

YOUR WEDDING GUIDE



FIRST CONGREGATIONAL CHURCH • MUKWONAGO

*231 Roberts Drive
Mukwonago, Wisconsin 53149-1129*

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

Office Phone: (262) 363-7249
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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 serve you and share in this, the happiest day of your life.

Marriage is an act of entering into a 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, which means 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 their 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, be sure to discuss them with him because this is **YOUR** special day!

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The pastor of First Congregational Church of Mukwonago, as well as the church, have total, absolute and complete discretion as to whom they may marry.

FEE SCHEDULE

Sanctuary	\$50	
Pastor	\$150	(or whatever is fitting)
Organist/Pianist	\$200	(Wedding)
	\$75	(Rehearsal)
Deposit/ Security Deposit	\$50	
Use of Building		
Koeffler Hall	\$75	
Kitchen	\$75	
Custodial Fee	\$50	
(Additional custodial fees may apply)		

The date of your wedding will be reserved on the church calendar when a deposit of \$50 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 both of you to discuss the ceremony and schedule 3 sessions of pre-marital counseling to discuss your relationship and marriage.

The Pastor will conduct the rehearsal, pre-marital counseling and officiate the marriage ceremony.

MARRIAGE LICENSE APPLICATION

Apply for your license at the office of the County Clerk of the county in which you reside, usually located in the courthouse. This should be done no less than 7 days or more than 3 weeks before the date of your marriage. Your license is due to the Pastor by your rehearsal date.

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 for an additional charge; the dishwasher is not available for use. Please contact the church office for details.

OTHER

Please do not throw rice, birdseed, flower petals, confetti, silly string, nor any other substance anywhere on church property. Please inform your family and friends.

If you desire a wedding service program, the printing of it is your responsibility. The order of service and content should first be discussed and finalized with the Pastor before printing.

DECORATIONS

Flowers are welcome in the church. We also have candelabra available for your use, but please provide your own candles.

Care must be taken to avoid damage to the church pews and other facilities when decorating. No tape, wire, pins, tacks, nails, etc. may be used. Existing church furnishings (altar, table, etc.) may not be moved or removed. Please let us know what your needs are and we will help you with them.

If the Koeffler Hall is used you may decorate it as long as decorations do not damage the ceiling or walls. It is your responsibility to remove the decorations within 24 hours.

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

PHOTOGRAPHS

Photographs are best taken before and/or after the ceremony. Only discrete photography is recommended during the service so as not to distract from the ceremony. A video may be made of the ceremony with the camera unobtrusively placed so that the wedding service will not be disrupted.

MUSIC

Although music personalizes your wedding, music selections should also meet with the approval of the minister. If you plan on using your own organist/pianist, please let the Pastor know well in advance. Recorded music is your responsibility to provide. The sound board may not be used except by our own technicians.

FOR YOUR INFORMATION

Length of Church Aisle: 45 feet

Seating Capacity: 175 (Sanctuary)
94 (Koeffler Hall)

Music: Consult with the Pastor, Organist and Soloist.

Rehearsals: All participants – bridal party, parents of the bride & groom, soloist, musicians, readers, etc.

Marriage License: The license and the balance of fees are due to the Pastor no later than the evening of the rehearsal.

Wedding Day: All present ½ hour before service.

Dressing Rooms: The upstairs lounge is for the women. A room downstairs is for the men.

Receiving Line: Outside or in the narthex.

A SPECIAL NOTE: We know that this is a joyous event. Out of respect to the importance of your wedding there will be NO consumption of alcoholic beverages or illegal drugs within or surrounding the church building or on the property. **Anyone under the effect of alcohol or illegal drugs will be disqualified from participating in your wedding. Please inform your attendants and family.**

THE CHRISTIAN MARRIAGE

Your wedding is a service of worship in which the promises of marriage are made before God and the body of the church. It is a gathering of family and friends who join with you to worship God and to ask for God's blessing on your new life together.

“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 by the time of the wedding rehearsal. Please make checks payable to First Congregational Church of Mukwonago.

Please replace furniture as it was originally found and leave the area(s) used in a neat, clean and orderly manner.

If extra cleaning of any area is necessary, there will be an additional fee starting at \$40.00.

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

WEDDING DEPOSIT (Members)

(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.

Bride's Signature

Name of Bride_____

Bride's Daytime Phone_____

Bride's Evening Phone_____

Bride's Email_____

Address_____

Date/Time of Wedding_____

Deposit Amount \$50.00 **Date Paid** _____

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

Groom's Signature

Name of Groom_____

Groom's Daytime Phone_____

Groom's Evening Phone_____

Groom's Email_____

Address_____

Date/Time of Rehearsal_____