

Planning Your Christian Wedding

Off-Site Weddings

The process for off-site weddings is very similar to the process for on-site weddings. You must:

- Reserve a date for the wedding
- Meet with our Wedding Coordinator
- Choose a pastor
- Complete the Marriage Preparation Workshop
- Plan the service

What is different from our on-site process:

Setting the rehearsal — Please discuss the time and location with the officiating pastor.

Choosing music — You will work directly with your own musicians on music choices.

Decorating and pictures — Please discuss the appropriate decorating, photo and video standards with representatives from the event site.

Only the officiating pastor will be present at the service, not the Wedding Coordinator.

Pastoral Travel Fee may be applicable — See page 11



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Off-Site Weddings

Our Wedding Coordinator

All general questions regarding your wedding should be addressed to the St. Andrew's Wedding Coordinator, Carole Lundell, 651.762.9132, clundell@saintandrews.org.

Cover photo: Allons-y Heather Lee Photography

Wedding Costs

We welcome both members and nonmembers to be married at St. Andrew's.

	Total cost payable to St. Andrew's (includes \$200 deposit)	Additional requirements and costs
Onsite wedding* at St. Andrew's - Members	\$ 1,100	Marriage Preparation Workshop is required. \$185 payable to Lutheran Social Service
Onsite wedding* at St. Andrew's - Nonmembers	\$ 1,350	Marriage Preparation Workshop is required. \$185 payable to Lutheran Social Service
Offsite wedding**	\$ 350	Marriage Preparation Workshop is required. \$185 payable to Lutheran Social Service

*Onsite wedding includes:

- Use of Sanctuary for 3 hours; use of dressing rooms for 5 hours (3 hrs before ceremony, 2 hrs after—additional time \$50/hr based on availability)
- Pastor
- Wedding coordinator for planning and at service
- Organist
- Audio technician
- Use of the Sanctuary and dressing rooms

**Offsite wedding includes:

- Pastor
- Wedding coordinator for planning only – not at service
- Pastoral Travel Fee—No charge if wedding is 60 miles roundtrip or less (as defined by Google Maps) from St. Andrew's.

Example: Wedding in Rochester, MN: 180 mile roundtrip from St. Andrew's, less 60 mile allowance = 120 miles at standard IRS reimbursement rate

Fees and Licenses

Payment of Fees

A fee statement for weddings is available through our wedding coordinator. All fees should be paid one week before your wedding date. Visa or MasterCard, checks or cash may be used to pay the fees, which are processed through the Wedding Coordinator. You may make payments in any amount and at any time.

Note: All fees are subject to change. However, you will pay the amount you agreed to pay when you booked your wedding, even if the fees have changed in the meantime.

Cancellation Policy

If you cancel your wedding plans for any reason, \$100 of your \$200 deposit is refundable up to one week prior to your wedding after we receive written notice of your cancellation. There are no extra fees if you change the date of your wedding.

Marriage License

REMINDER: Please drop off your marriage license with the wedding coordinator a week before the wedding. The license **MUST** be present at the rehearsal. Please bring it in its original envelope containing all the materials sent by the county.

Planning a Wedding at St. Andrew's

Congratulations on your engagement! At St. Andrew's we consider a wedding ceremony a special and sacred event that is all about God's work in your new life together.

Working within the tenets of our Lutheran faith and the standards for special events at St. Andrew's, we look forward to working with you to create a memorable wedding.

Initial Preparations

Reserve a Date for the Wedding and Rehearsal

We welcome both members and nonmembers to be married at St. Andrew's Lutheran Church. All weddings are scheduled through our wedding coordinator up to 24 months in advance of the service. **It is important to decide as soon as possible on a date for your wedding, as well as the rehearsal.** In order for your wedding date to be scheduled on our church calendar, a deposit fee of \$200 is required. Once your deposit has been received, an email will be sent confirming your wedding date.

Please keep in mind that you have reserved the Sanctuary for a three-hour period, and dressing rooms for a total of five hours. The first wedding scheduled on any given date determines the times available for other weddings on that day. If the schedule for your wedding or rehearsal changes after you have initially reserved the time, please notify the Wedding Coordinator ASAP.

No weddings can be scheduled on our campus during holiday weekends.

If the rehearsal date and /or time conflicts with the officiating pastor's schedule, you will be notified. The wedding coordinator will conduct the rehearsal.

Schedule a Meeting with the Wedding Coordinator

As soon as possible after you have reserved the wedding date, please set up a time for the bride and groom to meet together with the Wedding Coordinator.

Choose a Pastor

A St. Andrew's pastor must officiate at all weddings that take place at St. Andrew's. We welcome other clergy to participate. The fee for our clergy to officiate at weddings is included in the total fees package.

All of our pastors are available to officiate at weddings. Once you have secured a wedding date, you will then be asked to choose a first-choice pastor and a second-choice pastor to officiate at your ceremony. We will do our best to honor your request for a particular pastor. However, if the pastor you choose is not available on the date you have selected, we reserve the right to substitute your second choice or another pastor.

If you don't know our pastors, get to know them by attending worship services or listen to their sermons on our website. Complete biographical information about our pastors is posted on our website, saintandrews.org.

Attend a Marriage Preparation Workshop

We want every couple who is married at St. Andrew's to be as prepared as possible for the husband and wife relationship. Pre-marital counseling is ***required*** of every couple to be married at St. Andrew's as we expect it will provide valuable insights into important areas of human relationships.

Pre-marital counseling is done at a Marriage Preparation Workshop organized by Lutheran Social Service with a licensed marriage therapist working with St. Andrew's as an extension of

- If anyone in the wedding party requires inhalers or diabetic supplies, please give the supplies to a friend or family member who will be in the Sanctuary during the ceremony (for emergency use only).
- There are absolutely no alcoholic beverages allowed in the building, on the grounds or in vehicles on the grounds of St. Andrew's at any time.
- There is no smoking allowed anywhere on the grounds of St. Andrew's at any time.
- No rice, birdseed, balloons, sparklers or flower petals are to be thrown as part of your wedding celebration, inside or outside. Birdseed is weed seed. Rice is very difficult to clean up. Flower petals permanently stain wood and carpet; artificial flower petals could cause slipping.
- Be aware that parking is not allowed in the parking circle by the front doors to the Sanctuary building at any time except for drop offs or for limos, trolleys, etc., to pick up the wedding party at the close of the wedding service. Please note that people attending Mahtomedi High School sports events may also park in our Sanctuary lot. There is plenty of parking for everyone, but we can't designate parking for the wedding guests. At no time may vehicles drive on the sidewalk by the front doors to the Sanctuary. Please relay this message to your florist and others.
- Please assign a person to take home supplies, extra programs, flowers and all your materials. Please take home what you bring in.

Pictures and Videography

Pictures may be taken before or after your wedding. We will try to meet your needs as much as possible. St. Andrew's has specific standards that our wedding coordinator will share with you. We ask that photography be as unobtrusive as possible.

The photographer(s) must meet with the wedding coordinator as soon as they arrive on campus. As mentioned previously, weddings are scheduled three hours apart, which allows sufficient time for formal and informal pictures. The Sanctuary and Sanctuary Atrium, as well as other areas of the building or grounds, may be used for pictures. No flash photography is allowed during the wedding ceremony. Please advise your photographer of that policy.

Videography is allowed during the service, however we consider a wedding ceremony a worship service and not a video production event.

Our wedding coordinator will share specific video production guidelines with you. They are also posted on the Weddings page of our website, saintandrews.org.

Clean-up

St. Andrew's custodial staff will clean the rooms after the wedding. However, any decorations, candles, baskets, etc., that you want to keep, plan on taking with you as we do not keep them. You may want to assign this task to someone so that you don't lose anything important to you.

Special Notes

- All food and beverages should be kept in the dressing rooms. Food and water are encouraged for the wedding party.

our ministry to couples. The workshop costs \$185 (payable to Lutheran Social Service) and is offered at various locations and times. You should schedule to attend a workshop at least six months prior to your wedding. This will be done after meeting with our wedding coordinator to discuss wedding information.

By attending the LSS workshop you will receive a certificate. Take this certificate to the county when you apply for your marriage license and you will receive \$75 off the cost of the license.

Planning The Service

Meeting with the Officiating Pastor

You will meet at least one time with the pastor officiating at your wedding to plan your service in detail. This meeting should take place **after** you have completed your pre-marital counseling/workshop and within four to five months prior to your wedding date.

Choosing the Music

The organist at St. Andrew's is Bill Chouinard (651.762.9156, bchouinard@saintandrews.org). He is responsible for the approval and coordination of all music used during weddings at St. Andrew's. The fee for Bill's services for weddings is included in the fees package. Because your wedding is a worship service, we recommend you choose music that is appropriate.

Bill will play organ and/or piano as appropriate **or** will provide a substitute if he is unavailable. If you would like to use additional musicians, Bill can refer you to vocalists or instrumentalists, if needed, but he or the substitute organist will be at all weddings. The fee for additional musicians is NOT included in the fees package.

Throughout the year, Bill holds three wedding music workshops in the Sanctuary. We ask all of our couples to attend one of these workshops. Contact Dianne Nash (651.762.9141, dnash@saintandrews.org) to sign up to attend a workshop.

Choosing Your Scripture Readings

Your wedding ceremony is a special worship service. Therefore, it is important to have God's Word read as a part of the service. You are free to have more than one reading. Bible texts are available from the pastor.

Preparing a Printed Program

Each of our pastors has an order of service that he/she follows for the wedding service. Please meet with your officiating pastor and Bill Chouinard to set the order of service BEFORE you design a printed program. St. Andrew's is not able to print wedding programs.

Decorating the Sanctuary

Flowers for the Sanctuary

Flowers are not allowed on the altar. Real flowers are allowed around the altar area. Otherwise, any other type of flowers are acceptable to decorate the Sanctuary.

Candles and Candelabras

Candles are allowed on the wedding table. You may use candelabras, luminaries or aisle candles if you choose, but nothing can be clamped on the pews. Aisle candles must be stable, must be freestanding with feet and have a chimney. St. Andrew's does not furnish candles or candle holders; any florist or rental company will be able to help you with this equipment. They will also have special tape that will not harm wood.

Unity Items

A unity candle, cross, sand, etc., may be a part of your wedding service if you so desire. St. Andrew's has unity candleholders available for you to use. You must purchase the unity items yourself.

Sanctuary Setup

The Sanctuary must be left exactly as it is when you are setting up and decorating for your wedding. No chairs, banners, risers, music stands, instruments, etc., may be moved.

Day Of Your Wedding

Arrival

You may arrive in the dressing rooms three hours before the wedding. If there are other weddings scheduled before yours, please be patient and respectful of their time for pictures. You will be able to use the Sanctuary itself for three hours total, with entry 1½ hours prior to the wedding start time and continuing until 1½ hours after the wedding start time.

Dressing Rooms

Dressing rooms are assigned for your wedding party; one room for women and another for men. **Your party may use dressing rooms for a total of five hours: three hours before the ceremony, and two hours after.) Additional time may be reserved for \$50 per hour, based on availability.**

Since there may be other weddings on the same day, it is important that you use only the rooms assigned to your wedding party. Full-length mirrors and clothing racks are in the dressing rooms. Valuables should not be left in these rooms. Sometimes these rooms can be quite warm and the thermostat cannot be changed. Therefore you may want to bring portable fans for your comfort.