



WEDDINGS

AT

ST. TIMOTHY'S
LUTHERAN CHURCH



St. Timothy's Lutheran Church

Inspired by God's love, St. Timothy's Lutheran Church welcomes everyone on a faith journey of renewal, growth and service.



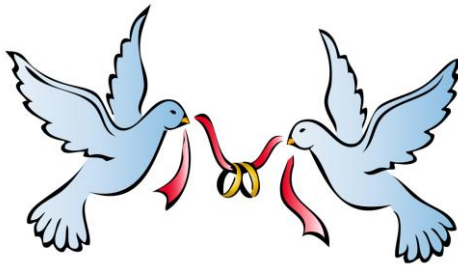
825 51st Avenue NE
Columbia Heights, MN 55421

Church Office 763.571.9721

www.sttimothys-elca.org

Congratulations on your upcoming wedding at St. Timothy's Lutheran Church.

We hope the following information and the assistance of our church staff will help you in planning a beautiful, memorable, and meaningful Christian wedding.



To the Bride and Groom . . .

You are in the planning stages for one of the greatest adventures of a lifetime. Making plans for your wedding is important, but it is also crucial to plan for the marriage, which will follow the wedding. Planning for a wedding in the church makes a statement about your desire for God to be an active participant in your relationship with one another. We believe that God, who established marriage, continues still to bless it with God's abundant and ever-present support and because of this we can be sustained in our weariness and have our joy restored. We wish you God's blessings and guidance as you plan for both your wedding and your marriage.

Who may get married at St. Tim's . . .

Normally, one party should be an *active* worshipping member of St. Tim's Lutheran at the time of scheduling the ceremony.

If neither is an *active* member upon initial contact with the church, non-member rates will apply.

Where neither party is a member of St. Tim's Lutheran, a wedding service may be scheduled only in consultation with the pastor. Out of consideration for St. Tim's members, a non-member wedding can be scheduled no more than eleven months in advance.

Your first step . . .

Call and talk to the pastor to schedule your wedding date. The sanctuary seats 200-225 people comfortably.

After talking with pastor, and after receiving this wedding booklet, we require that you submit a completed and signed *Wedding Request & Information form* which secures the church and the date for your wedding as well as a non-refundable deposit which may be applied toward the total rental cost of the church. A separate *Wedding Fees* schedule of charges for church usage, custodian, pastor, organist, wedding coordinator and other costs will be provided to you.

The church will be available for a 4 hour time frame which includes your ceremony. Weddings are not usually scheduled on major holidays, Holy Week, and Christmas week. Schedule your wedding with the church before you schedule a location for the reception. We cannot guarantee the availability of the church or pastoral staff for a specific date on which you have scheduled a reception. If you want to schedule your reception at the church, please notify us of that at the time you schedule your wedding.



Our church is fully handicap accessible including an elevator and outdoor ramp to lower level entrance doors.

Meeting with the Pastor . . .

As a couple you will meet with the pastor for pre-marriage counseling. This is your opportunity to discuss scripture readings, guest readers, the wedding vows, and the service order.

If a clergy person other than one from St. Tim's is to be involved at your wedding, it must be cleared with our pastor. Note: Our pastor must be part of the wedding service and another pastor may co-officiate for the service.

Marriage preparation and counseling:

All couples being married at St. Timothy's Lutheran are expected to participate in marriage preparation/counseling sessions. Discussing your hopes for marriage, your expectations of each other, and some of the strengths and growth areas of your relationship, is time well spent. These sessions should be arranged by the couple by contacting the officiating pastor after the wedding date has been confirmed. There may be a minimal fee for counseling and materials, to be paid at the first counseling session. In addition, the pastor would like to discuss plans for the service and ways in which the Church can assist you in your life together.

The Wedding Coordinator . . .

The services of our wedding coordinator are part of each wedding at St. Timothy's. A wedding coordinator represents the church and the staff during the wedding. A coordinator is required by the church for any wedding that has more than four in the wedding party and/or 20 or more guests. If you are hiring a personal wedding planner, that person must contact and coordinate with the church wedding coordinator. Contact the church wedding coordinator as soon as your wedding date is confirmed on the church calendar. The wedding coordinator (or pastor or church office admin) will explain church usage, costs and forms that need to be completed and returned to the church office and can schedule to give you a tour of the church areas used for weddings. The coordinator will also answer questions about procedures, rehearsals, decorations and custodial services.

You must meet at least two months prior to the wedding to set preliminary arrangements and then meet no later than 2 weeks prior to wedding to finalize planning. She will be present at the rehearsal and the wedding. At the rehearsal, the coordinator will collect the fees for the service as outlined in the service charge listing.

On the day of the wedding, the coordinator will ensure that the wedding party is dressed and in the proper places at the proper times. The coordinator will see that the wedding starts on time.

She will be available for phone consultation during your planning also. The coordinator will conduct your wedding rehearsal, and be with you on your wedding day.

The Director of Music/Organist . . .

You must contact the Director of Music at least three months prior to the wedding to make final decisions about music.

Our Director of Music will assist you in choosing the music and musicians for your wedding and he will play at your weddings, if requested. He has a list of instrumentalists and vocalists he will be glad to share with you. These musicians are familiar with the musical traditions practiced at St. Tim's and are accustomed to the special demands of a wedding.

The Director of Music's services include consulting for music, selecting soloists and playing for the wedding service. The Director of Music is to be paid whether or not he plays at the wedding service.

If you wish to secure others, such as family members or friends, to play piano, other instruments, or sing, you must first receive approval from the Director of Music. The wedding couple and/or the musician or soloist must contact the Director of Music, allowing sufficient time to review the chosen music and it's suitability for the service.



The Music . . .

The wedding ceremony is, first and foremost, a Christian religious ceremony. With this in mind, we ask that music be used to create a **reverent**, yet joyous atmosphere for the service. Choose music that will point people to God. There is room for personal taste, but all music should be of the highest standards and lyrics distinctly Christian.

It is suggested that processional and recessional music be of a classical or liturgical nature. When making your selections, ask yourself if the music would be appropriate for a worship service. Our Director of Music is highly educated, professionally experienced, and well acquainted with the church's guidelines concerning music and can suggest appropriate selections.

Our Director of Music will assist with the selection of a vocalist or vocal or instrumental group if requested. A vocalist and/or vocal or instrumental group may be invited by you to sing or play with the approval of the Director of Music.

If you secure the musical talent, it is your responsibility to arrange a rehearsal with the Director. Also, the talent should contact the Director in plenty of time to review the chosen music and its suitability for your church wedding. The cost of any special music is your responsibility. Vocalists should add to the **worshipful** character of the service.

If you wish to use a vocal soloist provided by the church, the Director of Music will contact a soloist for availability. See *Wedding Fee* schedule for Organist/Pianist or Soloist fees to be paid directly to those individuals.

The Liturgy for Marriage . . .

A wedding is, first of all, a worship service. It is an occasion for worship and praise, not just a ceremony for spectators to watch. The focus is on God. The order for the service is not a rigid; the rite is characterized by variety and flexibility, so that it may be adapted for a variety of situations. Feel free to discuss the liturgical options with the pastor.

Assisting ministers may be used in the service to read the scripture. These assisting ministers may be family or friends.

Suggested service order:

Prelude music (organ, instrumental, hymn)
Seating of Honored Guests
 Special Music
Processional: attendants
Bride (organ, instrumental, hymn)
Welcome Greeting
Opening Prayer
Scripture Readings and Gospel Reading, optional
Wedding Sermon
Possible Solo or Special Music
The Rite of Marriage
 Exchange of vows
 Giving of rings
 Marriage Blessing
Lighting of the Unity Candle (or filling of Sand Vessel), optional
 Possible Solo or Special Music
Giving of flowers or gifts to parents, optional
Prayers
Lord's Prayer (sung or spoken)
Benediction
Introduction of Couple
Recessional (hymn or music)
 Postlude music

The Vows: Exchanging Promises . . .

You may wish to write your vows or use one of the versions below or another. Vows should be consistent with the biblical understanding of marriage, and should make clear that the promises are a lifelong commitment. The pastor must approve the wording you choose.

1. I take you; name, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

2. In the presence of God and this community, I, _____, take you, _____, to be my wife/husband; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

3. I take you, name, to be my wife/husband, and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you better to understand ourselves, the world and God; through the best and worst of what is to come until death parts us.

4. Name, I take you to be my wife/husband from this time onward, to join with you and to share all that is to come, and to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all by being until death parts us.

Suggested Scripture Readings:

You may want to select readings from the following.

From the Old Testament:

Genesis 1:26-31	Male and female created by God
Genesis 2:18-24	God creates man and woman
Song of Solomon 2:10-13	Love in the spring
Song of Solomon 8:7	Unquenchable love
Isaiah 63:7-9	The steadfast love of God

Jeremiah 32:38-41 God's faithfulness
Ecclesiastes 4:9-12 Two are better than one
Lamentations 3:22-24 Great is God's faithfulness
Ruth 1:11-18 Loyalty and commitment to family

Psalms: 8, 19, 23, 34, 100, 103 selected verses,
117, 127, 128, 136, 150

From the Apostles:

Ephesians 5:1-3-14 God's plan for us through Jesus
Romans 12:9-21 Let love be genuine
Romans 12:1-2 A living offering
1 Corinthians 13:1-13 The hymn of divine love
Ephesians 5:21-33 Marriage and the church
Colossians 3:12-17 Live in love and thanksgiving
Ephesians 5:1-2 Be imitators of Christ
Philippians 4:4-7 Rejoice in the Lord

From the Gospels:

Mathew 6:25-34 Have no anxiety about anything
Matthew 19:4-6 Faithfulness in marriage
John 2:1-10 The wedding at Cana
John 15:9-12 & 13-15 Love one another
John 10:11-18 I am the Good Shepherd
John 13:12-17 Washing disciples' feet

The Decorations in the Sanctuary . . .

Sanctuary Size and Aisle Runners:

Our sanctuary has a center aisle and two side aisles. There are eleven pews on each side of the center aisle. Each pew accommodates 9-12 people comfortably. The choir loft may be used for overflow seating only and accommodates about 15 people.

Due to safety issues, *aisle runners are not permitted.* The sanctuary is carpeted.

Decorations should be done to enhance the beauty of the service without damaging the church. Decorating for the service must be done the day of the service. It is the responsibility of the wedding family to remove them immediately following the service. The season of the church determines the color of the altar, pulpit and lectern paraments and may not be changed nor furniture rearranged. The coordinator can tell you the colors of the season. ALL DECORATIONS NEED TO BE DISCUSSED AND APPROVED WITH WEDDING COORDINATOR.

Altar:

All candles used in our church must be dripleless and provided by the couple. Candelabras with dripleless candles can be placed in front of the altar. Please – no more than two. No flowers are to be placed on the altar except around the Unity Candle or Sand Vessel.

Dripleless candles and battery-operated candles can be purchased at any party supply store.

Pews:

Flowers, greens, or bows may be placed on the ends of the pews. Candles are not allowed on the pews. Decorative bows provided by the couple can be attached to the pews by covered elastic, plastic holders or clips, or 3M branded Command Removable hooks only. Thumb tacks, nails, staples, removable putty, or tape are not allowed.

The use of adhesives, tacks, nails, staples, putty, tape or glue is not permitted on any surface of the sanctuary and well as most areas of the church. 3M branded Command Removable products are permitted.

Window Sills:

Only battery-operated candles can be placed in each of the window sills, four windows on each side.

Unity Candle:

The Unity candle is generally a large pillar candle provided by the couple and placed on the altar. Two dripleess tapers are used to light the Unity candle. If the Unity candle is decorated, please remember that this candle will be burning.

The Florist and Flowers. . .

Flowers are a beautiful enhancement to any service, but are not necessary. If you choose flowers they are the responsibility of the couple.

Local florists are generally experienced with floral arrangements for wedding services. Trust their professional integrity and allow them to guide your selections. We ask that the florist work with our wedding coordinator to time the delivery of any flowers.

No real flower petals may be thrown in the sanctuary. Silk flower petals may be used and are the responsibility of the wedding party to pick up immediately following the service.

Flower arrangements can be placed on our four black wrought iron plant stands and on our six brass wire stands. Arrangements can be placed around the front of the altar table and behind the altar table, next to the brick wall, in front of the pulpit, near the piano, or on the windows sills.

Absolutely no flowers on the piano or the organ.

Often couples donate some of their flowers to the church for the next day's worship services. If you choose to leave your floral arrangements to be used in Sunday's service, please notify the Church Office no later than two weeks before service so that we can give appropriate recognition in the Sunday Bulletin.



The Ushers . . .

You should have an usher for every 50 guests attending. They will pass out bulletins (if any) and seat your guests. Groomsmen or bridesmaids may be used as additional ushers. NOTE: Ushers should be designated to light and extinguish any candles used in the sanctuary and those used during the ceremony.

Children . . .

Children always bring joy to any occasion. Please consult with wedding coordinator if any children in your wedding party are under the age of 5 years old. All children need a responsible adult in charge of them at the rehearsal and the day of the wedding. This will take any pressure off you as a wedding couple and ensure their safety. NOTE: As a reminder, the Montessori school's playground in the fenced area in back of the church is off limits.

The Wedding Bulletins . . .

It is helpful, but not necessary, to have printed bulletins to inform members of the congregation of the order of service and the names of participants in the wedding. You should discuss the bulletin with the wedding coordinator before printing.

Most couples provide the bulletins for the wedding guests but you can have them purchased and/or printed by our church office admin for a small fee plus the cost of the bulletins covers if purchased by the church. Bulletin covers may be purchased online or through a Christian bookstore if you wish to order them yourself. Be aware that our church printer is limited to paper that is 8.5x11 inches or 8.5x14 inches.





The Photographer and Videographer . . .

Since your wedding is a **worship** experience, all photographers (amateur and professional) are asked to **respect** the ceremony and the place. While pictures are important, you will not want anything to detract from your ceremony.

It is suggested that posing for pictures is done before the guests arrive. This permits the wedding party to join the guests at the reception without delay. A personal time for the Bride and Groom to see each other before the photos is given in a quiet place without interruption from photographer and other wedding party/family members. The wedding coordinator will facilitate this.

Your wedding photographer should confer with the wedding coordinator as to the locations on the church grounds that are available for pictures. *Pictures will end 45 minutes before service* for an opportunity for the wedding party to freshen up and prepare for the ceremony. This is a time for quiet, meditation, prayer or relaxation. The wedding party shall be uninterrupted by any outside party and remain in one location so that the wedding may start on time.

Flash photography is permitted during the recessional only.

Your photographer is not allowed to use flash during the service. Photographers are to be inconspicuous during the service, not going past the front pews, in front of sanctuary/altar area. No photos are to be taken from the altar during the service.

Videography is allowed during service; however no videographer is permitted to move about during the ceremony. Professional videographers may contact the wedding coordinator for a preparatory consultation. Video equipment should be set up before service and left running. The wedding coordinator can discuss the best location to set up video. For example, video cameras can be placed in the choir loft in the front left corner of the sanctuary or on the right side of the altar near the pulpit. These cameras are left unattended during the service. Video cameras with attendants can be placed at the back entrances to the sanctuary.

The Guest Book and Gift Table . . .

There is a place for a guest book in the narthex. Please bring your guest book and pen on rehearsal night to ensure it is available on the day of the wedding. Some couples put a small vase of flowers or decoration by the guest book. You may also want to put a basket near the guest book for incoming cards to the couple.

The Wedding Coordinator can have a card or gift table set up in the narthex for gifts and cards if you request it. Plan to have someone secure the gifts and cards before the ceremony begins.



The Rehearsal

If the wedding party consists of more than 4 people or more than 20 guests, a rehearsal is necessary. This should be arranged with the wedding coordinator and pastor. Rehearsals are usually held the evening before the wedding. The organist is not typically in attendance at this time.

To ensure a beautiful and graceful wedding, everyone in the wedding party should be present at the rehearsal. Please inform your wedding party to arrive ½ hour before scheduled rehearsal time. ALL members of the wedding party, ushers and parents of the couple need to be in attendance.

It is important that the rehearsal begin and end on time, especially if a rehearsal dinner is to follow. Please plan on 45-60 minutes for rehearsal. Usually it takes less time if everyone is on time and cooperative! If children are present, they must be supervised at all times.

Some couples choose to hold their rehearsal dinner and/or wedding reception in our Fellowship Hall on the lower lever. If you are interested in this, ask for our Guidelines, form and rental fee schedule from the wedding coordinator or church office.



The Wedding Day . . .

Dressing Rooms Available:

Two separate rooms will be provided for the bride and her attendants and the groom and his attendants to change in. Generally we assign a downstairs room for the bride and her attendants with a restroom located down the hall. The groom and groomsmen generally are assigned the Media Room on the main level. Restrooms are located off the narthex across from the small kitchen.

EVERYTHING must be removed from these rooms before the wedding service begins. 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, purses, wallets, credit cards and money in the care of trusted family or friends. The church is not responsible for lost or stolen articles.

The coordinator recommends that you have a small snack available for your wedding party if you are at the facility for an extended period before the wedding service. Please leave the dressing rooms neat and clean after the service. Again, protect all valuables during the service.

Food:

You may use the small kitchen in the narthex area. There is running water and a sink and only a small refrigerator.

It is encouraged that the wedding party participants eat before the service and preferably before they are dressed. Eating decreases dizziness and fainting. Clear colored liquids are the best.

Please avoid any alcoholic beverages before the service. **Complete sobriety is expected.**

The Receiving Line . . .

Things to consider:

- Will there be a receiving line at the church? In the sanctuary hallway or in the narthex?
- If so, is there any special “line-up” requested?
- Who will usher out the guests---the couple or the ushers?

Parking . . .

St. Timothy’s Lutheran Church parking lot is available for parking during the service. Please limit any parking on the side streets out of respect for our neighbors. We have a main parking lot in front of the church and a lower parking lot in back of the church where Fellowship Hall and a Montessori School are located. There is a ramp at the lower entrance and an elevator. No cars are to be left in the parking lot overnight without prior arrangements with the wedding coordinator. The cars will be towed at the owner’s expense. St. Timothy’s Lutheran accepts no responsibility for any damage, lost or stolen items left in vehicles in our parking lot.

Wedding Etiquette and Church Regulations . . .

The wedding is a worship service of the church. Participants and guests should conduct themselves accordingly. The pastor or wedding coordinator reserves the right to halt any ceremony when a

member of the party or a guest in the church is not conducting him/herself with propriety.

- NO alcoholic beverages anywhere in or 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 will be delayed or indefinitely postponed.
- Smoking is prohibited in ALL areas of the church as well as the cement sidewalk areas in the front entrance of the church and the sidewalk area and ramp to the lower entrance in back of church.
- Please do not leave pop cans or other litter near the front entrance to the church. Find garbage receptacle inside church for trash.
- Respect of property and people are naturally expected.
- **NO rice, confetti or birdseed is allowed to be thrown either inside or outside the church.** It is hazardous on floors and difficult to clean up. It is permissible to use bubbles once you are off the sidewalk areas and in the parking lot.
- No food or beverage is allowed in the sanctuary. If wedding party has food or beverage it must stay in the common areas (narthex, narthex kitchenette or dressing rooms).
- Children must be supervised at all times.
- No admittance into other areas of the church for which authorization has not been given including but not limited to the lower west wing which houses the Montessori School, church offices and storage rooms, and rooms in the upper west wing.
- The Montessori School's outdoor fenced play yard and play equipment, located in back of the church, is off-limits. No smoking in yard.

REMEMBER, YOU HAVE A VERY BUSY DAY. Plan for a couple of people to stay after the service to put everything back to the way it

was when you arrived, pick up any items that may have been forgotten and place in their trunk for safe-keeping.

The Marriage License . . .

Minnesota law requires couples to secure a license to marry. It must be applied for a minimum of 5 days (or per current law) before the wedding and can be obtained up to six months prior to the wedding date. The license should be brought to the church office at the time of the last counseling session or no later than 2 weeks before the wedding for processing and safekeeping. Note: The marriage preparation/counseling sessions with the pastor do not qualify for a reduction in the license fee.

The Wedding Fees . . .

The appropriate *Wedding Fee* schedule, for a church member or non-member, will be provided to you on a separate document. That document will tell you what fees are required as well any possible additional or optional costs or fees that may be incurred.

Envelopes containing fees and honorariums (cash please) must be given to the wedding coordinator at the rehearsal. On the day of the wedding, the coordinator will give the envelopes to those named on them.

The Reception . . .

Some couples choose to hold their wedding reception in our Fellowship Hall on the lower lever, if available. We have a fully remodeled kitchen or you may arrange for catering services. Catering arrangements must be approved by the church office. We require that you have one or two of our kitchen coordinators on site with the caterers the day of the wedding; there is a minimal fee for this. The kitchen coordinator is a resource person only; she/he is not there to perform duties that belong to the caterers.

If you wish to use the church facilities for your reception, you should request this at the time you schedule your wedding date. This must be set up with the church office administrator. She may be reached at the church number, 763-571-9721 and admin@sttimothys-elca.org. She or the wedding coordinator will give you the *Event Guidelines and Reservation form* along with the associated fees.

Alcoholic beverages may not be served at receptions held on church premises, nor is smoking allowed in the church building. Dances are not permitted due to space and concerns for our floors, however, you may play music during the reception.

Gifts and Cards:

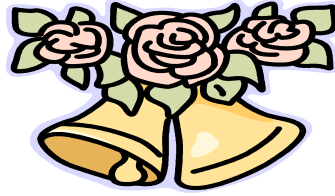
If cards and gifts are brought to the church, the church assumes no responsibility for them. Someone should be in charge of them at all times. As noted on page 15, we can provide a table for you to set up as a gift table if requested, in the Narthex or in Fellowship Hall if holding reception there.

NOTE: When a reception is held at the church, as a matter of courtesy to your guests, group pictures should not be taken until the guests have gone through the receiving line and are being served at the reception. It is also advisable to cut the cake at the beginning of the reception. This is done as a courtesy so that your guests don't have to wait to eat.

Using the church as a 'back-up' for weddings . . .

Occasionally, staff may be available for weddings held at other locations (for example, a backyard or park). In these circumstances, the church may be used as a 'backup' in case of inclement weather. The church is to be reserved in the normal manner (i.e. subject to availability). A holding deposit is to be paid if you wish to keep this 'back-up' optional available. If the church is not used, the deposit will be refunded.

In the event the church is used, normal *Wedding and Event Fees* will apply for the staff who are involved and for the building.



NOTES:



Thank you for contacting St. Timothy's Lutheran Church for your wedding.

Should you have any questions regarding these policies or any other area of concern, please feel free to contact us. We would like 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.

*~ St. Timothy's Lutheran Church
of Columbia Heights*

Contents in this booklet is subject to change without notice.

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