



PLANNING
YOUR

Wedding at Calvary Church

Congratulations!

The question was popped. The answer was yes! Now what?

So many questions are flooding your mind, and you aren't quite sure what to do next. We're here to help you navigate as you prepare to join together in marriage. This Wedding Planning Guide will be useful as you go through the process of pre-marital preparation as well as planning your big day. It gives all the details of the steps you'll need to take and lists helpful information to get you all ready.

We have several pastors who can counsel and officiate for you, and a Wedding Coordinator who will assist and guide you through the wedding process for weddings taking place at Calvary Church. She will be a valuable resource as you plan this once in a lifetime event. Other Calvary staff will also be on hand to make the process painless.

We're praying for God's blessing on you and your fiancé during this exciting time of engagement, and as you begin your new married life!

Sara Nelson

WEDDING COORDINATOR

saranelson7@yahoo.com

Let's dive in. We want to make your wedding day the best it can be. Establishing an understanding from the get-go will help us all as we move through the process together.

1 Securing a Wedding Date

If you're using Calvary Church as your wedding venue

Here are the steps to get started:

- Contact an officiating pastor from the list of available pastors at the end of this booklet to schedule an appointment for both you and your spouse-to-be and secure your wedding date.
- Before your first meeting with the pastor, be sure you've filled out and sent in the Wedding Request form from this handbook.
- Your first meeting will be an informal time for you and the pastor to get to know each other and give you a chance to talk about things that relate to your marriage and wedding.
- You will also schedule your pre-marital counseling sessions at this time.
- After your first meeting, the pastor will connect with the Events Coordinator to secure your date on the master calendar.
- You will then need to make a deposit of \$350 to Calvary Church. This should be done at least six months prior to your wedding date. Your second payment of \$350 should be given to the Wedding Coordinator at your wedding rehearsal (payable to Calvary Church).

2 Premarital Counseling

Getting a date nailed down is a big deal, but we're getting ahead of ourselves here!

You need to start with premarital counseling before you tie the knot.

- You will be asked to complete the Prepare/Enrich inventory, a tool designed to help you learn more about yourself, your partner, and your relationship. (This will get lots of good conversations started!)
- Visit **www.prepare-enrich.com** to learn more.
- The officiating pastor will review the results with you. They will use the Prepare/Enrich inventory as the basis for the discussions during your other sessions designed to enrich your relationship (thus the name, Prepare/Enrich). There is a minimal cost for this assessment.

3

Wedding Policies

In an effort to make your wedding a special day, to help you in planning, and to insure a good understanding with the church, we need you to agree to the policies below.

Please take time to read each point prior to setting your wedding day.

- All weddings must be approved by the Senior Leadership Team. Postponement or a decline from one pastoral staff member for reasons beyond scheduling conflict will preclude the asking of another pastoral staff member.
- Six months prior to your scheduled wedding date, you must complete the following forms: Wedding Request, Wedding Application, and Wedding Set-Up Checklist. The Wedding Application and Wedding Set-Up Checklist will be discussed when you meet with the Wedding Coordinator.
- A Calvary Church pastor must be involved in the wedding (officiating the wedding, or at a minimum performing the marriage and ring vows, making the pronouncement, and signing the marriage license). If a pastor outside of Calvary Church is to take part or officiate, approval must be given by Calvary Church.
- All couples are to use the services of the church's Wedding Coordinator. The Wedding Coordinator is the approved person to be contacted in coordinating the service for your wedding, as well as the utilization of church facilities and equipment.
- Rehearsals are scheduled on a first-come, first-served basis. Example: If two weddings are scheduled for a particular weekend, all rehearsals cannot be on Friday night. Rehearsals may be scheduled throughout the week prior to the wedding ceremony.
- The rehearsal dinner may be held at Calvary Church following the wedding rehearsal. Availability and fees can be discussed with the Events Coordinator.
- No smoking or alcoholic beverages are allowed inside the Calvary Church building (OR PROPERTY?).
- No rice, bird seed, potpourri, aerosol shooting string (aka: Silly String), etc.
- Refrain from carrying food and drink outside of designated food areas. Do not take any food or drink into the Worship Center.
- Any catering for receptions must be approved by Calvary Church Senior Leadership Team.
- If you would like to have a dance at a reception at Calvary Church, it will need to be approved by the Senior Leadership Team. If approved, you will be asked to submit a music playlist to Calvary Church a month before your wedding for approval.

5

Planning Your Ceremony

OFFICIATING PASTOR & WEDDING COORDINATOR

Your officiating pastor will help you plan your ceremony during your counseling sessions. Be ready to discuss the order of the service, people participating, any special themes, readings or poems, and additional facility usage.

WEDDING COORDINATOR

It's the Wedding Coordinator's job to answer your questions and walk you through the wedding process.

- She will contact you once your date is settled to plan all the details of your wedding.
- She will coordinate with the church staff, attend the wedding rehearsal and wedding, and be your resource and contact for everything related to your wedding at Calvary Church.
- A meeting with the Wedding Coordinator should take place after your meeting with the officiating pastor.
- The Wedding Coordinator will communicate your decisions to Calvary Church staff concerning your wedding and reception setup.

LICENSE

A wedding license must be purchased—and used—in any Minnesota county within six months following application date, as it will expire.

- There will be a five-day waiting period for the license following the application date.
- The cost for the license is reduced if preceded by a minimum of 12 hours of premarital counseling. Each county sets its own cost for a license, but it's usually in the \$40 range.
- Your officiating pastor will provide you with a form (Reduced Fee Marriage Educators Statement) to verify your counseling.
- You must both be present to apply for a license, and be sure to bring your birth certificates to show the place and date of birth along with your full legal name.
- Once you have secured your wedding license, give it to the officiating pastor at your wedding rehearsal, as they must have the license prior to the wedding ceremony.

Hennepin County Government Center
300 South 6th Street, Suite A025
Minneapolis, MN 55487

More Hennepin County Sites at:
**[hennepin.us/your-government/facilities/
service-center-info](https://hennepin.us/your-government/facilities/service-center-info)**

Ramsey County Public Health Center
555 Cedar Street
St. Paul, MN 55101

More Ramsey County Sites at:
**[ramseycounty.us/residents/licenses-permits-
records/marriage-licenses-records](https://ramseycounty.us/residents/licenses-permits-records/marriage-licenses-records)**

FLORIST

The Wedding Coordinator may be able to recommend a florist if you need some suggestions. Here is the information that you should communicate to the florist you choose.

- All flowers, corsages, boutonnieres, bows, garlands, etc. must arrive 2-3 hours before the ceremony starts.
- If the florist isn't able to distribute bouquets and pin on corsages, designate someone to do this.
- The Wedding Coordinator will designate where the flowers should be delivered and unwrapped in order to keep the mess contained.

MUSIC

Questions regarding music, and appropriateness of lyrics can be answered by the Wedding Coordinator. She can also assist you in your selection of vocals and instrumentals.

- Song selections and lyrics must be submitted to the pastor and Wedding Coordinator at least **four weeks** before the wedding. The officiating pastor will make the final decision on the appropriateness of all music.
- Use of the Music Center on your wedding day is an additional fee. You may desire to have your musicians use this space to rehearse or warm up.

AUDIO SET UP

A sound technician will be assigned to your wedding to provide basic setup, and run the sound and lights during your wedding. The Sound Technician will only be at your wedding, but NOT at the rehearsal.

- Basic setup includes a microphone for the pastor and 1-2 microphones at the podium for the soloists/readers. Please contact Calvary Church with any additional requests or needs at least **one month** before your wedding.
- An audio recording of your wedding ceremony will be made and emailed to you at no additional charge. Contact our Technical Arts Pastor for details.
- There is no time allotted for a full run-through of music at the rehearsal, unless you've made special arrangements prior to your wedding.

WEDDING REHEARSAL

- The officiating pastor, with the help of the Wedding Coordinator, will direct the rehearsal.
- The Wedding Coordinator will assist in providing tips on etiquette and activities of the wedding, including meeting with the ushers, organizing duties, and coordinating start times.
- The wedding party, attendants, ushers, and musicians should be notified by you, the couple, to attend the rehearsal. The rehearsal will last no more than one hour.

NOTE: Calvary Church reserves the right to reschedule rehearsal times, up to two months prior to your wedding date, to accommodate church programming and other events.

WEDDING CEREMONY

- The Wedding Coordinator will arrive at the church two hours before the start of your wedding to do final setup and assist as needed.
- She will orient the photographer and videographer to the area and rooms being used, and assist the florist, if needed.
- She will assist the wedding party with any last-minute details, and line up grandparents, parents, and wedding party to ensure a timely start.
- She will also provide guidelines for your receiving line, if desired.

PHOTOGRAPHER

Your photographer will want to work with the Wedding Coordinator to plan your pictures before, during, and after the wedding. Other details you and your photographer need to know:

- All pictures must be completed **45 minutes** before the ceremony. This allows sufficient time to lay the aisle cloth (if used) and place the flowers before doors are opened for guests. Doors should be opened **30 minutes** before the wedding begins.
- Natural light in the Worship Center may affect your pictures. We suggest your photographer visit Calvary Church sometime during the week before your wedding to check light exposures and sunlight.

FACILITY SET-UP

The Wedding and Events Coordinators will work together regarding the set up of the Worship Center, dressing rooms, and reception areas. They've got you covered! But here are some rules:

- Furniture, plants and all other types of equipment from other areas of the building cannot be moved or used in any way.
- Two types of candelabras with candles are available for your use. A unity candelabra is also provided, but unity candles are not.
- If using candelabras with glass hurricanes, Plexiglas will be placed under candelabras by facilities staff to avoid wax damage to floor. Plexiglas is provided.
- The Worship Center needs a 75-foot aisle runner. We prefer you use a cloth or poly runner, not plastic. This is another item you'll need to provide yourself.
- Any other decorations may be attached by using 3M removable hooks. NO tape or substitute adhesive is allowed.
- We suggest you plan to provide a light lunch for the wedding party sometime before the ceremony. There is no guarantee of available space to put cold items in our refrigerators/freezers. We suggest you bring your own large coolers with ice.
- If your wedding is booked around Christmas, you will need to adjust your decor to include our seasonal decorations.
- There may be other stage decorations that cannot be removed at other times of the year as well, so it's best to check on current decor within a few weeks of your wedding.

RESPONSIBILITIES OF COUPLE

- You are responsible for the following: unity candle (dripleless only), flowers, photographer, aisle runner, cake, beverages, food, reception supplies, and decorations. You are also responsible for decorating the reception areas.
- Your family and friends are to provide ALL clean-up for the wedding ceremony and reception areas and kitchen, if held at Calvary Church.
- Your family, friends, and caterer are to provide ALL food preparation and serving at the reception, if held at Calvary Church.
- You will be responsible for damages, extra clean-up, or extraordinary charges attributed to the facilities during use.
- Please communicate these Wedding Policies to your wedding party and guests! Thanks.

6 Dollars & Sense

BUDGET CHECKLIST

Financial planning will help relieve a lot of wedding stress. The checklist on the next page will help you be fiscally responsible about your wedding.

It's a great idea to set your expense guidelines at the very beginning. This will eliminate a lot of uncomfortable conversations later on. Decide what gets top priority and stick with your plan. Then arrange your budget to cover costs for what is most important to you.

On the Wedding Budget Checklist starting on the next page, cross off everything you will not include first. Then, write in fixed expenses like the marriage license and church rental fee. Now, for each remaining item estimate a reasonable cost. Juggle these figures until the bottom line is less than your agreed-upon budget amount. This will give you a margin for unexpected expenses that will come up.

Wedding Budget Checklist

	Est. Cost	Final Cost
Church		
Church fee	_____	_____
Pastors fee/honorariums	_____	_____
Guest book and pen	_____	_____
Aisle runner	_____	_____
Unity Candle	_____	_____
Pew ribbons	_____	_____
Decorations	_____	_____
Printing		
Invitations	_____	_____
Reception cards	_____	_____
Announcements	_____	_____
Thank You notes	_____	_____
Postage	_____	_____
Wedding programs	_____	_____
Personalized napkins	_____	_____
Cake boxes	_____	_____
Other	_____	_____
Clothing		
Wedding dress	_____	_____
Veil	_____	_____
Bride's accessories	_____	_____
Groom's attire	_____	_____
Other	_____	_____
Flowers		
Worship Center	_____	_____
Bride's bouquet	_____	_____
Bridesmaid's bouquets	_____	_____
Flower girl's basket	_____	_____
Ring bearer's pillow	_____	_____
Corsages for mothers & grandmothers	_____	_____
Corsages for attendants	_____	_____
Boutonnieres for groom, groomsmen, fathers	_____	_____
Centerpieces for tables	_____	_____
Cake table	_____	_____
Photography		
Official photographs	_____	_____
Albums	_____	_____
Official video	_____	_____
Extra video footage	_____	_____
Other	_____	_____
SUB-TOTAL	\$ _____	\$ _____

	Est. Cost	Final Cost
Music		
Musician's fee	_____	_____
Other	_____	_____
Catering and Food		
Rehearsal dinner	_____	_____
Wedding cake	_____	_____
Other foods	_____	_____
Beverages	_____	_____
Reception		
Venue rental	_____	_____
Equipment Rental		
Coffee service	_____	_____
Waiters/waitresses	_____	_____
Tables	_____	_____
Dishes, silverware	_____	_____
Table favors	_____	_____
Other	_____	_____
Gifts		
Engagement ring	_____	_____
Bride's wedding ring	_____	_____
Groom's wedding ring	_____	_____
Bride's wedding gift	_____	_____
Groom's wedding gift	_____	_____
Ushers' gifts	_____	_____
Bridesmaids' gifts	_____	_____
Gifts for attendants & groomsmen	_____	_____
Other	_____	_____
Miscellaneous		
Wedding License	_____	_____
Other	_____	_____
Post-Wedding Expenses		
Honeymoon	_____	_____
Other	_____	_____
SUB-TOTAL	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Wedding Honorarium

The purpose of this sheet is to answer frequently asked questions about financial compensation for those professionals who participate in your wedding.

QUESTION Who should be given a financial honoraria?

ANSWER Financial honoraria should be given to any professionals who assist in your wedding ceremony (including, but not limited to, soloists, musicians, and pastors).

QUESTION Does this include the Wedding Coordinator or Facilities staff?

ANSWER No. The Wedding Coordinator and Facilities staff are paid for their time from fees paid to the church.

QUESTION How and when should honoraria be given?

ANSWER Honoraria should be in cash, put in a plain envelope, and given to the Wedding Coordinator on the night of your rehearsal. She will distribute these gifts to your participants.

QUESTION How much is usually given?

ANSWER That depends upon the individuals and the amount of time or work involved. When you expect more (rehearsals, extra solos, long practice sessions, etc.) the honoraria should be increased accordingly.

MUSICIANS Primary instrumentalist or soloist: \$100-250

This is given for the rehearsal and wedding; additional amount should be given if asked to play at your reception.

Secondary instrumentalist or singer: \$100-250

PASTORS For an appropriate amount, consider time involved in premarital counseling, rehearsal, wedding ceremony, and its relationship to honoraria paid to others. If you have more than one pastor involved, each should receive an honoraria of \$200-250.

NOTE: Honorariums are separate from wedding fees and need to be paid directly to each individual.

Wedding Fees

WEDDING ONLY\$700

Includes

- Worship Center
- Two changing rooms
- Atrium Kitchen and room for wedding party to gather for prep and snacks prior to wedding
- Room for gifts
- A brass candelabra (7 candles each, 10-inch tapers)
- An oil-rubbed bronze candelabra set (Set of 5, 1 pillar candle per unit provided, white, 3-inch diameter, 6 or 8-inch height)
- A matching unity candelabra for each set—brass or oil-rubbed bronze (2 taper or pillar candles provided. Need to bring your own unity candle.)
- Use of the piano and/or organ
- Podiums for guest book and readers
- Audio recording of your wedding
- Heat, air-conditioning, electricity
- Wedding Coordinator for rehearsal and wedding
- Facilities staff
- Sound Technician

Reception

- All receptions at Calvary will be scheduled with Calvary Church staff.
- You can bring in your own licensed caterer, per approval.

ROSEVILLE CAMPUS ACTIVITY CENTER.....\$550

- Capacity: 225
- Includes use of Main Kitchen
- Sound Technician is **not included** or needed for the reception, but available, if desired for an additional \$100 charge.

ROSEVILLE CAMPUS ATRIUM.....\$300

- Capacity: 85
- Includes use of Atrium Kitchen
- Sound Technician is **not included** or needed for the reception, but available, if desired for an additional \$100 charge.

WHITE BEAR CAMPUS LOBBY/FISHBOWL.....\$300

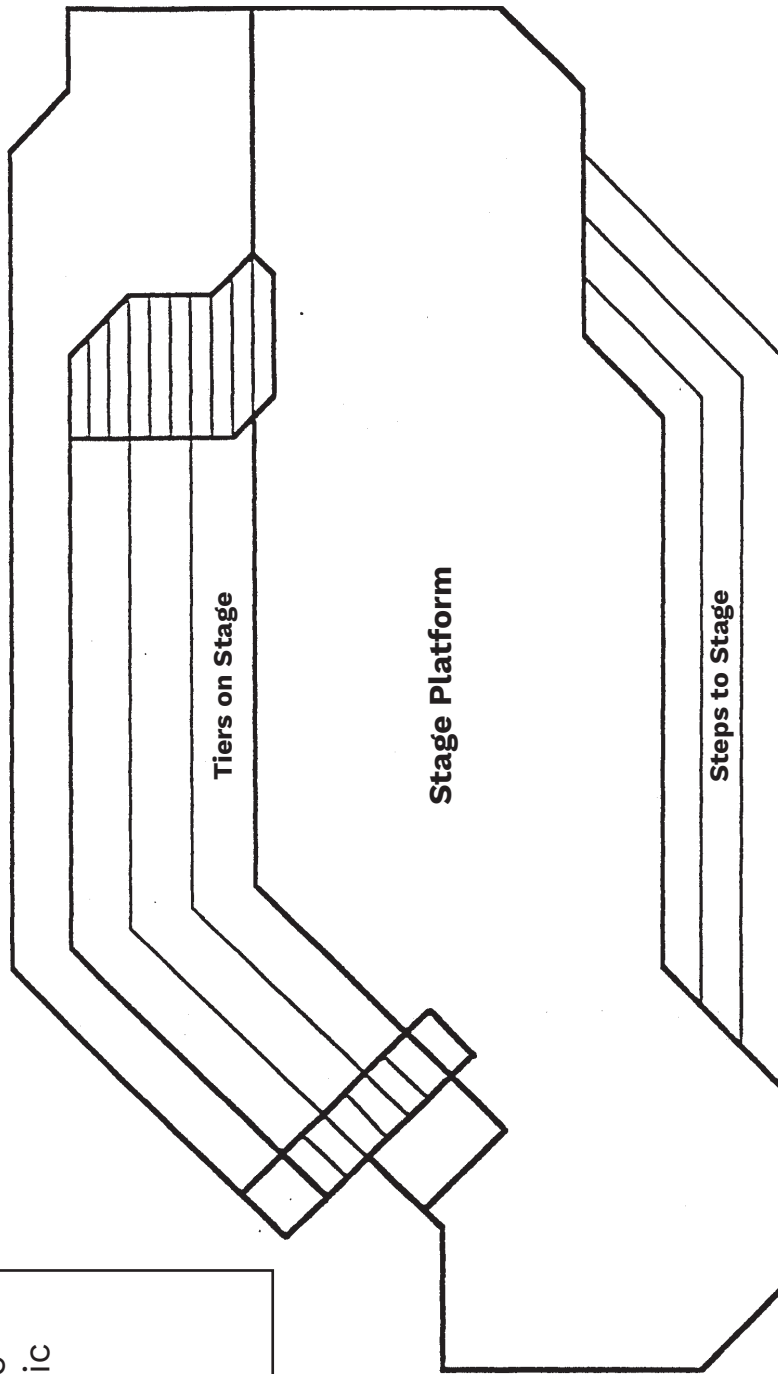
- Capacity: 100
- Includes use of Kitchen
- Sound Technician is **not included** or needed for the reception, but available, if desired for an additional \$100 charge.

NOTE: All checks should be made payable to Calvary Church and turned in to Wedding Coordinator or Event Coordinator.

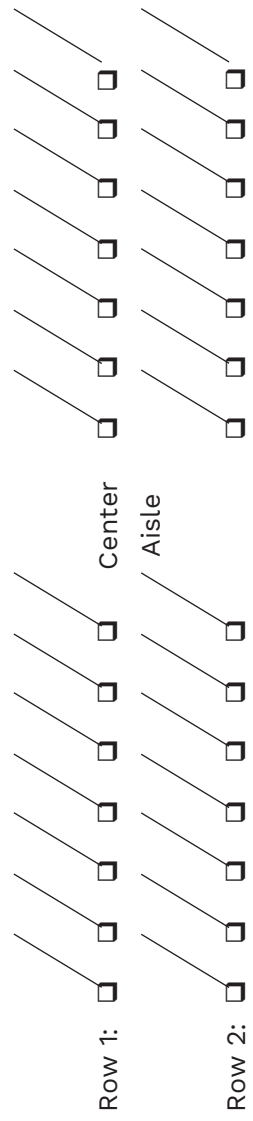
Roseville Campus

STAGE SET-UP

- L** - Lapel Mic
- W** - Wireless Handheld Mic
- D** - Drama Mic
- Y** - Wired Handheld Mic
- O** - Omni Directional Mic
- P** - Podium Mic
- G** - Wireless Guitar
- H** - Wireless Headset
- M** - Monitor



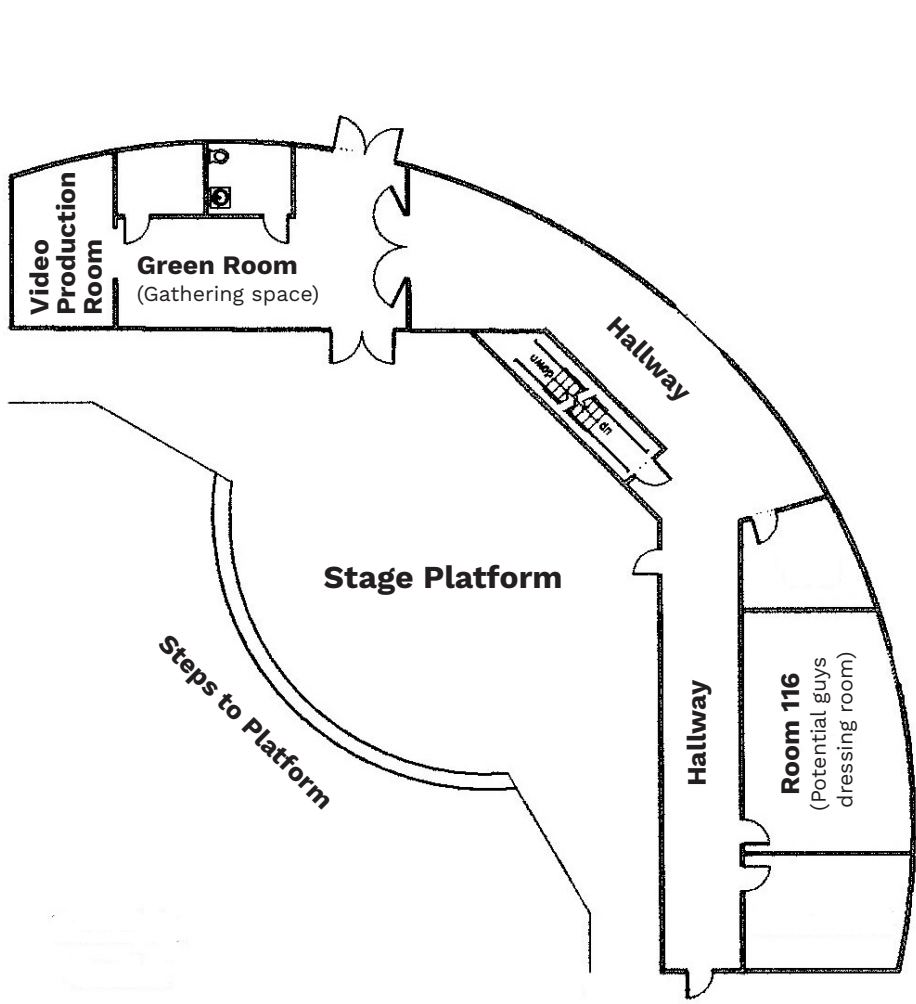
Parental Seating



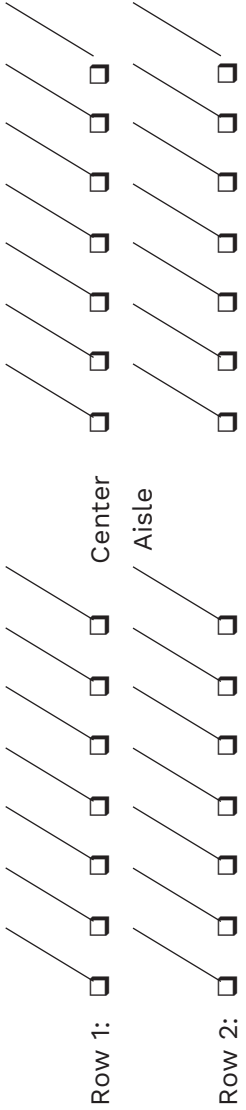
White Bear Campus

STAGE SET-UP

- L** - Lapel Mic
- W** - Wireless Handheld Mic
- D** - Drama Mic
- Y** - Wired Handheld Mic
- O** - Omni Directional Mic
- P** - Podium Mic
- G** - Wireless Guitar
- H** - Wireless Headset
- M** - Monitor



Parental Seating



Wedding Request

Return form to Calvary Church

Attn: Events Coordinator
2120 Lexington Ave N / Roseville, MN 55113
OR email pdf to info@calvarychurch.us
Today's Date _____

PROPOSED WEDDING, REHEARSAL & RECEPTION INFO

Requested Wedding Date _____ Time _____
Wedding Location _____
Requested Rehearsal Date _____ Time _____
Rehearsal Location _____ Officiating Pastor (write below) _____
Reception Location _____

INDIVIDUAL INFO FOR BRIDE & GROOM

Bride's Name _____ Date of Birth _____
Address _____
City, State, ZIP _____
Phone (c) _____ Email _____
Education _____ Occupation _____
How long have you attended Calvary? _____ Are you a member? Yes No
Does your family approve of your upcoming marriage? Yes No
Have you been married previously? Yes No

Complete Only if Divorced

When were you divorced? _____ What were circumstances for divorce? _____
Did you attempt reconciliation? Yes No Is your former spouse remarried? Yes No
How is your current relationship with your former spouse? _____

Complete Only if You Have Children

How many children do you have? _____ What is/are your child(ren)'s attitude(s) about your upcoming marriage? _____

Please share some background on your spiritual experience. When and how did you become a Christian?
What makes you sure you are a Christian? What is your church experience? _____

Please share some background on your family of origin—your parents, siblings, and where you grew up. _____

Groom's Individual Information on Reverse Side

Groom's Name _____ Date of Birth _____

Address _____

City, State, ZIP _____

Phone (c) _____ Email _____

Education _____ Occupation _____

How long have you attended Calvary? _____ Are you a member? Yes No

Does your family approve of your upcoming marriage? Yes No

Have you been married previously? Yes No

Complete Only if Divorced

When were you divorced? _____ What were circumstances for divorce? _____

Did you attempt reconciliation? Yes No Is your former spouse remarried? Yes No

How is your current relationship with your former spouse? _____

Complete Only if You Have Children

How many children do you have? _____ What is/are your child(ren)'s attitude(s) about your upcoming marriage? _____

Please share some background on your spiritual experience. When and how did you become a Christian? What makes you sure you are a Christian? What is your church experience? _____

Please share some background on your family of origin—your parents, siblings, and where you grew up. _____

TELL US ABOUT YOU AS A COUPLE

How long have you been in this relationship? _____ How long have you been engaged? _____

Where do you plan to live after getting married? _____

Address _____

City, State, ZIP _____

Will you be attending Calvary Church? Yes No Who will officiate wedding? _____

Have you attended any premarital seminars, counseling sessions, or read any relationship books (please specify)? _____

Are you currently living apart? Yes No

Are you sexually active? Yes No

Wedding Set-Up Checklist

BASICS

Wedding Date _____ Time _____

Estimated number of guests _____ First person's arrival time _____

Time pictures begin _____

Pictures taken before wedding Pictures taken after wedding

Bride's Parents _____

Groom's Parents _____

Personal Attendant _____

Groomsmen _____

Bridesmaids _____

Flower Girl(s) _____

Ring Bearer(s) _____

Scripture Reader(s) _____

Ushers _____

Other _____

SET-UP

Lighting in the Worship Center

Dim Medium Full

Essentials

Instruments _____ Front Candelabra _____

Audio Tech _____ Unity Candelabra _____

Music Stands _____ Other _____

Microphones

Officiant Groom Podium Music Stand Others _____

Additional Media

- Photo
- Video
- Worship Songs
- Other _____

Décor/Flowers:

Name of flower shop _____ Phone _____

Who will set up decorations/flowers? _____

Who will take down decorations/flowers? _____

Gifts

Who is accepting the gifts at the church? _____

Who is taking the gifts from the church following the ceremony? _____

Unity candle

- Who will light the unity candle? _____

Other _____

CEREMONY

Who will seat guests? _____

Who will usher out guests? _____

- Grandparents _____
- Groom's Parents _____
- Bride's Parents _____

Bridesmaids and Groomsmen will walk in:

- Together as couples
- Separate with men entering from front, women down aisle alone

Other processional instructions:

- For Ushers _____
- For Flower Girl(s)/Ring Bearer(s) _____

Recessional instructions:

- Bridesmaids, Groomsmen, Flower Girl(s)/Ring Bearer(s) _____
- Receiving Line _____

RETURN FORM TO **Calvary Church** / Attn: Events Coordinator
 2120 Lexington Ave N / Roseville, MN 55113
 651.487.2855
 OR email pdf to info@calvarychurch.us

Calvary Church Counselors & Wedding Officiants

LIST OF PASTORS/DIRECTORS THAT ARE PRE-MARITAL COUNSELING CERTIFIED AND LICENSED/ORDAINED AS MINISTERS FOR MARRIAGES IN MINNESOTA.

CHRISTY BECHER Family Ministry Pastor	christy.becher@calvarychurch.us 651.558.2612
VONN DORNBUSH Impact Pastor	vonn.dornbush@calvarychurch.us 651.558.2603
MIKE GRAHAM White Bear Campus Pastor	mike.graham@calvarychurch.us 651.289.5152
RALPH GUSTAFSON Senior Adults Pastor	ralph.gustafson@calvarychurch.us 651.558.2614
BEN TYVOLL Engagement Pastor	ben.tyvoll@calvarychurch.us 651.558.2610



Roseville Campus
2120 Lexington Ave N
Roseville, MN 55113

White Bear Campus
4604 Greenhaven Dr
White Bear Township, MN 55127

651.487.2855
www.calvarychurch.us