

SAINT STEPHENS UNITED CHURCH OF CHRIST

903 East 2nd Street | Merrill, Wisconsin | 54452 715.536.7322 | ststephensucc.net

Rev. 10/2019

Weddings At Saint Stephens United Church of Christ ...

You Have Requested a Wedding

Since you have come to Saint Stephens United Church of Christ for your wedding, we are sharing these policies with you. You will need to schedule with one of our current Pastors first, then with the Church Office/Business Manager for the sanctuary. Our pastors do not keep all events in their calendars.

A request to reserve the date involves a signed and partially completed (couple's names, day of wedding, contact information) Wedding Information Form turned in to the Church Office/Business Manager with the non-refundable reservation fee of \$100.00. Request are granted on a first come first served basis, based on pastoral approval and payment received. **Oral requests or confirmations do not constitute reservations.**

Our weddings are characterized by dignity, reverence, joy, and the spirit of Christ. It is, first and foremost, an act of worship.

The Focus is on God

The focus of what happens should be on God, especially as revealed through Jesus Christ. The congregation that will gather with you on your wedding day also has reason to thank and praise God on your behalf. It is easy for details surrounding a wedding – the flowers, wedding dress, reception, and so on – to crowd out the central focus. In coming for a Christian wedding, it is your responsibility to see to it that God is uppermost in your wedding and in the hearts and minds of those who will attend.

Decorum

Alcohol and other drugs are not allowed anywhere on church grounds including the parking lot. Likewise, throwing of rice, flower petals, bird seed, confetti, etc., is PROHIBITED on church property.

Meeting with the Minister

All couples planning a wedding at Saint Stephens UCC will meet with the Pastor who will conduct the service at least three times prior to the wedding. Since a wedding is an intimate and enduring act, it is important that the officiant have an opportunity to become acquainted with you and discuss some of the deeper meanings of this most significant step of your life.

Invitation for the Minister

If you would like the Officiating Minister to say a prayer at the reception dinner, please send a formal invite to the Pastor. The Officiating Minister does not assume an automatic invitation to rehearsal dinners, wedding dinners, or reception, nor is it always possible to attend. Should the wedding couple desire the Minister's presence at any such event, a written invitation should be sent to the Minister. Please also specify whether the spouse or family are included in the invitation. He or she will make every effort to attend; however, there may be circumstances the Minister cannot accommodate. This also applies to the organist, soloist, and any other musicians or participants.

The Marriage Service

The Minister will provide an order of service, but will consider suggestions made by the couple, as well. The service should always have the worship of God as its central focus.

The Rehearsal

Unless yours is to be a small wedding attended by only a few friends or your immediate families, a rehearsal will be scheduled prior to the actual service. All members of the wedding party should be present. This includes the ushers, parents and grandparents of both bride and groom, soloist, musicians, as well as any children acting as ring bearers, flower girls, etc. The rehearsal will last about an hour. **Because of time limitations, please ensure that everyone is at the church on time.**

Flowers, Pew Candles, Lanterns & Bulletins

Flowers:

As soon as you have set the date for the wedding, you will probably want to contact a florist to discuss floral arrangements. Most florists in Merrill are familiar with Saint Stephens UCC and can provide appropriate arrangements.

Pew Candles:

Pew Candles are available for use for a fee of \$50.00. If Pew Candle Globes are broken, a replacement fee of \$20 each for broken globes will be charged.

Lanterns:

Lanterns to hang from the ends of the pews are available for use for a fee of \$100.00. If Lanterns are broken, a replacement fee of \$50 each for broken Lantern will be charged.

Bulletins:

You may purchase bulletin covers and bring them to the church office 14 days prior to the service. Otherwise, we are happy to design a bulletin here. Bulletin printing is included in the Wedding Fee if you are holding a wedding here at Saint Stephens at which one of our Pastors will officiate. Otherwise, there is a \$30.00 fee to have bulletins designed and printed. All information must be provided at least two weeks prior to the wedding date to allow ample time for designing and creating the bulletins.

Photography / Videotaping

Because a wedding is a worship experience and therefore sacred, it should not be interrupted, nor should the congregation be distracted, by photographers or guests calling attention away from the service. It is understood, however, that you may want to have a record of this special day. Accordingly, prior to the actual beginning of the service, during the processional, one photographer may be in the center aisle, no more than 2/3 of the way down the aisle to photograph the entrance of the wedding party. Once the service begins, one photographer may take a few non-flash photographs from the balcony or from the rear of the center aisle. Please check with the officiating minister about the use of flash photography. Regarding videotaping: a video camera may be used from the sacristy. From this position, the altar area and the bride and groom are in full view. A video camera may also be used in the balcony. Any variance from these locations must be approved by the officiant. As many photographs as you wish may be posed after the service. You are responsible for advising your guests, photographers, and/or video tapers of these policies.

The Marriage License

Because marriage is a civil matter as well as a spiritual one, a marriage license must be obtained before a wedding can be conducted at Saint Stephens Church. A license is obtained from the office of the County Clerk in the county in which one of the parties resides. If one or both of the parties is a resident of Lincoln County, it should be obtained at the Register of Deeds office on Sales Street. There will be a fee and a waiting period of 5 business days after the license is applied for and before it is issued. The license is then good for 30 days after the date of issue.

In applying for a marriage license:

- The couple must provide an official birth certificate issued by the county or state of birth (hospital birth certificates or baptismal certificates are not accepted.)
- Each party must show proof of residence, and one must live in the county in which application is being made. Drivers license, rent receipt, utility bills are acceptable proof.
- Each party must be over the age of 18 or have written parental consent on a form provided by the County Clerk's office.

Please bring the license with you to the rehearsal so you will not have to be concerned with it the day of the wedding.

NO MATTER WHO YOU ARE, OR WHERE YOU ARE ON LIFE'S JOURNEY, YOU'RE WELCOME HERE!

The minister will then complete the appropriate section and have it ready for you and your witnesses to sign the day of the wedding. The license will then be mailed into the County Register of Deeds. Official copies can be obtained through their office.

Wedding Receptions

It is recommended that wedding receptions be held at one of the many halls available for this purpose in the Merrill area. In the event that a church member wants to use the Fellowship Hall for this purpose, special arrangements can be made with the church office. Saint Stephens is not in a position to offer food service.

Music for the Service

It is your responsibility as a couple to arrange for the music for the service, subject to the approval of the Officiating Minister. Usually organ music is used at weddings, and Saint Stephens has a professional organist on staff that is thoroughly acquainted with the practices of the church and our complex instrument. If she is not available, a list of other pianists, along with possible soloists, is provided later in this booklet. Instruments other than the organ can also be used at weddings. Piano, flute, trumpet, harp, and violin are among these. Appropriate music for guitar can also add much to this special event. Congregational singing has recently gained popularity as a way for guests to participate in a service of marriage.

As you plan for music, please keep in mind that wedding music is to be appropriate for a service of the worship of God. Saint Stephens Church Council has stated: "A wedding is a worship service. It should, therefore, honor God, the creator of the marriage relationship. In keeping with the mood of worship, it is important that the music be of a religious, inspirational, and worshipful nature." Other music is certainly usable, but must be approved by an organist from Saint Stephens Church or the Officiating Minister.

Officiating Minister

It is policy for one of our current Minister(s) to officiate at weddings here at Saint Stephens. This is in accordance with the United Church of Christ policies. On the occasion that the minister(s) is/are not able to officiate, the minister(s) will recommend another minister from the communit. An honorarium for the Officiating Pastor is included in the wedding fees set forth in this booklet.

Visiting Clergy

At times the wedding couple may desire to have another minister assist with the ceremony. Such plans shall be discussed with the minister of Saint Stephens United Church of Christ prior to making arrangements. The minister of Saint Stephens United Church of Christ will issue the invitation. An honorarium for the Officiating Pastor is included in the wedding fees set forth in this booklet.

Organists

Individuals who are familiar with the organ at Saint Stephens Church include:

Darlene Johnson 715.536.2226

Pianists

Individuals who are familiar with the organ at Saint Stephens Church include:

 Darlene Johnson
 715.536.2226

 Marlene Graap
 715.218.5779

 Ann Applegate
 715.302.2230

 Faye DeLosh
 715.536.6017

Wedding	Policy	&	Forms
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Soloists

Individuals who have performed solos at Saint Stephens Church and may be available for weddings include:

Jim Bjorklund	715.536.3442
Dan Pick	715.536.5305
Andy Ament	715.218.0890
Terry Krueger	715.536.1204

Please contact soloists and pianists individually to inquire about availability, music selections, and fees. Each soloist and pianist determines his or her own fees, and you will need to work with them directly to make the necessary arrangements. Other soloists or pianists of your choosing are also welcome here at Saint Stephens.

No matter who you are, or where you are on life's journey, you're welcome here!

FEE SCHEDULE

Member Weddings are \$550

This includes \$100 Non-Refundable Reservation Fee, Use of the Sanctuary, and fees for Minister, Bulletin Printing, and Organist. (Fees for members of the church or children of church members.)

Non-Member Weddings are \$800

This includes \$100 Non-Refundable Reservation Fee, Use of the Sanctuary, and fees for Minister, Bulletin Printing, and Organist.

Non-Member Use of Sanctuary for Weddings is \$500

This includes \$100 Non-Refundable Reservation Fee and Use of Sanctuary only. Minister, Bulletin Printing, and Organist are NOT included. Bulletin printing is available, using either your pre-printed bulletin covers, or we can design one for you, for an additional \$30 fee. All information must be provided at least two weeks in advance of wedding date for Bulletin preparation.

Use of Pew Candles is an additional \$50

If Pew Candle Globes are broken, a \$20 replacement fee for each broken Globe will be charged

Use of Lanterns is an additional \$100

SIGNATURE

If Lanterns are broken, a \$50 replacement fee of each broken Lantern will be charged

Pastor Officiating at Off-Site Wedding is \$250

This includes \$100 Non-Refundable Reservation Fee and the Pastor officiating at your wedding at another location (not here at Saint Stephens).

These fees allow wedding parties access to the building 2 hours before the wedding and 2 after wedding start time for a total of 4 hours. If you would like additional time, you may rent the building for an additional \$50 per hour.

If any of this presents a financial hardship, please talk with the officiating minister.

Please note that smoking, alcoholetc., is PROHIBITED on church p	•	l throwing of rice, fl	ower petals, bird seed,	, confetti,
Reservation Fee of \$100:Yes	No			
Date:				
Cash or Check #		-		
You agree to pay all remaining appli	ICABLE FEES AT LEAST 7	DAYS PRIOR TO THE REF	HEARSAL.	
Fees Remaining to be paid		-		
f We have read and understand the v	VEDDING POLICY AT SA	AINT STEPHENS UCC AN	ND ACCEPT THESE POLICIES.	
Reine		GPOOM:		

If you would like the Officiating Minister to say a prayer at dinner please send a formal invite to the Pastor. He or she will make every effort to attend; however, there may be circumstances the minister cannot accommodate.

DATE

No matter who you are, or where you are on life's journey, you're welcome here!

Date

SIGNATURE

SAINT STEPHENS United Church of Christ

903 East 2nd Street | Merrill, Wisconsin | 54452 715.536.7322 | church@ststephensucc.net

Wedding Information Form

Wedding Date:	Time:	
Rehearsal:		
Pastor:		
Counseling Dates:		
Bride		Groom
	Name	
	A DDDDGG	
	Hour Duons	
	Work Phone	
	Email	
	Birthday/Age	
	FATHER'S NAME	
	Mother's Name	
	Step Mother/Father	
	Church Membership	
	<u> </u>	
Yes No	Previously Married	Yes No
	Children	
	THE WEDDING PARTY	
Maid/Matron of Honor	\sim	Best Man
Bridesmaids		Groomsmen
	— (H)	
	$ \sim$ \sim	
Flower Girl		Ring Bearer
Usher		Usher
	·	

Musician(s):	Phone:	
Vocalists:		
FLORIST:	Phone:	
Any special use of flowers after the wedding?		
Photographer:	Phone:	
VIDEOGRAPHER:	Phone:	
OTHER:	Phone:	
Pew Candles:NoYes (see fee sch	HEDULE)	
Unity Ceremony: Candle San	d Other	
Dressing Rooms: Bride's Party	Groom's Party	
Bulletins — are we printing:No	Yes (see fee schedule)	
Scripture Selection:		
	Music Selections	
	Music Selections	
	Music Selections Composer:	
Prelude:	MUSIC SELECTIONS COMPOSER: COMPOSER:	
Prelude:Processional:	MUSIC SELECTIONS COMPOSER: COMPOSER: COMPOSER:	
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