

Wedding Guide



St. John's

LUTHERAN ELCA | BROOKFIELD, WI
Following Jesus, Making Disciples, Serving the World

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www.makedisciples.com
Click on the **Weddings** link under the Welcome tab.

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

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 invite and receive 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 by the couple getting married.

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.

Things to Know

1. **Make arrangements at least six months in advance:** Speak with the pastor about your date as soon as possible.
2. **Marriage License:**
Please contact the County Clerk for specific requirements:
<https://www.waukeshacounty.gov/marriagelicense>
3. **Officiating Pastor:** Our pastor officiates the weddings here at St. John's. If you are interested in having an outside pastor participate in the service with our pastor, please discuss that with our pastor.
4. **Wedding Bulletins:** 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, Communications Coordinator.
5. **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.*
6. **Getting Dressed:** We have designated two rooms in different parts of the church for dressing purposes. The woman's dressing area is in the Martin Luther room in the north west side of the building on the lower level. The Martin Luther room has dress hooks, a mirror, and a curtain on the door window for privacy. The men's dressing area is in the Youth Room in the north east side of the building. Both rooms have air conditioning and are located near restrooms. *Please use these designated rooms only.*

7. **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.
8. **Banners:** We have wedding banners that are hung in the sanctuary for your ceremony. The altar cloths do not change for weddings as they reflect the season of the church year.
9. **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).
10. **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.
11. **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. Artificial petals are recommended.
12. **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.
13. **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 page 7.
14. **Usher Guidelines:** There should be at least two ushers, even for small weddings. For large weddings, we recommend 3-4 ushers. Ushers are expected to attend the wedding rehearsal.

- 15. 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.**
- 16. Throw Birdseed Only:** Remind your guests to throw birdseed only outside the church building. No rice, please. Bubbles make an excellent alternative.
- 17. 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 page 7.
- 18. Ceremony Space and Timing:** Our sanctuary seats 300 guests and is air conditioned during the warmer months. Weddings held on Sundays may begin after 2:00 p.m. Other days are scheduled based on church availability.

Fees

Member fees are as follows:

- to Becky Whelpley (Music Director) - fees vary
- to the Custodian (ask which custodian will be working the wedding) - \$50
add \$50 more if you are using the Fellowship Hall
- to the Pastor - honorarium at member's discretion
- members use the sanctuary (seats approx. 300 people) free of charge.

Non-member fees are as follows:

- to Becky Whelpley (Music Director) - fees vary
- to the Custodian (ask which custodian will be working the wedding) - \$50
add \$50 more if you are using the Fellowship Hall
- to the Pastor - \$300 honorarium
- to St. John's - \$400 for use of the Sanctuary -
add \$100 more if you are using the Fellowship Hall.

Please pay fees (cash or checks) at least one week prior to the wedding.

