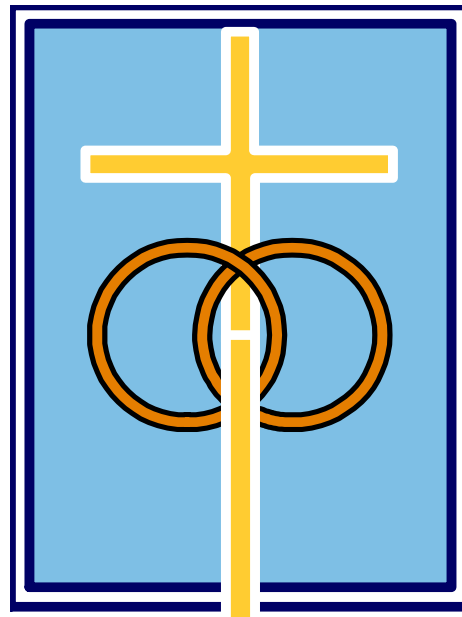


# **Your Christian Wedding Service**



## **Information for the Bride and Groom**



14107 Hudson Road S., Afton, MN 55001

651-436-8248

[www.shepherd-lutheran.org](http://www.shepherd-lutheran.org)

## RESERVING A DATE

To reserve your date on the church calendar, please contact the office manager in the church office (651-436-8248). We allow only one wedding onsite per weekend.

Shepherd of the Valley allows both member and nonmember weddings. Members are defined as one who is confirmed and on the active membership list, or one who is a child of an active member (even if the child is inactive). A grandchild of an active member is considered a nonmember.

Nonmembers may reserve a date after January 1<sup>st</sup> of the year of their wedding. Within 2 weeks of reserving your date, nonmembers are required to send a check for \$400 to the church office ("Attn.: Office Manager") to hold the date on the church calendar. The deposit will be applied to the building usage fee. In the event the wedding is cancelled, or the wedding couple or parents of the wedding couple become members of SOV before the wedding, contact the Lead Wedding Coordinator for a full refund.

**\*PLEASE NOTE THAT SATURDAY WEDDINGS CANNOT START ANY LATER THAN 3:00 PM** due to our Saturday evening worship service. Please take this into consideration when making your plans.

## PASTORS

After you book your date, you may ask a particular pastor to perform your ceremony. If their personal schedule allows, they will be assigned to your wedding. Otherwise the pastors are assigned according to what their personal schedules allow.

If a guest pastor is to be involved, one of our pastors must also be present and involved with the ceremony. The specifics of this arrangement must be discussed with whichever Shepherd pastor will be officiating at your wedding.

## WEDDING COORDINATOR

To look after details, Shepherd of the Valley (SOV) has engaged a Wedding Coordinator to facilitate the planning of your wedding. A letter and guide will be sent by the lead Wedding coordinator to confirm your wedding date, presiding pastor, and which coordinator has been assigned to you.

The Wedding Coordinator:

1. Fields all questions.
2. Conducts pre-wedding interview discussing the service, music, rehearsal, wedding day, and fees.
3. Directs your rehearsal, and collects and distributes fees and wedding license.
4. On your wedding day:
  - sets environment, closing and opening the church advises the location of flowers, unity candles, pew decorations and any other decorating needs
  - assists the wedding party and the parents

- works with the pastor, musicians, readers, personal attendants, ushers, greeters, photographer, florist, videographer, and anyone else involved in the wedding
  - Facilitates timing and directs processional, musicians, recessional and receiving line.
5. Coordinates with custodian for reception.

The Wedding Coordinator will call to schedule a pre-wedding interview 6 weeks before the wedding. Have your plans thought through and be prepared to discuss scripture choices, music selections, and processional lineup...essentially all of your plans.

## MANDATORY PRE-MARRIAGE CLASS AND COUNSELING

All couples to be married at Shepherd of the Valley are **required** to attend our **four-week pre-marriage class**. This class will be offered periodically throughout the year. You will receive a letter, after reserving your wedding date, giving you the details (dates, times, etc.). Failure to attend all four sessions of the class may result in the cancellation of your wedding date at Shepherd of the Valley. If you have any questions or concerns about this policy, please contact Pastor Zach Thompson (651-436-8248, [zthompson@shepherd-lutheran.org](mailto:zthompson@shepherd-lutheran.org)).

You will also need to set up an appointment with whichever pastor will be performing your wedding. This meeting should take place **at least 1 month before your wedding date**. At this meeting you will go over the wedding service with music selections and other important details. You must have your music selections finalized for the pastor's final approval.

## MARRIAGE LICENSE

For information on marriage licenses, go to the web site for Washington County at:

**[www.co.washington.mn.us](http://www.co.washington.mn.us)**

*Click on "Dept. and Services".*

*Scroll down and click on "Vital Records".*

*Click on "Marriage".*

You can receive a reduced fee (\$30 off) by attending our pre-marriage classes.

## SANCTUARY DETAILS

- The capacity of the sanctuary is approximately 600. The entire church is air-conditioned.
- Candelabras with drip-less candles may be used and are the responsibility of the couple to provide.
- The unity candle (if used) must be drip-less, and holders/stands are the responsibility of the couple to provide.
- An aisle runner is not recommended or needed due to our sloped carpeted aisles and could be a safety hazard.

- The tile panels in the altar and lectern are changed periodically to reflect the liturgical seasons of the church year. These are not changed for weddings. The altar and lectern are not to be moved without the consent of the Wedding Coordinator. The band equipment is also not to be moved.
- Decorating of the sanctuary will be discussed and approved by the Wedding Coordinator.
- Flowers may be put on the altar and elsewhere. The Wedding Coordinator will assist the florist with placement so as not to interfere with the ceremony.
- No adhesives may be used on wood surfaces including the pews and altar.
- We ask that silk flowers be tossed by the flower girl (if used) to prevent staining of the floor surfaces.
- We ask that rice, birdseed, confetti, etc., not be tossed inside or outside after the ceremony.
- No animals will be allowed in the ceremony in the church.

## PLANNING YOUR WEDDING SERVICE

Before your meeting with the Wedding Coordinator, it is important to think through the order of service for your wedding service.

### A typical order of service is as follows:

**Prelude:** Music before the ceremony as the guests are seated

**Processional:** Music for the wedding party to enter the sanctuary

**Greeting:** Pastor

**Opening Prayer:** Pastor

\*\*\*\*\* Music may be inserted

**Reading(s):** chosen by you and read by someone of your choice or the pastor

\*\*\*\*\* Music may be inserted

**Message:** Pastor

**Exchange of Vows:** the pastor will assist you in choosing

**Exchange of Rings**

**Unity Candle:** (*optional*)

\*\*\*\*\* Music may be inserted

**Prayer:** Pastor (May be Lord's Prayer)

**Benediction:** Pastor

**Introduction of Couple:** Pastor

**Recessional:** Music for the wedding party to leave the sanctuary

The Wedding Coordinator will help you with this at the pre-wedding interview meeting, and you will finalize the service at your meeting with the pastor.

See *appendix A* for suggested scripture readings. The ceremony usually includes 1-2 readings.

## DURING THE WEDDING SERVICE

**\*No flash photography is allowed during the ceremony.** Please inform your photographer. Most photographers are familiar with this policy. You may consider including this statement in your bulletin.

No slide shows will be permitted. These are best reserved for the reception.

A guest or professional may videotape the ceremony from a designated area in the sanctuary. The Wedding Coordinator will discuss the options with the videographer.

Shepherd of the Valley does not provide or print bulletins for the ceremony. An example of a bulletin will be filled out at the pre-wedding interview.

We recommend having 3-4 ushers when 200 guests are expected. Groomsmen may assist with ushering.

No guests will be seated after the processional starts. Late guest will be seated after the processional.

## MUSIC

When choosing music, we suggest 2 or 3 songs of special music or congregational hymns.

Keeping in mind that your ceremony is a worship service; music selections should have a **God-centered, Christian theme**. Secular music, popular love songs and show tunes are not regarded as suitable musical expressions for use during the marriage service. These songs may be reserved for use during the Prelude or Postlude.

If a congregational hymn is used, it is wise to have a musician or the pastor if they are familiar with the music, lead the song. The pastor has final approval on all music.

For sound needs and assistance with the music performance, a SOV sound tech may be needed. The Wedding Coordinator will assess the need and make arrangements with our list of sound techs. Only SOV sound techs are permitted in the sound booth area. The sound techs' fee covers 1.5 hours of tech time on wedding day. Sound techs are not available for rehearsal or practice of musicians.

A sound check with musicians will be done on wedding day 45 minutes before the ceremony. Please advise your musicians.

We offer the following highly recommended professional instrumentalists and soloists listed below. Musical selections and fees are per agreement between the wedding couples and the musicians. Please contact these people, or musicians of your choice, *before* you meet with your Wedding Coordinator. Their schedules fill up quickly.

If your musicians do not come from this list, please bring copies of the selected music to the Pre-wedding interview meeting with the coordinator and to the pastor's meeting.

## Recommended Musicians

- Dr. Richard Lange 763-536-8019 pianist, organist, accompanist, "Cavelle Chamber Ensemble"—piano, 2 violins, cello, and viola
- Dr. Kris Tjornehoj 715-386-7087 pianist, saxophone, accompanist
- Elizabeth Bonderson 715-386-6793 soloist, ASL interpreter
- James and Connie Root 715-381-1752 "Premier Brass"-- 2 trumpets, horn, trombone and tuba
- Donna and Eric Bennett 715-386-2250 soloists and duets
- Judith Wachholz 715-425-8098 pianist, organist, accompanist, "Nostalgia"—recorder and piano
- Thomas Barnett 715-425-3177 trumpet
- Joan Molloy 715-425-6139 "Valley String Quartet"—string quartet

## REHEARSAL

The rehearsal takes place the week of the wedding. The date and time will be arranged with the couple and the Wedding Coordinator. The Wedding Coordinator will direct the rehearsal and the pastor will not be present.

The rehearsal should be attended by all in the wedding party, ushers, and the immediate family members. Readers, musicians, and soloists need not attend the rehearsal. Rehearsal time for the musicians and soloists are to be arranged by participating parties. It is important rehearsals start on time and will last approximately 1 hour.

The rehearsal agenda will include a walk-through of the ceremony (from ushering to receiving line) a tour of the church facilities, and confirmation of all wedding day activities.

### **\*BRING THE MARRIAGE LICENSE TO THE REHEARSAL**

### **\*ALL FEES ARE DUE AT THE REHEARSAL**

Consult the final fee agreement for payments. A letter sent by the Wedding Coordinator will list all other items to bring to the rehearsal.

## WEDDING DAY

The church will be open 4 hours before the wedding.

Pictures taken before the ceremony must be completed by 1/2 hour before the ceremony and can resume after the ceremony if needed. Please inform your family members, wedding party, and photographer. Guests can arrive as early as 1/2 hour before the ceremony so we want the sanctuary to be ready to receive them.

Please inform musicians to arrive 1 hour before the ceremony, to discuss the music with the coordinator, test microphones, and warm-up. Warm-up may also be done in the music room.

## DRESSING ROOMS

Dressing rooms, in different areas of the church, are available for your use. Bathrooms are nearby. The bride's room will have an iron, ironing board, and full length mirror.

Please remember to take all items home with you. It is helpful to pack up items and take them to your cars before the ceremony. Shepherd of the Valley is not responsible for lost or stolen items.

## MISCELLANEOUS ITEMS

- There is **no smoking anywhere inside the building**. Smoking is only allowed in the parking lot and grounds.
- **Absolutely no alcohol is allowed in the building or on the grounds which includes the parking lot**. Alcohol consumption will not be tolerated and the pastor may choose to not perform the ceremony. Please make sure everyone is aware of this policy.
- It is helpful to have an agenda printed up for the wedding party. It may list the schedule of the weekend, maps to destinations, and what time activities start, etc.
- It is helpful if the personal attendant arrives when the bride does.
- You may wish to bring snacks for the wedding party during the photo session time. Finger foods work best—please provide napkins, plates, cups, etc. Please assign someone to clean up the snacks by at least 10 minutes before the wedding. **NO FOOD OR BEVERAGES MAY BE BROUGHT INTO THE SANCTUARY!**
- Please keep this guide and share it with both sets of parents. Bring the guide with the data sheets filled out to the pre-wedding interview with the Wedding Coordinator.

*Updated December 2009 CS*

## Appendix A: Suggested Scripture Readings

- Usually the ceremony includes 1-2 readings. For your convenience, appropriate scripture readings are listed below. You are not limited to these selections and may choose other favorite verses. The pastor can assist you with your selections if needed.

### Old Testament Lessons

Genesis 1:26-28

The creation of man and woman

Genesis 2:18-24

Two shall become one

Jeremiah 31:31-32a & 33-34a

God's new covenant

Song of Solomon 2:10-13

Love in the spring

Song of Solomon 8:7

Unquenchable love

Isaiah 63:7-9

God's steadfast love

Ruth 1:16-17

Song of Ruth

Psalms 33, 100, 117, 127, 128, 136, 150

God's faithfulness

### Epistle Lessons

Romans 8:31b-35 & 37-39

The love of Christ

Romans 12:1-2

A living offering

Ephesians 5:21-33

Subject to one another

Philippians 4:4-6

Rejoice in the Lord

Colossians 3:12-14

Put on love

1 Corinthians 13:1-13

The greatest is love

1 John 4:7-19

Living in God's love

### Gospel Lessons

Matthew 5:13-16

Salt of the earth, light of the world

Matthew 7:24-29

A house built on rock

Matthew 19:4-6

Faithfulness in marriage

Matthew 22:35-40

The great commandment

John 2:1-11

The wedding at Cana

John 15:9-12

Remain in my love

John 15:12-16

Love one another as I have loved you

## Order of Wedding Service Worksheet

- To be filled in at pre-wedding meeting with your wedding coordinator.

**Prelude**

**Processional**

**Greeting**

**Opening Prayer**

\*\*\*\*\*

**Readings**

\*\*\*\*\*

**Message**

**Exchange of Vows**

**Exchange of Rings**

**Unity Candle (optional)**

\*\*\*\*\*

**Prayer**

**Benediction**

**Introduction of the Couple**

**Recessional**

**for Office Use Only:**

Wedding: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Pastor: \_\_\_\_\_

**FEE SCHEDULE FOR MEMBERS**

A wedding, as you will discover, involves much planning and work by many people. It is only right and proper that the work of others involved in your wedding be recognized and appreciation expressed. There is also a substantial use and impact on the church building with expenses for heat or air conditioning, lighting, wear and tear, and custodial services. **FEES WILL CORRESPOND TO CHANGES MADE BY JANUARY 1<sup>ST</sup> OF THE YEAR OF YOUR WEDDING.**

- Use of Sanctuary**.....no charge
- Pastor’s Honorarium**.....your gift
- Wedding Coordinator**.....\$150.00
- Custodian Fee**.....\$75.00
- SOV Sound Tech**.....\$35.00  
 (this person is specially trained and able to supply your needs for accompaniment tapes, CD’s, and any other AV tasks)

*All gifts and fees described above are to be given to the Wedding Coordinator at the Rehearsal (By Separate Check)—The Wedding Coordinator will finalize all fees with you.*

## FEE SCHEDULE FOR NON-MEMBERS

A wedding, as you will discover, involves much planning and work by many people. It is only right and proper that the work of others involved in your wedding be recognized and appreciation expressed. There is also a substantial use and impact on the church building with expenses for heat or air conditioning, lighting, wear and tear, and custodial services. **FEES WILL CORRESPOND TO CHANGES MADE BY JANUARY 1<sup>ST</sup> OF THE YEAR OF YOUR WEDDING.**

<b>Use of Sanctuary</b> .....	\$400.00
<i>*This is due within 2 weeks of reserving your wedding date on the church calendar</i>	
<b>Pastor's Honorarium</b> .....	\$150.00
<b>Wedding Coordinator</b> .....	\$150.00
<b>Custodian Fee</b> .....	\$75.00
<b>SOV Sound Tech</b> .....	\$35.00
(this person is specially trained and able to supply your needs for accompaniment tapes, CD's, and any other AV tasks)	

*All gifts and fees described above are to be given to the Wedding Coordinator at the Rehearsal (By Separate Check)—The Wedding Coordinator will finalize all fees with you.*

## BUILDING USE AGREEMENT & FEE SCHEDULE

Shepherd of the Valley  
14107 Hudson Road South  
Afton, MN 55001  
651-436-8248

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Phone # H) \_\_\_\_\_ W) \_\_\_\_\_

Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone # H) \_\_\_\_\_ W) \_\_\_\_\_

Address: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Member

Non-member

Use of Sanctuary:	_____	Check to: Shepherd of the Valley
Custodian for Sanctuary:	_____	Check payable to: _____
Pastor's Honorarium:	_____	Check payable to: _____
Wedding Coordinator:	_____	Check payable to: _____
Instrumentalists Fee:	_____	Check payable to: _____
Soloist Fees:	_____	Check payable to: _____
SOV Sound Tech:	_____	Check payable to: _____

I agree to the following:

- Make separate checks for each person listed above and bring them to rehearsal
- Assume responsibility for the conduct of the group and will reimburse SOV for any damage incurred by the group to equipment, buildings, or grounds.
- No alcoholic beverages on the grounds (including parking lot), and no smoking in the building.

\_\_\_\_\_  
Wedding Coordinator: \_\_\_\_\_ phone # \_\_\_\_\_

## PRE-WEDDING INTERVIEW

\*\*Please complete this form and bring it to your meeting with the Wedding Coordinator\*\*

BRIDE Full Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_  
Home Church: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

GROOM: Full Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_  
Home Church: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

Wedding Date and Time: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Number of Bride's Attendants: \_\_\_\_\_ Number of Groomsmen: \_\_\_\_\_  
Flower Girl: yes no Age \_\_\_\_\_ Ringbearer: yes no Age \_\_\_\_\_

Personal Attendant: \_\_\_\_\_

Number of ushers (and names): \_\_\_\_\_

Who is walking the bride down the aisle? \_\_\_\_\_

How are the attendants getting down the aisle? \_\_\_\_\_

Brides parents names: \_\_\_\_\_

Bride's grandparents attending: \_\_\_\_\_

Groom's parent's names: \_\_\_\_\_

Groom's grandparents attending: \_\_\_\_\_

Unity candle? yes no

How will the unity candle be lighted? \_\_\_\_\_

Reader(s): \_\_\_\_\_

Instrumentalist(s) (& phone #s): \_\_\_\_\_

Soloist(s) (& phone #s): \_\_\_\_\_

Will need the use of (circle all that apply):

*Kneeler*

*Organ*

*Piano*

*Keyboard*

*CD Player*

*Microphones*

**(Pre-Wedding Interview Continued)**

Receiving Line? yes no      Guest Book? yes no  
Who is in the rec line? \_\_\_\_\_  
Who will dismiss the guests? \_\_\_\_\_

Florist: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Who will pin on flowers? \_\_\_\_\_

Photographer: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Pictures: before after      Private moment? yes no

Videographer? yes no      Name \_\_\_\_\_

Sound Tech? yes no

Person Decorating: \_\_\_\_\_ Time: \_\_\_\_\_

Person Responsible for taking down decorations: \_\_\_\_\_

**Additional Information: (to be filled in by the Wedding Coordinator)**

Processional Order:

Front Row of Pews:

Bride:

Groom:

Special Needs: