

# Table of Contents

Marriage - To Be United In Christ	2
A Message From The Pastors About Your Marriage / First, This is a Christian Marriage Service	3
Second, What About Living Together Before Marriage?	4
Desire To Wed Covenant	5
Scheduling Your Wedding	6
Definitions	7
Clergymen	8
Off-Site Weddings	8
Preparing for Your <i>Marriage</i> (Not Just the Wedding)	9
Music	10
Musicians & Soloists	10
Wedding Song List	11
The Order of Service / Printed Order of Service	12
Receiving Line	12
Wedding Attendants	13
Witnesses	13
Marriage License	13
Ushers	13/14
Rehearsal	14
Parking, Photographs, Video Cameras and Rice/Birdseed	15
Floral Pieces and Candles	15
Unity Candle	15
Facility Usage	16
Receptions at Our Facility	17
Courtyard	18
Fees and Costs	19
Books on Marriage	20
Worship Together / Pray Together / Fellowship Together / Our Prayer For You	21
Order of Worship Sample	22
Map of King of Kings Facility	23
Map of Worship Center	24
Wedding Planning Agreement (Sample of Contract)	25/26

*(This manual was revised on 3/16/16)*

# Marriage To Be United In Christ

*"Therefore, a man shall leave his father and his mother and shall cleave unto his wife; and they shall be one flesh." (Genesis 2:24)*

Look forward to your wedding day with eager anticipation! It was your God who instituted marriage and you have His promise that He will bless all who enter this holy estate according to His will and purpose. Follow His direction in all things as you now plan for your wedding, and your married life will be filled with all the joy, which only God can give.

Your union with your beloved, on your wedding day, will undoubtedly be the second union in your life. St. Paul refers to both in Ephesians 5. In baptism we were united with Christ, *"for as many of you as have been baptized into Christ have put on Christ."* (Galatians 3:27) That union with Christ affords us our greatest possession. We renew it at the Lord's altar on the day of confirmation as Christians - Christ's men and Christ's women - with faith and life centered in Jesus Christ. So, in all that you do you should seek to glorify God. Remember what St. Paul said, *"Whether, therefore, you eat or drink [or get married] or whatsoever you do, do all to the glory of God."* (1 Corinthians 10:31) Your marriage and your preparation for that marriage should reflect that Christian dedication.

Union with Christ and love for Christ should surely influence your choice of a life's partner. Either he or she is already of the Christian faith or you have discussed your faith and resolved to share it before entering these sacred ties of marriage. You should be worshipping together and knowing the thrill of being joined together by a common bond of faith in Jesus Christ. Now as you choose to enter married life with the blessings of Him, who is your Lord and Savior, you desire to stand at the Lord's altar to speak your vows to each other in marriage. You covet the blessing of God and the prayers of Christian friends.

Union with Christ influences our attitude toward the marriage service. Every wedding in our church is a service of worship. Jesus said, *"My house shall be called a house of prayer."* (Matthew 21:13) Our congregation, therefore, takes the attitude, and rightly so, that every worship service held in our church is to be one that gives all glory to God and directs the attention of all present to the Savior Himself.

This means very simply that the choice of music, choice of people in the wedding party, the use of soloist, the decorations, the use of ushers, etc., are all to be done decently and in order - so that when a wedding service is completed, it will have been a thrilling spiritual experience giving *"all glory to Christ."*

## A Message From The Pastors About Your Marriage

Congratulations. If you're reading this, you are probably planning your upcoming wedding. We hope all your wedding plans go well and your ceremony is beautiful. What is more important to us, however, is your marriage. We are in the marriage business, not just the wedding ceremony business. When we perform your wedding ceremony, we are interested in what God is doing in joining two lives together. We want your marriage to be a success, not just some ceremony. With that in mind, we now mention two areas that are important for your marriage. In these areas we also tell you what we expect to be present in your relationship with one another and with God, so that in good conscience, before God, we can perform your wedding ceremony.

**The marriage policy of King of Kings Church, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.**

### First, This Is A Christian Marriage Service

The difference between coming to our church for your wedding as opposed to going to the courthouse is that you are asking for a Christian marriage. That is the only type of marriage service we perform. That means that the vows are not merely witnessed before a wedding officiant, but the vows are witnessed before God and His people. God Himself ordained marriage. *"The man shall be united to his wife and they shall become one flesh."* (Genesis 2:24) What makes it uniquely Christian is that two people who have a personal relationship with Jesus Christ are joined together. Jesus Himself is the Center of their bond. It is Jesus' love which provides the glue to make their marriage strong and resilient! This is the type of marriage relationship which we hold up as the model when we perform wedding ceremonies.

As pastors we would like to talk with you about your personal relationship with Jesus. If you're not sure about this relationship, there's no need to be embarrassed. When we talk, we could answer your questions and also share with you from God's Word how we can know absolutely for sure if we are saved. Being saved means knowing that everything is right between you and God, so that if you died, you would be absolutely sure of going to heaven.

## Second, What About Living Together Before Marriage?

Many people before they get married today are sexually active with one another. Many live together before marriage. As God's people we want to deal with this situation with all the love and concern that Jesus Himself showed. It was important to Jesus because He wanted the very best for people's happiness in marriage. God Himself was the One who created sex. He did so as a wonderful gift. But He knew also that the gift could be used against people. Instead of something designed as an expression of giving oneself to a spouse, it can be distorted. It can be used for manipulation. It can make people feel like objects instead of honored as loved ones. It can become something filled with lust instead of love.

As God's people we agree with God's plan. Sex is to be enjoyed exclusively in marriage. The Bible is clear about that. So our first concern is to be faithful to God's Word. Next, we want to minister God's Word in a loving way to the lives of people. If you are currently sexually active, on God's behalf we ask you to repent. That means literally "change your mind." Admit to God your sin. Trust in the forgiveness that Jesus purchased for you on the cross. Receive that forgiveness. Have a new mind-set. Choose to abstain until marriage. God will bless that choice. If you have setbacks and failures, don't give up. Keep on giving it to the Lord in confession and receiving His power that comes from forgiveness.

Are we asking for the impossible? Are we asking for perfection? "No" on both accounts. It is not impossible to turn to God and give Him your sexuality. Ask married Christians with great sex lives together. Not giving in to one's own passions, but giving up to God and giving up to one another is the basis for a great sex life. And it is possible to do. Next, are we asking for perfection? No. Only God is perfect. The question is not about perfection but about being obedient to God. Rebellion is withholding from God that which He wants; Lordship over rebellion. It is spiritually dangerous and can become spiritually lethal. God wants Lordship over your love life. Give it to Him. He will return it to you with great blessing under His design.

Finally, what about living together? As pastors we are not faithful to God's Word when we pretend that there is nothing wrong about living together before marriage. It's picking the fruit before planting the tree. If this is your situation, we would like to visit personally with you about it before setting a date for the wedding. If your wedding date is months ahead, we will probably ask that you live separately until that time. We'll discuss your options.

All of this we say to you in love and honesty. Of course, you will always be welcome in worship here and welcome to attend other events. We really are interested in helping you experience all that God has for you in a faith relationship with Him. Please fill out the "Desire To Wed Covenant" on the next page of this manual and return it to the **Wedding Coordinator**. Upon receiving it she will contact you to schedule an appointment.

For your study of what the Bible says, you may find it helpful to look at these passages: Ephesians 5:1-3; Hebrews 13:4; I Corinthians 6:9-20.

**Desire To Wed Covenant**  
**King of Kings Lutheran Church**  
**Omaha, Nebraska**

In our desire to be wed in the presence of God, asking for His rich blessings of grace and love, we make known our love and joyous covenant to Him by declaring the following:

I believe in Jesus Christ as my Savior and Lord.

\_\_\_\_\_ Yes      \_\_\_\_\_ Not sure, but willing to talk with a pastor about this. Initials \_\_\_\_\_

\_\_\_\_\_ Yes      \_\_\_\_\_ Not sure, but willing to talk with a pastor about this. Initials \_\_\_\_\_

We are willing to trust God with our sexual relationship. We commit ourselves to loving one another enough to wait until marriage to celebrate sexual union. We understand that failure can be forgiven but rebellion is dangerous for it turns us away from God.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

We are currently living together.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If "yes,"... Would you be willing to talk about this with a pastor?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

We have reviewed the "Planning Your Christian Marriage" manual and accept the policies.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Wedding Date you desire: \_\_\_\_\_

Requested Pastor: \_\_\_\_\_

Location of Wedding (Worship Center, Chapel, Offsite): \_\_\_\_\_

Date: \_\_\_\_\_

## Scheduling Your Wedding

In order to properly prepare for your wedding service, first return the “Desire To Wed Covenant” form in this manual to the **WEDDING COORDINATOR**. Upon receiving it, she will schedule a time when she can meet with the two of you. At this meeting she will review wedding guidelines, marriage preparation requirements (as distinguished from *wedding* details), some issues pertaining to the wedding, the date you have in mind, the officiating pastor you would like to have marry you, etc. and answer any questions you might have.

The purpose of the “Desire To Wed Covenant” is explained under the section on page 4 entitled, “What About Living Together Before Marriage?” It is necessary to return the signed Covenant **before** a wedding date can be scheduled.

After the above requirements are met, a wedding agreement will be signed on behalf of the church and yourselves and you will pay a deposit of \$150. Once King of Kings has received the deposit, the building will be reserved for your wedding. Due to the large number of requests we receive, we cannot "tentatively" schedule a wedding for you. If you are not a member or regular attender of King of Kings you must speak with one of the pastors before the wedding may be scheduled (see pages 2-3).

The **WEDDING COORDINATOR** for King of Kings is the key person in planning your wedding and is very knowledgeable in making the necessary arrangements for your wedding at our church. She will:

- \* assign you to a mentor couple and register you for the next “Prepare to Last” class;
- \* schedule your wedding, reserve the building, coordinate dates and times with the pastor, worship leader, counselor, etc.;
- \* review the ceremony itself with you, meeting with you 2-3 weeks prior to your wedding to thoroughly review the process, including collecting all fees;
- \* assign the **WEDDING ASSISTANT** who will work with you at your rehearsal and direct your wedding ceremony;
- \* answer most questions that you have or find someone who can answer them.

The **MENTOR COUPLE** assigned to you will:

- \* meet with you as a couple a minimum of 4 times to discuss the results of your on-line assessment.

The **WEDDING ASSISTANT** assigned to your wedding will:

- \* conduct the wedding rehearsal (the officiating pastor is not present at the rehearsal);
- \* direct the wedding ceremony, answering questions and directing people;
- \* set up the dressing rooms and the Worship Center or Chapel;
- \* coordinate all pre-wedding arrangements for you on the wedding day, i.e., receive deliveries, direct photographers, florists, etc.
- \* line up the wedding party when the wedding is about to begin.

## Definitions

There are terms used in this booklet you may not be familiar with. Below is a very brief description of who the various people are that will be involved in helping make your wedding a memorable, pleasant, and joy-filled experience.

**Officiating Pastor...** is the pastor on staff at King of Kings who will perform your wedding ceremony.

**Worship Leader...** is the person on staff at King of Kings who is in charge of all music and serves as the music leader. He/she assists with selection and approves all music used during the wedding ceremony. All music must be approved by this person whether you are bringing in your own musicians or using someone from King of Kings. Also, if you bring in your own musicians, use of church musical equipment must be approved by this person.

**Wedding Coordinator...** is the person on staff at King of Kings who schedules the wedding, makes necessary building reservations, meets with you to review procedures and guidelines, and answers your questions. This person also assigns the wedding assistant to assist you with your wedding. She supervises the overall process for all weddings scheduled at King of Kings. This is the person who will answer specific questions, go over the order of services with you and review all other details of the ceremony with you.

**Wedding Assistant...** is the person assigned to conduct the wedding rehearsal and direct the wedding itself. He or she is present at the wedding, answering questions and directing people where they need to go. This person also sets up the dressing rooms and Worship Center or Chapel and lines up the wedding party when the wedding is about to begin.

**Sound Technician...** runs the sophisticated sound equipment used in the Worship Center. This individual is not required for the Chapel. If you have a Chapel wedding, the wedding assistant will run the sound equipment.

## Clergymen

Since we have more than one pastor at King of Kings, you are free to choose which pastor you would like to have officiate at your wedding. The wedding coordinator will contact the pastor you have chosen and confirm if he is available to do your wedding. If he is not available, the wedding coordinator will contact you and keep you informed. Please note that our pastors may not be able to confirm until four (4) months prior to your wedding date, depending on their schedules. However, we do guarantee we will have a pastor available on the date of your wedding, but it may be your second choice.

Since the pastors at King of Kings Lutheran Church are responsible for all wedding services in our church, they welcome suggestions from the persons involved but the officiating pastor reserves the right to make the final decision as to the order of the worship service.

Once you have had confirmation of your pastor from the **Wedding Coordinator**, you will attend one of our pre-marital classes. **You are then responsible for meeting with the Pastor who will marry you. You should arrange this appointment as soon as possible after the wedding coordinator has confirmed which pastor will be doing your ceremony.** Call the church office at 333-6464 to make your appointment and please do this at least two months prior to your wedding, as our pastors are sometimes booked out that far in advance.

## Off-Site Weddings

If you are planning a wedding out of the church building, and would like one of our pastors to officiate, you need to contact the wedding coordinator first to go over the details. The pastor's fee for off-site weddings is \$175.00. You are still required to go through all the pre-marital classes/counseling. A wedding assistant is still required. If you use King of Kings wedding assistant, her fee is \$150.00.

## **Preparing for Your Marriage (Not Just the Wedding)**

King of Kings Lutheran Church has a responsibility to provide you with sound biblical counsel on which to build your marriage. We are not a wedding chapel and do not approach our relationship with you as a business venture. It is our desire to help build lives that will glorify God in every way possible.

Couples will typically spend as much as 200 hours or more – and thousands of dollars – investing in and preparing for their wedding day. That’s as it should be! It’s one of the most significant moments of your life, and we hope that you and everyone who attends your wedding will remember that day with nothing but fondness and delight for the rest of their lives!

At the same time, your wedding is but a day. And your marriage is a lifetime. We are fully committed to assisting you in establishing a strong, healthy, life-long, God-pleasing, Christ-centered marriage. With this in mind, all couples are required to participate in the following steps of marriage preparation:

- \* Take an **on-line couple assessment** (“Prepare-Enrich”) and discuss it in several private sessions with a mentor couple assigned to you. These mentor couples have been chosen because their lives reflect faithfulness to God and a deep and abiding love for each other. We confidently promise that you will treasure for the rest of your lives the sessions you have with your mentor couple.
- \* Attend **“Prepare To Last”**, a marriage preparation course consisting of eight sessions with other couples. Since these classes focus on the Prepare-Enrich couple assessment (above), you will want to take the assessment and begin the mentor relationship before the first class session if possible. These classes are usually offered at church on eight consecutive Wednesdays or Sundays. These sessions deal with issues that inevitably surface in marriage – issues like finances, communication, and conflict resolution – that can make your marriage stronger and more vibrant, or threaten to break it apart if not handled well. Again, you will want to attend the earliest possible “Prepare To Last” class so that you can begin to discuss these key issues as soon as possible. The wedding coordinator will notify you of the dates of the next class and will register you.
- \* After you have completed the on-line couple assessment, you will then meet with the **Officiating Pastor**. You will need to contact the pastor’s secretary (333-6464) and schedule this appointment yourself.

***The cost for the pre-marriage classes, mentoring, and assessment is \$150 for the 8-week class.***

We believe these steps are **very important** in helping you prepare yourselves for a God-pleasing, rich and happy marriage and that these preparations will be of great benefit to your relationship and to the wedding planning process.

# Music

King of Kings believes more is happening in wedding ceremonies than simply celebrating the mutual love between a bride and groom. God is actively present in making the two come together as one, so we first and foremost view these services as *worship*. As God is the author of your love for one another, all music - before, during, and after your ceremony; sung or instrumental; performed live or on a CD – should adequately reflect and celebrate this belief.

Those songs that have significance for your relationship but are not suitable for worship, we recommend they be featured at your reception.

Contact the Director of Worship at 402.333.6464 with any questions.

## Musicians and Soloists for your wedding

1. You may choose your own musician(s), or you may request one(s) from King of Kings.
  - To request a pianist, contact the wedding coordinator. Honorariums for pianists run at \$100, and additional fees will be applied if you ask the pianist to be at your rehearsal or if the wedding is off-site.
  - To request a soloist, you may contact her directly. Honorariums vary, so please ask her what she generally receives for singing.

Cari Cloyed	402.672.0881
Lori Fuchs	402.330.4015
Aleah Rohlfen	402.676.0564
Tiffany SeEVERS	402.393.8803
Peter Baye	402.504.9009

- All soloists will perform with live music or soundtracks.
2. All music used in your wedding, whether performed by King of Kings musicians or others, **must be given to the wedding coordinator for approval**. The wedding coordinator will inform you immediately if a piece of music or a solo is inappropriate for a worship setting. There is a wide range of selections available for your processional and recessional, as well as solos (see suggested wedding songs on page 11). We encourage you to check out the various musical selections online and at Christian bookstores.

# Wedding Song List

## Processionals

"Jesu, Joy of Man's Desiring" – Bach

"Trumpet Voluntary" - Clark

"Canon in D" - Pachelbel

\*\*Note: we do not play “Wedding March” by Wagner (“Here comes the bride...”).

## Recessionals

"Jesu, Joy of Man's Desiring" - Bach

"Trumpet Air" - Purcell

"Allegro Maestoso" - Handel

"Wedding March" - Mendelssohn

“Ode To Joy: - Beethoven

## Solos

"I Will Be Here" - Steven Curtis Chapman

"Cherish The Treasure" - Jon Mohr

"This Is The Day (A Wedding Song)" - Scott Wesley Brown

"Love Will Be Our Home" - Steven Curtis Chapman (As sung by Susan Ashton)

"Grow Old With Me" - John Lennon (As sung by Mary Chapin Carpenter)

"God Causes All Things To Grow" - Steve Green

"Wedding Prayer" - Mary Rice Hopkins

"Household Of Faith" - Brent Lamb & John Rosasco

"Parent's Prayer (Let Go Of Two)" - Greg Davis

"The Lord's Prayer" ("Our" Sunday version)

"All Of Me" - Michael Sweet

"Arise My Love" - Michael Card & Scott Brasher

"Make Us One" - Paul Johnson (Not the version we do on Sunday's.)

"Wedding Song (There Is Love)"

"How Beautiful" - Twila Paris

"If You Could See What I See" - Geoff Moore & Steven Curtis Chapman

“Butterfly Kisses” - Bob Carlisle

Additionally, any worship song or hymn we use during weekend worship is appropriate.

## The Order of Service

The order of service will be one of the topics which you will cover during your meeting with the wedding coordinator. (See page 22 for a copy of the order of service as it would appear in the worship folder.) Please submit your music selections to the wedding coordinator as soon as you have chosen them. The worship leader will also review the order of service.

## Printed Order of Service

Since it is probable you will have people present who are not familiar with the order of the wedding service, you can print the order of service so that the entire congregation may participate. The printed order will also be a most suitable memento for you and for your friends. We recommend that your service folder be done at a professional printer, as the quality will be much higher than what we can do for you at King of Kings. However, we are glad to perform this service for you at no charge. **You are responsible for purchasing the cover of your choice (no cardstock or embossed paper as these will not go through our printing machines).** Once purchased, turn it in to the wedding coordinator and she will prepare it for you.

The use of a service folder is not mandatory but simply an option you may choose.

## The Receiving Line

The following are options for you to consider:

1. Following the service, the reception line can be formed in the hallway just outside the exit doors of the Worship Center/Chapel. The usual formation of the line is: Bride's Mother, Groom's Father, Bride, Groom, Groom's Mother, Bride's Father.
2. If you are not holding your reception at the church, and your pictures are taken before the wedding, we suggest you give consideration to having your receiving line at the reception hall rather than using the church hallway. In doing this, you will be able to spend more time with your guests.
3. Have the parents positioned in the hallway before the wedding begins to greet guests as they arrive. The bride and groom would be positioned in the hallway after the wedding to greet guests as they leave.
4. No reception line at all. The bride and groom greet guests individually at the reception.
5. Have the bride and groom usher people out row by row. (We tend not to recommend this as it takes a considerable amount of time and service and guests must be completed and out of the Worship Center by 3:30 p.m.)

## Wedding Attendants

Who will your attendants be? Relatives and friends would be first choice. While the attendants may be of any faith, they should be such as will illustrate a worshipful spirit of devotion and reverence. Experience has shown that the use of children under age six (6) in a bridal party is not always wise. Consider the ability of the little flower girl or ring bearer to participate worshipfully in your wedding service. Should you choose to have either or both, we recommend they be seated with responsible adults in the front row after the processional is completed. They would return to their positions for the recessional.

## Witnesses

State law requires validating signatures of two individuals who witnessed the wedding. The best man and the maid (matron) of honor are chosen for this purpose. Prior to the ceremony the officiating pastor will meet with the stated individuals for the signing of the necessary State papers for this purpose.

## Marriage License

A marriage license in Douglas County in the State of Nebraska is obtained at the County Clerk's office in the Civic Center at 1819 Farnam, Room HO8, Omaha. A driver's license or birth certificate is required to verify date of birth. You will also need your mother's maiden name. Both the bride and groom must be present to sign the application. The fee for the marriage license is \$25 cash (no checks). The license may be obtained anytime within one year before your ceremony. For additional information you can call 444-6745, at the Civic Center. **We ask that the license be brought to the wedding coordinator no later than two weeks before the wedding date.** This is important in order to give King of Kings ample time to complete our portion of these documents.

## Ushers

Depending upon the size of your wedding, you will want to give consideration to the number of ushers you select. Experience indicates the majority of people arrive within the last 15 minutes before the wedding begins. The ushers are very busy during this time. In order to begin the wedding on time, we suggest a minimum of two ushers for 100 guests or less. For expected guests of 100 or more, a minimum of four ushers is necessary in order to seat your guests.

The duties of the ushers are as follows:

1. Attend rehearsal so that instructions and directions can be given to them.
2. Arrive at least 30 minutes before the time of the wedding.
3. The usher will escort the lady on his arm, the gentleman will follow. Hand the printed order of service (where applicable) to the man as he takes his seat. If there are two ladies, it is customary to offer your arm to the oldest one.
4. The ushers will be informed by the bridal party as to how many pews they would like reserved for the immediate families. White ropes are provided for this. They may be found in the back of the church near the two main entrance doors. The wedding assistant will help with this.
5. The usual procedure is to seat the groom's parents on the right side of the main aisle and the bride's parents on the left. It is not always necessary to have the guests seated this way. Ushers should take care to direct guests to either side to balance seating. (Example: This side is filling up, better seating is available on the other side of the church.)
6. The grandparents of the bridal couple may be ushered in if desired. Next, the parents of the groom are ushered down the main aisle and seated. The mother of the bride is last to be ushered in. Prior to the ushering of the grandparents and parents, the main aisle is not used.
7. When the ceremony is over, the ushers will escort out the parents and grandparents of the couple, in reverse order of the processional (i.e., bride's parents first, then groom's parents, etc.), so the reception line may be formed. Then they will usher out the guests.

## Rehearsal

The rehearsal for your wedding should be held at a time when all members of the bridal party can be present and will be set when the church is reserved. The wedding assistant will be in charge of the rehearsal. **It is not necessary for the soloist to attend since music will not be part of the rehearsal.** The rehearsal is a time of careful preparation for the worship service. Please advise all members of the bridal party to conduct themselves with proper decorum. Have every member of the wedding party attend the rehearsal and **be on time**. Include the grandparents and parents of the bride and groom as well as the ushers. The wedding can be more meaningful if everything happens smoothly. The duties of the ushers will be rehearsed last. The entire service is rehearsed in proper order. Remind all members of the bridal party to **be on time**, both for the rehearsal and for the wedding.

## Parking

All guests, wedding party members, photographers, florists, etc. are asked to park in the South parking lot only. Parking in the North parking lot is restricted to visitors and staff of Kings of Kings.

## Photographs, Video Cameras and Rice/Birdseed, Rose Petals

Photographs, other than time exposures from the rear of the church, will not be allowed at any time during the service. Flash pictures may be taken any time before the Invocation and after the Benediction. You should make a special point to instruct your photographer of these facts. Please advise your friends that there are to be no flash pictures during the service. For any group pictures you would like to have posed you are welcome to do this before or after the service.

Your wedding service may be videotaped. A camera may be placed on the stage in the established position (the wedding assistant will show you where this is at the rehearsal). We prefer that no cameraman stand behind it during the ceremony as this becomes a distraction during the service. However, if you do have a cameraman standing on the stage during the ceremony it is preferred that he stay in a stationary position.

**Throwing rice, birdseed, rose petals or other material in the church or on the church grounds is NOT permitted. Additional clean-up costs will be assessed for any damage or additional cleaning needed if these rules are not followed.**

## Floral Pieces and Candles

Our church has approved ways of placing floral pieces and candlesticks. This can be discussed with the wedding coordinator. You should consult a florist for flowers and for renting appropriate stands for holding flowers. King of Kings is not responsible for the items you have rented. After the wedding they may be placed in the hallway by the prayer room for later pick-up. Green plants are placed in the Worship Center and Chapel by King of Kings in appropriate areas. **No flowers are to be placed on the altar itself.**

If you want to have a candlelight service, you are welcome to use the candelabras belonging to the church. Freestanding candleholders, which could line the main aisle, are available at rental shops for a small fee. You will need to purchase the candles, which **must** be dripless. Also available for use during your service are the black candle stands used in the Worship Center. These are oil candles.

## Unity Candle

This is the placement of three candles to represent your lives to this point in time and the union of your lives in marriage. Arrangement for this should be made with the wedding coordinator. The church provides the candleholder for your use or you can bring in one of your own. **You are required to provide the candles which must be 10-inch dripless tapers.**

## Facility Usage

Our Chapel seats approximately 100 people. If you are expecting 100 or fewer guests we encourage you to use this area. For more than 100 guests the Worship Center is available, seating approximately 1,000 people. *(Please note that there is NOT an organ available in the Worship Center.)* Weddings on Saturdays in the Worship Center may not be scheduled later than 2:00 p.m., with the pictures being taken before the wedding, or 2:30 p.m. if you agree to certain restrictions listed below. Sunday weddings are only scheduled in the Chapel.

**To have a wedding later than 2:00 p.m., but not later than 2:30 p.m., in the Worship Center, you must agree to the following restrictions: 1) the wedding MUST start on time, 2) there can be only two songs in the service, 3) all pictures MUST be taken before the wedding, 4) there can be NO receiving line at the church and the couple can NOT usher guests out, and 5) you MUST be finished with the Worship Center by 3:30 p.m. - NO exceptions.**

We have several areas that can be used for wedding receptions. If you are considering having your reception at the church, please discuss those areas with the wedding coordinator at the time the church is reserved for your wedding.

Any decorating that you would like to do for the wedding or reception needs to be pre-approved by the wedding coordinator and the building manager. All information needs to be presented in a timely fashion, no requests later than one (1) week before the wedding, to be considered. Decorations can be set up at the rehearsal the night before, but no earlier than 5:00 p.m. A facilities maintenance individual is required for set up and tear down of tables and chairs and a fee is charged for receptions *(see Fees and Costs on Page 19)*. Receptions smaller than 100 people will be quoted prices individually based on your needs. Our liability insurance does not allow us to permit members of the wedding party to handle their own set ups and teardowns.

If you are having your reception at the church and you require the use of the kitchen for any preparation, we require you to use a caterer. There is an additional fee for use of our kitchen. The fee is \$25 for the first hour and \$10 for every hour after that. This is to pay a kitchen staff member to be on hand during the time of your reception.

Equipment usage and movement of equipment MUST be completed by a facilities maintenance individual at King of Kings (TV, DVD's, Imager, kitchen equipment, etc.). Requests for specific items need to be cleared by the wedding coordinator in advance. Musical equipment and sound equipment must be handled by the worship leader or sound technician only. Kitchen equipment must be handled by the kitchen staff member. Please take the time to think through your needs for your wedding or reception in advance and plan your room reservation accordingly. Our wedding guidelines and procedures serve a specific purpose.

**Our church facility and property is a smoke-free environment (this includes the courtyard). Alcohol or non-prescription drugs or substances are not allowed in the building or on church property. Demonstration by the bride, groom, or wedding party of being under the influence of alcohol or non-prescription drugs/substances on church property and/or in the possession of the same, put himself or herself in jeopardy of having the wedding canceled. This is a policy established by our Board of Lay Ministry for the safety and well-being of everyone involved. We ask that you honor it.**

You will find maps and rough sketches of the building, Worship Center, Chapel and Courtyard in the back of this booklet.

## Receptions at our Facility

If you are considering holding your wedding reception at King of Kings, following is some information you need to be aware of. We have several areas that can be used for wedding receptions, depending on the number of guests you are expecting. If you are considering having your reception at the church, please discuss those areas with the wedding coordinator at the time the church is reserved for your wedding.

Any decorating that you would like to do for the reception needs to be pre-approved by the wedding coordinator and the building manager. All information needs to be presented in a timely fashion, no requests later than one (1) week before the wedding, to be considered. King of Kings has items you can use for your reception such as dishes, punch bowls, etc. Our policy is that if you are a member you can use whatever items belong to the church, at no charge. However, if you break it, you replace it. If you are not a member, prices will be quoted to you individually. Requests for specific items need to be cleared by the wedding coordinator in advance. Please take the time to think through your needs for your reception in advance and plan your room reservation accordingly.

A facilities maintenance individual is required for set up and tear down of tables and chairs. Our liability insurance does not allow us to permit members of the wedding party to handle their own set ups and tear downs for receptions. Following is a list of the fees charged for set ups and tear downs for receptions: \$150.00 (*100-150 People*), \$200.00 (*151-200 People*), and \$250.00 (*201-250 People*). Fewer than 100 or more than 250 people will be quoted prices individually.

There is an additional fee for use of our kitchen. The fee is \$25 for the first hour and \$10 for every hour after that. This is to pay a kitchen staff member to be on hand during the time of your reception. This staff person, however, does not take care of any preparations, cooking or cleaning before, during or after your reception. He is merely here to assist you with finding what you need and getting things put away where they belong.

**We do not allow bands and/or dancing during receptions. You may play music as long as you are not disturbing other people or activities that may be happening in the building during the same time as your reception. We also ask that in selecting your music you remember that this building is God's House. Please show your love and respect to Him in the music you choose for your reception.**

Our building closes promptly at 9:00 p.m. You, all your guests, caterers, etc. must be completely out of the building by that time.

**Our church facility and property is a smoke-free environment. Alcohol is not allowed in the building or on church property. Demonstration by the bride, groom, wedding party, or any guests of being under the influence of alcohol or non-prescription drugs/substances on church property and/or in the possession of the same, put themselves in jeopardy of having the reception canceled with no refunds being given. This is a policy established by our Board of Lay Ministry for the safety and well-being of everyone involved. We ask that you honor it.**

# Courtyard

The courtyard may be used for small weddings. The wedding party and guest list together should not exceed 45 people. The State Fire Code will not allow more than 45 people in this area at one time due to the fact that there is only one exit. Pictures may also be taken in the courtyard, though this may not be possible if the Courtyard Room is in use. When children are present it is the responsibility of the parents or a designated chaperone to keep close supervision over them while they are in the courtyard. The courtyard is not a playground and should not be used in that manner.

## Shared Lockers Use

- Intended for use by Wedding Parties, Church Volunteers, Members, and Guests
- Temporary use only, please use as a convenience for when you are at an activity in the Church. No overnight storage. *Lockers will be emptied every morning. If belongings are found, they can be claimed at the Receptionist's Lost and Found.*
- Store at your own risk. Although the lockers are fairly secure, King of Kings cannot assume responsibility for any valuables stored.
- Locking Instructions
  - ♣ Press the "C" key
  - ♣ Press four digits of your choice. **Remember this code as you will need it for unlocking. If you forget the code, access cannot be gained until the next morning.**
  - ♣ Press the "lock" key. You should hear it lock. A little red light will flash indicating it's locked. Verify by trying to open.
- Unlocking Instructions
  - ♣ Press the "C" key
  - ♣ Press the same four digits you used to lock
  - ♣ Press the "lock" key. You should hear it unlock.

## Fees and Costs

Pre-Marriage Classes, Couple Assessment and Mentoring: <i>(This fee covers the cost of class materials and the on-line Prepare-Enrich couple assessment and one-year anniversary assessment.)</i>	\$150.00
Building Usage Fee <i>(There is no building usage charge for members of King of Kings.)</i>	\$100.00
Officiating Pastor	\$150.00 \$175.00 Off-Site
Pianist	\$150.00
Soloist Fees Vary	
Wedding Coordinator	No Charge
Wedding Assistant	\$125.00 \$150.00 Off-Site
Reception Set-up/Clean-up (catering not included)	\$150.00 (100-150 People) \$200.00 (151-200 People) \$250.00 (201-250 People) <i>(Fewer than 100 or more than 250 people will be quoted prices individually.)</i>
Kitchen Staff (when applicable)	\$25/1st hour + \$10/hour after that
Printed Order of Service	No Charge <i>(You are responsible for purchasing the cover you will use.)</i>
Sound Technician (if Worship Center is used) <u><i>We NEED 2 weeks advance notice of any rehearsal time.</i></u>	\$100.00

**A deposit of \$150 is required at the time an agreement is signed and the church date secured, with full payment due two weeks prior to the wedding date. Your \$150 deposit is payment for the couple assessment, pre-marriage classes and mentor training.**

Fees for small, private weddings (i.e. less than 25 people, no rehearsal, no music, etc.) will be negotiated with the wedding coordinator and officiating pastor.

**Additional clean-up costs will be assessed for any damage or additional cleaning needed if our rules in this manual are not followed.**

# Books on Marriage

## In Christ:

Enter your married life with the thrill and the joy of union with your partner for life! Enter your married life in the confidence your Savior will bless you with His own rich love as you continue in His Word.

More and more you will discover that the joy of being together heightens this joy in Christ! The King of Kings Church bookstore can supply you with some excellent books on the subject of Christian marriage. Here are a few:

Josh McDowell - "The Secret of Loving" - 323 pages

Tyndale Publishing House - Wheaton, IL - 5th printing 1988

Dr. Les Parrott & Dr. Leslie Parrott - "Saving Your Marriage Before It Starts"

Zondervan Publishing - Cost is \$15.99

Larry Burkett - "Money Before Marriage"

Moody Publishing - Cost is \$12.99

Roy G. Gesch - "Made For Each Other" - 95 pages

Concordia Publishing House, St. Louis

H. Norman Wright & Wes Roberts – “Before You Say ‘I Do’: A Marriage Preparation Manual for Couples”

Harvest House Publishers, 1997

Gary Smalley – “I Promise: 5 Essential Commitments Determine the Destiny of Your Marriage”

Wilford Wooten & Phillip Swihart – “The First Five Years Of Marriage: Launching A Lifelong, Successful Relationship” – A *Focus On The Family* Book – 2006

James C. Dobson – “Love for a Lifetime: Building A Marriage That Will Go The Distance”

Multnomah Publishers – March, 2004

## **Worship Together**

Worship together. Do this Sunday after Sunday. In all the things that you will now be doing together, in all the places that you will now be going together, put this at the head of the list. You will experience the truth of Jesus' words: *"Blessed are they that hear the Word of God and keep it."*

## **Pray Together**

Pray together! Do this every day! Set aside a given time each day when you will listen to God as you read His Word and you will speak to Him in prayer. Establish your family worship. You may wish to set up a worship center with cross and candlesticks. Keep your Bible and devotional books in full view to remind you and your guests that God is God in your life and in your home.

## **Fellowship**

Join in the fellowship of your church! Then be active together in your church activities. There is joy in doing things for Christ and your neighbor. Labor with love and devotion and see how richly God can bless His own. To that end, we are ready to serve and minister to you at all times in the future. Please do not hesitate to call on us. Make your church and your community a place where you, and the children that God may give you, can grow in grace and live in peace. And may the Savior's love hold and bless you in your love for each other.

## **Our Prayer For You**

As a couple entering the holy estate of marriage, our prayer for you is that God will bless and enrich your lives with His grace, strengthening and supporting you with His love and goodness. May you draw ever closer to Him and to each other as you take this most important step, reflecting His steadfast love in your life-long faithfulness to each other. God bless you now and always!

**The Marriage Service  
of**

**Bride** \_\_\_\_\_

**and**

**Groom** \_\_\_\_\_

**United in Christ Jesus on**

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Place** \_\_\_\_\_

**The Pre-Service Music** *(optional)* \_\_\_\_\_

**The Solo:** *(optional)* \_\_\_\_\_

**The Processional:** \_\_\_\_\_

**The Invocation**

**The Scripture Readings:** *(Examples: Proverb 31:10-12, Matthew 19:5-6, I Corinthians 13:4-7, Ephesians 5:22-25, Philippians 2:2, Colossians 3:18-19)*

**The Solo (Hymn):** *(optional)* \_\_\_\_\_

**The Wedding Address**

**The Exchange of Vows**

**The Exchange of Rings**

**The Announcement of Marriage**

**The Pastoral Blessing**

**The Lighting of the Unity Candle** *(optional)*

**The Solo (Hymn):** *(optional)* \_\_\_\_\_

**The Prayers**

**The Lord's Prayer**

**The Benediction**

**The Recessional:** \_\_\_\_\_

# Building Map



## MAP KEY

### CHILDREN

- Early Childhood Ministry Office
- Kids 2ys-Kindergarten/Preschool
- 1-4 Grades
- 5 & 6 Grades (The Garage)
- Kids Kount Cinema
- Kids Worship Center
- Mother's Room
- Nursery 6wks-2yrs & Mom's Day Out Childcare
- Parent's Room

### TEENS

- 7 & 8 Grades (The Well)
- 9-12 Grades (The Haven)
- The Temple

### WORSHIP

- Chapel
- Worship Center

### RESOURCES

- First Aid
- Information Centers
- Offices
- Reception Desk
- The Crown & Compass Store & Library

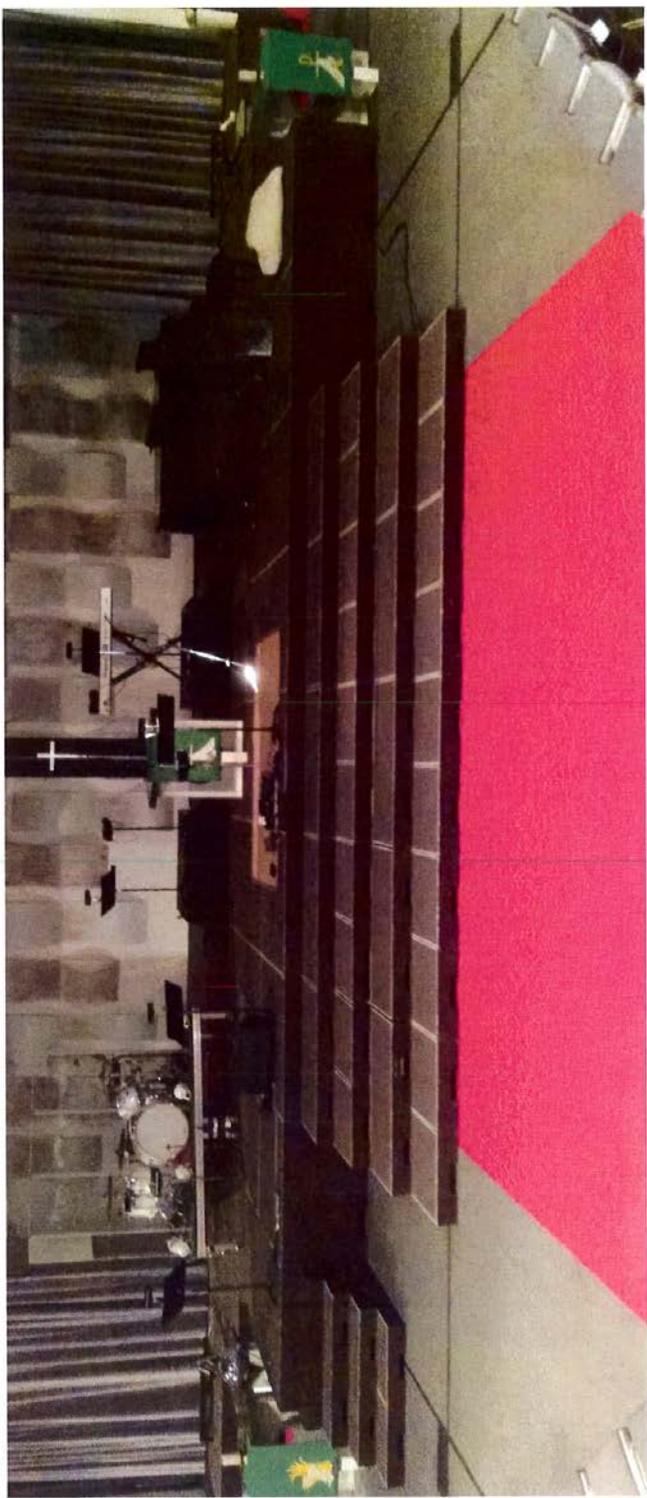
### ROOMS

- Alpha Room
- Courtyard Room
- Core Gathering Room
- Genesis Room
- Guest Room
- Prayer Room
- Revelation Room

### OTHER

- Fountain
- Kitchen
- Restrooms
- Sacristy
- The Core (Core Conference Room, Core 1-C1, Core 2-C2, Core 3-C3, & The Gathering Room)





# Wedding

# Wedding Planning Agreement

King of Kings Lutheran Church  
11615 I Street  
Omaha, Nebraska 68137  
(402) 333-6464

King of Kings Lutheran Church strives to provide you the best possible beginning to your married life... a beginning founded on Biblical truths. Our objectives are ...

- To assist your personal preparation for a lifetime of oneness in Christ as the two of you commit to each other and join together "*as one flesh*" (*Genesis 2:24*); and
- To provide a well-planned and God-pleasing physical environment that will make your wedding day a happy one, filled with pleasant and long-lasting memories.

This requires substantial prayer, planning, preparation, cost and mutual understanding by the bride and groom (*Luke 14:28-30*). It also requires King of Kings to carefully plan to meet the bride and groom's expectations. Thus, the intent and purpose of this agreement.

\* \* \* \* \*

We, \_\_\_\_\_

and \_\_\_\_\_

future bride and groom, do hereby request King of Kings Lutheran Church to make its counseling, facilities and the services of its pastoral and wedding support staff available to us as follows:

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

## Marriage Preparation:

## Costs:

A total of eight classes, an assessment, and several mentoring sessions are required.

1. Pre-marriage assessment, mentoring, & classes: \$150.00
  - Mandatory "Prepare-Enrich" on-line assessment and workbooks & one-year anniversary assessment (\$35.00), plus at least 4 sessions with mentor couple.
  - Mandatory "Prepare To Last" classes (\$115.00) - includes Marriage Kit and workbooks.
  - You will be registered by the wedding coordinator for the earliest class possible for you to attend.

Date Completed: \_\_\_\_\_

2. Meeting with the officiating pastor: (No Charge)

- These meetings are to discuss the spiritual and scriptural aspect of marriage.

Date Completed: \_\_\_\_\_

## Facilities and Wedding Staff:

Building Usage Fee: \_\_\_\_\_ YES \_\_\_\_\_ NO \$100.00  
(There is no charge for members of King of Kings.)

Officiating Pastor: \_\_\_\_\_ \$150.00  
(Participation of any clergy outside King of Kings requires approval by the Officiating Pastor. In the event of illness or emergencies, another King of Kings pastor will officiate.) \$175.00 Off-Site

Costs (cont.)

Pianist: \_\_\_\_\_ \$150.00  
(If additional rehearsal is required ahead of the wedding day or wedding is offsite and there are equipment moving fees, an additional \$50.00 will be required.)

Sound Technician: \_\_\_\_\_ \$100.00  
(This person is necessary only if the wedding takes place in the Worship Center. Addition \$50.00 will be required if tech is needed)

Soloist: \_\_\_\_\_ (fees vary)

Wedding Assistant: \_\_\_\_\_ \$125.00  
(This person is required by all of our Pastors) \$150.00 Off-Site

Reception Set-up/Clean Up:  YES  NO (fees vary)  
(Catering is not included in these prices.) \$150.00 (100-150 People)  
\$200.00 (151-200 People)  
\$250.00 (201-250 People)  
(Fewer than 100 or more than 250 people will be quoted prices individually.)

Kitchen Staff: \_\_\_\_\_ \$25.00/1st hour +  
(This person is required if use of our kitchen is necessary for your reception.) \$10.00/hour after that

Printed Order Of Service:  YES  NO No Charge  
(You are responsible for purchasing and supplying to King of Kings the cover you will use.)

**Total Wedding Charges:** \$ \_\_\_\_\_

**Deposit Paid:** \$ \_\_\_\_\_

**Total Amount Due Two Weeks Before Wedding:** \$ \_\_\_\_\_

\* \* \* \* \*

A Deposit of \$150.00 is required at the time this agreement is signed and the church date secured. **Full payment, marriage license and certificate, bulletin paper & all final arrangements (including CDs, DVDs, power points, screens, videos, song sheets and music selections) are required two weeks prior to the wedding date!** At this time the Wedding Coordinator will collect all fees and give payments to everyone **with the exception of soloists.** The wedding couple will pay soloists directly. **Please make one check out to King of Kings.** The bride or groom may cancel this agreement at any time. If this occurs, the bride and/or groom is asked to notify King of Kings immediately. Any fee-based services which were completed prior to cancellation will be charged. Also, this agreement may be canceled at any time by the Officiating Pastor for any of the following reasons: 1) disregard for any of the policies contained herein, 2) failure to complete any part of the marriage preparation process, as described above, or 3) demonstration by the bride, groom and/or the wedding party or guests of being under the influence of alcohol or non-prescription drugs/substances on church property and/or in possession of the same on church property. The bride and/or groom clearly understand that security is the responsibility of the wedding party and must be included in the overall planning of the wedding ceremony. Loss due to theft, carelessness or undetermined causes of gifts, cards, money, personal items including, but not limited to, purses or clothing will be the sole and complete responsibility of the wedding party. Kings of Kings Church will not be responsible for loss due to theft, vandalism or other causes.

**\*\*Additional clean-up costs will be assessed for any damage or additional cleaning needed if our rules in this manual are not followed.**

**We have read, understand and agree to all the terms, conditions and acknowledgments contained herein.**

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_