

NOTES:



A wedding is an act of worship of God, who calls a man and a woman together in marriage. It is a celebration of your love for one another and for your Lord Jesus Christ.

St. Stephen Lutheran Church and its pastors are pleased to share this happy occasion with you and wish to make it a memorable experience as you prepare for your life together.

Your desire to have a church wedding indicates that you see your marriage as a commitment made before God and that the liturgy is in harmony with the principles of Lutheran worship. We suggest you read the information in this booklet carefully. The guidelines are meant to provide the guidance you need to make planning easier and more enjoyable.

*St. Stephen Lutheran Church*

**8400 France Avenue South**

**Bloomington, MN 55431**

**952-831-4746**

## NOTES:

We hope the following guidelines will be helpful as you plan for your wedding.

Since weddings are regulated by the state, you must secure your license in Minnesota. There is a minimum waiting period of five days, and it can be applied for not more than six months in advance. Proof of age and Social Security number are required. The license should be given to the church office no later than the Monday before your wedding. No wedding can proceed without a license.

St. Stephen worship center will seat a maximum of 450 people.

The church will be open and available for your wedding party, florist and photographer 3 hours prior to the start of the service. Dressing rooms are available for wedding party members. These rooms are secured during the ceremony. Our nursery is available but must be staffed by a St. Stephen nursery caregiver. Costs involved will be provided by the wedding coordinator.

### **TELEPHONE NUMBERS**

Church Office: 952-831-4746  
Monday–Friday, 8:30 a.m.-4:30 p.m.

## NOTES:

### **SETTING THE TIME AND DATE**

Contact the church office to have your wedding time and date placed on the church calendar. It is good to have an alternative date in the event the church is in use. Weddings may begin as late as 4:00 p.m. on Saturdays.

A \$150 non-refundable deposit is required before your date and time can be finalized.

You should contact the wedding coordinator 6 -9 months prior to your wedding. She will meet with you concerning the details and decisions that must be made.

### **WEDDING COORDINATOR**

The wedding coordinator will help with any questions you may have about the wedding plans. She is available to meet with you after your date has been set to discuss details and answer your questions. She is available by phone for questions you have as you work with the florist, photographer, etc. The wedding coordinator will facilitate the wedding rehearsal and will be at your wedding to assist the bridal party and keep the wedding running smoothly and on schedule. The wedding coordinator will contact you approximately two months and again two weeks prior to your wedding date to confirm all information.

## PRE-MARITAL COUNSELING

An important part of wedding planning is preparation for marriage. The purpose of our pre-marriage ministry is to help you grow in faith, to build relationships with other Christian couples, and to assist you in strengthening your relationship with each other.

You will be required to participate in a one-day pre-marriage class for couples to learn self-awareness, communication and conflict resolution skills. Our presenter is Karen Stevensen, a licensed counselor and facilitator. Dates, times, locations and full registration are available at her website: [www.karenstevensen.com](http://www.karenstevensen.com) or by calling her: 612-720-5083. The cost for the day is \$100 and lunch is provided. You will receive a significant credit on your marriage license fee by attending. This is well worth it. This class must be completed before your wedding day.

Contact the presiding pastor (952-831-4746) at least three months in advance of your wedding date to set up a first pre-marriage counseling meeting. This meeting will likely include the use of the PREPARE inventory which has a \$35 processing charge.

## CHECK LIST FOR BRIDES

- Has the deposit been paid and the church reserved with definite date and time?
- Has the pastor been contacted?
- Has the wedding coordinator been contacted?
- Has the St. Stephen organist been contacted regarding music?
- Has the Sound Technician been contacted regarding any special audio/visual needs?
- Have you made arrangements with a florist?
- Have you made arrangements with a photographer?
- Has the rehearsal date and time been set?
- Has the entire wedding party (parents included) been notified to be at the rehearsal?
- Has the wedding bulletin been reviewed the presiding pastor prior to printing?
- Has the marriage license and two copies of the wedding bulletin been given to the church office?
- Have all necessary fees been paid?
- Have you made arrangements for the removal of wedding gifts and personal belongings from the church following the wedding?

## FEE SCHEDULE

Optional fees are indicated with \*.

<u>Fees</u>	<u>Members</u>	<u>Non-members</u>
Building:		
Worship Center	0	\$250
*Aisle Candles (Includes white candles)	0	\$50
Custodial	\$75	\$75
The custodial fee includes the set up, take down, cleaning for rehearsal and wedding, special arrangements, etc.		
*Organist	\$200	\$200
This fee includes consultation and wedding service.		
*Organist at rehearsal	\$50	\$50
Sound Technician	\$75	\$75
Wedding Coordinator	\$200	\$200
Pastor	\$250	\$300
Prepare Inventory	\$35	\$35
Pre-Marriage Class	\$100	\$100

**A Non-Refundable deposit of \$150 is required before your date and time can be finalized.**

## FLOWERS

We recommend your floral arrangements complement the simplicity and dignity of our church. We ask that no flowers be placed on the altar table. We have two flower stands for your use. The florist is invited to discuss details with the wedding coordinator prior to the wedding. You are welcome to leave flowers in the sanctuary for Sunday services if arrangements are made ahead of time. An aisle runner does not work in our double-door sanctuary.

We ask that no decorations be fastened to the woodwork of the worship center. We have aisle candle holders available. If other candles are used, they must include glass chimneys. Couples may include lighting of a unity candle, which we will provide. If you wish to keep the candle as a memento, you will need to provide your own.

## PHOTOGRAPHER / VIDEO

We suggest you arrange to have any formal pictures taken before the ceremony. Two and one-half hours are available in the church before the wedding for photos. Photography must be completed one-half hour before the wedding is scheduled to begin. We ask that flash pictures not be taken during the ceremony; time exposure is permitted. We permit videotaping in the sanctuary by one stationary camera and operator.

## **SOUND TECHNICIAN**

The Sound Technician will control the microphones, sound board, video projection and screen and any additional audio/visual needs.

## **MUSIC**

Music is an important part of any worship service. Our organist will help select music that will be a prayerful expression of faith, trust, and love of God and each other. Since the wedding is a sacred ceremony and a service of worship, the music is to glorify God as manifested in Jesus Christ. Music may be provided by voices or instruments. Hymns may be selected as well as vocal solos, choral numbers and chamber literature. Secular music is to be approved by the organist. It is necessary for you to contact the organist well in advance of your wedding date and establish a meeting time.

If you would like to have a guest organist at the service, this may be arranged if the person has familiarity and competency playing a tracker VanDaalen organ. Arrangements are to be made with Mary Ann Neighbor for use of the organ if a guest organist is used (practice time, rehearsal and wedding times).

The wedding coordinator will provide you with the order of service.

## **REHEARSAL**

The rehearsal is usually scheduled the evening before the wedding. It lasts 30 – 45 minutes. The complete wedding party including ushers, parents, readers, and others with special roles, should be present. Please be prompt. The rehearsal will be conducted by the wedding coordinator. Ushers will receive full instructions from the wedding coordinator the day of the wedding.

## **BULLETINS**

It is helpful, but not necessary, to have a printed bulletin to inform guests of the order of service and the names of the participants in the wedding. This must be reviewed for accuracy by the pastor prior to being printed.

## **LICENSE, FEES & BULLETIN INFORMATION**

Your license, all fees and two copies of the order of service bulletin (if used) must be brought to the church office no later than the Monday of the week you are to be married.

## **ALCOHOL & TOBACCO**

**NO** consumption of alcoholic beverages is permitted at the time of the rehearsal, prior to, or during the wedding. Please remind your attendants and guests of this request. St. Stephen is a smoke free building.

We ask that no rice or confetti be thrown inside or outside of the church building.