



CHISAGO LAKE  
LUTHERAN CHURCH

# Wedding Handbook

## Policies and Fees

Chisago Lake Lutheran Church  
P.O. Box 175  
1 Summit Avenue  
Center City, Mn. 55012

[www.chisagolakelutheran.org](http://www.chisagolakelutheran.org)  
651-257-6300

## Wedding Guidelines

**Congratulations!** You have entered into the process of preparing for marriage. We at Chisago Lake Lutheran Church wish you a joyous wedding day and a joy-filled marriage. We look forward to helping you make your wedding as personal and special as can be.

The celebration of marriage in the Christian tradition is primarily a service of worship during which the people of God gather to give thanks and share the joy as the couple begins a new and unique relationship in their lives. The marriage ceremony bears witness to a couple's mutual faith and represents the values they regard as important for their future life together. Therefore, choices made regarding the service are expected to reflect these values.

In order to assist you in planning your wedding in accordance with scripture, wedding etiquette and our church policies, this handbook should provide you with the necessary information to help make your special day Christ-centered and enjoyable.

### **Scheduling the Wedding and Rehearsal**

Contact the Office Coordinator (651-257-6300) as soon as possible to determine available dates. When a particular wedding date has been requested, it is considered tentative until the church office receives a \$100 deposit, which is non-refundable. ***No dates should be announced until confirmed by the church office.***

- Weddings are not to be scheduled on the holidays of Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving Eve, Thanksgiving Day, or during Holy Week.
- The date and time for the rehearsal should also be scheduled, which is generally held between the hours of 4-6 p.m. the day prior to the wedding. All members of the wedding party, including any readers, musicians, ushers, and parents of the bride and groom should attend.
- Scheduling exceptions may be made in consultation with the church office and officiating pastor.

### **Fees**

While there is much joy in participating with you in your marriage celebration, it does mean extra time and work for the church staff. In addition, there are costs associated with using our facility. A listing of fees is included at the back of this handbook. In determining fees, to be a member either the bride or groom must be listed on Chisago Lake Lutheran Church's membership roster at the time the wedding is scheduled. The membership rate also applies if the parent(s) of the bride or groom are current members of the church.

Your \$100 non-refundable deposit will be applied toward all fees incurred. The remaining balance is due to the church office one month before the wedding date. Individual fees for the pastor, organist, and wedding coordinator are to be paid directly to them at the rehearsal.

You may use the following as a CHECK LIST:

### **PASTOR**

The CLLC pastor will assist you in preparing your wedding service. Please talk to the pastor if you wish to have other ordained clergy participate in the wedding service. Also, please notify the pastor if you wish to have them say a prayer at reception dinner.

### **PRE-MARITAL COUNSELING**

Each couple will have an initial meeting with the pastor to discuss the couple's desire and readiness for marriage. From that point, the pastor will work with you using the "Prepare and Enrich" program to discuss various areas of your relationship. This usually takes place with the timeframe of 3-4 meetings. There is a \$35 fee per couple to take the initial assessment. This is paid directly by the couple online.

### **MARRIAGE LICENSE/CERTIFICATE**

You may obtain a marriage license at any Minnesota Courthouse. ***The marriage license and the names of your best man and maid of honor (or designated witnesses) shall be brought to the church office or given to the pastor at least two days before the wedding rehearsal.*** Please check the website for up to date church office hours. This gives the office manager time to prepare a wedding certificate and type in the license information. The license will need to be signed BEFORE you leave the church on your wedding day.

### **WEDDING COORDINATOR**

After your initial visit with the pastor, you will be assigned a wedding coordinator. She will provide you with a form to fill out for ceremony details. The more you can work out details with the coordinator before the rehearsal, the better. She will assist you with any logistical needs, such as opening the church for the florist and other building/space needs.

### **PREPARING THE CHURCH**

If possible, we ask that you try to decorate and do any set-up the day of the wedding rehearsal (this may depend on other church functions, please plan with wedding coordinator). You are responsible for set-up and clean-up of the sanctuary. IF you use the Aisle Standards, the wedding coordinator will set these up. Candelabras are also available for an additional cost. You are responsible for lining up ushers and candle lighters.

### **WEDDING BULLETINS**

If you desire bulletins, you are responsible to have them prepared, approved by the pastor, printed, and to the church by the rehearsal time. An "order of service" will be given to you as a guide for the bulletins.

### **MUSIC, POEMS, PRAYERS**

We recommend 2-3 songs during the service. While not every song has to be a hymn or Christian in nature, we hope that you will consider the service a worship service and choose lyrics accordingly. The pastor will need to have the lyrics well in advance for approval. The same is true for poems and prayers.

## **CHOOSING SCRIPTURE**

We encourage you to journey through the scriptures and select 2-3 texts that are meaningful to you and your relationship. The pastor will provide you with a list of verses that are commonly used at weddings.

## **MUSICIANS**

Our church accompanist is available for most weddings if you cannot find your own . If she is unavailable, she can give you names of other contacts for music. You will work with her to choose music that fits your special day. It is the responsibility of the couple to contact the church musician at least 6-8 weeks before the wedding. If you are having a soloist, it is also your responsibility to connect that person with the church accompanist. Please contact the church office to get the staff musician's contact information.

## **DRESSING ROOMS**

There are various rooms available for dressing and/or preparing for the wedding. The wedding coordinator can help you with rooms for men and women. Please designate someone to return the rooms to the condition they were originally in before you leave.

## **ALCOHOL/SMOKING POLICY**

***Use of alcohol is strictly prohibited both at the rehearsal and the wedding.*** Be sure the wedding party knows that anyone who has been drinking will not be allowed to take part in the wedding. No smoking is allowed anywhere in the church building. There are receptacles provided outside the two main entrances.

## **GIFTS**

A gift table and guestbook is recommended. Chisago Lake Lutheran is not responsible for gifts or personal property. Please have ushers remove gifts following the ceremony.

## **PICTURES/VIDEOS**

Formal pictures of the wedding party may be taken either before or after the wedding service. Your photographer and/or videographer should consult with the wedding coordinator at least one hour before the service regarding the placement of equipment. During the ceremony, camera and video technicians must remain stationary - no movement is permitted near the altar. Videoing is to be done from the balcony, or from the doorway to right (inside of the altar railing), or seated in a pew.

***No flash photography is allowed during the ceremony***

## **FLORAL SUPPLIES**

Flower stands are available for your wedding. White aisle runners, if desired, are to be purchased on your own. Floral petals scattered on carpet must be artificial. Coated wires or pipe cleaners must be used on any bows attached to pews or aisle standards.

## **CANDLES**

Altar candles and the aisle standards (12) can be arranged through the wedding coordinator. The unity candle and two side candles can be purchased on your own and brought to the rehearsal. A "unity candle stand" is put up in sanctuary for your candles. If you are using other symbols in place of the unity candle, please speak with the pastor first.

**PERSONAL VALUABLES**

Every reasonable effort will be made to assist the wedding party in protecting personal property. However, Chisago Lake Lutheran Church is not responsible for items brought to the church for a wedding and will not be liable if items are lost, stolen, or damaged. It is suggested that purses, cameras, and other valuables not be left unattended.

**RECEIVING LINE & SEND OFF**

The throwing of rice, birdseed and/or confetti is not allowed on church grounds for custodial reasons. We prefer you not use helium balloons. Bubbles may be used outside only.

**CLEAN UP**

We ask that you organize your own people to pick-up/clean-up after the wedding. Decorations need to be removed immediately following the service.

**USE OF FELLOWSHIP HALL**

It is requested that receptions in the Fellowship Hall be indicated at the time of scheduling of your wedding. Arrangements for the Hall will be through the wedding coordinator. The caterer may use the dishes. The wedding coordinator or another congregational representative must be in attendance during the reception, but is not expected to serve at your reception. Additional fees apply. The wedding coordinator will give you a tour of the kitchen and discuss any questions you may have. The Fellowship Hall seats 175 people comfortably.

**USE OF SANCTUARY**

No food or beverages are allowed in the sanctuary. Altar paraments or seasonal décor will not be changed for weddings.

## FEES AND HONORARIUMS

The following are the fees and honorariums for weddings at Chisago Lake Lutheran Church, designated by the church council for use of the building and church staff.

**\$100 Deposit** to be paid when scheduling the wedding date.

### **Church Fees:**

All church fees must be paid **1 month** before the wedding.

#### **Members ....**

Use of Sanctuary	\$100 or donation
Custodial Fee	\$75

#### **Non-Members ....**

Use of Sanctuary	\$300
Custodial Fee	\$125

#### **Use of Fellowship Hall/Kitchen for Reception**

175 guests	\$200
Custodial Fee	\$100

*If the space is left untidy, an additional \$75 custodial fee will be added.*

**Altar Candles** \$20

**Aisle Standards w/ Candles** \$30

### **Individual Fees:**

All individual fees must be paid **at the rehearsal**.

#### **Members ....**

Pastor	\$250
Accompanist	\$200
Wedding Coordinator	\$150 (plus \$50 if reception is on-site)

#### **Non-Members ....**

Pastor	\$300
Accompanist	\$250
Wedding Coordinator	\$200 (plus \$50 if reception is on-site)

**Premarital fee** \$35 (paid to Prepare & Enrich)

**Member Status:** The bride, groom, or a parent must be an active member of Chisago Lake Lutheran Church in order for the member fees to apply. This must be the case prior to scheduling a wedding.

Your Total \_\_\_\_\_

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