

CHURCH DECORATIONS

Bows and flowers always add a festive touch. Bows may be attached to the end of pews and, aisle candleholders are discouraged. You may put candles windowsills. Many couples have a floral centerpiece on the altar or piano. Because they often are not secure in the windows. Please do not use tape or nails on the tin. If you have any other decorating ideas, please consult with the pastor.

WEDDING BULLETIN

A bulletin serves as a memento and as a guide to the wedding service. The information for the bulletin is taken from the wedding information form. A variety of bulletin cover designs are available for review upon request. The couple is responsible for purchasing the bulletin covers. The church secretary is available to type and copy your bulletins. Please bring the bulletin covers to the church at least 3 weeks before your wedding, along with the wedding information sheet.

WEDDING REHEARSAL

A rehearsal is usually required for a wedding especially if it is more than a private affair.

Usually, rehearsals are held the night prior to the wedding at a time agreed upon by the couple and the Pastor, but they may be scheduled for a different time. The following are expected to attend the rehearsal: bride, groom, maid/matron of honor, best man, bridal attendants, groomsmen, bride's parents, groom's parents, ringer bearer, flower girl, miniature bride/groom, junior bride, ushers, organists, and soloists. It is requested that you be on time.

This is a busy time for everyone, and your consideration will be deeply appreciated.

Please no drinking of alcoholic beverages prior to the rehearsal or wedding. The rehearsal will take about one hour.

RECEPTION

The church facilities are available for the reception and/or dinner. We have facilities to serve both small and large receptions.

More information including cost is available upon request.

PARKING

Our church parking lot has limited space. If you have invited more than 200 people to come to the service, you will need to arrange for two parking attendants the day of the wedding. They should arrive one hour before the service. A church member will meet with them to advise them in how to park the cars.



PREPARING FOR A CHRISTIAN WEDDING A Word to the Couple

Congratulations! The church shares your happiness. We wish for a beautiful wedding and a happy married life together.

This booklet has been prepared to guide you in your wedding preparation.

When you come here to request a wedding, you are saying that you believe marriage to be a sacred relationship of life, and that the wedding ceremony should be an act of worship. With all the activities that go with getting married, the wedding service is the most central and the most important. Getting married should be one of the most genuine and real worship experiences you and your family ever have. Because it is a service of the church, the church must oversee its planning and conduct. We ask you to recognize both the responsibility and the experience of the church in this.

While you are in the preparatory stages of your wedding (and the marriage that follows), you will want to take into consideration some obligations which need your attention.

First, I will want to meet with both of you for a minimum of five counseling sessions. I want to get to know you and your attitudes toward marriage. I will feel more at ease in performing your wedding ceremony if I can have more time to talk with you. I consider pre-nuptial counseling an essential prerequisite to joining two persons in this most sacred covenantal relationship.

Second, before you come for the first appointment you should have some idea of what you wish relative to the terms in this booklet.

Your minister,

The Rev. Diane Cayemberg

ITEMS TO BE CONSIDERED

1.

Person who may not marry: blood relative –nearer of kin than second cousins, except when the female is 55 years of age or older; males and females under 16 years of age; any person involved in a divorce action in the state of Wisconsin must wait at least 6 months from the final divorce judgment date to remarry; those couples planning to be married in Wisconsin must comply with Wisconsin law even though they may reside in another state or country.

Age: males and females are of age to marry without parent's consent at 18. Males and females between 16-18 years of age are required to submit both parents/guardians consent. Parents or guardians consent forms are available at the County Clerk's Office and must be executed by parents or guardian before a Notary Public, County Clerk, or Deputy County Clerk.

Waiting Period: upon application, a 5-day waiting period is required before the license may be issued. This is exclusive of the day of the application. Special Dispensation: a 5-day waiting period is required by law but may be waived by the County Clerk.

Requirements: Both parties must come in person to apply. Birth Certificates are required. Copies of divorce judgment, annulment paper, or death certificate of last previous marriage. State or country where parents were born, and mother's maiden name. Number of years you completed your education.

Proof of Residency: driver's license, rent receipt, checking account, military or other forms of identification cards and credit cards.

Procedure after Application: after the application is completed the license will be issued within the next 5 days. The license is valid for 30 days from the date of issuance.

Residents of the state must apply before the County Clerk of the county in which either has been a resident for 30 days. They may be married in any county in Wisconsin. If both parties are out-of-state residents, they must obtain the license in the county which they plan on getting married.

Two witnesses of the ceremony are required to sign the Marriage License. The witnesses must be 18 years of age; they are usually the Maid/Matron of Honor and the Best Man if they are of legal age, however they may be the same sex.

There is a fee to obtain a marriage license. Contact the County Clerk's Office. You are asked to bring your marriage license packet to the rehearsal so that the pastor can begin the paperwork required. The packet will be returned to you, without the forms which must be returned by the pastor to the County Clerk's office after the wedding has been completed, and the certificate has been signed by the pastor, couple, and witnesses. Be sure to obtain a copy of this certificate for your records.

2. FEE SCHEDULE

Plan your wedding wisely in the matter of finances. A modest wedding which you can afford is much more desirable than one which necessitates beginning your marriage in debt. A church wedding involves certain basic costs aside from clothing, invitations, dinners, etc. We give you this information to assist in your planning and to avoid any misunderstanding and embarrassment.

The costs at Bethel United Church of Christ for a **member** wedding, **with fees due two weeks prior to the wedding**, are as follows:

- Organist from church \$100.00
 - Organist from church with Soloist \$125.00
 - Soloist recommended by church \$ 75.00
 - Custodial Services \$ 25.00
 - Pastor \$125.00
 - Secretary (if needed) – (No charge to active members if the wedding bulletin is copy ready) \$ 30.00
 - Slide Presenter \$50.00
- The church will accept donations to cover the use of the building (e.g. utilities, maintenance).

The costs at Bethel United Church of Christ for a **non-member** wedding, **with fees due two weeks prior to the wedding**, are as follows:

- Organist from church \$125.00
- Organist from church with Soloist \$150.00
- Soloist recommended by church \$100.00
- Church Use \$200.00
- Custodial Services \$100.00
- Pastor \$225.00
- Secretary (if needed) \$ 60.00
- Damage Deposit (due at time of reservation) \$250.00
- Slide Presenter \$100.00.

Couples are responsible to work out on their own all honoraria arrangements for participants in the ceremony not directly provided by the church, for example: assisting guest clergy, assisting guest organist, guest vocalists.

Clergy fees include all counseling sessions, consulting, rehearsal, and wedding ceremony.

The fees for the clergy, organist, vocalist, secretary, and custodial services, if paying by check, are to be made out directly to them. Names will be provided. Church use and damage deposit fees, if paying by check, are to be made out to Bethel United Church of Christ.

Fees paid to the church or participants are not tax deductible by the IRS.

To comply with the **Member** Fee Schedule, either one of the parents, the bride, or the groom must be active members for at least 6 months.

3. Order of Service

- ◆ Wedding Processional
- ◆ Greetings
- ◆ Prayers
- ◆ Option: Music – Vocal/Instrumental
- ◆ Reading of the Scriptures
- ◆ Wedding Message
- ◆ Option: Music – Vocal/Instrumental
- ◆ Declaration of Intention
- ◆ Pledge of Support
- ◆ Vows of the Marriage Covenant
- ◆ Giving and Receiving of the Rings
- ◆ Marriage Announcement
- ◆ Marriage Blessing
- ◆ Lighting of the Unity Candle
- ◆ Prayer of Thanksgiving
- ◆ Benediction
- ◆ Presentation of the Couple
- ◆ Recessional
- ◆ Receiving of family and friends
- ◆ Postlude

4. Wedding Scripture Suggestions:

Old Testament

Genesis 1:26-28, 31; 2:18-24

Psalms 23, 33, 34, 37:3-7, 67, 100, 103, 112, 117, 121, 127, 128, 136, 145, 148, 150

Song of Solomon 2:8-13; 8:6-7

Jeremiah 31:31-34

Isaiah 54:5-8

Hosea 2:16-23

Epistles

Romans 8:31-39; 12:1-2, 9-18

I Corinthians 6:15-20; 13:1-13

Ephesians 3:14-21

Colossians 3:12-17 I

John 3:18-24; 4:7-16

Revelation 19:1, 5-9

Gospels

Matthew 5:1-12; 5:13-16; 7:21, 24-29; 19:3-6; 22:35-40

Mark 10:6-9, 13-16

John 15:9-17

5. Suggestions for Music

Processionals (Walking in):

III Adagio (Song of Ruth) - Gounod

Air from "Water Music Suite" – C. Handel

Allegro Moderato – C. Handel

Aria in F Major - Handel

Arioso – J.S. Bach

Bridal March – Warner

Canon in D – Pachelbel

Jesu, Joy of Man's Desiring – J.S. Bach

March Religieuse - Guilmant

Peace and Love and Joy – Rosenmuller

Procession - Handel

Processional on Ellacombe – Warner

Processional on Helmsley – Warner

Processional March - Guilmant

Processional X – S. de Roulers

Rigaudon - Campra

Sheep May Safely Graze – J.S. Bach

Sinfonia from Wedding Cantata – arr. Hugh Potter/J.S. Bach

Vocal Solos:

First Corinthians 13 – Fabing
The Gift of Love - Holpson
He Has Chosen You For Me – P. Terry
Jesus, Thou Joy of Loving Hearts – Baker
The King of Love My Shepherds Is – Dykes
Lead Us Heavenly Father, Lead Us – Edmeston
Lord’s Prayer – Malotte
Lord Who at Cana’s Wedding Feast - Fink
O Love Divine – Dykes
One Hand, One Heart – Bernstein
Now Thank We All Our God – Cruger
Praise Ye the Lord, the Almighty – Neander
Praise, My Soul, the King of Heaven – Goss
The Two Shall Be As One – Wilson
Walk Hand in Hand – Cowell Wedding Song

Wedding Blessings:

Be Thou With Them – J.S. Bach

Biblical Songs – Book I - Dvorak
Love Divine, All Loves Excelling – Setting by Bunjes
O Father, All Creating O, Jesu, Joy of Loving Hearts - Brahms
O Love That Casts Out Fear – J.S. Bach
O Perfect Love - Clokey
O Perfect Love – H. Willan
Our Wedding Prayer – Gaiger-Katton
Song of Ruth - Gounod
Wedding Prayer – Dunlap

Recessional (Walking out):

Allegro – G. Handel Allegro
Maestoso – G. Handel
Carillon de Westminster – Vierne
Choral Song – Wesley
Hymn to Joy – Beethoven
Jubilate Deo - Aiblinger

In Thee is Joy – J.S. Bach
Marche Royale - Lully
Psalm XIX – Marcello
The Prince of Denmark’s March – J. Clarke
Toccata (Symphony V) – Widor
Toccata in F Major Buxtehude
Trumpet March – J. Clarke
Trumpet Tune – J. Clarke
Trumpet Tune - Vivaldi
Trumpet Tune in D – Purcell
Trumpet Voluntary in D - Purcell
Trumpet Voluntary – W. Goodwin

6. WEDDING PARTICIPANTS

The couple is responsible for selecting all the participants for the wedding. This includes the organist and soloist(s). Because both are in such demand, you will want to do this as early as possible. The pastor can give you suggestions for both. The bride and her attendants may get dressed in the church basement before the ceremony. If you wish to have another priest or pastor assist in the service, first check with the pastor of Bethel United Church of Christ.

When considering the participation of children in the service consider their age and ability. If you choose to have children participate in your service, they may be seated with their parents/guardians after the processional.

Ushers are asked to be present at least 45 minutes before the time of worship. Discuss with them the seating arrangements you prefer. It is no longer necessary for the bride’s relatives to sit on one side and the groom’s relatives to sit on the other side. Often it is wise to keep the sides even so that all may see the ceremony better. Our church holds 200 people comfortably.

7. THE ORDER FOR WORSHIP

The pastor officiating at your wedding follows an order of worship in keeping with the United Church of Christ. You will have a few choices to make concerning various elements in the service in consultation with the pastor. This is to be a joyous celebration as your covenant with one another and with God is blessed. You will find the service simple, yet beautiful. The average length of the service is approximately 30 minutes. The order for a wedding is as follows. This is a general outline. With assistance from the Pastor, things can be rearranged, reworded, etc.:

- ◆ Prelude music
- ◆ Ringing of the bells
- ◆ Seating of the families

8. OTHER MUSIC

If you wish to have music (vocal and/or instrumental) take part before, during, or after the religious ceremony, and you have a preference as to whom it is to be, then arrangements may be made through one of our organists. It is assumed that our organ and/or piano will be utilized during the ceremony. Our organists will be happy to accompany a soloist. **The soloist's music must be approved by the organist at least one month prior to the wedding.** The following items that should be discussed with the organist are: the number of people in the procession, processional music, recessional music, and the cost of soloist and or instrumentalist. If an **outside organist** is requested, he/she will need to meet with our organist. Payment for services of an outside organist is the responsibility of the couple.

Two vocal selections, or sometimes three, are sufficient. If carefully chosen, they will add a great deal to the service. Please remember that a church wedding is conducted in the presence of God with prayers for God's blessings upon your marriage. The music must be appropriate for the church and the occasion. **All vocal wedding music in the service must be approved by the pastor and organist.** If you are not sure if your selections are appropriate, please show the words to the pastor. It is the responsibility of the couple to purchase any music they wish used in the service. It should be noted that it is in poor taste to have a vocalist during the Processional and/or Recessional.

9. ASSISTANCE

A member of the church consistory or its appointed representative will be present in the building during the rehearsal and on the day of the wedding to act as host, answer questions, and give directions and supervision for the use of our facilities.

10. Other Items

Holy Communion:

Communion is the symbol of the resurrection to new life, and it is extremely meaningful to many couples. Sharing together in a brief service of Communion near the end of the ceremony is demonstrative of the "New Covenant" relationship, strengthened by a mutual affection and the union "in Christ." The service takes just a few minutes. The bride and groom must be members of a Christian Church. Our church practices "open" communion with all welcome to receive if they wish. Speak with our pastor for further information.

ROMAN CATHOLIC OR ORTHODOX

The Roman Catholic Church and many Orthodox churches do not recognize weddings in a Protestant Church without prior approval by the Diocese that either member of the couple is a part. Please be forewarned that without such approval you may be in violation of their church protocol, (not ours) and your wedding will not be valid in their eyes and you will no longer be allowed to take the sacraments. You may wish to talk with your Parish priest concerning this matter. Your wedding in our church is fully and legally recognized by the United Church of Christ and the civil government.

LEGAL REQUIREMENTS

Weddings are regulated by state statute.

Where to apply: County Clerk's Office within the Court House during regular business hours. They are closed Saturday, Sunday, and Legal Holidays.

When to apply: Application for marriage license is to be made 30 days before the ceremony.

RESERVATION OF THE DAY

It is respectfully requested that the reservation of the use of the church be made at the earliest possible date; preferably 2 months in advance of the date. In all fairness reservations for weddings are accepted on a first come, first serve basis. Call the church office (920-565-2977) and speak to our Pastor to check on the availability of the church.

COUNSELING SESSIONS

About six to eight months before the wedding, a couple begins to meet with the pastor. These meetings are required to plan the service and to discuss a Christian understanding of marriage. This applies to both member and non-members. Appointments for these sessions can be made when requesting the reservation of the church.

PHOTOGRAPHS, VIDEOTAPING, CELL PHONES, AND CONFETTI

Weddings are significant times of worship. In order that people are not distracted from the worship experience we ask that the following etiquette be followed: ○ No flash photography during the service. (This includes guests as well as your professional photographer). Ask your ushers to advise guests with cameras of this fact. ○ During the service, your professional photographer is asked to take pictures from the back of the sanctuary or in the balcony. Please give your photographer this information and ask him or her to see the pastor prior to the service.

- You are welcome to take as many pictures as you wish in the sanctuary before or after the service.
- Video cameras may be placed on a tripod in the balcony or with advanced permission on a tripod in the choir loft.

- Video cameras must record using available light. Please give your videographer this information and ask him or her to see the Pastor prior to the service.
- All cell phones are to be turned off during the ceremony.
- This church does not allow the use of confetti or rice as it is almost impossible to clean up afterward. Urge your guests to use bird seed or bubbles, and to use them outside the church. Many couples no longer follow this tradition.

ALCOHOL/SMOKING

No alcoholic beverages are to be consumed either in the church or on church property. The Pastor reserves the right to cancel the service if any member of the wedding party comes to church drunk or hung-over. No smoking is allowed on church property.

UNITY CANDLE

The Unity Candle has been part of weddings since the 1970's and has become tradition for many couples, however, it is not required. It is the responsibility of the couple to provide the unity candle, and the two tapers to light it. You will need holders for all three candles and a clear plastic cover to put under them to protect the altar.

OTHER CANDLES

The couple is welcome to use the candles which are in the candelabras in the front of our church. There is no charge if the present candles in the stands are used. If the couple desire new, unused candles in the candelabras, then the couple is responsible for one-half (1/2) of the cost; the candles remaining the property of the church. Additional candles for a candlelight service are allowed for a fee providing the service is after 4:00 p.m. Many couples choose to match the colors of the wedding party, which would be the responsibility of the couple. You may also put bows on the candelabras. Please use pipe cleaners to secure them so the candelabras are not scratched.