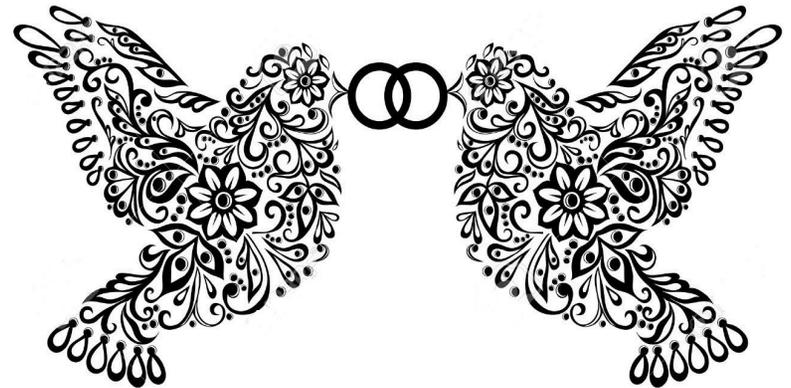


# Your Wedding Guide



Pastor: Rev. William Utke  
Director of Intergenerational Ministries: Lisa Irwin  
Minister of Music: Mr. Mark Breutzmann  
Office Manager: Karin McElrone

Emanuel Church, Hales Corners  
United Church of Christ  
10627 W Forest Home Ave  
Hales Corners Wisconsin  
414.425.1515  
[www.emanuelchurch.org](http://www.emanuelchurch.org)



## PLANNING YOUR WEDDING

As soon as the two of you begin plans for your wedding, contact the Administrative Assistant, Karin McElrone. She is in the office Monday thru Friday, from 9:00am - 2:00pm. She will assist with the following items:

- Set the time and date for your wedding and the wedding rehearsal and forward all pertinent information.
- Arrange appointments for counseling sessions with the Pastor.
- Arrange for services, if desired, such as:
  - Organist
  - Soloist
  - Programs
- Answer any questions and make recommendations, if asked.

## WE WELCOME GAY AND LESBIAN WEDDINGS

Emanuel Church is an Open and Affirming congregation of the United Church of Christ. Our Pastor has been authorized by the United Church of Christ and by Emanuel Church, Hales Corners, to perform marriages for Gay and Lesbian Couples. If you are seeking marriage, you may contact Emanuel Church and follow the process outlined in this brochure.

## THE PASTOR

The Pastor will meet with you for 2 pre-marriage conversations. The Pastor conducts the rehearsal and will officiate the marriage ceremony.

## COUNSELING SESSIONS

- \*2 sessions - first one at least six weeks before the wedding.  
See Back Page of Brochure for scheduling sessions.

## MARRIAGE LICENSE APPLICATION

You apply for your license at the office of the County Clerk for the County in which you reside, usually located in the court house. Applications for wedding licenses should be made no less than 5 days and no more than 3 weeks before the date of marriage.

## DECORATIONS

Flowers are permitted in the church. One flower arrangement may be left on the altar for Sunday. Candelabras are available and the church has the proper fit, non-drip candles. Other decorations may not be attached with nails, tacks, thumbtacks, staples, clamps, etc. to the pew or other furniture or flooring. Only decorations that can be tied with ribbon or set on the floor, table, or stands are permitted. Isle Runners are allowed but the couple is to secure that yourself, your florist can probably help you. The center isle is 72 feet long.

## PHOTOGRAPHS

**No Flash Photography** allowed during the ceremony. If you are preparing the programs please include this note clearly in the program. If the church prepares the program we will include this note clearly as well. Flash Pictures may be taken by a designated photographer during the processional and recessional. During the processional (entrance), flash pictures may be taken discreetly from the center isle. During the recessional (exit) flash pictures may be taken from the rear of the center isle. If a **video camera** is used it is to be placed on a tripod and left alone. Please consult the Pastor for placement of the video camera is restricted.

**Any photographs taken before the ceremony are to be completed 15 minutes before the beginning of the service.**

The photographers are expected to conduct themselves in a manner that is sensitive and respectful of the traditions of Emanuel. If pictures of the ceremony are desired the wedding party will reassemble and walk through the procedure after the ceremony.

## MUSIC

Music for your service will be in fitting with the fact that this is a service of worship, thanking God for the love that this couple shares. Emanuel Minister of Music has first opportunity to play for all weddings. If a different musician is requested, this needs to be approved by him in advance. Consult with the Minister of Music and any Soloist as soon as possible but at least two months in advance of your wedding day.

**Minister of Music - Mr. Mark Breutzmann 414-272-2230**

### REHEARSAL:

- \*All present
- \*Bridal Party
- \*Parents of Bride and Groom
- \*Soloist
- \*Organist or other musical accompanist
- \* It will be no longer than 1 hour in duration.
- \*Prompt attendance is essential.
- \***Bring your License**

## WEDDING DAY

Wedding Party should be present at least **one hour** before service. Dressing rooms are available. We suggest that a receiving line be formed at the place of the reception, rather than at the church, because of our limited space in the narthex. This will help expedite the taking of pictures after the ceremony. The proper order for this line is Bride's Mother, Bride's Father, Groom's Mother, Grooms Father, Bride, Groom, Matron of Honor, Best Man, Bridesmaids, Groomsmen. The line may be set up at the church if desired. Bubbles may be used to greet the couple under the canopy over the circle drive in front entrance to the church. Birdseed, balloons, rice and etc. are not allowed.

## FEES

Weddings can be expensive and some couples are surprised when they see the costs of holding their wedding in a church. We believe that a church wedding is a very important part of the day. There are certainly less expensive routes., but we hope you value this ceremony as much as we do. In fact, because our church takes your wedding so seriously, there is much time and effort put into your ceremony. We ask you to respect our church building and leave it the way you found it. Below, you will find the fees for your wedding. Your date is not reserved on the Church calendar until you pay the (\$300) deposit and return the **completed building use and wedding information forms** to the office. These can be obtained by contacting the church office by telephone or through our website. The rest of the fees are to be paid no later than the end of the wedding rehearsal. (*Active church members please consult with the Pastor about Your Fees.*)

Deposit	\$300
Sanctuary	\$350
Pastor	\$250/paid directly to his name
Organist	\$200/paid directly to his name
Pastor's Assistant	\$50
Custodian	\$50
Programs	\$30/100
Candelabras	\$40

**The rest of the Fee's can be made out to:  
Emanuel Church, Hales Corners.**

### EMANUEL ATF POLICY

**Alcohol** is allowed at Emanuel Church when it has been previously approved by the Board of Trustee's and the Executive Council of the church. A person may apply for permission through the building use form 2 months before the event.

**Smoking** is restricted to areas outside the building and away from entranceways.

**Firearms** are not allowed anywhere on the church premises.