

St. John Lutheran Church Sherman Center



Wedding Handbook

St. John Lutheran Church
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Weddings at St. John Lutheran Church

We are delighted that you plan to be married at St. John Lutheran. The church and the congregation want your wedding to be a holy and reverent event that you, your families, and your friends will cherish as you participate in it, and as you remember it in years to come. The church is pleased to participate in the establishment of a Christian home and welcomes the opportunity to join you in this commitment. Our hope is that your wedding day will be the first day of a long-lasting Christian marriage.

Statement on Christian Marriage: Christian marriage is a covenant between a man and a woman who are in covenant with God. This covenant is grounded in God's promise to be our God and God's claiming us as His people. God's covenant is a covenant of love and grace, of commandments and responsibilities.

Officiating Pastor: Our pastor, or another pastor approved by our Board of Elders conducts the wedding ceremony. Any officiating pastor is required to follow the policies set forth in this booklet. The pastor does not necessarily agree to marry every couple that asks to be married. It is their prerogative to accept or refuse the request for marriage. The basis upon which such a decision is made is determined by the church and the pastor. Under no circumstances will non-LCMS clergy be allowed to conduct the wedding or participate in the service. This is in strict accord with the doctrine and teaching of the Lutheran Church-Missouri Synod regarding altar and pulpit fellowship.

Pre-marital Counseling: Prior to any wedding at St. John Lutheran, the bride and groom are required to complete the premarital counseling which includes a pre-marital assessment and coaching with the pastor.

- Contact information regarding the couple is sent to the Wedding Coordinator and the pastor is notified.
- Typically, 2-3 hours are required to help facilitate the marriage event with deep Christian meaning and consists of conversation about many matters of significance in the marriage relationship. The officiating minister can require more if needed.

Scheduling the date:

Members of our church receive first priority of available dates on the church calendar. Once a preferred date and time is found the couple must contact the Wedding Coordinator to confirm the date(s) on the church calendar for your wedding (rehearsal, wedding day, reception, etc.), pay your wedding deposit, and complete the wedding questionnaire.

Weddings during Holy Week (Palm Sunday weekend through Easter Sunday), Thanksgiving weekend, and New Year's weekend are not permitted, unless discussed and approved prior to scheduling.

Weddings during the month of December are difficult to schedule, but may be considered on a case by case basis due to Christmas decorations and special programs throughout the month. The church will be decorated for Christmas. Brides are welcome to use decorations that are in place.

Wedding Fees: A wedding deposit of **\$300.00** is required to reserve a date on the church calendar. The wedding deposit is applied to the total fees due. See the Wedding Fee Schedule on page 7.

- All other fees are due on the night of the rehearsal.
- The wedding facility deposit is to be delivered and/or mailed to the church office.
- Make checks payable to St. John Lutheran.

Wedding Coordinator: A St. John Lutheran Wedding Coordinator is required at all weddings and assists the officiating pastor with supervising the rehearsal and the day of the wedding.

- The coordinator is a liaison between families and St. John Lutheran.
- After your wedding date is placed on the church calendar, please contact the Wedding Coordinator for an initial meeting, as soon as possible after the date is confirmed. Another meeting should be planned for the month prior to the wedding.

Music: The music, whether instrumental or vocal, should be appropriate to a Christian marriage.

- The church organ must be played by our preferred Organist or a guest Organist approved by the Wedding Coordinator. Please note that the

wedding couple is responsible for securing any musicians. The church does not have an organist on staff. The wedding Coordinator can provide suggested Organists.

- Recorded music is to be controlled by our preferred technology coordinators.
- You may provide your own vocalist, and/or musicians.
- All music is to be approved by the Wedding Coordinator.

Sanctuary Wedding Decorations

- No nails, tacks, or tape may be used or driven into a wall, woodwork, pews, carpet, or floors of the church. No decorations that will mar the pews, walls, carpet, floors, or other property of the church are permitted.
- Altar candles proper to the church may not be moved or removed. A stand will be permitted for a unity candle display, but for safety reasons, no additional candles are permitted.
- Discuss with your Wedding Coordinator questions regarding seasonal decorations in the Sanctuary and Vestibules.
- Church decorations and arrangements, along with altar linens, may not be moved or removed. They correspond to a particular liturgical season.
- Floral/foilage arrangements and/or equipment may be delivered the day prior of the morning of the wedding. Please have florist contact the Wedding Coordinator by Wednesday at to confirm arrangements. Florists may speak with the Wedding Coordinator to arrange alternate delivery times.
- Wedding flowers may be left for the church's use during the Sunday morning worship service on the day following the wedding. If this is desired, please inform the Wedding Coordinator as far in advance as possible, so that the proper notation may be made on the flower calendar and church bulletin.
- Property belonging to the florist must be removed from the church immediately after the ceremony.
- Due to safety concerns. Aisle runners are not recommended.

Other Items to Observe:

- The family of the bride/groom will be responsible for any property damage or cleaning expense incurred due to failure to comply with the rules of the church.
- Smoking is not permitted inside any of the church buildings.

- Alcoholic beverages are not allowed on the church premises. Anyone arriving in the wedding party with alcohol or under the influence of such provides reason and grounds for the immediate cancellation of the wedding. Please make sure all persons involved in your wedding are aware of this restriction.
- With the exception of service animals, animals are not allowed to participate in the church ceremony.
- The scattering of flower petals inside the building is allowed. Birdseed or bubbles are acceptable outside the building. Potpourri, rice, confetti, glitter, or anything else is not allowed inside or outside the church buildings.
- If you wish to have wedding bulletins or programs, they can be printed by the church secretary (Bridal couple provides the paper) or pre printed.
- Flash photography is not allowed during any part of the wedding ceremony. Pictures may be taken before or after the ceremony.
- Videography may be undertaken with the permission of the officiating minister. Videographers are to remain in the balcony or side alcoves during the wedding ceremony.
- The ushers will begin seating guests at least 45 minutes prior to the hour of the wedding. One usher for every 50 - 75 guests is recommended.
- If you choose to provide a guest registry at the ceremony, a stand is available. Please designate a friend or family member to oversee this book and to take it to the reception.
- The church cannot be responsible for unattended personal items, and cannot be liable for such items should they be lost, stolen, or damaged.
- Slideshows/VHS presentations/DVD presentation must be approved prior to the rehearsal. The Wedding Coordinator must have a copy of the presentation one week prior to the rehearsal to verify that it will run on the church's equipment. It is the responsibility of the wedding party to provide the presentation in a manner that will run on our equipment (DVD or MS PowerPoint).
- All wedding events must be completed by 9PM in order to prepare for Sunday services.
- All garbage, food, flowers, papers, etc. must be removed by the bridal party at the end of the day. The church is to be left in the same condition as it was presented.

FACILITIES

Sanctuary:

The Sanctuary seats 400 on the main floor. It has one aisle (center) and two side aisles.

Rehearsal:

Wedding rehearsals should be conducted in a prompt and timely manner. It is essential that the entire wedding party be punctual for the rehearsal and the wedding. The bride should ask the wedding party to arrive 15 minutes prior to the rehearsal. One hour is scheduled for the rehearsal. The church may be decorated after the rehearsal is concluded.

Bride's Room:

The bride's room is located in the Friendship Room. It provides a place to hang the bride's dress, a space for her and her attendants to change their clothes, and a kitchenette. A restroom is located adjacent to the Friendship room.

Any clothes and items brought into the bride's room must be removed before departing the church on the day of the wedding.

Groom's Room:

The groom's room is located in the lower level. It provides a place to change. A restroom is across the hall.

Any clothes and items brought into the groom's room must be removed before departing the church on the day of the wedding.

Child Care:

Neither childcare facilities nor childcare personnel are available at or through the church.

INFORMATION REGARDING MARRIAGE LICENSES IN SHEBOYGAN COUNTY, WISCONSIN

You must apply for a marriage license in Sheboygan County (the county in which the marriage ceremony will be held) at the County Clerk's office. The license is valid on the day it is issued and remains in effect for 30 days. Both the man and the woman must be present at the time of issue. Premarital physical exams are not required. You will need to give the license to the presiding officiant so that it can be properly filed (see F below).

For additional information, contact the Sheboygan County Clerk at 920-459-3003.

The marriage license must be in the hands of the officiant at the time of the rehearsal so it can be properly completed and executed.

WEDDING FEE SCHEDULE (Make check payable to St. John Lutheran)

Facility Use Deposit \$300

This deposit is to be paid at the time the date is reserved for the wedding ceremony.

Deposit includes fees for:

- **Wedding Coordinator:** To assist the couple with many of the logistical details before and during the wedding service. This entails about 10 hours of time.
- **Custodian:** The church will already be cleaned before your wedding, but will need to be cleaned after in preparation for services. This entails about 2 hours of labor.
- **Church Secretary:** The secretary will prepare wedding bulletins, process marriage license for filing, and reserve the date on master church calendar.
- **Technology Coordinator:** Operates Audio Visual equipment for recorded music and video displays.

After the wedding is complete, and the church has been treated with the respect it deserves, and all guidelines set forth have been complied with, \$100 of the deposit will be refunded to the bridal couple.

Additional Wedding Fees (Paid directly to provider)

- **Officiant Honorarium:** Suggested fee \$150
 - Pastor usually meets with each couple for three hours before the wedding, and is then present for the rehearsal and service. His total time of meeting and preparation work is about 10 hours. If you wish to have

Pastor say a prayer or blessing at the wedding dinner, please send a formal invitation to avoid any confusion.

- Organist Honorarium: Suggested fee \$120-\$200
 - The lower figure should work if it involves playing pre-service music, an processional and recessional and post service music. A higher honorarium is needed if rehearsals with special musicians or soloists is necessary or if service music is requested. Please note that individual organists may set their own fee schedule.
- Musician/Soloist Honorarium: Typically, soloists and special musicians receive \$50 per song, but certain well known musicians will expect a set fee.

Please bring all honorarium payments to the rehearsal and the Coordinator will

Informal Wedding or Wedding Vow Renewal

A reduced fee schedule is available for weddings which have 50 or less guests, or for a small gathering of 50 or less for a wedding vow renewal. See the Wedding Coordinator for details.

Wedding Information Sheet

1. *Fill out this form completely*
2. *Return completed form to Wedding Coordinator at St. John Lutheran.*
3. *The details for your wedding cannot be finalized until deposit, along with these forms are returned to the church and the date is approved on the church calendar.*

Bride's Name _____

Address _____

City _____ State _____ Zip _____

Preferred phone _____ Birth Date _____

Are you a member of St. John Lutheran ? Yes _____ No _____

If not, what is your church affiliation? _____

Previously married? Yes _____ No _____

Groom's Name _____

Address _____

City _____ State _____ Zip _____

Preferred phone _____ Birth Date _____

Are you a member of St. John Lutheran ? Yes _____ No _____

If not, what is your church affiliation? _____

Previously married? Yes _____ No _____

Wedding Date _____ Time of Ceremony _____

Wedding Participants

	Bride	Groom
Mother		
Father		
Step Mother		
Step Father		
Special Person		
Special Person		

Vendor	Name	Contact Number
Florist		
Photographer		
Videographer		
Organist		
Soloist		
Musician		

Attendant	Name	Relationship
Maid/Matron of Honor		
Bridesmaid		
Bridesmaid		
Bridesmaid		
Bridesmaid		
Jr Bridesmaid/Min. Bride		
Flower Girl		
Best Man		
Groomsman		
Groomsman		
Groomsman		
Groomsman		
Jr. Groomsman/Min. Groom		
Ring Bearer		
Usher		
Usher		
Usher		

