



## **WEDDING HANDBOOK**

**Advent Moravian Church  
3730 Jacksonville Road  
Bethlehem, PA 18017  
610-866-1402**

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## **PURPOSE OF THE WEDDING HANDBOOK**

**Your wedding is a very important occasion for you and for the Church. It is an event of great joy and religious significance. It is therefore essential that the wedding blend joy and reverence.**

**Advent Church is eager to be of help in making your marriage a significant occasion. This booklet has been prepared with that aim in mind. An attempt has been made to cover as many details as possible. It is our belief that the wedding will be of greatest meaning when information about regulations and other details is clearly stated and shared. We have tried to include necessary information in this booklet. If there are questions not answered in these pages, you are urged to call the church office or the pastor.**

**Our aim is work with you to make your wedding a joyous and sacred event.**

### **PERSONS TO CONTACT**

**PASTOR:**

**Laura Gordon 610-866-1402**

**ORGANIST:**

**Donna Ambler 610-865-7853**

**CHURCH SECRETARIES:**

**Marlene German 610-866-1402**

**Ruthann Petro 610-866-1402**

**CUSTODIAN:**

**Gene Langensiepen 610-866-3508**

## **SCHEDULING YOUR WEDDING**

**Careful planning is necessary for any wedding. It is recommended that you plan at least three months in advance for the use of the church.**

**The date of the wedding is set in consultation with the Pastor, who will clear the date and check the church schedule. At that time, the first counseling session with the minister should be scheduled.**

**No weddings are scheduled on Christmas Eve, Christmas Day, or Holy Week.**

## **PREMARITAL COUNSELING**

**The Pastor will hold premarital counseling sessions with you well in advance of the wedding. These sessions are intended to explore your readiness for marriage in the Christian context.**

**At the time of these conferences, details about the wedding service will be discussed. The counseling sessions are designed to afford the minister and the bridal couple an opportunity to share, in an informal atmosphere, the significant meaning of Christian marriage. Do not hesitate to ask questions and to express your opinion to the minister. It is our desire that your wedding be one of the most significant moments in your life.**

**It should be stressed that the minister is always available for counseling after the wedding. Should any difficulties arise which you feel should be discussed with a counselor, do not hesitate to call the minister.**

## **USE OF THE BUILDING**

### **GENERAL REGULATIONS**

**It is expected that members of the wedding party will conduct themselves in the church building in accordance with the respect shown all sacred institutions.**

**No alcoholic beverages may be served anywhere on the church premises at any time. Smoking is not permitted anywhere in the building at any time (please reserve this activity for the outside of the building at designated areas).**

**No rice or food items are to be thrown inside or outside the church.**

**It is the obligation of the bride and groom to make certain that these regulations are made known to the members of the wedding party prior to the wedding.**

### **WEDDING DECORATIONS**

**The sanctuary is a special setting where a sacred worship service may be held in a beautiful and dignified manner. Your decorations should be tastefully coordinated within the overall worship setting.**

**It is your responsibility for arranging with a florist for decorations. Flowers will be placed on standards in the chancel. Simple arrangements of flowers or ribbons may mark reserved pews in the front of the sanctuary. Please do not use any screws, nails, wire, tape or any other fastening device on furnishings or on the building.**

## **WEDDING DECORATIONS (cont'd)**

**No runner or flower petals are permitted inside the church.**

**If you wish to have candelabra in your decoration plans, please speak to the pastor. One pair should be sufficient. Candles are furnished by the church at a cost.**

**A kneeling pillow is often used within the ceremony and will be provided by the church.**

**The sanctuary should be decorated to your satisfaction no later than two hours before the ceremony is to begin. You will need to share this information when you speak with your florist.**

**Should you wish to leave the flowers in the sanctuary for the Sunday worship service they would be appreciated.**

## **DRESSING ROOMS**

**Facilities are such that the bride and her party may dress at the church. A sacristan will be available to assist.**

**It is the responsibility of the bride and groom to arrange for the care to the property of the wedding party before, during and after the wedding ceremony. While every reasonable effort is made to ensure the safety of all articles, the church cannot be responsible in this regard.**

## **WEDDING COSTS**

<u>Fee Schedule</u>	<u>Members</u>	<u>Non-Members</u>
Sanctuary	no fee	\$350.00
Fellowship Hall/Kitchen	\$100.00	\$200.00
Pastor	Honorarium	\$200.00
Organist	\$150.00	\$150.00
Sacristans	\$100.00	\$100.00
Custodian – Sanctuary	\$ 50.00	\$ 50.00
Custodian – Sanctuary/ Fellowship Hall	\$100.00	\$100.00

Checks for the use of the building should be made payable to:  
Advent Moravian Church

Checks for custodial services should be made payable to:  
Gene Langensiepen

Checks for the organist should be made payable to:  
Donna Ambler

The office will contact you with the Sacristan contact information.

Any questions, please call the church office: 610-866-1402.

### **PAYMENT OF FEES AND HONORARIUMS**

Because of the frantic activity of the wedding day itself, all fees and honorariums shall be given at the rehearsal.

### **PRINTING**

It is recommended the couple create their own bulletins in consultation with the pastor and music director. If this is not possible printing of the bulletins or other material for weddings will be compensated at the hourly rate of the secretary plus supplies.

## **WEDDING MUSIC**

**As soon as the date and time of the wedding and rehearsal have been decided, the Director of Music should be notified, at which time a conference will be arranged. A guest organist may be invited to play, with the approval of the pastor in consultation with the music director.**

**The Director of Music will welcome an opportunity to discuss your wedding music with you and will be happy to suggest suitable music for the ceremony and to play selections for your consideration.**

**The sacred and joyous character of the marriage ceremony should be reflected by music which is both festive and worshipful. Please remember, in choosing your music selections, this is a sacred religious service. The Director of Music will be helpful if you have any concerns regarding music choices.**

**The organ prelude begins about twenty minutes before the start of the ceremony. The choice of music is customarily left to the organist and consists of sacred, classical works. If special music is desired, it may be requested.**

## **OTHER MUSICIANS**

**If the wedding couple desires a soloist or instrumentalist that would require accompaniment by the organist, and rehearsal time, fees for this would be discussed during the consultation. Be sure to check with these musicians to see what their expectations may be regarding an honorarium.**

## **WEDDING REHEARSAL**

The wedding rehearsal is held shortly before the wedding (often the evening before). It is a time when the entire wedding party becomes familiar with the wedding service itself. It is very important that every member of the wedding party, including the parents of the bride and groom, attend the rehearsal. It is urged that all members of the wedding party be prompt for the wedding rehearsal.

## **WEDDING PICTURES**

If it is desired to have pictures, it is the responsibility of the bride and groom to instruct the photographer that pictures may be taken in the sanctuary immediately following the completion of the service. Other natural light (non-flash) pictures of the ceremony may be taken unobtrusively during the ceremony.

Videotaping of the service is permitted. However, it must be set-up ahead of time and must not interfere with Advent's current camera setting.

**\*\*Exceptions to this require the Pastor's approval!**

## **THE RECEIVING LINE**

This is the traditional order for the receiving line:

The mother of the bride is always first in line, next to her stands the father of the groom, then the groom's mother followed by the bride's father.

The bride is next, then the groom, maid of honor, then the bridesmaids. Ushers do not stand in the receiving line.

Changes can be made at the rehearsal as the bride and groom request.