

Wedding Booklet



2013

Moe Lutheran Church
Roseau, Minnesota



Weddings
Moe Lutheran Church

Your wedding day is one of the most important dates in your life. Moe Lutheran Church and its pastor are pleased to share this happy occasion with you and wish to do everything possible to make it a most significant and memorable experience.

Your desire to have a church wedding indicates that you see your marriage as a commitment made before God, with emphasis on the Christ-centered character of the ceremony. While there is much room for flexibility in a church wedding, the guidelines in this booklet are meant to make planning easier and your wedding a more enjoyable day.

Moe Lutheran Church
P.O. Box 455
Roseau, Minnesota 56751
218-463-2069

Pastor Lisa Beery

Wedding Contact People
Sue Vatnsdal 463-2153
Julie Carlson 463-9746

The Wedding Service

1. A congregational hymn involves all the people who are present in the service. You may make this choice together with the pastor. Copyright laws require that permission may be needed to copy songs not in the *Evangelical Lutheran Worship* or *With One Voice* hymnals.
2. You may have several options open to you concerning the type of wedding service you may have. You may choose from the traditional service, several contemporary services, or write portions of your own service, particularly the vows. The Pastor will discuss this with you at one of your premarital sessions.
3. You may select some of your own scripture passages for the service. Some suggested passages are:
 - a. First Lesson:
 - i. Genesis 1:26-31
 - ii. Genesis 2:18-24
 - iii. Song of Solomon 2:10-13
 - iv. Song of Solomon 8:7
 - v. Isaiah 63: 7-9
 - b. Second Lesson:
 - i. Romans 12:1-1
 - ii. I Corinthians 12:31-13:13
 - c. Gospels:
 - i. Matthew 19:4-6
 - ii. John 2:1-10
4. Wedding Programs and musicians are the responsibility of the Wedding Party. Please check with the Pastor as to the correct order of service before having them printed.
5. All arrangements regarding music must be made in consultation with the Pastor. The Pastor can make suggestions as to what music is appropriate. Style, whether it is traditional, folk or popular is not a problem as long as the text is appropriate and the mood is conducive to Christian worship. **Some popular song lyrics are inappropriate for Christian worship and will not be allowed to be used during worship.** Music is an important part of any worship service. With thoughtful planning it will be a special blessing to you and wedding guests. It is your

responsibility to select and purchase the music for your wedding. You should discuss this with your organist and soloist so that you select something with which they are familiar and may already have a copy.

6. Pictures may be taken during the procession and recession but not during the ceremony itself. Flash and movie lights are not conducive to worship and they are not allowed. The only exception would be a time exposure picture taken by a professional photographer. Your photographer should talk with the pastor prior to the wedding service. Please instruct him/her to be as unobtrusive as possible. Videotaping is acceptable if it is done in an unobtrusive manner. Please discuss this option with the wedding contact person.
7. Rentals provide their own Pastor for the ceremony. If you do not have one you may contact Pr. Beery to see if she is available.

General Wedding Policies

1. The Wedding date is to be set in consultation with the pastor of the church. It is a good idea to have an alternative date and time in mind in case the church is in use or the pastor is not available. You should not set your wedding date until you talk with the pastor.
2. Blackout dates for weddings are during the season of Lent.
3. Three Premarital Counseling Sessions with the Pastor are required. There is a fee of \$35 for the materials. Please check with the church office for more information.
4. All weddings will be performed by the Pastor at Moe Lutheran Church or jointly with clergy from other churches. This is on a case-by-case basis.
5. A meeting of the Bride, Groom and Wedding Contact Person is required ASAP after scheduling their wedding, but not later than 3 months prior to the wedding, as well as a follow up meeting one week prior to the wedding to verify all arrangements as follows:
 - a. The Wedding Contract
 - b. Review the Building use/Decorations policies
 - c. Answer questions in regards to use of the church and items available for use within the church. *The Contact Person is not a “consultant” and is not available to organize your wedding.*
6. Payment for all fees and services should be made no later than 2 weeks prior to wedding date. You can make this payment at the church office during their office hours or turn it into the wedding contact person.
7. Arrange for time of the wedding rehearsal with the pastor. The bride, groom, parents, attendants, ushers, organist, and soloist should be present at the rehearsal.
8. The wedding contact person will be present for supervision of the rehearsal and the wedding.
9. It is important that the church be left in the condition in which it was found. Remove all belongings and generally “clean up the mess” that occurs after such an event. Please refer to the Post Wedding Checklist.

Sanctuary and Fellowship Hall Preparations

In the most basic sense, weddings are worship services focused on God, not ceremonies focused on people. When this is kept in mind, many issues regarding the preparation for weddings are clarified. Wedding practices follow regular worship guidelines, and the atmosphere is to be dignified and reverent.

1. Altar Paraments for weddings are in the liturgical color for the day. It is not correct to change them to white if white is not the appointed color. Check with the wedding contact person for the color of paraments for that season.
2. Floral Arches may be used, but only at the entrance to the sanctuary. The cross should remain the central focus in the worship area.
3. Cloth table cloths are available at the church for use. You will be responsible for dry cleaning the table cloths at Roso Cleaners and making arrangements for them to be returned to the church within one week of your wedding.
4. Candle Holders: 11 Pew Candles Holders, a Unity Candle Holder and 2 Candelabras are available for use.
5. Candles:
 - Candles are to be furnished by the Wedding Party.
 - Drip-less candles are preferred.
6. Use of the Church Property outside the church building (chairs, tables, utensils, etc.) may be used by members only, with Church approval.
7. The Couple is to furnish their own aisle cloth.
8. The Baptismal Font is NOT to be used as a Unity Candle Holder. The back altar is available for floral arrangements.
- 9. No smoking allowed on church premises. This includes the fellowship hall, restrooms and dressing rooms.**
- 10. No alcoholic beverages allowed on Church premises. Please ask your attendants and ushers to refrain from drinking alcohol before the ceremony.**

11. No birdseed or rice allowed on church premises.
12. Gifts must be removed immediately after the wedding. Moe Lutheran will not be responsible for their safety.
13. The fellowship hall will seat 300+. The Sanctuary will also seat 300+.
14. The Decorating and arranging of the Wedding Party table is the responsibility of the Couple.
15. The couple is responsible for stain removal on any carpet or pews throughout the church.
16. Please remove vehicles from the parking lot by 8:00 a.m. for Sunday service.

For Office Use Only

Deposit Paid: _____

Date

Other fees

_____: _____

Date

_____: _____

Date

_____: _____

Date

Wedding Contract

*Moe Lutheran Church
Roseau, Minnesota*

Wedding Contact Person: _____

Technical Assistant: _____

Name of Bride: _____

Address: _____ Phone: _____

Parent(s)' name(s): _____

Name of Groom: _____

Address: _____ Phone: _____

Parent(s)' name(s): _____

Wedding Date: _____ Time: _____ Reception @ Church: Yes/No

Rehearsal Date: _____ Time: _____



Organist: _____ Phone: _____

Soloist: _____ Phone: _____

Catering Service: _____ Phone: _____

Photographer: _____ Phone: _____

Florist: _____ Phone: _____



Name of Person Responsible for completing Post Wedding Check:

_____ Phone: _____

Bride or Groom's Signature: _____ Date: _____



Waiver of Liability

We hereby release Moe Lutheran Church from responsibility for bodily injury and/or loss of property by participants or guest which may be incurred during our organization's use of Moe Lutheran Church in Roseau, MN

Signature: _____ Date: _____

Post Wedding Checklist

Sanctuary

- Overflow chairs returned to proper location
- Paper, litter, etc. picked up (including hymnal racks on pews)
- All decorations removed. Arrangements need to be made with the Pastor when floral arrangements or potted plants are to be left at the Church
- Windows are closed
- Fans and lights are OFF
- Floor is vacuumed
- All Candelabras are checked, cleaned and returned to storage
- Sound System is turned OFF

Narthex /Entry

- All decorations are removed
- Paper, litter, etc. picked up
- Any decorations, balloons, etc. used outside of the Church are removed
- Tables, chairs, etc. returned to proper locations
- Lights are OFF

Fellowship Hall

- Lights and Fans are OFF
- Windows are closed
- All decoration are removed
- Tables are wiped clean as needed and put in orderly form
- Chairs are wiped clean as needed and put in order around tables
- Paper, litter, etc. removed from floor
- Floor is vacuumed
- 6 chairs are at each round table and 8 chairs are at each long table

Family Room

- Tables and chairs are in order
- Paper, litter, etc. picked up
- Lights are OFF
- Toys are picked up in the play area

Restrooms

- Stools flushed
- Paper, Litter, etc. picked up
- Lights and fans are OFF

Kitchen

- Non-essential appliances are turned OFF or disconnected including ranges and ovens
- Food is removed from the refrigerators/freezers, shelves, pantry etc.
- Garbage is removed and placed in outside dumpster
- All utensils, dishes etc. washed and returned to proper location
- Counter wipe clean
- Items to be laundered are put in one area
- Floor is swept and mopped if necessary
- Lights are OFF
- Coffee Pot is cleaned and turned OFF
- Dishwasher is turned OFF

Education Wing/Sunday School Rooms

- All clothing, accessories, personal care items, hangers, etc. are removed
- Tables and chairs are in order
- Windows are closed
- Paper/Litter, etc. picked up
- Lights are OFF

Technical

- All technical equipment is turned off
- Microphones are all put back in proper places

Miscellaneous

- All wedding gifts are to be removed from the Church
- Litter and paper picked up from Parking Lot
- Outside decorations removed

**All areas are to be checked even if no reception was held at Moe.

Wedding Price List
Moe Lutheran Church
Roseau, MN

Members:

\$200 Refundable Deposit
-written out to Moe Lutheran
\$100 Building Usage
-written out to Moe Lutheran
\$150 Pastoral Fee
-written out to Pastor Lisa Beery
Wedding Contact Person
-\$100 without wedding reception at church
-\$125 with wedding reception at church
-written out to Sue Vatnsdal or Julie Carlson
\$35 Premarital Material
-pay on-line to Prepare/Enrich
If needed: \$75 Sound Technical Person
-written out to the individual tech person

Non-Members:

\$200 Refundable Deposit
-written out to Moe Lutheran
\$300 Sanctuary Rental
-written out to Moe Lutheran
\$300 Fellowship Rental
-written out to Moe Lutheran
\$200 Pastoral Fee (If Pr. Beery is officiating)
-written out to Pastor Lisa Beery
Wedding Contact Person
-\$125 without wedding reception at church
-\$150 with wedding reception at church
-written out to Sue Vatnsdal or Julie Carlson
\$35 Premarital Material (If Pr. Beery is officiating)
-pay on-line to Prepare/Enrich
If needed: \$75 Sound Technical Person
-written out to the individual tech person

All fees are to be paid 2 weeks prior to the wedding.

