

# Wedding Planning Guide

For non-members



## Central Lutheran Church

333 South 12<sup>th</sup> Street  
Minneapolis, Minnesota 55404



612-870-4416  
[www.centralmpls.org](http://www.centralmpls.org)

# Table of Contents

<b>Introduction</b> .....	3
Your Wedding at Central Lutheran Church .....	4
<b>The Basics</b> .....	5
Fees .....	5
Receptions .....	6
Drug & Alcohol Policy .....	6
Security .....	6
<b>Your Pastor</b> .....	7
Pre-Marital Counseling .....	8
Guest pastors at your wedding .....	8
Marriage License .....	9
Premarital Educator's Statement .....	9
<b>Your Musician</b> .....	9
<b>Your Wedding Coordinator</b> .....	10
The Rehearsal .....	10
<b>The Lower Narthex</b> .....	10
Dressing Rooms .....	10
<b>The Sanctuary</b> .....	11
Environment and Art .....	11
Candles .....	12
Flowers .....	12
Photography/Videography .....	12
Sending .....	13
Access for the Disabled .....	13
<b>Reproducible Content for your Wedding Guests</b> .....	14
Driving Directions .....	14
Map .....	15
Parking .....	15
<b>Pastoral and Wedding Staff</b> .....	17



## INTRODUCTION

Congratulations on your engagement! You are at the beginning of an important journey, and we are honored that you want Central Lutheran to share in your joy on the day of your marriage.

As you plan this service, we hope these materials will help guide you so that your wedding will be a joyous act of worship. By attending to details in a timely and thoughtful matter now, you and your guests will be able to focus on celebrating your union in the presence of God on the day you are married.

As you move through this planning process, do so carefully and prayerfully. Consider each detail in turn, and don't worry! All will be ready when the time comes. Remember that marriage is a rite of the church, "intended for the joy and mutual strength of those who enter it and for the well-being of the whole human family" (*Evangelical Lutheran Worship*, ELW). The most important thing about your wedding day is not the flowers, the clothes, the pictures, or the party. The most important thing is worshipping the Creator and Giver of all things...the one who makes everything possible! Our sincere hope is that you will put far more energy into preparing for your marriage than for the single day of your wedding!

This booklet will provide an overview of what is involved in celebrating a wedding at Central. If you have further questions, feel free to contact Central's Life Passages Coordinator. We want your wedding to be a joyful occasion, and we are here to support you as you prepare. Thank you for inviting us to share this important day in your life.

# YOUR WEDDING AT CENTRAL LUTHERAN CHURCH

Use this section of your guide to keep track of information about your wedding and to help you plan.

## Central Staff Contact Information

Life Passages Coordinator    612-767-9248    lifepassages@centralmpls.org

## To Do List

### As Soon as Possible

	Marriage Couple Data sheet
	Wedding Covenant sheet
	Nonrefundable security deposit

### Six months before the wedding

	Attend wedding orientation
	PREPARE inventory

### Four months before the wedding

	Central Pastor assigned, contact to set up marriage counseling
	Wedding Coordinator assigned
	Marriage counseling begins

### Two/three months before the wedding

	Contact Associate Cantor to discuss wedding service music selections
	Marriage counseling continues

### Fifteen Days before the Wedding

	Marriage license to Life Passages Coordinator
	Final payment to Life Passages Coordinator
	Worship Folder draft to assigned Central Pastor

### Day of Rehearsal

	Unity candle
	Worship folder

## THE BASICS

All who wish to plan a marriage at Central Lutheran Church must first complete a "Marriage Request" form. This document allows the pastors and staff to learn a little bit about you and to begin the scheduling process. For a copy of this form go our website: [www.centralmpls.org](http://www.centralmpls.org), Worship, Life Passages or contact the Life Passages Coordinator at 612-767-9248, [lifepassages@centralmpls.org](mailto:lifepassages@centralmpls.org).

Please understand that dates are often booked far in advance, and it is Central's policy to schedule only one wedding per week. It is helpful to have a few different dates in mind. Additionally, Central does not schedule weddings during the church year seasons of Advent (December) and Lent (March/April).

### FEES

The wedding fee is \$1,600 for non-members. As a down payment, a \$400 non-refundable deposit for non-members is required to secure the date. The member wedding fee will apply when one or both parties getting married are Central members. The wedding fee includes an honorarium to the assigned Central pastor, musician, and wedding coordinator. It also helps to cover the cost of additional work by our building and security staff, and the cost of parking for you and your guests. The musician provides one music planning consultation, as well as a brief rehearsal on the day of your wedding if you have a soloist. Any additional requirements of the musician (or the involvement of additional musicians) may incur additional fees. (For more information, refer to the **Music Guidance** section of the **Marriage Liturgy booklet**.) The pastor presiding at your wedding normally requires that you take the PREPARE Inventory (sessions offered throughout the year), and participate in at least three pre-marital counseling sessions.

To include visiting musicians or clergy in your service, Central's staff must invite and approve their participation. Because Central's staff members must be available to assist guest worship leaders and musicians and offer you guidance through the planning process, working with outside participants **will not** change the wedding fees stated above. You will need to discuss appropriate additional honoraria for visiting participants (which will not be taken from the church fee) independently with them. (For information about visiting musicians and clergy, see the **Music Guidance** section of the **Marriage Liturgy booklet** and the **Guest pastors at your wedding** sections of this guide.)

Your wedding fee covers the use of the sanctuary and the lower narthex/dressing room area for a four hour period of time. A fee schedule for the use of additional rooms is available from the Life Passages Coordinator.

A **non-refundable deposit of \$400** and a signed “Wedding Planning Covenant” secure the date you have agreed upon with the Life Passages Coordinator. Checks may be made payable to Central Lutheran Church. **The balance of your wedding fee along with your marriage license is due fifteen days prior to the wedding service.**

## RECEPTIONS

Central’s downtown location offers many nearby venues suitable for your reception. If you are interested in holding your reception at Central, our Fellowship Hall and adjacent rooms can be reserved at current rates. Fire code regulations limit the capacity of Fellowship Hall to 188 individuals.

Please note that an outside catering service of your choice may contract with Central to use our kitchen facility, but serving alcoholic beverages at your wedding is not permitted on the church campus (see **Drug & Alcohol Policy** below).

## DRUG & ALCOHOL POLICY

Under the basic wedding covenant, the use of alcohol or any illegal drugs anywhere on the church property is prohibited at weddings. The Central staff reserves the right to postpone or cancel the wedding service if drug or alcohol use by any guest or member of the wedding party is discovered.

Smoking is also prohibited in the church building and on the campus. A smoking area, with waste receptacles, is located next to the parking ramp on the south side of the building. This is the **only** location where smoking is permitted.

## SECURITY

Central employs its own security personnel. There will be a security guard on duty at any time the building is open to the public. If security staff is required to put in additional time beyond what has been allotted, you will incur an additional fee of \$35 for each extra hour of security service.

Because Central is a downtown campus, we advise that you leave your valuables at home. If you bring anything of value, keep it with you at all times. The wedding party will be able to leave belongings in the dressing room area, which will be locked during

the service. The best way to assure that your belongings are not misplaced or stolen, however, is not to bring them. **Central Lutheran Church will not be held responsible for lost or stolen items.**

## YOUR PASTOR

When your wedding date is reserved, a Central pastor will be assigned to you. Pastors are assigned based on staff availability. If you wish to request a particular Central pastor to preside at your wedding, contact the Life Passages Coordinator. As the church calendar and pastors' schedules allow, we will strive to honor your request.

## PRE-MARITAL COUNSELING

A minimum of three pre-marital counseling sessions with a Central pastor is our standard expectation. Your first step in preparing for counseling is to take the PREPARE inventory, which is required for all couples married at Central. PREPARE is a relationship discovery instrument which offers insights into various similarities and differences between you and your partner.

PREPARE is administered at Central periodically throughout the year. Once you have filled out the inventory, it will be processed and returned to the Central pastor assigned to you. We recommend taking the inventory within six months, but no later than four months, before your wedding. This will allow for flexibility in scheduling your counseling sessions. Please contact the Life Passages Coordinator ([lifepassages@centralmpls.org](mailto:lifepassages@centralmpls.org)) for information or to sign up for the next PREPARE gathering.

The cost of PREPARE is \$50 per couple and is not included in your total wedding fee. This amount must be paid at the time PREPARE is administered. Bring a check made out to "Life Innovations, Inc." for the amount of \$50.

**Once your Central pastor has been assigned to you, it is your responsibility to be in contact with them to schedule your marriage counseling sessions.**

## GUEST PASTORS AT YOUR WEDDING

If you are considering having guest clergy join in the wedding you are planning it is important for us to share with you our practice in this regard.

Clergy that join in Central's worship life must be invited by Central's pastors directly. This practice is for the sake of good order, as the Ministry of Word and Sacrament of

this congregation has been entrusted to our pastors. We are pleased to extend the invitation to clergy colleagues to share in our ministry when it is appropriate.

Guest pastors may be invited by Central pastors to serve in the following ways:

- If the guest pastor is clergy in good standing with a church/denomination that is in altar-pulpit fellowship with the Evangelical Lutheran Church in America (or is an ELCA pastor), we are happy to invite that pastor to preach at your wedding. We find that most wedding couples consider guest pastors because they have a previous pastoral relationship with them. Their participation as a guest preacher allows all of us to benefit from that familiarity. The Central pastor presides at the wedding.
- If the guest pastor is in good standing with a church/denomination that is NOT in altar-pulpit fellowship with the Evangelical Lutheran Church in America (for example, Roman Catholic, LCMS), we are happy to invite that pastor to read Scripture at your wedding (Biblical readings). The Central pastor presides and preaches at the wedding.
- If the guest pastor is a pastor in the Minneapolis Area Synod of the ELCA we may invite that pastor to preside using Central's service order. The Central pastor always participates in the wedding service, usually leading the gathering and sending rites, reserving the right to preach, and/or offer blessing. The Central pastor always greets the assembly, and determines their role in the service.
- If the guest pastor is a parent or sibling of the wedding couple AND clergy in good standing with the ELCA or full communion partner, we understand that it may not always be a good idea to preach to your own family (John 4:44; Mark 6:4). If a pastoral role is desired, the guest pastor may be invited to offer the blessing, lead the vows, or read Scripture. The Central pastor presides and preaches; and Central's service order is used.

You should make your suggested guest pastor's name and credentials known to the Life Passages Coordinator ([lifepassages@centralmpls.org](mailto:lifepassages@centralmpls.org)) and the Central pastor assigned to your wedding as soon as possible.

---

By Congregation Council Action: Policies for Guest Pastors for Weddings and Funerals, approved May 28, 2013

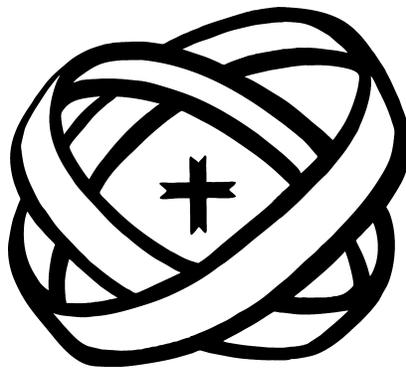
The pastor's honorarium included in your wedding fee will be paid to the Central pastor assigned to you. Central does not pay visiting clergy. It is your responsibility to arrange an appropriate honorarium with a visiting pastor independently.

## MARRIAGE LICENSE

It is your responsibility to determine the process for applying for and receiving your marriage license. You must give your marriage license to the Life Passages Coordinator no later than **fifteen days** prior to your wedding day. The certificate of marriage must contain the signature of the officiate and two witnesses who must be at least 16 years of age, usually the best man and maid of honor. The couple may be required to sign the marriage license.

## PREMARITAL EDUCATOR'S STATEMENT

The fee for a marriage license may be reduced for couples who complete 12 hours of premarital education. This requirement includes your full participation by taking the PREPARE inventory, completing three pre-marital counseling sessions with the pastor, and doing your own personal work. A licensed or ordained minister, that minister's designee, or a person authorized to practice marriage and family therapy, must provide the education. To be eligible for the reduced fee, a premarital education statement must be submitted when the couple applies for the license. This statement can be given to you by your Central pastor upon request at the conclusion of your counseling.



## YOUR MUSICIAN

Central musicians play for all weddings held at Central. Requests for guest musicians must be cleared with Central's Cantor six months prior to the wedding service. Since the wedding service is a service of worship, musical selections must be appropriate for use at any worship service. For more information on music at your wedding service see the **Marriage Liturgy** guide found on Central's website.

## YOUR WEDDING COORDINATOR

When your wedding date is reserved, a Central wedding coordinator will be assigned to you. Your wedding coordinator will help to guide you through the planning process outlined in this booklet, and will be your primary resource for any questions you might have. Your wedding coordinator will meet with you individually, be available to answer your questions, facilitate your rehearsal, and help keep things running smoothly on your wedding day.

Your wedding coordinator can offer suggestions regarding the size of your wedding party and how they will be arranged in the front of the sanctuary. No more than eight attendants surround the couple in the chancel. If you are planning more than eight attendants, discuss with your wedding coordinator. Children are welcome in your wedding party, carefully consider how they may best participate.

Our wedding coordinators are the best source to help you to understand Central's wedding practices and your wedding service. They are authorized to interpret and enforce Central's wedding practices. Should you have a wedding planner, they **do not** have authority for decision making while you are on Central's campus.

### THE REHEARSAL

Rehearsals normally occur the day before the wedding from 5:30-6:30 pm, and will be led by your assigned wedding coordinator. **It is essential that all members of your wedding party be present and on time** – including parents, ushers, readers and greeters. If you are not prepared to begin the rehearsal at 5:30 pm, you will be charged for an additional hour of building security service (\$35), as our building officially closes at 6:30 pm.

Normally, the pastor and musician do not attend the rehearsal. It is the opportunity for members of your wedding party to get acquainted with the worship space and become comfortable with their responsibilities for the coming day.

## THE LOWER NARTHEX

### DRESSING ROOMS

Dressing rooms are available for your use on the day of your wedding service. If mobility is limited, please advise your wedding coordinator. The rooms are located

adjacent to the lower narthex chapel and the columbarium, which is below the sanctuary. All rooms used by the wedding party are to be left in good condition. Any trash should be cleaned up and disposed of properly before the wedding party leaves the building. Snacks or water must be served from the lower narthex kitchenette.

Assign a person (who is not in the wedding party) to remove all your belongings from the sanctuary, lower narthex chapel and dressing rooms immediately following the service. This space is used regularly for worship.

## THE SANCTUARY

Central's sanctuary seats approximately 2,100 people. There are 25 pews on either side of the center aisle, which is 75 feet long. The seventh row is reserved for access (wheelchair) seating on either side. For each season of the church year the sanctuary is decorated with seasonal banners and other items used to enhance worship. These items will not be moved or removed (or altered in any way) for wedding services. Central does not permit the use of an aisle runner, as it poses a significant safety hazard. The floor of the sanctuary is slightly uneven.

## ENVIRONMENT AND ART

The *Evangelical Lutheran Worship* church year follows the life of Christ, beginning with Advent, and moves through the Pentecost season to the conclusion of the church year on Christ the King Sunday. To emphasize the proper spirit of each season of the church year, paraments are placed on the altar and pulpit, and are worn as stoles by the pastors. They are changed at the specified times of the year and will not be changed for wedding services. Your wedding service occurs within the worship life of the church year of the congregation. Please note the following colors of the various seasons of the church year:

Advent – blue (No weddings are scheduled at Central during this contemplative season.)

Christmas – white

Epiphany – white

Time after Epiphany - green

Transfiguration – white

Lent – purple (No weddings are scheduled at Central during this contemplative season.)

Easter season – white

Pentecost – red

Holy Trinity – white

Time after Pentecost – green

Reformation – red

All Saints – white (No weddings are scheduled during this important week in the life of Central).

Christ the King - white

## CANDLES

There are six candles behind the altar on the reredos (the large screen located in front of the organ). These candles will be lit for your wedding service. There is also an optional set of twelve aisle oil lamps which you may choose to use.

If you plan to include a unity candle ritual, you are responsible for providing the large center candle. Central will provide a unity candle holder and two, long burning tapers. Central provides the tapers to ensure they burn throughout the duration of the service. You must bring the unity candle to the rehearsal in preparation for the wedding service the following day.

## FLOWERS

Chancel flowers may be placed on either side of the altar, at the base of the pulpit or the unity candle stand. Your flower arrangements should be in self-contained vases. Flowers may **not** be placed on the altar. Artificial flowers are not permitted.

You are welcome to have specific flowers or flower arrangements displayed in honor or memory of loved ones. Please notify your wedding coordinator if you plan to do this, and make sure to note it in your wedding service folder.

If you would like any of your flowers to remain in the sanctuary for Sunday services and be noted in the Sunday service folder, the congregation would welcome your gift, please let your wedding coordinator know of your plans at least one month prior to the wedding.

## PHOTOGRAPHY/VIDEOGRAPHY

Plan carefully how to use your four hours on Central's campus, in consultation with your wedding coordinator. Photographs in the sanctuary are normally scheduled two hours prior to the start of the service, and must be completed 45 minutes prior to the start of the service. If you desire to have some photographs taken after the wedding, you must consult with your Central wedding coordinator to appropriately schedule your timeframe.

Photos may be taken during the service from the back of the sanctuary or balcony. No flash photography is permitted. A videographer may record the service from the back

of the sanctuary or balcony. Your wedding coordinator must be aware of your plans for photography and/or video, and should meet briefly with your photographer and/or videographer on the day of your wedding. We discourage members of the assembly from taking photos during the service. If they feel it is important to do so, they **may not** use a flash.

## **SENDING**

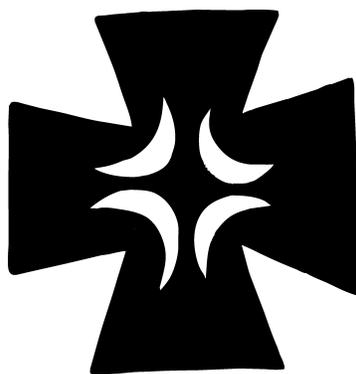
Central does not permit the throwing of plastic confetti, flower petals (fresh or freeze dried), rice, or birdseed either inside or outside the church building. Once the wedding party is outside, it is permissible to throw bio-degradable paper confetti or to blow bubbles. Also, Central does not permit live animals (like doves or butterflies) anywhere in the building, or to be released on the premises.

Weather permitting, consider gathering your guests on the North Plaza with a path through their midst for the couple's departure.

The worship service may end with a liturgical recession out the North ceremonial doors, to the North Plaza, and to the waiting vehicle in the curb cut on the north side of the building by the bell tower (12<sup>th</sup> Street).

## **ACCESS FOR THE DISABLED**

Our sanctuary and ground floor restrooms are accessible to persons in wheelchairs, and assisted listening devices are available during all worship services. However, the dressing rooms usually used for the wedding party have limited access. If you know of any wedding party members or guests with special needs, please notify us as soon as possible. We will work to make sure that everyone is able to participate fully in the service.



# REPRODUCIBLE CONTENT FOR YOUR WEDDING GUESTS

## DRIVING DIRECTIONS

Central is located in downtown Minneapolis, at the juncture of I-94 and I-35W. During light traffic times, such as Sunday mornings, most people in the Twin Cities area can reach Central in less than 20 minutes.

### From the West (I-94)

Take the 4th Street exit from I-94, and proceed to 3rd Avenue South. (Do NOT turn right onto 3rd Avenue North.) Turn right on 3rd Avenue South, and go eight blocks until 3rd Avenue veers left at the Convention Center. Follow 3rd Avenue and Central will be on your left.

### From the East (I-94)

Take the 11th Street exit from I-94, and follow 11th Street South until you reach 3rd Avenue South. Turn left onto 3rd Avenue South, and go one block until 3rd Avenue veers left at the Convention Center. Follow 3rd Avenue and Central will be on your left.

### From the West (I-394)

Take the Downtown Exit (12th Street), and follow 12th Street South to 3rd Avenue South. Turn right onto 3rd Avenue South, which is just beyond the Convention Center. Central will be on your left.

### From the South (I-35W)

Follow Downtown Exit signs to the 11th Street exit, and follow 11th Street to 3rd Avenue South. Turn left on 3rd Avenue South, and go one block until 3rd Avenue veers left at the Convention Center. Follow 3rd Avenue and Central will be on your left.

### From the North (I-35W)

After crossing the I-35 bridge follow exit signs for I-94 West. Take I-94 West, stay right, and take the 11th Street exit from I-94. (Do not take the 11th Avenue exit.) Follow 11th Street until you reach 3rd Avenue South. Turn left onto 3rd Avenue South, and go one block until 3rd Avenue veers left at the Convention Center. Follow 3rd Avenue and Central will be on your left.

## MAP

(Central is located on the northeast side of the Convention Center – and is marked here with a star.)



(<http://www.minneapolis.org/travelinfo/pdf/mplsmapt.pdf>)

## PARKING

Please take care to park in the areas owned by Central Lutheran Church.

Central owns the entire surface lot on the south side of the church building, and also owns half of the parking ramp, accessible through the surface lot. The city of Minneapolis owns the half of the ramp which is accessible through the 3rd Avenue entrance. If you park in the 3rd Avenue side of the ramp you will be required to pay for parking. **The city of Minneapolis will not accept parking validation from Central Lutheran Church.**

Parking in Central's parking areas is included as part of your wedding fee, allowing you and your guests to have free parking for your rehearsal and wedding. When preparing your invitations, please consider adding a line which reads:

Parking in Central's lot is free of charge for your wedding rehearsal and wedding service. Parking tickets will be validated at the security desk inside the church.

# PASTORAL & WEDDING STAFF

## PASTORAL STAFF

The Rev. Peter Nycklemoe,  
*Senior Pastor*

The Rev. D. Foy Christopherson,  
*Pastor for Worship and the Arts,  
Hospitality and Pastoral Care*

The Rev. Melissa Pohlman,  
*Pastor for Community Ministry*

The Rev. Dr. Judith E. Stone,  
*Visitation Pastor*

## LIFE PASSAGES COORDINATOR

Michael Dee

## WEDDING COORDINATORS

Karen Snyder  
Shirley Dahl  
Karen Hielsberg

## MUSIC STAFF

Mark Sedio, *Cantor*  
Jane Lien, *Associate Cantor*



This document can also  
be accessed and downloaded from  
Central's website: [www.centralmpls.org/#/worship/life-passages](http://www.centralmpls.org/#/worship/life-passages)

7/31/2014

---

**CENTRAL LUTHERAN CHURCH**

*in the heart of the city, welcomes all people  
to celebrate, discover and share the love of Christ*  
333 South Twelfth Street • Minneapolis, MN 55404  
612-870-4416 • [www.centralmpls.org](http://www.centralmpls.org)

