

# Marriage Planning Handbook



## **Immanuel Lutheran**

Church, School & Child Care

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[www.ImmanuelBrookfield.org](http://www.ImmanuelBrookfield.org)

Dear Friends in Christ,

Congratulations on your engagement! We pray God's blessings upon you as you are about to enter into that special relationship called marriage.

Because you have contacted Immanuel Lutheran to announce your engagement, we would like to share with you some resources for enjoying the blessings that God intends through marriage. Immanuel is eager to partner with you if you desire a Christian wedding, where Christ is the center of your relationship, you desire His presence at your wedding service, and His blessings upon your marriage. Thus, all aspects of your wedding including the liturgy, Scriptures, vows, and music will be planned to emphasize the reality of Christ's presence and Word at this worship service. Please carefully read this guide to become aware of the policies of Immanuel, so that we can support you and honor Christ as you are preparing for marriage.

We recognize that each couple is unique. Each marriage is special and reflects individual needs and desires. While we seek to reflect the uniqueness of each couple, our marriage preparation process also reflects a solid biblical understanding of marriage, a thorough clinical grasp of relationship building, and current research in the areas touching couples in our society. We attempt to provide excellence on behalf of *your* marriage. We humbly ask you to respect and abide by these guidelines as we seek to help you develop a plan for a healthy relationship that extends well beyond your wedding day.

We are pleased to provide for you a marriage preparation process that can strengthen and enrich your communication in a world where the struggles in marriage are manifold. Marriage preparation is as close to marriage insurance as you can get! That's why we encourage you to follow the guidelines carefully and require your full participation. Your marriage preparation is worth the lifetime you are promising to one another.

What does success look like? A life-long marriage? Yes, but more. You will create a home for yourself, your children, and your children's children that will be a place of faith, grace, joy, love, and lasting security. Therefore, we challenge you to consider well and wisely what we lay before you in these guidelines as you commit to one another in the covenant of marriage.

Above all, may God bless your journey of love and the preparations you will make for your life-long love in marriage!

Your Immanuel Lutheran family

## What Immanuel Believes About Marriage

At Immanuel, we believe that God's Word forms our understanding of faith, life, and even marriage. As we look at God's Word, we believe:

Marriage was established by God at the creation of the world.

*"Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh."* (Genesis 2:24, ESV)

Marriage is intended by God to be for one man and one woman.

*"So the Lord God caused a deep sleep to fall upon the man, and while he slept took one of his ribs and closed up its place with flesh. And the rib that the Lord God had taken from the man he made into a woman and brought her to the man."* (Genesis 2:21–22, ESV)

Marriage is modeled after the relationship that Jesus Christ has with His bride, the church.

*"For the husband is the head of the wife even as Christ is the head of the church, his body, and is himself its Savior."* (Ephesians 5:23, ESV)

Marriage is designed for sanctified living both before and after marriage.

*"Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous."* (Hebrews 13:4, ESV)

Marriage is a covenant of life-long union of man and woman designed by God.

*"[Jesus] answered, 'Have you not read that he who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh'? So they are no longer two but one flesh. What therefore God has joined together, let not man separate.'" (Matthew 19:4–6, ESV)*

Marriage provides for procreation and passing on the Christian faith.

*"And you, be fruitful and multiply, increase greatly on the earth and multiply in it."* (Genesis 9:7, ESV)  
*"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."* (Deuteronomy 6:6–7, ESV)

Marriage forms the family which is intended to be built and founded upon Jesus Christ, God's only Son.

*"Unless the Lord builds the house, those who build it labor in vain. Unless the Lord watches over the city, the watchman stays awake in vain."* (Psalm 127:1, ESV)

Marriage should only be ended by natural death.

*"What therefore God has joined together, let not man separate."* (Matthew 19:4–6, ESV)

Marriage is placed in the midst of a sinful and broken world that does lead to broken relationships, including divorce. Through the blood of Jesus Christ, there is forgiveness and hope for any relationship that strives to live according to God's plan and keep their vows by God's grace.

*"Blessed is the one whose transgression is forgiven, whose sin is covered.... I acknowledged my sin to you, and I did not cover my iniquity;*

*I said, "I will confess my transgressions to the Lord,"  
and you forgave the iniquity of my sin." (Psalm 32:1,5, ESV)*

Participating in the wedding preparation and ceremony can be a wonderful opportunity to refresh one's understanding of the Christian faith. We encourage members and non-members alike to discuss the teachings of the church and help plan the role faith will play in your marriage. You may find it helpful to participate in Discipleship 101 together in order to fully discuss how you can build a home where faith is easily found (Deuteronomy 6:4-9). No services will be provided in the event that they fall outside these beliefs and understandings. If you have any further questions, please feel free to talk with one of Immanuel's pastors.

*For a more complete explanation of Immanuel's statement of beliefs regarding marriage, please click on the link (<https://www.lcms.org/social-issues/marriage>) and view "An Affirmation of Marriage."*

## Wedding Planning Details

**Contact Immanuel** (before making wedding plans) - Informing Immanuel of your engagement allows us to partner with you in the planning for a life of marital blessings and the wedding ceremony that you desire. When you contact Immanuel, you will be given a gift to celebrate your engagement, this Wedding Planning Handbook that you are reading, and the marriage application as you begin to plan this exciting step into marriage with the blessings of Jesus Christ. Understand that you can inquire about dates for your wedding day, but nothing will be placed in Immanuel's calendar until your application is on file in the office. Immanuel's staff and pastors are available to assist and direct this process according to God's Word. Feel free to ask questions to help through this exciting time of transition.

**Review Immanuel's Wedding Planning Handbook** (12-6 months prior to wedding day; available in the Church Office or online at [www.ImmanuelBrookfield.org/forms](http://www.ImmanuelBrookfield.org/forms)) - This guide will answer many of the questions you may have and help prepare you for the many details in planning your wedding ceremony, but most importantly your journey for a happy and healthy marriage. Please contact the Church Office ([kgraf@ImmanuelBrookfield.org](mailto:kgraf@ImmanuelBrookfield.org), 262-781-7140) or Pastor Steve ([shenderson@ImmanuelBrookfield.org](mailto:shenderson@ImmanuelBrookfield.org), 262-781-7140) with any questions.

**Submit Wedding Application** (12-6 months prior to wedding day; available in the Church Office or online at [www.ImmanuelBrookfield.org/forms](http://www.ImmanuelBrookfield.org/forms)) - Once Immanuel receives your wedding application, the date and the ability to begin making preparations is secured. Please make sure that you first schedule your date with Immanuel so that the pastor and sanctuary are available for this special day. Once the date is secured, determining the timing of the wedding will be important. Friday weddings should be scheduled after 4:00pm during the school year to allow time for school dismissal (as well as other weekday wedding dates). Saturday weddings need to be scheduled before 3:00pm as we have regular evening worship services that will take priority. Sunday weddings should be scheduled after 1:00pm to allow time for the regular worship services to conclude. When planning the timing of your wedding, you would do well to consider when the wedding rehearsal will take place. Please allow time for your full wedding party to be available for this important event. In the event of multiple weddings scheduled on the same date, the applicant with the completed wedding application on file with Immanuel first will have precedence.

**Meet with the Pastor** (12-6 months prior to wedding day) - Schedule a meeting with the Pastor to clarify any questions and to understand the process of marriage preparation. In this meeting, be prepared to hear the rationale behind how Immanuel does marriage preparation, teachings on the biblical foundations of marriage, and the importance of the role that faith will play in building the marriage that you desire. The premarriage process will take about six months, so make sure you give yourself plenty of time to build the relationship that God seeks to bless. Immanuel strongly encourages couples to participate in Financial Peace University to develop a strong biblical understanding of finances, which is the leading cause of marital strife, before their wedding day. Financial Peace University is a nine week study that will provide tools for successful communication in the area of finances and biblical stewardship.

**Attend Immanuel's Premarriage Workshop** (12-6 months prior to wedding day) - This six hour workshop is scheduled twice a year, once in the fall and once in the spring. Check Immanuel's calendar for the next offering. The next scheduled workshop is March 11th, 2023 from 9am-3pm (lunch will be provided). This workshop will address the major issues facing marriage relationships today from a strong biblical perspective and will provide tools and resources for healthy communication, financial management, conflict management, and the role of faith in marriage.

**Meet with Officiating Pastor** (6-3 months prior to wedding day) - The pastor whom you chose to officiate your wedding will do the premarriage education. These meetings will be directed by the premarriage inventory that you choose to take (Prepare-Enrich or SYMBIS-Saving Your Marriage Before It Starts). The inventory that you select (the cost of \$35 will be paid online by the couple upon taking the inventory) should be completed before your first meeting. Normally there are three or four sessions in which the information from the inventory will be shared with you as you seek to develop a plan forward on your Journey toward the blessings of life-long love. During this time you will also plan the details of your wedding ceremony, which is a worship service of Immanuel. You will be able to discuss and clarify Immanuel's wedding policies.

**Meet with Wedding Coordinator** (6-3 months prior to wedding day, not required) - After going through marriage preparation with the officiating pastor, the wedding coordinator can be brought into your meetings with the officiating pastor to assist in the planning of the wedding ceremony (should you desire one). The wedding coordinator would serve as the bridge between you and Immanuel and assisting in the development of your wedding day plan. They will also assist the flow of the wedding day by coordinating the events according to the plans you develop with the officiating pastor, train wedding participants, assist in the development of a wedding day timeline, and direct wedding day activities at the church.

**Meet with Music Director** (3-2 months prior to wedding day) - The music director serves alongside the officiating pastor to help plan the wedding. The music director will help select music that is fitting of a church worship service (if you desire a special song that is not fitting of worship, we suggest that it be used in the reception and not the wedding ceremony). Some music, though not sacred, may be allowed if deemed appropriate for worship by the music director and officiating pastor.

**Secure your Marriage License** (in the month prior to wedding day) - Wisconsin marriage licenses are only valid for 30 days, so be sure to apply for it within the needed window. Once you have the marriage license, it should be given to the officiating pastor no later than the wedding rehearsal. Immanuel will take care of submitting the documentation so that you do not have to worry on the day of your wedding. After the officiating pastor secures all signatures, the marriage license will be given to the secretary to secure copies and mail to the State. The couple should expect their official marriage license to be mailed to them by the State (please note that if you need the license to make changes in official documents you will need to make arrangements with the temporary license as you make your application with the State).

**Wedding Bulletin** (2 weeks prior to wedding day) - Details for the wedding bulletin should be sent to the officiating pastor and Church Office no later than two weeks prior to your wedding date. Include the proper spelling of all names to be listed in the bulletin, recognitions, prayers, and the like.

**Wedding Rehearsal** (1 day prior to wedding day) - The wedding couple should make preparations to have all those who are participating in the wedding ceremony in attendance for the rehearsal. The rehearsal should take no more than one hour and will need to begin promptly as the couple has scheduled. At the rehearsal, all parts of the service will be practiced with a walk through. Special parts of the service will be addressed at the conclusion of the walk through (ushers, acolytes, crucifer, readers, parents, special music and the like). All participants will be shown where to arrive, dress, and prepare for the wedding ceremony. The bride and groom should be prepared with a clearly set time of arrival for all participants of the wedding. Clear expectations should be shared with the officiating pastor if you desire their participation in a rehearsal dinner or other such festivities. It is important to understand that wedding activities at the church should not include alcohol. It will be the responsibility of the wedding couple to assure and support this policy of Immanuel to ensure the proper focus of the wedding celebration on the miracle of God joining husband and wife.

**Wedding Day** - Amid all the preparations, nothing can guarantee that the wedding day will be perfect; however, Immanuel will seek to make sure that the wedding ceremony will run as smoothly as possible so that you are greatly blessed by the day; however, the lack of smoothness in the service does not negate the great blessing God provides. Scheduling when you can arrive in the church building will be done in conjunction with the officiating pastor. The wedding party can choose to dress at Immanuel or another location. If you have needs during this time, the pastor is available to assist in any way possible. The conclusion of your wedding activities at Immanuel must happen one hour prior to any regular worship service (for example on a Saturday, the Sanctuary and facilities should be vacated by 4:00pm for our regular 5:00pm worship service). Please make sure that you take into consideration the taking of pictures and signing of the marriage license in preparing your timeline.

## Immanuel's Wedding Guidelines

While we understand that each couple is uniquely blessed by God, there are several guidelines that you should be aware of in preparing for your married life and your wedding worship service. The following topics will help assist you in discussing any of your special situations and requests with the officiating pastor.

The wedding service is a worship service of Immanuel. In the design of the wedding bulletin, please use the following outline that describes the service parts. The worship service commences with pre-service activities, such as the seating of family members and ***the procession*** of the wedding party. During this time, the photographer is welcome to take pictures from the balcony as well as from the front of the church. Guests are also welcome to take pictures as the procession takes place.

The wedding worship service formally begins, as all worship services of the church do, with the Invocation of our God's name (Father, Son, and Holy Spirit). Through these words we are acknowledging God's presence and seeking His blessings upon the worship service and wedding couple. Immanuel asks that flash photography not be taken after the Invocation until the benediction. During ***the betrothal service***, we pray for God's blessings upon the wedding couple and hear what Scripture has to say regarding the estate of marriage. If the bride desires, this is when the father gives his daughter to be married in this worship service (marriage bans, as they are called, are available upon request). The pinnacle of the betrothal service is found in the scriptures that the wedding couple selects to guide their married life together and the message prepared based off of these readings.

In ***the wedding service***, promises are made. Those in attendance promise to support and uphold the couple in their covenant of marriage. The church promises to pray for and support the couple in the living of the Christian faith within the bond of marriage. The wedding couple vows their commitment to live out their love everyday until death parts them. In these vows, they are also promising to have Christ in the center of their relationship as He serves to bind them together as husband and wife in the one flesh union of marriage. Rings are exchanged as a visible reminder of these promises and culminates with the announcement that the bride and groom are now husband and wife joined together by God.

***The post-wedding events*** include a unity ceremony selected by the wedding couple, which is often supplemented with special music (unity ceremonies are options and include things such as: unity candle, unity sand, cord of three, and the like). A concluding prayer selected by the wedding couple precedes the benediction which formally closes the worship service. The newlywed couple is invited to seal their marriage covenant with a kiss and then is announced as husband and wife as they are presented to the congregation. The wedding party then recesses out of the sanctuary. After the recessional, the couple can have ushers dismiss those in attendance or do this themselves.

The service outline on the following page will be used in the bulletin for the wedding ceremony.

## Wedding Ceremony of Couple's NAMES

### **The Procession**

Procession of Family Members	<i>Music Selection</i>
Procession of Wedding Party	<i>Music Selection</i>
Procession of the Bride	<i>Music Selection</i>

### **The Betrothal Service**

Invocation & Prayer  
Scriptural Teaching of Marriage  
Scripture Readings (selected by couple)  
Special Music (if selected)  
The Message

### **The Wedding Service**

Spoken Intent of Bride & Groom  
Vows of Bride & Groom  
Exchanging of Rings  
Proclamation of Marriage

### **The Post Wedding Events**

Unity Ceremony	<i>Music Selection (if selected)</i>
Prayer	
Benediction	
Recessional	<i>Music Selection</i>

*\*\*\* We ask that you refrain from using flash photography during the worship service \*\*\**

## Frequently Asked Questions

### *Do I need to be a member of Immanuel?*

Weddings at Immanuel are designed to reflect the faith that we confess as a family at Immanuel. We do expect that those who are married at Immanuel or by her pastors be connected through membership at Immanuel; however, you do not have to be a member. If you are not a member of Immanuel, we would ask you to go through the basics of Christian teaching so that your wedding service would respect and understand these biblical teachings. This, along with approval from Immanuel's pastors and elders, can allow a couple to be married at Immanuel by her pastors without becoming members of Immanuel (Please note fees increase for non-members and a facility use deposit will be required at the time of application).

### *Can I have a different pastor officiate the wedding?*

Weddings at Immanuel can only be done by ordained Lutheran Church - Missouri Synod (LCMS) pastors in good standing. Please feel free to make your request to the Senior Pastor at your initial meeting to make appropriate arrangements. Other arrangements for participation for non-LCMS pastors may include other elements of the worship service (such as readings or prayers) determined by the officiating pastor.

### *Can I have different musicians participate in the wedding service?*

Immanuel prefers to use her organists for consistency and assurance of the flow of the worship service. If you have a family member who plays the organ or a group of musicians that would like to participate in the wedding service, appropriate arrangements can be made with the officiating pastor and music director. Please seek to make these arrangements early in the planning process as special arrangements in the Sanctuary may need to be made to accommodate special musical groups such as contemporary music or string ensembles.

### *Can I have "our song" played at our wedding service?*

The wedding ceremony is a worship service of Immanuel. As you select music for your wedding service in conjunction with the music director, be sure to consider if it would be used in a worship service of Immanuel. While "your song" may be important to your relationship, it may not reflect the nature of worship that is fitting for your wedding ceremony. When this is the case, use of music not fitting for worship should find an appropriate place at the wedding reception. Music used in the wedding ceremony should convey the worship of Jesus Christ and the love that He pours out to those who gather for worship.

### *What role will my family play in the wedding service?*

Grandparents and parents (including adoptive and step-parents) play an important role in the marriage ceremony. Grandparents are normally seated before the wedding party enters the Sanctuary (if desired by the wedding couple). Parents are then seated with the groom's side and followed by the bride's side. These details are flexible and can be worked out in conjunction with the officiating pastor to engage family in this special worship service.

*Can I have my dad give me away?*

Immanuel does offer the opportunity to have fathers give their daughters away in connection with Scripture's teaching of created order (these are called "marriage bans"). Please request this with the officiating pastor to have it included in your wedding worship service.

*How do I select what scripture readings I want?*

Immanuel will assist you in selecting scripture readings that can serve as a theme for your married life together. The officiating pastor will provide you a list of common wedding readings that you can use to design and build your marriage around. These readings will also be used to craft the marriage message for the wedding couple and their guests at the wedding worship service. Each couple can certainly allow their Christian faith to direct what these readings are beyond the options provided by Immanuel.

*Who should be included in my wedding party?*

Each couple should seek to include those who will assist them in upholding their wedding promises by encouraging them in faithfulness to Jesus and one another. There is not a specified number that you need to have; however, here are some often used roles that you may wish to consider: bridal assistant (general support for the bride and bridal party), guest book attendant (greet guests and invite them to sign the guest book or other registration option), ushers (hand out bulletins and walk people to their seats), acolytes (light candles for worship), crucifer (carry in the processional cross), readers (read one or all of the readings selected by the wedding couple), wedding party (attendants to the bride and groom), flower girl, and ring bearer. If you have other desires, these can be discussed with the officiating pastor.

*Can I use an aisle runner?*

Aisle runners can be used at Immanuel; however, they often present significant challenges that you should be aware of. The aisle is about 20 feet long and can accommodate a 5 foot wide runner (we use one center aisle; 36 pews total, 12 in each of 3 sections). When an aisle runner is used, it is very difficult to have it pull out straight and often creates a tripping hazard. Aisle runners also make photography from the balcony more difficult as the bride's dress often blends in with the aisle runner rather than being set off by the contrast of the carpet of Immanuel's Sanctuary. As you consider these, please talk with the officiating pastor.

*What decorations and flowers can I use in decorating the church?*

While many couples don't seek to decorate the beautiful sanctuary of Immanuel any more than it already is, details can be worked out with the officiating pastor. Appropriate arrangements can be placed on the altar (must still allow for movement around the altar). Decorations on the pews must not leave marks or residue (hooks, plastic clamps, or the like). The pews are 22 inches tall, 4 inches wide, with a thickness of 1.5 inches to aid your planning should you wish to further decorate the sanctuary.

*Can my flower girl drop flower petals in the aisle?*

Many couples desire to have their flower girl drop flower petals when walking down the aisle. This can be done when using an aisle runner with the full understanding that if the flower petals

stain the carpet a cleaning fee will be assessed. Real and synthetic flower petals can leave a stain when stepped on even when using an aisle runner.

*Can we write our own wedding vows?*

We strongly recommend using wedding vows prepared by the church. These vows reflect the commitment and love that is revealed to us in Scripture and in Jesus Christ. While other vows have depth and purpose, they are most often best shared at the wedding reception. You are welcome to prepare your vows and share them with the officiating pastor; however, if you pour yourself into these vows and they are deemed not fitting of worship, be prepared to make arrangements to share them at your wedding rehearsal or wedding reception. Changes in wedding vows can only be made if the vows clearly give glory to God and declare a clear understanding of the unconditional pledge to love, honor, and support one another in the covenant relationship of marriage.

*What unity ceremonies can we use?*

There are many different unity ceremonies that are used in the wedding worship service that convey the couple's commitment to oneness. Immanuel is happy to help emphasize this commitment in different ways such as: unity candle, unity sand, cord of three strands, and others. Please discuss your desires with the officiating pastor and wedding coordinator to make appropriate arrangements.

*Can we have a receiving line?*

The wedding couple can have a receiving line; however, it might be wise to consider the details surrounding this option. Much of your wedding party does not know your other guests and this can make for uncomfortable interactions. Many couples will simply greet the guests either after the wedding service or at the reception without the rest of the wedding party. Couples may also have ushers dismiss guests as the wedding party begins taking pictures shortly after the service. As you consider your options, feel free to discuss this with your officiating pastor.

*What can we do for sending after the wedding ceremony?*

Many couples ask about throwing rice, birdseed, flower petals, bubbles, sparklers, or other such activities when the newly married couple leaves the church. Immanuel asks that this not be done as it causes too many difficulties for our facility and safety of guests. The bridal couple most often takes pictures after the ceremony which makes the planning of these activities difficult. If you wish to have these items, we ask that you do it when you either arrive or leave the reception.

*How long is the wedding ceremony?*

The wedding worship service will last between 35 and 45 minutes. As you add special music and elements to the service, you can expect that the length of the ceremony to increase as well.

*What are Immanuel's expectations for wedding photographers?*

Flash photography is permitted during the processional, but we ask that no flash photography be taken again until after the Benediction. The photographer can take pictures during the wedding service as long as it doesn't distract from the service. Remote photography equipment can be

appropriately set up in the front of the Sanctuary at the direction of the officiating pastor. Photos may be taken during the service without flash from the side aisles or center aisle, but the photographer should not be moving from location to location during the service. Photography from the balcony can be done throughout the service without being a distraction. For more guidance on the matter, please review the guidelines for wedding photographers and videographers at the end of this wedding guide.

*How will Immanuel support my marriage?*

Immanuel considers its partnership with the wedding couple seriously. While ensuring marriage preparation takes place before the wedding day, Immanuel also upholds the couple by prayer in regular worship services on the weekend of the wedding ceremony. The officiating pastor from Immanuel will also reach out to the newlywed couple six months after the wedding ceremony to provide encouragement and support as needed at that time. Immanuel also has many offerings each year designed to support marriages across their lifespan as couples seek to live in faithfulness to their commitment to one another until death parts them.

*How many people can Immanuel's sanctuary hold?*

Immanuel's occupancy load is 375. We have two center aisles, three groups of pews totalling 36 pews (12 in each section) as well as overflow in the balcony.

*What is appropriate dress for the wedding ceremony?*

Fashion trends continually change; however, reflecting appropriate modesty remains important for Immanuel. Please take this into consideration throughout your planning so that clothing is not too revealing or distracting from the covenant that is being made in the wedding worship service. If you have questions, please feel free to ask the officiating pastor.

*Can we still get married at Immanuel if we are living together?*

Immanuel seeks to uphold scriptural teaching of sexual purity before marriage. While living together has become socially acceptable, Immanuel continues to believe that “*the marriage bed be undefiled*” (Hebrews 13:4) and that this does not hold marriage in honor. As God's grace covers each and every one of our sins, Immanuel's pastors will seek to share God's Word with you through the marriage preparation process which will include discussing your living situation. All couples who are willing to hear God's Word regarding this teaching can continue towards their wedding at Immanuel. Those who are not willing to have this conversation with Immanuel's pastors, choose not to go through the wedding process of Immanuel and thus choose not to have their wedding at Immanuel.

## **Guidelines for Wedding Photographers & Videographers**

As you make your plans for photographing or video recording the wedding worship service, please consider that the wedding is not simply a ceremony at the church, but that it is a worship service to God that involves the exchange of wedding vows. Immanuel is the house of our Lord; and the building is to be treated as such in all activities of photography and videography. Everything that is done within the context of the wedding ceremony must be consistent with worship within the church setting. Glorifying God through Jesus Christ is the first concern in the worship and wedding service, not giving recognition to individuals or groups within the service.

The photographer should locate the officiating pastor when first arriving at Immanuel to discuss plans and help with any questions. You should share your photo or video plans with the officiating pastor. You may take candid pictures before the service, but we ask that this be completed at least 20 minutes prior to the service commencement. You may also take pictures afterwards, but should plan to be done no later than one hour before any regularly scheduled worship service. Since wedding services typically are held on Saturdays, photo and video work needs to be finished so that the building can be vacated no later than 4:00pm.

The photographer is to set up and work without being a distraction from the worship service. Sanctuary space can be reserved for photography setup. As you work, please remain inconspicuous during the service; you should not be moving around much during the service. Noise and movement should be minimized so the worship of the guests is not interrupted.

If pictures or videos are planned to show the faces of the couple, the officiating pastor will help guide the placement of the camera. It must be unobtrusive and remotely controlled. No videographer will be permitted in the front of the church during the wedding ceremony (from invocation to benediction).

Please remember that you can always pose various pictures that are desired rather than distract from the wedding ceremony. Please do not move any furnishing without first getting approval from the officiating pastor.

You may use a flash during the processional up to the point where the bride and groom are standing before the altar (just prior to the Invocation). If you must stand in the aisle as you take processional pictures, please do not interfere with those walking down the aisle. No flash pictures may be taken during the service (from the Invocation through the Benediction). You may take pictures without flash as long as you do it discreetly. The balcony is available for pictures/videography during the actual service. Please take care not to interfere with the musicians if you use the balcony. Pictures that cannot be taken from the balcony can be re-enacted after the wedding service. You may resume flash photography once the wedding party begins to leave at the Recessional. Please do not obstruct the aisle or interfere with those walking out of the church.

The officiating pastor is responsible for supervising the wedding service, please direct any questions you have prior to the service. We appreciate your cooperation in respecting the guidance and direction of these policies. If you have any questions after reading these guidelines, please contact the officiating Pastor prior to the wedding date.



## Fee Schedule

\* optional

<b><u>Fees for Members</u></b>	<b>Total \$225</b>
Premarriage Inventory <i>Paid online when couple takes the inventory</i>	\$35
Music Director ( <i>\$75 per additional vocalists or musician</i> ) <i>Paid to the music director at the wedding rehearsal</i>	\$125
Wedding Coordinator* <i>Paid to the wedding coordinator at the wedding rehearsal</i>	\$100
Custodial <i>Paid only in the event of special cleaning</i>	
Audio/Video* <i>If service is live streamed or you have complex music needs</i>	\$100
Officiating Pastor <i>Given to the officiating pastor at the wedding rehearsal</i>	Your discretion

<b><u>Fees for Non-Members</u></b> - <i>In addition to the fees outlined above</i>	<b>Total \$635</b>
Facility Use Fee <i>\$100 deposit is paid at time of application to the Church Office</i> <i>\$100 is paid to the wedding coordinator prior to the wedding rehearsal</i>	\$200
Bulletins ( <i>\$25 for every 100 bulletins</i> )* <i>Paid to the Church office no later than 2 weeks before wedding date</i>	\$25
Custodial <i>Paid to the wedding coordinator prior to the wedding rehearsal</i>	\$150

Reception Fees: In the event that you desire to have a reception at Immanuel, no alcohol can be served at the event and the following fee structure would be used. Couples would need to file a building use application for this extended use of the building by contacting the office.

Facility Use Fee <i>\$250 deposit is paid at time of application to the Church Office</i> <i>\$250 is paid to the wedding coordinator prior to the wedding rehearsal</i>	\$500
Custodial <i>Guest need to vacate the property by 10:00pm</i>	\$200

## Wedding Planning Checklist

**Contact Immanuel** (before making wedding plans)

**Review Immanuel's Wedding Planning Handbook** (12-6 months prior to wedding day)

**Submit Wedding Application** (12-6 months prior to wedding day)

**Meet with the Senior Pastor** (12-6 months prior to wedding day)

**Attend Immanuel's Premarriage Workshop** (12-6 months prior to wedding day)

**Meet with Officiating Pastor** (6-3 months prior to wedding day)

**Meet with Music Director** (3-2 months prior to wedding day)

**Secure your Marriage License** (within one month prior to wedding day)

**Wedding Bulletin** (2 weeks prior to wedding day)

**Wedding Rehearsal** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Wedding Day** Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Contacts

**Immanuel Lutheran Church**

[kgraf@ImmanuelBrookfield.org](mailto:kgraf@ImmanuelBrookfield.org) | 262-781-7140  
Extension 1007

**Pastor - Stephen Henderson**

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**Pastor - Colby Howell**

[chowell@ImmanuelBrookfield.org](mailto:chowell@ImmanuelBrookfield.org) | 262-781-7140  
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**Music Director - Matt Vahl**

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## Immanuel Lutheran

Church, School & Child Care

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