

POLICY FOR WEDDINGS IN THE CHAPEL OF THE CHRIST

Martin Luther College, New Ulm, MN

In the year 2000, the Wisconsin Evangelical Lutheran Synod celebrated 150 years of existence as an instrument of God's Kingdom in North America and around the world. In grateful recognition of God's grace and love the members of the synod determined to build a chapel on the campus of Martin Luther College in New Ulm, Minnesota. The Chapel of the Christ was completed in 2010 and will always be used in that spirit of thanksgiving to God. With this in mind, the college administration offers the following policies to guide those who wish to make use of this wonderful facility for their wedding worship service.

PLEASE NOTE: The Chapel of the Christ is dedicated to the glory and worship of the Triune God. Please project an attitude of proper Christian decorum at all times. As you make your plans, please take into consideration that food, beverages, alcohol, tobacco in any form, and pets are prohibited in the Chapel. [Alcohol is also prohibited on campus, generally.] In addition, we ask that you do not have your guests throw anything in or outside of our facilities – no rice, birdseed, or bubbles please.

REQUESTS TO RESERVE THE CHAPEL OF THE CHRIST should be directed to the MLC Dean of Chapel. Reservation forms must be used to schedule the use of the chapel and, of course, the earlier reservations can be made, the better—chapel usage is first-come, first-served. The Dean of Chapel will help you make arrangements for your wedding service.

WEDDING AND REHEARSAL RESERVATIONS: Rehearsals of 1½ hours and weddings (preparations, photos, worship service) of 5 hours are allowed for in the Chapel. This is the total time a wedding party may utilize the Chapel, so please make sure your arrangements have been made with these time limits in mind. If your plans change or are canceled for any reason, please inform MLC as soon as possible. *Please Note: The Chapel is generally not available Monday through Friday during the school year.*

DO NOT CHANGE TIMES RESERVED FOR YOUR REHEARSAL OR WEDDING without prior approval by MLC. We will gladly make any changes you request *if times and dates are available.*

WHO MAY USE CHAPEL OF THE CHRIST FOR WEDDINGS?

WELS members and those in fellowship with WELS may request to use the Chapel for their wedding.

WHO MAY PERFORM MARRIAGES IN THE MLC CHAPEL?

Since the Chapel of the Christ is the worship space of MLC, all services will be conducted in accordance with the biblical doctrine and practice which the college professes. The Dean of Chapel will coordinate arrangements for pastoral services with you. Generally, ordained pastors of the Wisconsin Evangelical Lutheran Synod (WELS) or of churches in fellowship with WELS may lead the worship service.

WHO MAY SERVE AS MUSICIANS FOR WEDDINGS IN THE CHAPEL OF THE CHRIST?

Since the Chapel of the Christ is the worship space of MLC, **all organists, soloists, and instrumentalists** must be members of WELS or of churches in fellowship with WELS. Since the organ in the Chapel of the Christ is an extremely valuable instrument and requires special knowledge for proper operation, MLC is selective in regard to those who use this instrument. Again, the Dean of Chapel will help you coordinate arrangements with organists, soloists, and instrumentalists.

WHAT MUSIC MAY BE USED FOR WEDDINGS IN THE MLC CHAPEL?

A wedding is a special event in a Christian's life, and it also provides the Church an opportunity to proclaim the wonderful teachings of Scripture regarding a Christ-centered marriage. **All** music for wedding worship services will be approved by the Dean of Chapel. Please remember as you do your planning: congregational singing is always encouraged!

AUDIO/VISUAL SERVICES

- **Sound tech** will be onsite to assist with audio needs
- **Live Streaming** will be provided by the MLC Audio/Visual staff and their fee is included in the rental charge.
- **Questions?** Email AV Services at matzkebm@mlc-wels.edu.

FLORISTS, PHOTOGRAPHERS, AND BRIDAL CONSULTANTS are arranged for by the bride and groom. Please inform all of these people (and particularly your photographer) of the time limits set for a wedding in MLC's Chapel.

CANDLES may be placed only in the chancel area. MLC does own a unity candle holder that couples may use. We also have a kneeling bench that may be used.

DECORATIONS: Please discuss all your decorating plans with the Dean of Chapel. Any items used for decoration which do not belong to the Chapel must be removed immediately following the service. It is suggested that you assign friends to oversee this task.

FLOWERS AND PLANTS are not to be placed on the altar. Flowers may be placed in the chancel area and on the flower stands attached to the reredos (i.e. shelves) behind the altar. Flowers may also be placed at the ends of the rows of chairs, provided they are attached with non-marring materials. Please do not spread flower petals anywhere in the Chapel.

FLASH PHOTOGRAPHY may be used before and during the processional, also during and after the recessional, but not during the service itself.

DRESSING ROOMS: Females may use the basement of the Chapel. Males generally use the sacristy area and the restroom located in the narthex of the Chapel. Please make arrangements to have someone collect and remove all personal items from the dressing areas immediately following the service so nothing is forgotten. **Martin Luther College is not responsible for lost or stolen articles.**

CHAPEL FELLOWSHIP ROOM: Use of the Chapel fellowship room other than for dressing on the day of the wedding (i.e. rehearsal dinners or gatherings), must be approved by MLC prior to the event.

HOUSING ACCOMMODATIONS: Limited overnight accommodations for family and guests may be available in the residence halls. Residence hall room rental fees are currently \$15 per night per room and are payable in advance. Rooms are equipped with two beds (in some cases bunk beds), but guests will need to supply their own linens, towels, and pillows. Each floor of a residence hall has bathroom and shower facilities. Room keys will not be distributed, and guests should consider that this means rooms cannot be locked while they are away. Martin Luther College is not responsible for lost or stolen items and carries no insurance coverage for an individual's personal belongings. **Families interested in making use of the residence halls need to make arrangements with the Student Life Office well in advance of the wedding date.** Remember that those who schedule weddings in the MLC Chapel may use the

housing facilities if there is space available. Please note that **alcohol, tobacco in any form, and pets** are prohibited in the dormitories.

DINING SERVICES: Fresh Ideas provides food service for Martin Luther College. If you are interested in their services, please contact them.

CONTACT INFORMATION

Dean of Chapel	Rev. Jacob Behnken	behnkejc@mlc-wels.edu	989-513-5536 (M)
Student Life Assistant	Mrs. Laura Olson	olsonlk@mlc-wels.edu	507-354-8221 ex289
MLC A/V	Mr. Benj Matzke	matzkebm@mlc-wels.edu	507-354-8221 ex261

QUESTIONS AND SUGGESTIONS

Concerning Weddings in Chapel of the Christ

1. What time are your pictures scheduled to begin? If you want to take pictures before the wedding, the entire wedding party, including the bride and her attendants, must allow enough time to get ready before the scheduled time for pictures. The pictures should be completed at least 30 minutes before the ceremony. You would not want guests walking in while you are still having pictures taken. Be sure the photographer knows this time limit. The bride and groom might ask people involved in pictures to stay in the chapel for the entire time to avoid delays.
2. An aisle runner is not available in the Chapel of the Christ, and usage of such is discouraged.
3. Set a definite time for your ushers to start seating guests. Since wedding guests have a tendency to visit with each other in the large chapel entryway—*which could make your wedding start late*—encourage your ushers to seat guests promptly. Also, make sure ushers have a definite time to start seating grandparents, mother and father of the groom and mother of the bride, etc. This will ensure that the service begins on time and gives everyone a deadline toward which to work. We suggest you discuss this with the pastor performing the wedding service.
4. When the service is over, please have someone designated to collect all your things. You may want to assign an usher or your personal attendant to check the chancel, chairs, and the entry on the main floor, also the dressing rooms, hallway, and rest rooms for items belonging to you or the wedding party. Make sure this person also knows what is to be done with whatever belongs to the florist and takes care of that. When everyone has left, the only things left in the Chapel should be what belongs to the Chapel. **Martin Luther College is not responsible for lost or stolen articles.**
5. **Please be certain to tell everyone in your wedding party about restrictions prohibiting all types of food, beverages, alcohol, tobacco, and pets in the Chapel. Thank you.**
6. If you would like to make use of dormitory housing, you must contact the Student Life Office **well in advance** to see if these arrangements are even possible. It is also the family's responsibility to coordinate use of the facilities – in other words, the Student Life Office only wants to know how many rooms are required. **Payment for said rooms is the responsibility of the wedding couple/family and should be done in advance.**

WEDDING RESERVATION FOR CHAPEL OF THE CHRIST

DATE OF WEDDING: _____
(Day of week) (Month) (Date) (Year)

REHEARSAL DATE:			
Start Time:		End Time:	

WEDDING DATE:			
Start Time:		End Time:	

OFFICIANT:		ORGANIST:	
MUSICIANS:		VOCALISTS:	

BRIDE'S INFORMATION

NAME		EMAIL	
ADDRESS		PHONE	
CITY, STATE, ZIP			
CONGREGATION		PASTOR	

GROOM'S INFORMATION

NAME		EMAIL	
ADDRESS		PHONE	
CITY, STATE, ZIP			
CONGREGATION		PASTOR	

Chapel Rental Fee: \$300.00 (please remit with this application)

Remember...

FEE FOR OFFICIANT'S SERVICES is determined by each officiant.
FEE FOR ORGANIST'S SERVICES is determined by each organist.
FEE FOR MUSICIANS AND VOCALISTS is determined by individual musicians and vocalists.
FEE FOR AUDIO/VISUAL SERVICES is **included in the rental charge.**

Contracting Party Signature Date	Dean of Chapel Signature Date

Please sign and return to: *(don't forget to make a copy for yourself!)*
Martin Luther College c/o Dean of Chapel
1995 Luther Ct.
New Ulm, MN 56073
507-354-8221 ex229

To avoid conflict, any changes or cancellations must be cleared in advance with the the Dean of Chapel.
Special requests and/or accommodation needs should be submitted in a letter accompanying this form.