

# YOUR WEDDING GUIDE



## FIRST CONGREGATIONAL CHURCH • MUKWONAGO

*231 Roberts Drive  
Mukwonago, Wisconsin 53149-1129*

**Members of the Church  
are the Ministers of the Church**

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*Rev. Kevin Clark ~ Pastor*

Welcome,

We at First Congregational Church want to make sure your wedding is an event you will remember, not for the stress and difficulties, but for the beauty and sacredness of the moment. The guidelines established in this booklet are designed to make your wedding memorable, while still maintaining the sacrosanct nature of the event. We are happy to service you and share in this, the happiest day of your life.

Marriage is an act of entering into covenant relationship with one another and with God. In so doing, a man and woman bind themselves together by making eternal vows to one another. The making of those vows is the true center of the marriage service, meaning that weddings need not be elaborate in order to be lovely. The most important thing in any wedding service is the sincerity and love of those making the vows and the making of the vows before God.

Pastor Kevin is flexible and encourages couples to make the ceremony special and unique, whether traditional, contemporary, or a blend of both. If you have ideas you would like to incorporate into the wedding ceremony, discuss them with him. Remember this is **YOUR** special day.

## **FEE SCHEDULE**

|                              |                                   |
|------------------------------|-----------------------------------|
| Sanctuary/Building           | \$250                             |
| Pastor                       | \$200                             |
| Organist/Pianist             | Please contact the church office. |
| Deposit/<br>Security Deposit | \$100                             |

The date of your wedding will be reserved on the church calendar when a deposit of \$100.00 is received by the Pastor or the church office.

The security deposit will be refunded within 30 days after your event pending review of the building. If you cancel your event 90 days or less prior to the scheduled date then the deposit is non-refundable.

## **PLANNING YOUR WEDDING**

As soon as the two of you begin plans for your wedding, contact the Pastor. The Pastor will meet with you both to discuss the ceremony. If you are interested in 3 sessions of pre-marital counseling, to discuss your relationships and marriage, please check the appropriate box on the Wedding deposit.

The Pastor will conduct the rehearsal and will officiate at and perform the marriage ceremony.

## **MARRIAGE LICENSE APPLICATION**

You apply for your license at the office of the County Clerk of the County in which you reside, usually located in the courthouse. Application for license should be made not less than 7 days or more than 3 weeks before the date of marriage. License is due to the Pastor at the rehearsal.

## **POST-CEREMONY RECEPTIONS**

While most receptions for wedding parties take place at another site, the use of the church kitchen and fellowship hall is available if you wish to have your reception at the church at an additional charge. Please contact the church office for details.

## **OTHER**

Neither rice, birdseed, flower petals, confetti, silly string, nor any other substance may be thrown in or on the church premises.

Program printing is the responsibility of the couple.

Order of service and content will be discussed & finalized with the Pastor.

## **DECORATIONS**

Flowers are permitted in the church. Candelabra are available for your use. Candles are **your** responsibility.

Care must be taken to avoid damage to the church facilities when decorating. (No tape, wire, pins, tacks, nails, etc. may be used.) Existing church furnishings (altar, table, etc.) shall not be moved or removed by the wedding party.

If the Fellowship Room is used, it may be decorated by you as long as decorations do not damage ceiling or walls. It is your responsibility to remove the decorations.

Flowers are always appreciated for Sunday worship. If you wish to leave them, please notify the office so that you may be acknowledged in our bulletin.

## **PHOTOGRAPHS**

Photographs may be taken before and/or after the ceremony. Discrete photography may occur during the service so as not to distract from the ceremony. A video may be made during the ceremony. The video camera will be placed so that the wedding service will not be disrupted.

## **MUSIC**

The role of music in the wedding will be to inspire, to uplift, and to illuminate Christian truths. Music selected should meet with the approval of the minister. If you plan on using your own organist/pianist, please speak with the Pastor well in advance. Recorded music is the responsibility of the wedding party (Tape & CD player are available).

## **FOR YOUR INFORMATION**

Length of Church Aisle: 45 feet

Seating Capacity: 175

Music: Consult with the Pastor, Organist and Soloist.

Rehearsals: All present – Bridal Party, Parents of the Bride & Groom and Soloist.

Marriage License: License and balance of fees are due to the Pastor on the evening of the rehearsal.

Wedding Day: All present ½ hour before service.

Dressing Rooms: Women's Fellowship room for women, Choir room for men.

Receiving Line: Outside or in narthex.

**A SPECIAL NOTE:** We know that this is a joyous and joy filled event. Out of respect to the importance of your decision there will be NO consumption of alcoholic beverages or altering substances within or surrounding the church building or on the property. **Please inform your attendants and family.**

## THE CHRISTIAN MARRIAGE

Christian marriage is a high and holy relationship, set apart from the world of our time where individuals tend to use and abuse one another.

“Beloved, let us love one another  
for love is of God.”

*John 4:7*

The relationship of husband and wife can be divine, part of the unfolding, sustaining process of God in history. It can be divine, it can be beautiful, if we share the kind of love which reflects the heart of God. Paul defined this love very clearly when he wrote to the church in Corinth:

“Love is patient and kind;  
Love is not jealous or boastful.  
It is not arrogant or rude.  
Love does not insist on its own way.  
It is not irritable or resentful.  
It does not rejoice at wrong  
But rejoices in the right.  
Love bears all things,  
Believes all things,  
Hopes all things,  
Endures all things.  
Love never ends.”

1 Corinthians 13:4-8

## **THINGS TO REMEMBER**

Contact the Church:

Date of wedding rehearsal \_\_\_\_\_

Time \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time \_\_\_\_\_

Wedding fees are due at the time of the Wedding Rehearsal. Checks are made payable to First Congregational Church Mukwonago.

All furniture is to be placed as it was originally found and the area(s) used are to be left in a neat, clean and orderly manner.

Feel free to call the church office if you have any questions.  
Office Phone: (262) 363-7249.

# WEDDING DEPOSIT

*(Please submit this form with your initial deposit)*

I have read and will abide by the information and instructions provided in the Wedding Planning brochure of the First Congregational Church of Mukwonago, Wisconsin.

| <i>Bride's Signature</i>   | <i>Groom's Signature</i>     |
|----------------------------|------------------------------|
| Name of Bride_____         | Name of Groom_____           |
| Bride's Daytime Phone_____ | Groom's Daytime Phone_____   |
| Bride's Evening Phone_____ | Groom's Evening Phone_____   |
| Address _____              | Address _____                |
| _____                      | _____                        |
| Date/Time of Wedding _____ | Date/Time of Rehearsal _____ |

**We are interested in Pre-Marriage Counseling:    Yes ☐    No ☐**

**Deposit Amount    \$100.00    Date Paid \_\_\_\_\_**

Please make your check payable to First Congregational Church and mail to:    First Congregational Church  
231 Roberts Drive  
Mukwonago, WI 53149