



# Wedding Policies and Agreement



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# Wedding Checklist

## **Reserve the church as soon as possible**

- We recommend doing this before reserving the reception hall. Fill out the Wedding Policy and Agreement Form and mail back to the church office. **This must be done in order to secure your wedding date.**

## **Six months prior to the wedding**

- A Wedding Coordinator will contact you
- Contact and reserve musicians

## **Five months prior to the wedding:**

- Contact Lutheran Counseling and Family Services to sign up for the next pre-marriage counseling workshop.
- Contact the Pastor after completing the pre-marriage seminar and set up a time to meet with him.
- Meet with soloists and musicians to choose musical selections.

## **One month prior to the wedding**

- Acquire Marriage License from County Courthouse.

## **One week prior to the wedding**

- Stop by the Church office to pay fees due.

## **At the rehearsal please bring**

- Wedding candles
- Bulletins
- Marriage License



## Counseling

As you enter into this exciting and significant stage of your relationship, *the Church at Christ Memorial* invites you to explore pre-

marital counseling to help you build a vibrant, strong, and satisfying marriage that will last a lifetime. It is never too early to start

this process. We require attendance at one of our 3

week seminars entitled "The Life of Your Marriage." facilitated by Lutheran Counseling and Family Services (LCFS). Check out our website [www.livelifetogether.com/resources](http://www.livelifetogether.com/resources) page for a schedule of upcoming classes. The cost is \$240 per couple. Call LCFS at 800.291.4513 to register for the Madison Area Pre-marriage seminar.

After you have attended the seminar, the Pastor would like to meet with you as a couple. Please contact Pastor Jeff at 271-2811x12 as early as possible to set up a time to meet.

## Reasons for Counseling

- So that the couple has the opportunity to discuss the nature and significance of the Christian Marriage in an atmosphere of freedom and honesty.
- To have the objective insight of a discerning person in helping the couple to evaluate their feelings of love for each other.
- To help the couple in interpreting attitudes and relationships with each other's friends and family.
- To explore ways of deepening their spiritual life.
- To help the couple understand the procedure of the wedding service.

## The Order of Service

Pre-Service Music

Processional

The Christian Greeting

The Invocational Prayer

Scripture Reading

The Message

The Marriage Rite

    The Exhortation

    The Declaration of Intent

    The Marriage Promise

    The Exchange of Rings

    The Pronouncement of Marriage

The Rite of the Unity Candle

The Prayers for the Bride and Groom

The Lord's Prayer

The Benediction

The Recessional

The pastor will sit down with you on one of your visits to go through details and discuss the options available. Bring your questions.

## Suggested Scripture Readings

Gn 2:18	It Is Not Good for the Man To Be Alone
Nu 6:24-26	The Aaronic Blessing
Dt 33:25b	Your Strength Will Equal Your Days
Dt 33:27a	The Eternal God Is Your Refuge...
Jos 1:8	Meditate on It Day And Night
Jos 24:15b	As for Me And My Household, We Will Serve the Lord
Ru 1:16,17	Where You Go, I Will Go
1 Chr 17:27	Bless the House of Your Servant
Ps 23:1-6	I Will Dwell in the House of the Lord Forever
Ps 23:1	The Lord Is My Shepherd
Ps 23:1-3	My Shepherd Guilds Me in Paths of Righteousness
Ps 23:3b	He Guides Me for His Name's Sake
Ps 23:6	All the Days of My Life And Forever
Ps 27:4	One Thing I Ask of the Lord
Ps 31:3b	For the Sake of Your Name Lead And Guide Me
Ps 37:5	Commit Your Way to the Lord
Ps 51:17-19	The Sacrifices of God
Ps 103:1,2	Praise And Forget Not
Ps 118:14	The Lord Is My Strength
Ps 119:97	Oh, How I Love Your Law
Ps 121:8	The Lord Will Watch Over Your Coming And Going
Ps 127:1	Unless the Lord Builds the House
Pr 3:5,6	Trust in the Lord
Pr 3:33	The Lord Blesses the Home of the Righteous
Pr 18:22	He Who Finds a Wife Finds What Is Good
Pr 19:14	A Prudent Wife Is from the Lord
Is 41:10	Do Not Fear; I Will Uphold You
Is 54:10	My Unfailing Love for You Will Not Be Shaken
Is 62:5b	As a Bridegroom Will Your God Rejoice over You
Jr 17:7	Blessed Is the Man Who Trusts in the Lord
Jr 31:3	I Have Loved You with an Everlasting Love
Ez 16:60	I Will Establish and Everlasting Covenant with You
Mt 6:33	Seek First His Kingdom And His Righteousness
Mt 7:24,25	A House Founded on a Rock
Mt 19:6b	What God Has Joined Together, Let Man Not Separate
Lk 10:41,42	One Thing Is Needed
Lk 12:15b	A Man's Life Does Not Consist in the Abundance...
Lk 14:20	I Just Got Married, So I Can't Come
Lk 24:20	Stay With Us
Jn 2:2	Jesus And His Disciples Invited to the Wedding

Jn 3:29	The Bridge Belongs to the Bridegroom
Jn 10:11	I Am the Good Shepherd
Jn 10:27,28	My Sheep Listen to My Voice
Ro 8:16	The Spirit Himself Testifies That We Are God's Children
Ro 8:28	In All Things God Works for the Good of Those Who Love Him
Ro 8:31,32	If God Is For Us, Who Can Be Against Us?
Ro 12:12	Be Joyful in Hope, Patient in Affliction, Faithful in Prayer
1 Cor 11:11	Interdependency in Marriage
1 Cor 13:1-13	The Greatest of These Is Love
2 Cor 11:2	I Promised You to One Husband, to Christ
Eph 4:32	Be Kind And Compassionate, Forgiving Each Other
Eph 5:20	Always Giving Thanks
Eph 5:22-33	Wives, Submit – Husbands, Love
Eph 5:29	Just As Christ Feeds And Cares for the Church
Php 4:7	The Peace of God Will Guard Your Hearts and Your Minds...
Php 4:19	My God Will Meet All Your Needs
Col 3:12-17	Clothe Yourselves with Compassion, Kindness, Humility...
He 13:5	Never Will I Leave You; Never Will I Forsake You
1 Pe 5:7	Cast All Your Anxiety on Him Because He Cares For You
1 Jn 4:7-12	God's Love And Ours
Re 19:7,8	The Wedding of the Lamb Has Come
Re 19:9	Blessed Are Those Who Are Invited...

## General Church Information

Seating Capacity– approximately 300 persons

Length of Aisles-50 ft.

Altar –78”(length) x 19”(wide)

## Wedding Coordinators

A Wedding Coordinator is required to be on site for the rehearsal and wedding. An off-site Wedding Coordinator may be used. However, a Wedding Coordinator for *the Church at Christ Memorial* is required for every wedding. Once one is assigned, they will contact you.

## Facility Use

Five hours of facility use will be allotted per wedding, including before and after the ceremony. Anything beyond this five hour block of time will be charged at a rate of \$50.00 per hour.



## Decorations

Decorations are provided at the discretion and expense of the bride and groom. Decorations must not mar the furniture or walls – tape or adhesive, tacks or nails can NOT be used. Plastic chair clips are available through most florists. Wedding Arbor's or extra furniture brought into our sanctuary will not be allowed. Items from around the building may not be moved. The altar will not be moved, rearranged or recreated . Decorations must be approved by the wedding coordinator and removed immediately after the reception. *the Church at Christ Memorial* is not responsible for lost or stolen items.

## Flowers

If flowers are to be left in the church for Sunday services the church office should be informed the week prior to the ceremony. Such flowers could be picked up by the family following the last worship service or could be distributed to shut-ins following the services.

Flowers are very much a part of the beauty of a wedding service. They are often placed on the altar, in the front of the church, carried or worn by the bridal party. Flowers placed on the altar are viewed as a sacrifice that is made to God, therefore they should be a cut arrangement or fresh cut flowers placed in a vase. Tossing a few petals on the aisle is acceptable, however all flowers MUST be approved by the wedding coordinator prior to the wedding. If this is not discussed prior to the wedding, you may be charged a clean up fee. Flowers for bouquets or boutonnieres may be silk.

## Photography

All pre-wedding photography must be finished 45 minutes before the time the wedding is scheduled to begin. No flash photography during the service please, as it can be quite disruptive. Flash pictures may be taken as the bridal party walks up and down the aisle. After the service, the pastor will be glad to pose or reenact any part of the worship service for any special pictures you or your photographer may desire. The church video camera can not be used to record wedding. *(Photographers should consult with the pastor before the service begins).*

## Rehearsal

A rehearsal for public weddings is essential. The rehearsal is usually the night preceding the wedding and will be approximately 45 minutes.. The building will be open for an hour and a half to allow for arrival and departure. The pastor and wedding coordinator will arrange the time that is most convenient for all parties concerned and guide you through the rehearsal. All members of the wedding party, including ushers and the parents of the bridal couple, should be present at the rehearsal. You should also bring:

- Bulletin
- Wedding Candle
- Marriage Certificate

## Music

It is extremely important that you make your musical arrangements at least 3 months ahead of time. We suggest that you schedule a meeting with your chosen musician to coincide with your first pastoral meeting to go over the music selections available to you. We have a policy regarding appropriateness of lyrics and music used in a service of worship to Christ in His church. For this reason, the Pastor reserves the right to discern if a suggested song is appropriate for the service. Some music would be better suited to play at the reception. A DVD may be played during the wedding, however you must have someone from your party contact the church for training a week prior to the wedding.

## Fellowship Area

The wedding party may use the Fellowship Hall briefly during the rehearsal or on the day of the ceremony. You may want to bring in snacks or a light lunch. Food, beverages or tableware are not supplied by the church. Please leave the room in the same condition you found it in. Failure to do so could result in a cleaning charge billed to you. The Fellowship Hall is not able to accommodate a rehearsal dinner.

## **Children**

If you have small children in your ceremony please make arrangements that they are under an adults supervision at all times. Children are not allowed to play alone anywhere in the building.

## **Rice, Bird Seed, Confetti, etc.**

Throwing rice or confetti is not permitted. Other options such as bubble blowing or throwing birdseed are permitted. An additional janitorial fee may apply. We ask for your cooperation in keeping the grounds clean and safe. Please throw the items where it will not be a slipping hazard for your guests.

## **Sound and Audio Equipment**

If you plan on having more than just the organ play at your ceremony you will need to have a trained sound tech from *the Church at Christ Memorial* here to run the sound board. Your wedding coordinator can contact this person for you.

## **Screens**

We suggest playing any multi-media at your reception and not during the wedding ceremony. The sanctuary computer may not be used during the ceremony but there is a DVD available. Please make arrangements ahead of time to have a person you trust learn how to operate the projectors, screens and DVD player before your wedding day.

## **Conduct**

No one, including the bride and groom, under the influence of alcohol or any other intoxicant shall be allowed to take part in the rehearsal or the marriage service. The Pastor has the prerogative of canceling both rehearsal and wedding if this restriction is not observed. Our facility is smoke-free. Smoking is prohibited inside the building.

## No Food Zone in the preschool classrooms.

Due to the severe food allergies, and in some cases life threatening food allergies, experienced by several of the children attending our preschool, the preschool classrooms have been designated as “NO Food Zones”. This means that food or drink of any kind are not allowed in any of the preschool classrooms.

Wedding parties: It is understood that there are times when brides, bridesmaids, etc. need to have food/drink available to snack on before the wedding. To accommodate wedding parties to have food and drinks in the lower level (preschool space) and still insure that our preschool children are safe from allergy inducing foods, we are asking you to follow these rules:

**Room 3 (the yellow painted room) is to be the designated food/drink room.** Please keep all food and drinks in Room 3. Eat and drink in this room. Do not take food or drink items out of Room 3 and into a hallway, classroom or bathroom. It may be difficult to understand, but the crumb that you drop or the splash of drink that lands on a chair is potentially harmful to the point of being life-threatening for children with very severe food allergies. After eating foods in Room 3, please wash your hands in the bathroom before returning to any lower level classroom. All garbage must be thrown into a plastic lined garbage can located in Room 3. Please tie off the bag and remove the bag from the lower level.

Please serve only foods and drinks that are **peanut and tree nut free**. This means that your snack foods:

- Do not contain peanuts or tree nuts
- Do not contain products that are made from peanuts or tree nuts
- Have not been made on a machine that has previously processed foods that contain peanut or tree nuts

**Read the package label carefully** when selecting snack foods. You will need to read the entire list of ingredients and also look for any additional allergy warning notices on the ingredient panel. Foods/snacks/drinks are not allowed in the lower level if the package reads:

**peanuts or tree nuts as an ingredient or contains a statement similar to “this product may have been produced on equipment/machines that previously produced foods that contain peanuts and tree nuts”**

*Thank you for respecting our policy regarding food in the preschool classrooms.*

**Fees** - A check for the appropriate total of fees listed can be made out to *the Church at Christ Memorial* and is to be paid to the church office a week prior to the wedding. Thank you.

	Member	Non-Member
<b>Sanctuary</b>	No charge	\$150.00
<b>Wedding Coordinator</b> <i>The Wedding Coordinator will have the church open and ready for the for the rehearsal and ceremony. She coordinates the services provided by the church, ie; Pastor, facilities, pianist, vocalist, sound person. She can answer any questions the couple has about the ceremony. Assists the Pastor at the rehearsal and on the wedding day. Provides light janitorial to prepare the church for the wedding and for worship as well as arranging the chairs in the sanctuary to create a center aisle.</i>	\$300.00	\$300.00
<b>Pastor</b> <i>Includes private counseling sessions, rehearsal time and ceremony. Please issue a separate check made out directly to the pastor. This may be given to him the day of the wedding.</i>	Honorarium	\$200.00
<b>Organist/Pianist</b> <i>Includes: One meeting with couple for music selection, rehearsal and wedding ceremony. If accompaniment of a soloist or additional musicians the fee increases by \$25.00 per song.</i>	\$200.00	\$200.00
<b>Soloist</b> <i>Includes One meeting with the couple for song selection, rehearsal and wedding ceremony. Fee increases \$25.00 for each song over three.</i>	\$100.00	\$100.00
<b>Sound Tech</b> <i>A trained sound tech through the Church is <b>required</b> if you plan on having music at your wedding other than organ only.</i>	\$100.00	\$100.00
<b>Janitorial Services</b> <i>Light janitorial is provided by the Wedding Coordinator. An additional charge of \$25 per hour will be assessed for extra cleanup.</i>	\$25.00 hour	\$25.00 hour
<b>Additional Facility Use</b> <i>A 5 hours block of time is set per wedding. There is a fee for each hour beyond this allotted time.</i>	\$50.00 hour	\$50.00 hour

\* There is an additional \$50 charge per section for weddings scheduled on holidays.

## **Reserving the Date**

Jess Bohrer  
Office Manager  
271-2811 x10  
jbohrer@lifelifeogether.com

Once your date is confirmed Jess will connect you with one of our Wedding Coordinators.

## **Wedding Coordinator**

As soon as your wedding date is confirmed a copy of your information is forwarded to the Wedding Coordinator, she will contact you to introduce herself and see if you have any questions.

## **Pre-Marital Counseling**

We require attendance at our 3 week seminars entitled "The Life of Your Marriage." facilitated by Lutheran Counseling and Family Services (LCFS). Call LCFS at 800.291.4513 to register for the next Madison area pre-marriage seminar.

*Here are few people associated with our church that may be available to provide music for your wedding. Feel free to contact them directly, their fees are listed on the previous page. Of course, you can use your own musicians, please inform the wedding coordinator of your decision.*

## **Pianist**

### **Heidi Chi**

Traditional Worship Leader  
848-4519  
hchi@lifelifeogether.com

### **Gwen Leibold**

Pianist  
319-415-5432

## **Soloist**

### **Mayme Keagy**

Worship Team  
608-445-3272  
mkeagy@lifelifeogether.com

## Wedding Policy Agreement *the Church at Christ Memorial*

We have read and agree to follow the policies at *the Church at Christ Memorial*. We also agree to see to it that our wedding party understands and follows these policies as well.

Bride Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please keep this copy for your records.*





## Wedding Policy Agreement *the Church at Christ Memorial*

We have read and agree to follow the policies at *the Church at Christ Memorial*. We also agree to see to it that our wedding party understands and follows these policies as well.

Bride Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and return this copy to your  
wedding coordinator.*







**Live. Life. Together.**

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