

GETTING MARRIED AT ST. MATTHEWS LUTHERAN CHURCH



MARRIAGE AND THE WEDDING SERVICE

Christians hold that the foundation for the love that marriage partners feel for one another rests within the ultimate love God has shown to us in Jesus Christ. It must be understood, first and foremost, that a Marriage Service is as much a Service of Worship as is any other worship service held in God's house. Its primary object is to be an expression of praise and thanksgiving to our gracious and almighty God. It is therefore assumed that reverence will be observed at all times. Guests should understand that they are present in God's house, not as spectators, but as worshippers.

St. Matthews, its members, officers, agents and pastors facilitate marriages according to the laws of the province of Ontario, including marriages of same gendered couples.

A CHURCH HOME

It is hoped that couples intending to marry at St. Matthews would also choose St. Matthews as their church home, or would already be actively involved in this or another faith community.

A married couple needs the emotional and spiritual support of a community that extends beyond the couple's immediate circle of friends and family. For that reason, a church home will be important to you in the days and years ahead. It is important that you have one in which you feel comfortable, in which the foundation of your marriage can be established, and in which you can be actively involved and nurtured in faith.

PLANNING FOR YOUR WEDDING

Preparation for your wedding begins by first choosing a tentative date and time for it. Then you may call the church office (519-742-0462 or info@stmattskw.com) to *tentatively* reserve the church building for your wedding day. The earlier you do this, the better. The exact time and day of your wedding, however, will be confirmed following your meeting with the Pastor. It is best if you meet with the Pastor before making any other wedding plans.

Notes:

THINGS YOU WILL DISCUSS WITH THE PASTOR

Dates and Times

Both of you and the Pastor will confirm the wedding day and time. You will also set the time for the wedding rehearsal. Normally the wedding rehearsal takes place the evening before the wedding (usually a Friday evening). It may be before or after the supper hour, depending on your plans for the rehearsal party that night. You will need to remember to let the Pastor know of any time changes to either wedding or rehearsal in the weeks and months to follow.

Reception Involvement

You will consult with the Pastor about the time of the reception. Allowing enough time for pictures, a receiving line, travel between church and hall, and consideration of guests are all factors determining the best time for the reception. Please let the Pastor know as soon as possible what your expectations are of his/her presence and involvement at the reception (i.e. prayer before the meal). If you do want the Pastor present and/or involved, send him/her an invitation as you will to other guests.

Pre-Marriage Counselling

It is expected that all couples getting married at St. Matthews Church take part in marriage preparation counselling. Shalom Counselling Services is located at 9 Avondale Ave. S., Waterloo (519-886-9690, shalomcounselling.org). The cost is approximately \$125 per session, and they have a sliding scale based on income. Another option is taking a Marriage Preparation Programme, such as marriageprep.com, or Prepare-Enrich enrichcanada.ca.

The Pastor may also wish to set up a meeting with you specifically for the purpose of marriage preparation.

Marriage License/Banns

To legalize your marriage in the Province of Ontario, you will need either to acquire a Marriage License or be married by Banns. (Marriage banns or “announcement” of your upcoming wedding is made during a regular Sunday morning worship service. Note that in order to be married by Banns, both bride and groom need to be actively involved and regularly worshipping in a church community.) The Marriage License is more common among marrying couples, even among those who are actively involved in a church home. You will need to acquire one at the Kitchener City Hall which costs about \$150. The license is valid for 3 months from date of issue. Please bring the license papers, including the envelope provided, to the church as soon as possible. They will be kept here, completed by the Pastor and prepared for signing on your wedding day. The church office is normally open from 10:00 am to Noon and 1:00 – 3:00 pm. Ring the doorbell and identify yourself as a wedding couple dropping off the wedding license for the Pastor.

Wedding Particulars

Getting to know one another, discussing what marriage is, your thoughts and desires for the wedding, and wedding service details will form the bulk of your initial meeting with the Pastor.

Music and Taping/Recording: You will need to contact the Diaconal Minister of Music, Deacon Scott Knarr (deaconscoott@stmattskw.com) and set up an appointment with him to discuss all aspects of music in your wedding service, including hymns and use of other musical instruments and personnel. Keep in mind that there is music more appropriate for a wedding service in God's house, and music that would be best reserved for the reception.

If you are using pre-recorded music, St. Matthews offers two options for playback with our sound system:

- *Preferred:* playback using your own smartphone or another device. You supply the device and someone confident enough to run it in our booth during the ceremony. The device's battery must be fully charged and have a standard headphone/earphone jack. This method allows us to record the service on our computer if you choose to do so.
- *Secondary option:* Playback using our computer. You supply an .mp3 file with your music selections. It would be preferred to have someone in the booth with the operator to cue the operator when you want each song to play. If the playback is simple it may not be necessary to have someone in the booth with the operator. Because our computer would be tied up doing playback, this option does not allow for us to record the ceremony.

Please contact the church office (519-742-0462 x 6 or info@stmattskw.com) for more information regarding these options, fees for this service or to book a sound operator for your wedding.

Decorations: You may decorate the sanctuary with bows and flowers, either on the rehearsal night or before the wedding. The church building is normally open two hours before the start of the service. Candle decorations, ideally for late afternoon or evening weddings, and any other special decorations may be arranged through the church office (519-742-0462). Please note that neither real nor artificial petals are not allowed in the sanctuary. Absolutely no thumbtacks, nails, etc. may be used for decorating any where in the church. Confetti and rice are prohibited for exit from church.

Photography: Your photographer is allowed to take pictures throughout the wedding service in a discreet and quiet manner. He/she is requested to refrain from entering the chancel (altar area) at all times. The congregation may take photographs only during the processional, the signing of the register and the recessional. A videographer may also wish to set up in the gallery, a perfect viewing point. Please let the Pastor know if you plan to have pictures taken anywhere in or around the church building after the service.

Expectations: A note on alcohol and drugs: The wedding service will not be conducted if you, your fiancé(e) or members of your wedding party are intoxicated or under the influence of drugs.

Vows/Scripture Readings/Unity Candle: You will be asked to prepare your vows, choose scripture readings, consider preparing a wedding service guide (normally the responsibility of the bride and groom) and having a "unity candle". If you wish to light a unity candle during the service, it is your responsibility to acquire your own unity candle set.

Fees and Suggested Donations:

In appreciation for time spent in preparation for your wedding, as well as to contribute towards cost to clean and maintain the church building, the following honorariums are suggested. Please place each fee/honorarium in a separate envelope and give them to the Pastor at the rehearsal.

Fees:

Security/Parking - \$100 (parking approx. 2 hours prior to wedding service)

Sound system and operator (if required) - \$60 per hour (usually min. 2 hours required)

Honorarium:

Organist - Deacon Scott Knarr \$225 (extra fees for rehearsals and guest musicians/soloists)

Rev'd Carey or Sebastian Meadows-Helmer (please discuss with Pastor)

Suggested Donation to St. Matthews (Kitchener) Lutheran Church:

Sanctuary: \$250

Deposit:

\$300 damage/cleaning deposit that will be refunded after the wedding if possible. Any additional custodial time will be deducted from the deposit. Please fill out WEDDING RESERVATION REQUEST FORM (see last page of this Package). This damage deposit will be coordinated via the office (info@stmattskw.com).



54 Benton Street, Kitchener, ON, N2G 3H2

stmattskw.com

Pastor Carey Meadows-Helmer

519-742-0462 ext. 3

pastorcarey@stmattskw.com

Pastor Sebastian Meadows-Helmer

519-742-0462 ext. 2

pastorsebastian@stmattskw.com



ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH

WEDDING RESERVATION REQUEST FORM

Reservations should be submitted at least eight weeks prior to the date requested. Once the church office has received your request, you may expect a reply either confirming or denying your request within 1 - 5 working days.

Bride/Groom Name(s): _____

Mailing Address: _____

Tel. # and Email: _____

On-site Contact Person (and cell): _____

Individual Officiating and Church Affiliation: _____

Bride/Groom Church Affiliation: _____

Bride/Groom Church Affiliation: _____

Expected Attendance: _____

Rehearsal Date: _____

*Start & End Time: _____

Ceremony Date: _____

*Start & End Time: _____

Ceremony begins at: _____

****Be sure to allow time for set-up and cleanup.***

Space Requirements/Requests *in addition to sanctuary*"

☐ Rooms (e.g. 102): Room (s): _____

☐ Sound System and monitor

☐ Damage/Cleaning Deposit \$300 (will be returned after event if possible)

☐ _____

☐ _____

☐ _____

(signature of individual or
representative requesting reservation)

for St. Matthews (Kitchener) Lutheran Church

Date

Date