

Faithbridge Wedding Policies/Procedures

1. Please carefully read the contents of this document.
2. Complete and submit the online Wedding Date Request Form. We will consult the church campus calendar and the Pastor's schedule.
3. When your date is approved, it will be placed on the master calendar. The organist/pianist, custodian, sound man, Pastor, and wedding coordinator will be notified. It is your responsibility to contact the Wedding Service Coordinator and organist/pianist to schedule a consultation.
4. You will contact the Pastor for pre-marital consultation.

5. **MUSIC**

Our church organists/pianists are highly trained professional musicians who can assist you in selecting music for your wedding. You will need to contact the organist/pianist at the selected campus and set up a convenient time for consultation. Leave a day and night number with the Wedding Service Coordinator.

The music serves to create an atmosphere of reverence and joy. Music at a church wedding should glorify God and honor the sanctity of Holy Matrimony. If the organist/pianist has reason to question a selection, she will meet with the Pastor for approval. Soloists do not practice during rehearsal. They may arrange to do this ahead of time with the organist/pianist and sound person.

6. **PASTOR**

The officiating Pastor will be at the rehearsal unless he or she has asked the coordinator to do the entire rehearsal. The Pastor has the final approval of the ceremony. Pre-marital consultations are done by the officiating Pastor.

7. **WEDDING SERVICE COORDINATOR**

The required Wedding Service Coordinator at Faithbridge is Bonita Knoch (262-989-7398 or weddings@faithbridgewi.com). All weddings are booked with her and she will assist you with all details concerning your wedding. She attends the rehearsal and assists you in the processional and recessional details, etc.

8. **THE GRATUITIES**

If either the bride or groom is a member of the church (actively participating in the life of the church—time, talents, finances, and service); then there is no charge for use of the church facility. It is an accepted practice to give honorariums to those staff members who assist you in your wedding plans. Honorariums are given 1 week in advance to the Wedding Service Coordinator or the Pastor to be distributed:

Church Members:

Sanctuary/Fellowship Hall/Chapel	NO CHARGE
Pastor	\$200
Additional Pastors (if applicable)	\$100
Organist/Pianist	\$150
Vocalist	\$ 75 per person for first song, \$25 more per additional song (Pending song selection fee may increase)
Coordinator	\$150
Sound Person	\$ 75
	\$ 50 for 1 additional hour (special music set-up, etc.)
Optional Media Technician	\$ 75
Custodian	\$ 75 for Sanctuary Wedding
	\$ 75 Additional for Fellowship Hall reception

Non-Members:

Sanctuary/Fellowship Hall	\$300
Chapel Use	\$150
Pastor	\$200
Additional Pastors (if applicable)	\$100
Organist/Pianist	\$150
Vocalist	\$ 75 per person for first song, \$25 more per additional song.
Coordinator	\$150
Sound Person	\$ 75
	\$ 50 for 1 additional hour (special music set-up, etc.)
Optional Media Technician	\$ 75
Custodian	\$ 75 for Sanctuary Wedding
	\$ 75 Additional for Fellowship Hall reception

9. CHURCH BUILDING

- a. The use of alcoholic beverages is not permitted in the church building or on church grounds.
- b. No rice or confetti may be thrown inside or outside the church. Bird seed is suggested for outside the church.
- c. The building will be available for decoration two hours prior to the wedding. Florists are encouraged to arrive 3 hours prior to the wedding.
- d. Please ask someone to remove all your floral decorations immediately after the ceremonial pictures are taken.

- e. Wedding receptions may take place in the Fellowship Hall. When the reception is over, everything used (tables, chairs, plates, etc.) must be cleaned up and placed where they were found. Additional charges may be incurred if equipment is broken.

10. PHOTOGRAPHERS/VIDEOGRAPHERS

No flash pictures may be taken during the wedding ceremony. A flash is permitted as the bride enters. Please ask all family members to have the courtesy of letting the official photographer flash first when group pictures are made. Pictures including the Pastor should be taken first. Please ask family members not to use flash cameras during the ceremony.

11. NURSERY

No church nursery is provided during wedding ceremonies.

12. MEDIA

All sound checks for soloists, etc. must be complete 1 hour before the wedding. We do not want your guests to hear the songs twice. The sound technician will arrive one hour prior to your wedding to set up microphones, lighting, etc.

13. ADDITIONAL INFORMATION

- a. Wedding services will not be scheduled on Sundays, Thanksgiving weekend, Christmas Eve, Christmas Day, during Holy Week, or on national holidays.
- b. Wedding rehearsals will last approximately 1 hour. The Pastor will direct the rehearsal with the assistance of the Wedding Service Coordinator. Please stress to your wedding party to be prompt for the rehearsal. Have all your ideas collected and have your entire wedding party sitting down in the front of the church at the designated time.
- c. The marriage license must be given to the Wedding Service Coordinator at the rehearsal.