

A NOTE FROM HCL PASTORS

Congratulations. If you're reading this, you are probably beginning to plan your upcoming wedding. We hope all your wedding arrangements go well and your ceremony is beautiful. The average couple spends 200 hours or more preparing for their wedding day. That's as it should be. Every memory you create that day will be a memory you will treasure for the rest of your lives. But it is just one day in your life together.

What is more important to us, however, is your marriage. We are about lifelong marriages, not just wedding ceremonies. When we perform your wedding ceremony, we are interested in what God is doing in joining two lives together. We want your marriage to be a lifelong success, not just a beautiful ceremony.

A CHRISTIAN WEDDING

There is a difference between coming to our church for your wedding as opposed to going to the courthouse. The difference is that here you are asking for a Christian marriage. That means that the vows are not merely witnessed before a wedding officiant, but the vows are witnessed before God and His people. God Himself ordained marriage. "The man shall be united to his wife and they shall become one flesh." (Genesis 2:24) What makes it uniquely Christian is that two people who have a personal relationship with Jesus Christ are joined together. Jesus Himself is the center of their bond. It is Jesus' love which provides the glue to make their marriage strong and resilient! This is the type of marriage relationship which we hold up as the model when we perform wedding ceremonies at HCL.

CONNECT WITH THE WEDDING COORDINATOR

Questions please contact the Wedding Coordinator at jcrowe@hcl.org or 414-529-6700, ext. 2034. She can also check on the availability of the pastor, and the church. There are many functions that take place at the church so it's very important that you communicate the Wedding Coordinator all the plans for your wedding regarding the church to avoid unexpected surprises and to avoid a conflict with another function.

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SCHEDULING YOUR WEDDING

We do not require you to be a member of Hales Corners Lutheran to hold your wedding here. Our pastors do ask that you.....

1. Attend worship. If you are not a member of Hales Corners Lutheran, we ask you to attend three worship services. This gives you the opportunity to experience our worship services, see how we do things and hear different pastors.
2. Complete Pre-Marital Counseling. We believe that, if we are going to prepare you for a wedding, we have an obligation to prepare you for your marriage.
3. Praying together about your relationship and marriage. This is an important time in your lives and in your relationship with God.

CHURCH AVAILABILITY & WEDDING TIMES

Weddings are typically held on a Saturday, but if you're looking to schedule your wedding on another day, we will accommodate your request if the church and pastor are available. Our pastors are dedicated to you and will do everything they can to be available for your wedding. Our Saturday wedding times are 11am, 1pm or 2pm. Generally, the service will last 30-35 minutes.

The following schedule outlines the times the Sanctuary or the Chapel and room 2050 (bride room) will be reserved for your wedding whether there are other weddings scheduled that day. We ask you to communicate with your wedding party, photographer, etc. the designated time for your wedding and plan to follow this schedule.

<u>Saturday Wedding Times</u>	<u>Start Time</u>	<u>End Time</u>
11:00am	10:00am	12:15pm
1:00pm	12:00pm	2:20pm
2:00pm	1:00pm	3:20pm

REHEARSAL

1. Rehearsals for Saturday weddings are usually held on the Friday before.
2. Plan on the rehearsal lasting one hour
3. You will have a wedding assistant from the church who will be there at the rehearsal and wedding to help prepare the church and assist the bridal party.

WEDDING FEES

The fees listed below will be due the Tuesday before your wedding date (except for the deposit) and are subject to change. The church use fee includes the assistance of a wedding coordinator at the rehearsal and wedding and a sound technician at the wedding.

Deposit: **\$100** Due after the first meeting with your pastor

Church Use: **\$400** Sanctuary
 \$250 Chapel

Pastor Fee: **\$250** **Onsite Wedding:** Includes counseling sessions, rehearsal and ceremony.
 \$300 **Offsite Wedding:** Includes counseling sessions, rehearsal and ceremony, travel expense.
 \$100 **Vow Renewal**

During the two-week period prior to your wedding, the Wedding Coordinator will contact you to finalize your wedding details, fees and marriage license. We ask that fees are brought into her by the Tuesday of the week of your wedding.

PLANNING YOUR CEREMONY

Things to think about!

Vows – Traditional?

Parents give bride away?

Seating for parents/grandparents

Timing of service

Who holds the rings?

How to be introduced?

Roses for moms?

Adult Supervision of Children in Church at all times

Words of advice – Delegate, Delegate, Delegate

ORDER OF SERVICE & BULLETIN

You will find your pastors order of service on the last page of this information packet. Please use this when planning your ceremony.

We can help provide a bulletin for your service at a reasonable charge to cover our costs. You can also have this done by someone other than the church but ask you plan to allow extra time prior to printing, so we can review the details and ensure it follows your pastors service plans.

If you would like the church to do your bulletin let the wedding coordinator know and she will work with you to order the covers and provide a proof for your review before printing. To select a bulletin cover, go to warnerpress.com. The covers are ordered in advance and the printing is done at church the week of your wedding.

MUSIC

Please refer to the Wedding Music Guide which outlines the details you need to know about selecting music and musicians for your wedding. The Bride and Groom are responsible for reserving musicians for their ceremony and musicians are not included in the wedding fees.

UNITY CANDLE/SAND OR OTHER

It is the responsibility of the couple to provide the candles and holders for your wedding. There are a wide variety of styles and it is best to stay away from unity candle designs that incorporate tea lights because they blow out! The smaller candles you provide should be dripless. If you can't find "dripless" candles just be sure to purchase a high-quality candle; it will burn slower and not drip excessively.

If you are having a wedding candle as part of the altar centerpiece, make sure that all three candles are easily removable and replaceable in the centerpiece.

There are many creative alternatives to the traditional unity candle lighting that are used to signify unity. Some popular choices are sand blending, cord tying, wine blending and more. Please keep in mind that whatever you choose will be set on the altar.

AISLE RUNNER

An aisle runner is not required or expected but is required if you are scattering flower petals. We do not provide an aisle runner and it can be purchased at a few places or ask if your florist can provide. The proper length for the aisle runner is 75 feet in the Sanctuary and 50 feet in the Chapel.

Fresh flower petals can be scattered down the aisle if the petals are a light color that will not stain the floor. Artificial flower petals can also be used. An aisle runner is required for both fresh and artificial petals to make clean-up easier.

PEW DECORATIONS

Pew bows are the responsibility of the couple to provide. Some florists or other such companies, couples themselves, or a family member will do. Some couples have donated their pew bows to the church for others to use. Please call the Wedding Coordinator if you would like to see what is available. If you are interested in donating the pew bows from your wedding for others to use, please let the Wedding Coordinator know.

When attaching anything to the pews, you must not use any material, substance, or tacks/pins, tape, metal hooks, etc. that will damage the pews. Either pew clips or a loop of ribbon around the back that will hold the bow to the top of the pew end, or protective type wiring (found at any arts/crafts store) must be used. The dimensions of the pews are 4" long x 2 ½ inches wide. If you are using a clip, you need a clip that is no wider than 2 inches long. A total of 14 bows allows you to attach one to every other pew from front to end of church.

FLOWERS

Flowers in the chancel (area around the altar) is something to consider based on your personal preference and budget. If you are providing flowers, using a combination of altar/flower stand is something to discuss with your florist.

ALCOHOL/RICE/BIRDSEED/BUBBLES/GLITTER

1. We ask that you and your wedding party do not consume alcohol on the premises (including parking lots).
2. Bachelor/bachelorette parties should not be held the night before the wedding. You owe it to each other to be without a hangover on the day of your wedding.
3. Please let your guests know that rice, birdseed, bubbles and glitter are not acceptable on the church grounds.

FLOWER GIRL/RING BEARER/ JUNIOR GROOM/JUNIOR BRIDESMAID

1. Children are unpredictable. The younger they are, the less reliable they are.
2. We ask that children under age 10 in the wedding walk down the aisle as part of the processional, sit with family members in the pews, and then walk out as part of the recessional.

USHERS

1. You will need to have enough ushers for the size of crowd you expect for your wedding.
2. Plan on one adult usher per 50 people. At least two adult ushers are necessary.

PHOTOGRAPHER

1. Items to consider when selecting a photographer:
 - cost
 - quality
 - efficiency
 - skills with people
2. How much of your wedding day do you want to be posing for pictures, and how much do you want to spend with each other, with family, and with guests?
3. The more pictures, the longer it takes! And the more it costs!
4. Don't let your photographer forget that he works for you, not the other way around.
5. Your photographer may be in the front and take pictures with flash as you are coming down the aisle. After that, he must be in the back, and use no flash. It is most important that people can focus on the wedding and your promises to each other, not on the person recording it on film.
6. *Be sure to inform your photographer the timeframe you have for taking pictures. If you or your photographer needs more time for pictures than what time you have, you must consider taking some of the pictures you require at an alternate location.*
7. Please be aware that we often have decorations in the church that are tied into the worship themes. These decorations cannot be moved or taken down for wedding ceremonies or pictures. Careful consideration is given to the placement of the decorations so that they will not be visible in pictures taken after the service in front of the altar. Please advise your photographer to plan accordingly.

VIDEOGRAPHER

Anyone video recording the wedding is held to the same standards as the photographer listed above. If friends bring cameras to record the ceremony, they are to be in the back and not move around, or to set the camera on a designated area in the front and turn it on at least 5 minutes before the wedding. Camera on tripod should be set up at least 20 minutes prior to the start time of the wedding.

RECEIVING LINE AT CHURCH

1. Most couples do not have the receiving line at church and often greet guests at the reception.
2. Consider the timing of the wedding and reception-- what do you want to happen and when?
3. Limitations of timing. Please be aware of the designated time frame for your wedding. Refer to church availability on page 2.

SCRIPTURE READINGS

This list of potential scripture passages can help you select the readings you may wish to use in your wedding. We recommend the Bride & Groom spend time together to select readings that are meaningful to them (generally two). The website BibleGateway.com is a great site to use to look up specific readings.

Ruth 1:16, 17

Psalms 67

Psalms 95:1-6

Psalms 100

Psalms 121

Psalms 127

Psalms 128

Isaiah 55:10-13

Isaiah 61:10-11

Matthew 5:1-12

Matthew 5:13-16

Matthew 7:24-29

Matthew 19:4-6

Mark 10:6-9

Mark 10:43-45

John 2:1-11

John 15:9-17

Ephesians 2:4-10

Ephesians 3:14-19

Ephesians 4:32-5:2

Ephesians 5:21-33

Philippians 2:1-12

1 Corinthians 7:1-7

1 Corinthians 13:1-13 (or vv. 4-7)

2 Corinthians 5:14-17

1 Peter 3:1-7

1 Thessalonians 4:1-12

1 John 3:16

1 John 3:18 (or 18-24)

1 John 4:7-9 (or 7-16)

1 John 4:16-21

Galatians 5:13

Colossians 3:12-17

And others

MARRIAGE LICENSE

Couples are responsible for getting their marriage license and are asked to bring that license to the Wedding Coordinator the week of your wedding. In Milwaukee County, you must apply at least eight days, but not more than 30 days, prior to the date of marriage. Marriage License Phone Numbers:

Milwaukee County	414-278-4067
Waukesha County	262-548-7878
Ozaukee County	262-238-8114

MARRIAGE MENTORING & WORKSHOP

Our pastor's feel an obligation to you – if we are going to prepare you for a wedding, it is much more important that we prepare you for marriage.

All couples will complete pre-marital counseling that consists of:

1. Attendance at one (1) Pre-Marriage workshop (offered in September and March). Topics covered include:
 - Biblical perspectives on marriage
 - Money Management Overview
 - Successful Conflict Resolution
 - Building a Lasting Relationship
 - Forgiveness
2. Completion of an online pre-marriage counseling inventory from Prepare/Enrich. This questionnaire is designed to help identify the strengths and growth areas of your relationship and is the first step in Pre-Marital counseling you will complete with a mentoring couple from the church or pastor.
3. Meeting with your mentoring couple or pastor to review the results of the Prepare Inventory. This will usually include three (3) informal meetings of 1-1 ½ hours each at the mentor's home. You will also receive the names and contact information of your mentors at the time assignment is made so you can contact your mentors to set up your meetings.
4. You will meet for a final time with your Pastor to discuss your mentoring experience, any further counseling and final wedding plans about one month before your wedding.
5. Remember to pray together about your relationship and marriage.

NOTES