

Church Policies

Flowers

Flowers and decorations can add beauty to your wedding. As you consider flowers and decorations for your wedding please keep in mind that this is a worship service and that all decoration should enhance rather than detract from that focus. Flowers or other objects may not be placed on the altar, nor should they obscure the altar, pulpit, or cross. There are plant stands available to place flowers behind the altar and to the sides. The chancel furniture (altar, candles, etc.) may not be moved.

Candles

The church has two altar candles which use liquid paraffin. They will be provided for your wedding. If you wish to use additional candles and/or a unity candle, you will need to purchase those candles. A unity candle stand is available for you to use.

Paraments (altar cloths) and banners

These items are designed and used according to the church year. They are not decorations. Thus they will not be changed for your wedding in order to coordinate with colors you have chosen.

Aisle Runners

Are not allowed. The aisle runner originally had a practical purpose of keeping the bride's train clean when church floors were dirt. That is no longer the case in our churches today. Aisle runners are not only difficult to roll out but have become a hazard for tripping and therefore they will not be allowed.

Other Decorations

Decorations may be placed on the pews; Command® brand hooks may be used, however no other adhesive substances may be used to secure them. No tape is allowed. Any additional items to be used in the worship space must be okayed by the pastor. **All decorations and personal items need to be removed from the sanctuary the same day as the service.**

Rice, Birdseed, Confetti, etc.

We ask for your cooperation in not scattering rice, birdseed, confetti, flower petals or any other object inside or outside the church building. Please advise your family, wedding party, and guests of this requirement. Should the throwing of any of these items occur, an additional fee for clean-up will be charged.

Building Use

The building is here for the purpose of worship and fellowship. We ask that you respect its sacred nature and the commitment that has made it a beautiful place to worship and to gather. Please take care to leave it as you found it. If you discover that any damage has been done, please report this immediately to the custodian or pastor so that it can be repaired promptly. **Please remove all items from your wedding on the day of the wedding.**

Alcohol and Smoking

First and foremost, the church is a place of worship. We ask your cooperation in helping to keep your church holy. Please do not bring alcoholic beverages onto the premises (church or grounds). Also, please advise your family, wedding party and guests that smoking is not allowed on the premises (church or grounds).

Children in a wedding

Children, while cute, can be unpredictable in their behavior especially during a wedding. It is strongly suggested that you avoid having children participate in your wedding service. If you do choose to involve children, please limit the number to one flower girl and one ring bearer. Please note that the church policies do not allow flower girls to drop flower petals on the floor.

Musicians

The church does not provide a musician. You are responsible for making all arrangements with any musicians desired for your wedding. Our church organist is Marsha Martens. You may ask her if she would be willing to play for your wedding and you are responsible for negotiating the appropriate fee with her or any musician you select. Please inform your musician if there will be any special music and who the singers will be so that the musician can coordinate the necessary rehearsals.

Ushers

A minimum of two ushers is recommended (more if you expect more than 150 guests), in order to seat and dismiss worshipers. Ushers should be mature people, as the nature of their task requires confidence and decisiveness. Ushers should attend the rehearsal.

Photography and Videography

Your pictures should all be taken prior to the wedding service. Your photographer will generally need about 1 ½ hours for this and you should have all pictures completed 30 minutes prior to the service. If you wish to have your service recorded on video, the camera must be mounted on a tripod and started prior to the service. The videographer should check with the pastor for appropriate placement of the camera and should not be moving around during the service.

Rehearsals

A rehearsal is not required. However, if you wish to have a rehearsal, please advise the pastor and all members of the wedding party. The purpose of the rehearsal is to walk through the wedding service. This may also be done earlier in the day of the wedding. Forty-five minutes is ample time for a rehearsal and all wedding participants are urged to be prompt.

Bulletins

Couples generally want a bulletin to handout to their guests with the order of worship and the names of participants in the wedding service listed. **The church does not provide these.** Please have it approved by the pastor prior to printing them. If you need ideas, the pastor has several examples available for you to look at. You can often purchase these along with your invitations or bulletin covers can be purchased from office supply stores.

Marriage License

For all but the blessing of a civil marriage, couples must secure a license to marry from the state of Wisconsin. The License may be obtained at the County Clerk's Office of the county where one of you resides 5-30 days prior to the wedding. You will need certified copies of your birth certificates; a social security number; proof of residency (driver's license, state ID card, passport etc.); if previously married, a death certificate or divorce judgment papers. There is a fee and both of you need to be present to apply for the application. The wedding license **should be given to the pastor at the beginning of the rehearsal.**

Sanctuary

The worship spaces holds 180 people comfortably in the pews. We can accommodate additional people with chairs placed in the back or in the narthex (entry area). Chairs may not be placed in the aisles.

Officiant

All weddings at St. John's will be officiated by the pastor of this congregation. If you wish to have another person officiate at your wedding or participate in the wedding service, this must be approved by the pastor in advance.

Invitations

It is not necessary to invite the pastor to the rehearsal dinner or the wedding reception. If you want the pastor to attend, please send an invitation well in advance. This will give the pastor time to respond to your invitation and avoid any surprises. The pastor does not assume to be invited unless an invitation is received in advance. Please understand that the pastor may not be able to attend due to scheduling conflicts and other ministry responsibilities.

A Tip for On Your Wedding Day

Since your wedding day tends to be a full day with hair appointments, pictures and all the other preparations, you may want to consider providing food and bottled water for your wedding party to eat for lunch at the church. Often times a family friend is more than happy to help out with this. You don't need a lot of food but some sandwiches, veggies and water. This way everyone has a chance to get some lunch and stay hydrated.

Fees

The following fees should be paid at or before the rehearsal.

	Members <i>as defined by the church constitution at the time the wedding is scheduled</i> (Suggested Gifts)	Non-Members
Use of Chapel (includes building use and additional services of the custodian)	\$200 <i>payable to St. John's Lutheran Church</i>	\$425 <i>payable to St. John's Lutheran Church</i>
Use of Fellowship Hall for Receptions (meal are not included)	\$50 <i>payable to St. John's Lutheran Church</i>	\$200 <i>payable to St. John's Lutheran Church</i>
Pastor	\$100 <i>payable directly to the pastor</i>	\$200 <i>payable directly to the pastor</i>
Organist	\$75 <i>payable directly to the organist</i>	\$100 <i>payable directly to the organist</i>
Trained Sound System Technician	\$50 <i>Payable directly to the sound technician</i>	\$50 <i>Payable directly to the sound technician</i>