



Shepherd of the Hills Lutheran Church Wedding Booklet

500 Blake Rd S
Edina, MN 55343
952-935-3457
www.sothchurch.com

We welcome you to Shepherd of the Hills Lutheran Church for your wedding. As you come to the altar of the church, you are asking God to meet you there, a place where we offer to God worship and praise and thanksgiving. Through your worship, God offers to you strength, blessing, and a beautiful example of love, as wonderful gifts on your wedding day. As you seek to come together in the best of human relationships, we will work with you to create a deeply meaningful and personal event within the beauty of worship.

The Setting for Your Wedding

We can accommodate a large wedding in the sanctuary of the church. Approximately 300 guests are easily seated. There is a nice size chancel area for any size wedding party. Our sanctuary also holds a stunning pipe organ and a piano to serve a variety of musical preferences.

The Wedding Service

A wedding is a service of the church, which is highly personal and meaningful to you. As we plan wedding services, there is every attempt to put a deep personalization into the context and format of a traditional wedding service. Each service, therefore, is individually prepared and presented, in order that characteristics of your relationship are accented.

We work with great flexibility and creativity in our preparations. Having large numbers at your wedding is not necessary for a beautiful service. We have developed a very meaningful and intimate style for small weddings as well (100 guests or less).

Holy Communion is appropriate to weddings in the Lutheran Church, but it is not always a part of the service. We welcome all persons to commune at a wedding. We believe that through the bread and wine, Jesus Christ comes to us with his own strength and life and newness. The Communion meal is a communal meal. It is always offered to the entire congregation, and it is prefaced by an appropriate explanation and invitation to your guests.

Music

Since the wedding is a worship service, care should be given to ensure all music is in keeping with the tone of the service and consistent with the message of the wedding. Music that reflects the Lutheran tradition, both classical and contemporary, is welcomed.

The music in the wedding consists of the following:

- Prelude as the guests arrive
- Processional as the wedding party enters the church
- Recessional as the wedding party leaves the church
- Music as guests leave the church

Appropriate vocal and instrumental solos, or a congregational hymn, may be used as well.

There are endless choices for lovely wedding music. Our musician will help with your selections. Our musicians can play in any style. We believe each service is unique. We discourage pre-recorded music, because it does not permit the musician to participate in the special emotions of your wedding service.

Wedding Staff

The Pastor

All weddings at Shepherd are conducted by a member of the pastoral staff at the church, who

- * Works with you in the planning of your wedding service
- * Partners with our marriage counselor in helping you evaluate your relationship through Prepare/Enrich
- * Directs the rehearsal in some cases
- * Acts as Presider and Celebrant at the wedding

Guest pastors are welcome to assist. However, there must always be one of the Shepherd pastors involved, because weddings are part of the ministry of the congregation. Please talk with the pastor about other clergy you may wish to participate in the wedding.

The Marriage Counselor

- *Helps you evaluate your relationship through Prepare/Enrich, a premarital counseling inventory

The Musician

- * Assists you with the selection of all music
- * Acts as the musician for your wedding
- * Rehearses with additional musicians invited to be a part of your wedding

Please check with the wedding coordinator concerning guest organists.

The Wedding Coordinator

- * Coordinates your wedding plans with the church and coordinates the wedding service: use of church facilities, processions, recessions, arrangement of the wedding party, seating of special guests, etc.
- * Is present to assist or direct the rehearsal
- * Is present at the wedding to direct the many functions of the wedding, works with the wedding party and families, and in general, ensures that the wedding runs smoothly

The Clerical Staff

The administrative assistant schedules your wedding, provides materials about weddings at Shepherd of the Hills Lutheran Church, provides some communication with other wedding staff, and processes your wedding license.

The Custodial Staff

Our custodian or his assistant will make sure the church is clean before and after your wedding. Please arrange to have someone remove decorations from the sanctuary after the wedding.

Others

Others on your wedding team may include soloists or instrumentalists and the sound engineer.

Wedding Receptions

If you are a member of Shepherd of the Hills Lutheran Church and are considering having your wedding reception at church, please inquire in the church office for information.

Church Policies

Throwing Things

Because of the dangers involved, throwing rice or bird seed is not permitted anywhere on church property. Bubbles outdoors are an appropriate alternative.

Use of Controlled Substances

There is a *strictly* enforced policy against the use and possession of alcohol, drugs, or other chemicals in any part of the church or on church property, including the parking lot. This policy applies to rehearsals, weddings, and receptions. We will not hesitate to cancel the wedding at the last minute if this rule is violated, or if any of the wedding party's functioning is impaired by the use of these substances.

Photographers

Pictures are important to your wedding. We will work with your photographer and/or videographer so that good photography can be accomplished without interfering with the integrity or dignity of the wedding itself.

All photographers/videographers should check with the wedding coordinator to determine where they may be during the wedding, as photographers are not to be visible at the front of the church. Additionally, flash photography is not allowed during the wedding.

Flowers

Flowers may be placed anywhere except on the altar table and piano. Flower petals cannot be dropped on the aisle floor during the processional.

If you choose to leave any flowers at the church for Sunday services, please inform the church office in advance of the wedding day. Flowers left for Sunday is a great reminder for the worshipping congregation to pray for you and share in the joy of your wedding.

Other

Candles are a beautiful symbol to use during your wedding. Therefore, we encourage the use of the chancel candelabras and the pew-end candles, as well as a unity candle. However, due to fire marshal laws, we cannot allow "candle light services" in which individuals hold candles in the pew areas.

Church furnishings may not be moved for weddings. Liturgical paraments are determined by seasonal directives and cannot be changed for weddings. The tapestry hanging behind the altar will remain uncovered by direction of the church council.

Wedding Fees

Fees for your wedding are primarily to give honoraria to our staff who dedicate special attention to your wedding. A small amount is to cover extra costs of utilities. It is our intention to keep these fees as low as possible, since weddings are primarily a service of the church.

An initial non-refundable deposit of \$100 and a signed contract are requested to reserve your wedding date and time. This deposit applies fully toward your fees.

If there are any questions about the fees, please contact your wedding coordinator.

The breakdown and adjustment of fees is as follows:

Shepherd of the Hills

Non-Refundable Reservation Deposit	\$100
Use of Sanctuary ((\$300 is due after the deposit is paid))	\$400*
Honorarium for Pastor	\$200**
Premarital Counseling (professional service)	\$100
Minister through Music (Musician)	\$175
Wedding Coordinator	\$150
Prepare/Enrich Inventory	\$ 40
Sound Engineer	\$ 25
Custodial Services	\$150
w/ reception	\$250

Additional Charges:

Use of Shepherd's chancel candelabra and candles	\$ 35
Use of the pew-end candelabra and candles	\$ 20
Soloists	\$150
Taping of Services	\$ 25
Snow Removal	\$ 15

*Contributing members of Shepherd of the Hills Lutheran Church (\$400 minimum in the past calendar year) are *exempt* from charges for use of the church. Their ongoing financial support of the church is acknowledged in lieu of a use fee.

**Contributing members of Shepherd of the Hills Lutheran Church may choose to offer a gift to the pastor in lieu of the set fee at their discretion. Please make note of it with your payment of fees.

Please note: Fees may be paid at any time, however, **all fees are due at the church at least three weeks prior to the wedding.** Please make checks for the space rental payable to *Shepherd of the Hills Lutheran Church*. Checks for the pastor, premarital counselor, musician, wedding coordinator, sound technician and custodian are to be made payable to the individuals and dropped off at the church with the other fees and marriage license. You will receive a statement clarifying what is due approximately two months before your scheduled wedding date.

Your Wedding Preparation Process

STEP 1: Initial Inquiry

When *inquiring* about the possibility of having a wedding at Shepherd of the Hills Lutheran Church, you should do so through the church office. Please speak to the administrative assistant about a possible date. She will check to see if the date is open on both the church calendar and the pastor's calendar.

After inquiring about a wedding at our church, you will receive wedding information that will be helpful in getting started. The information will include a wedding booklet, a fee schedule, and a "Wedding Request & Information form". Please do not hesitate to ask the administrative assistant any initial questions about this information.

Please Note:

We ordinarily do not schedule more than one wedding on a particular day. We also discourage weddings on Christmas and Easter weekends and the weekends of other major holidays, as well as during the Lenten Season.

STEP 2: Reserve Date

Each wedding should be reserved through the church office. You will talk to the administrative assistant about your chosen date and time desired, pay a \$100 non-refundable deposit, sign a church usage contract, and return the "Wedding Request and Information Form". **When you have done each of these, your date is reserved.**

After your date is reserved, the administrative assistant will contact the wedding coordinator captain who will assign you to your wedding coordinator. Your wedding coordinator will contact you within two weeks of your reservation. If, however, your assigned wedding coordinator does not contact you within two weeks of reserving your date, please call the church office.

STEP 3: Prepare/Enrich

We are very pleased to say that we use the counseling instrument Prepare/Enrich and require all couples to take it. You can receive the counseling instrument from the church office. After completing the tool, return it to the church office along with a *\$40 fee payable to Shepherd of the Hills*. We will send the instrument and fee to the University of Minnesota for processing.

The pastor assisting you in your wedding planning, or a highly recommended family therapist, Bruce Nelson is available to walk you through the Prepare/Enrich test results. If you choose to have Bruce Nelson interpret your test results, please call him (952-892-8436) for your first session. Bruce holds a doctorate in clinical psychology and has been practicing as a psychologist for over ten years.

Whether you choose the pastor or Bruce Nelson to lead you through the test results, allow two weeks from the day you return the Prepare/Enrich test booklet, test forms and check of \$100 to make your first appointment.

While reviewing Prepare/Enrich typically is done in 1-2 sessions, further counseling sessions may be scheduled if desired.

STEP 4: Meet with Wedding Coordinator

Your wedding coordinator will contact you to set your first meeting with her. Both bride and groom should attend this meeting. In order to prepare for your meeting with your wedding coordinator please fill-out the *Wedding Ceremony Form*. This form is blue and is in your wedding booklet.

At your meeting:

- * You will walk through the wedding booklet one more time in order for your wedding coordinator to answer any questions you might have regarding fees, policies, etc.
- * Your wedding coordinator will assist in establishing relationships with other wedding staff.
- * Your wedding coordinator will walk you through the *Pastor's Worship Form* in order to help you begin to reflect on your service in preparation for meeting with your pastor.
- * Together you will review the *Wedding Ceremony Form* (Please complete this prior to the meeting).
- * Your wedding coordinator will reaffirm with you that you have set your first meeting with the pastor.
- * You may decide to set another meeting time with your wedding coordinator.

STEP 5: Meet with Pastor

Please contact the church office to set your first appointment with your pastor. You will meet with the pastor 1-2 times before your wedding.

At your meeting(s):

- * You will get better acquainted with your pastor.
- * You will review the counseling tool Prepare/Enrich, in situations when the counselor is not involved. Otherwise, you will discuss some aspects of your relationship in order to prepare for the wedding service.
- * You will design your worship service. There are no "cookie cutter" type weddings. Each service will glorify God and reflect the uniqueness of the couple. The pastor is excited to help you do this well. This will help you prepare your bulletins.

STEP 6: Meet with Musician

The bride and groom will contact the musician to schedule a meeting time. You will receive his/her name and number from your wedding coordinator.

At your meeting:

- * You will have the opportunity to hear music that you are considering for your wedding played on the piano or organ. The musician will make suggestions for music selections, based on the tone you want to set for that day.
- * Set all rehearsal dates and times, which include those that take place with soloists and other special music leaders.

Please Note:

Our musician has created a tape filled with a variety of selections that may be chosen for your wedding. We encourage you to preview this tape before meeting with the musician, as well as review the listed possible selections on the music hand-out. You may receive a pre-recorded tape of wedding music choices in the office with a \$5 deposit, which is refunded upon return of the tape.

STEP 7: Other Meetings

If necessary, schedule additional counseling sessions.

Schedule 30 minute meeting with pastor to finalize wedding service plans.

STEP 8: Finalize Plans with Wedding Coordinator

Three to four weeks prior to your wedding, you will meet again with your wedding coordinator to finalize all of your wedding ceremony plans in detail.

At your meeting:

- * Review the wedding plans that were discussed earlier with the wedding coordinator, musician, and pastor.
- * Make plans that will help you prepare appropriately for the wedding rehearsal.
- * Turn in your marriage license, so it can be prepared for signing on your wedding day. Minnesota has a five day waiting period when you purchase your license. You can purchase your license from any county court house in the state of Minnesota.
- * Pay all your wedding fees in full, if you haven't already done so.
- * Discuss times when photographers, florists, etc, will arrive on the wedding day.
- * Ask any last minute questions!

STEP 9: Wedding Rehearsal

The wedding rehearsal is typically the evening before the wedding. There is a *gathering time* allowed of 30 minutes prior to the time that the staff will start walking through the rehearsal, which will then last about 45 minutes longer. Either the pastor or the wedding coordinator will direct the rehearsal.

The pastor attends the rehearsal dinner or the wedding reception only if specifically invited. The rehearsal dinner, of the two, is the preferred option, as it allows the pastor to become acquainted with the immediate family and friends.

Ushers and hosts/hostesses are among the most important people chosen by you. They are the working members of your wedding party, and it is their responsibility to convey your hospitality to the most important people in your lives on this memorable day in your life. For this reason, they need to be at your rehearsal, as well as your attendants. Readers are also expected to attend the rehearsal so they can rehearse using the lectern and microphone.

Your witnesses (usually the maid of honor and best man) must sign the marriage license immediately following the wedding. They are to meet with the pastor for this immediately following the ceremony.

STEP 10: THE WEDDING DAY!

All of your planning, hard work, and preparation have led you to this moment – the moment that marks the beginning of a wonderful life together. When you arrive at the church, we want you to relax and enjoy the wedding you have planned. Your wedding team promises to ensure that your plans unfold smoothly. We also promise you that your wedding ceremony will begin on time in order for the day to flow as planned.

DIRECTIONS

Shepherd of the Hills Lutheran Church of Edina
500 Blake Road South
Hopkins, Minnesota
952-935-3457

From 35W Heading North:

Follow 35W to West 494 to North Highway 100. Exit at Excelsior Boulevard. At stoplight turn left (west) and proceed approximately 3 miles to Blake Road. At stoplight turn left (south) and proceed 5 blocks to the church (on right side of road).

From Highway 169 (North or South):

Follow Highway 169 to Excelsior Boulevard. At stoplight turn left (east) and proceed approximately 1 mile to Blake Road. Turn right (south) and proceed 5 blocks to church (on right side of the road).