



*Love one another  
for love comes from God.*

1 John 4:7

## Planning your Wedding at St. Matthew's

We wish your wedding to be a memorable and joyful event, filled with God's blessings and the blessing of family and friends. God Bless you in this new beginning.

The Pastors and Staff of St. Matthew's

St. Matthew's Ev. Lutheran Church  
1615 N. Wauwatosa Avenue  
Wauwatosa WI 53213-2624

414.774.0441  
[stmattslutheran.org](http://stmattslutheran.org)

## **Congratulations . . . We Rejoice with You**

Since you are about to make one of the most important decisions of your life, we say with shared excitement and joy, “Congratulations!” Because it is such an important step, we, as representatives of the believing Christian community, want to help with your preparations and plans. This means that we will require certain things from you. Most important of all is that we get to know who you are so that the celebration of your marriage can be as meaningful as we can make it. You will meet with one of our pastors for conversation and planning. Together we will shape a service that reflects your needs as well as the Christian context in which it takes place. Careful consideration will be given to selections of music, scripture, readings, vows and other components of the worship time together. We want to assist you in this new beginning!

## **Meeting with the Pastor**

In selecting a date, call the church office to check the availability of the church sanctuary. The first party to book a particular date has priority in selecting the time of the service. Please note that no weddings will be scheduled for Holy Week, the week before Easter each year.

You must meet with or speak to one of the pastors to confirm the wedding date. You will meet again with the pastor about two to four months prior to the wedding to discuss some matters as to your relationship, faith, expectations, and feelings about marriage.

You must also meet with the pastor in order to discuss the plans for the wedding, the service of worship, the fees and expectations. The pastor will work closely with you to facilitate wedding plans. Participation in weddings of non-members is at the discretion of the pastors. Family members or friends may only participate in the service as an officiant with the permission of the pastor.

Pastors reserve the right to cancel or postpone a wedding if they feel the couple to be married is not ready.

## **Wedding To-Do Lists and Schedules**

### **3 months before the Wedding date:**

Schedule an appointment to meet with John Paradowski, our organist, unless other musical arrangements have been approved by the pastor. He can be reached at St. Matthew's at (414) 774-0441 or at JRPmuzik@yahoo.com. Please come to this meeting prepared to share what music you would like to have in your ceremony. Please listen to the organ wedding music selections found on our website or our Soundcloud site prior to this meeting. See Music Selection pages further in this booklet to help with this planning.

### **2-4 months before the Wedding date:**

Schedule a time to meet with the pastor performing the ceremony. This meeting should be scheduled during normal business hours of 9:00am –5:00pm according to the pastor's availability. This is a 60-minute session where the details of the wedding service will be discussed.

### **3 weeks before the Wedding date:**

If you desire to have an order of worship produced through the church office, communicate with the church office staff at least 3 weeks in advance. A final draft of the order of worship can be e-mailed to [office@stmattslutheran.org](mailto:office@stmattslutheran.org). If you would like your order of worship printed on special paper, you will need to provide it to the church office at least two weeks before the wedding. This can be dropped in the church office. We can provide card stock in a few colors.

### **Usually the Evening before the Wedding date:**

Have a Wedding Rehearsal with family and friends led by the pastor. The couple may meet privately with the Pastor thirty minutes before the rehearsal in order to go over details one more time. The typical rehearsal lasts about one hour.

## **The Wedding Service of Worship**

For most weddings, the service structure in the Evangelical Lutheran Worship book (ELW page 286) is followed. From there we can expand or edit the service. The wedding worship service involves the whole congregation, who will also promise to support you. Together we ask God's blessings, not just on your wedding, but also throughout your life together, that you would share in God's goodness and love. It is a celebration with God and the gathered Christian community.

We are open to couples writing portions of the service, including the vows. The pastor must be able to review all vows at least one week prior to the service. We encourage family and friends to participate in reading lessons or poems. This is a helpful way to carry out family/cultural traditions. Family and friends who participate in the service in this way must be present at the rehearsal.

To offer assistance in your planning, a general wedding order of service can be seen on the following pages. Please note that this is to serve as a guideline, and that there are many ways to alter this order of service to personalize it for you and your wedding party

## **Possible Wedding Scripture Passages**

Colossians 3:12-17  
*Walking in the light*

Luke 6:37-38  
*Do not judge lest you be judged;  
Forgive and you will be forgiven*

1 Corinthians 13  
*The Love chapter; love is kind*

Mark 12:28-31  
*The greatest commandment*

Ecclesiastes 3:1-9a  
*For everything there is a season*

Matthew 5:1-10  
*The Sermon on the Mount; "Blessed are..."*

Jeremiah 31:31-34  
*A new covenant with the house of Israel*

Matthew 7:24-27  
*Building your house on a rock*

1 John 4:7-16  
*Love one another because love is from God*

Romans 8:31-35, 37-39  
*If God is for us, who is against us?*

John 2:1-11  
*The miracle of wine at the wedding*

Romans 12:9-12  
*Rejoice in hope, be patient in suffering*

John 4:7-16  
*The woman at the well; living water*

Ruth 1:12-18  
*Where you go I will go;  
your people shall be my people*

John 15:9-12  
*Abide in my love; keep my commandments*

Song of Songs 8:6-7  
*Set me as a seal upon your heart*

Luke 24:13-32  
*The stranger on the road to Emmaus*

Song of Songs 2:10-13  
*Arise, my love, my fair one, and come away*

**The Wedding Ceremony Uniting  
Name of Couple**

St. Matthew's Ev. Lutheran Church  
Date and Time

Prelude Music	
Family Processional	Title, Composer
Wedding Party Processional	Title, Composer
Processional	Title, Composer
Welcome/Announcements	
Invocation	
Prayer	
Optional Place for Music/Hymn	Title, Composer
First Reading	Scripture Reference
Second Reading	Scripture Reference
(Optional) Gospel Reading	Scripture Reference
Wedding Message (Sermon)	
Optional Musical Selection	Title, Composer
Explanation of Marriage	
Exchange of Vows	
Exchange of Rings	
Blessing of Rings	
Blessing of Couple	
Optional Musical Selection	Title, Composer
Prayers	
The Lord's Prayer	
Benediction	
Presentation of the Couple	
Recessional	Title, Composer

## Bulletin/Program Example

### The Wedding Party

Parents of the Bride	John & Jane Smith
Parents of the Groom	Bob & Susan Jones
Grandparents of the Bride	Fred & Esther Smith
Grandparents of the Groom	Al & Eileen Jones
Maid of Honor	Susan Smith, sister of the bride
Bridesmaids	Allison Johnson, friend of the bride Jenny Moore, friend of the bride
Best Man	James Jones, brother of the groom
Groomsmen	Jeff Edwards, friend of the groom Scott Allen, friend of the groom
Flower Girl	Elizabeth Wallace, cousin of the groom
Readers	Rob Thomas, friend of the bride and groom Tina White, friend of the bride and groom
Ushers	Rob Thomas, friend of the bride and groom Tom Miller, uncle of the groom Richard Taylor, friend of the bride and groom Michael Brown, friend of the bride and groom
Greeter	Mary Miller, friend of the couple
Officiant	Pastor
Organist/Pianist	Name
Soloist	Name

## **Selection of Music**

The dignity of the sanctuary and the religious significance of the service should be reflected in the music used for your wedding. The music and texts should be selected with intention, be suitable for a church service, and glorify God. Therefore, the couple's "favorite" popular song is most appropriately shared at the reception.

A wedding is a communal celebration, and the guests are there as worshippers. They should be drawn into active participation through prayers and song. One of the best ways to involve the assembly is through the singing of a hymn. We recommend the use of a hymn during the ceremony. All music is to be presented live. No pre-recorded music will be allowed.

**Prelude Music:** The prelude music is performed to greet the arrival of your guests and begins 15-20 minutes before the start of the processional. The Music Director will play a set of prelude music representing a variety of styles.

**Processional:** The processional music accompanies the entry of the wedding party. You may select one processional for all, or multiple pieces for the family, the attendants, and for the couple.

**Hymn:** You may select one or more hymns to be sung at your wedding. The hymns should be familiar as your guests most likely come from a variety of denominations. Everyone should feel comfortable as a participant in the wedding ceremony.

**Solos:** You may select one or two solos to be sung during the wedding liturgy. Solo pieces would need to be selected with the soloist and music given to the accompanist no later than 3 weeks prior to the wedding. If you would like special music, contact John Paradowski for the names of additional soloists and instrumentalists. You must communicate with the music director regarding any set-up or equipment needs for special music (ie: music stands, microphones, amplifiers, etc.) Make sure special musicians attend the wedding rehearsal.

**Recessional:** The recessional music is played as the wedding party walks out of the sanctuary at the ceremony's conclusion. You may want more than one selection depending on the number in your wedding party and the number in attendance.

## **Wedding Music Selection**

Listed on the following page are titles of wedding organ music selections. You can also find samples of each piece on our website, [stmattslutheran.org](http://stmattslutheran.org) (Worship & Music – Weddings & Funerals – Wedding Organ Music Samples) or directly at <https://soundcloud.com/st-matthews-music>.

You will hear only part of most pieces, just to give you a feel for the piece. You may wish to listen to all of the pieces to get as many different ideas as possible. Many of the organ selections can serve as a processional or recessional; the choice is yours. While this site offers many different choices of music for your wedding, it does not include every piece that can be used. It is offered to give you some ideas.

### **Wedding Consultation:**

After you have listened to the wedding selections from St. Matthew's Soundcloud account, you should meet with the Music Director to work out details and go over your ideas. Arrangements can also be made for soloists and rehearsals at that time.

### **Additional Musicians:**

You may choose to have additional musicians perform at your wedding. For example, you may choose violin, flute, trumpet, vocalists, string ensemble, or other instrumentalists. Any additional musicians and the music they will be providing must be coordinated with the Music Director.

### **Payment of Fees to Additional Musicians:**

Fees and payment procedures for engaging additional vocalists and/or instrumentalist(s) for your wedding ceremony will be handled by the wedding couple directly with the extra musicians. Payment in full must be prior to the wedding ceremony.



## **Recommended Hymns for Weddings**

(ELW stands for Evangelical Lutheran Worship – the red hymnal)

To hear examples: <https://soundcloud.com/st-matthews-music>

ELW #585	Hear Us Now, Our God and Father
ELW #836	Joyful, Joyful We Adore Thee
ELW #839, #840	Now Thank We All Our God
ELW #858	Praise to the Lord, the Almighty
ELW #884	Praise God, from Whom All Blessings Flow

## **Organ Music Selections**

To hear examples: <https://soundcloud.com/st-matthews-music>

1. <i>Bridal Chorus [Processional]</i>	Richard Wagner
2. <i>Wedding March [Recessional]</i>	Felix Mendelssohn
3. <i>Trumpet Tune</i>	H. Purcell/J. Clarke
4. <i>Trumpet Voluntary</i>	H. Purcell/J. Clarke
5. <i>Canon in D</i>	Johann Pachelbel
6. <i>Jesu, Joy of Man's Desiring</i>	J. S. Bach
7. <i>Rondeau</i>	Jean J. Mouret
8. <i>Allegro Maestoso</i>	G. F. Handel
9. <i>Festive Trumpet Tune</i>	David German
10. <i>CWM Rhondda [God of Grace]</i>	Paul Manz
11. <i>Trumpet Tune</i>	Marko Hakanpää
12. <i>Processional of Joy</i>	Beethoven/Hopson
13. <i>Ferland's March</i>	William Rowen
14. <i>Prelude in Classic Style</i>	Gordon Young
15. <i>A Festive Intrada</i>	Walter Pelz
16. <i>The Rejoicing</i>	Charles Callahan
17. <i>Processional in C</i>	Hal Hopson
18. <i>Trumpet Tune in D Major</i>	David Johnson
19. <i>Psalm XIX [19]</i>	Benedetto Marcello
20. <i>Air Gracieux</i>	Jan Mulder
21. <i>Air from Suite in D</i>	J. S. Bach
22. <i>Intermezzo</i>	Pietro Mascagni
23. <i>Bist Du Bei Mir</i>	J. S. Bach
24. <i>Elegy</i>	Edward Elgar
25. <i>St. Anthony Chorale</i>	Haydn/J. Brahms
26. <i>Summer Fanfare</i>	Marko Hakanpää
27. <i>Toccata from Symphony #5</i>	Ch. M. Widor

## **Expectations and Rules**

The church building will be opened and accessible no more than two hours before the time of the ceremony.

There is a small chapel off the commons and nave area that provides an excellent space to dress and prepare for the wedding. Most men arrive dressed and may wait in the Upper Room.

Decorating the church can usually be done (depending upon the use of the church for other functions) the day prior to the ceremony. Please do not use any type of tape or adhesive. Flowers for the church should be arranged to be delivered one hour prior to the service. Loose flower petals should be artificial.

There is to be no flash photography taken during the service. Photographers and videographers must be respectful of the ceremony as a worship service and be as unobtrusive as possible.

**No Alcohol** is to be consumed on the church property, including the parking lot and dressing rooms. If the pastor suspects that one or both partners are under the influence of alcohol or drugs on the day of the wedding, the pastor may refuse to perform the ceremony.

All fees should be paid one week before the wedding day.

It is necessary to keep purses/valuables secured at all times you are in the building. **There is not a locked, secure area provided by the church.** Have a family member, friend or member of the bridal party watch purses/valuables during the ceremony. Do not leave valuables unattended.

## **Schedule of Fees and Expenses**

All fees should be paid one week before the day of the Wedding. These can be discussed when meeting with the pastor. Fees are subject to change without notice or warning.

Building Use Fee	\$250	is for non-member use of the Church (check payable to St. Matthew's Lutheran Church). A non-refundable \$100 deposit is required to reserve the wedding date. This deposit will reduce the amount owed in the end to \$150
Runner Fee	\$90	is for cleaning of cloth runner (check payable to St. Matthew's Lutheran Church) (optional)
Clergy Fee	\$250	(check payable to individual pastor)
Organist Fee	\$250	is the fee for playing the wedding service and consultation with the couple (check payable to organist, John Paradowski)
Technology Fee	\$100	is for livestreaming and recording (optional)
Custodial Fee	\$100	(check payable to custodian)
Bulletin	\$75	is for layout and printing; (Check payable to the secretary, Sonja Mohr) (optional)
Soloist Fees		Varies according to music chosen (optional)

All fees are due one week prior to rehearsal.

## **Soloists and Instrumentalists for Weddings**

(Contact John Paradowski for additional names of instrumentalists)

John Paradowski	Organist	(414) 774-0441 (church) jrpmuzik@yahoo.com
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