



Grace Lutheran Church

A Ministry of Grace in the Heart of Andover



*For this reason
a man will leave
his father and mother
and be united to
his wife...*

Genesis 2:24



Wedding Helps & Guidelines

Table of Contents

| | |
|---|-------|
| Letter of Congratulations..... | 4 |
| Getting Started | 5 |
| Book Your Church Date | 5 |
| Wedding Coordinator | 5 |
| Designing the Wedding | 6 |
| Other Clergy Participation | 6 |
| Required Premarital Counseling..... | 6 |
| Marriage License | 7 |
| Wedding Bulletin..... | 7 |
| Rehearsal | 7 |
| Planning Your Service | 8 |
| Communion | 8 |
| The Building | 8 |
| Wedding Music Information..... | 8 |
| Sound Technician..... | 9 |
| Photography and Video-taping..... | 9 |
| Flowers, Candles and Other Decorations..... | 10 |
| Alcohol and Tobacco..... | 11 |
| Costs for the Wedding..... | 11/12 |
| Deposit to Secure Your Wedding Date | 11/12 |
| Paying the Balance of Your Wedding Costs..... | 11/12 |
| Wedding Fees:..... | 11/12 |
| Wedding Staff..... | 12/13 |
| Notes | 14 |

Congratulations!

Dear Friends,

Congratulations! We at Grace Lutheran Church look forward to sharing your wedding day with you. We hope that it will be one of the happiest, most God-filled days of your lives.

We provide this booklet for you in an attempt to help you prepare for that day. In it we try to provide basic information about weddings, and answer some of the most frequently asked questions. We hope that it will be helpful as you prepare for your wedding.

You will find the Wedding Coordinator to be most helpful in your wedding preparations. Plan to spend some time with her and take advantage of her services and expertise.

You will also need to spend time with the Organist or Pianist and select the music for your ceremony. Together with the Pastor, the Wedding Coordinator, Organist/Pianist and church staff will help you shape your wedding day.

Between now and the time of your wedding, you should plan to attend the PrePair Marriage Preparation Retreat. Generally held in January. You should call the church office to determine the exact dates of the retreat. It is our policy that you must attend this PrePair Marriage retreat if you plan to get married at Grace.

You have exciting days ahead. We look forward to sharing them with you!

In Him,

The Staff at Grace Lutheran Church

WEDDINGS AT GRACE

Getting Started

Book Your Wedding Date

The most important first step is to call the church office (763-421-6520) to schedule your wedding date. Please do not make plans for the reception and other wedding events until you have actually confirmed a wedding date at Grace Lutheran Church.

Wedding Coordinator

A Wedding Coordinator will be assigned to you to help with your wedding preparations, answer questions and generally manage details during your wedding rehearsal and on your wedding day. You will find the Wedding Coordinator's assistance helpful during what can be one of the most hectic periods of your life. **As soon as you know who your Wedding Coordinator is, you should contact her immediately and acquaint yourself with her services and routine.**

Your Wedding Coordinator will go over this booklet with you and answer any questions that you may have. Please direct all your wedding questions to your coordinator.

Your coordinator will provide bulletin samples for your ceremony and order the bulletin cover you select. She can give you advice and direction on flower set-up and decorations, and on many other aspects of a church wedding. The coordinator will be happy to give you a tour of the facilities and explain to you what we can do in the building. She will prepare your wedding documents the week of the wedding, prepare the dressing rooms, run the rehearsal, set up communion if desired, and set up a table in the narthex for your guest book. On the day of the wedding, your coordinator will manage things and provide help as needed. She will also handle the payment of the Pastor, Organist/Pianist, Custodian, and Sound Tech, from the wedding costs you paid. **You MUST bring your Marriage License on the night of the rehearsal.**

Designing the Wedding

Other Clergy Participation

Typically, guest Pastors who participate in a marriage ceremony at Grace, read scriptures or do the Homily; however, a Pastor from Grace Lutheran MUST preside over the wedding ceremony and the service must follow the Evangelical Lutheran Worship Hymnal. If you are considering having a Pastor from another church participate in your service, you must request this at the time you reserve your wedding at Grace, and approval must be granted from the Grace Lutheran Pastor handling your wedding preparations. All weddings held at Grace MUST have one of our Pastors preside over the wedding ceremony.

Required Premarital Counseling

Each couple must attend Grace's PrePair Marriage Preparation Retreat which is held in January each year, here at the church, in a group setting. You will receive an invitation to the Retreat prior to the PrePair week-end. After the retreat, you will be asked to take the online PREPARE Marriage Inventory Assessment, which is one of the tools we use to help prepare couples for marriage. You will then be paired with a Mentor Couple from Grace, who will work with you to determine strengths and growth areas in your relationship. If for some reason you are not able to attend the weekend because of commitment to the Armed Forces, arrangements need to be made with a pastor/church in the area where you live to receive premarital counseling. The pastors of Grace can assist you if you have this need. **Anoka County offers a significant discount on your Marriage License for participation in 12 hours of Premarital counseling.**

It is the policy of Grace Lutheran Church that all couples being married at Grace, attend the PrePare Retreat offered in January.

Marriage License

A Marriage License must be secured in Minnesota. The License Office at the Anoka County Courthouse is open 8:00 a.m. to 4:30 p.m. on weekdays, and is closed on weekends. The application must be made seven (7) working days before the license is issued, and the license becomes void if it is not used within six (6) months. Only one of the parties need be present to apply for the license,

however, the person applying should bring proper identification for both parties. If either party is under the age of 18, both parents must accompany that party, both parents must sign the consent form, and a judge's consent must be granted. Any applicant who has had a previous marriage within the last ten years must bring a copy of the divorce decree to the License Office. The fee for a marriage license must be paid at the time of the application. *Please present your Marriage License to the Wedding Coordinator on the night of your rehearsal. She will prepare the copies for signatures.*

Wedding Bulletins

You may select the bulletin cover of your choice by consulting with your Wedding Coordinator. Our secretary will type-set and print the bulletins. Please have the information for your bulletins to her 3-4 weeks prior to your wedding. A copy will be e-mailed to you for proofing and final approval before they are printed.

Rehearsal

A rehearsal will be needed unless the arrangements are to be very simple. About one hour should be allowed for the rehearsal, which will typically be held the night before the wedding. All who will be taking part in the wedding, including parents, and ushers, should plan to attend the rehearsal. The Wedding Coordinator will run the rehearsal in conjunction with the pastor.

Planning Your Ceremony

Communion

It is entirely appropriate, but not necessary for Holy Communion to be celebrated during a Wedding. Scripture often relates faith commitment to the Lord in terms of a wedding. In other places, heaven is compared to a wedding feast which never ends. When Holy Communion is celebrated, it must be open to the congregation and not limited to the bride, groom and the wedding party.

Wedding Times

Because Grace Lutheran Church has a Saturday evening Worship Service at 5:00 p.m., all weddings MUST be scheduled to begin no later than 2:30 p.m. on Saturdays. Weddings may also be scheduled on week days.

Wedding Music Information

You will be given a sample CD of wedding music for your wedding ceremony during the PrePair weekend.

Grace Lutheran's Church's Organist prepares the CD with the hope that it will be a helpful resource as you prepare for your wedding. The CD has a variety of music selections, and is meant to give you some ideas of the types of music available. The CD has vocal solos, processions, recessions, and congregational hymns that provide you with some options.

**ONLY Live Music is allowed during the Ceremony.
NO RECORDED MUSIC PLEASE!**

It is the preference of the church that popular (secular) music NOT be used as part of your worship service. If used, popular songs MUST BE DONE AS PART OF THE PRELUDE BEFORE THE SERVICE BEGINS, and must be approved IN ADVANCE by the Organist.

The organist will assist you in the selection of your music that will become an integral part of your marriage service. This may take place in a phone conversation or a meeting can be scheduled that is convenient for both parties.

Please notify the organist and soloist at least two (2) months prior to the wedding, and discuss your music plans at that time. If music needs to be back-ordered, it may take up to six weeks to obtain it.

It is the responsibility of the bride and groom to provide the solo music needed. Be sure to get enough copies of each piece, and give copies of the music to the soloist and organist. IT IS ILLEGAL TO COPY MUSIC!!

To assure yourself of getting the correct music for your soloist, you must know the exact title, the composer and/or arranger, the publisher, the voice range

(what is the highest and lowest note your singer can sing) and the type of accompaniment required (piano or organ). Your soloist can give you this information.

Plan to have your soloists - vocal and/or instrumental - rehearse with the organist. Please set this time up with the organist.

Fees for soloists and/or instrumentalists other than the organist, ARE NOT included in the Wedding costs given to you by the wedding coordinator. Please discuss this with your soloist or instrumentalists.

Sound Technician

A Sound Technician is required to monitor the sound system during your wedding. As there may be several microphones in use, it is essential that they're monitored and adjusted properly. A fee for the Sound Technician is outlined in the Wedding Costs.

Photography and Video Taping

Photographs should not be taken during the service, except for those that can be taken without flash. Flash photos may be taken during the processional and recessional. The church building will be open to you three (3) hours before the wedding begins so that professional photos may be taken BEFORE the ceremony begins. Please inform your photographer. If you are not having photos taken, the building will be open to you 1½ hours before the wedding begins. **NO PHOTOS MAY BE TAKEN AFTER THE CEREMONY** due to the Worship Service here at Grace on Saturday evenings.

If professional photos are being taken in the Worship Center prior to the service, they must be finished **no later than 30 minutes** before the wedding is scheduled to begin. If your wedding is to be video-taped, all photographers and videographers will be expected to stay in one place throughout the service and avoid blocking the view of any wedding participant or guest. A stationary video camera is allowed on the altar/chancel platform without an operator.

Flowers, Candles and Other Decorations

Your florist should consult your wedding coordinator in advance regarding time for decorating, removing the decorations, and limitations on what may be done.

If you wish to leave flowers for worship on the following Sunday, and would like acknowledgment in the Sunday bulletin, please inform the church office 2-3 weeks prior to the wedding.

The state fire code prohibits lighted, un-encased candles in the building except within the altar rail. If you would like to use candles outside the area defined by the altar rail, you may use candles which are encased in a metal sleeve. (These are called drip-less candles.) Please consult your florist about this safer kind of candle.

We do not require couples to use a unity candle. We own a small unity candle holder that can be placed on the altar. You must provide a “dripless” candle for use in the candle holder.

The church does not own a candelabra; you may rent these from the florist. The candelabra must be of a design that will not allow wax to drip on the carpet in the church. If candelabra's are used in your wedding, please arrange with your florist to have them removed from the building immediately after the wedding.

For safety reasons, all children in the processional need to be able to walk down the aisle or be escorted down. NO wagons or carts are permitted.

The use of a trellis, canopy or aisle runner is not allowed. The church has 10 pew bow holders, available for your use.

The liturgical Paraments on the altar, pulpit and lectern and the banners on the front wall are based on the seasons of the church year and cannot be changed to accommodate wedding color schemes. Check with your wedding coordinator to see what color the Paraments will be during the month of your wedding.

Out of consideration for the custodian and the maintenance of our property, as well as the safety of your guests, we ask that no rice or confetti be thrown inside or outside the church building. Please inform your family and friends.

Alcohol and Tobacco

For legal reasons, we do not allow the consumption of alcoholic beverages on the premises or the grounds at any time. The lone exception to use of alcohol is the wine of the Lord's Supper (Communion). A wedding service is the worship of God. That being said, if you or any member of your wedding party is intoxicated and obviously impaired on the day of the wedding, we will ask that person to excuse him/herself from the ceremony.

SMOKING IS NOT PERMITTED inside the church building.

Costs for the Wedding

Deposit to Secure Your Wedding Date

After you have confirmed the wedding date with the church office a deposit of \$250 is required to secure your wedding date at Grace Lutheran Church. The deposit is required 3-4 weeks after the wedding is booked. Please make checks payable to Grace Lutheran Church and indicate on the memo line, the wedding date and your names, then send the check to Grace Lutheran Church.

Because weddings often are booked over a year in advance, the fees are subject to change. Booking a wedding at Grace Lutheran Church in no way implies a contract as to cost. The total cost is subject to change.

Wedding Fees

| | |
|-----------------------|-----------------|
| Custodian: | \$60 |
| Organist/Pianist: | \$125 |
| Sound Technician: | \$50 |
| Projection: | \$50 (optional) |
| Clergy: | \$150* |
| Wedding Coordinator: | \$175 |
| Administrative Costs: | \$50 |

Wedding Staff

Paying Your Wedding Costs

One week prior to your wedding, you will receive an email giving you the check amounts and names of those that need to be paid for their involvement in your wedding. Please bring these checks with you the night of the rehearsal and give them to your Wedding Coordinator. She will ensure that all those involved are paid. In return, she will provide you with a check for \$250, which is basically the return of your original deposit.

All Wedding Fees must be paid by *CHECK or CASH at the rehearsal*.

Don't forget!!!! YOU MUST bring your marriage license to the church on rehearsal night.

For further information, please contact one of our wedding staff.

Wedding Coordinator:

Janiece Jaskierny
jmjaskierny1@gmail.com

Director of Worship & Music/ Pianist/Organist

Jonathan Orwig, 763-421-6520, Ext. 113
E-mail: jonathano@graceandover.org

Notes:



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A Ministry of Grace in the Heart of Andover

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