

# **St. John's Wedding Policy**

Policies and procedures governing a wedding at:  
St. John's Lutheran Church (ELCA)  
129 N. Watertown St  
PO Box 187  
Johnson Creek WI 53038  
920-699-2471

This policy was adopted by the St. John's Church Council.  
Updated August 2018: Supersedes any previous Wedding Policy

# Wedding Information

for St. John's Lutheran Church in Johnson Creek, Wisconsin

## What do we need to do to get married at St. John's?

- Schedule your wedding at least 4 months in advance.  
(The advance notice allows couples to take part in a pre-marital workshop, meet with the St. John's pastor and plan the ceremony. The time also serves to strengthen marriages by encouraging couples to consider their commitment to each other thoughtfully.)
- Do marriage preparation  
Completing a program called *Prepare and Enrich* offered by Life Innovations and meet with Pastor 3 times.
- ***Bring various checks to individuals and the church to church office 4 weeks in advance of wedding rehearsal or face postponement of wedding service.***

**How much does it cost? All payments must be made 4 weeks prior to the wedding rehearsal**

### Breakdown of costs

\$35	Marriage Preparation Materials
\$200	Pastor for wedding ceremony (Paid Directly to Pastor)
\$100	Organist (Paid Directly to Organist) (You may use your own musician if you wish) This is consistent with the amount the American Guild of Organists recommends for a wedding and rehearsal.
\$100	Building Use/Custodial Cost (Paid to St. John's Lutheran Church)
\$500	Fully Refundable security deposit for building use. (Paid to St. John's Lutheran Church)
\$100	Wedding Coordinator (Victoria Toebe – 920-699-2212) The wedding coordinator will meet with you early on in the process to assist you with logistics surrounding details of your wedding. She will also be present to help answer questions throughout the process and will help everything go smoothly at your rehearsal and on your wedding day. (Paid to Wedding Coordinator)

## How do we set it up?

- Call the church office at (920) 699-2471 or speak to Pastor Dale Vlastnik to begin to make arrangements.

## **Possible checklist of things to do for wedding ceremony**

- \_\_\_ Confirm that church or wedding site is available on the preferred date.
- \_\_\_ Confirm that Pastor is available on the preferred date.
- \_\_\_ Contact our St. John's wedding coordinator.
- \_\_\_ Make arrangements for wedding rehearsal.
- \_\_\_ Select wedding party.
- \_\_\_ Select ushers (if desired).
- \_\_\_ Find musicians (if desired).
- \_\_\_ Contract with florist (if there will be flowers).
- \_\_\_ Contract with photographer (if you would like pictures).
- \_\_\_ Find someone to video-tape (if you would like a video recording).
- \_\_\_ Make ceremony plans with pastor.
- \_\_\_ Get marriage license from County Clerk's office at least 1½ weeks in advance.
- \_\_\_ Obtain rings.
- \_\_\_ Obtain unity candle (if desired).
- \_\_\_ Obtain runner (if desired – this is sometimes available through the florist).
- \_\_\_ Print bulletin/program (if desired).

