



Wedding Information

320.762.2196 | firstlutheranalexandria.com | 1655 18th Ave E

CONGRATULATIONS!

Congratulations!

We are pleased that you are considering having your wedding at First Lutheran Church! We are excited to help you prepare both for your wedding day and your life together. Knowing that you are trusting in God to walk with you in your married life, your wedding ceremony will be a worship service with God's blessings upon your relationship as a key focus. The pastor and wedding coordinator will assist you in preparing for this celebration.

To help you grow in faith and strengthen your relationship with one another as you begin your married life, we ask that all engaged couples meet with a pastor prior to the wedding. Each time there are things to read and questions to discuss as a couple on your own time. Making a marriage work takes work - good work. It's good to get in the habit of working hard on your marriage as you are working hard on your wedding.

This booklet will help you get started with your planning. It contains detailed instructions including guidelines and policies for weddings at First Lutheran as well as helpful information for planning an offsite wedding.

We look forward to helping you prepare for your wedding and marriage!

God's blessings to you,

Pastor Julé Ballinger

Pastor Megan Preston

Monica Peterson, Wedding Coordinator



SCHEDULING YOUR WEDDING

STEP 1: SECURE A WEDDING DATE

Weddings are scheduled on a first-come, first-served basis for members of First Lutheran, as well as for non-members, and are subject to the availability of the pastors. We do not schedule weddings on Sundays or the following holidays: Good Friday, Easter, Christmas Eve or Christmas Day. Please check with the church office for December availability. Friday weddings at First Lutheran may be scheduled after 3:00pm. Saturday weddings may be scheduled no later than 3:00pm.

A wedding date will only be guaranteed after you return a completed Wedding Couple Information Form and a non-refundable \$100 deposit to the church office. The Wedding Couple Information Form is located at the end of this packet. To secure a date for your wedding, call 320.762.2196 or email admin@firstlutheranalexandria.com.

STEP 2: PASTORS' SCHEDULES

Pastors determine which weddings they will officiate based on their schedules. Requests for a particular pastor are not guaranteed. Outside ordained clergy may participate in your wedding ceremony in coordination with a First Lutheran wedding pastor. ELCA rostered clergy may officiate with approval. Please discuss this with your FLC wedding pastor before making any arrangements. When you meet with your wedding pastor you will go over the order of service, select scriptures, vows, music and rehearsal time.

STEP 3: SCHEDULE THE REHEARSAL

Rehearsals are typically scheduled for the evening before the wedding. **The latest time to schedule is 5:00pm**, and it lasts approximately one hour. Your wedding pastor and the wedding coordinator will be there to guide you through the rehearsal. Please be prompt.

STEP 4: FOLLOW THE PREMARITAL COUNSELING POLICIES

All couples getting married at First Lutheran are required to attend meetings with your wedding pastor. Attending these meetings is a valuable investment in your marriage and fulfills the state requirement of the hours of counseling required to get a discount on your marriage license.

STEP 5: GET YOUR MARRIAGE LICENSE

Weddings are regulated by the State of Minnesota. You need to apply for a marriage license and can do so in any county. There is a minimum five-day waiting period in Minnesota and the license cannot be applied for more than six months prior to your wedding. We suggest you apply for your license no later than one month prior to your wedding. More information is available online at the State of Minnesota. The license must be given to the church office at least two weeks prior to your wedding date. No wedding will be conducted without a valid marriage license.

Minnesota Marriage License Application - <https://moms.mn.gov/application/Welcome>
Douglas County Recorder - <https://www.douglascountymn.gov/marriage-records>

WEDDING DETAILS

SANCTUARY DECORATIONS

The banners on the walls of the sanctuary and the paraments (cloths) on the altar, lectern and pulpit will not be changed or removed. Generally, you can expect the altar, lectern, and pulpit paraments to be as follows:

- Epiphany (January 1 to Ash Wednesday): Green or White
- Lent (Ash Wednesday to Palm Sunday): Purple
- Season of Easter (Easter Day and seven weeks following): White
- Season of Pentecost (most of June, July, August, September, October, November): Green
- Any decorations placed by the church in the altar area (during fall and advent usually) will not be changed or moved.
- No aisle runners are permitted.

The Sanctuary holds approximately 350 people. We have a unity candle holder available for use. It holds two taper candles and a three-inch pillar candle. You may choose between our granite candles or seven taper candelabra on the altar. Plant stands are available for use as well. Please see the enclosed Florist Guidelines for more information regarding flowers. **No other decorations are allowed in the sanctuary.**

GUEST BOOK, GIFTS AND CARDS

We will provide a tall, round table with a black tablecloth for your guest book, and a rectangular table with a black tablecloth for your gifts and cards. You may choose to decorate these tables however you wish. The church assumes no responsibility for any gifts or cards brought into the church. Someone should be in charge of the gifts at all times, including during the ceremony.

WEDDING PROGRAMS

Wedding programs are a nice addition to the wedding ceremony. The order of ceremony that we generally follow is included in this packet on page 11. First Lutheran Church does not provide programs. Please consult with your wedding pastor prior to printing to make sure you have the correct order of service.

RECEIVING LINE

You may have your receiving line in the Gathering Space just outside of the Sanctuary. When you leave the church building, you are permitted to celebrate by blowing bubbles or throwing birdseed.

USHERS

Ushers have a very important role to fulfill in your wedding party. We recommend having four ushers when more than 100 guests are expected. Groomsmen may assist with ushering, but having designated ushers is essential. Ushers begin seating guests 20 minutes before the service begins. No guests may be seated by an usher after the bride's mother is seated. Late arriving guests will be asked to use the side aisles to be seated.

GOOGLE MAPS AND GPS

To ensure your guests arrive on time, please inform them to use "First Lutheran Church Alexandria, MN" to find us. The mailing address does not work, and your guests will arrive late.

FACILITY USE GUIDELINES

- Dressing areas will be available for your wedding party. We suggest that those areas be emptied prior to the ceremony so that personal items are not left at the church or stolen during the ceremony. First Lutheran is not responsible for any lost or stolen property.
- **Hair and makeup must be done at a different location.**
- You are expected to appoint someone to oversee the clean up of the dressing areas and assigned rooms. This person is responsible for making sure nothing is left behind by the wedding party and for returning the rooms to the condition you found them in.
- No wedding materials including programs, personal items, wedding gowns, etc., may be stored at the church prior to your wedding day.
- **Coordinate any food/snacks with the wedding coordinator. Food and beverages are not permitted in the Sanctuary.**



- First Lutheran is a smoke-free facility. You may smoke in the parking lot provided that you dispose of your cigarettes in your vehicle ashtray.
- **No alcohol or drugs allowed in the church or any part of the church property. This is a church, not a venue. Save your celebration for the reception. Be sure to share this information with your entire wedding party so everyone is on the same page. Any offenders will be asked not to participate in the wedding and to leave the church property.**
- No church property may be removed from the building grounds.
- First Lutheran will provide a sound and technology person for your wedding. No substitute sound people are permitted in the sound booth.

FLORIST GUIDELINES

It is your responsibility to secure a florist and to coordinate delivery times. Please give a copy of this page to your florist.

To: Florist

From: First Lutheran Church

1655 18th Ave E, Alexandria, MN 56308

GPS First Lutheran Alexandria MN

320.762.2196

It is our goal to provide a worship service that is meaningful for the wedding party and their guests. We appreciate your cooperation in following these policies:

- **Flowers are to be delivered and set up at least two hours before the ceremony begins.** It is the responsibility of the florist and the wedding party to set up all flowers and for delivery times to be coordinated with the church.
- The use of any real flower petals is NOT permitted in the sanctuary. The petals can stain the carpet.
- If the wedding party desires, two large floral arrangements may be placed in the altar area. Flower stands will be provided at no charge.
- The altar is a sacred space. Therefore, we only allow the following to be placed there:
 - Flowers which may be given to the parents during the Unity Time (you must provide your own vase);
 - Flowers in memory or in honor of loved ones (you must provide your own vase).



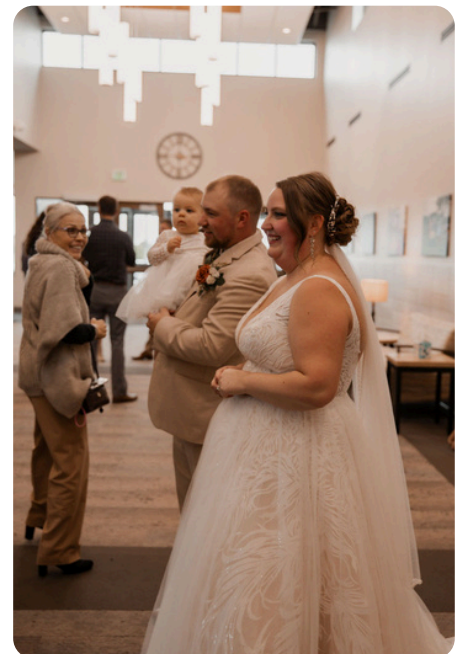
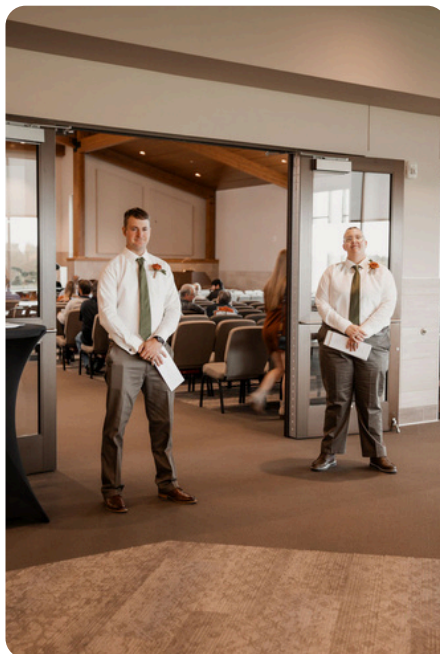
PHOTOGRAPHY & VIDEOGRAPHY

It is your responsibility to secure a photographer and/or videographer. Please give a copy of this page to your photographer/videographer.

To: Photographer/Videographer
From: First Lutheran Church
1655 18th Ave E, Alexandria, MN 56308
GPS First Lutheran Alexandria MN
320.762.2196

It is our goal to provide a worship service that is meaningful for the wedding party and their guests. We appreciate your cooperation in following these policies:

- You may move some furnishings, including chairs in the Sanctuary, prior to the ceremony in order to take pictures and video. However, the altar area may not be adjusted or rearranged. Please move furniture back to its original position no later than one half hour prior to the ceremony.
- One half hour prior to the ceremony is set aside for last minute details. There is to be no formal photography during this time.
- You may not move up and down the center and side aisles during the ceremony. Processional and recessional pictures may be taken from the center aisle only if you do not obstruct the aisle while being used by the wedding party.
- You may use flash photography only during the processional and recessional.
- You may not put equipment on the altar area.
- You may not connect any equipment to the sound system.
- You may not tamper with the lighting or electrical systems.



WEDDING MUSIC POLICIES

The wedding ceremony is an act of worship on the part of all present to offer thanks and to ask God's blessing on the couple's life together. The spoken language and music combine to express the faith of the couple and the Christian community present for the ceremony. The music you choose should reflect and enhance the religious celebration of the service. It should create an atmosphere of prayer and joy. Some music is very suitable for this purpose, and other music may not be as suitable. Secular music must be approved by your wedding pastor.

Pre-recorded music may be used provided it meets the approval of your wedding pastor. If you want to use this option, you must provide the music on a mp3 file or jump drive. It must be downloaded, but not from YouTube. We must have it at least a week in advance so we can make sure it works with our sound board.

Preludes are played during the seating of the guests. Preludes are generally not listed in the wedding program and do not need to be selected by you, unless there are pieces you specifically desire. You can plan on approximately 10-15 minutes of pre-ceremony prelude music being played before the wedding, which can also include vocal or instrumental solos appropriate for the seating of parents and grandparents. Processional music is played as the wedding party enters the sanctuary.

WEDDING BIBLE VERSES

A First Lutheran wedding is a Christian worship service. For that reason, at least one Bible scripture must be read. These are suggested readings—you are invited to choose passages not listed here as well.

- Genesis 2:18-24: *God creates man and woman as partners to one another*
- Psalm 100: *A psalm of thanksgiving calling all earth to praise God*
- Psalm 128: *A psalm of blessing for a happy home*
- Ruth 1:16-17: *Where you go I will go*
- Ecclesiastes 4:9-12: *Two are better than one*
- Song of Solomon 8:6-7: *Describes the power of love*
- Matthew 19:5-6 and Mark 10:6-9: *Jesus quotes God's intent in creation for husband and wife to become one flesh*
- Matthew 22:34-40: *The greatest commandment: Love the Lord and love your neighbor*
- John 15:9-17: *Jesus commands us to love one another as he has loved us*
- Romans 12:9-18: *Marks of a Christian include genuine love for each other, hope, and patience*
- 1 Corinthians 13:1-13: *The gift of love and a Christian description of love*
- Galatians 5:13-14: *We are called to serve one another in love*
- Galatians 5:22-25: *The fruits of the Spirit*
- Colossians 3:12-17: *A description of our new life in Christ and how it impacts our relationships*
- 1 John 4:7-16: *God is love and a description of how God's love is at work in our lives*

WEDDING ORDER OF SERVICE

- Prelude
- Solo (optional)
- Processional
- Welcome and Greeting
- Prayer
- Scripture Readings
- Message
- Song (optional)
- Exchange of Vows
- Giving of Rings
- Unity Candle/Sand (a song works well here)
- Blessing of Marriage
- Lord's Prayer
- Presentation of Couple
- Recessional



WEDDING VOW & GIVING OF RINGS OPTIONS

Your wedding vows should reflect the complete sharing and lifelong commitment that marriage implies. Your vows should also express how your marriage commitment and faithfulness depend on God's grace and love. Below are some examples. If you choose to write your own vows, please consult your wedding pastor.

VOWS

Option 1: I take you, _____, 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.

Option 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.

GIVING OF RINGS

Option 1: Name, I give you this ring as a sign of my love and faithfulness.

Option 2 : Name, I give you this ring as a symbol of my vow. With all that I am, and all that I have, I honor you, in the name of the Father, and of the Son, and of the Holy Spirit.



FIRST LUTHERAN WEDDING FEES

A non-refundable check for \$100.00 is due in the church office ten days after your wedding date has been scheduled. This deposit check, when received, will reserve your date on the church calendar, and will be applied to your balance due. Please make checks payable to First Lutheran Church.

ON-SITE RATES - MEMBERS

\$600 Includes use of building 2 hours prior to the wedding ceremony, 1 hour prior to the rehearsal time, our on-site FLC pastor, wedding coordinator, sound technician and custodial fee.

NON-MEMBER RATES

\$750 Includes use of building 2 hours prior to the wedding ceremony, 1 hour prior to the rehearsal time, our on-site wedding coordinator, sound technician and custodial fee. (Does not include FLC pastor)

OFF-SITE RATES

\$275 Pastor (plus mileage if over 15 miles away)

\$200 Wedding Coordinator (if your venue doesn't provide one and ours is available)

\$150 Pianist/Organist (if coordinated through church)

\$100 Soloist (if coordinated through church)

OPTIONAL EXPENSES

- \$150 Pianist/Organist (if coordinated through church)
- \$100 Soloist (if coordinated through church)
- \$100 Outdoor Set Up Fee (includes up to 200 white chairs)
 - Any additional chairs, bridal couples will be charged a rental fee per chair. Chair options include basic white folding chair for \$2.85/each or white wood chair for \$4.85/each.

FEE PAYMENTS

All fees are due 30 days prior to the wedding date and may be dropped off at First Lutheran or mailed. If you have musicians who are not coordinated through First Lutheran, you should pay them directly.



Wedding Couple Information

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Facilities to be used: _____ First Lutheran Attendance # _____

Offsite Facility _____

Requested Pastor (not a guarantee): _____

Other Clergy Participating (with pastor's permission): _____

Pianist _____ Soloist _____

Witness 1 for Marriage License: _____

Witness 2 for Marriage License: _____

Wedding Participant

Name: _____

First

Middle

Last

Address: _____

Cell phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

Religious Affiliation: _____ First Lutheran Member _____ Yes _____ No

Wedding Participant Name after Marriage: _____

Wedding Participant Parent/s Names: _____

Wedding Participant

Name: _____

First

Middle

Last

Address: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

Religious Affiliation: _____ First Lutheran Member _____ Yes _____ No

Wedding Participant Name after Marriage: _____

Wedding Participant Parent/s Names: _____

We have read the Wedding Information Packet and we understand that our wedding will be in accordance with these policies.

_____ and _____
(Wedding Participant Signature) (Wedding Participant Signature)

Date: _____

Couple Information After Marriage

Participant #1 full legal name: _____

Participant #2 full legal name: _____

Address: _____

City: _____ State _____ Zip _____

Emails (if different):

Email #1: _____

Email #2: _____

For Members:

Do you plan on remaining members at First Lutheran Church or would you like your membership transferred to another church? If so, where?

For Non-Members:

Are you interested in learning more about membership at First Lutheran?

Anything else you'd like to share?

OFFICE USE ONLY	
Information Sheet Received	
Deposit Received	
Premarital Counseling Completion	
Marriage License Received	
All Remaining Fees Received	