



Grace Lutheran Church

*A Ministry of Grace in the Heart of Andover*



Wedding Helps  
& Guidelines



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# Congratulations!

Dear Prospective Bride and Groom,

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 to answer some of the most frequently asked questions. We hope that it will be helpful as you prepare for your wedding. Read the booklet carefully.

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

You will also need to spend time with the Organist and select music. Together with a pastor, the Wedding Coordinator and an Organist, the staff will help you shape your wedding day.

Between now and the time of your wedding, you should plan to attend one of the PrePair Marriage Preparation Retreats. You can call the church office to determine the dates of these retreats. It is our policy that you cannot get married at Grace without attending a PrePair Retreat.

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 scheduled a wedding date at Grace Lutheran Church, and have made a deposit to secure your date.

### Wedding Coordinator

A Wedding Coordinator will be assigned to you to help you 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 your preliminary questions. Please direct all your wedding questions to your coordinator, rather than the church secretaries.

Your coordinator can provide bulletin samples and help you order the bulletin cover you like. 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, (You MUST give her your Marriage License on the night of the rehearsal), prepare the dressing rooms, run the rehearsal, set up the microphones, set up communion if desired, hang up wedding banners, 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, Custodian, Sound Tech and Secretary, from the wedding costs you paid.

The Wedding Coordinator represents Grace Lutheran Church and its' policies on weddings. You should expect the pastors will back up what the Wedding Coordinator says, she is available to help you throughout the months of planning. Please contact her with any questions you may have.

## Designing the Wedding

### Other Clergy Participation

If one of the parties belongs to another Christian church, we would be happy to have a Pastor from that church participate in the marriage service. Most clergy from other denominations are quite open to this possibility. If you choose to have another Pastor participate in the service, you must clear this MONTHS IN ADVANCE with the Grace Lutheran Pastor handling your wedding preparations. All weddings must have one of the Pastors of Grace involved in the service.

### Required Premarital Counseling

**Each couple must attend Grace's PrePair Marriage Preparation Retreat** which is offered twice a year - (usually in January or February and again in October), in a group setting. Additional information will be sent to you prior to the PrePair week-end. If for some reason you are not able to attend the weekend because of commitment to the Armed Forces, etc., 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 \$50.00 discount on your Marriage License for participation in 12 hours of Premarital counseling.

## 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 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.* Check with your county courthouse as requirements vary.

## Wedding Bulletins

You may select the bulletin cover of your choice by consulting with your Wedding Coordinator. (You will be charged for bulletins ordered.) If you prefer to purchase wedding bulletins on your own, some local businesses where you might check include Augsburg Fortress or Northwestern Book Store. Our secretary will typeset the bulletins. Please have your information for your bulletins to the Church Secretary 3-4 weeks before your wedding. You must proof-read the bulletins and give your 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 take part in the wedding, including parents, and ushers, should be present for the rehearsal. The Wedding Coordinator will run the rehearsal in conjunction with the pastor. Soloists must coordinate with the Organist for rehearsal times.

If you wish the Pastor (and pastor's spouse) or organist to attend the rehearsal dinner or the reception, please issue the same kind of written invitation extended to others who will be attending. In the absence of such invitations, they will not expect to attend.

# 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 the Holy Communion is celebrated, it must be open to the congregation and not limited to the bride and groom and the wedding party.

## The Building

The times for weddings are varied. Because Grace Lutheran Church has a Saturday evening Worship Service at 5:00 p.m., all weddings **MUST** be conducted by 2:30 p.m. on Saturdays. Weddings scheduled on week days are usually held in the evenings after 6:00 p.m. The church building will be open to you three (3) hours before the wedding begins so professional photos may be taken before the ceremony. Please inform your photographer. If you are not having photos taken, the building will be open to you 1 ½ hours before the wedding begins. NO PHOTOS MAY BE TAKEN AFTER THE CEREMONY due to the Worship Service here at Grace on Saturdays.

## Wedding Music Information

You were given a sample tape of wedding music appropriate for your worship service during the PrePair weekend.

**Grace Lutheran's Church's Organist, Carroll Potter prepared the tape with the hope that it will be a helpful tool as you prepare for your marriage service.** The tape has vocal solos, processionals, recessionals, and congregational hymns that may be used. You may also wish to add other instrumentalists.

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.

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. These may be taken during the processional and recessional. If professional photos are being taken in the Sanctuary prior to the service, everything should be wrapped up no later than 30 minutes before the service is

scheduled to begin. If your wedding is to be video-taped, the camera operator 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

No flowers or decorations are required. 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.

Flowers used to grace the church during a worship service remind us of the God-given but transitory beauty of human life. This beauty is a living thing, the creation of God. Therefore the use of artificial flowers within the altar rail is not allowed.

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 may want to check with your florist regarding renting/purchasing a unity candle set.

The church does not own 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.**

The use of the aisle runner is strictly optional, and must be purchased or rented from your florist. The aisle in our sanctuary is approximately 40 feet long.

The use of a trellis or canopy 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 will not be changed to accommodate any color scheme you may have for your wedding. We do have a white wedding banner which is available for your use at the wedding.

Windows and outside doors will be opened and closed at the direction of the Wedding Coordinator and/or Pastor.

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 during your rehearsal, wedding, reception (if held at church) or at any other time. The lone exception to use of alcohol is the wine of the Lord's Supper (Communion). Furthermore, if you or any member of your wedding party is intoxicated and obviously impaired on the day of the wedding, we shall ask that person to excuse him/herself from the ceremony. A wedding service is the worship of God; drunkenness during a wedding simply will not be tolerated.

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 secretary, a deposit of 50% of the wedding costs listed in this booklet is required to secure your wedding date at Grace Lutheran Church. Deposit is required 3-4 weeks after the wedding is first booked. You do not have a firm date at Grace until this deposit is received. Please make check payable to Grace Lutheran Church and indicate on the memo line, the wedding date and your names, then send check to Grace Lutheran Church.

Because weddings often are booked over a year in advance, the fees are subject to change. When we begin your premarital counseling a few months before your wedding, we will inform you of the most up to date cost for your wedding at Grace Lutheran Church. Booking a wedding at Grace Lutheran Church in no way implies a contract as to cost. The date for your wedding is secured by deposit, but the precise total expense is subject to change. (Check elsewhere in this booklet for current wedding costs.)

## Paying the Balance of Your Wedding Costs

The balance of your wedding costs, after your deposit, is due on the night of your wedding rehearsal. Please make your check payable to Grace Lutheran Church and give it to your Wedding Coordinator. YOU MUST bring your marriage license to the church on rehearsal night.

Please note: We ask that no cars be left in the Parking Lot after the wedding.

## Wedding Fees

Custodian:	\$60
Organist:	\$125
Sound Technician:	\$25
Clergy:	\$100
Wedding Coordinator:	\$150
Supplies:	\$5
Total:	\$465

A deposit of \$250 is due 3 - 4 weeks after your wedding date is scheduled to insure that your date is held for you.

Bulletins: \$10/100 (plus S/H)

(Publisher's price subject to change.)

Typesetting, copying, and folding \$25

Please note: An additional fee will be charged if bulletins require two-sided printing or additional inserts.

## Wedding Staff

For further information, contact one of our wedding staff.

### Pastors:

Mark Hellmann, 763-421-6520, Ext. 110

Chris DeGraff, 763-421-6520, Ext. 105

### Wedding Coordinators:

Sheryll Bombard, 763-421-1388

Bev Tkachenko, 763-421-4610

### Organist:

Carroll Potter, 763-421-6520, Ext. 109

### Grace Lutheran Church:

763- 421-6520

763-421-6522 (Fax)

Notes:





# Grace Lutheran Church

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13655 Round Lake Blvd. NW  
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