

*Planning Your
Wedding
Service*

At

*Farmington
Lutheran Church*

20600 Akin Road
Farmington, Minnesota 55024
(651) 463-4100

Congratulations on your upcoming wedding! This is an exciting time for both of you and we are pleased that you have decided to take this important step through our church. As you begin your preparation for marriage, we want to provide you with an understanding of Christian marriage.

At Farmington Lutheran Church, we hope that you are planning not only for your wedding but also, more importantly, for your marriage. Of course, your wedding day is very important. But the wedding ceremony lasts less than an hour, while your marriage is intended to last a lifetime. Accordingly, the commitment of Christian marriage presumes that the couple is actively pursuing a life of faith and that they desire to grow together in their union with God. At Farmington Lutheran Church this means that the couples preparing for marriage are expected to attend worship services regularly and to share in the life of the church. Our goal is for you to have a thriving Christian marriage.

Church Office

(651) 463-4100

Dr. Jeff Dorman, Senior Pastor – ext. 203

Music Minister, Doreen Bondy – ext. 206

Sound Technician – Karen Parker

Administrative Assistant, Susan Swenson – ext. 200

Planning your Wedding:

1. Setting the Date

Contact the church Administrative Assistant to request your preferred date for your wedding and wedding rehearsal at least six months prior to your desired date. The wedding calendar and the church calendar will be checked before we can verify that the date you choose is available. Out of consideration for Farmington Lutheran members, non-member weddings cannot be scheduled until the new calendar year begins each January (i.e., January 1, 2009). Schedule your wedding with the church before you schedule a location for your reception. We cannot guarantee the availability of the church or pastoral staff for a specific date on which you have already booked a reception date. If, in addition to the ceremony, you want to use the church facility for your reception, please notify us when you are requesting your wedding date (see costs sheet).

A \$100.00 non-refundable deposit will be required from both members and non-members to hold your wedding date on Farmington Lutheran's calendar. This deposit applies fully towards your fees for performing your wedding at Farmington Lutheran.

Your status as member or non-member is determined at the time of "reserving the date" for example, if you reserve the church as a non-member, you will be responsible for non-member costs two weeks prior to your wedding date.

2. Officiating Pastor

If you have a preference of a particular pastor, please state so at the time you are scheduling your date with the church secretary. The pastor will assist you in preparing your wedding service. Please talk directly to the chosen officiating pastor if you wish to have other clergy participate in the wedding service.

3. Marriage Classes

Prior to your wedding at Farmington Lutheran, it will be required of both of you to go to Marriage Preparation Classes. Suggestions for such counseling will be provided. The state of MN offers a \$60.00 discount on a marriage license for couples who participate in a 12-hour marriage prep course.

4. Meeting the Music Minister

Please contact the music director as soon as you set your wedding date with the church. She will help you plan and select music for your ceremony. Because the wedding service is an act of worship, it is important that the music reflects Christ's love and presence within the ceremony and that high standards of quality be maintained. All music selected must be approved by the Music Minister at least one month prior to the wedding.

It is wise to schedule an appointment early, especially if you would like to hire other musicians to play in addition to the piano and/or organ.

The services of another musician may only be used with the permission of the Music Minister.

When considering what music to choose for your ceremony, the Evangelical Lutheran Church of America sets forth the following guidelines.

The Marriage Service is a service of worship, and 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.

A number of musical options are possible before the entrance procession: solo, ensemble, or choral pieces; organ or other instrumental music; music using a combination of these media. Organ music may be based on hymn tunes used within the marriage service. A printed folder helps to establish such themes and relationships for the congregation. Instrumental music may be selected from chamber music literature or similar sources and should reflect the mood of joy and celebration in the service. Voice(s) and instruments could be joined in solo or choral cantatas.

Whenever music is employed in the service and by whatever instruments or voices, it 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.

When organ processional music is desired, it might be in the form of a hymn-or-choral-prelude based upon a hymn to be sung immediately after. This plan also serves the function of introducing the hymn tune to the congregation.

5. Meeting the Wedding Coordinator (presently this position is open)

Please contact the wedding coordinator also, as soon as you set your wedding date with the church. She/he will be there to assist you with the planning of your wedding. She/he can assist in the planning of flowers, candles, ushers, seating of guests and overall preparation of this event. The coordinator will be available for phone conversations and/or further meetings as plans progress. She/he will conduct the rehearsal, be with you on your wedding day and at the reception if at Farmington Lutheran Church, (see costs sheet), and assist you wherever possible to assure that all things run smoothly.

6. Ordering of Programs

Before placing the order to have your programs printed, have the rough draft reviewed by the officiating pastor first. You should have the programs printed at least two weeks prior to your wedding date in case there are any mistakes that need to be corrected.

7. Purchase of Marriage License

You should purchase your marriage license at least ten days but not more than six months prior to the wedding date. (This is based on laws currently in place at the time of writing.) This license can be purchased at any state or local county office. There is a fee for this license. This license must be given to the officiating pastor at the rehearsal. Without a valid marriage license the pastor cannot perform the wedding. On the day of the wedding the pastor will arrange a time for your Best Man and Maid of Honor to sign the license.

8. Planning Your Rehearsal

A time will be decided for the rehearsal when you meet with the officiating pastor. Rehearsals are usually held the day or evening before the wedding. All members of the wedding party should attend as well as the parents of the bride and groom. All children at the rehearsal, as well as those present at the church during the day of the wedding must be supervised.

When choosing ushers it is recommended that you appoint two ushers for every 100 guests you expect to attend your wedding service. They will primarily be responsible to distribute programs, seat guests, after the service usher out the guests, and pick up belongings left behind in the Great Hall.

To properly plan for your rehearsal dinner allow for one hour at the church for rehearsal and then remember travel time afterwards.

9. The Wedding Service

Your wedding service is first of all, a service of worship. It is more than an expression and celebration of your love for one another. We worship God, who brings you together and gives you blessings of love and commitment. The music, text, vows, and the shape of the service itself reflect the celebration of God's love. The guests you have invited are participants in worship, as well as witnesses of your marriage. We will help you put together a service that honors the sacredness of this celebration. (Please note that the Great Hall seats up to 450 guests.)

10. Communion

If you choose to have the sacrament of Holy Communion as a part of the service, it will be offered to all participants and guests.

11. Unity Candle

A symbolic item in the wedding service is the lighting of the marriage candle (or unity candle) by the bride and groom. This is an optional event during the worship service. A candleholder and stand are available for this purpose and will be furnished, if so marked on your Wedding Information Sheet. We have oil candles for the stand, so you do not have to purchase regular candles for this.

12. Aisle Runner (45 feet)

When an aisle runner is used, it should be extended out to the back row, prior to the wedding and taped down. A braided cord can then be placed across the center aisle to prevent guests from walking on the runner before the service. Therefore, guests will need to be seated by way of the side aisles.

13. Receiving Your Guests

As guests arrive, greeters may be positioned at the front doors of the Gathering Area to provide a warm welcome. The greeters' may help your guests in locating the Guest Book,

assist with gifts, and direct guests to the Great Hall and/or the Family Worship Room, if necessary. If gifts are brought to the church, the church assumes no responsibility for them. Someone should be in charge of them at all times.

There is a Family Worship Room (Cry room) available for families with young children.

14. Photography

It is suggested that posing for pictures be done in the Great Hall before the guests arrive. This permits the wedding party to join their guests at the reception without long delays. The photographer should be informed that no flash pictures may be taken during the time of the wedding service itself.

We welcome the use of video cameras during the wedding service. However, no video camera operators will be permitted to move about the Great Hall during the ceremony. Instead, video cameras may be set up in an inconspicuous place and left running during the ceremony. Discuss with the pastor the best location for a video camera. Professional videographers should contact the church for a preparatory consultation well before the wedding date.

15. Florists

Florists should contact the wedding coordinator or person in charge about placement of floral arrangements. No flower arrangements, wedding decor or candles may be placed on the altar itself, since it is a sacramental table and not a stand for decorations.

Also, church furnishings may not be removed for weddings; liturgical paraments are determined by the seasonal directives and cannot be changed for weddings.

No tacks, nails, tape, staples, etc. are to be used in placing decorations that will mar the woodwork, walls, glass or floor. Use of candles must be approved and protected from any damage to floors or furniture.

Advise your florist that they must contact the church to set up a time when the church will be open for deliveries and set-up. Liners for the brass altar vases are available. These must be left at the church when the flowers are removed.

Flowers may be left for the Worship Service on the following Sunday and an announcement will be made in the bulletin of your wedding. Please notify the church secretary of your intentions.

16. The Reception

The Gathering Area at Farmington Lutheran is available to you for your reception, if you desire. Please let us know if you would like to use the kitchen at the time of scheduling your wedding (see costs sheet). Receptions are usually professionally catered by local businesses. Dishes, silverware, cups, glasses and coffee makers are provided. The caterers usually provide silver serving sets and punchbowls. The church does not supply these. Most caterers do not supply tablecloths (except for the serving table). If the bride and groom wish to use tablecloths, they must provide them. Friends and family may also cater receptions. The Gathering Area has a comfortable seating capacity of 150. A person from the Fellowship & Service Committee must be in attendance during the reception but are not expected to serve your reception. This is contingent upon his/her availability.

17. Dressing Room

The Art Room (classroom 154) is reserved for the women to prepare for the service.

18. Sound Tech/Projector Operator

Operator needs two week notice if they are bringing in own music or presentation to make sure all works.

19. Church Regulations

The church is available for a *four-hour time frame*, which includes your wedding service.

Please understand that everyone in the wedding party and their guests should conduct themselves in a manner appropriate for a church.

Please supervise children during the rehearsal and the day of the wedding.

All clothing and purses, etc. must be removed from the dressing area before the wedding party walks down the aisle. It is the responsibility of the wedding party to arrange for the care of their property before, during and after the ceremony. Leave all valuable personal belongings and gifts in the care of parents, friends, or attendants during the service. The church is not responsible for lost or stolen articles.

The use of any tobacco products (smoking or chewing tobacco) is not permitted anywhere on the church property (includes grounds & building).

No alcoholic beverages may be consumed or served on the church property. If alcohol is found on the premises or if any member of the wedding party shows signs of intoxication, the wedding may be delayed or indefinitely postponed.

No food or beverage is permitted in the Great Hall. A table will be set up in the hallway outside the kitchen for you to service food and beverages.

Please do not move items or furniture in altar area in the Great Hall. No decorations are allowed on the altar.

No flower petals may be dropped or thrown in the Great Hall or outside.

Rice may not be thrown after your wedding either inside or outside of the building. You may instead use birdseed and/or bubbles outside of the church.

The church assumes no liability for items lost or stolen. Please take all possessions with you after the service. Please do not leave anything at the church when you leave for the reception.

Cars will be towed at owner's expense, if not removed after the service. No cars are to be left in parking lot overnight.

WEDDING FEE SCHEDULE

Effective January 2008

Services	Member	Non- Member
Non-Refundable Deposit	\$100	\$100
Great Hall Rental (4-hour church usage includes ceremony)	\$100	\$500
Organist/Pianist -----(Wedding) ----- (Includes one hour consultation to choose music and ½ hour rehearsal with soloist before wedding)	\$200	\$250
Additional services that may be contracted: <ul style="list-style-type: none"> - Wedding Rehearsal - Additional rehearsal with Soloist - Vocalist Soloist 	\$80 \$80 \$100	\$80 \$80 \$100
For ceremonies where guests will be dismissed by rows, additional music beyond a 10 minute postlude	\$50	\$50
Reception (Gathering Area & Kitchen Rental) **Plus fee for church representative to oversee use of kitchen—Price To Be Determined	\$100	\$400
Custodial Fee: <ul style="list-style-type: none"> - Without reception - With Reception 	\$100 \$150	\$150 \$200
Sound Technician	\$50	\$75
Projector Operator	\$75	\$75
Clergy	\$200	\$250
FELC Wedding Coordinator	\$100	\$100

The \$100.00 non-refundable deposit is required to hold your scheduled wedding date.

All other fees such as Music Director, Custodian, Sound Tech, Projector Tech & Clergy should be paid in the office two weeks prior to your wedding date. Fee for use of the facility should be made to Farmington Lutheran Church.

Marriage Class fees shall be handled with the institution or individual, based upon their fees.

Thank you for choosing Farmington Lutheran Church for your wedding. Should you have any questions regarding these policies or any other areas of concern, please feel free to call. We want to make your day all that it can be. May God bless you as you make plans for your wedding and for the establishment of your home.

Farmington Lutheran Church Staff