



## Planning Your Wedding At Calvary

MISSION STATEMENT:

*Nurture discipleship to serve our community<sup>3</sup> with God's  
love and forgiveness.*

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Wedding Manual (cmw)

**CALVARY LUTHERAN CHURCH**  
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Oshkosh, WI 54904  
920-233-3800

[www.calvaryoshkosh.com](http://www.calvaryoshkosh.com)

# WEDDING PLANNING MANUAL

Congratulations on your upcoming nuptials. Calvary Lutheran Church considers a church wedding to be a worship experience. The worship experience honors God and, in a spirit of celebration, focuses on the commitment you will make before God, family and friends. Church weddings while unique and personal, are shared openly by family and friends as a testimony by which the couple publicly declares Christ to be a part of their marriage.

These guidelines have been prepared to be of assistance in planning your wedding to take place here at Calvary Lutheran Church in Oshkosh, Wisconsin. Hopefully this information will be helpful in answering any questions regarding our policies.

## GENERAL RULES AND GUIDELINES

Please call the church office at (920) 233-3800 as soon as possible to begin the wedding application process, go through the wedding planning manual, set appointment dates to meet with Pastor and to determine 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 usual and customary fee of a wedding at Calvary Lutheran Church is \$500.00. This non-refundable fee includes the use of the Sanctuary and other church facilities to recover the costs of custodial, utilities, wedding coordinator and sound technician. 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 full payment. Financial arrangements with the organist, pianist, and contracted vocalists and musicians are the responsibility of the wedding party.

The wedding must be officiated by a Calvary Pastor. 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, are to be supplied by the couple; the church does not provide them.

## Bride and Groom Checklist

\_\_\_ Vows and music discussed with Pastor as well as readings prior to the rehearsal and printing of a bulletin.

\_\_\_ Plan service with Pastor, discuss any extra ceremonies within the service such as readers, unity candle, sand pouring, flowers to mothers, so these can be built into your personal ceremony.

\_\_\_ If using a service program or bulletin, check with Pastor for order of service and assign someone to distribute at ceremony.

\_\_\_ Flowers, make sure delivery is coordinated with designated family member or friend to distribute corsages and boutonnieres.

\_\_\_ The marriage license must be at the church office no later than the morning preceding the day of the wedding. Confirm the delivery with the church office to guarantee someone is there to receive it. The church office is often closed on Fridays.

\_\_\_ All participants in the wedding should attend the rehearsal including musicians. If a recording is used, it should be given to the church admin assistant in advance of the rehearsal so a sound technician can test it with Calvary's equipment. It will be used at the rehearsal as well. It is very important that all attendants and ushers attend as well as parents and grandparents.

\_\_\_ Ushers are very important to the flow of your ceremony. They light candles, seat parents, grandparents, and guests. They also control the timing of the ceremony. If you do not have designated ushers, than pick two groomsmen to perform these duties.

\_\_\_ Prior to the rehearsal, decide how you want attendants, parents, and grandparents to enter the church. Also decide how you want to exit the front of the church and if you will be having a receiving line. Making these decisions prior to the rehearsal makes it a smoother and less stressful process.

\_\_\_ Make sure no valuables are left in the dressing areas during the ceremony. All purses, wallets, and phones should be removed from these areas prior to the ceremony.

\_\_\_ Designate someone to be in charge of scanning the church, including the dressing areas for forgotten items and to make sure the church is left in good order for the next event or service to avoid being assessed a clean up fee.

***By carefully planning your wedding, you can incorporate your personal touches and be prepared and relaxed to enjoy this special day!***

## CLEANUP

The wedding party is responsible for complete cleanup of any and all areas used at Calvary Lutheran Church. Failure to leave the space clean and in good order will result in additional charges.

It is our expectation that all church areas used, be left as they were found prior to the wedding ceremony.

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## Follow-up

The Administrative Assistant will follow-up with couple approximately one month prior to wedding day to confirm dates and times. Contact the church office Monday thru Thursday, 9:00 am till 2:00 pm with any questions or concerns regarding your wedding planning.

*Administrative Assistant-Connie Whittaker*  
920-233-3800  
[adminassistant@calvaryoshkosh.org](mailto:adminassistant@calvaryoshkosh.org)

## MUSIC

The selection of music will be worked out with the Pastor and 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 Pastor and sound tech for Calvary.

***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 through the church office.

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.

## **FLORAL AND DECORATING POLICIES CONT.**

Seasonal decorations—such as Christmas trees, wreaths, poinsettias, and Easter lilies may not be removed. Care needs to be taken with flowers as they may stain the carpet. Although the couple contracts the florist, he/she is subject to the direction of the Pastor, if necessary.

Pews may be marked with flowers, bows, or ribbons. Absolutely no tacks, nails, screws, fasteners, tape, or wire may be used on furniture, pews or elsewhere in the church.

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

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

Any and all additional candles used for the ceremony must be preapproved through the Pastor. 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.

You will find it helpful to designate a trusted family member(s) or friend to coordinate the following:

- ◇ Hand out wedding bulletins
- ◇ Church flowers-(distribution to family members and wedding party, pinning of boutonnieres/corsages, placement of sanctuary florals)
- ◇ Tend to the guestbook
- ◇ Remove décor from church and move to designated location.
- ◇ Ensure dressing rooms and any other rooms used are free of all personal effects and left in an orderly fashion.

## **PHOTOGRAPHS**

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.

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**

Each wedding should have a responsible usher(s) to direct guests into and out of wedding ceremony, seat parents and grandparents, light and extinguish candles, aisle runner placement, check for late guest arrivals, signal wedding party for start of processional, close main doors after processional begins, escort late arrivals in through side doors.

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 administrative assistant and take approximately thirty to forty-five (30-45) minutes. The Pastor may or may not take part in the rehearsal.

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

## **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.