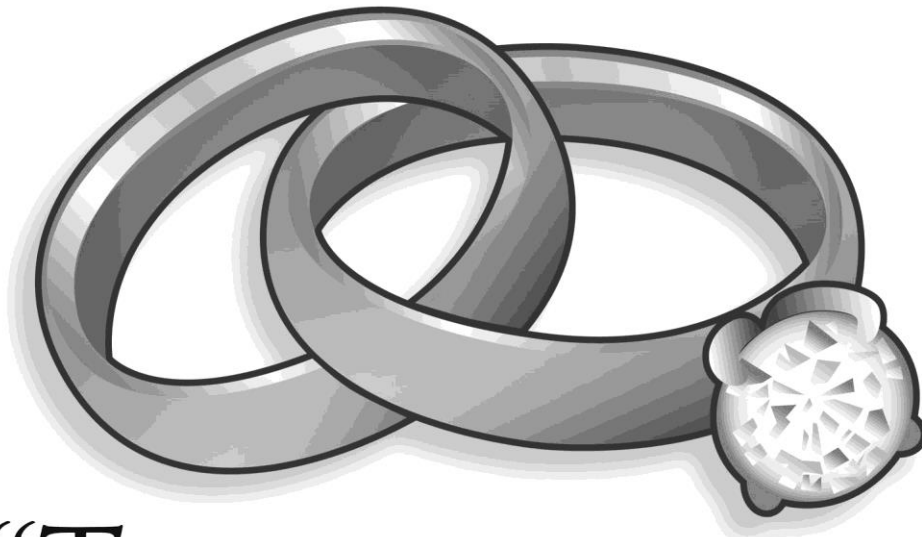


Planning Your Wedding
at
Our Saviour's



“THE TWO WILL
BECOME
one flesh.”

MARK 10:8

Our Saviour's Lutheran Church
19001 Jackson Street NE, East Bethel, MN 55011
(763) 434-6117 | Fax (763) 434-0394 | oursaviourslc.org

Revised 1/2022

Reaching out with a voice of Hope

Wedding Coordinators:

Sharina Struck - 612-296-2049

Leisha Tays - 612-308-0523

Setting the Date

To reserve a date on the church calendar you must...

- Receive confirmation from the church office that the date you have chosen is available. If you are planning to have a reception at the church, you must also be sure of the availability of our Gathering Space.
- Register for a one-day Pre-marriage Retreat provided through Our Saviour's twice a year.
- Make the non-refundable down payment which will cover the cost of the wedding coordinator.

If the deposit is not received within two weeks from the confirmation of your wedding, your wedding date will be removed from the church calendar.

After these steps have been completed, you will be contacted by a wedding coordinator.

Important Details

- The Worship Space seats 550 people.
- The latest time that a wedding will be scheduled is 5:00 p.m. All photographs should be taken prior to the wedding.
- You may arrive at the church no earlier than four hours before your wedding.
- A pastor of Our Saviour's will be the presiding pastor at all weddings. If you wish to have an assisting pastor from another church at your wedding, the presiding pastor must approve it.
- Two months before the wedding, contact the pastor to make an appointment to discuss the details of your wedding.
- Weddings during Lent are discouraged. There will be no weddings scheduled during Holy Week.
- Consumption of alcohol or illegal drugs is prohibited on church grounds. If there is evidence of abuse of alcohol or illegal drugs during the rehearsal or the wedding, individuals will not be allowed to participate in the wedding service or the pastor may terminate the proceedings. Smoking is not permitted in the church building.

Photographer

If you are using a professional photographer, you will also want to make these arrangements early. Be sure that your photographer knows the exact location of the church. Give the name and phone number of the photographer to the wedding coordinator.

All photographs should be taken prior to the wedding. Exceptions to this can be arranged by the wedding coordinator but will require an additional fee. Flash photos may not be taken during the ceremony.

The Marriage License

Minnesota law requires a couple to secure a license to marry. The license must be applied for a minimum of 5 days or a maximum of 6 months prior to the wedding at any clerk of court office in the state or any Hennepin County Service Center. Only one person needs to apply, but must show proof of age for both.

You must bring the marriage license to the rehearsal

Flower Girl and Ring Bearer

We suggest that children under the age of six walk down the aisle, then sit in a pew rather than stand at the altar with the wedding party.

Pets in the Wedding

We understand how special your pets are to you, however, due to insurance liability issues, we unfortunately cannot include pets in your wedding ceremony unless it is a required service/companion dog.

The Unity Candle

Some couples desire to use a unity candle to symbolize the two becoming one. You will need to purchase this yourself. We do have a Unity Candle holder that is available to use. A candle 3¼" in diameter works best with it. Unity sand or another symbol of unity is also an option.

Off-site Weddings

Mileage must be reimbursed for the pastor and Our Saviour's wedding coordinator. This rate is based on the current IRS regulation. A wedding coordinator is required for all off-site weddings. If the site chosen for the wedding does not have a wedding coordinator, one of the Our Saviour's wedding coordinators will be assigned.

The Rehearsal

The wedding rehearsal is conducted by the wedding coordinator and the entire bridal party should be present: the bride, groom, maid or matron of honor, best man, bridesmaids, groomsmen, flower girl and ring bearer (if applicable), ushers, and parents of the bride and groom.

Please bring the following to the wedding rehearsal:

1. Marriage license
2. Unity symbol (if applicable)
3. All fees
4. Wedding bulletins

Pre-marriage Retreat

Our Saviour's partners with other congregations to provide a one-day Pre-marriage Retreat semi-annually. The retreat is currently being held on Zoom. As conditions change, retreats will move to in person.

The retreat leader is Chaplain Rev. Nancy Carlson, ELCA Pastor, Board Certified Chaplain. The retreat will include tips for a successful marriage, along with time to do a genogram and discuss finances. You'll learn how to better communicate using Love Languages and discover how you each view the world using the tool of the Enneagram. You'll have time both to talk as a couple and with other couples during the day. Lunch will be on your own--off Zoom. We'll close with a blessing for your marriage. Cost is \$75. Once you register, you will receive an email and a link to the Zoom meeting.

Registration & payment are through a form on Westwood Lutheran Church's website:

<https://westwood.cbcchurch.com/goto/forms/180/responses/new>

On the online registration form, be sure to download the "For the Pre-Marriage Retreat" document and complete the Enneagram & the Love Languages quiz in preparation for the retreat.

If you are not able to attend this retreat, you must make arrangements with one of Our Saviour's pastors to take the "Prepare Pre-marriage Inventory" for which there is an additional fee.

Flowers

Place your order with the florist early. Flowers may be delivered the day of the wedding, several hours prior to the service. Flowers and decorations must be removed immediately following the ceremony.

White aisle runners are also obtained from the florist. The length of the aisle is 55 feet. There are 12 pews on the left side and 14 pews on the right as you face the altar. The height of the back of the pews is 32 inches.

Other Decorations

Helium filled balloons may not be used as a part of the festivities. They pose a threat to wildlife and are in violation of the state Anti-littering Law which, though seldom enforced, carries a fine or jail sentence or both.

No rice, birdseed, or confetti is to be thrown in or around the church premises. It is hazardous on floors and sidewalks and difficult to clean up. Bubbles are allowed only outside.

The Reception

1. Please contact your wedding coordinator to discuss a reception at the church and any questions regarding the use of the facility. Note that consumption of alcohol is not permitted.
2. A custodian will set up and take down tables and chairs if detailed instructions are left in the church office.
3. The wedding coordinator will be available to answer questions at the time of the reception.
4. Decorations, servers, host and hostess, clean-up (including dishwashers) are the responsibility of the caterer or the kitchen help, not of the custodian or wedding coordinator.
5. The seating and serving capacity of the Gathering Space is 140. The reception area is confined to the Gathering Space, only.

The Bulletins

Bulletins are normally prepared and printed by the wedding couple. The officiating pastor must review a draft prior to printing. The following statement must be included in your wedding bulletin: "The wedding party requests that no flash photos be taken during the ceremony."

Music

A Christian wedding is a worship service in which the bride and groom, along with their families, have invited their guests to join them in asking for God's blessing on their marriage. We gather to celebrate the promise that Jesus Christ has blessed the marriage relationship. In keeping with the sacredness of this occasion, we encourage you to choose the texts and musical selections with care and reverence. If you copy musical text for the bulletin, you must obtain copyright permission.

- Organist/pianist – If you require the services of an organist/pianist from Our Saviour's, please contact one of them listed on page 11 as soon as your date is set. You may also use an organist/pianist of your acquaintance; however, we ask that they attend the rehearsal and call the church office to schedule practice time.
- The use of pre-recorded music is strongly discouraged during a wedding ceremony to preserve the integrity and sacred nature of the ceremony, and to reduce any chance of the possibility of technical complications. On the rare occasion that pre-recorded music is used, you must obtain copyright permission.
- Most couples choose their own soloist. If, however, you require the services of a soloist from Our Saviour's, please contact them as soon as your date is set. There are some suggestions listed on page 11. Your soloist will likely need to schedule practice time with your pianist/organist. Separately scheduled rehearsals with an Our Saviour's accompanist are \$50.

For a wedding during the Christmas season, Christmas carols are appropriate. For weddings during the Easter season, Easter hymns are appropriate.

All musical selections must be approved by the officiating pastor.

Scripture

The couple may choose any appropriate scripture readings for their wedding. We recommend that you choose one or two selections. The list below provides you with some possibilities. The pastor can help you make these selections, if you wish.

- | | | |
|---|--|--|
| <input type="checkbox"/> Psalm 33 | <input type="checkbox"/> Psalm 150 | <input type="checkbox"/> Ephesians 5:21-33 |
| <input type="checkbox"/> Psalm 100 | <input type="checkbox"/> Genesis 1:16-31 | <input type="checkbox"/> Matthew 19:4-6 |
| <input type="checkbox"/> Psalm 117 | <input type="checkbox"/> Genesis 2:18-24 | <input type="checkbox"/> Song of Solomon 2:10-13 |
| <input type="checkbox"/> Psalm 127 | <input type="checkbox"/> John 2:1-10 | <input type="checkbox"/> Song of Solomon 8:6-7a |
| <input type="checkbox"/> Psalm 128 | <input type="checkbox"/> John 15:9-12 | <input type="checkbox"/> 1 Corinthians 13 |
| <input type="checkbox"/> Psalm 136 | <input type="checkbox"/> Isaiah 63:7-9 | |
| <input type="checkbox"/> Colossians 3:12-17 | <input type="checkbox"/> Romans 12:1-2 | |

Sample Wedding Vows

- A. I take you, _____, to be my *wife / husband* from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.
- B. I _____, take thee, _____ to be my wedded *husband / wife*, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, till death us do part; and I pledge thee my faithfulness.
- C. _____, I take you to be my *wife / husband* from this time onward, to join with you and to share all that is to come, to give and to receive, to speak, and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being.
- D. I, _____, need your love, _____ to carry me through my life; so that all my joys may be twice as meaningful, and all my sorrows only half as burdensome. With God's help and guidance, I pledge to you my faithfulness from this day forward.
- E. I take you, _____ to be my *wife / husband*, I promise before God and these witnesses to be your faithful *husband / wife*, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you and to join with you so that together we may serve God and others as long as we both shall live.
- F. I take you, _____, to be my *wife / husband*, and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the world, and God; through the best and the worst of what is to come, as long as we live.
- G. I, _____ take you, _____, to be my *wife/husband*; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live.

Wedding Planning Check List

Please fill the blanks wherever appropriate. Type or write legibly so spelling is clear. Please consult with the Pastor before setting the wedding date and choosing options within the wedding ceremony.

Bride's Full Name: _____

Present Address: _____

Telephone: Work #: _____ Home #: _____

E-mail: _____ Cell #: _____

Birthdate: _____

Parent's Name: _____

Parent's Address: _____

Groom's Full Name: _____

Present Address: _____

Telephone: Work #: _____ Home #: _____

E-mail: _____ Cell #: _____

Birthdate: _____

Parent's Name: _____

Parent's Address: _____

Your Address After the Wedding: _____

Wedding Date: _____ Time: _____ Place: _____

Wedding Reception Date: _____ Time: _____ Place: _____

Rehearsal Date: _____ Time: _____ Place: _____

Rehearsal Dinner Date: _____ Time: _____ Place: _____

By what name shall the bride be known after the wedding? _____

Options Within The Order of Marriage Ceremony

Do you wish to have another minister or friend assist? Yes: _____ No: _____

(If yes, who?) _____

Do you wish to have a family member or friend read the scriptures(s)? Yes: _____ No: _____

(If yes, who?) _____

Which vows? See page 5

Other: (write your own) _____

Do you wish to celebrate Holy Communion? Yes: _____ No: _____

The Wedding Party

Number of Bride's Attendants: _____ Number of Groom's Attendants: _____

Maid /Matron of Honor: _____

Best Man: _____

Bridesmaids: (1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

Flower Girl: _____ (age__)

Ring Bearer: _____ (age__)

Groomsmen: (1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

Ushers: (1) _____ (2) _____

(3) _____ (4) _____

Bride's Personal Attendant: (1) _____ (2) _____

Guest Book: (1) _____ (2) _____

Host(s) Hostess(es): (1) _____

(2) _____

(3) _____

(4) _____

Bride's Grandparents: (1) _____

(2) _____

(Great) (3) _____

(4) _____

Groom's Grandparents: (1) _____

2) _____

(Great) (3) _____

(4) _____

Other Information

Do you want the church to print your wedding bulletins? Yes _____ No _____

If yes, how many? _____

Special Details: _____

Scripture readings

1. _____ 2. _____

3. _____

Do you plan to use a Unity Candle / Sand / Symbol: Yes: _____ No: _____

Wedding Music

Organist (s): _____ Pianist (s) : _____

Vocalist (s): 1. _____

2. _____

3. _____

Instrumentalist (s): 1. _____

2. _____

3. _____

Musical Selections: 1. _____

2. _____

3. _____

Sample Wedding Bulletin Layout

Welcome To The Marriage Celebration of

Our Saviour's Lutheran Church

Prelude

Processional

Greeting

Vocal Solo

Scripture Reading

Message

Exchange of Vows

Exchange of Rings

Pronouncement of Marriage

Lighting of the Unity Candle

Vocal Duet

The Blessing of the Couple

The Prayers

The Lord's Prayer

Benediction

Presentation of the Couple

Recessional

Postlude

Our Special People

Officiant

Parents

Grandparents:

Maid of Honor

Best Man

Bridesmaids

Flower Girls

Groomsmen

Ushers

Vocalists

Organist

Guest Book

The flowers on the altar are given in honor of loved ones past and present.

The Wedding Party requests that no flash photos be taken during the ceremony.

Thank you

Wedding Fees

(Updated 01/23)

*Member Fee

\$175 non-refundable deposit due at the time the wedding is scheduled. The date will not be put on the church calendar until the deposit is received

Non-member Fee

\$400 non-refundable deposit due at the time the wedding is scheduled. The date will not be put on the church calendar until the deposit is received. The \$400 deposit will be applied to the wedding fees below.

	<u>Member Fee</u>	<u>Non-member Fee</u>
Wedding Coordinator	*\$175.00	*\$175.00

Additional \$50 fee when photographs are taken after the ceremony.

Off-site weddings – the wedding coordinator receives - \$250 plus mileage **for all off-site weddings.**

Custodial Fees

Without reception	\$75.00	\$100.00
With reception	\$150.00	\$200.00
Gathering Space (includes kitchen use)	\$125.00	\$300.00

Reception with less than 50 guests - \$100.00 additional fee for staffing.

Reception with more than 50 guests (up to 140 guests) - \$150.00 additional fee for staffing

Worship Space	0	\$400.00
Ham Lake Chapel	0	\$200.00
Pastor	\$250.00	\$250.00

The pastor receives mileage reimbursement for all off-site weddings

Musician \$150.00 \$150.00
(accompanist/organist) A separate rehearsal with a vocalist is an additional \$50.

Musician/Vocalist	\$200	\$200
Vocalist	\$100.00	\$100.00
Sound Technician	\$75.00	\$100.00

Rates are subject to change as the church deems necessary.

All checks should be made out to the person providing the service.

*When planning a wedding, the definition of a member relates to you and/or your family, with regular worship attendance and documented donations of a minimum of \$400 in the past year.

Vocalists Available for Weddings

Jennifer Thurman, Director of Worship & Music	(763) 670-1415
Steve Arzdorf	(612) 369-5926
Heather Kneefe	(763) 439-5965

Accompanists Available For Weddings

Jennifer Thurman, Director of Worship & Music	(763) 670-1415 (piano)
Heather Kneefe	(763) 439-5965 (piano)
Judy Blomgren, Organist	(612) 578-1343 (organ & piano)

Meditation Garden Pavers

Consider giving a garden paver in celebration of your wedding. Engraved pavers are a beautiful and practical way to preserve the date of your union. The Meditation Garden path is being paved with stones in honor or memory of special people and occasions. Be sure to check it out to the south of the church. A paver order form can be picked up at Our Saviour's, to the left of the entrance doors, or find it online at oursaviourslc.org/forms.

