

WEDDINGS AT ST. ANDREW'S

A photograph showing the back of a bride in a long, flowing white wedding gown with a long train, walking down a church aisle. She is accompanied by a woman in a dark dress. To the right, a man in a dark suit walks away from the camera. The aisle is lined with rows of wooden pews, and a large pipe organ is visible in the background. Guests are seated on either side of the aisle, watching the couple.

ST. ANDREW'S
LUTHERAN CHURCH

Table of Contents

| | |
|--|----|
| Planning Your Wedding | 3 |
| Scheduling | 3 |
| Meeting with the Wedding Coordinator | 3 |
| Choosing an Officiating Pastor | 4 |
| Marriage Preparation | 5 |
| Planning Your Service | 5 |
| Use of the Sanctuary on Wedding Day | 6 |
| Photography & Videography | 8 |
| Special Notes & Other Policies | 9 |
| Wedding Site Fees | 10 |
| Other Fees & Licenses | 11 |
| Wedding Receptions at St. Andrew's | 13 |

CONTACT INFORMATION



Tami Zappa

WEDDING COORDINATOR
tzappa@saintandrews.org
651.762.9177



Bill Chouinard

ORGANIST & MUSIC COORDINATOR
bchouinard@saintandrews.org
651.762.9156



Dianne Nash

ADMINISTRATIVE SUPPORT, MUSIC
dnash@saintandrews.org
651.762.9141

Planning Your Wedding

Congratulations on your engagement! A wedding ceremony is a special and sacred event, a time to acknowledge God's work in your new life together. We look forward to working with you to create a memorable day.

SCHEDULING

Here are the steps to schedule a ceremony and/or reception at St. Andrew's:

- All scheduling is done through our Wedding Coordinator. You can reserve your date up to 20 months in advance.
- Once you've found a date and an Officiating Pastor, a deposit of \$200 is needed to place your wedding (and rehearsal, if appropriate) on our church calendar. This deposit will go toward your wedding fees. (See pages 10 & 11)
- If the Sanctuary is too large for your guest list, our Wedding Coordinator can share options on our campus for smaller ceremonies.
- If you are interested in holding a wedding reception at St. Andrew's, please see pages 13 & 14 for more information, then speak to the Wedding Coordinator.
- Your wedding reservation is for a total of five hours. Within that time you may utilize the Sanctuary itself for a three-hour period. The bridal party rooms are available over the whole five hours.
- If the schedule for your wedding or rehearsal changes after you have initially reserved the time, please notify the Wedding Coordinator as soon as possible, and she will assist with next steps.

MEETING WITH THE WEDDING COORDINATOR

Once you have reserved the wedding date, the Wedding Coordinator will schedule an in-person meeting with you to review procedures and tour the spaces. If you're scheduling an off-site wedding, the Wedding Coordinator will connect with you to review our process and procedures.



PHOTOS BY J. GUTHRIE PHOTO

CHOOSING AN OFFICIATING PASTOR

A St. Andrew's Pastor must officiate all weddings that take place at St. Andrew's Lutheran Church. Other clergy are welcome to participate in the ceremony, in conversation with the Officiating Pastor.

All of our Pastors are available to officiate at weddings. If you don't know any St. Andrew's Pastors, consider getting to know them by attending a worship service. If in-person services aren't an option, check out online service replays at saintandrews.org/worship. For a complete list of pastoral staff (including bios), visit saintandrews.org/our-team.

The Wedding Coordinator will work with you to check availability for your Pastor(s) of choice. We'll do our best to honor your request for a particular Pastor. However, if your requested Officiating Pastor isn't available, another Pastor will be assigned. Likewise, if the selected Pastor is unable to perform the ceremony due to illness or emergency, another Pastor will be assigned.

For on-site weddings, if the rehearsal date and/or time conflicts with the Officiating Pastor's schedule, the Wedding Coordinator will conduct the rehearsal.

MARRIAGE PREPARATION

We work to assist every couple getting married at St. Andrew's to be as prepared as possible for their marital relationship. Therefore, marriage preparation (premarital counseling) is required of every couple as we expect it will provide valuable insights into important areas of human relationships. The Wedding Coordinator will discuss your options with you.

PLANNING YOUR SERVICE

Meeting with the Officiating Pastor

Once marriage preparation is complete, the Wedding Coordinator will connect you with your Officiating Pastor. This meeting should take place after completing marriage preparation and four to five months prior to your wedding date.

You will meet with the Officiating Pastor at least once to plan your service and discuss your marriage preparation.

Choosing Your Music

St. Andrew's Organist, Bill Chouinard, is responsible for the approval and coordination of all music used during weddings at St. Andrew's. Because your St. Andrew's wedding is a Christian worship service, you'll need to work with Bill to ensure all music is appropriate.

Bill will play organ and/or piano or will provide a substitute if he's unavailable. If you would like to use additional musicians, Bill can refer you to vocalists or instrumentalists but he (or the substitute organist) will be at your wedding. The fee for additional musicians is NOT included in the fees package.

Bill holds wedding music workshops throughout the year, which we require for all St. Andrew's Sanctuary weddings. Contact Dianne Nash to sign up for a workshop. If workshop dates don't align with your schedule, please work with Bill and the Wedding Coordinator to find another option.

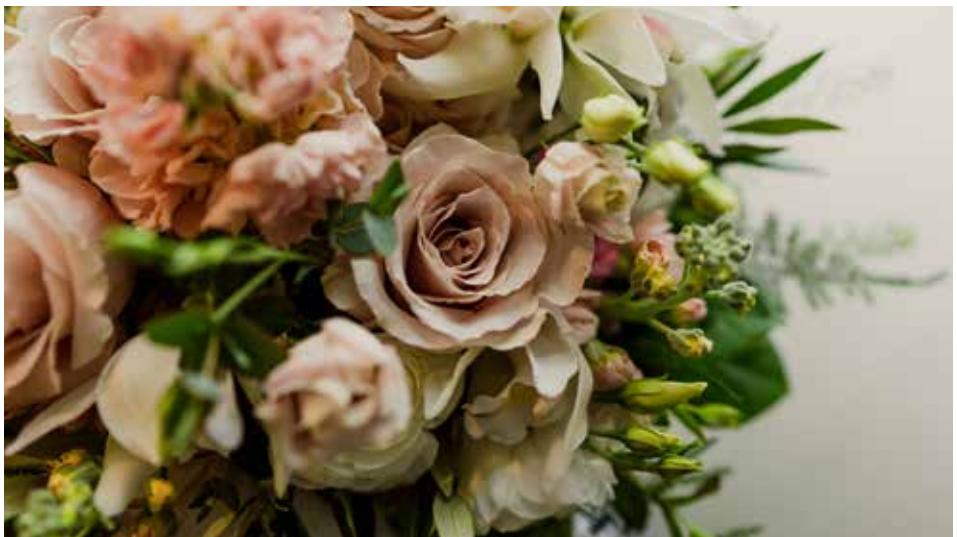


Choosing Your Scripture Readings

Your wedding ceremony is a special worship service and the reading of God's Word is an important part of the service. You're free to have more than one reading. Your Wedding Coordinator and Officiating Pastor will suggest commonly used Scripture passages. Selected Scripture should be reviewed with the Officiating Pastor. Additionally, if there are assigned Readers for your Scripture or if you will have the Officiating Pastor read, that should be shared with the Wedding Coordinator.

Preparing a Printed Program

Each of our Pastors has an order of service they follow for the wedding service. You should meet with your Officiating Pastor to discuss the order of service and work with Bill Chouinard regarding music **before** you design a printed program. St. Andrew's is not able to print wedding programs. The Wedding Coordinator will have insight on this portion of the process as well.



USE OF THE SANCTUARY ON WEDDING DAY

Flowers for the Sanctuary

Flowers are not allowed on the altar, but real flowers are allowed around the altar area. In front of the lectern there's a shelf where flowers can be placed. Otherwise, any other type of flowers are acceptable to decorate the Sanctuary. Please keep in mind the Sanctuary itself is a large, beautiful, and striking space.

Unity Items

A unity candle, cross, or sand (Pinterest may have other ideas) may be a part of your wedding service if desired, but not a requirement. St. Andrew's does have a set of unity candle holders available for you to use, if you wish. You must purchase any other unity items yourself.

Candles & Candelabras

Candles are allowed on the credence table, which may be used for unity items in a wedding ceremony. Candles are not allowed on the altar. You may use candelabras, luminaries, or aisle candles if you choose, but nothing can be clamped on the pews. Aisle candles must be stable, freestanding with feet, and have a chimney. Please note St. Andrew's does not provide candles for you. If you wish to use candles, you'll need to work with a florist or rental company. The Christ Candle and the two other altar candles will be lit for your ceremony.

Wedding Party Rooms

Two rooms are assigned for your wedding party—one for women and another for men. Your party may use the rooms for a total of five hours. Additional time may be reserved for \$50 per hour, based on availability.

Full-length and/or 3/4 length mirrors and clothing racks will be in each room. Valuables should not be left in these rooms. Please note the thermostat cannot be adjusted in the rooms.

Sanctuary

You will have access to the Sanctuary itself for three hours total, with entry 90 minutes prior to the ceremony start time and continuing until 90 minutes after the ceremony start time.

The Sanctuary must be left exactly as it is when you are setting up and decorating for your wedding. Furnishings, chairs, banners, candles, religious objects, instruments, music stands, microphones, and media equipment cannot be moved.

Cleanup

St. Andrew's custodial staff will clean the rooms after the wedding. You will want to assign someone to collect any items from the wedding party rooms you're taking with you, such as decorations, candles, baskets, any extra programs, supplies, flowers, memorabilia, signs, etc., so you don't lose anything important to you. You won't want to worry about this as you will be busy enjoying your first moments of married life. Please take home what you bring in.



PHOTO BY ALISON JOLEEN PHOTOGRAPHY

PHOTOGRAPHY & VIDEOGRAPHY

Pictures may be taken before or after your wedding. We'll try to meet your needs as much as possible. St. Andrew's has specific standards our Wedding Coordinator will share with you.

The photographer(s) must connect briefly with the Wedding Coordinator as soon as they arrive on campus. The Sanctuary and Sanctuary Atrium, as well as other areas of the building or grounds, may be used for pictures. Flash photography is not allowed during the wedding ceremony, and photography must be as unobtrusive as possible. Please advise your photographer of that policy, which the Wedding Coordinator will also share with your photographer.

The use of drones for photography or videography is only permitted outdoors. Operators must hold a valid FAA Part 107 license, carry appropriate insurance, and comply with all local, state, and federal unmanned aircraft systems regulations. The church reserves the right to revoke permission at any time for any reason.

Our Wedding Coordinator will share specific video production guidelines with you.

St. Andrew's does not provide video, visual media, or livestreaming services for wedding ceremonies.

SPECIAL NOTES & OTHER POLICIES

- All food and beverages should be kept in the dressing rooms or placed on a table available right outside the wedding party rooms. Food and water are highly encouraged for the wedding party.
- There are absolutely no alcoholic beverages allowed in the building, on the grounds, or in vehicles on the grounds of St. Andrew's at any time, except in the Fellowship Hall during a scheduled reception.
- There is no smoking allowed anywhere on the grounds of St. Andrew's at any time.
- If anyone in the wedding party uses inhalers or diabetic supplies, and needs them to be close, the Wedding Coordinator will place a basket under a pew at the front of the Sanctuary in the event anyone needs water or feels sick to their stomach. Any inhalers, etc., could also be placed there.
- The following items cannot be used as part of your wedding celebration, inside or outside: rice, birdseed, balloons, flower petals (real or artificial), confetti, glitter, fog machines, large bubble or foam machines, fireworks, or sparklers.
- Be aware that parking is not allowed in the drive-up lane by the front doors to the Sanctuary building. This lane can be used for drop offs or for limos, trolleys, etc., to pick up the wedding party at the close of the wedding service. At no time may vehicles drive on the sidewalk by the front doors to the Sanctuary. Please relay this message to your florist and others. There are an abundance of handicapped parking spots available in front of the Sanctuary. Please note that people attending Mahtomedi High School sports events may also park in our Sanctuary lot. There is plenty of parking for everyone, but we aren't able to designate parking for the wedding guests.

WEDDING FEES

We welcome both members and nonmembers to be married at St. Andrew's or by a St. Andrew's Pastor at another location.

On-site Weddings

| | | |
|-----------------------------|-------|---------|
| St. Andrew's Members | | \$1,100 |
| Nonmembers | | \$1,350 |

On-site Wedding Includes:

- Use of Sanctuary for 3 hours (beginning 1½ hours before ceremony start time)
- Use of Wedding Party Rooms for 5 hours (beginning 3 hours before ceremony start time, additional time may be reserved for \$50/hour, based on availability)
- Officiating Pastor
- Wedding Coordinator for planning, rehearsal, wedding day, and Marriage License filing with your county
- Organist
- Audio Technician
- Facilities services

Off-site Weddings

| | | |
|---|-------|-------|
| St. Andrew's Members OR Nonmembers | | \$350 |
|---|-------|-------|

Off-site Wedding Includes:

- Officiating Pastor
- Wedding Coordinator for planning only—not at ceremony
- Pastoral Travel Fee: No charge if wedding is 60 miles roundtrip or less (as defined by Google Maps) from St. Andrew's.

Example: Wedding in Rochester, MN: 180 mile round-trip from St. Andrew's, less 60 mile allowance = 120 miles at standard IRS reimbursement rate

The process for off-site weddings is very similar to the process for on-site weddings. You must first contact our Wedding Coordinator, who will work with you to:

- Reserve a date for the wedding
- Determine an Officiating Pastor
- Complete marriage preparation
- Arrange for payment of fees
- Plan the service

What is different from our on-site process:

- **Rehearsal**—Discuss time and location with the Officiating Pastor. The Officiating Pastor will determine how to proceed.
- **Music**—Work directly with your own musicians on music choices.
- **Decorating, pictures, etc.**—Anything related to the off-site ceremony itself would be discussed with the event site coordinator.
- **Only the Officiating Pastor** will be present at the ceremony, not the Wedding Coordinator.

PAYMENT & LICENSE INFORMATION

Payment of Fees

The Wedding Coordinator will work with you regarding all fee-related details. All fees must be paid one week before your wedding date. Checks, credit card, or cash may be used to pay fees, which are processed through the Wedding Coordinator. You are welcome to make payments in any amount at any time leading up to the final balance due date.

Note: All fees are subject to change. However, you will pay the amount you agreed to pay when you scheduled your wedding.

Cancellation Policy

If you cancel your wedding plans for any reason, we will need to receive written notice of your cancellation (via email or letter). Once we receive that notification, \$100 of your \$200 deposit is refundable up to one week prior to your wedding. There are no additional fees if you change the date of your wedding.

Marriage License

In Minnesota a Marriage License is good for six months prior to the wedding date. You can obtain a license in any Minnesota County and can then be married in any Minnesota County. The Wedding Coordinator can offer insight on marriage licenses, but your County is your main resource. For off-site weddings you will be asked to meet the Wedding Coordinator at the church once you have your license and related materials, and to pre-complete several fields. For on-site weddings you are required to bring your Marriage License, and all materials presented to you by the county, to your wedding rehearsal.

Wedding Receptions at St. Andrew's

St. Andrew's provides a gorgeous venue for you to celebrate your big day! Wedding receptions include the use of our bright and spacious Fellowship Hall, Gathering Space reception area, and the Terrace—an outdoor patio with view of evergreen trees and evening sunsets.

We're pleased to partner with Lake Elmo Inn to provide wedding reception event coordination and catering. Lake Elmo Inn staff will work with you to manage all aspects of your reception, including food and beverage service (provided exclusively by Lake Elmo Inn), and coordinating entertainment, floral, and decor options with preferred vendors.

Lake Elmo Inn's award-winning reputation for providing superior food and impeccable service ensures you will have a celebration worth remembering.

Once your date is confirmed with St. Andrew's, all details (including venue costs, food and beverage options, and entertainment suggestions) are managed by Lake Elmo Inn.

VENUE AVAILABILITY

St. Andrew's Wedding Coordinator will check to see if your preferred date is available. This date will be held for 30 days, giving you the opportunity to explore planning your special day with Lake Elmo Inn.

CATERING & ENTERTAINMENT

Once your reception date is held, the Event Coordinator at Lake Elmo Inn is your contact for all reception details.

Tami Zappa

WEDDING COORDINATOR
St. Andrew's Lutheran Church
tzappa@saintandrews.org
651.762.9177

Kayla Gilbert

EVENT COORDINATOR
Lake Elmo Inn
kgilbert@lakeelmoinnincatering.com
651.779.5994



PHOTO BY ALYSSA LUND PHOTOGRAPHY

Notes



st. ANDREW'S
LUTHERAN CHURCH

900 Stillwater Road • Mahtomedi, MN 55115
651.426.3261
saintandrews.org