

Weddings



at



Kinsmen

LUTHERAN CHURCH

Rooted in Faith. Relevant to Life.

12100 Champion Forest Dr.

Houston, Texas 77066 - 281-444-3126

Weddings at Kinsmen Lutheran Church

Congratulations!

We are happy that you are involving us in your wedding preparation! It is a joy and privilege to assist you in every possible way before, during and after your wedding. We are here to help you in any way we can.

Although marriage is not exclusively a Christian rite, we believe that this covenant of faithfulness is grounded in the steadfast love of God. God's abiding faithfulness is the model.

If you are contemplating having your wedding at Kinsmen Lutheran Church, please remember that your wedding will be a worship service with its primary focus on God. The pastor(s) will help you plan a service in keeping with the Christian faith and Kinsmen Lutheran congregation.

This booklet will help answer many preliminary questions and assist in making arrangements for your wedding. This information deals with the mechanics of the service. The second part of marriage preparation is premarital counseling. The pastor who will officiate will conduct the premarital conversations.

Kinsmen affirms and supports your decision to marry by offering opportunities to grow in faith, fellowship and in your relationship with each other. We encourage you to worship with us regularly, work with each other and the church during this premarital process.

Wedding fees may be found on the last page. The payments indicated should be made at least two weeks prior to the wedding to avoid last minute details. We do not intend to keep anyone from being married at Kinsmen because of a shortage of funds. If finances are a problem, please discuss your situation with the pastor.

We look forward to entering into this covenant and process with you, and we pray God's continued blessings on your life together.

Grace and Peace,

Beth Warpmaeker
Senior Pastor

Mark England
Pastor of Youth and Family

Gabriel Marcano
Pastor of Latino Ministry

Colette Edwards
Wedding Coordinator

Rudy Flores
Seminary Intern

The use of Kinsmen Lutheran Church for weddings is governed by the church council and executed by the Senior Pastor, as set forth in the following guidelines.

PLAN AHEAD FOR YOUR WEDDING

1. Contact the church office to establish necessary dates. The office will verify dates available for both the facilities and the pastor(s). The wedding coordinator will then contact you to make arrangements. **Your wedding is not confirmed until you have spoken with a pastor and we have received your deposit.** Weddings are not ordinarily held on Sunday, church holidays or during Holy Week (the week before Easter). Please be advised we currently have a Saturday Worship Service at 5:30 p.m., therefore, your Saturday wedding must start no later than 3:30 in the afternoon, or not before 7:30 p.m. in the evening. (The wedding party needs to be completely out of the sanctuary by 4:30pm on Saturday).
2. The wedding service will be planned with the pastor and wedding coordinator. It is expected that a pastor of Kinsmen will officiate at the wedding. If a couple desires another minister to assist, this should be made known to the pastor in advance. The service will reflect the integrity and meaning of our Christian Faith. A marriage service is a worship service and all that we say and do will reflect this understanding.
3. Details for the wedding itself will be handled by the Kinsmen Wedding Coordinator and pastor/ deacon.
4. Plan on obtaining your marriage license and follow the time limits: To be married in Texas, you need to have the marriage ceremony before the 90th day after the date your marriage license was issued.^[6] If you try to get married after that, you won't be able to do so because the marriage license will be expired. Be aware that you have to wait 72 hours after obtaining the license to have the ceremony though. There is an exception for military personnel.^[7] You may obtain your license at the courthouse annex on Cypresswood Drive or at any County Court House in Texas. They are not open on weekends or holidays.

OFFSITE/ DESTINATION WEDDINGS

Kinsmen pastors are open to offsite and destination weddings. Fees may increase depending on the location of the wedding venue. For instance, mileage, overnight accommodations, airfare would need to be taken into consideration. This can be discussed on a case-by-case basis. However, the general rule is that if the wedding is over 15 miles from Kinsmen, the IRS mileage reimbursement rate should be followed.

PREMARITAL COUNSELING

Marriage is the most important commitment to another person that you will ever make. The decision to share yourself with one other person at the very deepest level, will change and shape your life for as long as you live. The importance of arriving at this decision under God's guidance with all your being - not just feelings - but spirit and intellect as well, cannot be over-emphasized. Therefore, the pastors request at least three consultations with the bride and groom in order that the Christian meaning and obligations of marriage can be discussed.

As part of the premarital counseling, which is required of all people who are married at Kinsmen Lutheran Church, you will take an inventory. The Prepare/ Enrich premarital inventory is a resource that will aid in the conversation with the pastor. There will be a fee associated with this inventory (currently \$35) that you can pay when you log- in to answer the questions.

Other opportunities for marriage/ family enrichment at Kinsmen:

1. Annual retreats with a marriage and family therapist. (This is a time to connect with therapist, and meet other couples)

Annual Financial Peace University seminar

Annual Marriage Milestone celebration in February

If a couple has children—Baptismal and Yearly Milestones for children of all ages.

MUSIC

Weddings at Kinsmen occur within the context of a Christian worship service—a service in which the primary focus is on God and the secondary focus is on the celebration of marriage. Music is, therefore, chosen with consideration for both the context and the purpose of the ceremony. This does not mean, however, that the music must be solemn or serious. Wedding music, particularly vocal music, should enhance and reflect the joyfulness of the day.

The church organist, pianist, or an agreed-upon substitute, will perform the music. Because the wedding is a worship service, music should focus on God and be suitable for his praise and worship. Music, such as the "Wedding March", which is from an opera and celebrates a pagan marriage ending in tragedy, is not recommended.

Our organist/ pianist will be happy to help you with your music choices. The organist/ pianist may also help you select a soloist if you want to have vocal music, and if you do not have a particular singer in mind. Soloists who are not from Kinsmen are welcome. Please have your soloist contact the organist/ pianist directly, if accompaniment is needed.

WEDDING COORDINATOR

Kinsmen's Wedding Coordinator is Colette Edwards who will work with you on all of your wedding details. Please schedule your initial meeting with the Wedding Coordinator at least three months prior to the wedding. She will review Kinsmen's wedding policy and procedures with you. She will also be present at the rehearsal and at the wedding ceremony to assist you. If you have an outside wedding consultant, this person **MUST** contact the pastor and Kinsmen's Wedding Coordinator prior to making arrangements. The Pastor and Kinsmen's Wedding Coordinator have the final say concerning weddings.

AUDIO/ VISUAL TECHNICIAN

Kinsmen has a multi-media system. If you would like to use the screens or if you have a special audio or visual request, it will be necessary for an additional audio/visual technician to be present for the wedding and rehearsal. (See payment sheet for cost.)

FLOWERS AND DECORATIONS

The church and the chancel are attractive in themselves and add beauty to every occasion. Please alert your florist of the following:

- Floral arrangements should fit the setting and be in good taste.
- Altar Centerpiece must be no more than 12 inches high.
- There are two flower pedestals which may be used for larger arrangements.
- No fresh flower petals may be thrown as they stain the carpet.
- The Sanctuary is available for decorating only on the day of the wedding. (Special arrangements for early decorating might be possible if arranged with the wedding coordinator.)
- If you have pew decorations, ask your florist to be careful when attaching the pew marker bows. Ask them to place them on wrapped hangers so they will not cut into the wood of the pews.
- Nails, tacks and/or staples are not to be used on the woodwork.
- If flowers are delivered early, please make sure the church office will be open. Generally the church office closes at noon on Fridays and the office is closed on Saturdays.

The bridal party should determine what is to be done with the flowers after the service. If the flowers are to be left for worship the next day, please arrange this with the church office at least one week prior to the wedding. Remember that the color of paraments (the cloth hanging in the church) is determined by the season of the church year.

CANDLES

The only candles included in the wedding fees are the two altar candles. If you desire, the church candelabras may be used. However, we ask that they not be moved by photographers or others either for decorative or picture-taking purposes. Additional candelabras are permissible, but adequate protection must be provided for the worshipers and church property.

Candles for the Unity Candle, if used, are to be purchased by the wedding party. Candles needed for this include a 3" diameter wedding candle and two 1" diameter side candles and candle holders for the three candles.

Basic Package – Includes the use of the 7-branch and 9-branch candelabras (two each), a unity candle and two side tapers and two single-head candelabras on the ends of the family pew. Cost \$140.

Deluxe Package – Includes all candelabras in the Basic Package, plus the use of up to 36 pew candles and holders placed around the sanctuary. The price is based on the number of candelabras you choose. Cost: not to exceed \$230.

All prices include candelabra setup and removal. You have your choice of candelabra with votive or white taper candles with globes. Should you want another color taper candle you will need to provide 6 inch. Candlelite brand dripless tapers to the church one week before the wedding.

Any questions regarding decorations or altar furnishings should be directed to the Wedding Coordinator.

KNEELER

Kinsmen Lutheran Church provides the kneeler that may be used in the wedding ceremony.

PHOTOGRAPHER

Obtaining the services of a photographer is the responsibility of the wedding party. The photographer will check in with the Wedding Coordinator and/or Pastor prior to the wedding. Activities of the photographer before, during and after the service should be as unobtrusive as possible. Flash pictures may be taken after the ceremony but this is limited to 30 minutes. We encourage formal wedding pictures to be taken prior to the wedding. Please be certain that picture taking is finished 45 minutes prior to the time of the ceremony.

VIDEOGRAPHY

The use of video recording is allowed as long as it is done with little or no movement and without flash. A standing video camera will be allowed in the chancel area without a videographer.

REHEARSAL

A rehearsal should be scheduled, preferably on the evening preceding the wedding. The rehearsal generally lasts 45 minutes to one hour. The rehearsal and the wedding will be conducted in a Christian spirit and with dignity. It is expected that members of the wedding party should be at the rehearsal on time, refrain from the use of alcohol immediately prior to both the rehearsal and the wedding, and be respectful of church property at all times.

All members of the wedding party should be present at the rehearsal. The bride, groom, attendants, the parents of the bridal couple, ushers, flower girl, ring bearer, organist/ pianist and (possibly soloist) should be present at the rehearsal. At the rehearsal, the Wedding Coordinator will instruct all participants in their parts of the service. Decisions concerning the conduct of the wedding will be made prior to rehearsal by the bride and groom in consultation with the pastor(s).

Bring to the rehearsal: The marriage license, fees or honorariums placed in separate marked envelopes for the organist/ pianist, soloists, custodian, wedding coordinator, etc. The marriage license should be given to the pastor and the fees and honorarium envelopes

should be given to the wedding coordinator at the time of the rehearsal, unless other arrangements have been made. The wedding coordinator will be responsible for delivering the honorariums to the pastor, organist, soloists, media, custodian, etc.

WEDDING BULLETINS

Purchasing and creation of the wedding bulletins is the responsibility of the couple and should be completed at least three weeks before the wedding. Wedding bulletins can be ordered through the church office. The church office staff is available to prepare the bulletin for an additional fee. A copy of the bulletin should be emailed to the pastor a week before the wedding.

BRIDE'S ROOM

Kinsmen Lutheran Church has a room for the use of the bride and her attendants. There is a restroom adjacent to this room. A full-length mirror, and plug-ins are available for curlers, curling irons, hot combs, etc. You are welcome to bring in your own food and drinks.

GROOM'S ROOM

Kinsmen Lutheran Church will also have a room for the groom and his attendants. (The usual groom's room is the Loft.) You are welcome to bring in your own food and drinks.

AFTER THE SERVICE

Please be sure to take all personal items with you when you leave the church. We recommend that you assign someone to be responsible for these personal items, so you do not have to be concerned about this. Kinsmen Lutheran Church is not liable or responsible for any items lost, stolen, damaged, or left behind by the wedding party or its guests.

ARRIVAL TIMES

The ushers should be at the church at least one-half hour before the wedding to start their ushering duties as soon as guests arrive. The groom, best man, and other groomsmen should arrive at the church thirty minutes before the set time. The bride and her attendants should be dressed and ready fifteen minutes before. This means that, if they wish to dress at church, they must arrive at the church in sufficient time for that purpose.

If the wedding party intends to dress at the church and take photos prior to the ceremony they may wish to bring food, water and soda. The bridal party is asked to leave the building in the same condition as when they arrived.

The bridal procession will enter the church promptly at the time the wedding has been set. This means that prelude music including instruments, organ, and solos will be heard during the twenty minutes before the announced time of the wedding.

RICE AND CONFETTI

Rice and confetti are not allowed for use after the wedding ceremony. However, birdseed may be thrown by the wedding guests outside the building. For the comfort of the wedding party, birdseed should not be thrown until after the pictures are taken.

SANCTUARY RESPECT

A no smoking policy is observed for the entire building. No food or alcoholic beverages are permitted in the Sanctuary.

DEPOSIT - A \$200.00 deposit is required to book the church for a wedding.

