

Planning Your Christian Wedding



*7337 Hubbard Avenue
Middleton, Wisconsin 53562
608.831.6084*

e-mail: stlukes@stlukes-elca.org

Congratulations on your engagement! You are about to take the biggest step of your life as you prepare to be married. We're excited and delighted that you are interested in allowing St. Luke's and its staff to be a part of your very special day. The following steps are intended to help make sure that your marriage day will be meaningful, memorable and worshipful. St. Luke's pastors and wedding coordinators are here to help make your special day one that you and your guests will long remember.

The following steps will get you well on your way for a great wedding at St. Luke's.

Planning Your Wedding

1. Reserving a date

All wedding are scheduled through our Administrative Secretary, Julie Murray. Julie can be reached by calling 608-831-6084 or via e-mail: jmurray@stlukes-elca.org. Julie will be happy to help schedule a date for your wedding and temporarily hold that date until you have scheduled and met with one of our pastors. Once you have met with a pastor and together have agreed upon a date and time for your wedding a \$100 non-refundable deposit will be required to hold that date. Once your deposit has been received a letter will be sent confirming your wedding date.

Please keep in mind that there are certain dates, such as Christian and secular holidays, when no wedding ceremonies will be held in our Sanctuary. They include but not limited to:

- New Year's Eve and New Year's Day
- Palm Sunday Weekend, Holy Week, and Easter
- Memorial Day Weekend
- Fourth of July Weekend
- Labor Day Weekend
- Thanksgiving Day Weekend
- First Weekend in December
- Christmas Holiday

2. Choosing a pastor

A pastor of St. Luke's must officiate at all weddings that take place at St. Luke's. The fee for clergy to officiate at weddings is included in the total list of fees.

Before any arrangements can be made regarding your wedding a meeting with a pastor must take place. Pastor Roger Black can be reached by e-mail at: rblack@stlukes-elca.org

3. Planning the Ceremony

You will meet at least one time with the pastor officiating at your wedding in order to plan your ceremony in detail. This meeting should take place at least six to nine months prior to your wedding date.

4. The Location of your Wedding Ceremony

You may choose to have your wedding take place at a location other than St. Luke's Sanctuary. Your pastor of choice will be happy to visit with you and help plan your wedding celebration in an off-campus setting. A St. Luke's wedding coordinator will not be involved in weddings taking place in off-campus settings.

5. St. Luke's Wedding Coordinator

Once you and the pastor have agreed upon a date and time for your wedding and rehearsal, ***and if your wedding is to take place in our Sanctuary***, you will be assigned and invited to meet with a St. Luke's Wedding Coordinator. Our Wedding Coordinators are Kathy Singstock and Linda Kolar. Their emails are ksing1969@gmail.com and bilink@tds.net. Please look for an email from one of them once your date has been reserved. The role of the Wedding Coordinator is to ensure that your wedding day is as stress free as possible and be available during the planning process.

The Wedding Coordinator will perform some of the following functions:

- Be present at the rehearsal along with the officiating pastor
- Help the pastor in assuring that all participants know when and how to perform their particular role in the wedding ceremony.
- Be present and available on your wedding day to help give guidance and answer questions.

Please note that though commercial wedding consultants can be helpful in planning your wedding celebration, they will have no role or responsibility at or during the rehearsal or wedding ceremony. Your wedding ceremony preparation team is the St. Luke's pastor and wedding coordinator.

6. Choosing the Music

St. Luke's has an excellent music staff under the direction of Jeff Rohlwing and assisted by organist, Ted Reinke. For any wedding taking place at St. Luke's either Jeff Rohlwing or Ted Reinke must be involved. Their emails are jrohlwing@stlukes-elca.org or reinke4@mac.com. The fee for their services is included in the total list of fees.

Both Jeff and Ted are talented and experienced musicians and can help in the choice from a wide range of appropriate preludes, hymns, and solo selections that will not only reflect the personality of the wedding couple but also recognize that the wedding ceremony, by the very fact that it is taking place in a Sanctuary, is a Christian worship celebration.

7. Choosing Scripture Lessons

Your pastor will be more than happy to assist you in the selection of appropriate and meaningful Bible verses. A list of possible selections is available. Family and friends may also be invited to read the selected Bible verses at the wedding ceremony.

8. Preparing a Program

Your pastor will be happy to assist you in discussing the various elements that need or should go into your wedding program. Be aware that St. Luke's does not print wedding programs.

9. Decorating the Sanctuary

Your wedding coordinator will be available to help you with questions regarding decorating the Sanctuary as well as questions about flowers, candles, unity candle, aisle runner and Sanctuary set-up.

10. Your Wedding Day

Your wedding coordinator will be able to answer questions regarding dressing rooms, when to arrive as well as working with your photographer. Photographers should be made aware that all photography in the Sanctuary must be completed 30 minutes prior to the start of the wedding. Also that they are to adhere to proper wedding etiquette by refraining from taking flash pictures during the ceremony and conducting themselves in a professional manner. Photographers should meet with the officiating pastor to clarify what is proper and appropriate.

Special Notes

- **Absolutely no alcoholic beverages are allowed in the building or on the grounds of St. Luke's at any time.**
- **No smoking is allowed anywhere in the building at any time.**
- **No rice or birdseed are to be thrown as part of your wedding celebration. Birdseed is weed seed. Rice is near impossible to clean up.**

11. Payment of Fees

All fees must be paid at least eight (8) days before your wedding day. Check or most major credit cards may be used to pay fees. Checks should be made out to *St. Luke's Lutheran Church* to the attention of Julie Murray in the Church Office.

Please note that we must have in our possession your Wisconsin Marriage License at least eight (8) days before your wedding.