

**St. John's United Church of Christ**  
**1248 Lincoln Avenue, Sheboygan, WI 53081**  
**(920)452-5296 E-mail: stjohnucc@charter.net**

### **Wedding Guidelines**

*It is our wish that the wedding of two persons will acknowledge both the love of God for us and the love and commitment of two people to each other. It is our belief that everything which happens within that wedding service should both honor our Father and remind us of the beauty and sacredness of two persons beginning a pilgrimage of love and devotion together. The Christian Wedding should be a time of rejoicing, remembering that our Lord Jesus Christ enjoyed a wedding at Cana of Galilee. Such enjoyment of each other along with the guest honors Him who intended that life should be pleased and happy.*

**Making your promise before God's altar**, in His house, is a very meaningful act of Christian commitment. Where in all the world is there a better place to start a life together? When mutually decided in favor of a church wedding, it is important to realize that for reasons of decency, order and thoughtfulness, that the guidelines of the church be followed. The guidelines have been established according to God's Word so that the church may best serve all. As soon as you have agreed upon the date of your wedding you should contact the church office to make sure that your date and time is open on the calendar. Then return the attached work sheet and deposit, as soon as possible, as this reserves your date and time.

Engagement can become a hectic period in the lives of a couple unless they systematically make mutually-agreed-upon plans and carry them out early in their engagement. In this way, they do not feel the great pressure crunch of getting everything done in the last week or two. Some things that need to be dealt with are the following:

- A. The rings (engagement and wedding)
  - 1. What is the significance of rings to us?
  - 2. What are we able to afford?
  
- B. Decide on attendants (Best man, Maid/Matron of honor, groomsmen, bridesmaids, flower girl, ring bearer, ushers)
  - 1. Who do we want to fill these positions of honor?
  
- C. Decide on the look of wedding worship service
  - 1. Altar Flowers (yours or rented from the church)
  - 2. Candelabra (rented from the church)
  - 3. Aisle runner
  - 4. Printed program (prepared by church or your own)
  
- D. Decide on the Music
  - 1. Church Organist (If you plan to use our church organist please contact her to reserve your date as soon as possible)
  - 2. Do you want a Soloist?
  - 3. Do you want to play CDs?
  
- E. Contact marriage license bureau: Sheboygan County Register of Deeds  
508 New York Avenue  
Sheboygan, WI 53081-4126

The license must be applied for no sooner than 36 days before, no later than 6 days before the wedding date. NOTE: After the wedding has taken place, the pastor will forward the completed license to the county Register of Deeds of the county in which the wedding took place.

## Guidelines For Weddings At St. John's United Church of Christ

The following guidelines have been printed for those contemplating service in our sanctuary. These are the basic procedures and practices of St. John's.

1. The ushers lead guests in an orderly fashion into the pews. They also direct the activities in a quiet and respectful manner in the back of church and sees to it that the various procedures of the pre-service period are carried out smoothly. They are to be in close contact with the wedding coordinator.
2. Procedures for photography are as follows: (still and video tapes):
  - a. Photographers may take pictures of the bride, groom and wedding party in the rooms where preparation is taking place as agreed to by the couple.
  - b. The photographers may take pictures of the wedding party as they come through the door of the sanctuary.
  - c. **Once the wedding party starts down the aisle, there will be NO flash or bright lights permitted. Also, the photographer is not permitted to move around the front of the sanctuary in order to compose better pictures. The lights and motion of photographers tend to distract the congregation and the couple.**
  - d. Following the service, the photographer may take pictures as they wish while the couple poses.
3. No rice, grass seed, or bird seed should be made available to you guests for throwing following the ceremony.
4. It is the couple's responsibility to assign someone to handle the removal of the wedding flowers from the chancel of the church after the wedding ceremony. Often florists create bouquets that may be used at the church and later at the banquet hall. Flowers from Saturday weddings may be left for worship service the next day.
5. Weddings are to be concluded at least 2 hours prior to other scheduled services. If the couple feels it is necessary to have the doors open earlier than this, they must contact the wedding coordinator well in advance.
6. **Under no circumstances are alcoholic beverages permitted anywhere in the church building before, during or after the wedding.**
7. It is courteous to leave the dressing rooms the way they were before you arrived. Failure to do so may lead to loss of deposit.
8. Please be prompt on rehearsal night. Wedding Rehearsals commonly take approximately 45 minutes, the sooner your wedding party is accounted for, quiet and paying attention to what the pastor is communicating to your group the sooner you will be able to get to your festivities.
9. The Pastor's attendance at the reception is not normally considered part of wedding pastoral services.

## Schedule of Fees (Weddings at St. John's):

**PLEASE NOTE:** *Our Pastor, Organist, and Wedding Coordinator are personnel contractors, each are to be given separate checks in separate envelopes no later than 2 weeks prior to the wedding.*

**PLEASE CALL THE WEDDING COORDINATOR  
WHEN YOU HAVE QUESTIONS REGARDING YOUR WEDDING CEREMONY AT ST. JOHN'S**

The wedding coordinator is responsible for all functions of the wedding at the church including:

1. Opening doors, clean-up afterwards and locking the building up. Wedding coordinator will have the doors open two hours before the wedding.
2. Making sure the optional services such as pew bows and candelabras are put up for the wedding.
3. Operating the sound system , this includes one hour for the wedding rehearsal and one hour for the wedding. If you are using CD's please make sure that the wedding coordinator knows which music you wish to have played.
4. Remember you are asked to please give your full cooperation to the person in charge so all may run smoothly and we may get done in the allotted time. Thank you!

**St. John's Wedding Coordinator,**

**Consultation with the Minister**

**The pastor who is officiating your wedding will want to meet with you** for pre-marital counseling. The counseling has to do with understanding each other, the problems and joys of marriage, and resources which our Lord has for us in that context. Please contact the office 3 months prior to the wedding to schedule your appointments. It is also important to discuss with the pastor the need for a rehearsal. Usually, if the wedding is on Saturday, the rehearsal will be held early Friday evening.

The Pastor will also help with planning your wedding bulletin, if you choose to have one. An example of the Order of Service is shown on page. If the church office is asked to handle the printing of the Order of Service for a wedding, the engaged couple must choose a pre-printed wedding bulletin available in several local religious stores, and deliver them to the office. At least two weeks must be allowed for the work to be completed and the bulletin must be proofed before it will be printed.

**St. John's Organist**

It is important to contact St. John's Organist to reserve the date with her as soon as possible. Joette Koene can be reached at 458-6451. If she is not available she can recommend a replacement. If you choose to use your own organist it is important that they contact St. John's for information regarding St. John's organ.

A few months prior to your wedding make sure to contact the organist to choose music for your wedding. The organist can recommend music or if you have special music you would like her to play, please make sure to get any music needed to her as soon as possible so she has time to review it.

<b><u>St. John's UCC Contact Numbers</u></b>	
St. John's UCC, Sr. Pastor Gregory Whelton Office:	920-452-5296
St. John's UCC, Wedding Coordinator, Lisa Whelton	920-452-5296
St. John's UCC, Organist, Joette Koene:	920-458-6451

Minister                   **\$400**

**\*Check Payable to: Rev. Gregory Whelton**

**\*\*PLEASE NOTE: Weddings are a service of St. John's, however St. John's is not responsible for any event in which the officiating minister is unable to fulfill the commitment. If need arises for an alternative Minister the congregation of St. John's will assist, HOWEVER WILL NOT responsible for obtaining an alternative officiant.\*\*\*\***

---

Organist                   **\$250**

**Check Payable to: Joette Koene**

---

Use of the Sanctuary   **\$500**

**Check Payable to: St. John's UCC**

Additional Charge for use of Klimke Welcoming Center    **\$100**

*If you intend to use our Welcoming Center to serve refreshments and/or decorate as part of your venue this additional fee would be necessary.*

**\*A deposit of \$100 is required at the time of scheduling the church.** This deposit will hold you wedding date. If the wedding is canceled, \$75 will be refunded upon notification of the church within 3 months of the scheduled date.

---

**St. John's UCC Wedding Coordinator                    \$200**

Additional \$25 fee if using CD's

St. John's Wedding Coordinator is responsible for opening the doors for your rehearsal and wedding day. Running the sound system for Wedding. Cleaning up after wedding.

**Check Payable to: Lisa Whelton**

---

Your wedding venue is a very important part of making your wedding day perfect. At St. John's we are excited to help you make sure that your wedding makes all your dreams of the perfect wedding come true. We at St. John's, are proud of our beautiful Altar area and we hope that you will understand and be respectful of the sacredness of this space. With the exception of flowers and candle lighting décor we ask that nothing else be added or taken off of the altar area. Items such as the beautiful cross, oil candles and altar cloths which distinguish our liturgical year are not to be removed from altar area. If you have any questions or concerns about this you may contact the Pastor or Wedding Coordinator.

### OPTIONAL SERVICES

Candelabra \$25      Pew Bows \$25 (please contact Wedding Coordinator)

Wedding Bulletins **\$40**

ALL FEES (with exception of the \$100 as noted above) are due **2 weeks prior** to your wedding date.  
**The wedding will not take place without the correct fees paid.**

---

# St. John's UCC Wedding Contract St. John's Wedding Contract

(Please return to church office with \$100 deposit, as soon as possible to secure date)

Bride's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_  
Church Attending \_\_\_\_\_  
Previous Marriages \_\_\_\_\_

Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_  
Church Attending \_\_\_\_\_  
Previous Marriages \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Wedding Location \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Do you desire organ music: (Circle)      YES      NO  
Vocal Music: (Circle)                      YES      NO

\*If using St John's organist, please be sure to contact her as soon as possible to secure the date.

**To help you to make your Special Day the best it can be, we ask that you abide by these guidelines:**

- We will make appointments and meet with the Pastor, three months prior to the wedding date. Evening appointments work best on Thursday nights following the 6:45pm worship service.
- We will contact St. John's Organist at our earliest convenience.
- We will make sure to call the Wedding Coordinator regarding any questions we may have about our wedding or rehearsal.
- We will return the Ceremony Details Sheet no later than one month prior to wedding date.
- We will make a deposit payable to St John's as a retaining fee to hold the date for our wedding.
- In accordance with the bylaws, only active members will be allowed member fees.
- We will inform our photographer, videographer, or florist that they will abide by the rules of the church and follow the directions of the Pastor and Wedding Coordinator.
- We will not bring alcoholic beverages onto church property.

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

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

Failure to follow these guidelines will result in loss of Deposit.

**\*This signed form holds your Wedding Date.**

# Weddings Outside of St. John's UCC

## A Contract between the Wedding Couple and the Pastor

(Please return to church office as soon as possible to secure date)

Bride's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_  
Church Attending \_\_\_\_\_  
Previous Marriages \_\_\_\_\_

Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_  
Church Attending \_\_\_\_\_  
Previous Marriages \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Wedding Location \_\_\_\_\_  
*\*Please include directions for the Pastor*  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Pastor Requested for Wedding \_\_\_\_\_

This contract is between the Pastor of St. John's United Church of Christ and the Wedding couple.

---

Fee for outside wedding (includes mileage in Sheboygan County) \$400.00

**\*Check Payable to: Rev. Gregory Whelton** at time of rehearsal

**PLEASE NOTE: St. John's is not responsible for any event in which the officiating minister is unable to fulfill the commitment. If need arises for an alternative Minister the congregation of St. John's will assist, however WILL NOT responsible for obtaining an alternative officiant.\*\*\*\***

**The pastor who is officiating your wedding will want to meet with you** for pre-marital counseling. The counseling has to do with understanding each other, the problems and joys of marriage, and resources which our Lord has for us in that context. Please contact the office 3 months prior to the wedding to schedule your appointments. It is also important to discuss with the pastor the need for a rehearsal. Usually, if the wedding is on Saturday, the rehearsal will be held early Friday evening.

Bride Signature \_\_\_\_\_ Date \_\_\_\_\_  
Groom Signature \_\_\_\_\_ Date \_\_\_\_\_  
Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Ceremony Information Details Sheet**  
(Please return no later than one month prior to wedding date)  
*This sheet is not needed if your wedding is outside of St. John's.*

Names of the Couple \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Ceremony \_\_\_\_\_ Time of Ceremony \_\_\_\_\_

*Please mention if a parent is deceased, or if a parent will not be attending. Please mention if a Mother or Father are step parents.*

\_\_\_\_\_  
Mother of the Bride Name

\_\_\_\_\_  
Usher/Name bringing in Mother/Bride

\_\_\_\_\_  
Mother of the Groom Name

\_\_\_\_\_  
Ushers/Name bringing in Mother/Groom

\_\_\_\_\_  
Father of the Bride Name

\_\_\_\_\_  
Father of the Groom Name

Bride Walking Down the Aisle \_\_\_\_\_ W/Father \_\_\_\_\_ Other/Name \_\_\_\_\_ Alone \_\_\_\_\_

Double Ring Ceremony: Yes \_\_\_ No \_\_\_      Flowers: Yes \_\_\_ No \_\_\_

Candelabra: Yes \_\_\_ No \_\_\_      Pew Bows: Yes \_\_\_ No \_\_\_ (Personal or Church Owned?)

Unity Candle: Yes \_\_\_ No \_\_\_      Receiving Line at Church: Yes \_\_\_ No \_\_\_

Aisle Runner: Yes \_\_\_ No \_\_\_      (We ask that if you are using an aisle runner please provide one card of large stick pins)

Will you be providing your own bulletins? Yes \_\_\_ No \_\_\_

(For an additional fee, you may have your bulletins prepared by the office of St Johns. Be sure to contact the Office Manager at 452-5296 regarding this at least two weeks in advance.)

Music: Please discuss your music with the Pastor and your chosen organist. An organist, other than St. John's organist must be approved first BEFORE being asked to play for the wedding.

Organist for the Wedding \_\_\_\_\_ Song \_\_\_\_\_ When \_\_\_\_\_

Song \_\_\_\_\_ When \_\_\_\_\_

Song \_\_\_\_\_ When \_\_\_\_\_

Vocalist \_\_\_\_\_ Song \_\_\_\_\_ When \_\_\_\_\_

Song \_\_\_\_\_ When \_\_\_\_\_

Other Musicians \_\_\_\_\_ Song \_\_\_\_\_ When \_\_\_\_\_

Song \_\_\_\_\_ When \_\_\_\_\_

Compact Discs, how many? \_\_\_\_\_ Song \_\_\_\_\_ When \_\_\_\_\_

(Make sure CD music is reviewed with Wedding Coordinator prior to ceremony)

**\*For additional fees, St John's offers the following options:**

Would you like your wedding videotaped? \_\_\_\_\_

Would you like your wedding shown on the screens in the sanctuary? \_\_\_\_\_

If you have a slideshow presentation put together, would you like it played at some point during the ceremony?

(Be sure to have this ready at the rehearsal , to be fully explained to the wedding coordinator.)





**ATTENDANTS:** List them (first name and last initial) in the ORDER THEY WILL BE PROCESSING IN.  
\_\_\_\_\_ COMING IN AS COUPLES \_\_\_\_\_ COMING IN WOMEN ALONE/GROOMSMEN  
ALREADY LINED UP @ ALTAR

**Women**

**Men**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Junior Bride (enter before the Bride)

Junior Groom or Ring Bearer (enter before the Bride)

---

Please be very considerate when contemplating having young children in your wedding party.

Ushers: \_\_\_\_\_

**A Sample Order of Service**

***The Order of Service for the Wedding Of***

**Pre-service** *music is often played. During this time the mothers are seated*

**Processional** *(The formal entrance of the Wedding Party into the Sanctuary. Most Brides select one piece of music for their attendants and a special one just for them)*

**Greeting** *(At this time the Pastor welcomes everyone to the wedding and when appropriate, asks with whose blessing this couple is united)*

**Statement of Intent** *(Here the Pastor reminds everyone of the significance of Marriage and then asks the bride and the groom individually if they intend to covenant themselves together in marriage until death parts them)*

**Reading** *(optional) (This is a time at which Scriptures and/or poems may be read by the Pastor or by a Person (s) chosen by the Bride and Groom)*

**Exchange of Vows** *(During this time vows are exchanged with each other and rings are blessed)*

**Exchange of Rings**

**Pronouncement** *(Here the Pastor formally announces that the couple is now husband and wife)*

**Unity Candle** *(optional) (this is added to the service to help everyone present remember that God is at work uniting the two into one)*

**Message** *(sometimes referred to as the Homily, this is a very short message directed to the couple by the Pastor)*

**Prayer** *(petitions offered for the couple and the families)*

**Lord's Prayer** *(This is offered here, spoken in unison or sung as a solo)*

**Blessing** *( blessing on the couple and their marriage)*

**Introduction** *(the Pastor introduces the couple as Mr. & Mrs.)*

**Recessional** *(The formal exit of the Couple and their attendants followed by the ushering out of parents, grandparents and then the release of the congregation) If using CDS, remember to include a choice background music for the recessional.*

Any questions about the order of service can be addressed with the Pastor at the pre-wedding meetings.  
\*\*\*\*Wedding Party may be listed on opposite side.\*\*\*\*