



At
Maple Grove Lutheran Church



The Pastor and Staff
of
Maple Grove Lutheran Church

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"And God blessed them..."

Genesis 1:28

We at Maple Grove Lutheran Church rejoice with you as you anticipate your wedding day. We are pleased that you have chosen Maple Grove Lutheran as the place to celebrate your marriage ceremony. We want your wedding to be an occasion that you will always remember as a beautiful and meaningful day, one filled with reverence and dignity.

We believe that Christian marriage is a covenant of faith. It is a mutual promise of fidelity, where husband and wife promise life-long faithfulness and commitment to one another.

This wedding booklet has been prepared in order to give you helpful information, and to assure you that Maple Grove Lutheran values the sanctity of marriage and the vows that you will speak. While there is much room for flexibility in your wedding, the following guidelines are offered in order to make the occasion more enjoyable for you and to have the ceremony be to the glory of God.

Please read this booklet carefully and write down any questions. Our pastors and/or your wedding coordinator will help you in answering them.

May God bless and guide you as you prepare for your marriage.

Setting the Date and Time

After you have selected a tentative date and time for your wedding, please contact a pastor in order to have the date and time entered into the official church calendar. Please try to do this as soon as possible. It is good to have an alternative date and time in mind in case the church is already in use, or the pastors are not available for your first selected date. We suggest you wait to plan any part of the wedding until after you have determined the availability of the church and the pastor.

Maple Grove Lutheran normally holds weddings on Friday evenings at 7 pm, and on Saturdays at either 1 pm or 4 pm. Requests for other days or times must be arranged with a pastor, and are subject to pastoral and building availability. At Maple Grove Lutheran Church, weddings are scheduled on a first-come-first-served basis.

Friday weddings:

7 pm Ceremony: Access to the building is from 4 pm to 8 pm

Saturday weddings:

1pm Ceremony: Access to the building is from 10 am to 2 pm

*Everyone must be out of the building by 2 pm.

Saturday weddings:

3:30 pm Ceremony: Access to the building is from 1 pm to 5 pm

*Everyone must be out of the building by 5 pm, to prepare for the Saturday worship service at 5:30 pm.

When the church office has received a non-refundable deposit of \$50 (member) or \$200 (non-member) payable to Maple Grove Lutheran Church, your date and time will be confirmed. This deposit will be applied to your wedding costs.

Planning Sessions with a Pastor

A pastor will consult and assist you in planning your wedding and in helping you to prepare for your married life together. It is expected that one of Maple Grove Lutheran's pastors will officiate at your wedding. If you wish to have other pastoral involvement, please consult with a pastor at Maple Grove Lutheran about such arrangements. In addition, please arrange to meet with a pastor about one month in advance of your wedding date, in order to review your wedding service details and/or your wedding program.

It is also expected that couples wishing to be married at Maple Grove Lutheran participate in pre-marital counseling with a pastor. Contact a pastor to arrange this. The amount of counseling may vary and will be determined by the pastor. In addition, couples are invited to attend a special pre-marriage class taught by the pastors each January or February. By attending this four-session class and by going through the above-mentioned counseling with one of the pastors, the couple will qualify for a reduced marriage license fee of \$40 instead of the normal \$110.



Wedding Coordinator

After your marriage date has been recorded and confirmed, a wedding coordinator from Maple Grove Lutheran will arrange to work with you. The wedding coordinator:

- Will hold an initial consultation with brides and grooms once every three months; this group meeting will be designed to give you a tour of the church facilities as well as to provide you with general assistance in preparing you for your wedding, and to answer general questions that you may have in mind concerning your wedding. You should call the wedding coordinator in order to schedule yourselves for one of these meetings as soon as your wedding date has been confirmed.
- Will provide you with, and instruct you on a bride/groom checklist of things to consider prior to your wedding.
- Will provide support to you from the initial meeting through your wedding date.
- Will contact you by telephone approximately one month prior to your wedding, in order to review with you the details and plans for your wedding.
- Will contact you about 1 week before your wedding to finalize your wedding plans.
- Will conduct the wedding rehearsal, instructing the bride and groom, the attendants, and the ushers as to expectations, their duties and responsibilities.
- On the day of the wedding, will be present 3 hours prior to, and ½ hour following the end of the wedding service. During this time they will assist with florists, photographers/videographers, and the wedding party as needed in order to make your wedding day as stress-free as possible.
- Will assist the custodian as needed in order to prepare the sanctuary for regular worship services.
- Will prepare and file your marriage license.

Custodian

The custodian at Maple Grove Lutheran Church will clean the sanctuary, restrooms and dressing areas prior to your wedding rehearsal, prior to your ceremony, and again after your ceremony in order to prepare the church for the next scheduled worship service.

Sound Technician

A sound technician is required for your ceremony. The technician will ensure that guests can hear all of your ceremony, including your vows, readings, soloists and special music. Should you request it, the technician will also attend your rehearsal, but at an additional charge of \$50.

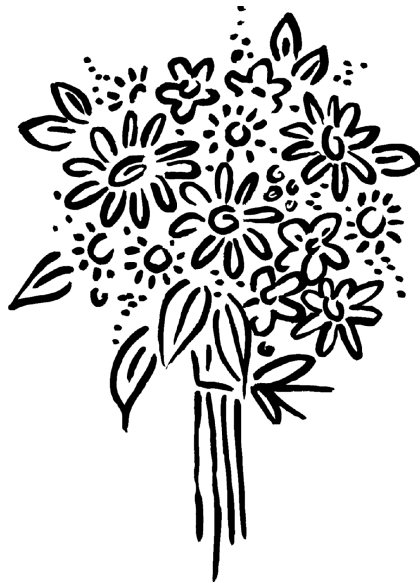
Photographers/Videographers

Since your wedding service is a worship experience:

- No flash photography may be used during the ceremony.
- The use of non-flash photography and videotaping should not detract from the ceremony.
- Maple Grove Lutheran encourages wedding party photography be done prior to the ceremony.
- Photographers in the sanctuary must be completed with their work 30 minutes prior to the ceremony.
- Videography may be done from either the rear of the sanctuary or from the choir loft section behind the piano.

Flowers/Decorations

- Only live floral decorations may be used on the altar.
- A unity candle holder is provided by Maple Grove Lutheran, but you must furnish all desired candles.
- If you choose to decorate the aisles, we recommend the use of pew bow holders, which can be obtained from your florist.
- If an aisle-runner is to be used, the distance from the altar steps to the rear posts is 35 feet. The church does not provide an aisle-runner.
- Flowers and decorations should be in place 60 minutes prior to the ceremony.
- No tape, or nails, or screws of any kind may be used to secure decorations. Fun Tack is permitted and encouraged.



Music/Musicians

Ⓐ Christian wedding is a service of worship. Please choose music that will point people to God and show evidence of your Christian commitment. There is room for personal taste and variety of music styles, of course, but all music should lend itself to the criteria of appropriateness for worship- music should reflect a distinctly Christian content.

It is suggested that one of Maple Grove Lutheran's musicians play the music selected for your ceremony. A list of musician's may be obtained from the church office. The musician will meet with you after your date has been approved, in order to assist you with the selection of music.

Maple Grove Lutheran encourages the singing of one or more hymns by the congregation.

If a vocalist is used, we suggest a maximum of 2 selections.

Final decisions regarding music for your ceremony must be made by a pastor.

Prelude and postlude music played by the church pianist extend 15 minutes before and after the ceremony.

Any additional music, or rehearsals beyond one, will result in additional fees.

Please check with a pastor if you desire to use your own musicians and/or vocalists.

A list of suggested music, including congregational hymns, can be found in the wedding handbook which will be given to you by a pastor at one of your counseling sessions.

Additional Notes

*Y*ou are responsible for removing decorations following your ceremony. Anything left on the premises will be discarded.

Members of the wedding party are responsible for the removal and safe-keeping of all personal items. The church is not responsible for stolen or missing items.

The church building is a smoke-free environment.

No alcohol is allowed anywhere on the church property.

No bird seed, flower petals, confetti, or rice may be thrown, as these present safety and/or additional clean-up issues. Flower petals may be dropped on the aisle-runner however.

Wedding bulletins/programs must be approved by a pastor prior to printing.

All vehicles should be removed from the parking lot immediately following your wedding so that these spaces are available for the next wedding or worship service.

The kitchen refrigerator is available for use prior to your wedding. Please remove all of your items following the ceremony.

At this time Maple Grove Lutheran Church is not available for hosting a rehearsal dinner or a reception.

The Wedding Service

The Service of Holy Matrimony is first and foremost a worship service. As you plan your wedding, please keep in mind that the focus is on God. Your marriage service may include:

- Prelude
- Processional
- Greeting
- Declaration of Intention
- Prayer
- Scripture Reading(s)
- Homily (sermon)
- Hymn or Solo
- Exchange of Vows
- Giving of Rings
- Acclamation (Pronouncement of Marriage)
- Hymn or Solo
- Lighting of the Unity Candle
- Prayers
- Lord's Prayer (spoken or sung)
- Holy Communion (if desired and appropriate)
- Blessings
- Presentation of the Couple
- Dismissal
- Recessional
- Postlude

The service usually lasts 20 to 45 minutes. A list of suggested scripture readings can be found in the wedding handbook which will be given to you by a pastor at one of your counseling sessions.

Fees

| Member | Non-member | |
|---|------------|--|
| \$350 | \$600 | Wedding fees |
| \$50 | \$200 | Non-refundable deposit due before date will be reserved. |
| Included | Included | Wedding Coordinator |
| Included | Included | Sound Technician |
| Included | Included | Custodial services (includes both rehearsal and wedding) |
| Honorarium/ Gift | Included | Pastoral Services |
| | | |
| <i>Optional services offered by MGLC</i> | | |
| \$150 | \$150 | Church Musician (extra fees for extra musicians) |
| \$100 | \$100 | Church Soloist (extra fees for extra rehearsals/music/singers) |

Checklist for the Bride and Groom

- The church will receive the final signed copy of your marriage license and will keep it on record at the church. You will not receive a copy of this from the county. You may request a copy from the church if you would like one.
- Keep all appointments promptly, or notify those with whom you have appointments that you will be delayed.
- Check with a pastor before finalizing plans.
- Make certain that all people involved are notified of any change of plans. A small detail may seem unimportant, but could lead to problems.
- When choosing the number of attendants, note how much space is available at and around the altar.
- Arrange to have a host and hostess other than parents for greeting and directing your guests.
- Have someone collect and remove decorations, flowers, food, etc. following your ceremony.
- Have someone collect and remove wedding gifts and cards from the church.
- Inform your photographer, florist and others of the times that the church will be open for deliveries for your ceremony.
- Provide the person who will pin flowers with a complete list of persons who will receive flowers, and what type of flower each person will receive. This person will then be able to check for errors with the florist and/or wedding coordinator.
- Get all legal, medical, and religious documents in order. Bring your marriage license to the church office one week prior to your wedding.
- Do as much as you are able, ahead of time. This will lessen last-minute problems and confusion.

Checklist (continued)

- Call your wedding coordinator at any time, should you have questions.
- Check all sizes, colors, and completeness of wedding attire and accessories (both men and women) prior to your wedding day. It is usually impossible to make alterations and exchanges just before your wedding.
- Have all members of the wedding party, including ushers, at the rehearsal.
- Give guests instructions or a map on how to get to the church.
- Allow plenty of time for yourselves and your attendants to dress.
- Cooperation with all people involved in arranging your wedding is of vital importance to having a smoothly run, beautiful, memorable day.
- Make arrangements for all rental items to be returned.
- Have a thorough discussion with your photographer, so that you have a good understanding of what will take place and how long it will take.
- Inform your personal attendant of the photography plans, and give them a list of the people involved.
- When working with a videographer, specify what you expect as a finished product.
- Tell all people involved in your ceremony what is expected of them and when it is expected. The more they know ahead of time, the smoother your day will go.
- Arrange for someone to collect personal belongings. The church is not responsible for anything left behind.
- Ushers should be stationed at the back of the sanctuary, behind the last row of chairs, ready to escort guests into the sanctuary.

Thank You!

We consider it an honor to assist you in preparing for this milestone in your life. We believe in the sanctity of marriage, as well as the importance of supporting you, not only on your wedding day, but throughout your married life.

We pray that your wedding day, and the part we play in it, will be a joyful experience for you. We will appreciate any feedback you are willing to share with us, so that we may continue to make Maple Grove Lutheran Church a wonderful place for couples to prepare for marriage, to be married, and to be supported in their life together.

God's richest blessings to you in your life together.

*The Pastor and Staff
of Maple Grove Lutheran Church*





Maple Grove
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A CONGREGATION OF THE ELCA

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