



Wedding Policy

**Holy Trinity Lutheran Church
New Prague, MN**

LOVE Love is *patient,*
love is *kind.*
It does not *envy,*
it does not *boast,*
it is not *proud.*
1 Corinthians 13:4

Congratulations! We are excited that you are considering having your wedding at Holy Trinity Lutheran Church. Our congregation is committed to helping couples prepare for both their wedding and their marriage.

Since you are choosing to get married in a Christian church, your wedding ceremony will be a worship service and the primary focus will be on God's blessing of your marriage. The pastors, musicians, and other members of our faith community will assist you in preparation for this event. To help you grow in faith and strengthen your relationship with each other as you begin your married life. We require pre-marriage ministry that includes pre-marriage counseling. We also expect that you will worship with us regularly and commit to work with each other and the church in this pre-marriage process. This information packet will help you get started with your planning. It contains detailed instructions including guidelines and policies for weddings at Holy Trinity Lutheran Church. We look forward to helping you prepare for your wedding and marriage!

SCHEDULING YOUR WEDDING AT HOLY TRINITY

Weddings are scheduled on a first come, first served basis to all members and non-members of Holy Trinity and are subject to the availability of the pastor. Please contact the office to check for the church's availability at 952-758-3513, or office@holytrinityonline.org.

Holy Trinity can seat approximately 350.

Once your date is set, the Wedding Coordinator assigned to your wedding will contact you and begin working with you on the details of your wedding at Holy Trinity. The Wedding Coordinator will be your "go-to" person for all questions about the facility, decorations, and timing. The Wedding Coordinator will also be at the rehearsal to ensure everyone is prepared and confident on the day of your wedding.

Rehearsals are normally scheduled the evening before the wedding. They last approximately one hour. A Pastor of Holy Trinity will preside in ALL weddings held at the church. Outside clergy may participate in your wedding ceremony with permission from the Holy Trinity Pastor officiating your wedding. Please discuss this with the Holy Trinity Pastor before making any arrangements.

WEDDING FEES

Member

\$250 Pastor

\$150 Organist/Pianist (this is the starting amount, additional services negotiated with Organist)

\$150 Wedding Coordinator

\$50 Custodial

\$0 Facilities Rental (includes the Sanctuary, Fireside Room, Paul's Place, and Fellowship Hall)

Member Off-Site

\$350 plus mileage and accommodations (if necessary) for the Pastor

Non-Member

\$200 Non-refundable deposit (is applied toward balance due, but is used to hold date on calendar which is why it is non-refundable.)

\$350 Pastor

\$150 Organist/Pianist (this is the starting amount, the remaining to be negotiated)

\$150 Wedding Coordinator

\$50 Custodial

\$300 Facilities Rental (this includes the Sanctuary, Fireside Room, Paul's Place, and Fellowship Hall)

One person in the couple must be a member to receive the member rates. If you wish to become a member and receive the member rates you must attend at least three worship services and go through our new member process at least three months prior to your wedding date. If timing is an issue, please discuss it with the pastor officiating your wedding.

All fees are due two weeks prior to your wedding and can be dropped off at Holy Trinity with Jamie Bisek. Individual checks are to be made out as follows:

- Officiating Pastor – individual name
- Pianist – individual name
- Wedding Coordinator – will come out of non-refundable deposit for non-members
- Sanctuary Use if non-member – Holy Trinity Lutheran Church

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 in advance of your wedding. We suggest you apply for your license no later than one month prior to your wedding. The license must be given to the Office Manager at least one week prior to your wedding date. No wedding will be conducted without a valid marriage license.

WEDDING REHEARSAL

Wedding rehearsals are typically scheduled the night before your wedding ceremony. The purpose of the rehearsal is for the wedding party and participants to learn their respective roles in the wedding service. Please make sure to have your wedding party, parents, ushers, and readers in attendance. Grandparents are welcome to attend, but it is not necessary for them to be there. Please inform all involved to arrive 15 minutes before the rehearsal begins. The rehearsal will last approximately one hour and will be managed by the Wedding Coordinator. The organist/ pianist is not required to be at the rehearsal. If you would like the organist to be at the rehearsal, there will be an additional \$50 charge.

EXPECTATIONS FOR PRE-MARITAL COUNSELING

Each couple will meet with the pastor 2-3 times. All couples are expected to seek premarital counseling outside of the church. If couples do 12 hours worth of premarital counseling, they can receive a \$70 discount on their marriage license in the state of MN.

USE OF FACILITIES AND GUIDELINES

The church can be open by 8:00 a.m. on Saturday mornings. The Wedding Coordinator will arrange the arrival time with you. Please plan your ceremony and pictures accordingly. Dressing areas will be available to the wedding party. We suggest that these areas be emptied prior to your ceremony so that none of your personal items are left at the church or stolen during the ceremony. Holy Trinity is not responsible for any lost or stolen property. You are expected to appoint someone to oversee the clean up of the women's room and men's room. This person is responsible for making sure nothing is left behind and for returning the rooms to the condition you found them in. All wedding materials including bulletins, personal items, wedding gowns, decorations, etc. cannot be kept in the church prior to the wedding day, nor can they be left in the church after the wedding unless specific arrangements have been made with the Wedding Coordinator.

ALCOHOL

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE CHURCH PREMISES INCLUDING THE PARKING LOT BEFORE, DURING, OR AFTER THE WEDDING OR REHEARSAL. Any offenders will not be allowed to participate in the wedding.

FOOD AND DRINK

Food and drink are allowed only in the Fellowship Hall. No food or drink is allowed in the sanctuary except water bottles.

SMOKING

Holy Trinity is a smoke-free facility. Smoking is allowed in the parking lot provided you dispose of your cigarettes properly.

SANCTUARY DECORATIONS

The banners hanging on the walls of the sanctuary and the paraments (cloths) on the altar and pulpit will not be removed or changed. You can find out what the color of the paraments and banners will be on your wedding day through the Wedding Coordinator. Decorations are to be approved by the Wedding Coordinator.

Aisle and chair Decorations

Bows, flowers, or candles may be used as aisle decorations as long as they are attached in such a way as to prevent damage to paint or varnish. Liability issues can arise if placing anything that narrows the aisle. Some insurance companies prohibit the use of aisle runners. Your Wedding Coordinator has current information.

Guest Book

The guest book may be placed in the narthex prior to the service. We have a podium available for your use.

Lighting of the Wedding Candle or Sand Ceremony

Unity candles or vases for a sand ceremony may not be placed on the altar. A separate table needs to be set up if these marriage symbols are used. Holy Trinity has a table and long white damask tablecloth that may be used.

Candelabras

Holy Trinity has two sets of floor stand candelabras that may be used if desired. Each candelabrum is adjustable and holds 7 tapers each. Specific candles (like Paradise Candles available for rent from G and K Rental) must be used in the candelabras to avoid wax dripping and damage to the carpet. Your Wedding Coordinator will help you if you are interested in using the candelabras.

Gifts and Cards

If gifts are brought to the church, the church assumes no responsibility for them. Someone should be in charge of the gifts and cards at all times, including the ceremony.

Wedding Bulletins

Wedding bulletins are a nice addition to the wedding ceremony. Your Wedding Coordinator will be happy to show you several examples of wedding bulletins. Printing must be done outside of the church.

Receiving Line

You may have your receiving line at Holy Trinity in the narthex. When the couple leaves the church you are permitted to celebrate by blowing bubbles, or throwing birdseed, or flower petals OUTSIDE. Please do not do any of these inside.

PHOTOGRAPHY AND VIDEOGRAPHY GUIDELINES

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

To: Photographer/Videographer
From: Holy Trinity Lutheran Church

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.

No moving up and down the center and side aisles during the ceremony. Processional and Recessional pictures may be taken from the center aisle only if equipment is placed behind the last seated guests and does not obstruct the aisle while being used by the wedding party.

- Flash photography is allowed during the Processional and Recessional only.
- Photographers and videographers are allowed to move some furnishings in order to take pictures and video including chairs in the sanctuary prior to the ceremony. However, the altar area may not be adjusted or rearranged. Please move furniture to its original position no later than one-half hour before the ceremony.
- One-half hour before the ceremony is set aside for last minute details. There will be no formal photography during this time.
- No equipment is allowed on the altar area without the express permission of the pastor and the Wedding Coordinator.
- No equipment may be connected to the sound system.
- No tampering with the lighting or electrical systems.

FLORIST GUIDELINES

It is your responsibility to secure a florist. Please give a copy of this page of guidelines to the florist.

To: Florist
From: Holy Trinity Lutheran Church

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 one hour before the ceremony begins. It is the responsibility of the florist and the wedding party to set up all flowers.
- Each wedding provides their own flowers
- The use of real rose and flower petals (usually by the flower girl) is **NOT** permitted in the sanctuary. The petals can stain the carpet. Silk petals are acceptable
- If desired, two large floral arrangements may be placed in the altar area. Flower stands will be provided at no charge. Please notify the Wedding Coordinator one month in advance so proper arrangements can be made for the stands.
- Because the altar is a sacred place, we do not allow flowers to be placed on the altar.
- Presentation roses, which can be given to the parents during the ceremony (you must provide your own vase), and roses in memory or in honor of loved ones (you must provide your own vase) are to be placed on a side table. This table is also used if you wish to have a Sand Ceremony or Unity Candle.

Wedding Music Guidelines

Choosing music for your wedding can either be a joyful and exciting process, or an intimidating journey through the unknown. Because you are interested in making choices for your wedding that are unique expressions of your love for each other, family, friends, and God, good consideration should go into the selection of your wedding music. You have chosen to be married in a Christian church which means that your wedding, in addition to being a celebration of your love and lifelong commitment to one another, is a service of worship to God. As such, the music should be chosen accordingly. In worship, we pray to and praise God, our Creator and Redeemer. All that happens at a wedding worship service should be done proclaiming the wonderful love of Jesus Christ at the center of our lives. The dignity of the sanctuary and the deep significance of the service are basic guides for planning wedding music. No recorded music is permitted before, during, or after the wedding.

Sacred Music

It is the policy of Holy Trinity that sacred music, that which refers to God and life in Christ, should be used during your wedding service. Non-sacred music may be used only at the discretion of the presiding pastor and the participating musicians, and prior to the start of the service. Song lyrics will be reviewed for appropriateness to the Christian wedding. Generally, if a song is on the top 100 charts for pop, rock or country music, and you hear it played frequently on commercial radio, it more than likely is not an appropriate piece of music for a sacred wedding service at Holy Trinity.

Your Musical Style

It is important that you think about and identify the musical style and instruments you would like for your wedding service: traditional, contemporary, organ, piano, and/or other instruments, etc. Please bring any ideas or suggestions to your meeting with the organist/pianist.

Hymns or Song

The use of a hymn or song, although not required, is highly encouraged to facilitate the participation of the congregation in the worship service.

The Soloist

If you wish to select a soloist yourself who is either a close personal friend or relative, you may do so; but it is important that they have a reasonably good working knowledge of music and, just as important, that they are comfortable singing for large groups of people. It can be very stressful on your soloist if they would rather not do it but are afraid to "let you down". Also, awkward and even embarrassing situations can occur if your soloist is not able to adequately prepare the music you have selected.

The Organist/Pianist is not responsible for teaching the music to the soloist. The soloist should have the music learned prior to meeting with the organist. This meeting is only for the purpose of actually rehearsing the music: e.g., agreeing on tempos, phrasings, and musical nuances.

The soloist must contact the organist no later than 10 days before the wedding to set up a rehearsal time.

The couple is responsible for providing original copies of the music for the organist/pianist and soloists if necessary.

Your Guests in Participation

Do not forget your guests as you plan the service. Because all are participating in worship; let your guests join in expressing their praise. The reading of a Psalm or a congregational hymn, are ways of having your guests participate. One idea is that the processional could be based on a hymn tune and as soon as the wedding party has arrived at the front of the sanctuary, they could sing the hymn. General hymns of praise may be used and seasonal hymns may also be used when appropriate for the church season. If you use a wedding bulletin, a responsive litany prayer printed in the bulletin is another way for full participation.

All music used at the service much be cleared by the organist/pianist.

All music must be selected no later than 20 days before the wedding date.

Congregational Hymns Examples

Lord of all Hopefulness	ELW #765
Hear Us Now, Our God and Father	ELW #585
Praise to the Lord the Almighty	ELW #858
Joyful, Joyful, We Adore Thee	ELW #836
Praise God From Whom All Blessing Flow	ELW #884
For the Beauty of the Earth	ELW #879
Let All Things Now Living	ELW #881
Now Thank We All Our God	ELW #840
All Creatures Of Our God and King	ELW #835
We Praise You, O God	ELW #870
Holy, Holy, Holy	ELW #413
I Was There to Hear Your Borning Cry	ELW #732
O Sing to the Lord	ELW #822
Go My Children With My Blessing	ELW #543
Be Thou My Vision	ELW #793
On Eagle's Wings	ELW #787

BIBLE VERSES FOR WEDDINGS

Because a wedding is a Christian worship service at least one scripture passage must be read. This is a list of suggested readings. The couple is invited to choose passages not listed here as well. The Bible verses chosen will be discussed with the pastor during one of your meetings.

Genesis 1:26-31 – God creates humankind, blesses them, and declares creation as very good

Genesis 2:18-24 – God creates man and woman for each other

Genesis 29:9-12, 15-20 – Jacob falls in love with Rachel and pledges to work for her hand in marriage

Psalms 33 – A psalm about the greatness and goodness of God

Psalms 100 – A psalm of thanksgiving calling all earth to praise God

Psalms 117 – A short psalm calling all people to praise God

Psalms 127 – A psalm asking for God's blessing in the home

Psalms 128 – A psalm of blessing for a happy home

Psalms 150 – A psalm praising God's surpassing greatness

Proverbs 31:10-31 – Describes the worth of a capable wife

Ecclesiastes 3:1-8 – For everything there is a time and a season

Ecclesiastes 4:9-12 – Two are better than one

Song of Solomon 2:10-13 – Praise for the coming spring

Song of Solomon 8:6-7 – Describes the power of love

Isaiah 61:10-11 – We rejoice like a couple about to be married because God gives us his righteousness

Isaiah 63:7-9 – Rejoice because God has saved us

Matthew 7:24-29 – Jesus tells people to build the lives on God

Matthew 19:5-6 – Jesus quotes God's intent in creation for husband and wife to become one flesh

Matthew 22:34-40 – The two greatest commandments: Love the Lord and love your neighbor

Mark 10:6-9 – Jesus quotes God's intent in creation for husband and wife to become one flesh

John 2:1-10 – Jesus blesses the wedding at Cana with his presence and performs his first miracle by turning water into wine

John 15:9-17 – Jesus commands us to love one another as he has loved us

Romans 12:1-2 – Paul writes about our new life in Christ and being transformed in Christ

Romans 12:9-18 – Marks of a Christian include genuine love for each other, hope, and patience

1 Corinthians 12:31-13:13 – 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 Peter 3:1-12 – A traditional description of the role of wives and husbands

1 John 4:7-16 – God is love and a description of how God's love is at work in our lives

WEDDING CEREMONY SAMPLE OUTLINE

Prelude
Solo (optional)
Processional
Greeting
Declaration of Intent
Prayer of the Day
Congregational Hymn or Solo (optional)
Scripture Reading(s)
Solo (optional)
Sermon
Marriage Ceremony
Exchange of Vows
Exchange of Rings
Marriage Blessings
Unity Candle (optional)
Solo (vocal or instrumental, optional)
Prayer
The Lord's Prayer
Benediction
Presentation of the Couple
Recessional

NURTURING YOUR MARRIAGE AFTER YOUR WEDDING

Marriage is a lifelong, spiritual commitment. One of the most challenging and rewarding of human relationships, marriage is meant to be lived out in a community of faith where it can be supported and nurtured by others seeking to grow in love, forgiveness, justice, and compassion.

In your new life together as a married couple, we invite and encourage you to be supported by and committed to the Holy Trinity community now and in the future.

If you are already an active partner in ministry at Holy Trinity, we trust that you will find many opportunities to grow in your faith and in your marriage. If you live in the area but are not actively involved at Holy Trinity, we invite you to join us in worship, learning, small groups and mission projects. Please know that getting married at Holy Trinity does not automatically make you or your spouse a member at Holy Trinity.

If you are interested in becoming an active member and partner in ministry at Holy Trinity, we invite you into our new member process. Please call the Church Office at 952-758-3513 for more information.

If you live out of town, we invite and encourage you to find a Christian community that will support you in your life together.



Wedding Fee Application

Bride Name: _____

Groom Name: _____

Address: _____

City & Zip: _____

Phone: _____ Email: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Rental Fees

	HTLC Members	Non-Members
Non-Refundable Deposit	0	\$200
Pastor	\$250	\$350
Organist/Pianist	\$150	\$150
Wedding Coordinator	\$150	\$150
Custodial	\$50	\$50
Facilities Rental	0	\$300
Total Rental Cost		

Off-Site Fees

	Fee
Pastor –(plus Mileage & Accommodations if necessary)	\$350

1300 Main Street East, New Prague, MN 56071
Office Phone: 952-758-3513
Fax: 952-758-4407