

your
Wedding
at



Love. Transform. Serve.

trinity



weddings & marriage

We should begin with a word about our understanding of marriage. We believe that marriage is a lifelong, spiritual commitment. One of the most challenging and rewarding of human relationships, marriage is meant to be lived out in a community of faith where it can be supported and nurtured by others seeking to grow in love, forgiveness, justice, and compassion.

By choosing to be married at Trinity Lutheran Church, we invite and encourage you to be supported by and committed to this church community now and in the future. If you live out of town, we invite and encourage you to find a community that will support you in your life together.

From our work with couples of all ages, planning large or small weddings, we understand that the wedding planning itself can, at times, eclipse the marriage at this stage of your relationship. In reading this booklet, you are taking your first step in letting us help prepare you for both your wedding and your marriage. We are eager to help make your wedding a joyful and meaningful experience, and we will do our best to keep it from being more stressful than it needs to be.

In all of your planning, it is helpful to keep in perspective that your marriage is so much more important than your wedding. Our best advice to you is to keep the wedding simple. Plan your wedding early so you can approach it somewhat relaxed and rested. We want it to be a very happy, beautiful and meaningful ceremony for you. We hope you will enter into this Christian ceremony with a sense of joy and celebration.

getting started

We believe that it is helpful at this stage to be both welcoming and clear about what we believe and practice, and what we can offer you in terms of where and how your wedding will be celebrated. In our time, a wedding is both a civil and a religious ceremony. Because it has two dimensions, both church and civil requirements must be met; this booklet is meant to help you along the way.

If you have not already done so, please confirm your wedding date and reservation by sending in your deposit.

- A \$50 non-refundable deposit is required within 14 days of booking in order to hold the date and time.
- The balance of your fees, your license and a copy of your bulletin are due two weeks before the wedding.
- Please bring all three of these to the church office.
- Weddings are booked on a first-come, first-served basis.

Availability permitting, weddings may be booked in the Worship Center (500 capacity) on Saturdays at 11 a.m., 1 p.m. or 3 p.m., & 7 p.m. with the following exceptions: Christmas Eve and Christmas Day, between Christmas Day and New Year's Day, Holy Week, Cursillo retreat weekends (Memorial Day weekend and the weekend prior to it), Labor Day weekend, Thanksgiving weekend and Fourth of July weekend.

Weddings may be held in the Chapel (35-45 capacity) on Saturdays at 11 a.m., 1 p.m. or 3 p.m. & 7 p.m. with the same exceptions as Worship Center weddings.

Friday evenings are reserved for Worship Center wedding rehearsals.

what you can expect of us

1. You will receive a real welcome here. This is one of the most significant moments in your lives. We share with you a belief in its importance. We want to help you bring depth, meaning and joy to this occasion.
2. We will be prompt and clear in our responses to your questions and needs.
3. As preparations proceed, anxiety and tensions inevitably mount. By choosing to be married at Trinity, you are supported by the ongoing prayers and support of this community. Please know that we will help you keep sight of the real stuff of your marriage relationship and your future together, encouraging you to separate the inevitable crises of flowers, cakes, and photographers from the sacred nature of this commitment.

our expectations of you

1. In consultation with the officiating pastor, we expect you to give thoughtful consideration to the spiritual depth of your wedding ceremony so that it is meaningful to you as a couple.
2. We require that you meet with a financial planner.
3. We require that you complete premarital counseling with a licensed marriage and family therapist.
4. We ask that you worship regularly with us on Sundays and participate in the life of the Trinity community as partners in our mission of loving all people, transforming lives through Jesus, and serving the world.

marriage license

In Minnesota, there is a five-day waiting period after you apply for a license, before it can be picked up or mailed. If you want to waive the five-day waiting period, please call 651-430-6175 for more information. The license must be used within 6 months, and be in the Church Office at least two weeks before the ceremony. No blood test or physical is required.

Both parties need to apply and show a picture I.D.

You must know:

- Full name of the bride and groom
- Current address
- Social Security numbers
- Date and place of birth
- Supply information regarding any previous marriage
- The name of the bride and groom after marriage

To obtain a marriage license, you must be 18 years of age. If you are younger than the age of 18, you must contact the juvenile court. Social Security numbers are now required in all marriage license applications.

If divorced, the following additional information is required:

- Date of termination of marriage
- County and state where termination took place
- Type of court

If widowed, the following additional information is required:

- County, State & date of spouse's death

Important Reminder: Please mail or bring all copies of the license to the Trinity office at least two weeks prior to the ceremony, along with any remaining fees, and a copy of your bulletin.

witnesses

There must be two witnesses to the marriage; they may be of the same or opposite gender. Witnesses do not have to be members of the wedding party and must be at least 16 years of age to sign the marriage license. Please let the church know in advance the proper spelling of the names of your witnesses so that we can type them on your marriage license. Witnesses will meet with the pastor immediately following the ceremony to sign the marriage license.

Trinity will mail the official copy of your license to the county. The county will process your license and send you a typed official copy for your records.

pastors

The pastors look forward to working with you to shape your wedding ceremony. We find that the time spent in planning is a wonderful way to keep a focus on the spiritual dimensions of your wedding day.

A Trinity pastor will be assigned to your wedding based on the preaching schedule and availability. You may request a specific Trinity pastor to perform your ceremony, but we do not guarantee requests. It is considered unethical for former Trinity pastors to return here to conduct ceremonies; however, they may attend as guests.

Clergy from other denominations may officiate pending approval of the Trinity pastoral staff; however, a Trinity pastor must participate in the vows and sign the license. The wedding certificate issued by the church may be signed by all participating clergy.

premarital counselor

Because we value the marriage relationship beyond the wedding, we have created a premarital counseling process for all couples who are getting married by a Trinity pastor. The goal of premarital counseling is to help you prepare for a strong, happy marriage. During the counseling you will receive tools for strengthening your relationship. Please contact John Bragstad by phone at 651.308.1200 or online at www.jbragstad.com to arrange the details of your counseling process. A private three-hour session with Mr. Bragstad costs \$255. Please pay him directly at your counseling session.

financial planner

Please attend a financial planning session with your own financial planner or attend a free workshop at Trinity called From Me to We with financial planner Bjorn Nesvold. To sign up for the next available workshop, please call the church office at 651.439.7400. To set up a private appointment with Mr. Nesvold, please contact him directly by phone at 715-808-0454, ext. 11, cell phone at 612-751-6381, or by email at bjorn.nesvold@thrivent.com.

wedding coordinator

If the wedding is taking place in the Worship Center, a wedding coordinator will assist you with your plans for the ceremony and will be present at the rehearsal and on the day of the wedding; this is included in your fee and is a requirement for all Worship Center weddings.

The wedding coordinator does not assist with Chapel weddings unless specifically requested. An additional fee, determined by the wedding coordinator, will be charged for assistance at Chapel weddings.

invitations

When including maps or directions in your invitations, please try to route guests away from downtown Stillwater whenever possible to avoid heavy traffic.

wedding ceremony suggested order

Prelude
Processional
Greeting and Introduction
Prayer
Reading/s
Meditation
Music (Solo or Hymn)
Exchange of Vows
Blessing and Exchange of Rings
Unity Candle (with music)
Blessing and Prayer
Introduction of the Couple
Recessional

Please note that this is a suggested order. You may personalize your ceremony in consultation with the Trinity pastor who is participating in your wedding. For example, you may choose to include more music or hymns, to celebrate Holy Communion, to add more prayers, or to do something other than the unity candle. Your ceremony may also have a special theme or additional elements that are important to you. Please bring all of your ceremony questions and ideas to your meeting with the Trinity pastor who is participating in your wedding.

Before you meet with a pastor to discuss your ceremony, please think about what readings you would like and who you want to do each reading. In addition, please consider which vows you would like to use. You can write your own or select vows from any number of resources. We suggest using the internet to search for wedding vows. That will give you many ideas and options. You can use vows you find, or you can take something you find and modify it to fit your ceremony. Whatever you decide, please give a copy of your vows to the officiating pastor before the ceremony.

unity candle

If you choose to have a unity candle as part of your ceremony, the church will provide a stand for you. Please remember to bring your own candles. To prevent cracking or breaking, please drill a small hole in the bottom of your unity candle prior to bringing it to the church.

rings, etc.

The ring bearer usually does not carry the actual wedding rings; they are carried by the best man. Please remove the rings from the boxes and check jacket pockets for holes. We recommend that groomsmen and ushers carry cloth handkerchiefs in their pockets as tissues shred and become messy.

bulletins

Bulletins are optional. You may prepare them yourself or have them done by a printing firm. Submit your bulletin to the wedding coordinator at least three weeks prior to the wedding for proofreading. Submit your final bulletin to the church office two weeks prior to the wedding for the pastor.

wedding attire & decorum

All members of bridal parties are asked to respect our request for suitable attire when participating in a church wedding. Shoes are mandatory. Pets are not allowed as participants or guests at the wedding with the exception of necessary guide dogs.

music

All music used in connection with the wedding should be treated with the same reverence and dignity as any other religious service. Live music is more appropriate; however, if you plan to use tapes or CDs, please inform the wedding coordinator in advance.

To help you with your processional and recessional selections, we have placed audio recordings of the following music on our website at www.trinitylc.org/weddings.aspx.

The following is a list of music considered appropriate for wedding ceremony processionals and recessionals. As you listen to the audio files, check off the pieces you like best and make your selection of music through a process of elimination.

Any song listed below can be used either as a processional or recessional. Keep in mind that *Lohengrin* ("Here Comes the Bride") can be used as the bride's processional with any of these other pieces.

Processionals

- Trumpet Voluntary - Purcell*
- Trumpet Tune - Purcell*
- Trumpet Tune in D Major - Johnson*
- Jesu, Joy of Man's Desiring - Bach*
- Canon in D - Pachelbel*
- Trumpet Tune in B Flat - McCabe*
- Break Forth Into Joy - Bach*
- Trumpet Voluntary - Stanley*
- Rondeau - Mouret*

Recessionals

- Psalm XIX - Morcello*
- Song of Joy - Beethoven Arr. by Lani Smith*
- The Rejoicing - callahan*
- Toccata - Widor*
- Toccata - Boellman*
- Rigaudon - Campra*
- Fanfare - Lemmens*
- Doxology - Bock ("Praise God From Whom All Blessings Flow")*
- Now Thank We All Our God - Arr. by Manz*
- A Mighty Fortress - Arr. by Leavitt*

If you choose to engage the Trinity staff organist (currently Dave Goulette at 651.439.3316), he will help you with processions and recessions. He is highly trained and familiar with many selections appropriate for weddings. His fee is included in the wedding fee for the Worship Center. If you choose to engage an organist other than Dave Goulette, that individual must contact Dave as soon as possible for specifics regarding Trinity's pipe organ.

You must provide the music for any selections the Trinity organist does not have. You may also choose to have a vocalist or other instrumental music, but you must negotiate additional compensation with them directly. Your wedding coordinator can provide you with a list of local vocalists if you ask her. If a soloist requires rehearsal time, he or she must contact the organist. An additional fee may apply to rehearsal time with the organist.

scripture readings

We suggest including one to three readings as a part of your wedding ceremony. All may be scripture readings or you may choose to have a combination of scripture and a favorite poem or reading from another source. At least one of your readings must be from the Bible. Below you will find a list of suggestions, but please feel free to choose from among other scripture passages that have been important in your lives.

Old Testament Lessons

- Genesis 1:26-28
- Genesis 2:18-24
- Psalms: 33, 34, 100, 103, 112, 117, 127, 128, 136, 145, 148, 150
- Ecclesiastes 3:1-8
- Ecclesiastes 4:9-12
- Song of Solomon 2:10-13
- Isaiah 63:7-9

New Testament Lessons

- Romans 12:1-2, 9-18
- 1 Corinthians 13
- 2 Corinthians 9:6-8
- Galatians 5:22-25
- Galatians 6:7-10
- Ephesians 5:1-2

Gospel Lessons

- Matthew 5:13-16
- Matthew 19:4-6
- Matthew 22:35-40
- Mark 10:6-9
- John 2:1-11
- John 15:9-16

rehearsal

A rehearsal is required for Worship Center weddings and will be scheduled and run by your wedding coordinator. They are generally held the Friday evening before the wedding at 5 p.m. for a 1 p.m. wedding and at 6 p.m. for a 3 p.m. wedding. Please work with your wedding coordinator to schedule a rehearsal for an 11 a.m. or 7 p.m. wedding. Pastors do not attend Worship Center rehearsals.

No rehearsals are held for Chapel weddings. For offsite weddings, please consult with your pastor to arrange for a rehearsal.

Rehearsals begin on time. Please stress the importance of this to your wedding party. Remember to allow sufficient travel time due to heavy local traffic, particularly in the summer. Rehearsal generally lasts 45 minutes to an hour. Bring a copy of your bulletin to the rehearsal.

rehearsal dinner/reception

If the presence of the pastor and/or pastor and spouse is desired at a rehearsal dinner or reception, please extend an invitation to them directly. Do not take their presence for granted, as they may have other obligations.

flowers & decorations

Flowers enhance any worship service; however, it should be remembered that the church itself, with its furnishings and symbols, is a beautiful setting for a Christian wedding. Thus, you do not need an overabundance of flowers. Please advise your florist that no decorations may be fastened to permanent furniture with nails, staples, tape, or other materials that may leave permanent marks. Your florist will receive guidelines from the wedding coordinator.

No chancel furnishings or altar cloths may be moved or rearranged. The cross, altar, piano and organ are not decorated for weddings in the Worship Center. We do not use an aisle runner due to the configuration of the Worship Center.

Flowers may be placed on the altar, piano and organ in the Chapel. Give a list of all your flowers to a designated person to check and distribute; this could be a special hostess who will also greet guests and give directions to the Worship Center.

Guests may not throw rice, petals, confetti or birdseed inside or outside the church building or parking lots. Bubbles may be used outside.

photographs & videos

Photographs are beautiful reminders of your wedding day. Because the wedding is a sacred ceremony, no flash pictures may be taken in the church during the ceremony. Our schedules allow approximately one hour for pictures in the Worship Center. Other locations in the building are available through the wedding coordinator at additional times.

Depending on the schedule of activities in the building, pictures may begin at:

- 8 a.m. for the 11 a.m. wedding
- 10 a.m. for the 1 p.m. wedding
- Noon for the 3 p.m. wedding
- 4 p.m. for the 7 p.m. wedding

The wedding coordinator will notify your photographer regarding the appropriate guidelines. If you choose to video record the ceremony, check with the wedding coordinator for directions.

wedding day

Trinity weddings begin on time. Please allow plenty of driving time. Summer traffic in the St. Croix Valley is especially heavy. All attendants, immediate family and ushers must be on time.

Please refer to the map in this booklet for directions to the church.

Dresses, unity candles, guest books, etc. cannot be kept at the church prior to the wedding date. Please bring the things you will need to the bride's dressing area at the time indicated by the wedding coordinator.

The bride's and groom's dressing areas are not locked, so please do not leave your valuables unattended. We are not responsible for any items that are stolen. Please empty the bride's dressing area of all personal items before the time indicated above.

alcohol, food & smoking policies

Please respect our policy of no alcohol use in the church, parking areas or immediate vicinity. Trinity is a non-smoking facility.

You may bring simple snacks and soda to be consumed only on the lower level.

final reminders

Contact your wedding coordinator if you have questions regarding details of the wedding.

Contact the officiating pastor with questions about the content and order of your ceremony and if you would like to involve other clergy members in the ceremony.

Contact the wedding coordinator one month before the wedding to review and finalize plans.

Bring a rough draft of your bulletin to the church office to be proofed by the wedding coordinator three weeks before the wedding. Bring a copy of your finished bulletin into the church office two weeks before the wedding so the pastor can see it.

Your marriage license (all copies) and balance of fees are due in the church office two weeks before the wedding.

Bring a bulletin to the rehearsal.

Allow sufficient travel time on the night of the rehearsal and the day of the wedding; local traffic can be very heavy at various times of the year.

timeline checklist

Six months or more prior	Done	One-two months prior	Done
Bridesmaid dresses	<input type="checkbox"/>	Marriage license	<input type="checkbox"/>
Gift registry	<input type="checkbox"/>	Hair appt.; bring veil	<input type="checkbox"/>
Choose hairdo	<input type="checkbox"/>	Jewelry	<input type="checkbox"/>
Shoes	<input type="checkbox"/>	Attendant gifts	<input type="checkbox"/>
Guest book	<input type="checkbox"/>	Confirm band or DJ	<input type="checkbox"/>
Ring pillow	<input type="checkbox"/>	Call coordinator	<input type="checkbox"/>
Card box	<input type="checkbox"/>	Draft program	<input type="checkbox"/>
Shower dates	<input type="checkbox"/>	Let readers know text	<input type="checkbox"/>
Video decisions	<input type="checkbox"/>	Confirm photographer	<input type="checkbox"/>
Meet with inlaws	<input type="checkbox"/>	Invites out 4-6 weeks	<input type="checkbox"/>
Begin guest list	<input type="checkbox"/>	Maps	<input type="checkbox"/>
Choose ushers	<input type="checkbox"/>	Plan rehearsal dinner	<input type="checkbox"/>
Reception decorations	<input type="checkbox"/>	Finalize menu	<input type="checkbox"/>
Engagement picture	<input type="checkbox"/>	Video consultation	<input type="checkbox"/>
Cake knife	<input type="checkbox"/>	Musicians fees	<input type="checkbox"/>
Unity candle	<input type="checkbox"/>	Letter to bridal party	<input type="checkbox"/>
Side candles	<input type="checkbox"/>	Sound system	<input type="checkbox"/>
Select readers	<input type="checkbox"/>	Tuxedo fittings	<input type="checkbox"/>
Garter	<input type="checkbox"/>	Music for reception	<input type="checkbox"/>
Meet with coordinator	<input type="checkbox"/>	Videographer	<input type="checkbox"/>
Mother's dresses	<input type="checkbox"/>	Letter to clergy	<input type="checkbox"/>
Reserve musicians for wedding	<input type="checkbox"/>		
Reception music	<input type="checkbox"/>	Two-three weeks prior	Done
		Thank you as gifts arrive	<input type="checkbox"/>
Three-four months prior	Done	Print program	<input type="checkbox"/>
Complete guest list	<input type="checkbox"/>	Print table numbers	<input type="checkbox"/>
Meet with florist	<input type="checkbox"/>	Finalize seating	<input type="checkbox"/>
Meet with cake designer	<input type="checkbox"/>	Confirm cake	<input type="checkbox"/>
Tuxedo order	<input type="checkbox"/>	Call no-RSVPs	<input type="checkbox"/>
Dress fitting	<input type="checkbox"/>	Final count for caterer	<input type="checkbox"/>
Veil	<input type="checkbox"/>	Confirm flowers	<input type="checkbox"/>
Music selections	<input type="checkbox"/>	License and fee to church	<input type="checkbox"/>
Bible selections	<input type="checkbox"/>	Prepare for toasts	<input type="checkbox"/>
Appointment with pastor	<input type="checkbox"/>	Tux fittings	<input type="checkbox"/>
Address invitations	<input type="checkbox"/>	Decorations for reception	<input type="checkbox"/>
Confirm band	<input type="checkbox"/>	Check hosiery & accessories	<input type="checkbox"/>
Preliminary guest seating	<input type="checkbox"/>	Instructions to greeters	<input type="checkbox"/>
Address invitations	<input type="checkbox"/>	Final meeting with caterer	<input type="checkbox"/>
Meet with caterer	<input type="checkbox"/>	Reconfirm band & everything	<input type="checkbox"/>

wedding day supply checklist

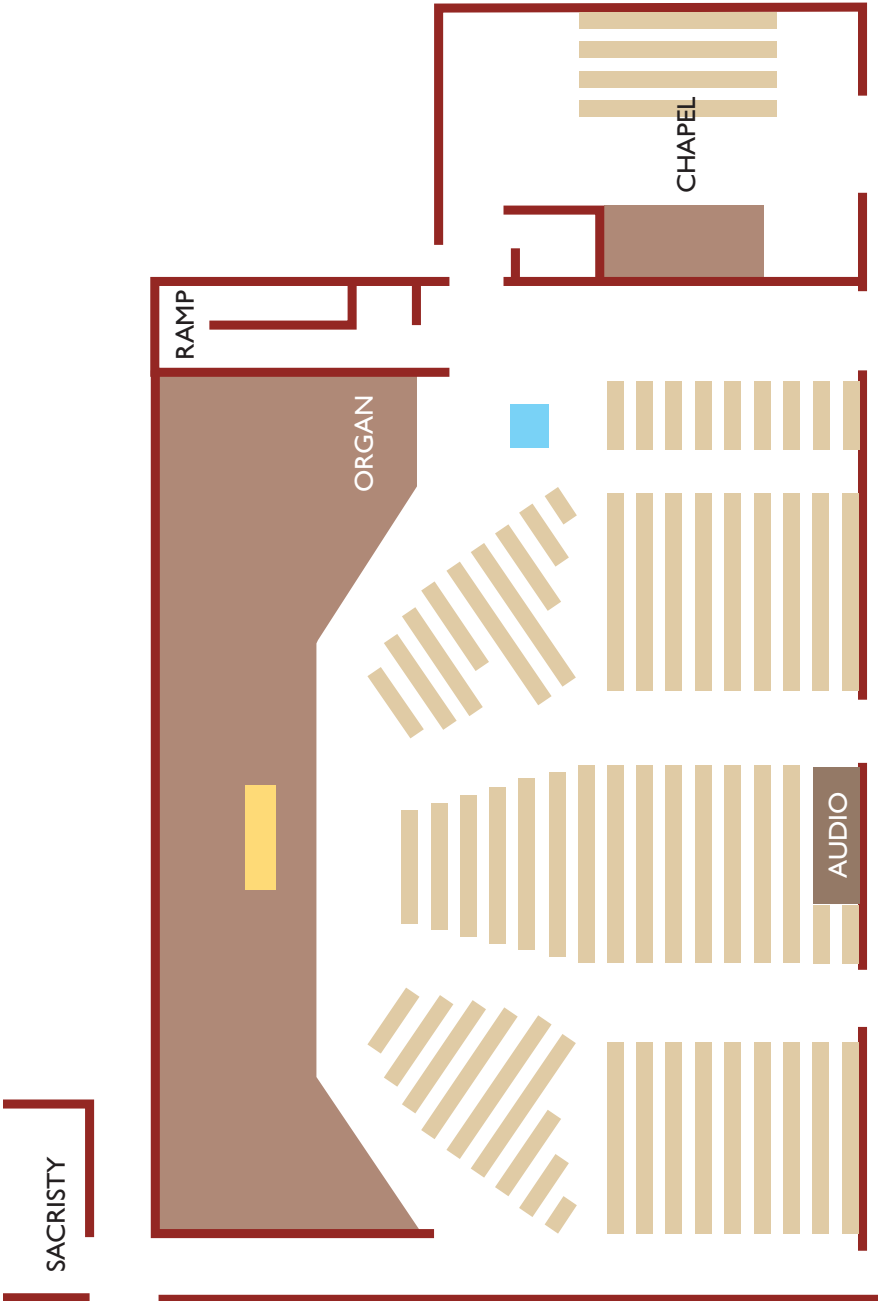
The following is a list of items that you may want on the wedding day.

- Bobby pins
- Makeup
- Facial tissues
- Q-tips
- Nail polish & remover
- Spare shoes
- Nail clip & file
- Any medication
- Eyeglasses/contacts
- Contact solution, cases, etc.
- Band-aids
- Safety pins
- Needle & thread, scissors
- Jewelry (necklace, earrings,
bracelet, watch)
- Change of clothes
- Hairspray
- Purse
- Perfume
- Spare pair of pantyhose
- Curling iron
- Lotion
- Mouth spray/breath mints
- Guest book & pen
- Wedding bulletins
- Unity candle
- Film/flash attachment

Make sure you eat the day of the wedding!

P.S. Don't forget the rings!

worship center and chapel



directions

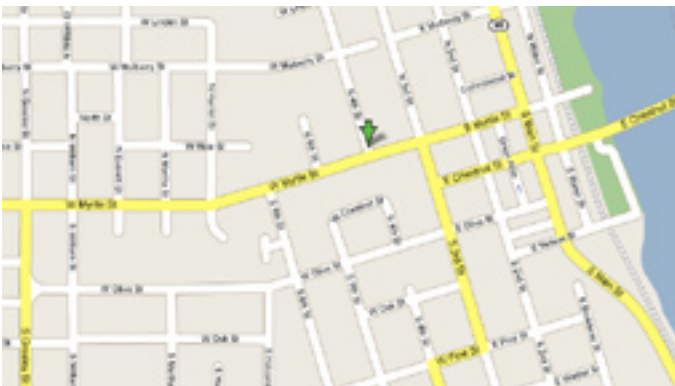
From the Twin Cities: Highway 36 to Greeley Street. Left on Greeley. Follow Greeley all the way to Myrtle (about one mile). Right on Myrtle down hill to 4th Street. Left on 4th Street. Left into parking lot. Additional parking on 3rd Street, one block down and to the left.

From across the river: From bridge, Right on Main Street. Left on Myrtle Street. Up the hill to 4th Street. Right on 4th Street. Left into parking lot.

From the south: Highway 95 into downtown Stillwater, left on Myrtle Street. Up the hill to 4th Street. Right on 4th Street. Left into parking lot.

From the north: Highway 95 into downtown Stillwater, right on Myrtle Street. Up the hill to 4th Street. Right on 4th Street. Left into parking lot.

From White Bear Lake/Mahtomedi: Highway 96 to Stonebridge Trail. Right on Stonebridge Trail (becomes Owens Street). Left on Myrtle (four-way stop at Len's Grocery Store). Down the hill to 4th Street. Left on 4th Street. Left into parking lot.



nurturing your marriage after your wedding

Marriage is a lifelong, spiritual commitment. One of the most challenging and rewarding of human relationships, marriage is meant to be lived out in a community of faith where it can be supported and nurtured by others seeking to grow in love, forgiveness, justice, and compassion.

In your new life together as a married couple, we invite and encourage you to be supported by and committed to the Trinity community now and in the future. We have an active couple's ministry that includes many special events, speakers, and small group opportunities for couples to build relationships with other Christian couples and to invest in your marriage relationship in a supportive and loving environment. If you would like to be connected with other couples at Trinity, please let the church office know and we will connect you with the couples ministry leaders.

If you are already an active partner in ministry at Trinity, we trust that you will find many opportunities to grow in your faith and in your marriage. If you live in the area but are not actively involved at Trinity, we invite you to join us in worship, learning, small groups and mission projects. Please know that getting married at Trinity does not automatically make you or your spouse a member at Trinity.

If you are interested in becoming an active member and partner in ministry at Trinity, we invite you into our new member process which begins each year in September. Please call the Church Office at 651.439.7400 for more information.

If you live out of town, we invite and encourage you to find a Christian community that will support you in your life together.

confirmation of wedding day request

Names

Date

We are pleased that you are considering Trinity Lutheran Church for your wedding ceremony on the following date:

Day Month Date Year Time

Please note: *Wedding pictures at Trinity must be taken **before** the ceremony.*

A non-refundable deposit of \$50 is required within fourteen days to confirm and hold your date. If we have not received your deposit by _____, we will assume that you have made other arrangements.

After receiving the deposit, your balance will be \$ _____ due on or before _____.

Your marriage license packet is also due at that time.

Please make your check payable to:
Trinity Lutheran Church

A self-addressed envelope is enclosed for your convenience.

Thank you. We look forward to hearing from you.



trinity
Lutheran Church

115 N. 4th Street ✦ Stillwater, MN 55082
651.439.7400 ✦ trinitylc.org