



Weddings & Marriage Preparation

at

Gustavus Adolphus Lutheran Church

1669 N. Arcade Street
St. Paul, MN 55106
Ph: 651.774.5954
Fax: 651.774.5956
www.gachurch.org



God's blessings to you as you prepare to enter into a life-long relationship of marriage! We are excited to work with you and to help you prepare both for your wedding day and the life together that will follow.

Did you know that marriage takes place in a couple's promises of faithfulness to each other for life? The pastor's role is to help you prepare for your new life, to encourage you in Christ-like love for each other and the world, and to serve as an agent of the state as a civil function.

Marriage is about more than romance, and Christian marriage is about more than one day. Having a ceremony in the church is a worship service that declares to the world that God is an active part of your love for and commitment to each other. At the center of your wedding service, we praise God and God's role as the center of our love and our lives. Family, friends and community are invited to witness your promises to God and each other, and to give their blessing on your relationship as well.

It is our intent to make your wedding at Gustavus Adolphus Lutheran Church (sometimes referred to as "GA Church") an event that is sacred, significant and filled with joy.

Rev. John Hierlinger
Senior Pastor
johnh@gachurch.org

Rev. Amanda Simons
Associate Pastor
a.simons@gachurch.org

**PLEASE RETAIN THIS PACKET FOR CONSULTATION
WITH THE WEDDING COORDINATOR**



TABLE OF CONTENTS

	PAGE NO.
PRE-WEDDING CHECKLIST	1
GENERAL INFORMATION	2
MEMBER WEDDINGS	
NON-MEMBER WEDDINGS	
SCHEDULING THE WEDDING SERVICE	
PASTORS	
PREMARITAL COUNSELING	3
WORSHIP	
MUSICIANS/ORGANIST	
RECEPTION	
CHANGE OF SERVICE TIME	
OTHER CHURCH EVENTS	
PLANNING THE WORSHIP SERVICE/WORSHIP ENVIRONMENT	4
ORDER OF WORSHIP	
MUSIC AT THE WEDDING	5
SCRIPTURE (BIBLE) READINGS	6
VOWS	7
DECORATING THE SANCTUARY	8
HOLY COMMUNION	
MARRIAGE LICENSE	
WEDDING BULLETINS	
REHEARSAL & WEDDING DAY SPECIFICS	9
FEES	
REHEARSAL	
WEDDING DAY SCHEDULE	10
PHOTOGRAPHS	
DRESSING ROOMS	
USHERS	11
SEATING THE GUESTS	
GUEST BOOK	
OTHER ITEMS OF NOTE	
APPENDIX:	
REQUEST FOR WEDDING	A
COVENANT FOR PRE-MARRIAGE PROCESS	B
FEE SCHEDULE FOR MEMBER WEDDINGS	C
FEE SCHEDULE FOR NON-MEMBER WEDDINGS	D
OFF-SITE WEDDING FEE SCHEDULE	E
WEDDING DAY CHECKLIST	F



Pre-WEDDING CHECKLIST

6-12 Months Before Wedding:

- ❑ Request for Wedding (*Appendix A*) delivered to church office
- ❑ \$125 Deposit paid to “Gustavus Adolphus”
- ❑ Covenant for Pre-Marriage Process (*Appendix B*) reviewed, signed & delivered to church office
- ❑ Fee Schedule (*Appendix C or D*) completed and reviewed with Wedding Coordinator, along with this booklet

3-6 Months Before Wedding:

- ❑ Prepare/Enrich Inventory completed and \$35 fee paid to “Life Innovations” & delivered to Wedding Coordinator
- ❑ Premarital Retreat scheduled with the church hosting the retreat and \$150 fee paid the day of the retreat
- ❑ Gustavus Adolphus notified about the retreat date you signed up for
- ❑ Premarital Retreat completed

1-3 Months Before Wedding:

- ❑ Counseling with the pastor completed
- ❑ Vows and Bible verses selected
- ❑ Meeting with Wedding Coordinator to complete the outline of the wedding and confirm date/time of rehearsal
- ❑ Meeting with Director of Music to select music for wedding service
- ❑ Photographer & florist notified to use **south** entrance to church
- ❑ Wedding party notified of rehearsal date, time and place (and reminded about prohibition of alcohol/illegal drug use policy)

2 Weeks Before Wedding:

- ❑ Deliver or mail the following items to the church office:
 - Wedding license (all copies you received from the county)
 - Copy of worship bulletin
 - Individual checks (pastor, wedding coordinator, organist, soloist, etc.)
 - Check to “Gustavus Adolphus” for remaining balance of facility fees

GENERAL INFORMATION

To set the date for your wedding, complete the *Request for Wedding* form (Appendix A) and deliver or mail it to the church office. Wedding dates are subject to space availability and pastor availability. In general, the church does not schedule more than two weddings per month due to a limited pastoral staff.

Once the office receives your *Request for Wedding* form and approves the date, you will receive a letter requesting a *non-refundable deposit of \$125*, payable to "Gustavus Adolphus." This deposit is due within 10 days to confirm and hold your wedding date on the church calendar. A signed copy of the *Covenant for the Pre-Marriage Process* (Appendix B) is also due within 10 days. Please see page 3 of this booklet for more information on the Pre-Marriage process.

The Wedding Coordinator, will help with questions you have about your wedding plans. They understand church policies and available church facilities. They will conduct your rehearsal and be present at your wedding to assist the wedding party in any way necessary, and to keep the wedding running smoothly and on schedule.

Member Weddings

To be considered as a member wedding, either the bride, groom, and/or a parent must be an active member attending worship at Gustavus Adolphus Lutheran Church for at least one year prior to reserving a wedding date. We do not give preferential priority for those who have grandparents or aunts and uncles who are GA members.
(Refer to Fee Schedule in Appendix C)

Non-Member Weddings

We officiate at a few non-member weddings. Members of the church receive preference before non-members. Fees for non-members are higher than for members.
(Refer to Fee Schedule in Appendix D)

Scheduling the Wedding Service

Preferred wedding times are 3:00 pm for a Saturday service. **The church will be open for the wedding party, florists and photographers three (3) hours prior to the scheduled wedding time.** In general, the principles of this booklet also apply to a wedding ceremony held in another location.

Pastors

Pastor John Hierlinger is our Senior Pastor, and Pastor Amanda Simons is our Associate Pastor.

The Pre-Marriage Process

You and the pastor must commit to work together in preparing for marriage. This agreement includes the commitment of Gustavus Adolphus to prepare and support you in your marriage vows. We ask you to participate in this process including, but not limited to:

- * Premarital counseling with the pastor using the "Prepare/Enrich" Inventory;
- * Participation in a Premarital Retreat within two months of your wedding date; and
- * Regular participation in the worship community.

Couples begin meeting with a pastor four to five months prior to their wedding date. In these sessions you will discuss the foundation of a strong marriage and the unique gifts and challenges you bring to this marriage. Using "Prepare/Enrich," couples complete a questionnaire that the pastor will use for your meetings. The cost for processing the inventory is \$35, payable at the time it is administered.

Even strong marriages face challenges in the future. In order to support your relationship, we also require you to attend a Premarital Retreat. These retreats are held regularly in the Twin Cities metro area and qualify you to receive a significant discount on your Minnesota marriage license (\$115 without retreat/counseling \$40 with retreat/counseling). We will provide you with the retreat date options, and a written reminder. The fee is \$150, payable the day of the retreat.

The *Covenant for the Pre-Marriage Process* is found in Appendix B.

Worship

The Bible speaks to the relationship between Jesus and the Christian Church in bridegroom/bride language. We believe our lives are most content, even in the face of adversity, when we are centered in our relationship with Jesus Christ and Christ's church. Community worship is important in maintaining that relationship. For this reason, we expect that couples will demonstrate the same commitment for their lives together by regular attendance at worship, either at GA Church, or with another congregation in which you are active.

Musicians/Organist

As weddings are a worship service, open to the public, the organist from Gustavus Adolphus Lutheran Church is preferred for weddings. If you wish to have someone else play, you will need to follow the guidelines in the section, "Music at the Wedding," page 5.

Reception

For information about holding your wedding reception at Gustavus Adolphus Lutheran Church, contact the Wedding Coordinator. The Fee Schedules in the Appendix offer some additional information as well. No smoking is allowed in the building, and no alcoholic beverages or illegal drugs of any kind are allowed on church property, indoors and out, at any time.

Change of Service Time

If there is a change of time or date of the wedding, or the wedding rehearsal, please notify the Wedding Coordinator as soon as possible to update the church calendar and avoid any conflicts with other scheduled events.

Other Church Events

Please note that other church events may be scheduled for the same day as your wedding; and in rare occasions, two weddings may be scheduled on the same day.

PLANNING THE WORSHIP SERVICE/WORSHIP ENVIRONMENT

We rejoice with you that God has led you to meet and to love each other, and God promises to bless your marriage. With our Sanctuary used for worship in a variety of ways, we have established a set of guidelines to help ensure that all events at the church run as smoothly as possible with a minimum number of complications. Please use the guidelines presented here in making plans for your wedding ceremony.

Order of Worship

The Wedding Coordinator and Pastor will work with you on the order of your ceremony. The wedding service is a worship service of Gustavus Adolphus Lutheran Church, open to the public, in which two people marry one another, freely giving promises to live together in maturing love as long as God gives them life. The wedding service is an act of worship. The Christian tradition provides the setting of the service; the language, architecture, symbolism, and music combine to express our faith in Jesus Christ, as well as that of the Christian community which is the church.

This is a sample outline of a marriage ceremony at GA Lutheran Church:

Prelude
Solo or Congregational Hymn (optional)*
Processional
Greeting and Opening Prayer
Scripture Reading ** (Old Testament or Psalm)
Solo or Congregational Hymn (optional)*
Scripture Reading ** (New Testament reading from the writings of Paul)
Solo or Congregational Hymn (optional)*
Scripture Reading ** (Gospel)
Marriage Homily
The Exchange of Vows
The Exchange of Rings
Pronouncement of the Marriage
Lighting of the Unity Candle (optional) & Solo (optional)*
Blessing of the Marriage
Prayers & The Lord's Prayer (Spoken or sung)
[Please print the words to the Lord's Prayer in the wedding order of worship.]
Benediction
Presentation of the Couple
Recessional

* Multiple *vocal solos* are an option. The norm is two or three. An *instrumental solo* is also an option. Brass, string, or wind players can add another dimension to the service. Congregational Hymns can also add a level of community participation to your wedding. Talk to the Director of Music for suggestions.

** 2-3 Scripture passages are appropriate (see page 6 or talk to the Pastor for options)



Music at the Wedding

The selection of music for the wedding service should be made in consultation with the Director of Music, Jerry Brakke 651.774.5954.

All music, whether the Director of Music is involved in the service or not, is subject to approval before the wedding. You will need to contact the Director of Music to set up a conference. If you wish to have someone else play the organ or piano you will need to get approval from our Director of Music. If you are having a soloist, it may be possible to meet with the organist and the soloist at the same time. In-town soloists generally appreciate this, and the wedding couple will hear music suggestions weddings. If you need suggestions for soloists, the Director of Music is another source for recommendations. We have a quality organ at Gustavus Adolphus, which requires a great deal of expertise in the method of registration. We discourage you from using an outside organist who is unfamiliar with the instrument, and our Sanctuary space. We do not allow pre-recorded music.

Music selected for your wedding service should embody high standards of quality, reflecting the praise of God and God's ever-present love in Christ as the foundation of marriage. Secular music, popular love songs, and show tunes, even those with quasi-sacred words, are not considered suitable musical expressions for a worship service. We encourage you to consider using music of this type at your wedding *reception*.

The style and character of the music selected is very important. The wedding ceremony is a festive celebration in the church. Music sets the mood for the worship service for your guests, who often represent a wide variety of backgrounds and ages. Music assists the guests to experience one of the most sacred moments in the lives of a wedding couple. There is a wide variety of high-quality vocal music available, ranging from classical, to folk, to Christian-contemporary.

Some couples use a congregational hymn during the service. Singing a hymn gives the congregation a chance to participate directly in the celebration. We encourage you to speak with the Director of Music if you have questions.

Instrumental music for the wedding ceremony: The Processional March and other pieces before or during the ceremony could be played on trumpet, violin or flute. Soloists and instrumentalists add to the beauty of the ceremony, but they are options and not requirements.



Scripture (Bible) Readings

Working with the pastor, you are encouraged to select 2-3 readings from the Old and New Testaments of the Bible to be read aloud at your wedding service. As with the selection of music, these readings reflect God's love for you, God's blessing of your relationship, and your faith in Jesus Christ.

The Bible has been given to us by God as a witness of God's continued creative and loving relationship with the whole world. There are beautiful texts within the books of the Bible that speak to God's love for us, and the love that God hopes we will show to each other. Listed below are some appropriate readings for you to consider. If you would like other texts read at your wedding, please consult with the pastor.

Old Testament — *The story of God and God's people before the time of Jesus*

- Option A: Woman and man created in the image of God (Genesis 1:26-28)
- Option B: Companionship rather than loneliness (Genesis 2:18-24)
- Option C: Loyalty and faithfulness written on the heart (Proverbs 3:3-6)
- Option D: The voice of the beloved (Song of Solomon 2:10-13)
- Option E: Many waters cannot quench love (Song of Solomon 8:6-7)
- Option F: God's steadfast love lifts up the people (Isaiah 63:7-9)
- Option G: The new covenant of the people of God (Jeremiah 31:31-34)

Psalms — *A collection of poetic prayers and songs*

- Option A: May God be merciful to us and bless us (Psalm 67)
- Option B: We are God's people and the sheep of God's pasture (Psalm 100)
- Option C: The steadfast love of the Lord (Psalm 117)
- Option D: The Lord keeps watch over you (Psalm 121)
- Option E: Unless the Lord builds the house (Psalm 127)
- Option F: Blessed are those who walk in the Lord's ways (Psalm 128)
- Option G: Let everything that breathes praise the Lord (Psalm 150)

New Testament — *Stories of the founding of the Christian Church on earth*

- Option A: If God is for us, who is against us (Romans 8:31-35, 37-39)
- Option B: A living sacrifice and genuine love (Romans 12:1-2, 9-18)
- Option C: The greatest gift is love (1 Corinthians 12:31--13:13)
- Option D: The breadth, length, height and depth of Christ's love (Ephesians 3:14-19)
- Option E: Walk in love, as Christ loved us (Ephesians 5:1-2, 21-33)
- Option F: Rejoice in the Lord always (Philippians 4:4-9)
- Option G: Clothed in compassion, kindness, meekness and patience (Colossians 3:12-17)
- Option H: Let us love in truth and action (1 John 3:18-24)
- Option I: Let us love one another for love is of God (1 John 4:7-16)

Gospel Reading — *The story of the birth, life death and resurrection of Jesus Christ*

- Option A: The beatitudes (Matthew 5:1-10)
- Option B: You are the light, let your light shine (Matthew 5:14-16)
- Option C: A wise person builds upon the rock (Matthew 7:21, 24-29)
- Option D: What God has united must not be divided (Matthew 19:3-6)
- Option E: Love, the greatest commandment (Matthew 22:35-40)
- Option F: They are no longer two but one (Mark 10:6-9)
- Option G: The wedding at Cana (John 2:1-11)
- Option H: Love one another as I have loved you (John 15:9-17)



Vows

Your wedding vows should reflect the complete sharing that marriage implies and a commitment that is life-long. Your vows should also express how your marriage commitment and faithfulness depend on God's grace and love. To some extent the vows you choose will depend on the preferences of your officiating pastor. He or she will be pleased to offer you guidance and assistance in this regard. Below are some examples that have been used previously:

Option 1) In the presence of God and this community, I, _____, take you, *name*, to be my *wife/husband*; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. And with the help of God, I pledge you my faithfulness.

Option 2) I, _____, give myself to you, _____. By the grace of God, I promise to support and care for you. In the love of Christ, I promise to love and cherish you. With the Spirit's help, I promise to be faithful to you, as long as we both shall live.

Option 3) I take you _____, to be my *wife/husband* from this day forward, to join with you and share all that is to come, and with the help of God, I promise to be faithful to you and to care for you as long as we both shall live.

Option 4) I take you, _____, to be my *wife/husband*. With the help of God and before these witnesses I promise to be your faithful husband/wife, to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and to strengthen you, so that together we may serve God and others as long as we both shall live.

Option 5) I take you, _____, to be my *wife/husband*, and with God's help, these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God, through the best and worst of all that is to come, until death parts us.

Option 6) I take you, _____, to be my *wife/husband* from this time onward, to join with you and to share with you all that is to come, to give and to receive, to speak and to listen, to inspire and to respond and, in all circumstances of our life together, with the help of God, I promise to be loyal to you with my whole life and with all of my being until death parts us.

Decorating the Sanctuary

No church “furniture” may be moved, nor any of the items the church has placed on the altar be moved or removed. We prefer that only fresh flowers may be placed in the flower stands beside the altar. No other decorations (i.e. bows) may be added to the altar, lectern, pulpit, or chancel area, except for the Unity Candle and candelabra. Candelabra and a unity candle holder are available from the church. Refer to Fee Schedule in the Appendix for the rental fee.

Paraments (the cloth coverings) on the lectern, altar, and pulpit may not be obscured or decorated, nor may the colors be changed (these colors reflect the seasons of the church year). Seasonal decorations already in place for the current season may be used at the wedding at no additional cost. These decorations may not be changed or moved. Generally, you can expect the altar and lectern paraments to be as follows:

Advent (four weeks prior to Christmas)	Blue
Epiphany (January 1 to Ash Wednesday)	Green
Lent (Ash Wednesday until Palm Sunday)	Purple
Palm Sunday and Holy Week	Red
Season of Easter (Easter Day and seven weeks following)	White
Season of Pentecost (most of June, July, August, September, October and November)	Green

It is your responsibility to designate who will promptly remove all additional decorations you bring to the church within an hour of the wedding ceremony's end.

Holy Communion

If you would like, the Sacrament of Holy Communion can be a part of your ceremony.

Marriage License

You may apply for a marriage license at the Clerk of Court in any county courthouse in the state of Minnesota. Marriage licenses may be obtained up to six months prior to the wedding date. There is a 5-day waiting period in Minnesota. It is your responsibility to bring the license to the church no later than *two weeks before the date of the ceremony*.

Wedding Bulletins

An order of worship should be reviewed with the Wedding Coordinator at least one month before the wedding. Plan to order/print enough copies of the bulletin for two-thirds of your guest list. A copy of your bulletin is due to the church *two weeks before the date of the ceremony*.

REHEARSAL & WEDDING DAY SPECIFICS

- ✿ It is helpful to have an agenda written for your wedding party so that they know where to be and when. Bring the printed wedding bulletins to the church the night of the rehearsal.
- ✿ In keeping with the context of worship, no smoking is allowed in the building, and no alcoholic beverages or illegal drugs of any kind are allowed on church property, indoors and out, at any time. If at any time the pastor or Wedding Coordinator becomes aware that any member of the wedding party has been impaired by such behavior, Gustavus Adolphus reserves the right to postpone or cancel the ceremony without notice.
- ✿ The rehearsal and wedding ceremony will begin on time without exception.
- ✿ Please invite the wedding party and guests to park in the parking lot on the **south** side of the church. For security purposes, the north entrance to the church will be unlocked 30 minutes prior to the worship service for the convenience of your guests.
- ✿ We suggest you provide snacks, juices and water for the wedding party during the photographer's session. Finger foods work best. Please bring your own paper products, and assign someone to clean up the snacks about 30 minutes before the wedding begins.
- ✿ To help prevent fainting during the service, encourage everyone in the wedding party to:
(a) eat something and drink a glass of water or juice before the wedding; (b) keep knees relaxed and unlocked during the ceremony; (c) minimize use of perfumes and colognes; and (d) use the bathroom at least one hour before the service.
- ✿ During the service, keep their hands at your sides. There should be no gum chewing, and no change or keys in pockets.
- ✿ Fifteen minutes before the service, the wedding party (with the exception of the ushers) will gather in the Fireside Room for a prayer with the pastor. This also brings everyone together to process into the Sanctuary.

Fees

A fee schedule for the services of the church that you request and/or are required by Gustavus Adolphus Lutheran Church is included in the Appendix. All fees for staff/musicians and for use of the facility are **due no later than two weeks before the date of the ceremony.**

Rehearsal

The rehearsal will require 30-60 minutes, depending on the number of people in your wedding party. If your guest list is fewer than 40 people, the rehearsal may be on the day of the wedding. Otherwise, we will schedule your rehearsal for 5:30 pm on Friday evening, unless you make other arrangements with the Wedding Coordinator.

Please encourage members of the wedding party to arrive on time, and keep the numbers of extra people to a minimum. We will use 'stand-ins' for anyone arriving late. No food or beverages are allowed in the sanctuary at any time, and everyone is encouraged to wear modest and church-appropriate clothing.

There will be no organ or other music at the rehearsal. As a group, we will review church guidelines, explain the wedding day schedule, rehearse walking in and out of church, when and where to receive flowers, etc.

Wedding Day Schedule

Below is a **sample schedule** for the wedding day. Additional preparation time is available for an extra fee — please contact the Wedding Coordinator to make arrangements.

Saturday Wedding:

12:00 noon	Custodian, wedding party, florist, and photographer arrive at church (use the south entrance)
12:30 pm	Photographs begin
2:30 pm	Photographs (outside of the Fireside Room) conclude until the ceremony begins
2:30 pm	Wedding party cleans up dressing rooms, snacks, etc.
2:40 pm	Ushers begin seating guests
2:40 pm	Wedding party & family members retire from Gathering Space and Sanctuary
2:45 pm	Pastor prays with wedding party in the Fireside Room
2:50 pm	Ushers prepare to seat special family members and others
2:55 pm	Wedding party in place for processional
3:00 pm	Ceremony begins
3:30-3:45 pm	Ceremony concludes

Photographs

Since a wedding is a worship service, no flash photography may be used during the ceremony. **The church will be open for the photographer three (3) hours prior to the scheduled wedding time**, and must be completed at least one-half hour before the ceremony in order to allow the ushers to seat the wedding guests. Please notify the photographer that he/she must use the **south entrance** of the church on the day of your wedding.

Video tape recording may be done from one of three stationary positions: (1) in the choir loft at the front of the church, (2) from the balcony, or (3) in the right side aisle. Any moving around distracts from your wedding service.

Dressing Rooms

The wedding party will use the Fireside Room, and the adjacent restroom for changing, as well as additional dressing rooms as needed the night of the rehearsal. These rooms are available three hours before the ceremony.

The Fireside Room is also available to the entire wedding party to relax and gather prior to the service. Please do not re-arrange the furniture in this room, and please make your photographer aware of this policy. Refreshments (especially water) may be available for the wedding party, and we ask that all food and beverages be limited to the Fireside Room and the adjacent kitchenette.

Do not leave clothing or valuables in these rooms during the wedding ceremony. Pack them up and move them to the locked trunk of your car. Appoint someone to be in charge of valuable or personal items at all times. The church takes no responsibility for personal items lost or stolen.

Ushers

The people you ask to serve as ushers at your wedding have the most important roles to fulfill in your wedding party! We recommend four ushers when more than 100 guests are expected. Groomsmen may assist with ushering, but having designated ushers is essential.

Ushers begin seating guest 20 minutes before the service begins. At the rehearsal, the Wedding Coordinator will review how to escort guests, special seating for family members (parents, grandparents, siblings, etc.), and a balanced versus traditional arrangement of guests. No guests may be seated after the bride's mother is seated. Late arriving guests will be seated after the wedding party has assembled at the altar.

Seating of the Guests

The wedding couple decides whether to have a balanced or traditional seating of guests. The couple also decides on special seating arrangements, and who should usher the following persons into the Sanctuary:

- Grandparents of the Couple
- Parents of the Couple
- Other honored guests

Special seating of designated people will take place 5-10 minutes before the service begins. No seats will be reserved after this time for those who may be late.

Guest Book

A guest book may be placed in the Gathering Space (narthex) for guests to sign as they enter the church. The book will be moved 10 minutes before the ceremony, and people will be invited to sign the book following the ceremony.

Other Items of Note

The church is not responsible for anything that is lost or stolen. If you lose an item at the church, please contact the church.

1. Throwing rice, confetti, birdseed, etc., is not allowed either inside or outside of the building. Balloons, animals, fireworks and sparklers are also not allowed. Please contact the wedding coordinator with questions.
2. Gifts and cards should not be left unattended in the church for security purposes. Please designate someone for this responsibility.
3. Aisle runners are not allowed.
4. A flower girl may drop flower petals; however, you must have someone pick them up after the ceremony.
5. Top hats, canes and parasols may not be used by the wedding party during the ceremony.

REQUEST FOR WEDDING
Gustavus Adolphus Lutheran Church
1669 N. Arcade Street
St. Paul, MN 55106
Ph: 651.774.5954; www.gachurch.org

Complete this form
and deliver to the
church office.
Once received,
the Wedding
Coordinator will
contact you.

DATE OF WEDDING: ____/____/____ **PREFERRED TIME OF SERVICE:** _____

FOR THE WEDDING OF:

Name _____ **Date of Birth:** ____/____/____
(first, middle, last names)

Home Address (street, city, state, zip): _____

Home Phone: ____-____-____ Work Phone: ____-____-____ Cell Phone: ____-____-____

E-mail(s): _____

Religious background: _____ Member of Gustavus Adolphus?
Membership defined as active attendance at worship by bride, groom and/or parent one year prior to wedding date.
Other family members who are members of Gustavus Adolphus? _____

Name _____ **Date of Birth:** ____/____/____
(first, middle, last names)

Home Address (street, city, state, zip): _____

Home Phone: ____-____-____ Work Phone: ____-____-____ Cell Phone: ____-____-____

E-mail(s): _____

Religious background: _____ Member of Gustavus Adolphus?
Membership defined as active attendance at worship by bride, groom and/or parent one year prior to wedding date.]
Other family members who are members of Gustavus Adolphus? _____

For pre-marital preparation only

- Couple currently living together, or will before wedding date?
 One or both persons have children? _____
(names, ages)

Comments/Questions/Other Information:

Request made by: _____ Date: ____/____/____

Received & acknowledged by church: _____
Date: ____/____/____

COVENANT FOR PRE-MARRIAGE PROCESS

Gustavus Adolphus Lutheran Church

1669 N. Arcade Street

St. Paul, MN 55106

Ph: 651.774.5954; www.gachurch.org

A covenant is a two-way relationship. There are expectations and responsibilities for both parties. As the congregation that will 'host' your marriage commitment, Gustavus Adolphus will provide a process with information and helpful content, plus a meaningful experience on your wedding day. To this covenant you agree to participate in this process. The goal of the covenant (and this work) is to strengthen your relationship with God, and your relationship with each other.

The process includes:

1. The Prepare-Enrich Inventory, which is a program based on a set of five inventories that examine major relationship issues a couple may experience. These inventories will be administered by the Wedding Coordinator or Pastor and include feedback sessions in which the Pastor facilitates discussion between you and your fiancé, based on your inventory results. Visit <www.prepare-enrich.com> for more information about the inventory process. The cost is \$35 and may be paid at the time it is administered.
2. 2-3 meetings with a pastor for feedback on your premarital inventory (Prepare).
3. Premarital Retreat. The content of the retreat includes communication, conflict resolution, intimacy, family systems, and dreams for your future. The cost for the day-long retreat is \$150 and may be paid the day of.
[NOTE: Because you will attend this retreat, you'll receive a reduced fee statement at the end of the retreat to receive your \$115 marriage license for \$40. That's a great deal!]
4. Worship God with other people on a regular basis, whether at Gustavus Adolphus or in a congregation in which you are presently active.

We have read and accept the requirements and responsibilities of this covenant.

Signature: _____

Signature: _____

Today's Date: _____/_____/_____

Wedding Date: _____/_____/_____

MEMBER WEDDING FEE SCHEDULE

Membership defined as active attendance at worship by bride, groom and/or parent one year prior to wedding date.

Gustavus Adolphus Lutheran Church

1669 N. Arcade Street

St. Paul, MN 55106

Ph: 651.774.5954; www.gachurch.org

DATE OF WEDDING: ____/____/____

ARRIVAL TIME AT CHURCH: _____
 (up to 3 hours before the ceremony)

TIME OF WEDDING: _____

DATE OF REHEARSAL: ____/____/____

TIME: _____

FOR THE WEDDING OF:

Name _____ and _____
 (first, middle, last names)

Name _____
 (first, middle, last names)

Fee Schedule:

A non-refundable check for \$125 is due in the church office ten days after your wedding date has been scheduled. This deposit check, when received, will reserve your date on the church calendar, and will be applied as your maintenance fee on the date of your wedding. Please make this check payable to Gustavus Adolphus Lutheran Church. Pre-marriage fees payable to Christ the King Lutheran Church and Prepare (see Appendix D) are also due at this time.

WEDDING:

- Sanctuary \$ 200
- Chapel \$100
- Candelabras \$ 50
- Aisle candelabras \$ 50
- Building maintenance \$125
- Custodial Fee (per custodian) \$20/hour
- Total due: \$ _____

RECEPTION:

- Luther Hall & Kitchen & Gathering Space \$ 300
- Gathering Space Only \$100
- Building Maintenance \$ 75
- Total due: \$ _____
- Approximate number of guests: _____

Total fees payable to Gustavus Adolphus Lutheran Church: \$ _____

INDIVIDUAL FEES:

- Pre-Marriage Retreat Fee \$150
- Prepare-Enrich \$ 35
- Pastor \$200
- Organist \$175
- Soloist \$100
- Wedding Coordinator \$200
- Kitchen Coordinator for Reception \$150

CHECK PAYABLE TO:

- Karen Stevensen
- Life Innovations
- John Hierlinger /Amanda Simons
- Jerome Brakke

All fees (including individual fees) and your marriage license should be received in the church office at least two (2) weeks before the wedding.

OFFICE USE ONLY

- Form completed with couple
- \$125 reservation fee paid to GA
- Pre-Marriage fees (\$150 & \$35) paid
- Copies to couple, pastor, organist, office, custodian
- Remaining balance (minus deposit) of \$ _____ paid to GA

NON-MEMBER WEDDING FEE SCHEDULE

Membership defined as active attendance at worship by bride, groom and/or parent one year prior to wedding date.

Gustavus Adolphus Lutheran Church

1669 N. Arcade Street

St. Paul, MN 55106

Ph: 651.774.5954; www.gachurch.org

DATE OF WEDDING: ____/____/____ ARRIVAL TIME AT CHURCH:
 (up to 3 hours before the ceremony) _____

TIME OF WEDDING: _____

DATE OF REHEARSAL: ____/____/____ TIME: _____

FOR THE WEDDING OF:

Name _____ and
 (first, middle, last names)

Name _____
 (first, middle, last names)

Fee Schedule:

A non-refundable check for \$125 is due in the church office ten days after your wedding date has been scheduled. This deposit check, when received, will reserve your date on the church calendar, and will be applied as your maintenance fee on the date of your wedding. Please make this check payable to Gustavus Adolphus Lutheran Church. Pre-marriage fees payable to Christ the King Lutheran Church and Prepare (see Appendix D) are also due at this time.

WEDDING:

- Sanctuary \$ 500
- Chapel \$ 200
- Candelabras \$ 75
- Aisle candelabras \$ 75
- Building maintenance \$125
- Custodial Fee (per custodian) \$20/hour
- Total due: \$ _____

RECEPTION:

- Luther Hall & Kitchen & Gathering Space \$ 700
- Gathering Space Only \$ 200
- Building Maintenance \$ 75
- Total due: \$ _____
- Approximate number of guests: _____

Total fees payable to Gustavus Adolphus Lutheran Church: \$ _____

INDIVIDUAL FEES:

- Pre-Marriage Retreat Fee \$ 150
- Prepare-Enrich \$ 35
- Pastor \$ 350
- Organist \$175
- Soloist \$100
- Wedding Coordinator \$ 300
- Kitchen Coordinator for Reception \$ 300

CHECK PAYABLE TO:

- Karen Stevensen
- Life Innovations
- John Hierlinger or Amanda Simons
- Jerome Brakke
- _____

All fees (including individual fees) and your marriage license should be received in the church office at least two (2) weeks before the wedding.

OFFICE USE ONLY

- Form completed with couple
- \$125 reservation fee paid to GA
- Pre-Marriage fees (\$150 & \$35) paid
- Copies to couple, pastor, organist, office, custodian
- Remaining balance (minus deposit) of \$ _____ paid to GA

OFF-SITE WEDDING FEE SCHEDULE

Off-site ceremonies need to be approved by the pastor, and will be considered on a case-by-case basis.

Gustavus Adolphus Lutheran Church

1669 N. Arcade Street

St. Paul, MN 55106

Ph: 651.774.5954; www.gachurch.org

DATE OF WEDDING: ____/____/____ TIME: _____

LOCATION: Name of Venue: _____
Address (Street, City, State): _____
Venue Phone Number: _____
Venue Wedding Coordinator/Contact: _____

[The pastors and wedding coordinator do not hold a rehearsal for off-site wedding ceremonies.]

FOR THE WEDDING OF:

Name _____ and
(first, middle, last names)

Name _____
(first, middle, last names)

Fee Schedule:

A non-refundable check for \$125 payable to Rev. _____ is due in the church office ten days after your wedding date has been scheduled. This deposit check, when received, will reserve your wedding date on the pastor's and church's calendar.

MEMBER FEES:

- | | | |
|---|--------|----------------------------------|
| <input type="checkbox"/> Pastor | \$ 250 | John Hierlinger or Amanda Simons |
| <input type="checkbox"/> Wedding Coordinator | \$ 200 | Kathy Laramy |
| <input type="checkbox"/> Prepare-Enrich | \$ 35 | Life Innovations |
| <input type="checkbox"/> Pre-Marriage Retreat Fee | \$ 150 | Karen Stevensen |

CHECK PAYABLE TO:

NON-MEMBER FEES:

- | | | |
|--|--------|--------------------------------|
| <input type="checkbox"/> Pastor | \$ 400 | John Hierlinger /Amanda Simons |
| <input type="checkbox"/> Wedding Coordinator | \$ 350 | (plus one dollar per mile) |
| <input type="checkbox"/> Prepare-Enrich | \$ 35 | Life Innovations |
| <input type="checkbox"/> Pre-Marriage Retreat Church | \$ 150 | Gustavus Adolphus Church |

CHECK PAYABLE TO:

Membership for weddings is defined as active attendance at worship by bride, groom and/or parent one year prior to wedding date.

All fees (including individual fees) and your marriage license should be received in the church office at least two (2) weeks before the wedding.

OFFICE USE ONLY

- Form completed with couple
- \$125 pastor fee paid
- Pre-Marriage fees (\$150 & \$35) paid
- Copies to couple, pastor, organist, office, custodian
- Remaining balance (minus deposit) of \$_____ paid to GA