



Wedding Handbook

*And now these three remain: faith, hope and love.
But the greatest of these is love.*

1 Corinthians 13:13

Crown of Glory Lutheran Church
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Marriage at Crown of Glory

Congratulations! You are planning to be married—to enter a relationship which God has ordained for the growth and happiness of God’s people. Through the ages, God has continued to bless in marriage those who enter it with prayer and live in it by faith. It is to help you find the greatest happiness as you begin your marriage that this brochure is written.

What is the relationship between marriage and the church? Marriage does not belong exclusively to the church. It belongs to all humanity. It is a social contract, governed and regulated by the state. However, the church teaches that marriage is...

- A life-long relationship based on the promise of faithfulness.
- Rooted in the love of God.
- God’s faithfulness and self-giving love are important models for the marriage relationship.
- A happy occasion overflowing with joy, and those who celebrate it rejoice in the gifts of God--life, health, strength, sexuality, and the family. All this the Creator declared from the beginning to be ‘very good.’

Preparations Sessions (Prepare)

Because a couple is preparing for marriage, and not simply a wedding, at least one session with the Pastor prior to the wedding is required. This allows the Pastor to become acquainted with the couple and discuss the necessary details for the marriage ceremony. One of Crown of Glory’s pastors will officiate at your wedding. If you wish another Pastor to share in the service, the Crown of Glory pastor must be informed and will initiate the request.

Pre-marital counseling is required for all couples. The couple may choose to have one of our Pastors facilitate the pre-marital counseling or choose to receive counsel with a licensed marriage counselor.

The Officiating Pastor represents both the church and the state and is the principal witness to your marriage ceremony. The Pastor, along with the community gathered, invokes God’s blessing and support for your marriage. Therefore, to be married in the church is to recognize God’s intentions for your marriage, to recognize and share the church’s interest in marriage, and to recognize that we ought to seek God’s blessings, strength, and support. Your wedding at Crown of Glory Lutheran Church will be a service of worship and celebration!

In Christ’s Amazing Love!

Pastor Reggie Klindworth
Senior Pastor

Pastor Laura Laughlin
Pastor of Worship and Music

Wedding Preparations and Logistics

Wedding Date and Time

It is important to set a date and time for your wedding. The office can inform you of the openings on the church calendar and confirm your request. Saturday weddings need to start no later than 3:00 p.m. A typical ceremony lasts 30 minutes. We would ask that all materials and wedding decorations are removed as soon as possible to accommodate our Saturday evening worship service which begins at 5:00 p.m.

Deposit

A refundable building security deposit of \$100.00 is required at the time reservation and will be refunded after the wedding is performed provided no additional charges are accrued. For purposes of planning and proper preparations, a period of at least three months is expected between setting the date and the actual wedding. If your wedding date, time, personal mailing information, etc. changes, please let the church office know as soon as possible.

Offsite Weddings

It is increasingly popular to plan weddings in alternative locations, outdoor settings and homes. If you are planning for that kind of wedding, contact one of our pastors and arrange for pre-marriage conversations. Much of this booklet will not apply, but it can be helpful as a guideline in some of your planning. Please be mindful of the extra miles and time it may take for pastors and/or musicians to service events away from Crown of Glory and the immediate communities.

Worship Weddings

A simple wedding option is to do vows within a regular worship service at a time negotiated with a pastor. The couple will be called forward after the sermon for a few minutes to exchange vows and rings be introduced to the congregation and then the service continues with the usual music and liturgy of the day. This kind of wedding has minimal cost and still can be very festive. Some couples enjoy sharing a cake or treat with the congregation and with their guests after the service and then go off to a reception at a home or restaurant or picnic. Talk to one of the Pastors if you are considering this option.

Wedding Rehearsal

A rehearsal is required in order to walk through the ceremony and ensure that all is in order and that each person understands their role. Most rehearsals take place the evening prior to the wedding, although an alternate time may be arranged with the wedding coordinator who will be conducting the rehearsal. The presence of the officiating pastor is optional and must be pre-arranged. **Important:** Please be respectful of rehearsal start time. The rehearsal usually takes less than an hour. Please make sure all members of the wedding party, including ushers, are present at the rehearsal. It is the responsibility of the wedding couple to make sure that those involved are on time for this important part of your wedding planning. If you are using printed bulletins, please bring at least four to rehearsal.

Marriage License

The license is due to the Crown of Glory Lutheran Church Office Administrator no less than one week before the wedding. The marriage license must be purchased in Minnesota if the wedding is held at Crown of Glory Lutheran Church.

Wedding Attendants and Ushers

In addition to the man and woman of honor, many couples choose to have additional attendants for their wedding. Care should be taken in choosing these special people. For most weddings, two ushers are sufficient; three or four ushers are only needed for exceptionally large weddings. If a flower girl or ring bearer is used, children should be chosen with respect to their ability to participate.

Sanctuary Capacity

The Sanctuary currently seats 300 people. The capacity can be increased by use of the Sun Hall. Please let the wedding coordinator know the number of guests you are expecting. Typically, 50-75% of the invitation lists usually attend the event.

Sanctuary Decorations

Consult with your wedding coordinator about decorations in the Sanctuary and around the building. Please be aware of the seasonal decorations and worship furnishings, including Sanctuary layout, which cannot be moved or removed for your wedding.

The colors of the church change throughout the year.

January White	February White or Purple (for Lent)	March Purple (Lent) or White (Easter)
April White	May White (Easter) or Red (Day of Pentecost) or Green (Season of Pentecost)	June Red (Day of Pentecost) or Green (Season of Pentecost)
July Green	August Green	September Green
October Green or Red (Reformation Last weekend in Oct)	November White or Blue (Advent)	December Blue (Advent) or White (Christmas)

Printed Programs

Many couples decide to have the order of service and participants listed in a printed program. Crown of Glory does not typically create and/or print programs.

Photography

The church will be open three hours before the wedding. Photography is to be completed 30 minutes prior to the wedding. Normally, photos and pick up after a wedding is completed in 30 minutes. If additional time is needed, please inform the Office Administrative 30 days prior to your wedding date. Every attempt will be made to accommodate your request. Refrain from flash photography during the wedding ceremony. Please include the following message at the bottom of your wedding bulletin. *“Please refrain from taking flash pictures during the wedding.”*

Snacks

You may bring snacks and light refreshments for your wedding party during the time of picture taking. Please bring stable foods so that clothing will not become soiled, or crumbs left on the floors. **NOTE:** Food and drink are limited to the Kitchen and Sun Hall only. No food or open liquid containers are allowed in the Sanctuary. Please respect the sanctity of the worship space.

Videotaping

In addition to hiring a photographer, many couples wish to have their wedding videotaped. Crown of Glory Lutheran Church is not responsible for the videotaping of weddings, but you are welcome to plan with other parties. If your wedding is to be videotaped, cameras should be positioned in the back of the church and as to not hinder visibility of others.

Deliveries

Because of storage limitations, deliveries of flowers, food, etc. must be arranged to arrive no more than three hours before the ceremony. Please contact the Wedding Coordinator and arrange the times.

Clean Up

Please assign someone to pick up all gifts, clothes, flowers and personal items. The church is not responsible for lost or forgotten items.

Receptions at Crown of Glory

If you wish to have your reception in the Sun Hall, be sure to reserve this space when you set your wedding date. For details on receptions, please refer to the Building Use Agreement, which can be obtained from the Administrative Assistant. Also discuss your ideas with your Coordinator. If you wish to include the Organist/Pianist, Pastor, or Wedding Coordinator in your wedding reception, please include them on your list of invitations.

Church Etiquette

- Smoking is not permitted anywhere in the church building or at the entryways of the church property.
- Alcoholic beverages are not allowed in the church building or premises during/after any of the wedding preparation events or wedding ceremony.
- Bird seed may be thrown, or bubbles may be used outside the church building. Rice is not allowed.

Wedding Coordinator

A wedding coordinator is required for all Sanctuary weddings to assure that the wedding is organized and held in an appropriate and professional manner. You may use Crown of Glory's wedding coordinator or supply your own.

Your Wedding Coordinator will:

- Discuss wedding details relating to elements other than pastoral duties.
- Provide you with a tour of the sanctuary and facilities.
- Be present at the Wedding Rehearsal.
- Open the church for vendors, photographers, and the wedding party.
- Assist the wedding party and their families throughout the wedding day and address last-minute details.
- Be the contact person for all parties involved.

Wedding Fees

Wedding fees are due to the Administrative Office Assistant no less than one week before the wedding. Checks will be accepted and should be made out to the person performing the service. The office administrator will provide you with a list of appropriate name and amounts. Fees can be different for active and non or inactive members.

Non or Inactive Member

Inactive members are defined as members who have not communed or given financially to the church within the past two years.

Refundable Building Deposit: \$100.00 for both members and non-members

Your deposit is due at the time you fill out the wedding form to reserve your spot on the calendar. Check should be made out to Crown of Glory Lutheran Church.

Prepare (marriage preparation materials): \$35 couple's fee for members and non-members. This fee can be paid online.

Church Rental: Member—No Charge / Non-member--\$500. Includes use of the building for a one-hour wedding rehearsal and 4 hours on your wedding day. Check should be made out to Crown of Glory Lutheran.

Church Pastor: \$350.00 the recommended honorarium for both members and non-members. Includes pre-marital counseling sessions, wedding planning and wedding day. Please confirm the honorarium with your pastor. Check should be made out to the pastor performing services: Reggie Klindworth or Laura Laughlin.

Organist/Pianist/Accompanist: \$200.00 for both members and non-members. This includes rehearsal time if needed, 15-minute prelude and postlude for the wedding service and other special music offerings.

Wedding Coordinator: \$150.00 for both members and non-members. Includes a preliminary consultation meeting, wedding rehearsal and 4 hours on the wedding day. Check should be made out to the wedding coordinator: Deb Trebiatowski.

Custodian: \$90.00 for both members and non-members. Includes set-up and clean-up for wedding rehearsal and set-up and clean-up for wedding day. Check is made out to Crown of Glory Lutheran Church.

AV Support: \$60.00 for both members and non-members. Includes just what is needed on the wedding day. If you will have any recorded music played or video presentations, then AV support is required.

Crown of Glory Soloists: \$100.00

Elements of Your Wedding Service

Wedding Music

Our Pastor of Worship and Music will coordinate the musical elements to create an individual and spiritual quality, unique to your wedding. Use of musicians outside of Crown of Glory must be discussed and approved by the Pastor of Worship & Music. If you will be using musicians from Crown of Glory, then please continue reading.

The Process

Once the wedding form is filled out and approved, deposit secured, wedding date is locked in on the calendar, and you have discussed with the Pastor your order of service, the Pastor of Worship and Music will contact you via email or phone and have a short consultation about music selections and considerations.

Music Guidelines

Marriage is a special time in the life of a couple. Therefore, it is important that music be carefully chosen. It should reflect high standards of quality as it praises God and shows the love of Christ. Music in the marriage service may be instrumental and or vocal. It may include the organ, piano or other instrumental music. It should be within the ability of the performers to play or sing with assurance. Playing recorded music over the sound system is also an option.

Organist/Pianist

It is important that the music for your wedding be of professional quality and add to the celebration of your day. We strongly encourage the use of an organist or pianist for your wedding ceremony. The following is included in the musician's fee:

- A 15-minute prelude/processional and recessional/postlude music.
- Accompaniment of soloists/instrumentalists during the service.
- A brief rehearsal (less than ½ hour) preceding the service.
- Other music requisite to the service.

At times the instrumentalists/vocalists may request additional rehearsal time or when there are additional soloists/instrumentalists involved in the wedding, additional rehearsals may be required. If these things occur, please be respectful of their time and mindful of payment amount.

Pre-Wedding Checklist

- If you have a pastor you would like to officiate your wedding, check any potential dates with them.
- Read the wedding booklet; contact the Office Administrator with any questions.
- Complete wedding information form online
- Mail or drop off a check for \$100.00 to the church office to reserve the wedding date. Check made to Crown of Glory Lutheran Church.
- Meet with Officiating Pastor.
- Meet with the Pastor of Worship and Music.
- Meet with the Wedding Coordinator (if using).
- Mail or drop off wedding fees to the church office. Wedding fees are due to the office administrator no less than two weeks before the wedding.
- Mail or drop off Marriage License to the church office. The license is due to the Administrative Office Assistant no less than one week before the wedding.