

### ***MARRIAGE LICENSE***

The wedding license must be in the church office no later than the morning preceding the day of the wedding.

### ***PERSONAL ITEMS***

We do not store wedding dresses or wedding apparel at the church. We are not responsible for any lost, stolen, or damaged property.

### ***CHURCH PROPERTY***

Food is not allowed inside the sanctuary. Alcohol and illegal drugs are not permitted in the church or on the church property. A smoking area is located outside by the east kitchen door.

We do not allow the throwing of rice, bird seed, or confetti inside or outside the church. Bubbles may be used outside the church, only.

Animals are not to be included in the ceremony, with the exception of guide dogs.

### ***CLEANUP***

The wedding party is responsible for complete cleanup of any and all areas used after the ceremony. Failure to leave the space clean and in good order may result in additional charges.



## **CALVARY LUTHERAN CHURCH**

2580 West 9th Avenue  
Oshkosh, WI 54904

920-233-3800 [www.calvaryoshkosh.com](http://www.calvaryoshkosh.com)

# ***Wedding Manual***

## ***WEDDING PROCEDURE MANUAL***

Congratulations on your upcoming wedding. We rejoice and are happy for this time in your life. Our hope is that it will be a time of joy and thanksgiving in these days leading up to and beyond your wedding day.

These guidelines have been prepared to be of help to those planning and desiring to have their wedding take place here at Calvary Lutheran Church in Oshkosh, Wisconsin. Everyone has questions about their wedding plans. Hopefully this information will help in answering any questions regarding our policies.

### ***SOME THOUGHTS ABOUT THE SERVICE***

The Christian wedding service is an act of worship. It is a time in which Christians, particularly you—as the bride and groom—come together to offer thanks and praise and ask God's blessings upon your lives together as husband and wife.

God has created marriage from the beginning to be a sign to the world of what it means to be in a relationship. Ultimately this is an example of the relationship which is shared between Christ, God's Son, and the Church of Christ. When our relationships begin to model God's love for us, found in Jesus Christ, we can begin to understand and witness to the world about what true love is and its cost to our own selfishness.

All professional photography during the ceremony must be made without flash or floodlights. The photographer should be as inconspicuous as possible during the ceremony.

No photographs or videos may be taken from the altar during the ceremony. All pictures must be completed within one (1) hour after the completion of the ceremony.

It is the couple's responsibility to insure the photographer and/or video person understands and abides by these policies.

### ***USHERS***

Ushering is not the responsibility of the wedding coordinator. Each wedding should have a responsible usher to direct guests, hand out bulletins, light candles, etc.

Ushers should be here to perform duties thirty (30) minutes prior to the ceremony.

### ***REHEARSAL***

Everyone taking part in the ceremony is expected to be present and on time for the rehearsal. This includes parents of the couple, ushers, readers, attendants, musicians, bride, and groom.

Rehearsals will be scheduled with the wedding coordinator and take approximately thirty to forty-five (30—45) minutes. The pastor may or may not take part in the rehearsal. The wedding coordinator is a trained specialist and capable of answering your questions in agreement with the pastor.

Children under the age of twelve (12) must be under direct supervision of a responsible adult during the rehearsal.

Absolutely no tacks, nails, screws, fasteners, or tape may be used on the furniture or elsewhere in the church.

Care needs to be taken with flowers as they may stain the carpet.

The wedding party is to remove any debris from the decorations before and after the ceremony.

Although the couple contracts the florist, he/she is subject to the direction of the pastor or wedding coordinator, if necessary.

#### ***AISLE RUNNER***

If you wish the use of an aisle runner, you must supply your own.

#### ***CANDLES***

Any and all additional candles used for the ceremony must be preapproved through the wedding coordinator. After the ushers light candles, if the couple wishes to include lighting of a wedding candle, it is the responsibility of the couple to furnish the appropriate candles and holders.

#### ***PHOTOGRAPHS***

The following policies have been found to be practical and useful. They are designed to insure that the wedding ceremony is conducted in an atmosphere of reverence. Please keep them in mind as you make your plans.

Pictures may be taken before and after the ceremony. It is recommended that as many pictures as possible be taken prior to the ceremony. The church will be open two (2) hours before the ceremony.

The congregation gathered with you on your wedding day also has reason to thank and praise God on your behalf. In our worship, the congregation joins with you in thanks and in asking God's blessings upon this new family.

#### ***GENERAL RULES AND GUIDELINES***

Please call the church office at 920/233-3800 as soon as possible with the desired date and time of your wedding.

No formal weddings will be scheduled during Holy Week, Easter, Thanksgiving Day, Christmas Eve, or Christmas Day.

The normal and customary charges of a wedding at Calvary Lutheran Church is \$500 for non-members (\$300 to Calvary; \$100 to the wedding coordinator; \$50 to the sound technician; \$50 to the Facilities Manager) and \$300 for members (\$100 to Calvary; \$100 to the wedding coordinator; \$50 to the sound technician; \$50 to the Facilities Manager). This fee includes the use of the Sanctuary and other church facilities to recover the costs of custodial and utilities, and the wedding coordinator and sound technician. Four (4) separate checks are required. An honorarium could be considered for the Pastor's time.

The approved date and time will be placed on the church calendar and reserved upon receipt of the non-refundable deposit of fifty percent of the costs. The balance is due no later than two weeks before the wedding. Financial arrangements with the organist, pianist, and contracted vocalists and musicians are the responsibility of the wedding party.

The wedding coordinator is ***not*** a wedding planner. The coordinator will work with the pastor to answer any questions you may have and will assist in the rehearsal and wedding ceremony activities.

The wedding must be officiated by a Calvary pastor or a guest pastor may participate at the invitation and discretion of the Calvary pastor.

Those who plan to be married will meet with the pastor. These meetings will be arranged at a mutually agreed upon time for the purpose of obtaining data for records, pastoral counseling, and planning of the wedding ceremony. It is expected that all couples planning to be married at Calvary Lutheran Church will fulfill all premarital counseling and preparation times.

Production of wedding bulletins, if desired, is to be supplied by the couple; the church does not provide them.

### ***Music***

The selection of music will be worked out with the pastor and/or wedding coordinator. The pastor shall have the final decision regarding the use of any and all music. Moving any musical equipment needs prior arrangement with the church staff.

***The baby grand piano and the organ cannot be moved under any circumstances.*** If not being used, they will remain covered and **nothing** should be placed on the piano or the organ.

***Organist***—The Calvary Church organist will normally play the organ. The church organ is a highly complex musical instrument. This is because each organ is designed for a specific church installation. If the organ is to be played by any person other than the Calvary organist, prior approval of that person must be obtained from the Calvary Music Committee.

***Sound Equipment***—Calvary will provide the audio technician if needed for all weddings. Only an authorized technician is permitted to use the sound system. Prior arrangements will be discussed with the wedding coordinator.

***Vocalist***—If you are having a vocalist, they will need to coordinate with the appropriate music and sound personnel. Vocalist and/or musicians need to be present at the rehearsal or prior arrangements must be made.

***Instruments***—If the couple wishes to use special instruments, they must coordinate with the sound technician.

### ***FLORAL AND DECORATING POLICIES***

The following policies have been found to be practical and useful. They are provided for your guidance to assure that the church and its furnishings will not be defaced or damaged and that the church can be easily prepared for the next function or service.

The church is available for decorating two (2) hours before the ceremony unless prior arrangements are made with the wedding coordinator.

Simplicity is encouraged. All of the Chancel furnishings and vestments are dedicated items and are not to be removed or covered in any way. Any decorating of the church is to be completed at least one (1) hour before the wedding. Access from the pews to the aisles must remain open.

Seasonal decorations—such as Christmas trees, wreaths, poinsettias, and Easter lilies may not be removed. Pews may be marked with flowers, bows, or ribbons.