wedding procession and then be seated with supervising adults throughout the actual wedding service. After the benediction, they may rejoin the processional party.

Members of the wedding party are not to drink **alcoholic beverages** prior to the rehearsal nor prior to the wedding ceremony.

**Confetti**, rice, popcorn, flower petals, bubbles and birdseed are not to be thrown inside nor outside of the church building. No projectile of any kind may be thrown at the wedding couple. Your ushers will be responsible for carrying out this policy. Our experience indicates that such material creates safety hazards for the wedding couple.

The bride and groom are responsible for making known any and all rules to the members of the wedding party.

### **Dressing Rooms**

The bride and her attendants may dress at the church. Please contact the wedding coordinator for details.

Families are requested to make account of all personal belongings and to remove personal belongings from the dressing room after the wedding service.

Cross of Christ is not responsible for valuables before, during or after the wedding.

### **Tobacco and Alcohol**

No **Alcoholic beverages** are permitted on the church and school premises indoors or outdoors. This includes the parking area.

This is also a **Smoke Free facility**.

We ask that you and your fiancée make these requests known to your family, friends and acquaintances. Any person who violates these requests will be asked to leave the premises.

### **Rehearsal Dinner and Wedding Reception**

The rooms and facilities at Cross of Christ are not available for neither rehearsal dinners nor for wedding receptions.

**Fees and Honorariums**

A non-refundable deposit of at least half the sanctuary rental fee is required along with a completed Wedding Information Form to hold the date and time of your wedding.

Submit the security deposit by mailing a check to Cross of Christ or paying online at [www.bloomfieldcross.org/giving](http://www.bloomfieldcross.org/giving). Indicate “wedding deposit” as well as your name and your fiancée’s name with your payment. Do not submit the security deposit in an offering envelope.

<b>Item</b>	<b>Member</b>	<b>Non-Member</b>
Facility fee and counseling materials (includes deposit)	\$250	\$350

We ask that you recognize certain individuals for their participation at your wedding. The fees vary for couples who are members of Cross of Christ and for those who are not members of this congregation as follows:

Given directly to the Wedding Coordinator to pay people for the following services:

<b>Person</b>	<b>Member</b>	<b>Non-Member</b>
Pastor	Honorarium	\$300
Wedding Coordinator	\$100	\$100
A/V Technician	\$80	\$80

The marriage license and all fees must be given to the wedding coordinator no later than the day of the rehearsal.

## WEDDING CHECKLIST

### **Before Confirming the Wedding Date:**

- Read this booklet
- Visit [www.bloomfieldcross.org/wedding](http://www.bloomfieldcross.org/wedding) to fill out and submit a wedding request form.
- Pay the deposit fee of at least half of the amount of the total sanctuary fee to secure the day and time of your wedding on the church calendar.

### **Upon Confirmation of Your Wedding Date:**

- Successfully complete all pre-marital counseling sessions
- Connect with the wedding coordinator
- Get pastoral approval for final musical selections
- Secure organist, musicians, soloist
- Schedule practice time between soloist and musicians
- Provide an order of service to the Pastor
- Apply for the marriage license

### **By the Rehearsal**

- Give all fees and marriage license to wedding coordinator