

*Planning Your Wedding  
At  
Our Saviour's*



**Our Saviour's Lutheran Church**

19001 Jackson Street NE

East Bethel, MN 55011

(763) 434-6117

Fax (763) 434-0394

Revised 10/16

# “Reaching Out With A Voice Of Hope”

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

## **Wedding Coordinators:**

Heather Kneefe      (763) 439-5965  
Tawnya Thompson    (764) 286-9065

## **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 social hall.
- ❖ Register for Pre-Marriage classes provided by Our Saviour’s twice a year or arrange with one of Our Saviour’s pastors for the “Prepare” course for which there is an additional fee.
- ❖ Make the non-refundable down payment which will cover the cost of the Wedding Coordinator.

*If the deposit is not received within 2 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.

- ❖ The sanctuary 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 4 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. 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, address, and the telephone number of the photographer to the Wedding Coordinator so that a letter can be mailed to the photographer detailing the photographer's use of the church.

**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. In 2000, MN Statute, section 517.08 was passed making you eligible to receive a \$50 discount on your marriage license if you met certain criteria. The statute read:

“The marriage license fee for parties who have completed at least 12 hours of premarital education is \$20. In order to qualify for the reduced fee, the parties must submit a signed and dated statement from the person who provided the premarital education confirming that it was received. The premarital education must be provided by a licensed or ordained minister or the minister's designee, a person authorized to solemnize marriages under section 517.18 or a person authorized to practice marriage and family therapy under section 148B.33. The education must include the use of a premarital inventory and the teaching of communication and conflict management skills.”

In order to meet the requirements of the statute, you would still need to do 6 more hours of instruction to receive the discount. In addition, these 6 hours must include a premarital inventory. The inventory used at O.S.L.C. is “Prepare”, and the fee to a couple for the processing fee is \$185. Please contact one of the pastors if you are interested in additional instruction.

## **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 included 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 3 ¼” 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 you are having them), ushers, parents of the bride and groom, and the organist (if from another church). Please bring the following to the wedding rehearsal:

1. Marriage license
2. Unity symbol (if you are using one)
3. All fees.
4. Wedding Bulletins

**Pre-Marital Classes** - Our Saviour’s offers a series of Pre-Marriage Classes semi-annually. If you are not able to attend these sessions you must make arrangements with one of Our Saviour’s pastors to take the “Prepare” course for which there is an additional fee. “Prepare” is an excellent tool to help you build on your relationship strengths and overcome any problematic issues you have before you get married.

**Flowers** - Place your order with the florist early. Flowers may be delivered the day of the wedding, several hours prior to the service. Flowers placed next to the altar must be real and not artificial. Artificial or silk arrangements may be used only for bouquets and boutonnieres. 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. The placement of flowers and photos on the altar is discouraged, as this space is reserved for the sacrament. 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.
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 Gathering Space only.

**The Bulletins** - Bulletin covers are provided by you and can be obtained from Christian Book Stores, a Stationery Stores or can be hand-made. If the bulletins are being printed at the church, the information must be in the office one week prior to the wedding date. Your bulletin details must contain an accurately spelled list of the people participating in the wedding and the order of service. The following statement must be included in your wedding bulletin. "The wedding party requests that no flash photos be taken during the ceremony." If you choose to print your own bulletin, the officiating pastor must review a draft prior to printing.

## 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 discrimination. 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 he/she 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 him/her 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 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 is willing to help you make these selections, if you desire.

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

## 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, according to God's holy ordinance; 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. This is my solemn vow.

## Our Saviour's Lutheran Church

### 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: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone: Work #: \_\_\_\_\_ Home #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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 a wedding bulletin? 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: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Instrumentalists: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Musical Selections: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Welcome To The Marriage Celebration of

Our Saviour's Lutheran Church

Prelude  
Vocal Solo  
Processional  
Greeting  
Vocal Solo  
Scripture Reading  
The Wedding Meditation  
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  
The 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 memory of loved ones past and present.

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

Thank you.

## Wedding Fees

(Updated 03/16)

### \*Member Fees

### Non-member Fees

\$175.00 Non-refundable deposit due at the time the wedding is scheduled – Date will not be put on the church calendar until the deposit is received.

\$400.00 Non-refundable deposit due at the time the wedding is scheduled - 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.

Wedding Coordinator	*\$175.00	*\$175.00
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\* Additional \$50 fee when photographs are taken after the ceremony.

Off Site Weddings – the Wedding Coordinator receives - \$250.00- plus mileage **for all off-site weddings.**

#### Custodial Fees

Without reception	\$50.00	\$100.00
With reception	\$150.00	\$200.00

Fellowship Room Rental (includes kitchen use)	\$125.00	\$300.00
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Reception at church with less than 50 guests - \$100.00 additional fee for staffing

Reception at church with more than 50 guests - \$150.00 additional fee for staffing

Sanctuary	0	\$400.00
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Old Church	0	\$200.00
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Wedding Bulletins	\$50.00 per 100	\$50.00 per 100
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Pastor	\$200.00	\$200.00
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The pastor receives mileage reimbursement for all off-site weddings

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

Vocalist	\$100.00	\$100.00
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Prepare & Enrich Class	\$185.00	\$185.00
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Sound Technician	\$75.00	\$75.00
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*Rates are subject to change as the church deems necessary.*

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

## **Vocalists Available for Weddings**

Steve Arzdorf (612) 369-5926

Mason Henderson, Director of Worship & Music  
(763)434-6117

Heather Kneefe (763) 439-5965

Cathy Yseth, Power UP Band Leader  
(763) 438-9750

## **Accompanists Available For Weddings**

Mason Henderson, Director of Worship & Music  
(763)434-6117

Heather Kneefe (763) 439-5965 (piano)

Judy Blomgren, Organist  
(612)578-1343 (organ & piano)

Cathy Yseth, Power UP Band Leader  
(763) 438-9750 (piano)