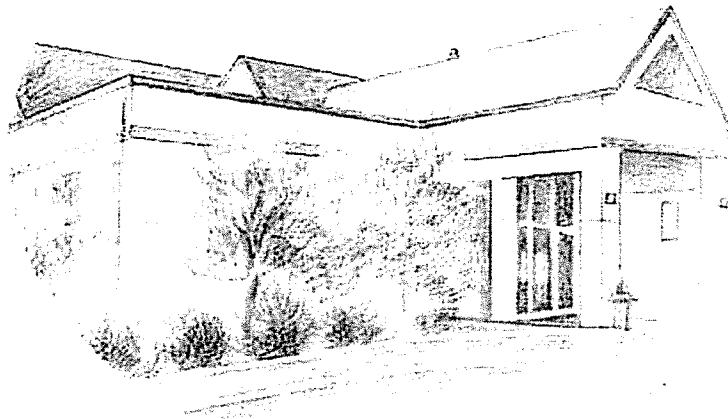


Planning Your Wedding at

Trinity

Trinity Lutheran Church
Monticello, Minnesota



Trinity Lutheran Church
449 West Broadway
Monticello, MN 55362
763-295-292
office@tlcmonticello.org

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Wedding Policy

Reserving a Wedding Date

1. Contact the church office to make an appointment with the Pastor at least ninety days prior to your first choice of a date for your wedding. You may reserve a *tentative* wedding date at this time.
2. Your wedding date will be reserved on the church calendar when the deposit in the amount of \$150.00 for use of the building is paid. *This deposit is non-refundable.*

Pre-marital Interview and Arrangements

1. The couple will meet with the Pastor for an initial “*get acquainted*” interview. At this time the congregation’s policies will be reviewed, wedding plans discussed, and issues and questions clarified.
2. Your wedding service will be planned in consultation with the Pastor and the organist. The service will follow the “*Marriage*” service in *Evangelical Lutheran Worship*. “*Marriage*” is a worship service. **Readings, musical selections and other elements planned for the service shall be consistent with the Christian understanding of marriage and shall reflect the decorum appropriate to the Church’s worship.**

Fees for Personnel

- | | | |
|----|--|----------|
| 1. | Honorarium for the Pastor
<i>Payable to: Mark Hallonquist</i> | \$250.00 |
| 2. | Honorarium for the Organist
<i>Payable to: Candy Johnson</i> | \$200.00 |
| 4. | Honorarium for the custodian
<i>Payable to: Ketzal Domke</i> | \$150.00 |
| 5. | Honoraria for other musicians/soloist | \$ _____ |

Fee for Use of the Church Building \$400.00

Honorariums for personnel are to be paid in full no later than ten (10) days prior to the wedding date. Failure to remit any balance due will void the Wedding Agreement, and all arrangements will be cancelled. There will be no exceptions to this policy

General Information

1. Two changing areas will be made available for the wedding party.
2. Generally, the church building is opened three hours prior to the service. Special arrangement with the custodian can be made if more time is needed.
3. The entire facility is Smoke Free.
4. No alcohol is permitted in the facility or on the church grounds.
5. Throwing of rice and/or birdseed, or the use of sparklers, is not permitted.
6. Furnishings in the church sanctuary are not to be moved. The paraments (colored fabric hangings on the altar, lectern and pulpit) will be appropriate to the season.
7. Flower arrangements and/or unity candle are not to be placed on the altar, piano, organ, credence table or any other furnishing. Flower stands are available for your use.
8. Trinity does not have an aisle runner. An aisle runner may be available from your florist, and should be at least 50 feet in length. Pews may be decorated by arrangement.
9. Candelabra are available for your use.
10. Caterers may use the kitchen only by prior arrangement.
11. You are responsible for the prompt removal and clean up of personal items, flowers and decorations.
12. Wedding bulletins may be purchased through the church office. The pastor will assist you with the service order.
13. Bring your Marriage License to the church office no later than ten (10) days prior to your wedding date.

Photos and Video Recording

1. The Marriage Service is a worship service of the church. As such, flash pictures are not to be taken during the ceremony.
2. Formal wedding pictures are to be completed 30 minutes prior to the start of the service. NO EXCEPTIONS.
3. Video recording is allowed only from the rear to the church. NO EXCEPTIONS.

Contact Information:

Church Office:	763-295-2092
Pastor Mark Hallonquist	763-295-2092, 612-810-1518
Candy Johnson, Organist	763-295-5588
Ketzel Domke, Custodian	612-598-0437

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Wedding Agreement

This agreement between Trinity Lutheran Church and _____
(bride) and _____ (groom), describes the conditions under which
Trinity Lutheran Church will provide personnel, facilities and equipment for a wedding on
(date) _____, at (time) _____. To reserve the personnel,
facilities and equipment of Trinity Lutheran Church, we agree to the following conditions:

1. Payment of deposit in the amount of \$150.00 for use of the building is due when a wedding date is reserved. This fee shall be non-refundable.
2. Payment of fees for personnel shall be due no later than ten days before the wedding.
3. The congregation's policies shall be respected and strictly adhered to by all members of the wedding party.
4. The bride and groom shall assume full responsibility for the repair of any damage to the building occurring when the wedding party, photographer, florist, musicians, or other family members are present for the wedding rehearsal and on the wedding day.

The bride and groom shall also assume full responsibility for the repair or replacement of any equipment or furnishings belonging to Trinity Lutheran Church damaged when the wedding party, photographer, florist, musicians, other family members and guests are present for the wedding rehearsal and on the day of the wedding.

If damage to the congregation's building or equipment occurs, the Marriage License will not be signed and submitted to the appropriate county clerk until full payment for the necessary repairs or replacement has been made.

5. Trinity Lutheran Church reserves the right to cancel all wedding arrangements if any of these conditions are not met.

for Trinity Lutheran Church

Bride

Groom

Suggested Readings

Psalms

Psalm 33

Psalm 100

Psalm 127

Psalm 128

Psalm 136

Psalm 150

Old Testament Readings

Genesis 1.26-31

Genesis 2.18-24

Song of Solomon 2.10-13

Song of Solomon 8.7

Isaiah 63.7-9

New Testament Readings

Romans 12.1-2

I Corinthians 12.13-13.13

Matthew 19.4-6

1 John 4.7-12

Philippians 4.4-7

John 2.1-10

John 15.9-12

Suggested Music for Wedding Processionals and Recessionals

“Largo,” “Air” and “Hornpipe”* from “Water Music”

“Processional in G”

“Jesu, Joy of Man’s Desiring”

“Sheep May Safely Graze”

“Trumpet Voluntary”

“Trumpet Tune”*

“Trumpet Tune in D”*

“Te Deum”*

“St. Anthony Chorale”

“Procession on ‘Westminster Abbey’”

“Joyful, Joyful, We Adore Thee”*

“Canon in D”

Handel

Handel

Bach

Bach

Clarke

Moret

Johnson

Charpentier

Brahms

Wetzler

Beethoven

Pachelbel

“Trumpet Tune and Bell symphony”

“Tocatta in G”

“Allegro” from the Gothic Suite

“Improvisation on ‘CWM Rhondda’”

“Now Thank We All Our God”

“Allegro Maestoso”

“Wedding March”

“Marche”

“Trumpet Voluntaries”

Purcell

Dubois

Boellmann

Manz

Burkhardt

Mendelssohn

Mendelssohn

Guilmant

Telemann

() indicates pieces which can serve as either processionals or recessionals*

Getting Married and Changing Your Name

If you are planning to change your name following your marriage ceremony, you will need to contact many of the authorities, banks, credit card companies and others listed below. In some cases, a certified copy of your marriage license will be required in order to affect a name change.

State and Federal tax authorities/employer withholding, etc.

Insurance companies

Pension/retirement accounts, or department at work handling benefits

Automobile title – DMV

Banks or credit unions where you have checking or savings accounts, or loans

Amend your will – contact attorney

Credit card accounts, and other retail accounts

Health insurance provider, and doctor, dentist, pharmacy and hospital records

Passport – U.S. passport amendment form

Inform social security and other entitlement programs

Mail carrier/post office

Military benefits if entitled

Update school/university records