



St. Andrew Lutheran Church

# Wedding Planning Booklet

**ST. ANDREW**  
LUTHERAN CHURCH





Congratulations!

Our congregation is committed to helping couples prepare for both their wedding ceremony and their marriage.

Your wedding ceremony will be a worship service with God's blessings upon your relationship as a key focus. The pastors, musicians, and other members of our faith community will assist you in preparing for this celebration.

To help you grow in faith and strengthen your relationship with each other as you begin your married life, we have a required premarital program that includes premarital counseling. We also expect that you will worship with us regularly and agree to work with each other and St. Andrew Lutheran while preparing for your wedding.

This booklet will help you get started with your planning. It contains detailed instructions including guidelines and policies for weddings at St. Andrew 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,

David Lillejord, Senior Pastor  
Sarah Fike, Pastor of Children, Youth, & Family  
Matthew Fleming, Pastor of Teaching & Young Adults  
Peter Johnson, Pastor of Service & Small Groups  
Roger Schindel, Visitation Pastor

# Scheduling Your Wedding

Here are the steps involved in successfully completing the entire scheduling process.

## Secure a wedding date.

Weddings are scheduled on a first-come, first-served basis for members of St. Andrew and are subject to the availability of the pastors. It is good to have alternative dates in mind in case the church is not available for your first choice. We do not schedule weddings on Sundays or on the following holidays: Good Friday, Easter, Christmas Eve, or Christmas Day. Friday weddings at St. Andrew may be scheduled after 4:00 PM. Weekday wedding dates are limited in number.

St. Andrew can seat approximately 1,000 people.

A wedding date will only be guaranteed after you turn in to the church office a completed Covenant and Wedding Couple Information Sheet for St. Andrew and the \$75 non-refundable church deposit. This fee is waived for off-site weddings. The online Covenant and Wedding Couple Information Sheet for St. Andrew can be accessed at [standrewlu.org/about/life-events/weddings/](http://standrewlu.org/about/life-events/weddings/).

## A St. Andrew pastor will officiate your wedding.

A pastor of St. Andrew will preside in ALL weddings held at the church. Outside clergy may participate in your wedding ceremony with permission from your St. Andrew wedding pastor. Please discuss this with your wedding pastor before making any arrangements.

## Work with the wedding coordinator.

Once your date is set, the St. Andrew wedding coordinator assigned to your wedding will contact you and begin working with you on the details of your wedding at St. Andrew. Your coordinator will be your “go-to” person for all questions about the facility, decorations, and timing. Your coordinator will lead the rehearsal to ensure everyone is prepared and confident for the wedding and will also assist on the wedding day. A wedding coordinator is required for all weddings officiated by St. Andrew pastors. Off-site facilities may have their own coordinator but their focus is usually not on the ceremony. Therefore, we strongly suggest a St. Andrew coordinator for off-site weddings as well. Please discuss this possibility when contacted by your St. Andrew wedding coordinator.

## Schedule the rehearsal.

Rehearsals are typically scheduled for the evening before the wedding. They last approximately one hour. Wedding pastors do not attend the rehearsal. Wedding coordinators do attend.

## Follow the Premarital Counseling Policies.

See page 5 for information about completing the required online premarital relationship inventory for couples and meeting with your wedding pastor.

## Read the Wedding Music Policies and Wedding Music suggestions before choosing music.

See pages 11–12 for the policies and suggestions.



# St. Andrew Wedding Fees

## Member (on-site)

**Prepare/Enrich Inventory:** \$35

**Non-refundable Fee (custodian, etc.):** \$200

**Pastor:** \$325

**Music & Worship Director:** \$250

**Wedding Coordinator:** \$200

**Sound Board Operator Only:** \$200

**AV Assistant (when the service is livestreamed):** \$100

**Additional Soloist:** \$200

## Member (off-site)

**Prepare/Enrich Inventory:** \$35

**Pastor (plus mileage and accommodations, if needed):** \$375

**Music & Worship Director (plus mileage and accommodations, if needed):** \$325

**Additional Vocalist or Instrumentalist:** \$250

**Wedding Coordinator (plus mileage and accommodations, if needed):** \$225

## Optional Expenses:

**A unity candle supplied by St. Andrew costs:** \$20

## Fee Payments:

All fees are due two weeks prior to your wedding and can be dropped off at St. Andrew. Individual checks are to be made out as follows:

- Officiating Pastor—individual name
- Pianist/Vocalist—individual name
- Wedding Coordinator—individual name
- Sound and Space Fee—St. Andrew Lutheran Church



## 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 in advance of 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 your wedding coordinator at least two weeks prior to your wedding date. No wedding will be conducted without a valid marriage license.

## St. Andrew Premarital Counseling Policies

To help you strengthen your relationship as a couple, St. Andrew requires couples complete the online premarital relationship inventory for couples called Prepare/Enrich. The pastor will help you with registration and login information for the Prepare/Enrich website. There is a onetime fee of \$35 for the inventory, payable online. Once you complete the relationship inventory, your wedding pastor will meet with you one or two times.

## Pre-Marriage Retreat

The retreat leader is Chaplain Rev. Nancy Carlson, ELCA Pastor, Board Certified Chaplain.

The retreat will include tips for a successful marriage, along with time to do a genogram and discuss finances. You'll learn how to better communicate using Love Languages and discover how you each view the world using the tool of the Enneagram. You'll have time both to talk as a couple and with other couples during the day. Lunch will be on your own—off Zoom. We'll close with a blessing for your marriage. The cost is \$75. Once you register, you will receive an email and a link to the Zoom meeting.

Pre-Marriage Retreat registration and payment are through a form on Westwood Lutheran Church's website: [westwood.ccbchurch.com/goto/forms/180/responses/new](http://westwood.ccbchurch.com/goto/forms/180/responses/new)

## Your Wedding Rehearsal

Wedding rehearsals are typically scheduled for the evening before wedding ceremonies. The purpose of the rehearsal is to help the wedding party and participants learn their respective roles in the ceremony. Please make sure to have your wedding party, parents, ushers, and readers in attendance. Please inform all involved to arrive fifteen minutes before the rehearsal begins. The rehearsal will last approximately one hour.



# Facility Use Guidelines

## General Information

Please keep in mind that other church-related events may occur on the day of your wedding. Your wedding coordinator and staff will work to determine a fair and reasonable allocation of time for your wedding set-up.

The wedding coordinator will arrange the arrival time with you. Please note the sanctuary will be available to you two hours prior to your wedding time and one hour after the service. Dressing areas will be available to your 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. St. Andrew is not responsible for any lost or stolen property.

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.

All wedding materials including bulletins, personal items, wedding gowns, decorations, etc., cannot be kept in the church prior to your wedding day.

## Nursery

The nursery area is not available for weddings. However, there is a cry room attached to the back of the sanctuary.

## 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 & Drink

Food and drink are allowed in the dressing areas. No food or drink, except water bottles, are allowed in the sanctuary. St. Andrew is a nut-free building.

## Smoking

St. Andrew is a smoke-free facility. You may smoke in the parking lot provided that you dispose of your cigarettes properly.

## Aisle Runners

No aisle runners are permitted.



## Sanctuary Decorations

The banners hanging on the walls of the sanctuary 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 your wedding coordinator. Decorations are permitted on the chairs but must be approved by your coordinator.

## Guest Book

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

## Gifts & 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 which includes during the ceremony.

## Wedding Programs

Wedding programs are a nice addition to the wedding ceremony. Your pastor or wedding coordinator will be happy to show you several examples of wedding programs. Printing must be done outside of St. Andrew. Your wedding coordinator or pastor must check your program prior to printing.

## Receiving Line

You may have your receiving line inside St. Andrew in the narthex. When you leave the inside of the church you are permitted to celebrate OUTSIDE by lighting sparklers, blowing bubbles, or throwing birdseed or flower petals. 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: St. Andrew 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:

- You can 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 before the ceremony.
- One-half hour prior to the ceremony is set aside for last-minute details. There will be no formal photography during this time.
- You cannot 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 equipment is placed five rows behind the last seated guests and does not obstruct the aisle while being used by the wedding party.
- You can use flash photography only during the processional and recessional.
- You cannot put equipment on the altar area without the express permission of the wedding pastor and the wedding coordinator.
- You cannot connect any equipment to the sound system.
- You cannot tamper 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: St. Andrew 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-half hour before the ceremony begins. It is the responsibility of the florist and the wedding party to set up all flowers.
- Each wedding party provides its own flowers.
- The use of real rose and 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. 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 only allow the following to be placed there:
  - presentation flowers which can be given to the parents during the ceremony (you must provide your own vase)
  - flowers in memory of or in honor of loved ones (you must provide your own vase).



## Wedding Ceremony Order

The order of your wedding ceremony will be determined by you and the pastor during counseling sessions. Here is an example of the order of a wedding ceremony:

- Prelude
- Processional
- Greeting
- Prayer of the Day
- Scripture Reading(s)
- Solo (optional)
- Homily
- Exchange of Vows
- Exchange of Rings
- Marriage Blessing
- Unity Candle or Sand Ceremony (optional)
- Solo (vocal or instrumental, optional)
- Prayer
- The Lord's Prayer
- Benediction
- Presentation of the Couple
- Recessional



# 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.

All music in the St. Andrew sanctuary must be live. CDs, mp3 players, and other sources of pre-recorded music cannot be used for the music during your ceremony. St. Andrew has multiple pianists available to play at your wedding. If you decide to not use a St. Andrew pianist as your primary musician, you must obtain approval from the St. Andrew Worship & Music Director.

If you decide to add outside vocalists or instrumentalists, they are permitted to perform with a St. Andrew pianist, and you will then be responsible for working with them alongside the St. Andrew pianist to choose the music for the ceremony.

## Prelude Suggestions

These pieces 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 ten–fifteen minutes of pre-ceremony preludes being played before the wedding, which can also include vocal or instrumental solos appropriate for the seating of parents and grandparents. (see Suggested Vocal Selections on page 12).

## Processional Suggestions

These pieces are played during the procession of the bridal party and the bride. These may also be used as prelude and postlude music or as recessionals.

Air (from Water Music) .....	G. F. Handel
Bridal Chorus (bride only) .....	Richard Wagner
Canon in D .....	Johann Pachelbel
Finnish Wedding March .....	Toivo Kuula
Jesu, Joy of Man’s Desiring .....	J.S. Bach
Joy .....	George Winston(/Bach)
Ode to Joy .....	L. Beethoven
River Flows in You .....	Yiruma
Trumpet Tune .....	Henry Purcell
Trumpet Voluntary.....	Jeremiah Clarke

## Suggested Recessionals

Hornpipe.....	G. F. Handel
Ode to Joy .....	L. Beethoven
The Rejoicing .....	G. F. Handel
The Wedding March .....	F. Mendelssohn
All of Me.....	Jon Schmidt (The Piano Guys)

## Suggested Vocal Selections

All of Me.....	John Legend
The Day Before You .....	Rascal Flatts
The Gift of Love .....	Hal Hopson/traditional
God Gave Me You .....	Blake Shelton
Grow Old with Me .....	John Lennon
How Beautiful.....	Twila Paris
If I Should Fall Behind .....	Bruce Springsteen
If You Could See What I See.....	Geoff Moore/Steven Curtis Chapman
The Lord's Prayer .....	Albert H. Malotte
Love Never Fails You .....	Brandon Heath/Chad Coates
Panis Angelicus (O Lord Most Holy) .....	Cesar Franck
The Prayer .....	Carole Bayer Sager/David Foster (recorded by Josh Groban)
To Make You Feel My Love .....	Bob Dylan
You Raise Me Up .....	Rolf Lovland
Wherever You Go (Ruth 1:16–17) .....	Tim Graf

## Suggested Hymns

Hymns may be sung by the guests or a soloist. If a hymn is sung by the guests it must be accompanied by the pianist. Hymns from the Evangelical Lutheran Worship (ELW) or the Lutheran Book of Worship (LBW) that are not listed can also be sung as a part of the service. Any hymns not found in the ELW or LBW must be approved by your wedding Pastor.

Hymn	Hymn Number, (ELW)
Beautiful Savior .....	#838
Children of the Heavenly Father .....	#781
Joyful, Joyful We Adore Thee .....	#836 (optional wedding text available)
Love Divine, All Loves Excelling .....	#631
Praise to the Lord, the Almighty .....	#858



## Wedding Bible Verses

Because a St. Andrew wedding is a Christian worship service at least one scripture passage must be read. Suggested Readings—you are invited to choose passages not listed here as well.

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
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
Ruth 1:16–17 .....	Where you go I will go
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 John 4:7–16 .....	God is love and a description of how God’s love is at work in our lives

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