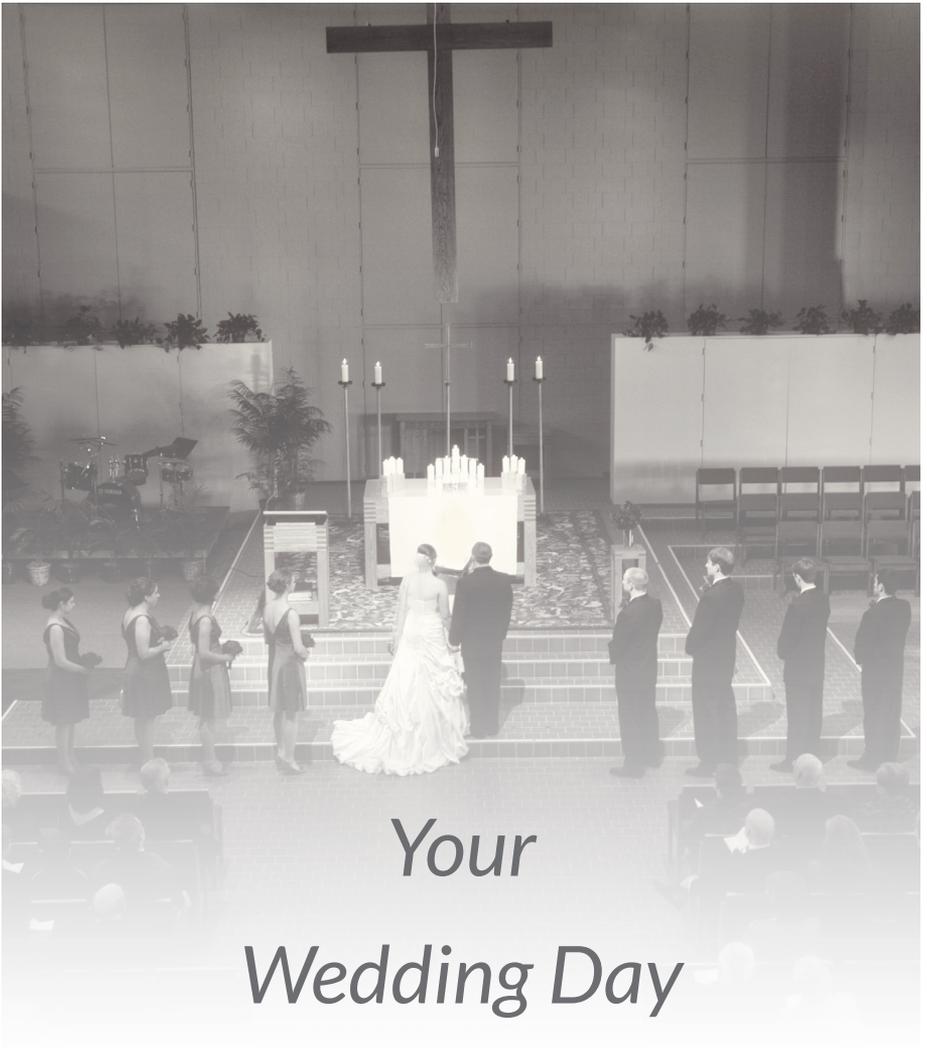


# WEDDING INFORMATION AND GUIDE

## ROSEVILLE LUTHERAN CHURCH





*Your  
Wedding Day  
at Roseville  
Lutheran  
Church*

# WEDDINGS AT ROSEVILLE LUTHERAN CHURCH

*We are honored that you have chosen to celebrate your wedding with Roseville Lutheran. The pastors and staff anticipate sharing your joy in this life-changing event and are here to help you prepare a wedding that will express your love for each other and your trust in God's blessings. In this manual, we describe our wedding policies and services to help you prepare for your wedding day.*

*The wedding ceremony is one of the worship service of a Lutheran congregation in which we receive God's blessings. All wedding performed at Roseville Lutheran will be conducted in ways compatible with the traditions of the Evangelical Lutheran Church in America (ELCA).*

*We are pleased you have chosen Roseville Lutheran for your wedding. Members and non-members are invited to schedule a wedding at Roseville Lutheran. We hope this packet will help you in the planning of your celebration of your marriage.*

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# FIRST STEPS IN PLANNING YOUR WEDDING

*The following arrangements should be completed before making further plans for your wedding.*

## **THE DATE:**

Contact the church office to set the date for your wedding. It is helpful to do this as far in advance of the wedding date as possible. Once you have contacted the church office, your information will be passed on to the Wedding Coordinator, who will then meet with you to answer any questions you may have about scheduling the Worship Center for your wedding. (Please, do not formally announce your dates or order invitations until after you have met with the Wedding Coordinator and have made your down-payment.)

Saturday weddings must conclude by 3:30 pm so we can prepare for our Saturday worship services. Saturday weddings may also be held 7:00 pm or later (understanding the worship center is NOT available from 3:30 – 6:00 pm). You may schedule your weekday ceremony between 12:00 noon – 7:00 pm. Receptions must conclude by 9:00 pm, or at an earlier agreed upon time. Rehearsals are typically held at 6:00 pm on the evening before the wedding unless different arrangements are made.

Our primary commitment will always be to Roseville Lutheran Church's ministries. As you choose a date for your wedding, please remember that we will not remove seasonal decorations, such as Christmas poinsettias or Easter flowers, to accommodate wedding decorations. Also, we will schedule weddings only for dates and times when the church is officially open, no worship services are occurring, and when other church ministries are not using the needed facilities.

***We are unable to schedule weddings on the following days:***

- Sundays
- New Year's Eve and Day
- Ash Wednesday
- Holy Week (Palm Sunday through Easter Sunday)
- Memorial Day weekend
- Fourth of July weekend
- Labor Day weekend
- Thanksgiving weekend
- Saturdays before Christmas programs (*check with the church office for specific dates*)
- Christmas Eve and Day

Please, inform your caterers, musicians, florists, and other service providers about hours the church is open.

After you have tentatively set your date, the Wedding Coordinator will contact you to finalize your arrangements. At this meeting the Wedding Coordinator will explain the wedding policy and request that you sign the Agreement to the Wedding Policies of RLC, which is at the back of this manual, agree on your dates, and make a down payment of \$350.00.

***Please, do not formally announce your dates or order invitations until after you have met with the Wedding Coordinator and have made the \$350.00 down-payment.***

Your dates are not official until you do this. By this time, you should also have used the fee schedule to determine the total cost of your wedding at Roseville Lutheran Church.

If you want to change any of your dates, you must inform the Officiating Pastor, the Wedding Coordinator, and any musicians scheduled to perform. If you must cancel for any reason, Roseville Lutheran Church will keep \$100 and return your other payments.

## **THE PASTOR**

Generally a pastor of Roseville Lutheran Church or another ELCA pastor will preside at weddings. (See Visiting Pastors for the exceptions) She or he will ensure appropriate use of the liturgy and facilities.

Although you may have a particular pastor in mind, their schedules will determine if they are available. If you are unfamiliar with the pastors of Roseville Lutheran Church, the Wedding Coordinator will also direct you to one.

Roseville Lutheran Church requires that the bride and groom meet with the Officiating Pastor (or the Visiting Pastor) for pre-marital counseling at least once. These meetings are an opportunity for the pastor and couple to prepare for the wedding, so that the ceremony will truly represent the gift of God's love.

## **VISITING PASTORS**

If you would like another pastor to share in your service, please clarify this in your initial meeting with the Wedding Coordinator. While Roseville Lutheran welcomes clergy from other denominations, participation of other clergy members is only at the invitation of a Roseville Lutheran pastor.

## **WEDDING COORDINATOR**

All weddings at Roseville Lutheran will be assigned a wedding coordinator who will help you plan, conduct the rehearsal, and coordinate the wedding. As an employee of the church, the Wedding Coordinator can answer most of your questions about wedding policies and services. Please, provide your service providers such as bridal consultants, caterers, florists, and photographers with the contact information for the Wedding Coordinator. It is your responsibility to familiarize them with RLC policy. As the representative of Roseville Lutheran Church, the Wedding Coordinator will generally have final approval of all aspects of the wedding service unless it is a matter requiring the officiating minister.

## **MUSIC**

As soon as your dates are official, the Wedding Coordinator will provide you with contact information for the Director of Music Ministry. It is your responsibility to contact this person directly to discuss and finalize the music for your wedding. All musical selections for the ceremony will be approved by the Director of Music Ministry.

### **ORGANIST/PIANIST**

Keyboard music may be performed on the organ or on the piano. If you would like organ music during your ceremony, the Director of Music Ministry will arrange for the Organist or a member of our music staff to play for your ceremony, or if necessary, can recommend a qualified substitute. Please include your payment for the organist with your other payments to Roseville Lutheran Church. Honorarium for the organist is \$250 for the ceremony including one rehearsal with any other musicians that are involved.

### **OTHER MUSICIANS**

You may use other musicians such as vocalists or instrumentalists at your ceremony. You may find vocalists and instrumentalists independently and pay them directly, or the Director of Music Ministry can make recommendations for musicians that you may contact and hire. If such musicians will be performing with the organist/pianist, they should learn and prepare the approved music in advance of the ceremony and meet with the organist/pianist before the rehearsal. At or before this meeting, musicians should provide original copies of the music in the desired key. It is not the job of the organist/pianist to teach music to vocalists or instrumentalists.

# OTHER CONSIDERATIONS

## **MARRIAGE LICENSE**

Minnesota law requires couples to secure a license to marry. It must be applied for a minimum of seven days before the wedding at any Clerk of Court office in the state, but it is suggested that you do this at least 30 days before the wedding date. Both parties need to be present to sign the application. There is a fee for the license. The license should be brought to the church office 10 days prior to the wedding along with full legal names with middle names or initials of the witnesses who will be signing the license.

## **THE REHEARSAL**

The rehearsal is important for all members of the wedding party to attend. The Wedding Coordinator will conduct this event. The organist will not be at the rehearsal, and – depending on scheduling – the pastor may or may not be able to join you for the rehearsal.

The rehearsal should begin promptly at the scheduled time. To ensure that the rehearsal begins on time, please provide maps or directions for all participants. Warn them that traffic may delay their trip to the church.

## **COMPLETE PAYMENTS**

The Wedding Coordinator will give you a fee schedule for the church's facilities, church musicians and other fees. The balance is due 10 days before the wedding.

# SUGGESTED TIME LINE

## SIX MONTHS OR EARLIER

- Initial contact from Wedding Coordinator
- Turn in initial payment to Roseville Lutheran Church
- Contact Music Director to schedule pianist/organist/other musicians for wedding date

## FOUR TO FIVE MONTHS

- Meet with Wedding Coordinator to discuss specific wedding plans
- Meet with officiating pastor

## TEN WEEKS

- Confirm time and date of wedding and date of wedding rehearsal with Roseville Lutheran Church

## FOUR TO SIX WEEKS

- Connect with Wedding Coordinator to finalize details of the rehearsal and wedding day
- Consult with Officiating Pastor and Director of Music to finalize order of service
- Confirm music selections and needs with Director of Music

## 10 DAYS PRIOR TO WEDDING

- Turn in Marriage License to RLC Office Manager
- Payment in full to Roseville Lutheran Church
- Call wedding party (including ushers and other family members) regarding the time and date of the wedding rehearsal
- Designate family members or friends, such as ushers and house party members, to remove decorations and clean up the Worship Center after the wedding. Remember to identify them to the Wedding Coordinator before the ceremony

## FACILITIES FOR THE CEREMONY

### **WORSHIP CENTER**

Our Worship Center, built in 1996, seats 1,000 people in total, 700 on the main floor and 300 in the balcony.

### **OFF-SITE**

Our pastors are willing to officiate at off-site locations if available. Please make arrangements with the Officiating Pastor.

## FACILITIES FOR THE RECEPTION

Wedding parties may schedule the church facilities for receptions lasting up to two hours. To avoid conflicts, we allow only one reception per day. Please designate people to clean up the Social Hall or Commons and the kitchen after your reception.

For an additional cost, we will provide linens, dishes, cups, silverware, punch bowls, and trays. We do not allow alcoholic beverages.

### **THE SOCIAL HALL**

The Social Hall seats 240 guests and has access to the kitchen. You may hire our own Hospitality staff or a outside caterer.

### **COMMONS**

The Commons seats 80-100 guests. If you wish to use the Commons, you may hire our own Hospitality staff or an outside caterer.

# SUGGESTED PREPARATIONS FOR THE CEREMONY

You should be prepared to discuss the following preparations with family, attendants, florist, photographer and the Wedding Coordinator.

All decorating, photography and set-up must be completed 30 minutes before the service. Seating of guests will begin at that time.

## **DRESSING BEFORE THE CEREMONY**

Up to three hours before the ceremony, the couple and attendants may dress in their assigned rooms. Please have your attendants clean up these rooms and check out with the Wedding Coordinator before they leave the church.

## **PROCESSIONAL AND RECESSIONAL**

Please provide the Wedding Coordinator with a detailed plan for the processional, which includes the seating of parents and grandparents and the entrance of attendants.

Depending on the make-up of your wedding party, you may use this as a guide for the entrance order:

1. Groom's grandparents
2. Bride's grandparents
3. Groom's parents
4. Bride's parents
5. Minister, groom, best man, and groomsmen
6. Bridesmaids
7. Maid/Matron of honor
8. Ring bearer and flower girl
9. Bride

You should also decide who will participate in the recessional. We recommend that only the bridal couple, the attendants, and the parents leave while the recessional music plays.

The following items are not allowed inside or outside the church: rice, confetti, bird seed, and real flower petals. Flower girls may scatter faux (silk, organza, etc.) petals. The individuals assigned to remove decorations from the Worship Center will be responsible for picking up those petals as well as gathering any bulletins, tissues, etc. that guests leave in the pews.

## **DECORATIONS**

Decorations that preserve the reverence of the worship space are preferred. Please do not hang flowers or other decorations on the walls, in the choir loft, on the piano, or on the organ.

Please remove decorations and equipment from the Worship Center immediately after the ceremony and check out with the Wedding Coordinator. Roseville Lutheran Church is not responsible for items left in the church, and these items may be thrown away.

## **PEWS AND AISLES**

When attaching bows or flowers be mindful to not endanger the finish of the pews. Do not use uncoated wire, nails, tacks, screws, tape, or glue. Aisle cloths are not allowed within the worship space.

# OTHER CONSIDERATIONS

## **WORSHIP SPACE AND DECORATION**

The pulpit, altar, cross, altar candles and seasonal decorations in the Worship Center will always remain in place. You may request for the baptismal font and flower stands to be removed before the rehearsal. Please do not remove these items on your own.

## **USHERS**

A minimum of two ushers should assist in handing out bulletins and seating people.

## **PHOTOGRAPHY**

Once the music of the ceremony begins, guests may not take pictures in the Worship Center. It is helpful to make a notation of this within the wedding bulletin. We encourage most pictures to be taken before the wedding. Only the official photographer may take pictures during the ceremony, and during this time, he or she must turn off the camera's flash and stand at the back of the room. After the ceremony, attendants and family members may return to the altar area for pictures. We suggest that this photo session last no more than 30 minutes.

## **AUDIO RECORDING**

Roseville Lutheran Church will provide a CD of the ceremony which is included in your fees.

## **VIDEO RECORDING**

You are welcome to have a professional videographer to record the ceremony. Please instruct videographers that they must use the existing house lighting in the Worship Center. Additional lighting equipment is not allowed. Videographers should stay in one place during the ceremony and have all equipment in place at least 30 minutes before the ceremony.

# LIABILITY concerns

## **BELONGINGS**

If there is a need to secure belongings in the church please inform the Wedding Coordinator who will lock the room during the wedding ceremony. We are not liable if the belongings become lost, stolen, or damaged. For this reason, we suggest that no one leave money, jewelry, or other valuables unattended in the dressing rooms. Please remove all belongings from the church immediately after the wedding.

## **LEGAL AND ILLEGAL DRUGS**

Roseville Lutheran Church prohibits tobacco and alcohol use in the church, including champagne toasts in the dressing rooms. Please follow all state and federal laws related to other drugs. Please inform your attendants and guests of these restrictions.

# CONTACT INFORMATION

**Jessica Henry, Wedding Coordinator**

651-487-7752

RLC@rosevillelutheran.org

**Jamie Menier, Wedding Coordinator**

651-487-7752

RLC@rosevillelutheran.org

**John Helgen, Director of Music Ministry**

651-487-7752, ext 236

jhelgen@rosevillelutheran.org

*Pastors at Roseville Lutheran Church:*

**Rev. Lauren J. Wrightsman**

651-487-7752, ext 223

lwrightsman@rosevillelutheran.org

**Rev. Sara Spohr**

651-487-7752, ext 224

sspohr@rosevillelutheran.org

*Please, know that you are always welcome here. We encourage you to talk with one of our pastors about opportunities for newlywed couples in the life of our congregation.*

# Fee SCHEDULE and PASTOR'S HONORARIUM

## HONORARIUM

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Pastor	\$275.00
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## FEES

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### Weddings<sup>1</sup>

Worship Center	\$550.00
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### Receptions<sup>2</sup>

Social Hall	\$300.00
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Commons	\$150.00
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<sup>1</sup> Fees include facility, sound technician, and custodial fees for up to one hour on the day of rehearsal and up to four (4) hours on the day of the ceremony (additional custodial fee with reception).

<sup>2</sup> Available only if the wedding is held at Roseville Lutheran Church. Fees include up to four hours (two hours for the reception and one hour each for set-up and clean-up.)

## ADDITIONAL FEES

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Organist	\$250.00
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Wedding Coordinator (up to 5 hours)	\$225.00
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Additional Hours	\$25.00
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Soloist/Additional Musician (if RLC provides)	\$125.00
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Sound Technician (additional hours)	\$25.00
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Custodian (with reception)	\$100.00
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# THE WEDDING ceremony

## *Suggested Order of Worship for the wedding ceremony*

Prelude  
Processional  
Invocation  
(Hymn - optional)  
Greeting  
Blessing  
Prayer  
(Hymn / Solo - optional)  
Scripture Readings  
Wedding Homily  
(Hymn / Solo - optional)  
Vows of Intention  
Vows of Commitment  
Exchange of Rings  
Blessing of the Rings  
Lighting of the Unity Candle (optional)  
Solo (optional)  
Prayer  
(Hymn / Solo - optional)  
The Lord's Prayer  
Blessing  
Declaration of Marriage  
Recessional  
Postlude

# MUSIC FOR THE CEREMONY

## HYMNS

The use of hymns is encouraged for your guests to sing, and will enhance the communal festivity of the ceremony. Roseville Lutheran uses the Evangelical Lutheran Worship hymnal, which includes many hymns appropriate for the wedding ceremony. The Director of Music Ministry can assist you with your selections.

***For many reasons we only allow "live" music at the marriage service.*** Thus, no pre-recorded music is allowed during the marriage service. Questions of musical appropriateness may be directed to the Director of Music Ministry. The couple is encouraged to choose music from a wide variety of church music, both traditional and contemporary. We will assist you in this process and have organists, musicians, soloists and others to assist you.

## SUGGESTED READINGS FOR THE CEREMONY

Genesis 2:18-24  
Psalm 100  
Song of Solomon 7:6-7  
Matthew 19:4-6  
John 15:9-12  
Romans 12:1-3, 9-13  
I Corinthians 13  
Ephesians 3:14-19  
Ephesians 5:21-33  
Philippians 4:8-9  
Colossians 3:12-17  
1 John 4:7-12



**ROSEVILLE LUTHERAN CHURCH**

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