



Planning Your Wedding at Christ the King Lutheran Church

Congratulations! Thank you for choosing Christ the King for your wedding. As you begin preparing for your day, please take a few moments to review the information in this Planning Guide. Included are guidelines, helpful information, expenses, restrictions, and a Wedding Planning Form.

Having the service in the church building and under the direction of a CtK pastor is a public declaration of the Christian understanding of marriage. As you prepare for this sacred occasion, we will assist you in making your wedding service meaningful.

In keeping with the wedding as a service of worship, all music and readings should be carefully chosen to reflect the praise of God, the steadfast love of Christ as a foundation for love and fidelity in marriage, and the invocation of God's presence and blessing on your marriage.

Wedding Expenses

Required Fee - \$2,200

The fee includes payment for the wedding coordinator, custodian, sound tech, pastor, and building use (see Required Expenses below for details). Individual checks will be required for all fees. **These checks are due one week prior to the rehearsal.**

Wedding Reservation and Damage Deposit

A \$200 non-refundable deposit is due when you complete the **Wedding Planning Form** and **Building Use Agreement**. This confirms your wedding date and time.

• **Damage** is defined as activity that results in damage to CtK property or requires extra work by staff to clean or monitor church property. For example, rice or bird seed thrown at the wedding party and cigarette butts on the grounds require janitorial work beyond what we plan to do. **Note:** If damages result in costs greater than your \$200 deposit, you will be charged the additional amount.

Required Expenses

Pastor Honorarium \$500
Sound Tech (\$100 Rehearsal + \$100 Wedding)
Wedding Coordinator \$500
Custodian \$500
Non-Refundable Deposit \$200
Facility Use \$300

Optional Expenses

Additional Church Soloist \$200
Extra Rehearsal fee for “outside” soloist \$80
Cantor \$200
Live Stream/Recording (pending availability)

*Extra hours need to be pre-arranged with the Wedding Coordinator. *Extra hours for Staff \$50 per hour

Building Policies

- Building and grounds are smoke and alcohol free.
- Only Service animals are allowed in the building.

- **Alcohol and Controlled Substance Policy**

The use of **alcohol** or any **controlled substance** is prohibited in the church building or on the church grounds. Members of the wedding party and guests are expected to have refrained from use of these substances prior to the wedding or rehearsal. You are responsible for informing all guests of this policy. If there is any inappropriate behavior as determined by the pastor or wedding coordinator, they have the authority to cancel the public wedding ceremony or require you to remove the offending person(s). Termination of the public ceremony results in forfeiture of all fees paid.

**Currently, Christ the King is unable to staff for wedding receptions.*

Time and Space Requirements

- **Wedding Rehearsal** - The rehearsal is normally scheduled on Thursday or Friday before your wedding. It takes from 45 to 90 minutes. Additional time may result in additional building use fees. Spaces that may be used for rehearsal are the Sanctuary, Narthex and restrooms. Additional space may be rented.
- **Wedding Day Use** - Saturday weddings are typically held in the afternoon with access to the building granted up to 3 hours before the service. Saturday wedding times other than Saturday afternoon must be approved by the pastor. You are expected to leave the building within one hour of the conclusion of your wedding.

CtK's Wedding Coordinator

The Wedding Coordinator will contact you following your reservation and deposit to answer questions. Approximately 2-3 months prior to your wedding date, confirm that you have completed any marriage preparations as well as connecting you with the Cantor for planning your ceremony music. They will be available to help you with any questions you may have about your wedding plans. Approximately one (1) month prior to your wedding day, you will have a planning session to review your wedding day and its details. (Your rehearsal will be conducted by the Pastor and/or the Wedding Coordinator). The Wedding Coordinator will be present at your wedding to assist with answering questions, helping ushers with the seating of guests, the timing of the ceremony, working with the musicians and sound crew, and setting up the receiving line following the ceremony, if you so choose.

Premarital Counseling is required for marriages performed at Christ the King. Please speak to the Office Administrator for specific details.

Marriage License

Minnesota law requires couples to secure a marriage license. It must be applied for at least five (5) business days before the wedding. We suggest 6 - 8 weeks ahead of time. To obtain your license, please call the marriage license number listed under the county in which you will apply for the license. There are different requirements in each county. There will be a fee for the license. For a reduced fee, ask your premarital counselor to sign a letter indicating you have completed counseling. The license should be brought to the church office at least one (1) week prior to the wedding. Please note that the witnesses must be at least 16 years old. Witnesses will sign the license at the wedding rehearsal.

Clergy

If you would like other clergy beyond CtK to participate, discuss this with the assigned pastor **before** arrangements are made with guest clergy.

Wedding Bulletins/Programs

Wedding bulletins/programs may be created by you or printed by the church for a fee. Your bulletin/program must be approved by the officiating pastor one month prior to the rehearsal. We request that you include the following statement in your bulletin/program: "No cell phone use or flash photography is allowed during the ceremony."

Music Policy

Cantor

- If the CtK Cantor is asked to play at the wedding, they must approve all music and format (CD, USB etc) in consultation with the wedding couple. Any changes in the music plans must be submitted at least two weeks before the ceremony. If any of the music is not available at CtK, it is your responsibility to provide it. As noted above, it will need to be approved by the Cantor.
- Cantor will be available to provide prelude music beginning no earlier than 20 minutes prior to the ceremony while guests are being seated.
- A Sound Tech will be available for set up before the rehearsal but is not needed during rehearsal. A Sound Tech is required to be at the wedding.
- If the wedding couple has an organist they would like to use, they need to contact the CtK Cantor prior to using the organ.

Vocal Music/Soloists

- CtK Cantor can assist you in identifying potential soloists if you do not have one in mind.
- One rehearsal with an outside musician must be arranged prior to the ceremony.

Flowers and Decorations Policy

- We recommend that floral arrangements reflect the simplicity and dignity of our church; large arrangements are not typically placed on the altar.
- Nails or tacks may not be put into any furniture or woodwork. Tape is not permitted. Bows and flowers may be attached to the pews using pipe cleaners or rubber bands.
- Neither real nor silk rose petals are allowed.
- Church furnishings and decorations may not be moved or changed.
- No bird seed or rice should be tossed following the wedding. Bubbles, however, are allowed.

Photography and Videography Policy

- Pictures may be taken before or after your wedding. We will try to meet your needs as much as possible. CtK has specific standards that our Wedding Coordinator will share with you. The signed policy for photography and videography must be returned at least one week prior to the ceremony.
- The Sanctuary and Narthex, as well as other areas of the building or grounds may be used for pictures.
- Flash photos of the processional and recessional are allowed from the back half of the church. Photographers are not allowed in the front half of the church at any time during the ceremony. No flash photography is allowed during the wedding ceremony and photography must be as unobtrusive as possible.
- The ceremony begins when the parents, grandparents, and/or honored guests are seated.
- Videography is allowed during the services; however, we consider a wedding ceremony a worship service and not a video production event. A fixed tripod mounted camera may be placed at the back of the sanctuary or in the choir area (without an operator). Drones may not be used anywhere on church grounds.
- Access or use of the balcony for photos or video is prohibited.
- Pictures must be completed within 45 minutes of the completion of the wedding.

Other Helpful Information

- Aisle runners, if used, are available through a florist.
- There are 18 pews on each side of the center aisle.
- We recommend five or fewer attendants per side. We also recommend that ring bearers and flower girls be at least three years of age.

Building Use Agreement

The agreement by and between Christ the King Evangelical Lutheran Church (CtK), 1900 7th St NW, New Brighton MN, and

_____,
(User's complete name)

_____,
(User's complete address)

will be in effect for _____ and _____.

(Rehearsal Date) (Wedding Date)

WHEREAS, CtK owns premises located at 1900 7th St NW which is normally used for worship and education, and

WHEREAS, User desires to use the Sanctuary, Narthex, and restrooms for the purpose of a wedding, and

WHEREAS, CtK has agreed to allow _____ to use the designated spaces

(User)

provided the following terms and conditions are met.

It is Therefore Agreed by and Between the Parties:

1. CtK agrees to let User use the above-described premises for the above-described purpose on

_____ and _____
(Rehearsal Date) (Wedding Date)

2. User agrees that he/she will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.

3. User agrees that he/she will not use the premises for any purpose that is contrary to the mission, purpose or belief of CtK, which is a biblically based religious institution.

4. User agrees to abide by policies outlined and covered in the *Planning Your Wedding* information.

5. User agrees to hold harmless, indemnify and defend CtK (including CtK's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of CtK (including CtK'S agents, employees and representatives) or otherwise.

6. The User agrees to indemnify, defend, and hold harmless CtK for any liability for supervision of event activities, volunteers or participants.

7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use and warrant that the premises will be used only if it is in a safe condition.

9. This agreement may be canceled by either party within the following guidelines.

10. Christ the King Lutheran Church (CtK) shall have priority in the use of the facility and equipment. • For weddings, the following cancellation policy will be in effect. Reservation deposit of \$200 is non-refundable. Wedding fees paid, other than the deposit of \$200 may be refunded on a case-by-case basis. 11. User agrees that he/she will not assign any of its

rights under this agreement, and any such assignment will void this agreement at the sole option of CtK.

11. CtK and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If CtK and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

13. Signature of this document signifies that User has reviewed the *“Planning Your Wedding”* and I agree to follow all procedures and pay all applicable fees.

Dated this _____ day of _____, _____.
(Day) (Month) (Year)

User representative Name and Phone #

CtK representative Name

Position with Christ Lutheran Church (title)

Wedding Planning Form

WEDDING DATE: _____ **TIME:** _____ **Number of Guests:** _____

Rehearsal Date: _____ Time: _____

Partner A Name: _____

Street Address: _____ City: _____

Zip: _____ Phone: _____ Email _____

Partner B Name: _____

Street Address: _____ City: _____

Zip: _____ Phone: _____ Email _____

Required Ceremony Fees (one check for each):

Pastor Fee	\$500.00	<i>Payable to the Pastor</i>
Wedding Coordinator	\$500.00	<i>Payable to Gina Krahn</i>
Sound Tech (Rehearsal + Wedding)	\$200.00	<i>Payable TBN</i>
Custodian	\$500.00	<i>Payable to Tony Nourse</i>
Non-refundable deposit	\$200.00	<i>Payable to Christ the King</i>
Facility Use	\$300.00	<i>Payable to Christ the King</i>
Total Required Ceremony Fees	\$2,200.00	

Optional Ceremony Fees (one check for each):

Cantor	\$200.00	<i>Payable to Megan Crosby</i>
Additional Church Soloist	\$200.00	<i>Payable TBN</i>
Extra Rehearsal Fee for Outside Soloist	\$80.00	<i>Payable TBN</i>
Extra Hours for CtK Staff	\$50.00/hr.	<i>Payable TBN</i>
Bulletins (\$10/100 copies B&W or \$15/100 copies of color)		<i>Payable to Christ the King</i>
Total Optional Ceremony Fees		

FOR OFFICE USE ONLY:

\$200 Non-Refundable deposit paid by: _____ Check: _____

On church calendar: Check box _____ Date _____

Premarital Education Certificate: _____ check box _____

Officiating Pastor: _____