

## WEDDING PROCEDURES

1. To **CONFIRM AND HOLD** your date the **WEDDING INFORMATION SHEET** needs to be returned to the Church Office along with a **\$100.00 NON-REFUNDABLE DEPOSIT**.
  2. **PRE-MARITAL CLASSES**: Pre-marital classes are highly advisable. It will give you both the opportunity to know the Pastor better and to feel more comfortable with both him and the church. It will also give you the chance or the opportunity to talk about that very special couple: YOU, and to have all of your questions answered on a regular and on-going basis, as they arise.
  3. **USE OF THE CHURCH**: A fee of **\$400** will be charged to cover the services of the Pastor/Church. **\$100 (non-refundable) at time of booking** and the balance of **\$300 will be billed and must be paid 30 days prior to wedding**. This fee includes: your usage of the building proper, time utilization spent with the Pastor at the rehearsal and the day of the wedding, and the services of the custodian for cleanup. Prices are subject to change at any time, you will be guaranteed the price on this document, provided the accompanying paper work is signed and in the hands of the Church Office.
  4. **OUTSIDE WEDDINGS**: There is a fee of **\$400** for all weddings done away from the church premises. The same applies here, **\$100 non-refundable at time of booking** and **\$300 paid 30 days prior to wedding**. All "off premises" weddings are based on who, what, when and where. Please remember, All Saints has a 5:00 Saturday night liturgy every week.
  5. **PICTURE TAKING**: We highly advise you to take all the pictures possible during the actual ceremony, as these are the most natural. A good photographer will not need to use a flash, but may indeed feel free to use them. Be cautioned that once a flash goes off, many others will follow. This is YOUR WEDDING and we want you to have the best pictures possible.
  6. **VIDEO RECORDING**: We highly recommend video recording your wedding ceremony so you have it for life; don't record it and those special moments are gone forever. Videos obviously have become very popular. All Camcorders are permitted!
  7.  **AISLE RUNNER**: The church aisle is about **50 feet in length**. Aisle runners normally are rented or purchased from your florist. A plastic aisle runner will cost about \$20 and is yours to dispose of following the ceremony.
  8.  **ORGANIST/PIANIST**: All Saints has the name(s) of many fine and talented organists/pianists who may be available for your wedding liturgy and we will be happy to give you names and numbers. However, **IT IS YOUR RESPONSIBILITY TO CONTACT THE ORGANIST/PIANIST TO MAKE THE ARRANGEMENTS. THEY ARE CONTRACTED AND PAID SEPARATELY FROM THE CHURCH AND SHOULD BE PAID PRIOR TO THE CEREMONY**. Cash, Cashiers check or money order usually are preferred.
- There is no standard policy regarding music; i.e., modern, contemporary, classical or religious, but it is hoped that your musical selections will be in good taste.  
We highly recommend at least 3-4 pieces of music (as a minimum). You may feel free to select as many pieces of music as you desire. CDs may also be used.
8. **SOLOISTS**: Do you have a friend that sings? Try asking them first; usually they will be happy to do it for free, as a gift to the Bride and the Groom. Otherwise, this too needs to be **CONTRACTED SEPARATELY FROM THE CHURCH**.

9. **WEDDING BULLETINS:** Bulletins can be printed for a reasonable fee in the Church Office. The Pastor can help you prepare such a bulletin. The cost for the bulletin covers vary slightly. Average cost would be about \$8-\$10 per 100. It is **YOUR responsibility** to supply the covers. Covers may be purchased at Northwestern Publishing Company in Wauwatosa, T.H. Stemper Company in Bay View, or almost any religious supply store. The cost for the Church Office to type and print your bulletins will be \$25. Many couples today simply use their own PC and printer and create their own and they come out just fine! Email PJ a copy of it and he will be happy to help you through the process. The format for a Wedding Bulletin has also been provided in the wedding packet. PJ's email address is: pastor-jas-mortenson@allsaintsoakcreek.org.

10. **WEDDING CANDLE:** A popular rite these days is the lighting of a wedding candle. All Saints does not sell wedding candles. Beautiful candles can be purchased at various shops around the city. Needed will be one large wedding candle and two smaller tapers. Holders for the two tapers are also needed. Also becoming popular is the Rose Ceremony which is found in this packet.

11. **HOLY COMMUNION (The Eucharist):** Communion is offered as a possibility for all weddings. However, please keep in mind that communion is "open" and, therefore, must be offered to all who attend. Reception is a personal matter and is left up to the individual. Bread and wine is best if it is presented by the family or friends; it has more meaning and involves more people in your ceremony. You should also consider someone "Presenting" the gifts at the altar. This will not add any more time than 10 minutes to the length of your wedding ceremony and is well worth it.

12. **REHEARSAL:** This needs to be set up in advance with the Pastor. A time restriction is set on Friday evening because of a rather sizable group meeting at the church. The latest time possible for a wedding rehearsal is 6:30 pm. The earliest is usually 5:00 p.m. It will take one full hour, provided everybody is on time.

13. **RICE:** The Church **does not recommend** the throwing of **rice** during the celebration process. We do, however, **suggest birdseed** to be thrown outside. The Pastor will also help you organize your reception line at the time of the rehearsal, if desired.

14. **FLOWERS:** We highly recommend only live, fresh flowers for the altar arrangement(s). The current trend is silk flowers is not really appropriate on or for the altar of the church.

As your wedding plans continue, know that you are in our thoughts and in our prayers. If we can be of any help, please feel free to call upon us. And, if there are **any changes** in your plans, address, phone #'s etc. **PLEASE NOTIFY US AT ONCE:**

**762-5111**

**Also, keep in mind that the Church Office is Closed on Fridays!**