

# Wedding Planning Manual



**Prince of Peace Lutheran Church**

## **Congratulations!**

More than likely you have recently become engaged. You are getting ready for one of the most important days of your life. We are honored that you are gathering information about a wedding at Prince of Peace Lutheran Church.



You're probably in the planning stages and trying to gather lots of details. As you look through this booklet, you'll find the answer to many of your questions . . . and you'll think of some new questions, too.

While we have put words on paper, our real hope is that we will have an opportunity to meet you and walk next to you as you take some of the most life-changing steps you will ever take in your life.

There are few moments in our lives that are as life-changing as a wedding. While the wedding day lasts for 24 hours, the gifts God gives can keep your relationship alive for a lifetime.

May Jesus Christ fill your relationship with all of the gifts you need to have a wonderful life together with Him!

The Pastors and Staff  
Prince of Peace Lutheran Church

## **A Christian Wedding**

When a couple chooses to be married in a Christian church they are making a statement about who they are and what they believe about Jesus Christ. Couples married in our sanctuary, stand before the altar of Jesus Christ and are surrounded by symbols of the Christian faith and beautiful stained glass windows that outline the life and ministry of Jesus.

All weddings that happen at Prince of Peace are worship services where couples hear God's promise to walk with them every day their life together, even as they share their wedding promises with one another, before God, and their family and friends.

Many weddings have been performed at Prince of Peace for people who are not yet Christians or are very new to the Christian faith. If you are not yet a Christian, have not been baptized, or are not sure about Christian faith, we are very willing to talk with you and your fiancé about God's plan for your life.

Our hope for every couple married at Prince of Peace is that the *Christian wedding* leads to a life long *Christian marriage*, using God's unlimited gifts each day of the life together.

## **Steps Towards Planning a Christian Wedding**

### **Step 1 Set up an appointment**

One of the pastors of Prince of Peace is waiting to meet with you. Simply call the church office (703-451-5855) and one of the Administrative Assistants will help you find a time convenient to you and to one of our Pastors.

### **Step 2 Choose a date and time for your wedding**

It is important to meet with one of the Pastors before you lock-in on a date for your wedding. Weddings are usually being planned months in advance of the actual event. The earlier we meet with you, the more options will be available to you.

When we meet with you we will begin working on a Wedding Planning Guide. That is the tool that will be used to insure we have your contact information and all the details that are being planned for your wedding.

Saturday weddings are scheduled up until 2:30 PM and after 7:30 PM. Sunday weddings may be scheduled anytime between 2:00 and 4:00 PM from September through June and anytime after 2:00 PM in July and August.

At the same time you schedule your wedding you may also schedule your wedding rehearsal, so that we can guarantee that the sanctuary is open for your use.

### **Step 3 Participate in pre-marriage preparation**

(1) The pastoral staff is committed to life-long marriages and for that reason always meets with couples a number of times for pre-marriage counseling. These sessions usually consists of 4-6 meetings at which time, among other things, the couple is introduced to a variety of

resources meant to assist them in the transition from single to married life. The last appointment of the 4-6 appointments will be reserved for the actual planning of the wedding service, as explained in Step 5 below.

#### **Step 4 Plan the Music for Your Wedding**

##### *Setting up a time with the assigned organist*

All couples are asked to make arrangements at least three months prior to the wedding. We will arrange an appointment with both of you and help you choose music that is appropriate for a Christian wedding service.

##### *Vocalist and Instrumentalist*

If you are planning on a soloist or instrumentalist to sing or play for your wedding, the organist will rehearse with them at a time that is mutually agreeable. (Fees for soloists and instrumentalists are negotiated between the wedding parties and the soloists or instrumentalists.)

The organist will help you explore wonderful musical options that reflect our Biblical understandings of the Christian faith.

#### **Step 5 Plan your wedding service**

During the last session of pre-marriage preparation couples work with the pastor to plan the wedding service. The wedding service will be a Christian worship service that seeks to reflect your understanding of God's love in your lives. Couples will choose readings from God's Word that are meaningful to them around which the entire wedding is shaped. It is helpful to have met with the organist prior to planning the wedding service with your pastor.

## **Step 6 Meet Your Prince of Peace Wedding Hostess**

After the wedding has been planned, a Wedding Hostess will be assigned to help you, your family, and friends with all of the details for your rehearsal and wedding day. Approximately one month prior to your wedding the Wedding Hostess will meet with you to:

- learn about the particulars of your wedding
- show you the wedding candles that are available should you choose to use one
- look at the wedding banners and the altar cloths available for your use
- show you the room reserved for the bride and her attendants along with the room that is available for the groomsmen.
- Make arrangements to receive the wedding license and the fees associated with the wedding

## **Step 7 Come to Your Rehearsal**

We will work diligently to move you through the rehearsal time within an hour, so that you can enjoy your time with your family and friends. Since your wedding party may not be familiar with the location of Prince of Peace, you may direct them to our web site: [www.poplc.org](http://www.poplc.org) for directions.

The Wedding Hostess will guide you through the details of your wedding. The Pastor performing your wedding will make every effort to be present on the day of your rehearsal to meet your family and lead your families in a time of prayer. The Wedding Hostess will be prepared to lead you through the details of the rehearsal.

## Unity Candle Holders:

***Choose either the wood-sculpted holders (matching the large cross on the wall behind the altar) or the brass candelabra.***



## Wedding Banners:





**The standard altar arrangement for weddings:**





## **Wedding Costs and Fees at Prince of Peace**

The wedding hostess will review the following fees with you. Please write out all checks and give them to the Wedding Hostess by the time of your rehearsal.

*One check made out to "Prince of Peace Lutheran" for:*

Members: \$825.00  
(Includes: facility, set-up and custodial services, bulletins, candles, facilitators, audio technician and equipment rental.)

Non-Members \$1225.00

*Please write separate checks for each of those serving you:*

- Musician/Organist Honorariums \$175.00
- Instrumentalists/soloists (Negotiated with musician)
- Pastoral Honorariums 175.00-300.00  
*While it is customary to offer an honorarium to the pastor who is serving you, it is not their expectation. For that reason the pastoral staff does not have a set fee for honorariums. When honorariums are given they fall within the range above.*

## **Frequently Asked Questions**

**Q:** *Will the Pastors of Prince of Peace perform a wedding for someone who is not a member of Prince of Peace?*

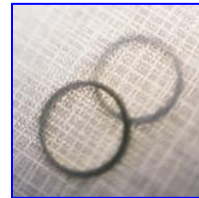
**A:** Yes. Prince of Peace is not a Country Club; it is here to serve the people of the community. We are willing to talk with anyone who desires to have a Christian marriage, including pre-marriage

counseling. Our hope is that we can develop a life-long relationship with you at this important time in your life.

*Q: Can someone who is divorced be remarried at Prince of Peace?*

A: God desires that all marriages are lifelong. Divorce happens today, even as it happened in Biblical times. Jesus speaks some of his most challenging words about divorce and remarriage in Matthew 5:31-32.

But those words are balanced by his words of forgiveness, the basic theme of all of Scripture. There is no sin that is not able to be forgiven, by those who are truly repentant. When one has been forgiven they can experience "January 1" in their lives. It is a new start. For that reason, divorced Christians have been remarried at Prince of Peace. We do, however, want to take time to talk about the individual situation, what the individuals have learned, and the challenges of a second marriage and blended families.



*Q: Are there restrictions about photography during the wedding?*

A: Photographers are invited to take pictures before the service begins, and after the final blessing in the order of service. When the Pastor begins talking, photographers are invited to take non-flash pictures from the back of the sanctuary during the service. The Pastors are also willing to be present following the order of service for any pictures.

- Q:** *Can we have a videographer at our wedding?*
- A:** We encourage couples to have a video of their wedding. We ask that the videographers are stationary during the wedding, so as not to distract the wedding party or their guests. Most videographers have preferred to set up a tripod in the Baptismal area where they are able to get a view of the bride and groom and the wedding party during the wedding.
- Q:** *How long does an average wedding last?*
- A:** A wedding a Prince of Peace usually lasts about 30 – 35 minutes. If the wedding party is larger or there is more than the average amount of special musical offerings, the service may last up to 45 minutes. Our main objective is to keep the bride and groom and the wedding party comfortable while standing in the front of the sanctuary.
- Q:** *Is there a place for the bride and her attendants to be dressed at the church?*
- A:** We have room that is reserved for the bride and her attendants immediately adjacent to the sanctuary. The room will be made available to the bride on her wedding day through arrangements made with the Wedding Hostess. The groomsmen usually are involved in ushering and greeting the wedding guests until the wedding service beings.
- Q:** *Are people involved in the wedding (maids-of honor and groomsmen, family, or guests) allowed to bring alcohol on the premises?*
- A:** Alcohol may not be consumed on church property by anyone involved in the wedding.
- Q:** *Following the wedding is there a room available for a wedding reception?*

A: Prince of Peace has a Fellowship Hall adjacent to a kitchen which can be reserved for a wedding reception. The Fellowship Hall can comfortably seat up to 200 guests. Since the facilities of Prince of Peace are very much in demand it is important to determine if the Fellowship Hall is available on the day the sanctuary is set aside for your wedding. (Note: Even though Prince of Peace has a "no alcohol" policy, it does allow for a champagne toast at your reception.)

Q: *Who produces and prints the wedding service?*

A: After the wedding service has been planned in all its detail with the bride and groom, the Prince of Peace Administrative Staff assembles the order of service on a wedding bulletin cover that you choose. After you have had a chance to proof read the service the service is printed and made available to you and your wedding party at the time of the wedding rehearsal.

Q: *Do we need any legal documents in order to have our wedding at Prince of Peace?*

A: You must have obtained your Marriage License from a Virginia circuit court; and the license must be presented to the Pastor. Neither the rehearsal nor the wedding ceremony will take place prior to the submission of the Marriage License to the Pastor or Hostess.

Q: *How do I go about getting a marriage license?*

A: The following information about obtaining a marriage license from the Fairfax County Circuit Court was taken from the Fairfax County website and was current information as of March 2016.

(You may go to any circuit court in Virginia to obtain a license.)

Information	703-691-7320; then press 3 - 6 -1
Location	Clerk of the Circuit Court Public Services Counter Third Floor 4110 Chain Bridge Road Fairfax, VA 22030
Hours	8:00 a.m. - 4:00 p.m.
Who Must Appear	Both bride-to-be and groom-to-be
Minimum Age	18 Years Old 16 with parental consent (parents must be present) or court affidavit
ID Required	(1) Acceptable ID with Social Security No. (2) Drivers License <u>or</u> Passport <u>or</u> Military ID with photo
Other Documents Required	None, but divorce/death information regarding previous marriages must be provided under oath
Blood Test?	None
License Available	Immediately
Cost	\$30.00 (4% transaction fee for credit cards)
Valid For	60 Days - only in Virginia



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