



Minnehaha Communion Lutheran Church
"Building Relationships with Christ and Each Other."

4101 37TH Avenue South

612-722-9527

Minneapolis, Minnesota 55406

Wedding Policies & Guidelines

For Non members



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Congratulations!

Dear Prospective Bride and Groom,

Congratulations! We at Minnehaha Communion Lutheran Church look forward to sharing your wedding day with you and thank you for choosing Minnehaha Communion for your wedding. We hope that it will be one of the happiest, most God-filled days of your lives and we will do all we can to assure that you're wedding will be a happy and memorable occasion. We wish to support you in this part of your journey of faith.

We provide this booklet for you in an attempt to help you prepare for that day. In it we try to provide basic information about weddings, and to answer some of the most frequently asked questions. We hope that it will be helpful as you prepare for your wedding. Read the booklet carefully.

You will find the Wedding coordinator to be most helpful in your wedding preparations. Plan to spend some time with her and avail yourself of her services.

We believe that marriage is an institution created by God. Married couples are a sign to the world of God's love and faithfulness. To be married in the Church is a sign that the bride and groom are persons of faith and they wish God's blessing on their marriage. A marriage is meant to last a lifetime. Your desire for a church wedding should reflect your commitment to your Christian faith and the practice of your religion. Marriage is an important step in your lives. It is essential there be some form of reflective preparation. Our pastors will arrange with you to have pre-marriage counseling sessions.

You have exciting days ahead. We look forward to sharing them with you!

In Christ,

The Staff of MCLC

Weddings at MCLC

Getting Started

Book Your Wedding Date

The most important first step is to call the church office (612-722-9527) to check availability and schedule your wedding date. Please do not make plans for the reception and other wedding events until you have actually scheduled a wedding date and have made a deposit to secure your day.

Let's Get Acquainted: Initial meeting

The engaged couple then contacts Minnehaha Communion Lutheran Church to arrange a meeting with one of our pastors and to begin the process of Marriage Preparation. At the first meeting the Pastor and couple spend time getting acquainted, answering questions, laying out the marriage preparation process as determined and confirming the wedding date. At this time, questions about facility usage, parking, fees, and other wedding procedures can be addressed.

Wedding Coordinator

Our Wedding Coordinator is familiar with MCLC's wedding procedures and helps you with your wedding preparations, answers questions and generally manage details during your wedding rehearsal and on your wedding day. You will be assisted and guided through the planning and details leading up to your wedding day. The coordinator will be present at the wedding rehearsal and on the day of your wedding. Their service will ensure that your wedding will run as smoothly as possible.

She will give you advice and direction on flower set-up and decorations. The wedding coordinator can go over this booklet with you and answer your preliminary questions. After you have met with the coordinator, please direct all of your wedding questions to your coordinator, rather than the church administrator.

Designing the Wedding

Officiating Pastor and Other Clergy Participation

Pastor Dan Ankerfelt or Pastor Sally Ankerfelt will officiate at all MCLC weddings unless you request another Officiant. If you wish to have another pastor officiate or participate in the ceremony, this must be pre-approved prior to any planning. All guest pastors are to be licensed in the state of Minnesota. Questions regarding Hennepin County's filing requirements for ministerial credentials should be directed to Vital Records at 612-348-8919.

Pre-Marriage Education

Building a marriage requires team work and commitment. It is a requirement that the couple participate in Prepare/Enrich pre-marital inventory education classes facilitated by either pastor and held here at MCLC. The cost is \$35.00 per couple. At a mutually agreed upon time, there is a minimum of four sessions. The intent is to help couples to look at complexities of marriage. With the pastors' guidance you will realistically assess your own relationship while building skills for a lasting marriage. The topics that are reviewed are:

- The importance of differences
- Communication Skills
- Conflict Resolution
- Relationship Dynamics
- Commitment
- Family of Origin
- Realistic Expectations
- Financial Goals
- Sexual Expectations

Payment of Deposit/Fees

A deposit payment of \$ 75.00 to the church should be received within seven days of the initial meeting confirming the wedding date. This can be mailed to the church office or given to the Pastor at the time of the initial meeting. Make checks payable to: Minnehaha Communion Lutheran Church or MCLC.

Once the wedding date is booked, the deposit is non-refundable

Following payment of deposit, a letter confirming the date and time of the wedding (and the rehearsal) will be sent to the engaged couple. This letter will also serve as a receipt for payment received.

<u>Item</u>	<u>Non-Members</u>
Pastor's Honorarium	\$250.00
Pre-Marriage education class fee	\$35.00
Sanctuary (non-air conditioned)	\$450.00
Chapel (Air conditioned)	\$250.00
Organist	contact music director
Wedding Coordinator	\$150.00
Custodial	\$ 80.00
Fellowship Hall (dining room) (Non-air conditioned)	\$150.00
Kitchen	\$150.00

**** MCLC members; please contact the Pastors for fee information.**

Music

We offer the service of our music director. In accordance with the American Guild of Organists and as a courtesy, if choosing an organist we ask that our director be offered the first opportunity to play for your wedding. The musical selections, hiring of service and fee arrangements will be made directly with them.

We also have a CD system available for no additional charge. However, there are *guidelines* to your choice of wedding music. Final approval must be provided by the pastor prior to finalization of your wedding details.

Decorating the Church

Our sanctuary is designed to enhance the atmosphere of worship. Please do not move any equipment or furnishings either in the sanctuary or elsewhere without first consulting with the Pastor or Wedding Coordinator. No tacks, nails or tapes that would leave permanent marks should be used on the pews or walls. With the exception of wine and bread for Communion, no food or beverage is allowed in the sanctuary.

- Sanctuary seating, including the balcony, is approximately 300 guests. There are two sides with 15 pew rows on each side with an additional 5 pews in the balcony.
- The Chapel can seat up to 60 guests comfortably.

Windows and outside doors will be opened and closed at the direction of the wedding coordinator and/or pastor. Out of consideration for the custodian and the maintenance of our property, as well as the safety of your guests, we ask that no rice or confetti be thrown inside or outside the church building. Please inform your family and friends.

For those who would like to use an aisle runner: An aisle cloth can be purchased at your cost. Please keep in mind that an aisle cloth causes a tripping hazard. Therefore, it is essential the cloth be secured.

Alcohol and Tobacco

For legal reasons, we do not allow the consumption of alcoholic beverages on the premises or the grounds during your rehearsal, wedding, reception (if held at church) or at any other time. The lone exception to use of alcohol is the wine of the Lord's Supper (Communion).

Marriage is an institution ordained by God and the relationship between a husband and a wife. The use of any alcohol or mind alternating drugs is prohibited. Participants in the wedding who arrive intoxicated will result in a delay or cancellation of the wedding.

SMOKING IS NOT PERMITTED inside the church building.

Flowers

Select a florist of your choice. If fresh flowers are provided through a professional florist or someone else, please notify the church office so that an understanding may be reached regarding the time and policy on decorations and delivery. The family can provide and arrange flowers themselves. Any altar flowers should enhance the simple beauty of our altar. Two symmetrical arrangements, one on either side of the altar and/or one center arrangement with regard to not interfere with the statue of Jesus are permitted. If you wish to leave flowers for

worship on the following Sunday, and would like acknowledgement in the Sunday bulletin, please inform the church office prior to the wedding.

Candles

The two altar candles are provided by the church. Also available for your use are 8 aisle and 2 altar, black wrought iron candelabra's. The cost of candles and decorations for the aisle candelabras are your responsibility. The aisle candelabra's require 5 **drip less candles** each. These can be decorated with ribbon, flowers or greenery. To secure the decorations in place, pipe cleaners work fantastic. Unity candles are permitted. These should be placed in secure holders to prevent tipping or leaving marks on the altar. MCLC does have a unity stand available for your use. Please ask your wedding coordinator if you are interested in using it.

Photography

Formal wedding pictures may be taken either before or after the marriage service, as the schedule of the participants and the church permits. When choosing a photographer, it is helpful for the photographer to view the church before the wedding. Other than the processional and recessional, flash photography is not permitted.

Video Taping and Photography

If your wedding is to be video-taped, the camera operator will be expected to stay in one place throughout the service and avoid blocking the view of any wedding participant or guest. A stationary video camera is allowed on the alter/chancel platform without an operator. Photographs should not be taken during the service, except for those that can be taken without flash. These may be taken during the processional and recessional. If professional photos are being taken in the Sanctuary prior to the service, everything should be wrapped up no later than 30 minutes before the service is scheduled to begin.

Planning Your Ceremony

Holy Communion

You may request that your marriage service include a celebration of Holy Communion. This will be done according to The Use of The Means of Grace. To be involved as presiding or assisting in the celebration of Holy Communion, a reciprocal relationship between the denominations involved will prevail.

Scriptures in the service

"Those, whom God has joined together, let no one put asunder." - Matthew 19:6

God invented marriage and His word upholds marriage and the commitment to marriage. For a reading, you may wish to choose scriptures that have special meaning for you or your family. There are many options for participation. Other than the pastor, you can ask a family member or a friend to read. Below is a list of possible scripture readings that are appropriate for a wedding. There are many other possibilities as well. Typically, one or two scripture passages are read.

Old Testament

Genesis 1:26-31, 2:18-24

Ecclesiastes 4:9-12

Song of Solomon – All

Ruth 1:16-18

Isaiah 63:7-9

Joshua 24:14-18

Psalms 33, 100, 117, 127, 128, 136,
148,149,150

New Testament

Matthew 7:24-27, 19:4-6

Mark 10: 6-9

John 2:1-10, 15:9-12

Romans 12:1-3, 9-13, 15:5-6

I Corinthians 7: 1-16, 13: 1-13

Ephesians 3:14-19, 5:1-2, 5:21-33

Philippians 4:4-9

Colossians 2:6-10, 3:12-17

Hebrews 13:4-7

1 John 4:7-12, 4:17-19

1 Peter 4: 8

Wedding Rehearsal

The wedding rehearsal will be scheduled when you schedule the wedding ceremony. Wedding rehearsals are a time to become familiar and comfortable with the wedding service. These are usually held at 6:00pm the evening prior to the wedding and typically last one hour. Everyone involved in the service should be present for the rehearsal. This is a “true” walk through of your ceremony. Please be sure to have your wedding party here on time for rehearsal.

Those attending should include:

- Bridal party
- Ushers
- Parents
- Persons providing a reading or poem during the service
- Wedding coordinator
- Organist

Remember to bring the following to the rehearsal:

- The wedding license.
- The unity candle and tapers.
- A copy of any special reading or poem that will be used in the wedding ceremony.
- A copy of the CD ceremony music, if using the sound system.

Additional Items

- All wedding party members, along with food and drinks, must stay in areas designated by the wedding coordinator.
- Use of dressing areas for Bride and Groom and wedding party (dressing areas are air-conditioned).
- All personal decorations must be removed immediately following the ceremony by the wedding party.
- Although, the church does not staff the nursery for weddings it is available for usage.
- An elevator is available for those needing assistance.
- MCLC is not responsible for lost or stolen property.

Invitation to the Pastor/Wedding Coordinator

If you would like the officiating pastor and or wedding coordinator of your wedding to attend the wedding reception, and if you would like them to bring their spouse and children, please extend an invitation to them, as you do to your other wedding guests. The same applies to the groom's dinner or other social gatherings you may plan for your wedding.

General Information

Marriage License

Obtain a Marriage License from the State of Minnesota. Requirements may vary as each county in Minnesota could have their own requirements. You do not have to be a resident of Minnesota.

ID Requirement: You must provide proper identification along with Social Security numbers.

Previous Marriages: If you were previously married, you must show proof of divorce, death, or annulment from your most recent marriage.

Waiting Period: Minnesota has a waiting period of five (5) working days. This waiting period can be waived a district judge if the circumstances are considered to be "extraordinary." License is valid for 6 months.

Fee: \$110 for those who don't provide written notarized proof of premarital education. For those who do take an authorized premarital education course that has a minimum of 12 hours the cost is reduced to \$40.00. Call before you leave to get your marriage license application to make sure that the fee hasn't changed. The course must use a premarital inventory, teaching about communication skills, and conflict management skills. Additionally, make sure that you have proof of attending the premarital education course on the state approved form. Be prepared to pay in cash. According to the Minnesota Statute, "The premarital education must be provided by a licensed or ordained minister or the minister's designee, a person authorized to solemnize marriages under section 517.18, or a person authorized to practice marriage and family therapy under section 148B.33.

Please note: State and county marriage license requirements often change. The above information is for guidance only and should not be regarded as legal advice. It is important that you verify all information with your local marriage license office or county clerk before making any wedding or travel plans.

