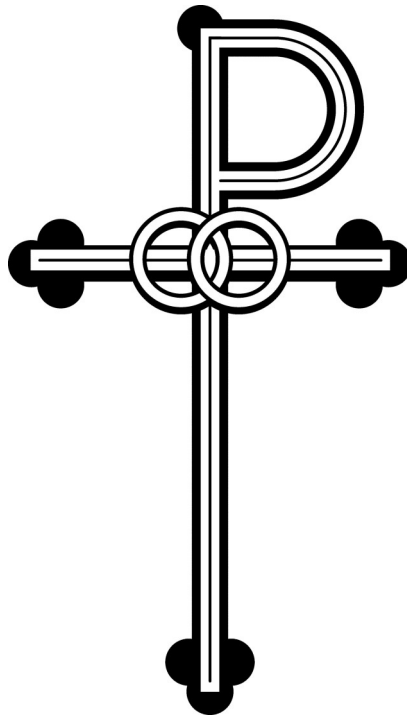


**Weddings**  
**At**  
**Calvary Lutheran Church**  
**605 Douglas St.**  
**Alexandria, MN 56308**  
**320-763-5178**  
**[sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)**  
**Pastor Hans Dahl, Lead Pastor**



**Updated 2/8/2018**

# **Marriage Preparation**

## **at**

# **CALVARY LUTHERAN CHURCH**

605 Douglas  
Alexandria, MN 56308  
[www.calvaryalex.org](http://www.calvaryalex.org)

God's blessings to you as you prepare to enter into the life-long gift from God called marriage! We are excited to help you prepare both for your wedding day and your life together. The pastor's role is to help you both prepare for your life together, 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. By having a ceremony in the church, you are declaring 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 name God's role as the center of your love and your 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 Calvary Lutheran Church an event that is sacred, significant and filled with joy.

Pastor Hans Dahl, Senior Pastor

**[hans@calvaryalex.org](mailto:hans@calvaryalex.org)**

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

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# Pre-WEDDING CHECKLIST



## **6-12 Months Before Wedding:**

- ◇ Complete Wedding Information Sheet and review Fee Schedule with Wedding Coordinator
- ◇ \$125 Deposit paid to Calvary Lutheran Church

## **3-6 Months Before Wedding:**

- ◇ Prepare/Enrich Inventory completed. On line fee \$35 or \$35 fee paid to “Life Innovations” & given to Wedding Coordinator if you take it at church
- ◇

## **1-3 Months Before Wedding:**

- ◇ Contact the pastor to schedule pre marriage counseling sessions
- ◇ Select Vows and Bible verses and share with the pastor and wedding coordinator
- ◇ Meet with Wedding Coordinator to complete the outline of the wedding and confirm date/time of rehearsal
- ◇ Meet with your musician(s) to select music for wedding service (if not done earlier)
- ◇ Notify wedding party of rehearsal date, time and place

## **2 Weeks Before Wedding:**

- ◇ Deliver the following items to the Wedding Coordinator:
  - Wedding license (all copies you received from the county)
  - Copy of worship bulletin
  - All payments.

## **GENERAL INFORMATION**

To set the date for your wedding, complete the *Request for Wedding* form with our wedding coordinator . Wedding dates are subject to space availability and pastor availability.

To schedule your wedding at Calvary, you will need to pay a *non-refundable deposit of \$125*, made payable to “Calvary Lutheran Church.”

The Wedding Coordinator, Sandy Buckner, will help with questions you have about your wedding plans, church policies and church availability. She 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. She can be reached by phone at 320-491-1598 or e-mail at [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org).

### **Member Weddings**

To be considered a “member wedding”, either the bride, groom, and/or a parent must be an active member attending worship at Calvary Lutheran Church. We do not give preferential priority to those who have grandparents, aunts or uncles who are Calvary members.

### **Non-Member Weddings**

We officiate over a few non-member weddings. Members of the church receive preference before non-members. Fees for non-members are higher than for members. If you are not a member at Calvary you may not schedule your wedding until 3 months prior to your planned wedding date.

### **Scheduling the Wedding Service**

Wedding times are 3:00/3:30 pm or earlier for a Saturday service. The church will be open for the wedding party, florists and photographers by 10 am on the day of your wedding. In general, the principles of this booklet also apply to a wedding ceremony held in another location.

### **Our Pastors**

Pastor Hans Dahl, Senior Pastor

**The Pre-Marriage Process** - At Calvary, we commit to prepare and support you in your marriage vows. We ask that you regularly participate in our worship community by attending worship services and volunteering in areas that are of interest to you. We use a tool called "Prepare/Enrich," Our couples complete a questionnaire that the pastor will use at our retreat. The cost for this processing the inventory is \$35, which you will do on-line and pay with a credit card. Sandy, our wedding coordinator, will have this sent to you and we ask that you do the questions separately. Remember, this is not a test, it is a tool to help you with counseling/retreat. If you do not have internet options, you may do this inventory at church. The cost is the same.

Our required "**Pre Marriage Retreat**" serves as a large portion of your counseling as well as a shorter meetings with the pastor before your wedding. At our retreat, we will discuss the foundation of a strong marriage and the unique gifts and challenges you bring to this marriage. Depending on the number of weddings we have, we will have one or two options for our retreat. THE NEXT Premarriage retreat in 2018 to be offered later in the year, will be announced as needed. **Cost for the retreat is \$175 per couple.**

**Worship** We believe our lives are most content, even in the face of adversity, when we are surrounded by the love of Jesus Christ and Christ's church. We believe Worship is important to our ongoing faith journey. For this reason, we expect that couples will demonstrate the same commitment for their lives together by regular attendance at worship, either at our Church, or with another congregation in which you are active.

## **Musicians/Organist**

Our church organist or pianist is often available for weddings. If you wish to have someone else play, please ask our wedding coordinator and work with her to arrange this. We do not allow pre recorded music for weddings.

## **Reception**

- ◇ For information about holding your wedding reception at Calvary Lutheran Church, contact our Wedding Coordinator. There is a Fee Schedule for this and we have a committee that will make these arrangements with you.
- ◇ 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 need to change the time or date of the wedding, or the wedding rehearsal, please notify our Wedding Coordinator prior to making this change to avoid any conflicts with other scheduled events.

## **Other Church Events**

Although not usual, there may be other church events scheduled for the same day as your wedding. We only have one wedding per day and if there are other events in the church, they will not interfere with your wedding.

# **PLANNING THE WORSHIP SERVICE/WORSHIP ENVIRONMENT**

We have established a set of guidelines to help ensure your wedding 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**

Our Wedding Coordinator and Pastor will work with you on the order of your ceremony. 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.

**Please use the following outline of a marriage ceremony for your service:**

**Prelude**

**Processional**

**Greeting and Opening Prayer**

**Scripture Reading (Old Testament or Psalm)**

**Solo or Congregational Hymn (optional)**

**Scripture Reading (New Testament reading)**

**Scripture Reading (Gospel)**

**Marriage Homily**

**The Exchange of Vows**

**The Exchange of Rings**

**Pronouncement of the Marriage**

**Lighting of the Unity Candle or Sand Ceremony (optional) & Solo (optional)\***

**Blessing of the Marriage**

**Prayers & The Lord's Prayer (Spoken or sung)**

**Benediction**

**Presentation of the Couple**

**Recessional**

## **Music at the Wedding**

The selection of music for the wedding service should be made in consultation with the pastor, musician and/or wedding coordinator

We ask that you choose your music carefully, remembering that your wedding is a worship service and that you want to look back on your wedding day with joy. We encourage songs that are sacred, praising God, however, secular music is allowed, as long as it is tasteful.

If you wish to have someone else play the organ or piano you will need to get approval from our Wedding Coordinator. If you need suggestions for soloists, we will help you with this. We do not allow pre recorded music at weddings.

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 pastor if you have questions.

## **Scripture (Bible) Readings**

Working with the pastor, you are encouraged to select 2-4 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. There are beautiful texts 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 and on the following page are scripture readings for you to consider. You may also feel free to choose scriptures that are meaningful to you and/or your families:**

### **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)



**Psalm — 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)

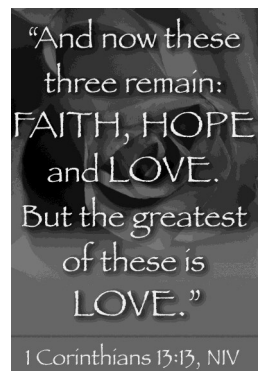
Option D: What God has united must not be divided (Matthew 19:3-6)

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. Below are some examples that have been used previously. You may also choose to write your own vows:

**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.

## 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.
- ◇ 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, we reserve the right to cancel the ceremony without notice.
- ◇ 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 eat something and drink water or juice before the wedding and keep knees relaxed and unlocked during the ceremony.
- ◆ During the service, there should be no gum chewing, and no change or keys in pockets.
- ◆ 45 -60 minutes before the service, the wedding party (with the exception of the ushers) will gather in the Library Lounge. Our pastor(s) will offer a prayer before the ceremony begins. 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 Calvary Lutheran Church is included . **All fees for staff/musicians and for use of the facility must be paid before the wedding rehearsal.**

### Rehearsal

The rehearsal will require 30-60 minutes, depending on the number of people in your wedding party. Please let our wedding coordinator know the time of your rehearsal at least one month prior to your wedding.

Please encourage members of the wedding party to arrive on time. 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.

Musicians may be present at the rehearsal but it is not required. 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.

## **Decorating the Sanctuary**

No church “furniture” may be moved. None of the items the church has placed on the altar may be moved or removed. Though fresh flowers may be placed on the altar. Our unity candle holders and stand are available for your use for either the unity candles or sand ceremony.

**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**

You are responsible for designating someone who will promptly remove all additional decorations you bring to the church after the wedding ceremony’s end.

## **Holy Communion**

If you would like to celebrate the Sacrament of Holy Communion, all persons attending the wedding must be invited to participate.

## **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*. **Your wedding license cost will be cut significantly after the retreat and counseling with your pastor. Please ask Sandy about this.**

## **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 *during the week of your wedding*.

## Wedding Day Schedule

Below is a **sample** schedule for the wedding day. If you would like to be at the church earlier than this schedule please contact the Wedding Coordinator to make arrangements.

### *Saturday Wedding:*

Our Wedding Coordinator will be at the church the day of your wedding, at the time that you and your wedding party want to be there. 12:30 pm Photographs begin. Photos should be completed 1 Hour before the wedding.

1:00 pm Custodian arrives

2:00 pm Photographs conclude until the ceremony begins

2:00 pm Wedding party cleans up dressing rooms, snacks, etc.

2:40 pm Ushers begin seating guests

2:45 pm Pastor prays with wedding party in the Library Lounge

2:55 pm Family and 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 hours prior to the scheduled wedding time, and must be completed at least one hour before the ceremony in order to allow the bridal party to be ready for the wedding ceremony and for the ushers to seat the wedding guests. It is a good idea for the photographer and Videographer to visit with the Wedding Coordinator when they arrive.

Video tape recording may be done from two stationary positions: from the balcony, or in the right side aisle. Any moving around distracts from your wedding service.

## Dressing Rooms

The bride and her attendants will use the upstairs link area, and the adjacent restroom for changing. The groom and his attendants will be assigned a dressing room the night of the rehearsal. In case of very hot temperatures, we will use the downstairs Fellowship Hall for the ladies. The men will use the Choir Room downstairs. The Library Lounge 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 Library Lounge and the adjacent kitchenette.

You may bring water into the sanctuary as long as you remove the empty bottles when you leave.

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 a very 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, our 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 asked to use the side aisles to be seated.

## **Seating of the Guests**

The couple also decides on special seating arrangements, and who should usher the following persons into the Sanctuary:

- ◇ Grandparents of the Groom
- ◇ Grandparents of the Bride
- ◇ Parents of the Groom
- ◇ Parents of the Bride
- ◇ Other honored guests

Special seating of designated people will take place 5-10 minutes before the service begins.

## **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 about 10 minutes before the ceremony, and people will be invited to sign the book following the ceremony or at the reception.

## **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.
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.
5. Top hats, canes and parasols may not be used by the wedding party during the ceremony.

# REQUEST FOR WEDDING—Calvary Lutheran Church

DATE OF WEDDING: \_\_\_\_/\_\_\_\_/\_\_\_\_ PREFERRED TIME OF SERVICE: \_\_\_\_\_

PASTOR REQUEST \_\_\_\_\_

REHEARSAL DATE AND TIME: \_\_\_\_\_

**Bride** \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last first middle

Home Address (street, city, state, zip): \_\_\_\_\_

Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail(s): \_\_\_\_\_

Religious background: \_\_\_\_\_ Member of Calvary?

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 Calvary? \_\_\_\_\_

**Groom** \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last first middle

Home Address (street, city, state, zip): \_\_\_\_\_

Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail(s): \_\_\_\_\_

Religious background: \_\_\_\_\_ Member of Calvary?

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 Calvary? \_\_\_\_\_

## For pre-marital preparation only

Couple currently living together, or will before wedding date?

One or both persons have children? \_\_\_\_\_ (names, ages)

## COUPLE INFORMATION AFTER MARRIAGE:

Her full legal name \_\_\_\_\_

His full legal name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mails, if different:

His \_\_\_\_\_

Hers \_\_\_\_\_

- ◇ Form completed
- ◇ Check with pastors
- ◇ Down payment \$125.
- ◇ On church calendar

Do you plan on remaining members of Calvary or would you like your membership transferred to another church? If so, where? \_\_\_\_\_

# **COVENANT FOR PRE-MARRIAGE PROCESS**

**Calvary Lutheran Church**

**605 Douglas St—Alexandria, MN 56308 327-763-5178 or [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)**

A covenant is a two-way relationship. There are expectations and responsibilities for both parties. Calvary 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 online and include feedback at our wedding retreat with our Pastor facilitating discussion between you and your fiancé, based on your inventory results. Visit <[www.prepare-enrich.com](http://www.prepare-enrich.com)> for more information about the inventory process. You may take this inventory at the church, if you do not have access to the internet. The cost is \$35 and may be paid at the time it is administered. On line inventory is the same cost. You will pay with credit card on line and the cost is \$35.00
2. Attend the Retreat and schedule 1-2 meetings with a pastor for conversation and preparation.
3. After the retreat, you'll receive a reduced fee statement to receive your for about half the cost of your license. That's a great deal!]
4. Worship God with other people on a regular basis, whether at Calvary Lutheran or in a congregation in which you are presently active.

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

**Bride's Signature:** \_\_\_\_\_

**Groom's 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.*

## **Calvary Lutheran Church**

**605 Douglas St.—Alexandria, MN 56308 320-763-5178 or [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)**

DATE OF WEDDING: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME OF WEDDING: \_\_\_\_\_

CALVARY PASTOR \_\_\_\_\_ ARRIVAL TIME AT CHURCH: \_\_\_\_\_

DATE OF REHEARSAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

*FOR THE WEDDING OF:*

*Bride* \_\_\_\_\_ *and*  
*(first, middle, last names)*

*Groom* \_\_\_\_\_  
*(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 custodial fee on the date of your wedding. Please make this check payable to Calvary Lutheran Church.

### **WEDDING:**

Building custodial fee \$125

### **INDIVIDUAL FEES: CHECK PAYABLE TO:**

**Prepare-Enrich Inventory:** \$35 check to Life Innovations or, if taken on line, you may use your credit card. Most couples find it more convenient to do this inventory on line.

**Pastor:** \$150 the Pastor

**Wedding Coordinator:** \$200 to Sandy Buckner

**Total: \$475.00 (our organist and our soloist are additional, see following)**

Our Organist: \$150

Our Soloist: \$100

**RECEPTION at the church:** (You provide your own food and we will serve it). We have a committee who will help you with planning your reception if you choose to have it at the church. Please ask our wedding coordinator.

\$500.00 Approximate number of guests: \_\_\_\_\_

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

# **NON MEMBER WEDDING FEE SCHEDULE**

*May not be scheduled until 3 months before the wedding date*

## **Calvary Lutheran Church**

**605 Douglas St.—Alexandria, MN 56308 320-763-5178 or [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)**

DATE OF WEDDING: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME OF WEDDING: \_\_\_\_\_

CALVARY PASTOR \_\_\_\_\_ ARRIVAL TIME AT CHURCH: \_\_\_\_\_

DATE OF REHEARSAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

*FOR THE WEDDING OF:*

*Bride* \_\_\_\_\_ *and*  
*(first, middle, last names)*

*Groom* \_\_\_\_\_  
*(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 Calvary Lutheran Church. Prepare and Retreat fees are also due at this time.*

### **WEDDING:**

Use of Building \$500

Building maintenance \$125

### **INDIVIDUAL FEES: CHECK PAYABLE TO:**

**Prepare-Enrich Inventory:** \$35 check to Life Innovations or, if taken on line, you may use your credit card. Most couples find it more convenient to do this inventory on line.

**Pastor:** \$300 to the Calvary pastor

**Wedding Coordinator:** \$250 to Sandy Buckner

**Total: \$1,175.00 (our organist and our soloist are additional, see following)**

Our Organist: \$150

Our Soloist: \$100

**RECEPTION at the church:** (You provide your own food and we will serve it). We have a committee who will help you with planning your reception if you choose to have it at the church. Please ask our wedding coordinator.

\$700 Approximate number of guests: \_\_\_\_\_

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

# **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.*

## **Calvary Lutheran Church**

605 Douglas St.—Alexandria, MN 56308 320-763-5178 or [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)

DATE OF WEDDING: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ PASTOR \_\_\_\_\_

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:*

*Bride* \_\_\_\_\_ *and*  
*(first, middle, last names)*

*Groom* \_\_\_\_\_  
*(first, middle, last names)*

**Fee Schedule:** *A non-refundable check for \$125 payable to Calvary Lutheran Church 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. It will also be applied to the pastor's fee and the wedding coordinator's fee.*

### **MEMBER FEES: CHECK PAYABLE TO:**

**Pastor:** \$237.50 to the Pastor

**Wedding Coordinator:** \$237.50 to Sandy Buckner

**Total: \$600.**

**Prepare-Enrich Inventory:** \$35 check to Life Innovations or, if taken on line, you may use your credit card. Most couples find it more convenient to do this inventory on line.

### **NON-MEMBER FEES: CHECK PAYABLE TO:**

**Pastor:** \$337.50 to the Pastor

**Wedding Coordinator:** \$287.50 to Sandy Buckner

**Total: \$750**

**Prepare-Enrich Inventory:** \$35 check to Life Innovations or, if taken on line, you may use your credit card. Most couples find it more convenient to do this inventory on line.

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

# WEDDING DAY CHECKLIST



**Calvary Lutheran Church**

**605 Douglas St.—Alexandria, MN 56308 320-763-5178 or [sandy@calvaryalex.org](mailto:sandy@calvaryalex.org)**

**Bride:** \_\_\_\_\_

**Groom:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- ◇ Printed worship bulletins to church at *rehearsal*
- ◇ My designated person in charge of decorations (and their removal):  
\_\_\_\_\_
- ◇ My designated person in charge of refreshments and clean up for the wedding party: \_\_\_\_\_
- ◇ My designated person in charge of pinning flowers for the wedding party:  
\_\_\_\_\_
- ◇ My designated Host(s) and Hostess(s) : \_\_\_\_\_  
\_\_\_\_\_
- ◇ My designated person in charge of the guest book and cards/gifts:  
\_\_\_\_\_
- ◇ My designated person in charge of watching personal items and belongings: \_\_\_\_\_
- ◇ Printed wedding day agenda/schedule for all members of the wedding party