



Macalester
Plymouth
UNITED CHURCH

Planning Your Wedding

Planning Information and Application Form



Updated November 2021

Macalester Plymouth United Church
1658 Lincoln Avenue
St. Paul, MN 55105
651-698-8871 (Phone)
office@macalester-plymouth.org
www.macalester-plymouth.org

Dear

Thank you for considering Macalester Plymouth United Church for your wedding. As you begin your planning, we ask that you read the following information completely. This information should lay out for you all the steps you need to take in planning your wedding ceremony here and make the process go smoothly. Should you have any questions after reading the packet, please feel free to contact the office with your questions. We can be reached at 651-698-8871 or by email at office@macalester-plymouth.org.

Grace and Peace,

A handwritten signature in black ink that reads "Ginger Schneider". The signature is written in a cursive, flowing style.

Ginger Schneider
Office Administrator

Our pastoral staff

Lead Minister
Rev. Adam Blons

adamb@macalester-plymouth.org

Planning Your Wedding at Macalester Plymouth United Church

We are delighted that you are considering Macalester Plymouth United Church for your wedding! This booklet has been prepared to help you plan your wedding from start to finish. As you are probably finding out, weddings are wonderful and complex events. There are at least six church staff members who have a part in making sure everything runs well. We will help in whatever way we can, but you have a responsibility to communicate effectively so we know what you want or expect us to do. Keep in mind that we can be flexible (for example, some fees can be waived in case of financial hardship). The minister with whom you work can make exceptions to the rules.

Getting Started

Contact the Office Administrator to check on the availability of the church and reserve the date. Then contact the Minister to make an appointment for the first meeting. Your next call should be to the church Wedding Coordinator, who will guide you through the preparation of the church part of your wedding. Finally, read and complete this packet. Return the “Wedding Ceremony Information and Set-Up Form” to the office, along with a \$100 deposit to hold the date.

Pre-marital Work

Pre-marital work is required as you prepare for your wedding led by the presiding pastor. We use an online assessment tool through Prepare and Enrich to help couples talk about their relationship and hopes for their marriage. There is a \$35 fee for the online assessment, paid directly online when you complete it. The pre-marital work and wedding ceremony planning require a minimum of 3 meetings with the pastor. A list of referrals is available for professional premarital counseling if extra support is desired.

If you are planning to obtain your marriage license in Ramsey County, the registrar’s office is:

Ramsey County Department of Public Health
Vital Statistics Supervisor
Birth & Death Records
555 Cedar Street
Saint Paul, MN 55101
651-266-1333

Meeting with the Wedding Coordinator

You must meet with the Wedding Coordinator more than six months before the ceremony. If circumstances make this impossible, an exception may be made by the minister. At this meeting you should be prepared to discuss the essentials of the ceremony. Some ceremonies have minimal decoration, photographs, and other details. Others are more elaborate. It's your choice. But be prepared to discuss whatever you want – flowers, photos, decorations, musicians, candles, audio/video services, aisle runner. You should also give some thought to having children both in the service and in attendance. Small children need to be supervised at all times. The choice of photographer and arrangement for photo sessions should be discussed. It is recommended that the couple (members and non-members), photographer, and others involved in the ceremony tour the church.

Meeting with the Church Music Director

The Director of Music is in charge of all musical instruments. You must contact him to arrange for an organist/pianist to play at your wedding or, if you wish to have other musicians, to approve musical use of the Sanctuary. The Director of Music will also be able to help you choose appropriate music for the wedding ceremony. The piano in the sanctuary is a concert grand Steinway B, of 7' in length.

Program for the Ceremony

It is not necessary to have a program for a wedding. But if you choose to have programs, the minister will advise you on the outline of the service and appropriate wording. If using the church for printing, you are responsible for final proofreading before printing. **If you are using an outside print service, be sure to bring your printed programs to the rehearsal.**

Audio/Video Services

Standard package - includes basic audio and simple livestream/video recording (processional and vows but no active panning of the attendees, general sound pickup, but no special mics for musicians, etc)

Deluxe package - in addition to the basic package, this includes participation in rehearsal as needed, active camera panning, special sound set up for musicians and insertion of any program materials into video as requested

Building Use

On the day of the ceremony, MPUC will be responsible for making certain that the building is open three hours prior to the ceremony time. The wedding party should understand that the sanctuary needs to be ready to receive guests 30 minutes before the service, so plan accordingly for any pre-ceremony photography. Members of the wedding party may dress at the church using the Plymouth Room (the room behind the organ on the same level as the sanctuary) and another room will be provided for other wedding party members.

- There may be church COVID protocols in place that supersede this agreement. The church will provide the current protocols when you reserve the space and will keep you up to date on any changes.
- The Sanctuary seats 250, which includes the balcony and main floor.
- An additional note: Our Sanctuary is not air conditioned.
- Candles and candelabra: the church has two candelabras, each holds seven candles. The church also has six aisle candles which can be used.
- Flowers: your florist should plan to deliver the flowers on the day of the wedding, during the time when the building is open. Flowers for the sanctuary may be taken directly into the sanctuary or put in the office on the main level. Flowers for the attendants may be put in the office or taken to the Plymouth Room if the wedding party is dressing at the church.
- Aisle runner: if you choose to have an aisle runner, your florist should be able to provide one. The church does not have an aisle runner.
- Guest book: the church has a podium which will accommodate a guest book. It can be in the Narthex or in the Social Hall.
- Gift table: the church will provide a table for gifts. The wedding couple is responsible for asking someone to provide security during the wedding.
- Purses and valuables: the Wedding Coordinator will lock any purses or valuables in the Plymouth Room, but please advise members of your wedding party to limit what they bring to the church. The church is not responsible for loss or damage.
- Rice, birdseed, bubbles: for environmental and safety reasons, the church does not allow either rice or birdseed to be thrown as the couple leaves the church. Bubbles may be used with appropriate precautions.
- Snacks and beverages: you are welcome to bring beverages and snacks for the wedding party as they prepare for the ceremony. The kitchen on the main level may be used for anything that needs refrigeration. Please remember to remove all food and beverages from the kitchen before you leave. **Please advise members of the wedding party that there is no smoking, alcohol, guns, or drugs allowed in the church or on church grounds.**

Wedding Rehearsal

The Wedding Coordinator and presiding minister will be in charge of the rehearsal and will answer any questions you may have about the wedding day. At the rehearsal, the Wedding Coordinator will meet with ushers and members of the wedding party to familiarize them with the building and help them learn how to manage the program. The wedding party will practice processing into the sanctuary and recessing after the service. All musician(s) should also be present. All fees – including building use, musician(s), audio/video technician(s), pastor, and Wedding Coordinator – should be disbursed.

Wedding Day

Before or after the ceremony, the Wedding Coordinator will arrange for the couple to sign the marriage license with witnesses present. The Wedding Coordinator will be available to assist the ushers in seating guests and family members, and help the wedding party line up and enter the sanctuary.

The couple should designate one individual to be in charge of making sure that everything is picked up after the ceremony, both in the sanctuary and in the rooms that have been used prior to the service. This person must keep their cell phone on and within hearing distance during the reception in case an important item is found while the church is being cleaned.

The Wedding Coordinator is the last to leave the building after the ceremony.

Use of the Social Hall for Your Reception

Our Social Hall seats 140 people. If you want to use the Social Hall for a reception, custodial services will set it up ahead of time. It is helpful to have a diagram of where you want tables, etc., to be set up. Please provide a diagram to the Church Administrator and Wedding Coordinator two weeks before the ceremony date. After the reception, the Wedding Coordinator will return at a designated time to make sure all clean up is done. The church does not have nor does it provide recommendations for catering services. Please talk to the Wedding Coordinator about any additional requests.

Directions and Parking

It is helpful to include a map to Macalester Plymouth United Church in your invitation and a map showing parking. Guests are welcome to the Macalester Parking lots. A good map can be found on the Macalester College website. <http://www.macalester.edu/about/mapbybuild.html>

Church Wedding Policies

- **Ceremonies at MPUC require the use of our Wedding Coordinator and audio/video technicians.**
- **Use of organ and piano must be approved by the Director of Music.**
- **The marriage license MUST be brought to the rehearsal.**
- **Adjustments to the fees and services may be made for weddings of church members held during a Sunday morning worship service at the discretion of the Wedding Coordinator.**
- **Flash photography is not permitted during the wedding service.**
- **Videographers may not use lights during the wedding service.**
- **Photographers and videographers must not be in the center aisle or in front of the sanctuary during the ceremony. They may stay in the back and sides on the main floor or in the balcony during the ceremony.**
- **Separate checks must be made for the clergy, church/custodial service/reception workers, wedding coordinator, organist, our musician(s), and audio/video technician(s).**
- **Use of the sound system is only by the church-designated audio/video technicians.**

Checklist for Your Wedding

- Read this booklet and complete the wedding application form
- Return the wedding application form to the church office as soon as possible, along with the \$100 deposit to hold the date
- Confirm date for ceremony and rehearsal, and reception if applicable
- Contact MPUC Minister through the church office 651-698-8871
- Contact Wedding Coordinator, Penny Heubach, 651-644-5394 (home), 651-295-8678 (cell)
- Contact Director of Music, Brad Bradshaw, through the church office 651-698-8871
- Complete pre-marital counseling
- Confirm photo session, if at church
- Confirm audio/video needs
- Confirm ceremony set-up with diagram, as well as other set-ups as needed
- Pay fees as required at the rehearsal. Contact the Wedding Coordinator if you need help.
- Give contact information for check-in person in charge of lost items to Wedding Coordinator
- Apply for the marriage license in plenty of time!

Wedding Fee Schedule

	Member Fee	Non-Member Fee
Space for Rehearsal and Ceremony (Includes Sanctuary, Plymouth Room, and additional room)	Donation	\$250
Space for Reception (Social Hall)	Donation	\$200
Organist (one hour for rehearsal and one hour for ceremony)	\$250	\$250
each additional hour for added rehearsals	\$75	\$75
Minister (Ceremony planning, rehearsal, and ceremony)	Donation	\$300
Wedding Coordinator (preparation, rehearsal, and ceremony)	\$225	\$225
If the reception is here, there will be an additional charge of \$100 for the first 4 hours; with an additional \$50 for each hour after that		
Piano tuning Fee	\$150	\$150
Organ Usage	\$50	\$50
Custodial Fees	\$100	\$100
Audio/Video Services	Please see below	Please see below
Total	\$935	\$1585

Audio Video Packages for All Weddings

Standard package - includes basic audio and simple livestream/video recording (processional and vows but no active panning of the attendees, general sound pickup, but no special mics for musicians, etc)

Deluxe package - in addition to the basic package, this includes participation in rehearsal as needed, active camera panning, special sound set up for musicians and insertion of any program materials into video as requested

The \$100 deposit will be deducted when the final payment is calculated.

THINGS TO REMIND THE WEDDING CEREMONY PHOTOGRAPHER

Here are a few tips to discuss with your photographer:

Arrive ON TIME and allow plenty of time to set up BEFORE the scheduled photo session. DO NOT schedule the photo time as the time when you arrive at the church, but AFTER YOU ARE ALL SET UP. This eliminates having the wedding party stand around waiting for you to set up your equipment.

No video lights during the ceremony.

No photos during the ceremony.

Allow plenty of time to do photos before the ceremony, so that the wedding party has time to relax a little before going down the aisle.

Be sure that you are clear with the wedding party on whether you are going to do photos after the ceremony and/or at the reception.

If you are taking photos after the ceremony, instead of before, please remember that the wedding party has a reception to go to and people are waiting for them.

ANOTHER NOTE TO THE WEDDING COUPLE:

Relatives and friends love to bring their cameras and take pictures during the ceremony. However, remember that this is a worship service and it is very distracting to everyone in the church when flash bulbs are going off all over the sanctuary. Please tell them to respect the sacredness of this event, and hold off until AFTER the ceremony.

If you wish to have a professional videotape the ceremony, please check first with the Minister and the Wedding Coordinator.

ALTERNATIVES TO HAVING A PROFESSIONAL PHOTOGRAPHER IF YOU ARE HAVING AN INFORMAL CEREMONY:

Assign a couple of friends to do the photos before and/or after the ceremony.

Give friends disposable cameras to take pictures at the reception.



Wedding Ceremony Information and Set-Up Form

When information is not-known enter a question mark.
 Include \$100 deposit with completed form
 (if reception is here, an additional \$100 deposit is needed)

DATE FORM COMPLETED _____

CEREMONY DATE: _____ TIME: _____ LOCATION: _____
 REHEARSAL DATE: _____ TIME: _____ LOCATION: _____
 WEDDING PHOTOS DATE: _____ TIME: _____ LOCATION: _____
 RECEPTION DATE: _____ TIME: _____ LOCATION: _____

MUSIC: MPUC Organist needed? _____ Soloist desired? _____

AUDIO/VISUAL PACKAGE: Standard _____ Deluxe _____

Church Piano or organ or other instruments desired? _____

(Contact Music Director through the church office to arrange music)

PASTOR: _____
 Phone number _____ Email _____

Date and Time of APPOINTMENT WITH PASTOR _____
 (to be set by pastor and couple)

Date and Time of APPOINTMENT WITH WEDDING COORDINATOR _____
 Penny Heubach, Wedding Coordinator: (651) 644-5394, Mobile: (651) 295-8678
 (to be set by couple and coordinator)

Person 1

 Name

 Street Address

 City State Zip

 Email

 Home phone Work phone

 Date of Birth _____

MPUC church member YES NO

By what name do you prefer to be addressed during the ceremony? _____

Person 2

 Name

 Street Address

 City State Zip

 Email

 Home phone Work phone

 Date of Birth _____

MPUC church member YES NO

By what name do you prefer to be addressed during the ceremony? _____

Address at which couple may be reached after ceremony
 (official names following wedding) _____
 (street address) _____
 (city, state, zip) _____
 (phone) _____

Are there any guests with disabilities who will need assistance? _____

Witnesses you will have sign the marriage license

Name

Name

Street Address

Street Address

City

State Zip

City

State Zip

Parent(s), if applicable:

Person 1's Parent Name

Address

Phone

Person 1's Parent Name

Address

Phone

Person 2's Parent Name

Address

Phone

Person 2's Parent Name

Address

Phone

Name and phone number of photographer: _____

Name and phone number of videographer: _____

POLICIES

- Ceremonies at MPUC require the use of our wedding coordinator and audio/video technicians.
- Use of organ and piano must be approved by the Director of Music.
- The marriage license MUST be brought to the rehearsal.
- Adjustments to the fees and services may be made for weddings of church members held during a Sunday morning worship service at the discretion of the Wedding Coordinator.
- Flash photography is not permitted during the wedding service.
- Videographers may not use lights during the wedding service.
- Photographers and videographers must not be in the center aisle or in front of the sanctuary during the ceremony. They may stay in the back and sides on the main floor or in the balcony during the ceremony.
- Separate checks must be made for the clergy, church/custodial services/reception workers, wedding coordinator, organist, our musician(s), and audio/video technician(s).
- Use of the audio/video system is only by the church-designated audio/video technicians.

I understand and will abide by the above policies.

Date

(only person who completed form must sign and date)

OFFICE USE ONLY

Deposit Paid: \$ _____

Deposit received ___ / ___ / ___

Form sent to wedding coordinator _____

Form sent to officiating clergy _____

**Room Use and Set-up Request Form
For Weddings and/or Receptions**

Group Name _____ Est. Attendance _____

Event _____

*Contact Person _____ Email _____

Phone (w) _____ (h) _____

Rehearsal _____ Time _____ to _____

Wedding _____ Time _____ to _____

Reception _____ Time _____ to _____

Rooms Requested Sanctuary Kitchen Social Hall Plymouth Room

Please describe your set-up and equipment needs on the back of this form

Kitchen needed _____ Yes _____ No _____ Coffee pot only

Please submit all requests in a timely manner. Late requests compromise the availability of space needed.

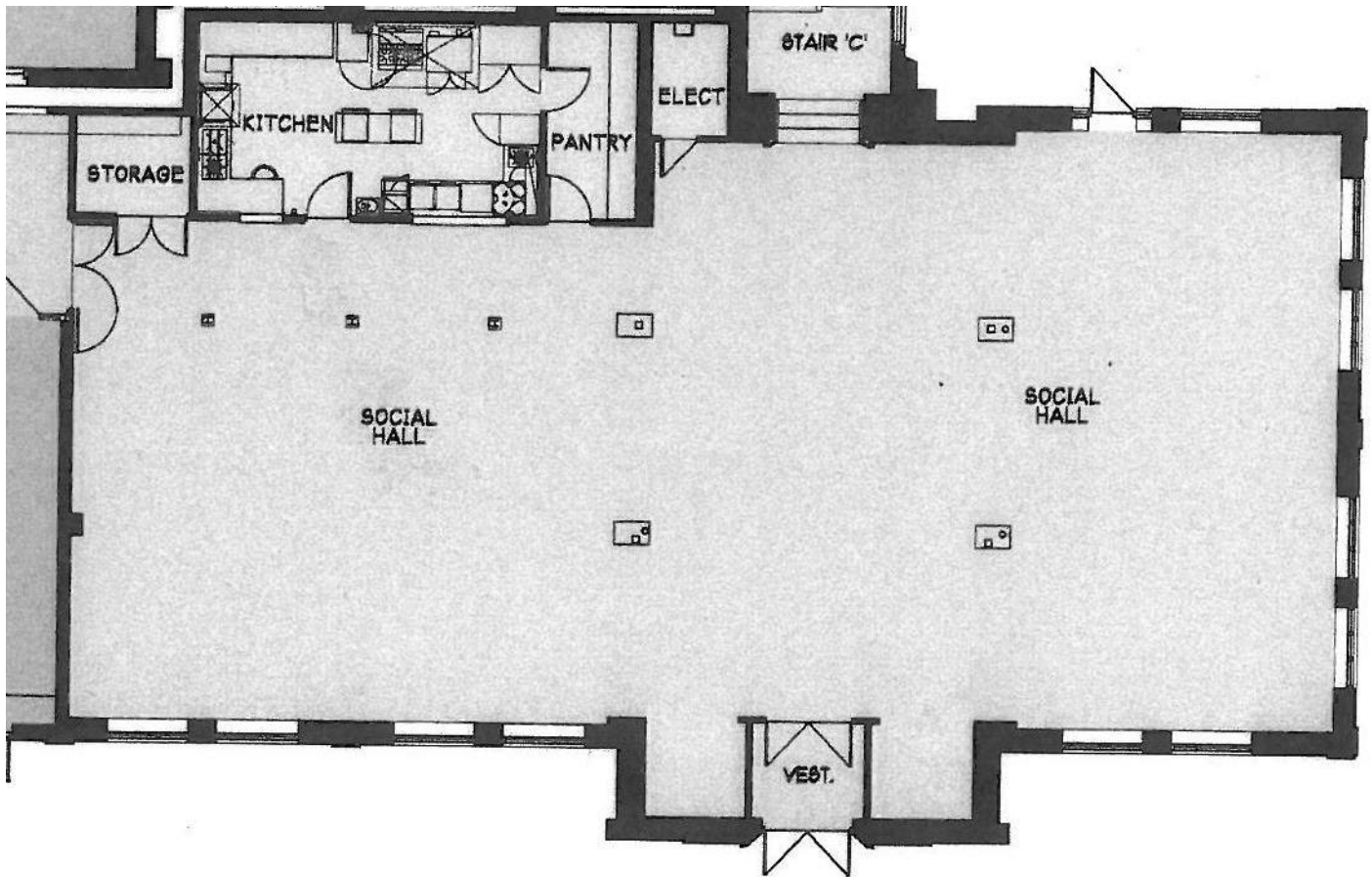
For office use:	
Request received	Request confirmed
Fees _____	Deposit Received _____
Processed	Operations Approval

PLEASE RETURN THIS FORM TO THE OFFICE ADMINISTRATOR

See other side for setup diagram

Room Set-up Request for Receptions

Draw diagram of requested room set-up:



Number of chairs needed _____

Number of tables needed _____

*We have 20 round tables that seat 7 people comfortably. We also have 6 foot rectangular tables available for head tables or banquet set-up.

*There may be church protocols in place that supersede this agreement. The church will provide the current protocols when you reserve the space and will keep you up to date on any changes.