



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. 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



WEDDING PROCESS CHECKLIST

SECURE A WEDDING DATE

First Lutheran offers indoor weddings and seasonal outdoor weddings. Weddings are scheduled on a first-come, first-served basis. To secure a date for your wedding, call 320.762.2196.

Schedule Rehearsal Date

Rehearsals are typically scheduled for the evening before the wedding. Anyone participating in the ceremony are encouraged to attend.

MEET WITH WEDDING COORDINATOR

The wedding coordinator is the liaison between the church and the bridal party. The wedding coordinator will contact the bridal couple within a few weeks of your wedding being booked with the office at First Lutheran Church.

COMPLETE ALL FORMS AND FEES

COMPLETE PREMARITAL COUNSELLING

All couples getting married at First Lutheran are required to participate in marriage preparation sessions. This is a valuable investment in your marriage and fulfills the state requirement of the hours to get a discount on your marriage license.

GET MARRIAGE LICENSE

Weddings are regulated by the State of Minnesota and no wedding will be conducted without a valid marriage license.

COMPLETE CEREMONY DETAILS FORM

This [form](#) includes the order of service, wedding vow options, giving of rings options, music selections, and scripture reading selections.

GET WEDDING PROGRAM APPROVED

Wedding programs must be submitted to the wedding coordinator and wedding pastor prior to printing for review.

PAY REMAINING BALANCE

All [fees](#) are due to First Lutheran office 30 days prior to wedding date.

CHECKLIST DETAILS

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.

Outdoor weddings may be scheduled between May and October. The church building is available for use before the ceremony and also in case of inclement weather.

A wedding date will only be guaranteed after you return a completed Wedding Couple Information Form and pay 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.

Rehearsals are typically scheduled for the evening before the wedding, and last approximately one hour. The wedding coordinator will be there to guide you through the rehearsal. Anyone participating in the ceremony is encouraged to attend.

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.

WEDDING COORDINATOR

The wedding coordinator is the liaison between the church and the bridal party. The wedding coordinator will contact the bridal couple within a few weeks of your wedding being booked with the office at First Lutheran Church.

During the initial meeting, the coordinator reviews the wedding packet with the bridal couple, asks questions about the ceremony, and answers any questions the couple may have. Meetings can be on-site at First Lutheran or virtual, allowing flexibility for the bridal couple's schedule. From the time your date is booked to your wedding date, you will have 3 meetings with the wedding coordinator. There will be additional virtual check-ins to ensure that planning is going well and that all questions are answered.

The wedding coordinator attends the wedding rehearsal and is on-site and available for the duration of your wedding day activities.

CHECKLIST DETAILS CONT...

PREMARITAL COUNSELING

All couples getting married at First Lutheran are required to participate in marriage preparation sessions. This is a valuable investment in your marriage and fulfills the state requirement of the hours to get a discount on your marriage license.

First Lutheran Church has partnered with LifeWorks to provide professional, pre-marriage counseling to all couples getting married by our pastors. The staff at LifeWorks are board-certified counselors and therapists trained to work with couples as they journey toward married life. Couples getting married at First Lutheran Church will have 3 options for completing this counseling: Live Pre-Marriage Retreat, Online Pre-Marriage Program, or Individual Coaching Sessions. First Lutheran church will host 2 Live Pre-Marriage Retreats per calendar year. We encourage couples to register and complete the type of program that best fits their goals and lifestyle. Click the link below to view more information about the programs offered by LifeWorks, as well as the cost for each program type.

[LifeWorks Love.Commit.Succeed. Premarital program](#)

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 before the license can be used. The license cannot be applied for more than six months prior to your wedding date. We suggest you apply for your license no later than one month prior to your wedding date. More information is available online at the [State of Minnesota](#) website. 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 PROGRAMS

Wedding programs are a nice addition to the wedding ceremony. The order of the ceremony we generally follow is included on page 11 of this packet. First Lutheran Church does not provide programs. Wedding programs must be submitted to the wedding coordinator and the wedding pastor for review prior to printing.



OUTDOOR WEDDING

First Lutheran Church is unique in that we offer both indoor and outdoor space for our wedding couples.

Outdoor space is available between the months of May to October, weather permitting. In cases of inclement weather or excessive heat and humidity, the bride and groom, with the wedding coordinator and presiding pastor, will make the decision to move the ceremony indoors. This decision occurs by 10:00 AM the day of the ceremony.



We provide up to 200 covered chairs for your ceremony. The chairs provided by First Lutheran Church are set the morning of your event, 10 chairs per row. If you need more than 200 chairs, more can be rented. You are responsible for the rental, setup and return of all rented chairs.



Bridal couples will work with the wedding coordinator to plan additional details of the outdoor ceremony including music, decorations and unity ceremony. We will also provide shade umbrellas if needed and a table for the unity ceremony.

*Please note - unity candles will not be allowed during an outdoor ceremony.

All associated fees for an outdoor ceremony can be found later in this packet under the section titled "First Lutheran Wedding Fees." Please contact the office or the Wedding Coordinator if you have specific questions about our outdoor wedding space.



WEDDING DAY 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 (usually during fall and Advent) 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. We can provide a table for any unity ceremony if needed. You may choose between our granite candles or the seven-taper candelabra on the altar. Plant stands are available for use as well. Please see the enclosed Vendor Guidelines for more information regarding flowers.

No other decorations are allowed in the sanctuary.

GATHERING SPACE DECORATIONS

We will provide a tall, round table and a rectangular table, both with a black tablecloth. Tables can be used for items like guest books, gifts, cards, or programs. You may choose to decorate these tables however you wish. The guest book table and any other additional items can be set up the day before the ceremony. The church assumes no responsibility for any gifts or cards brought into the church. Someone within your party should be in charge of the gifts at all times, including during the ceremony. We recommend placing all cards and gifts in a locked vehicle before the start of the ceremony.

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.

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

The following items are standard use guidelines for couples using First Lutheran Church for their wedding. Please note that there are other items that you will discuss with your Wedding Coordinator.

- First Lutheran is not responsible for any lost or stolen property.
- First Lutheran will provide a sound and technology specialist for your wedding. No substitute sound technicians are permitted in the sound booth.
- No church property may be removed from the building or grounds.
- First Lutheran is a smoke-free facility. Guests may smoke in the parking lot, but cigarette butts must be disposed of in your vehicle's ashtray.
- No e-cigarette usage allowed in the building.
- No alcohol or drugs allowed in the church or on the church property; no exceptions.
- No food or beverages are allowed in the sanctuary.
- Rooms will be made available to the bridal couple, depending on their wedding day plans. The wedding coordinator will work with the couple to identify the needed space for your wedding day.
- Any rooms used by the bridal party need to be cleaned out prior to the wedding ceremony, and all personal items should be locked in vehicles.
- No wedding attire, including wedding gowns, suits, etc., may be stored at the church prior to your wedding day.

WEDDING MUSIC POLICIES

When choosing music, think about how it can support the sacred and joyful feel of the day. Some songs naturally fit this tone, while others might not. If you're considering secular music, just check in with your wedding pastor to make sure it's a good fit.

REQUIRED MUSICAL SELECTIONS

There are specific times during the wedding ceremony where music is needed. It will be up to the bride, groom, wedding pastor, and wedding coordinator to find music that fits the day and complies with First Lutheran Church's music policies. Places where music is needed include: procession (the walking-in of parents, the bridal party, and the bride), unity ceremony (if applicable), and recessional (the exit from the church). You will work with your pastor and wedding coordinator to complete your selections no later than 14 days prior to your wedding.

OPTIONAL MUSICAL SELECTIONS

There is an opportunity for additional music. Couples may want specific music to play while guests are seated, a song after the readings, or as guests leave the ceremony. First Lutheran Church can provide music for the prelude and postlude if you do not have a preference.

Musical selections can be prerecorded or played live. The Wedding Coordinator will work with you to identify the format for your music, arrange players (if applicable), or help find the prerecorded music and create the playlist for your wedding ceremony.

VENDOR INFORMATION

It is our goal to provide a worship service that is meaningful for the wedding party and their guests. It is your responsibility to secure additional vendors and to coordinate delivery times. Please share this information with the appropriate vendor. We appreciate your cooperation in following these policies.

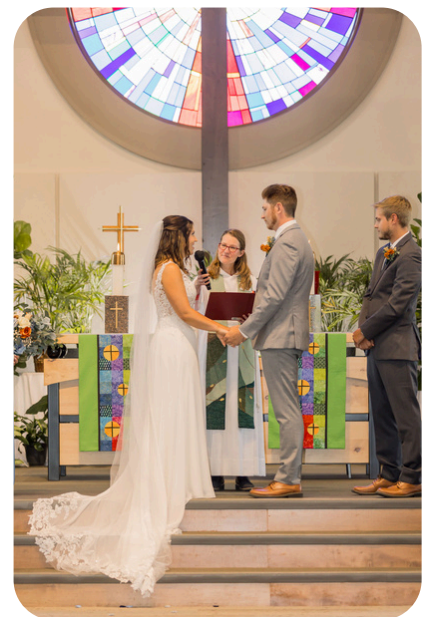
Address: First Lutheran Church
1655 18th Ave E, Alexandria, MN 56308
GPS First Lutheran Alexandria MN
320.762.2196

Florist Guidelines:

- 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 wedding coordinator.
- The use of any real flower petals is NOT permitted in the sanctuary.
- The altar is a sacred space. Therefore, we only allow flowers in memory or in honor of loved ones to be placed on the altar.

Photography & Videography Guidelines:

- The altar is a sacred space and may not be adjusted or rearranged or have any equipment.
- One hour prior to the ceremony is set aside for last minute details. There is to be no formal photography during this time in the sanctuary.
- Please minimize movement during the ceremony. Procession and recession 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 not connect any equipment to the sound system.
- You may not tamper with the lighting or electrical systems.



CEREMONY ORDER OF SERVICE

This will be completed with the help of your wedding coordinator and wedding pastor 30 days prior to the wedding date.

- Prelude (Music) *Keep in mind, this is a worship service.*
- **Procession** (Song _____)
- **Welcome and Greeting**
- **Prayer**
- **Scripture Reading/s** _____
 - A First Lutheran wedding is a Christian worship service. For that reason, at least one Bible scripture must be read. Your wedding pastor can help you select a reading.
- **Message**
- **Exchange of Vows** _____
 - Your wedding vows should reflect the complete sharing and lifelong commitment that marriage implies. Below are some examples. If you choose to write your own vows, please consult your wedding pastor.
 - *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.
- **Unity Ceremony*** (Song _____)
- **Holy Communion*** (Music)
- **Blessing of Marriage**
- **Lord's Prayer**
- **Presentation of the Couple**
- **Recession** (Song _____)
- Postlude (Music)
- *Receiving Line**

*Optional elements

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)

OPTIONAL EXPENSES

- \$150 Pianist/Organist (if coordinated through church)
- \$100 Soloist (if coordinated through church)
- \$350 Outdoor Set Up Fee (includes up to 200 white chairs)
 - The bridal couple is responsible for renting and bringing in any chairs needed beyond 200

FEE PAYMENTS

If you have musicians or clergy who are not coordinated through First Lutheran, the bridal couple is responsible for paying them.

All fees are due 30 days prior to the wedding date and may be dropped off at First Lutheran or mailed to our office at

First Lutheran Church
1655 18th Ave E
Alexandria, MN 56308



Wedding Couple Information

Fill this out
online instead!



Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Location: __Sanctuary at FLC __Outdoor Worship Space at FLC __Offsite: _____

Attendance # _____

Officiant: __FLC Pastor __Other Clergy (Must have prior approval.)

Pianist _____ Soloist _____

Witness 1 for Marriage License: _____

Witness 2 for Marriage License: _____

Wedding Participant #1

Name: _____

First Middle Last

Address: _____

Cell phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

Religious Affiliation: _____ First Lutheran Member _____ Yes _____ No

Wedding Participant #2

Name: _____

First Middle Last

Address: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

Religious Affiliation: _____ First Lutheran Member _____ Yes _____ No

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

_____ and _____

(Wedding Participant #1 Signature)

(Wedding Participant #2 Signature)

Date: _____

Couple Information After Marriage

Participant #1 full legal name: _____

Participant #2 full legal name: _____

Address: _____

City: _____ State _____ Zip _____

For Members:

Do you plan on remaining a member 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?

Friendly note: if you are marrying a member of FLC and you'd both like to be members, the non-member will need to submit a membership form.

Online membership form.



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	