

Planning Your Christian Wedding



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Congratulations on your engagement! 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 memorable for you and your guests.

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

Planning Your Wedding

1. Reserving a date

All weddings 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.

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. Your Pastor

A pastor of St. Luke's, or officiant approved by St. Luke's pastors, 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. We will always attempt to honor your request for a particular pastor. If the pastor you choose has a conflict or is otherwise not available on the date you have selected, we reserve the right to make the change.

Pastor Tim Maybee | tmaybee@stlukes-elca.org

Pastor Carrie Greenquist-Petersen | cpetersen@stlukes-elca.org

You will meet with the pastor officiating at your wedding by appointment for appropriate pre-marital counseling.

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. The first meeting will take place at least six 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 the St. Luke's Sanctuary. Your pastor 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. 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 to 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 jrohlwing@stlukes-elca.org and assisted by organist/pianist, Ted Reinke reinke4@mac.com. For any wedding taking place at St. Luke's either Jeff Rohlwing or Ted Reinke must be involved. The fee for their services is included in the total list of fees.

Both Jeff and Ted are talented and experienced musicians who can help you choose 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. Custodian / Worship Technician

A custodian and a Worship Technician will be scheduled for your ceremony day. The fee for their services is included in the total list of fees.

8. Choosing Readings

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. Poems or other readings may be used with approval of the Pastor. Family and friends may also be invited to read the selected Bible verses or readings at the wedding ceremony.

9. 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.

10. 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, and Sanctuary set-up. Please, no wedding runners.

11. Your Wedding Day

Your wedding coordinator will be able to answer questions regarding dressing rooms, arrival times and working with your photographer. Photographers should be made aware that all posed photography in the Sanctuary must be completed 30 minutes prior to the start of the wedding. 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. Recording or streaming of the ceremony is allowed only with permission of the pastor.

Special Notes

- **No one involved in the ceremony is to be under the influence of drugs or alcohol prior to or during the service.**
- **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. Bubbles are welcome and appropriate.**

12. Payment of Fees

All fees must be paid at least two (2) weeks before your wedding day. Checks should be made out to ***St. Luke's Lutheran Church*** to the attention of Julie Murray in the Church Office or pay online, www.stlukes-elca.org/online-giving.

Please note that we must have in our possession your Wisconsin Marriage License at least fourteen (14) days before your wedding.