

*Dear Bride and Groom,*

*As you prepare to enter into marriage, it is our privilege to share with you information that will assist you in your preparation. You have, in all probability during the time of your courtship, thought through and discussed many areas of your life together. To further guide you in planning the wedding service and prepare you for Christian marriage, we present this booklet for you.*

*- the staff of Lakes Area Vineyard Church*



## **THE CHRISTIAN WEDDING**

A wedding ceremony is to be characterized by dignity, reverence, joy and the presence of Christ. The Christian wedding service ceremony is an opportunity for the bride and groom to come together to offer thanks, join together in marriage and ask God's blessing upon their life together. A Christian wedding is truly an act of worship.

This worship ceremony is performed in a public setting. Relatives and friends gather to celebrate with you and implore God's blessing upon your marriage. Your wedding is not for you alone. Those who come are not simply spectators, but worshippers and participants with you. By emphasizing fellowship in your wedding, you will be helping those who come understand that they stand by your side in supporting your life together in the name of Jesus Christ.

The church and its pastor are responsible to God, the State of Minnesota, and to you in performing marriages. In light of these responsibilities, our staff seeks to counter irresponsible and distorted attitudes toward marriage. It is our hope that every couple married within the Christian church will be helped to establish their relationship in a bond of Christian love, with an understanding firmly based on God's Word.



# THE WEDDING CEREMONY

## Scheduling a Ceremony

To schedule a wedding you must confer with the Wedding Coordinator who will go over all the plans, details, policies, and this booklet with you. Members and regular attendees may schedule their wedding one year in advance. If neither the bride or groom nor their parents regularly attend Lakes Area Vineyard, they must wait until six (6) months prior to their wedding date to reserve the church. Following this initial meeting, please fill out the wedding information sheet as soon as possible and return it to the office.

## Officiating Pastor

It is expected that the Pastoral Staff at Lakes Area Vineyard will officiate at all weddings. When the bride and groom wish to invite another Pastor/Priest to participate, or officiate, they must make it known to the Lakes Area Vineyard Wedding Coordinator who will then advise the LAVC Pastor to extend an invitation to the guest Pastor/Priest.

## Pre-Marital Counseling

All couples must participate in pre-marriage counseling. Sessions are scheduled a minimum of four (4) months in advance of the wedding with a Marriage Mentoring Couple. Classes will take a minimum of eight (8) weeks. Upon class completion, obtain a receipt to receive a discount when purchasing your marriage license.

## Church Membership

We strongly encourage regular worship attendance in preparation for your wedding. While church membership is desirable, it is not mandatory that the bride and/or groom be members of Lakes Area Vineyard Church.

## Wedding Coordinator

Even if you have a personal wedding coordinator, you will need to contact the Lakes Area Vineyard Wedding Coordinator for assistance in setting up the details of your wedding. Your Wedding Coordinator is \_\_\_\_\_.

## Programs

It is your responsibility to purchase and print your program. Wedding programs can be ordered through a number of businesses within our community, but the officiating Pastor should be consulted before printing takes place.

## Music

All coordination of music and soloist is your responsibility. Your Wedding Coordinator will schedule the LAVC sound and production technicians. If you choose to have live music, we suggest a practice together no later than two weeks prior to the wedding rehearsal. Practice time for musicians will be available at the church two hours before the wedding rehearsal is to begin. Please confirm with your wedding coordinator if you will be using that time. If additional practice time is needed at the church, arrangements must be made through the production and sound technicians.

# FEES AND COSTS

WEDDING: available to members and non-members

- Premarital Counseling (materials) \$ 20.00 made out to Foccus
- Building Usage No cost for members  
\$ 350.00 non-members
- Custodial Costs (rehearsal & wedding) \$ 75.00
- Wedding Coordinator \$ 100.00  
(Initial & subsequent planning appointments for marriage counseling (set up), rehearsal & wedding)
- 2 Sound/Production System Technicians \$ 200.00  
(Tear down Sun. serv. stage, set up sound for practices, rehearsal & wedding, reset stage again)
- Small or Private Weddings (i.e. Fireside Ceremony)  
(Unique situations and costs will be considered on an individual basis)

RECEPTION: available to members only

- Custodian costs: \$ 40.00
- Wedding Coordinator: \$ 75.00
- Kitchen Help \$ 15.00/hr/person

FEE PAYMENT

- Pre-marital Counseling fees for the Foccus Inventory, \$20.00, must be paid on the day you take the inventory. Checks are to be made out to: Foccus.
- All CHURCH FEES should be paid one (1) week prior to wedding when you bring in your marriage license. These include the custodian, wedding coordinator, and sound technician fees. Fees for the wedding coordinator, sound tech., and custodian should be made out to the specific individuals. These names will be provided to you by your wedding coordinator.
- The RECEPTION FEES are to be paid in the church office one (1) week prior to the wedding. Make the check payable to Lakes Area Vineyard.
- All MUSIC FEES should be paid the evening of the rehearsal. The fees are set individually by the musicians. Please make checks payable to the individuals.

# WEDDING RECEPTIONS

(for members only)

## Maximum numbers at reception

Due to limited facilities, the maximum number of people served seated is 75.

## Scheduling of the Reception

At your initial meeting with the Wedding Coordinator, please come prepared with your notes, plans, and questions regarding your reception. Please set up a follow-up appointment to discuss reception plans if it is to be held here at Lakes Area Vineyard Church.

## Set up and Decorations

The Wedding Coordinator will tell the custodian how many tables are to be set up. If you want to decorate the Community Room, it is your responsibility to do so, and to take all decorations down immediately after the reception.

## Food Preparation

For the reception, main course food must be brought prepared. Our kitchen ministry team will provide 3-5 people to butter rolls and quick bread, make the coffee and punch, and arrange food on serving plates. The kitchen team will pack leftover food and supplies that are to be returned to the family following the reception, as well as clean tables, kitchen, etc., so the custodian may finish general clean-up.

## Punch Table

Provide us with your punch recipe and ingredients, ice rings, and cups for punch. **NO ALCOHOLIC BEVERAGES!** Kitchen team will set up the punch bowl. Have two (2) punch servers to serve punch immediately following the ceremony.

## Servers Needed

We suggest you provide the following:

- cake cutters (2)
- cake servers (2)
- coffee pourers (2)
- gift table attendants
- waitresses (a minimum of 3)
- host and hostess to start guests through the reception line

Have all servers and host and hostess check with the wedding coordinator 30-45 minutes before the wedding.

## Supplies You Must Provide

Aluminum foil and saran wrap for us to wrap your leftovers in, a box for the cake top, punch napkins, punch cups, and luncheon napkins. Linens and any decorations for table and punch bowl.

## Marriage License

Please bring your marriage license (purchased at the Court House) to the church office at least one week prior to the wedding. Include the names of your Best Man and Maid of Honor or your two witnesses on a sheet of paper, as these names are essential in completing necessary paperwork. (Please use proper names, e.g. 'Deborah', not 'Debbie', and print legibly).

## Additional Policies

- Members of the wedding party should be advised that they shall refrain from alcoholic beverages/drug usage both before the rehearsal and the wedding ceremony. No alcoholic beverages/drugs are permitted on the church property.
- Smoking permitted outside of building only.
- No food or drink is allowed in the auditorium.
- Pre-ceremony pictures should be finished at least one hour before the wedding ceremony is to begin.
- Once the bride and groom have reached the altar, no flash pictures are permitted, as they are very distracting. A time exposure from the back is permitted. Professional photographers observe these rules. Friends and relatives are often unacquainted with them, so they should be informed about this policy. Please print this policy in the program.
- Throwing rice, confetti, or birdseed in or around the church building is not permitted. Birdseed, bubbles or flower petals may be used outdoors **ONLY** and away from the building.

## Additional Information:

There are 310 chairs in the Auditorium . Center Aisle is 5 feet wide and approximately 33 feet long. Lakes Area Vineyard does not provide an aisle runner, but one may be rented from a florist or the cleaners. We suggest a runner with a handle on it.

The sound technician will move all music equipment. Any other furnishings that need to be moved should be returned to the place where they were found.

State Law prohibits use of lights on live trees. Lights can be strung on artificial trees only.

State Law prohibits use of open candles. For tapers use spring-loaded candles 12" or 15" – **NO PLAIN WAX** candles . Other candles must be **ENCLOSED** in water globe or votive .

Rooms will be reserved if needed, for the entire wedding party to dress in. Please assign a person to be responsible for removing all personal items from the Auditorium, Community Room, and dressing rooms. Do not leave valuables unguarded.