

WEDDING COORDINATOR

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The Wedding Coordinator will assist in the many details involved in planning, and serve as the point person for the rehearsal, the wedding, the use of the building, lighting, heat or air conditioning, and any last minute details that may arise. The pastors do not handle these details. It is necessary for you to make an appointment with the Wedding Coordinator as soon as possible. She will be the liaison to help choose and book musicians, schedule a sound technician, and any other personnel whose services you will need.

Rehearsal It is best to hold the rehearsal on the evening prior to the wedding. The pastor will direct the rehearsal that is generally 45 minutes in length. Please be sure all involved attend and are on time, so it may begin promptly.

Music

A wedding is a worship service that should be a joyful, Christ-centered experience for both you and those in attendance. The music should be chosen with the purpose of bringing glory and honor to the God who created you and your future spouse.

Keyboardist Timothy Lutheran Church has been blessed with several accomplished keyboardists who would be happy to offer their services. Please contact one as soon as possible to be sure they are available for the date of your wedding. You can discuss music selections at that time. If you request instrumental or vocal music that is not in the keyboardist's library, the bride and groom should provide it. ***In order to abide by Federal copyright licensing laws, original copies are required – no photocopies will be accepted.***

Timothy Lutheran Church Keyboardists:

- Gayl Calvin (organ/piano): (816) 228-4282
- Christy Burns (piano/digital keyboard): (816) 824-4650
- Diane Schiefelbein (organ, piano, guitar): (816) 229-2034
- Susan Ready (organ/piano): (816) 229-7688
- Marilyn Lindemann (organ/piano): (816) 228-4875

Should you wish to have a friend or relative assume this responsibility, you must contact Kent Burns (Worship Arts Minister) at (816)228-5300 or kentb@timothylutheran.com. **Please note that all music selections must be approved.**

Vocalists/Instrumentalists Before you decide on a soloist or instrumentalist, be sure you are familiar with their level of proficiency. For assistance in securing either a vocalist or instrumentalist, please consult with either your keyboardist or the Worship Arts Minister (listed above).

Ask your vocalist/instrumentalist for suggestions from their Christian wedding repertoire or ask to choose from our files. *If you wish to use recorded music, either instrumental or vocal, please make both the printed lyrics and the recording(s) available to the keyboardist, Worship Arts Minister or Pastor at the beginning of your planning process.*

All vocal selections must be approved by either the Worship Minister or the officiating pastor.

Sound Technician If there is any amplification of voices or instruments (use of microphones), or recorded music, you will be required to use the services of a Timothy Lutheran Church sound technician. The sound technician will attend both the rehearsal and ceremony. Any recordings to be used should be brought to the rehearsal and given to the sound technician so that proper sound levels can be set for the service.

Decorations

- Floral decorations should be placed to complement the altar area. *(No floral display that detracts from the chancel or covers up any part of the altar is permitted.)*The altar paraments may not be changed or removed.
- Altar furnishings will remain in the chancel area; this includes anything from the altar or the lectern and the pulpit.
- If candelabra(s) are used, they must be lit mechanically. The unity candle must be provided by the bride/groom. Please note that dripless candles must be used. If additional candelabras are used, one may be placed on either side of the altar but not in front of it.
- The church will provide six pew candle stands with mechanical candles that may be attached to the end of the pew. If you choose to use the candelabras, you will be responsible for their setup.
- The church will provide 30 votives that are available for you to use on the communion rails. You are responsible for providing the candles. Tea lights are highly recommended.
- If you choose to use the candelabras or votive candles, you will be responsible for their placement. The Wedding Coordinator will take them down, clean and repack them.
- The church will provide a gold-handled candle-lighter for your use.
- Please do not fasten decorations onto the woodwork with tacks.
- Please do not throw rice, birdseed, confetti, or glitter inside or outside of the church building.

Guidelines for Florist



FOR THE WEDDING OF: _____

TIME: _____ DATE: _____

PLACE: **TIMOTHY LUTHERAN CHURCH**
425 N.W. RD MIZE ROAD
BLUE SPRINGS, MO 64014
(816) 228-5300; info@timothylutheran.com

Policies:

1. Decorating may be done on the day of the wedding unless special arrangements have been made with Member Services – Caryn Barbee at 816-228-5300 or carynb@timothylutheran.com. Please let the Wedding Coordinator know what time you need the building open.
2. All flowers and decorations should be in place at least one hour before the wedding.
3. Flower stands are available for your use at the church. Bouquets or floral pieces are not to be placed on the altar. A plan for the placement of flowers, candles, and decorations should be arranged prior to the day of the wedding.
4. Flowers and decorations are to be removed immediately after the wedding or may be left for weekend worship services if prior arrangements have been made.
5. A white aisle runner may be used but must be removed with decorations after the wedding. (aisle length is 80 feet). Note: Timothy does not provide an aisle runner.
6. If REAL flower petals are to be dropped, they may be dropped only on the aisle runner.
7. Decorations may NOT be fastened to the woodwork with tacks. Padded clamps are permissible.
8. To avoid wax damage to the carpet, mechanical candelabras should be used.

Guidelines for Photography/Video



FOR THE WEDDING OF: _____

TIME: _____ DATE: _____

PLACE: **Timothy Lutheran Church**
425 N.W.RD Mize Road
Blue Springs, MO 64014
(816) 228-5300 or at info@timothylutheran.com

Policies:

1. The photographer should consult with the Pastor or Wedding Coordinator prior to the wedding service to briefly review guidelines of this church.
2. No flash pictures are to be taken during the worship service.
3. Flash pictures are permitted as the wedding party enters and leaves the sanctuary.
4. Pictures are encouraged before and after the worship service. The Pastor should be informed of any pictures the wedding party may want with him. These should be taken immediately after the ceremony.
5. Photographers may not go beyond the handicap pews once the wedding has started.
6. Nothing may be removed from the altar.

Guidelines for Ushers



(It is suggested that there be (1) usher for every 50 guests.)

Ushers are in charge of seating people as quickly as possible before the ceremony and assisting them out after the ceremony is completed. They will also help with any last minute arrangements in the church.

Directions and duties for the ushers include the following:

1. All ushers should arrive at least 30 minutes prior to the wedding.
2. It is customary for the usher to have the woman take his arm.
3. It is not necessary to ask those entering if they are “friends of the bride” or “friends of the groom”. There are designated seats for immediate family members. For all other guests, there is no special “side”.
4. Ushers should politely remind guests that it is not appropriate to take flash pictures during the wedding ceremony.
5. Selected ushers will seat parents/grandparents before the processional. Following the recessional, there are two suggested methods for escorting guests from the sanctuary:
 - The ushers will escort the parents/grandparents from the sanctuary and then escort all other guests.
 - The bride and groom may choose to release guests pew by pew after the parents and grandparents are escorted from the sanctuary.
6. After the service, they should go through all of the pews to collect and remove any articles that may have been left behind.
7. Ushers should be available before or after the service for pictures.