

**Lutheran Church of the Redeemer**  
**285 North Dale Street -Saint Paul -MN -55103**  
**651-227-8295**      **www.redeemerstpaul.org**



## **WEDDING INFORMATION & FEES**

### **GENERAL GUIDELINES**

- All regular members of the congregation are entitled to the use of the church for a wedding service. Non-members will be accommodated at the discretion of the pastor.
- Requests for the use of the building shall be made by contacting the Office Manager.
- The Pastor and Music Director will conduct the service although other ministers, soloists, organists, etc. can be invited to participate as approved by the Pastor.
- Schedule rehearsals in consultation with the Pastor or Office Manager.
- Deliveries should be scheduled during the regular church office hours of Mon-Thur, 9:00 a.m. to 2:00 p.m.
- All decorations are furnished by the wedding party, except the regular altar candles.
- All activities must be finished by 10:00 PM on Saturday nights.
- Alcohol use before the ceremony is not appropriate. Anyone who shows indication of alcohol consumption will not be allowed to take part in the ceremony.
- A valid Marriage License must be given to the pastor at the rehearsal.

### **ALTAR DECORATIONS & FLORIST GUIDELINES**

- NOTHING, EXCEPT CANDLES, MAY BE PLACED ON THE ALTAR. The Chancel area is not to be rearranged without the pastor's approval.
- Flowers may be placed on the stands at the sides of the Chancel or on stands supplied by the florist. Discuss flower placement with the Pastor.
- If candles are placed for decoration, they must be prevented from dripping on the floor and pews.
- All extra materials, candles, or flower stands must be removed immediately after the wedding.

### **PHOTOGRAPHS AND VIDEOTAPING**

- Photo sessions should be arranged before or after the service.
- No flash photos are allowed during the ceremony. The photographer may not enter the Chancel area during the ceremony.

- Videotaping is allowed only following the guidelines.
- Guests should be informed not to take photos during the ceremony. A notice in the bulletin is suggested: The Couple request that guests do not take photographs during the ceremony. Please keep our wedding service a sacred and beautiful occasion, unspoiled by cameras and flashes.

## **THE CEREMONY**

- The Marriage Ceremony is a worship service and is conducted with decorum and reverence. It is not a private act, and the pastor is under obligation to conduct it according to Church traditions.
- The Pastor of LCR or other ordained clergy with the Pastor's permission will be the Presiding Minister at all marriages. The marriage couple may also request the pastor to invite Assisting Ministers to participate.
- The pastor will gladly work with the marriage couple to create an individually meaningful ceremony based upon the couple's ideas.
- If the service is a Nuptial Mass (the Marriage Rite within Holy Communion), all Christians who are communing members in their own congregations will be invited to receive the Sacrament.
- Family members or friends may be invited to read a lesson or share in some way in worship leadership.

## **MUSIC**

- The Music Director will supervise all music and serve as the principal organist when music is included in the ceremony. Use of another organist is possible with the Pastor and Music Director's permission.
- The Music Director will gladly work with the marriage couple to select appropriate pieces to enhance the wedding worship service.
- The wedding couple may ask the Music Director to invite other musicians to participate.

## **CATERING**

- Arrangements can be made with the church office to use kitchen facilities and equipment.
- It is preferred that caterers provide all their own equipment, except for coffee makers.
- The wedding party is responsible for making sure the kitchen is cleaned except for sweeping and mopping.

## **WEDDING FEES**

All fees are to be paid at least 2 business days prior to the rehearsal. Checks should be made out to the Lutheran Church of the Redeemer.

### **Fees for Church Members:**

#### **Facility Fees:**

- There is no charge for use of the Sanctuary or Chapel
- Learning Center or Undercroft: \$150.00 (inc. Kitchen)

#### **Staffing:**

- Pastor Honorarium: \$200
- Music Director Honorarium: \$150.00.
- Custodial:
  - Wedding Service: \$175.00
  - Wedding Service & Reception: \$250.00
- Sound Person: \$50

Damage Deposit: \$200 (required to secure the date)

### **Fees for Non-members:**

#### **Facility:**

- Sanctuary: \$500.00 (up to 2 hours on rehearsal day and 5 hours on wedding day)
- Chapel: \$150.00 (holds up to 12 people)
- Learning Center or Undercroft: \$200.00
- Kitchen: \$50.00

#### **Staffing:**

- Pastor Honorarium: \$250.00 (optional, wedding couple may use own clergy)
- Musician/Organist Honorarium: \$200.00 (optional, wedding couple may use own musician)
- Wedding Host: \$200 for wedding and rehearsal
- Sound Person: \$50.00
- Custodial:
  - Wedding Service: \$175.00
  - Wedding Service & Reception: \$250.00

**Damage Deposit:** \$200.00 (required to secure the date)

If any damage fees are assessed, they will be taken out of the initial deposit. If fees exceed the deposit, additional payment is required by the end of the next business day.

All parties are expected to arrive and depart at the agreed upon times. Overtime fees will be charged at the rate of **\$50 per 15 minutes**. If the custodian needs to leave and return at a different time because of a group staying overtime, an additional \$125 will be charged for this visit.

## **YOUR WEDDING AT THE LUTHERAN CHURCH OF THE REDEEMER, ST. PAUL**

### **To the Couple:**

We are glad you have selected Lutheran Church of the Redeemer as the place of your marriage celebration. We welcome you to our community of faith. In order that your marriage preparations go smoothly and this blessed event be both beautiful and meaningful, we ask you to read this booklet of guidelines.

### **A Word about Marriage:**

In Christian marriage two persons by their promises before God and in the presence of the congregation, bind themselves to one another as one for life. It is not the pastor who "declares" they are married, but the couple's promise of faithfulness to one another for life that makes the marriage. This promise is made publicly before God, family, friends and congregation as witnesses. The pastor is the primary witness, and so also fulfills a role for the state.

Christian marriage in the context of the church is a worship service, and not merely a civil ceremony. The invited guests are not mere spectators, but participants in the service. God is at the center to be praised, and the marriage service is a celebration of God's love, reflected in your love for each other.

### **Reserving the Time and Date:**

To reserve a time and date for your wedding, you should contact the church office manager. The normal time period allotted for a wedding in the sanctuary is five hours, which includes three hours prior to the service for dressing and photographs. The date and time need to be confirmed with the pastor in order to be reserved for your wedding.

### **Meeting with the Pastor:**

If you will be using the pastor from LCR, you will need to make an appointment with the pastor to attend an initial planning meeting. Both persons should be at this initial connection. In addition to making initial plans for your marriage service, the pastor will outline the fee schedule, options we have at Redeemer for pre-marital counseling and "Prepare" evaluation.

### **Marriage License:**

Weddings are regulated by the state and a marriage license must be secured in Minnesota. You may apply for the license at the Clerk of Court in any County Courthouse in Minnesota. Anyone who has had a previous marriage license must bring a copy of the divorce decree to the court. The fee for the marriage license must be paid at the time of application for a license. Two witnesses, normally the "best man" and "maid/matron of honor" sign the marriage license and church certificate.

**The Wedding Host:** The role of the wedding host is to unlock / relock the doors on the day of the rehearsal and the day of the wedding. The wedding host will also be available on those two days to answer questions regarding facilities, such as the basic use of the sound system, directing wedding party to appropriate changing rooms, location of bathrooms, etc. The wedding host does not participate in any aspect of the rehearsal or the wedding.

### **The Wedding Rehearsal:**

Once your marriage date has been confirmed, arrangements for your rehearsal time will be made in coordination with the church calendar. The rehearsal is usually set for the afternoon or evening prior to the wedding, although exceptions are possible. For chapel weddings, a brief rehearsal prior to the ceremony is often sufficient.

For weddings in the sanctuary, a rehearsal will be necessary. This rehearsal will take about one hour. The purpose of the rehearsal is to acquaint the wedding party with their respective roles in the marriage service, so all those who will participate in the wedding should be there (wedding couple, parents, witnesses, bridal attendants, groomsmen, ushers, etc.). The organist does not customarily attend this rehearsal, nor do musicians and scripture readers. They normally rehearse on the day of the wedding, an hour prior to the service.

Please ask all members of the wedding party to be prompt. Out of respect for the church sanctuary, we also ask that appropriate attire be worn (i.e. no "tank tops", "cut-offs", visors or baseball caps, please) at the rehearsal.

**The Day of the Wedding:**

The maximum time allotted for your wedding, pictures, and clean-up is five (5) hours, which should be sufficient for all your preparations, photographs, and ceremony.

**Changing Rooms:**

One person and their attendants may change in the Choir Room or the other room adjoining the stairway near the kitchen and the other may change in the East Transept room by the Undercroft. Please DO NOT LEAVE CLOTHING OR VALUABLES in these rooms during the marriage service. Please pack them up and keep them in the locked trunk of your car (not in the passenger seats). Have someone in charge of valuables or personal items at all times. Unfortunately, people do "prey" on weddings, and we cannot take responsibility for anything lost or stolen the day of your wedding.

**Guest Book:**

A guest book may be placed in the narthex for guests to sign as they enter the church up to 5 minutes before the service. At that time the book will be closed so your wedding may begin on time. Late arrivals may sign the guest book after the service or at the reception.

**Gifts and Cards:**

The church assumes no responsibility for gifts or cards. We suggest you prepare a card box for cards and have scotch tape available to attach loose cards to packages. The wedding couple will appreciate this! Someone should be in charge of gifts and cards at all times.

**Rice:**

The throwing of rice or confetti NOT ALLOWED inside the church building or anywhere on the church grounds. Bird seeds may be thrown or bubbles blown outside the building as the bridal couple leaves the church (as long as they do not re-enter the church).

**Smoking:**

There is NO SMOKING permitted inside the church, including the restrooms and dressing rooms.

**Food:**

Any snacks or food should be restricted to the Undercroft and the adjoining kitchen. No food or drink may be consumed in the narthex or sanctuary. Please throw all pop cans, candy wrappers or food bags in the proper trash receptacles.

**Photography:**

Your photographer may take pictures of your wedding party prior to the service in the church sanctuary, the Undercroft, or other rooms you have reserved prior to the wedding. You will want to be finished at least one-half hour before the service so your guests may begin being seated, and so the participants can relax before the ceremony. Remember the church will be open for your use up to three hours prior to the service. This should be sufficient time for pictures. Please inform your photographer of this, as additional time would make an earlier arrival time necessary, and there would be an added charge to you.

There are NO FLASH PICTURES allowed during the marriage service (with the exception of the processional and recessional). Please inform the photographer and your family and guests, with an announcement in your wedding bulletin.

Video recording is allowed as long as the recorders remain in any of three stationary positions: in either of the choir transepts, or in the balcony. No photographs or taping may be done from the chancel area. Any moving around distracts from your marriage service.

**The Sanctuary:**

Please remember the sanctuary is the place of worship for this congregation. We ask that no food or drink be brought into the church sanctuary. No church "furniture" may be moved around in the sanctuary, nor may any items the church has placed on the altar be moved or removed (except by the church staff). Fresh flowers only may be placed on the flower stands in the chancel. No other decorations (bows, etc.) may be added to the altar, lectern, pulpit or chancel area, except for the Unity Candle and candelabra. Paraments on the lectern, altar and pulpit may not be obscured or decorated, nor may the colors be changed (as the colors reflect the season of the church year).

**The Marriage Service:**

The marriage service is above all a worship service of the church which begins with the conviction that God's love is the basis for your love for one another. At the center of your marriage service should be a proclamation of the love of God. An equal amount of importance should be placed on preparations for the worship service as for all the other details of your wedding. The service normally includes instrumental and vocal music, hymns, prayers, scripture readings, and pastor's homily, in addition to your exchange of vows and rings. The pastor will assist you in these preparations.

**Sample Order of Service:**

Prelude (vocal solo optional)

**GATHERING**

Processional Hymn or instrumental  
Greeting  
Declaration of Intention  
Prayer of the Day

**WORD**

Scripture Readings  
Sermon (Marriage Homily)  
Hymn of the Day (or vocal solo)  
Vows  
Giving of Rings  
Acclamation  
Other Symbols of marriage, i.e. Unity Candle (optional)  
Marriage Blessing & Prayers  
Sharing of the Peace

**MEAL (optional)**

Eucharistic Prayer  
Lord's Prayer  
Distribution of Communion  
(vocal solo or instrumental music)

**SENDING**

Blessing & Presentation of the Couple  
Dismissal  
Recessional Hymn (or instrumental music)

## Scripture Readings:

You may choose your own scripture selections to be read in the service. A friend or family member may read the scripture, or you may wish the pastor to do so. Following is a list of some selections from the Old Testament, the Epistles and Gospels.

### Old Testament

Genesis 1:26-28 (29-31)	The Creation of Humankind
Genesis 2:18-24	Man and Woman as One Flesh
Isaiah 63:7-9	God's Mercy Remembered
Song of Solomon 2:10-13	The Beauty of Love
Jeremiah 31:31-34	The New Covenant

### Psalms

Portions of the following Psalms may be appropriate:

Psalms 33	The Greatness and Goodness of God
Psalms 100	Praise God All the Earth!
Psalms 117	All Nations Praise the Lord!
Psalms 127, 128	The Happy Home of the Faithful
Psalms 136	The Steadfast Love of God
Psalms 150	Praise the Lord!

### Epistles

Romans 12:1-2, 9-13	Marks of the Christian Life
Colossians 3:12-17	Living in Love and Thanksgiving
1 Corinthians 12:31-13:13 (or 13:4-8,13)	The Greatest Gift is Love
1 John 4:7-12	The Love of God
Ephesians 5:21-33 (or 1-2, 25-33)	The Christian Household
Philippians 4:4-7	Rejoice in the Lord Always

### Gospels

Matthew 19:4-6	What God Has Joined Together
Mark 10:6-9	Two Become One
John 15:9-12 (or 9-17)	Love One Another
John 2:1-11	The Wedding at Cana

The pastor will relate the texts you choose to the theme of Christian love, marriage and faithfulness, during the homily.

## The Marriage Vows:

There are several appropriate versions of vows for your marriage, which give words to your mutual promise of faithfulness to each other for life. You may choose the vows directly from the Lutheran Book of Worship, or you may choose more traditional vows, or even write your own. The pastor will help you make your choice, and show you some options.

## Holy Communion:

You may request that your marriage service include a celebration of Holy Communion. As Holy Communion is a sign of unity, the Sacrament is not appropriate unless the congregation participates. Under no circumstances should the bread and wine be received by the bride and groom alone, to the exclusion of the congregation. Holy Communion is appropriate when all guests are invited to receive the bread and wine, and can enrich the meaning of your marriage celebration. However, you may need to consider whether all of your guests will feel comfortable participating in the service of Holy Communion when deciding whether or not to include this in your wedding.

## Music:

A Christian wedding is a worship service of the church, and we encourage family and guests to participate as well as the couple. The promise that the man and woman make to one another is central, of course, along with the prayers and blessings on their life together. The various parts of the service also offer praise and thanks to God for the gift of marriage and family. Music is one way in which we praise God.

The "Manual on the Liturgy" for the Lutheran Book of Worship reads, in regards to music in the marriage service, that "...the music therefore must be carefully and discriminatingly chosen. It should embody high standards of quality and the texts should reflect the praise of God, the steadfast love of Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God's presence and blessing.

In every case, music selected "should be of high quality and not cloud the mood of the service with triteness or sentimentality. It should moreover be within the ability of the performers at hand to play or sing with assurance" ("Manual on the Liturgy").

While there are appropriate contemporary songs, remember that recordings of such music are made under ideal conditions with sophisticated electronic equipment which we do not have available. Performing these selections on a pipe organ or piano will not sound like the recorded selections.

As an "offering of praise and thanks to God", music in the church is performed "live" on instruments or sung by the human voice. Pre-recorded music is not appropriate for church worship. Plan to use pre-recorded music at the reception.

Vocal music selections of a "secular" (not "sacred") nature, though often "beautiful" in themselves, are generally not appropriate for a worship service, and are best used at the reception. Sometimes a secular selection may be sung prior to the service, before the processional. Please consult with the organist before planning this, or any of your musical selections.

In summary, if you can answer "yes" to the following questions, the music is probably appropriate:

1. Does this music/text reflect praise and/or thanksgiving to God?
2. Is it based on, or does it reflect, a scriptural theme?
3. Is this song in the form of a prayer?

The church organist is a professional musician who will be of great help to you in selecting music for your wedding. It is your responsibility to contact the organist to discuss the music (organ preludes and processional, hymns, vocal music and organ postludes and recessional). The organist will help you to make an appropriate selection, in consultation with the pastor. The careful selection of music will help enrich your wedding service by making it even more beautiful, worshipful and memorable.

### **Hymns for Weddings:**

There are several wonderful hymns that would be very appropriately used in your wedding. A hymn could be sung as a processional, after the greeting/opening prayer, in place of special music, during the lighting of the Unity Candle, or as a closing hymn (recessional). A familiar hymn is a great way to involve the congregation in your marriage celebration and enrich its meaning. A few of these hymns are listed below.

### **Processionals & Recessionals:**

- #835 Joyful, Joyful, We Adore Thee
- #839, 840 Now Thank We All Our God
- #308 O Morning Star, How Fair and Bright
- #853 When Morning Guilds the Skies
- #838 Beautiful Savior
- #858, 859 Praise to the Lord, the Almighty
- #879 For the Beauty of the Earth
- #631 Love Divine, All Loves Excelling

### **Hymn of the Day:**

- #648 Beloved, God's Chosen
- #312 Jesus, Come! For We Invite You
- #585 Hear Us Now, Our God and Father
- #586 This is a Day, Lord, Gladly Awaited
- #656 Blessed Be the Tie That Binds

### **Communion:**

- #816 Come, My Way, My Truth, My Life
- #501 Come With Us, O Blessed Jesus