

Wedding Booklet



St. Luke United Methodist Church

623 Ontario Avenue
Sheboygan, WI 53081
Phone/Fax: 920-458-3461
Stluke@stluke.net
www.stluke.net

Roger W. Clapp, Pastor
Henry Verfuerrh, Pastor

Congratulations!

You have chosen to have a Christian marriage. The celebration of a Marriage is an act of Christian worship. It is a service in which your affirmation of God's unconditional love becomes your commitment to love each other. Your service will take place in the same setting and with the same careful attention, as do all our worship services. If you are not already a member of St. Luke United Methodist Church, do attend Saturday or Sunday worship frequently enough that you feel comfortable with the community, the worship service and the clergy. We would invite you to make St. Luke your spiritual home now and after your marriage.

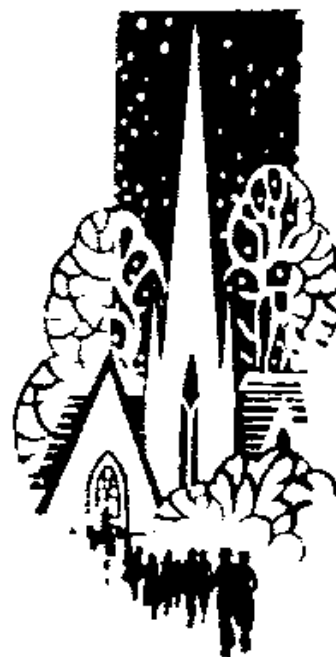
Your first step is to call the church office (920-458-3461) and make an appointment for an initial interview with the Lead Pastor. During that appointment the decision will be made as to if and when your wedding will take place at St. Luke. Expectations and procedures will be explained.

The staff and volunteers of St. Luke will assist you in the planning and preparation of your Christian wedding. We are here to serve Christ in serving you. All will be done in the spirit of Christ's love.

This booklet is presented to you as a means of answering some of your questions and acquainting you with the many facets of a St. Luke Christian wedding. We look forward to working with you.

**Love is the key. Joy is love singing.
Peace is love resting. Long-Suffering is love enduring.
Kindness is love's touch. Goodness is love's character.
Faithfulness is love's habit. Gentleness is love's self-forgetfulness.
Self-control is love holding the reins.**

(Donald Grey Barnhouse)



Church Behavior

The wedding party, their families, and friends should be mindful that the wedding ceremony is a worship service taking place in a House of God. The wedding party should represent themselves accordingly.

- There should be **absolutely no alcoholic beverages** consumed before, during or after the ceremony, within the church itself or on the church grounds.
- Any member of the wedding party arriving under the influence of alcohol or other substances shall be denied the privilege of taking part in the wedding ceremony by the pastor.
- Smoking is not permitted in the St. Luke building.

Please - no rice, birdseed, or confetti! Bubbles may be used outside the building.

The Marriage License

Issued by:

Ms. Julie Glancey

Hours: M—F

Sheboygan County Clerk 8:00 AM—4:30 PM

508 New York Avenue

Sheboygan, WI 53081

920-459-3003

A 5 - day waiting period is required and begins with the day after application, therefore, the marriage license is issued six (6) days after the date of application. The license is good for 30 days from the date of issue.

Example

Application Date

July 5th

Issuance Date

July 11th

Valid Through

August 10th

The Organist and Soloist (Cont.)

Some musical selections for your consideration might include the following:

<i>Canon in D</i> – Pachelbel	<i>Trumpet Tune</i> – Purcell
<i>Trumpet Duet</i> – Wolff	<i>Aria (Water Music)</i> – Handel
<i>Jesu Joy of Man's Desiring</i> – Bach	<i>Rigaudon</i> – Campra
<i>Trumpet Voluntary in D</i> – Clarke	<i>Trumpet Tune Duet</i> – Clarke
<i>Te Deum</i> – Charpentier	<i>Psalm XIX</i> – Marcello
<i>Trumpet Tune in D Major</i> – Purcell	

Custodial Services

The St. Luke custodian has total responsibility to clean up the bride and groom's preparation rooms plus preparing the sanctuary for worship on Saturday evening and Sunday morning. The fee for the custodian varies according to the amount of space involved. The base schedule is shown in the schedule of fees.

Taping of the Ceremony

Video taping of the wedding ceremony is permitted. Please let the pastor know *before* your rehearsal and please request that your videographer meet the pastor to determine an unobtrusive location for the camera.

The Wedding Rehearsal

The rehearsal date and time are established through the pastor. It is normally scheduled for the evening before the wedding. The primary purpose is to acquaint members of the wedding party with the procedures so they will be less nervous during the actual ceremony. Every member of the wedding party should be present for the rehearsal, including the parents of the couple and the ushers. The rehearsal with the pastor should last about 30 minutes and about the same amount of time with the wedding hostess, for a total of about 1 hour.

Schedule of Fees For 2008-2009

Facility Use

Non-Members	
Chapel	\$250.00
Sanctuary	\$500.00
Members	\$_____

(Members, Parents and/or Children of members do not pay a fee for use of the facility but you may give a contribution.)

Fees for Staff Services (Members & Non-members)

Pastor	Member	\$175.00
	Non-member	\$200.00
Organist		\$200.00
Wedding Hostess		\$75.00
Custodial Services:		
Chapel		\$30.00
Sanctuary		\$75.00

Miscellaneous Fees (Members and Non-members)

Pew Candles		\$10.00
Candelabra—		
	New Candles	\$18.00
	Oil Candles	\$25.00

Total \$_____

Note: Fees are due to the office at St. Luke UMC at least two weeks prior to the wedding date.

Fees are subject to change. Please check with the church office for current information.

Sample Checklist

As in everything, the key to a successful wedding ceremony is trying to make certain that nothing is overlooked. The following provides just a sample checklist of some of the tasks you will need to handle. You will need to revise and amend this list according to your own needs.

- Set and confirm the wedding date with St. Luke Church and Pastor
- Select type of service to be used, i.e., traditional, self-written, etc.
- Contact the organist to reserve a wedding date.
- Contact the wedding hostess to reserve a wedding date.
- Set a date to apply for the marriage license.
- Meet with the organist to select music.
- RELAX!
- If special music is used, get sheet music to the organist, vocalist, etc.



The Organist and the Soloist

The organ at St. Luke is a delicate and expensive instrument, and should be used only by capable organists. For this reason, our organists are directly responsible for the condition of the organ. In the event a guest organist is desired, this should be approved *in advance* through one of the organists. St. Luke has two organists:

St. Luke staff organist Delpha McAloon (920) 565-4068

St. Luke staff organist Sandy Stevens (920) 686-3857

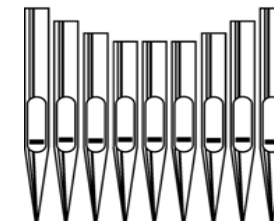
Additional name only if staff organists are not available Sandy Kaiser (920)459-8798

The organist is a professionally trained individual. This person will assist the couple with selecting appropriate wedding music. She must spend an extra evening to lead and direct the rehearsal, meet with the soloist (if any) and practice special music. Therefore, they have arrived at their expected fees for these services. **All organist fees set by the individual organists and need to be verified directly with them.**

The engaged couple is responsible for contacting the organist to select appropriate Christian music for their ceremony. This will also include music sung by the soloist. Music should be selected and be available, in consultation with the organist, at least six weeks prior to the ceremony. Popular songs, while they may have great significance to the couple, may not be appropriate for a service of Christian Marriage. They are better suited for a special place during the wedding reception. If you wish to have a popular song in your wedding service, have the music available when you meet with the organist.

Soloists should arrange to practice with the organist one-half hour before or after the rehearsal. A fee of \$20.00 per half-hour of rehearsal is charged for extra rehearsals. Extra rehearsals are scheduled at the convenience of the organist. A last minute rehearsal is not possible due to the organist playing the prelude at the wedding.

A quality sound system is installed in the church for the usage of CD's and cassettes.



Requirements for Obtaining a Marriage License:

1. Certified birth certificate. This is a signed copy issued by the Register of Deeds in the county of birth or from the Office of Vital Statistics in the State of birth. It must bear the raised seal of the county or state.
2. Social Security Number. This is for the purpose of child support enforcement.
3. If previously married, then a signed copy of the divorce judgment, decree or final judgment is required. A marriage license cannot be issued until *after* the sixth (6th) month from the date the divorce is granted. If the marriage was ended due to death, a copy of the spouse's death certificate is required.
4. Blood tests are no longer required.
5. Persons between the ages of sixteen (16) and eighteen (18) must have written consent of both parents, the legal guardian, or the parent having sole legal custody. The consent is a legal document that is signed by the parents/guardian **and** notarized.
6. Residents of Wisconsin must apply to the County Clerk of the county in which either is a resident. They may be married in any county of the state.
7. Out-of-state residents wishing to be married in Wisconsin may apply for a license in the county in which they are to be married.
8. The marriage license must be presented to the pastor not later than the wedding rehearsal.



The Officiating Clergy

A pastor of St. Luke will conduct the wedding. However, if a close relative of either the bride or groom is a pastor, the couple may request permission to have him/her officiate at the wedding.

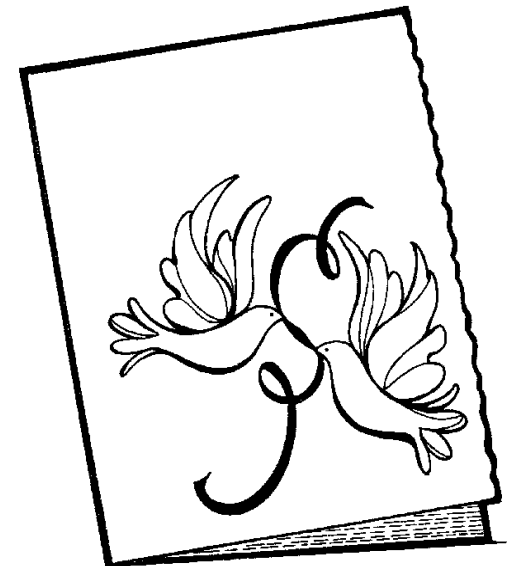
The Wedding Bulletin

Many couples wish to have a bulletin distributed containing the order of the wedding ceremony. This is helpful for those who are worshipping with you, and also will be a remembrance of your wedding day. The Church office does not provide this service. The presiding Pastor will assist you in preparing the Order of Service.

A Sample United Methodist Wedding Bulletin

Prelude and Gathering
Processional
Welcome
Prayer
The Declaration of Intention
Response of the Families
Scripture Readings
Marriage Meditation
Marriage Vows
Blessing and Exchange of Wedding Rings
Declaration of Marriage
Lighting of the Wedding Candle
The Lord's Prayer
The Blessing and Benediction
The Wedding Kiss
The Introduction of the Wedding Couple
Recessional
Postlude

(Special musical selections will be placed within the service where deemed appropriate by the couple and the pastor.)



Scripture Text (Samples)

Genesis 1:26-28, 31a	Creation of Man & Women
Genesis 2:18-24	Creation of Woman
Genesis 24:48-51, 58-67	Meeting of Isaac & Rebekah
Ecclesiastes 4:9-12	God as Partner
Song of Songs 2:8-10, 14, 16a; 8:6-7a	Love is Strong as Death
Jeremiah 31:31-32a, 33-34a	The New Covenant
Romans 8:31b-35, 37-39	The Love of Christ
Romans 12:9-13	The Life of a Christian
1Corinthians 6:13c-15a, 17-20	You are a Temple of God
1Corinthians 12:31-13:8a	The Greatest of These is Love
Ephesians 5:2a, 25-32	The Mystery of Marriage
Colossians 3:12-17	Live in Love and Thanksgiving
1Peter 3:1-9	Peace & Harmony in the Family
1John 3:18-24	Love, Real & Active
1John 4:7-12	God is Love
Revelation to John 19:1, 5-9a	Marriage of the Lamb of God

Wedding Hostess

A wedding hostess will be assigned to the wedding couple (see schedule of fees.) The wedding hostess program provides a friendly, knowledgeable person who meets with the wedding couple prior to the wedding day and establishes a relationship of assistance to the couple. This assistance is provided to the couple to help ensure a smooth rehearsal and ceremony on the day of the wedding. Usually the wedding hostess arrives earlier than anyone else and is one of the last to leave.

The wedding hostess is *not* responsible for pinning on flowers. Please select someone to perform this service for you.

Claire Grohskopf 783-0290 Linda Verfuert 467-1334

Special Notations

“Let all things be done decently and in order.” I Corinthians 14:40

1. Be on time for your rehearsal & wedding.
2. The ushers should be on duty at least 30 minutes before the service begins. They shall see to it that reverence is maintained within the church.
3. According to custom, the relatives and friends of the groom are seated on the right side of the nave and those of the bride on the left side (facing the altar). The front pews are reserved for the immediate relatives of the couple.
4. In proceeding down the aisle, the attendants shall walk in normal time and in a natural way. The purpose of the processional is to get to the altar; not a parade.
5. No flash pictures shall be taken during the service. All pictures following the service shall be taken before the couple leaves the church.
6. The best man and ushers are responsible for seeing to it that no rice or bird seed is thrown inside the St. Luke Church building.
7. Friends and visitors shall remain in their pews at the close of the service to give the parents and relatives of the bridal party an opportunity to leave first.
8. A reception line may form in the narthex. Let it be done quietly and smoothly. Guests will aid the cause by not loitering after they have greeted the bride and groom. Weddings are sometimes spaced close together.
9. Special decorations, flowers, runners, unity candle, etc., must be provided at the expense of the bridal party.
10. No decorations shall be put up before the time of the rehearsal. No decorations shall be used that might deface or mar the woodwork of the chancel or nave.
11. Your wedding flowers may be left for Sunday's church services, if you wish. It will be announced in the church bulletin provided that the Church Office is notified one week prior to the wedding.

For further information, please call the Church office or the Pastor at 458-3461

