

Wedding Handbook



St. John's Lutheran Church
20275 Davidson Rd
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www.makedisciples.com
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WEDDING WORKSHEET

Rehearsal Date _____ Time _____
 Wedding Date _____ Time _____

Groom

Full Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____
 Member of St. John's? (circle one) yes no

Bride

Full Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____
 Member of St. John's? (circle one) yes no

Approximate number of guests _____

Best Man (legal name) _____

Maid of Honor (legal name) _____

Male Attendants (in position order) Female Attendants (in position order)

Ring Bearer _____ Age _____

Flower Girl _____ Age _____

Ushers

Which usher will show bride's mother in? _____

Which usher will show groom's mother in? _____

Lector/Reader(s) _____

Soloist(s) _____ Instrumentalists _____

Will Communion be served? (circle one) yes no

If using an aisle runner who will lay it down? _____

Who will escort the bride down the aisle? _____

CHARGES

TOTAL FEES	Member	Non-Member
Without Fellowship Hall	\$400	\$850
With Fellowship Hall	\$450	\$1,000

Member fees include: Organist and custodian payment. Members should include an honorarium for the Pastor. The suggested honorarium for pastors is \$200. Please add this to your total fees to St. John's. Members use the sanctuary (seats approx. 300 people) free of charge.

Non-member fees include: Use of the sanctuary, as well as fees for the Pastor, organist and custodian.

Please pay fees at least one week prior to the wedding. Check can be made out to: St. John's Lutheran Church.

NOTES:

Congratulations on Your Engagement!

We want to wish you joy and blessings as you begin your life together. We also want to help make your wedding day a real celebration of your love for each other.

This handbook contains the policies of St. John's regarding weddings at our church. Please feel free to discuss any questions with us.

Contacts for St. John's Lutheran Church

262-786-6887

Pastor Jennifer Arnold
pastorjennifer@makedisciples.com

Ext. 11

Music Director
Carol Peterson
choir@makedisciples.com

Ext. 23

Office Coordinator
Pam Klink
office@makedisciple.com

Ext. 10

Church Administrator
Rheanna Smith
admin@makedisciple.com

Ext. 13

Church Custodian
Ilmira Shakirova

www.makedisciples.com

Click on the **Wedding Information** link
under the Resources Tab.

15. **Usher guidelines:** There should be at least two ushers, even for small weddings. For large weddings, there should be a head usher (who ushers the bride's mother) and 1 usher for every 50 guests. Ushers attend the wedding rehearsal.
16. **Food and/or beverage:** No foods or beverages are allowed in the sanctuary. If you would like to have refreshments for the wedding party, please ask if the kitchen/fellowship hall is available for use.
IMPORTANT - NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CHURCH PROPERTY AT ANY TIME!
17. **Throw birdseed only:** Remind your guests to throw birdseed only outside the church building. No rice, please. Bubbles make an excellent alternative.
18. **Reception:** Depending on the date and time of your ceremony, the fellowship hall/kitchen may be available for your use. You will need to supply tablecloths and centerpieces should you wish to use them. The custodial fees include the set-up and break-down of the tables and chairs and cleaning of the floor. All other clean-up will be your responsibility. If you are interested, please discuss this with the pastor as soon as possible. There will be additional fees for this service. See pg. 10.

9. **Banners:** We have wedding banners that are hung in the sanctuary for your special occasion. To see a picture of the banners, please go to our website www.makedisciples.com and click on the Wedding Information link in the Resources tab.
10. **Decorations:** We do not have decorations on hand for weddings. If you wish to use decorations on chairs, they may be attached by pins or wire (no glue or tape).
11. **Flowers & candles:** Flowers and candles can be placed on the altar. We do not have flower stands or candle holders available for use, but they can be rented from wedding rental locations. Candelabras are not permitted. Artificial petals are recommended.
12. **Aisle runner:** Not provided by the church. The center aisle of the church is approximately 50 ft. from the carpet line to the base of the altar. You may throw petals on the aisle runner only.
13. **Photographer:** Because of the sacredness of the wedding ceremony, we request that **NO FLASH PHOTOS** be taken during the ceremony. Please remind your photographer of this when making your arrangements. You may take flash photos before and after the ceremony.
14. **Music:** Our organist has the first right of refusal for all weddings. This means you must contact her to make all music arrangements, and if she is unavailable, she will find another organist for your ceremony. You will discuss music decisions with her directly. There is a fee for this service. See pg. 10.

BASIC CONSIDERATIONS

First, the emphasis of a Christian wedding is, of course, the presence of God in this important time of commitment. In a Christian wedding we receive God's (word of) direction and God's blessing. The wedding is, first and foremost, a worship service. The music, prayers and actions focus on the worship of God and the celebration of God's love as experienced through the love of a man and a woman.

Second, the wedding is a worship service for the people. Even private weddings are public in the sense that all worship services are open to all the people of God. Please remember that the only audience is God. All others are participants with some kind of role to play. All are here to worship, all are here to witness, all are here to pray and all are here to acknowledge your marriage and wish you God's blessing on your life together.

Third, the wedding is a service of celebration. As we celebrate your marriage and God's presence, we give thanks that God has given you to one another. We celebrate and thank God for all the friends and family who will be with you on that day for the joy you will be sharing.

EXPECTATIONS

- 1. Make arrangements at least 6 months in advance:**
Speak with the pastor about your date as soon as possible.
- 2. Pre-marital counseling is a requirement:** We ask couples to attend a marriage workshop offered through LSS or to do an inventory with Life Innovations, Inc. The workshop/inventory is at the discretion of the pastor. After you complete this requirement, the pastor will meet with you to discuss further questions and to plan the ceremony. There is a *required fee* for the workshop or inventory.
- 3. Marriage license:** The state of Wisconsin recommends you attain your wedding license within one month of your wedding date. The license is valid for 30 days. You must bring your social security number, show proof of residence, have a certified copy of your birth certificate (if under 30), know your parents' full names, and your mothers' maiden names. Make sure you have the date and place of your ceremony and the name, address, and phone number of the officiant (listed on the front of this handbook). If previously married, persons must bring their last divorce decree or annulment decree. Marriage license fees are approximately \$105, cash only. Please bring your license to the wedding rehearsal. **Please contact your County Clerk for any updates or changes to these requirements.**
- 4. Officiating pastor:** Our pastor officiates the weddings here at St. John's. Other ELCA pastors may officiate if prior arrangements have been made with our pastor. Pastors from other denominations may assist our pastors or another officiating ELCA pastor.
- 5. Wedding bulletins:** Today's wedding bulletins can be simple to extremely creative. It is your preference. We have the ability to print simple bulletins at the church, but will not design them. If you would like to bring your finished bulletin to the church to be printed on your paper or if you have any questions about this service, please contact Pam Klink, Office Coordinator. Sample bulletins can be found on our website, www.makedisciples.com, click on the Wedding Information link in the Resources tab.
- 6. Rehearsal:** Rehearsals are usually scheduled the evening before the ceremony. Please have the wedding party arrive early so that the rehearsal starts on time. The rehearsal should not last more than one hour. *If any member of the wedding party comes to the rehearsal or wedding service obviously under the influence of alcohol or drugs, the pastor may refuse to perform the ceremony.*
- 7. Getting dressed:** We have designated two rooms in different parts of the church for dressing purposes. The men's dressing area is in the Youth Room in the north east side of the building. The woman's dressing area is in the Martin Luther room in the north west side of the building on the lower level. Both rooms have air conditioning, are located near restrooms and the Martin Luther room has dress hooks, a mirror, and a curtain on the door window for privacy. *Please use these designated rooms only.*
- 8. Bringing items to the church:** We ask that you do not bring or leave items associated with the wedding or the reception to the church earlier than the day of your rehearsal. Please be sure to pick up all of your things after the wedding. St. John's cannot assume responsibility for any items left at the church.