



ST. MARCUS

WEDDING PLANNING GUIDE



ST MARCUS
CHURCH

2215 N. PALMER ST.
MILWAUKEE, WI, 53212
414-562-3369

CONGRATULATIONS ON YOUR ENGAGEMENT

Our Lord Jesus Christ gives His blessing to those who come together in marriage in His Name. The Marriage service at St. Marcus Lutheran Church (WELS) is truly a Christian service of praise, thanksgiving and worship. We welcome you and offer you our thoughtful planning information to assist in the organization of your special event.



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INITIAL INFORMATION AND INTERVIEW

Wedding Information forms are located on pages 9 & 10 of this packet. Please submit both of these pages 3 months in advance of the wedding date to our Church Office

(church.office@stmarcus.org) to verify the availability of your requested date and tentatively place your wedding date on our sanctuary reservation calendar. It will remain tentative until the interview process is complete.

Upon completion of the information form, you will be contacted to schedule an interview with one of our pastors. At this interview, we will discuss God's intentions for marriage, and you will have the opportunity to ask any additional questions.

Once the interview is completed, you will also need to complete premarital counseling. Several weeks before the wedding, the Church Events Coordinator will be in touch to finalize the details of your day.

PREMARITAL COUNSELING

At St. Marcus we are committed to helping couples enrich their marriages in every way possible. Because of this, couples desiring to marry at St. Marcus must first complete premarital counseling. To accommodate this, we require a minimum of three months from the time you meet with a pastor for your interview to the date of the wedding.

SERVICE OFFICIANT

A St. Marcus pastor will typically perform your wedding at this church. If you have a specific St. Marcus pastor in mind, please make a note of it on the information form, and we will do our very best to accommodate your requests based on the pastors' schedules and other factors. Ministers from other WELS/ELS churches may perform your wedding upon advance approval. That pastor is required to make an appointment or have a discussion with our Lead Pastor, James Hein.

SETTING THE DATE & TIME

Once you have completed your interview with a pastor, please reconnect with the Church Office (church.office@stmarcus.org) to secure the details of your wedding date and time.

The Sanctuary and Atrium/Café are automatically booked for a three-hour block per wedding. The Atrium is to be used As Is, without adding tables for seating. There can be 75 - 100 people in the space. The Sanctuary is auto booked for rehearsal and in a one hour block. St. Marcus reserves the right to have other church, school or community activities on campus the day of your rehearsal and/or wedding. St. Marcus reserves the right to blackout dates around Holy Week and Christmas.

When planning your wedding date and time, please keep in mind the corporate worship times at St. Marcus. The setup at the front of the Sanctuary and/or music equipment shall not be altered for a wedding.

Therefore, seasonal or special event decorations will not be removed or changed to accommodate wedding decorations. You are free to provide your own decorations so long as they do not damage the furniture.

Wedding rehearsals will need to be scheduled around church activities and generally occur the previous day or earlier on the day of the wedding itself.

WEDDING MUSIC

It is most important to keep in mind the church wedding service is a worship service; the music should be in keeping with the reverence we typically anticipate for worship at our church. Vocal solos must have approved text, and music should be reviewed by the pastor no later than one month before the service. The Pastor also has a list of available musicians to contact for participation. Please speak with him about reaching out to the organists/soloists as needed.

As the wedding ceremony, while unique worship, is still a worship service, all of our standard requirements for corporate worship would apply to both the music and the worship leaders (musicians, readers, etc.). Since we are not in the practice of borrowing a preacher or musicians from the churches down the street to help out with worship simply because they are excellent musicians or close friends or relatives, that same theological principle also applies to this particular service.

SOUND & LIGHTING

Currently, our pastors run much of the audio and lighting for weddings. Any special requests/questions should be brought to the pastors and/or Church Events Coordinator.

All media for the ceremony must be given to the officiating pastor and Church Events Coordinator one week before the wedding ceremony. No submission of new media will be accepted at the Rehearsal.

For a basic wedding bulletin, the church office asks for a two week advance notice for preparation and printing. Colorful and fitting covers can be found online at www.nph.net or at various wedding and paper stores.

WEDDING CONDUCT WHILE ON CAMPUS

St. Marcus is dedicated to the worship and service of God; therefore, it is required that all those involved in the wedding services act accordingly. Should anyone associated with the wedding party not conduct themselves in this manner, that person would be asked to leave the property immediately.

Additional costs may be assessed should there be any damage to the property during or after the event gathering. Exceptions to any rental or reservation policy must be approved by our Ministry Team.

SUMMARY OF WEDDING RENTAL FEES & SERVICES PROVIDED

Wedding Types

\$150 - Typical Wedding, Church Member(s)

\$1000 - Typical Wedding, Non-Members

\$50 - Streamlined Wedding

90 minutes or less needed for the entire sanctuary rental

No rehearsal

Private (no more than 20 guests)

No altar guild services or janitorial services

No brassware or additional changing rooms

Please contact our Production Manager, Martin Smith
(martin.smith@stmarcus.org) if you would like the wedding
service recorded:

\$400 - Equipment and 2 staff for capturing wedding ceremony
similar to how we record worship services (Extra requests beyond
a mic for the pastor and our installed cameras, for example, will
incur additional fees. We do not livestream weddings.)

Please contact our Altar Guild Representative, Heidi Sebald, at
414-339-1705 if you would like any of these optional decorations:

\$50 - Pew Torches, Half Set (every third pew/includes candles)

\$75 - Pew Torches, Full Set (every other pew/includes candles)

HONORARIUMS

Honorariums are special gifts for the services of the organists, soloists, instrumentalists, and pastors. They are at your discretion*, but to help with planning, these are suggested gift amounts. Please deliver the gift directly to each person.

\$150-250 - Organist/Pianist

\$100-150 - Soloist

\$100-150 - Instrumentalist

\$150-300 - Pastor

*Individual musicians may have their own fee schedules

FAST FACTS

Aisle

- 16 pews on each side of the aisle, 8 pew torch brackets on each side of the aisle
- 64' is the recommended runner length for aisle

Licensing

- Wisconsin residents must apply before the county clerk of the county in which either the bride or groom is a resident. The license issued in that county may be used anywhere in the State of Wisconsin.
- Non-Wisconsin residents must apply in the county in which they are to be married.
- Please check the Milwaukee County website for appointment information at <https://county.milwaukee.gov/EN/County-Clerk/Marriage-License>

TIME GUIDELINES

Our recommendations for the day of your wedding:

Dressing, 2 hrs | Ceremony, 1 hr | Post-ceremony Photos, 1 hr

Please contact the pastor directly for any restrictions on photos.

All wedding related events need to be
done by 3:00 pm on Saturdays for set up
in anticipation of 5:00 pm worship.

Please remove your trash and put furniture back in place if you use the Cozy Cove/Mother's Rooms for dressing. We need that space to be ready for worship when you leave.

CONTACTS

St. Marcus Altar Guild and Church Events Coordinator

Heidi Sebald, (414) 339-1705

altarguild@stmarcus.org

Church Office Admin Assistant

(414) 562-3369

church.office@stmarcus.org

WEDDING INFORMATION FORM

Please scan the QR code and complete the Wedding Information Form as soon as possible.



tinyurl.com/stmarcuswedding