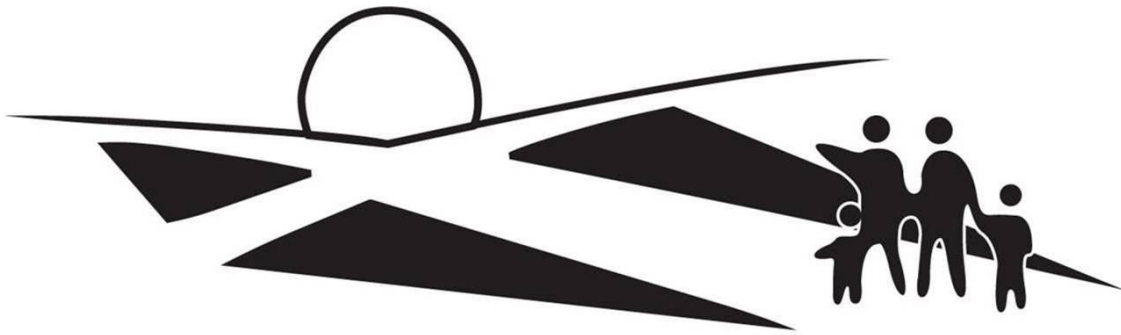


Planning Your Wedding



A Family of Believers

First Presbyterian Church

502 North Eighth Street

Manitowoc, Wisconsin 54220-4093

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(920) 682-4688

www.fpcfamilly.com

Pastor – Rev. Dr. Matthew Sauer



Congratulations! Your wedding is a joyous and sacred occasion. A church wedding is an expression of your faith in God and your love for each other as God's people. The marriage ceremony is a worship service complete with all the joyous expressions of prayer, Scripture, music, and the exchange of vows. Weddings can range from simple to elaborate, small to large. First Presbyterian Church provides these guidelines to assist you in creating your sacred day.

Getting Started

Call the church office and make an appointment to meet with the pastor. He will want to meet with you as far in advance of the wedding as possible to coordinate the wedding date and other arrangements. Ordinarily, the officiating pastor and organist will be members of the church staff. If you would like to have another pastor or organist involved, please check with the pastor before making these plans. The availability of particular staff members will be confirmed at a later date. **YOU MUST RETURN THE WEDDING INFORMATION FORM TO RESERVE YOU DATES.**

Premarital Counseling

The pastor will want to meet with you several times before the wedding. At these sessions, the conversation will focus on Christian marriage and on the arrangements of the service. Other topics include family backgrounds, ideas about marriage and home life, religion, dealing with conflict and stress, love, and attitudes about careers and money.

Location

It is assumed that most weddings will take place in the Church Sanctuary or Chapel. If you desire to have the wedding at another location or outdoors please consult the Pastor first.

Music

The marriage ceremony is a worship service calling God into your lives. Therefore the music should reflect that fact. The organist can help you find sacred music to meet your needs. In addition to the organ, other instrumental or vocal music can enhance the service. Any favorite secular music would be very appropriate for use at your wedding reception. The Pastor reserves the right to approve all music.



Photographs/Video Taping

Flash photographs detract from the ceremony and therefore are not permitted during the ceremony itself. Time exposures may be taken from the back of the sanctuary during the service and pictures may be taken following the ceremony. Video taping may also be done from the balcony or back of the sanctuary.

Dressing Area

Rooms are available for the wedding party to dress at the church. These rooms are expected to be straightened and cleaned by those using them.

Flowers

Floral and other decorations shall be kept relatively simple. Flowers are not normally placed on the communion table; however, there are numerous flower stands that can be placed elsewhere in the chancel. Arrangements are to be made directly with the florist.

If you wish to leave flowers for the following Sunday service, please notify the Church Office in advance.

Candles

Electric or wax candelabra are available. Candles are provided by the church and purchased by the couple -- the Candelabra uses 14 candles.

Pew candles are also available for winter or evening weddings. Candles are provided by the church and purchased by the couple – 10 votives are necessary for the pew candles.

A unity candle may be used and is to be provided by the couple and brought to the church at the time of rehearsal.

Receiving Line

A receiving line may be formed in the narthex of the church or in the courtyard. You may wish, however, to wait until the reception for the receiving line.



Reception

Receptions may be held in the church with a catering service or the family providing the food. Dishes and silver service are available through the Deacon Board. Additional charges will apply for the use of kitchen/dishes.

Rehearsal

Ordinarily a rehearsal will take place the evening preceding the wedding day. *Allow approximately one hour.* The marriage license and all fees shall be given to the pastor at the time of the rehearsal.

Runner

An aisle runner, if desired, is available from the florist. The runner should be at least 60' in length. This will run from the back doors of the Sanctuary to the front steps of the communion area. The Florist is responsible for attaching the runner.

Bulletins

The Pastor has samples of wedding bulletins to provide to you. The church can print your bulletins for you at an added expense. The pastor will work with you on the design and layout of your wedding bulletin. Wedding bulletins are not required.

Marriage License

For Wisconsin residents, the marriage license must be obtained from the office of the County Clerk in which the wedding is taking place. First Presbyterian Church is in Manitowoc County.

Out-of-state residents must apply in the County where the marriage will take place, e.g., Manitowoc.

Both parties must be present to apply. There is a five day waiting period; but this can be sped up for an additional fee. Please call the County Clerk (920-683-4004) for up to date information. You will need: proof of residence, a birth certificate if under 30 years of age, a death certificate or divorce judgment paper if there has been a previous marriage. *Wisconsin law does not permit remarriage within SIX MONTHS of a divorce.*



Ceremony Options

These are two primary ways to order your wedding ceremony. Once choosing one, the Pastor will work with you to make the ceremony unique to your wedding.

Option I (45 - 60 minuets)

Call to Worship
Hymn
Confession and Forgiveness
Special Music
Readings from Scripture
Sermon
Hymn
Statement on the Gift of Marriage
Prayer
Declarations of Intent
Affirmations
Unity Candle
Special Music
Vows
Exchange of Rings
Prayer/Lord's Prayer
Announcement of Marriage
Charge/Blessing
Hymn
Prayers of the People
The Lord's Supper
Hymn
Benediction

Option II (20-30 minutes)

Processional
Sentences of Scripture
Statement on the Gift of Marriage
Prayer
Declarations of Intent
Affirmations
Special Music
Unity candle
Readings from Scripture
Sermon
Vows
Exchange of Rings
Prayer/Lord's Prayer
Announcement of Marriage
Charge/Blessing
Recessional

Sample Wedding Vows

Version A

I, _____ take thee _____ to be my wedded wife/husband; to have and to hold from this day forward, in plenty and in want; in joy and in sorrow; in sickness and in health; to love and to cherish, till death do us part, according to God's holy ordinance; and thereto I plight thee my troth.

Version B

I, _____, take you, _____, to be my wife/husband; and I promise, before God and these witnesses, to be your loving and faithful husband/wife; in plenty and in want; in joy and in sorrow; in sickness and in health; as long as we both shall live.



Version C

Before God and these witnesses, I, _____, take you, _____, to be my wife/husband, and I promise to love you, and to be faithful to you, as long as we both shall live.

Version D

_____, loving you has made my life fuller, more complete. We embark on this journey, knowing we will share its rewards, trials and accomplishments. _____, I treasure you as my faithful companion and trust you to be my loyal partner in all things.

Version E (with children)

I, _____, child of the covenant take you _____, to be my husband/wife and I covenant before God and these witnesses, to be your loving and faithful wife/husband and to be a caring mother/father to your children accepting them as my own. I covenant these things now and in plenty and in want; in joy and in sorrow; in sickness and in health; as long as we both shall live.

Version F (with children)

I, _____, in the presence of Jesus our Lord, our children, families and friends promise to love and be faithful to you. To encourage and support you. To laugh with you, comfort you and to always be your friend and love.

Version G (with children)

We create this family secure in the knowledge we are fulfilling the plan of a loving God. We are beginning this life together with blessings of our family and friends to create a future together greater than either of us would have known apart.

The exchange of these vows symbolizes the start the life we were meant to live.

Therefore, I, _____, vow to give myself to you, _____, to love, honor, protect, support and serve you to the end of our days.

You are also welcome to write your own vows in conjunction with the Pastor.



Suggested Scripture

You are free to choose any Scripture you desire.

What follows is simply a brief list that may help you in your planning.

Old Testament

Genesis 1:26-31	Created in the image of God
Genesis 2:18-24	Bone of my bones
Song of Songs 8:6-7	A seal upon your heart
Proverbs 3:3-6	Trust the Lord with your heart
Jeremiah 31:31-34	A new covenant

Psalms

67	May God be gracious
117	God's steadfast love
136:1-9	God is good
148	Praise the Lord
150	Praise the Lord

New Testament

Romans 12:1-2, 9-18	Let love be genuine
I Corinthians 13:1-13	Love is. . .
Colossians 3:12-17	Clothe yourselves with love
I John 4:7-12	Let us love...God is love
Revelation 19:1, 5-9	The Lamb's marriage

Gospels

Matthew 5:1-10	The Beatitudes
Matthew 19:3-6	No longer two, but one flesh
Matthew 22:35-40	The great commandment
Mark 10:6-9	What God has joined. .
John 2:1-11	The wedding at Cana
John 15:1-17	Jesus, the true vine

*Fees***Use of the Sanctuary or Chapel**

Members	Donation
Non-Members	\$250.00

Use of the Fellowship Hall

Members	Donation
Non-Members	\$50.00

Use of the Kitchen (includes dishes)

Members	Donation
Non-Members	\$50.00

Pastor

Members	Honorarium
Non-Members	\$250.00

Organist

\$100.00 base fee

Custodian	Wedding and Rehearsal	\$50.00
	Reception	\$25.00

Sound System Technician

\$75.00

Candelabra (including candles)

\$25.00

Pew Candles (including candles)

\$25.00

Printing the Bulletin (includes covers/100)

\$25.00

*Please make separate checks for the Church,
Organist, Custodian, Sound Technician, and Pastor.*

All fees are due at the time of the rehearsal.

*All fees are at the discretion of the Pastor
and may be negotiated as needed.*



Additional Items To Note

Building and grounds are smoke and alcohol-free.

Throwing rice or confetti is not allowed. Birdseed may be thrown outside.

The seating capacity of the sanctuary is 300, the chapel 70, and the Fellowship Hall 120.

The sanctuary is air-conditioned and the building is handicapped accessible.

Church Staff

Pastor

The Rev. Dr. Matthew L. Sauer
920-682-4688
matthewsauer@sbcglobal.net

Organists

Peter J. Klein	Ann Strome Gold
920-793-3297	920-683-1782
pklein@lakefield.net	aeolianplayer@yahoo.com

Custodian

Connie Sauer

Weekend Custodian

Various

Church Secretary

Cathy Wallander
920-682-4688
firstpresmtwc@sbcglobal.net



WEDDING INFORMATION FORM

THIS FORM MUST BE RETURNED IN ORDER RESERVE YOUR DATE!

Date of Wedding _____ Time of Wedding _____

Location of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Place of Reception _____

BRIDE'S INFORMATION

Bride's Full Name _____ Birth Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Religious Background _____

First Marriage _____ Divorced _____ Widowed _____

Number of children _____ Who do children reside with? _____

GROOM'S INFORMATION

Groom's Full Name _____ Birth Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Religious Background _____

First Marriage _____ Divorced _____ Widowed _____

Number of children _____ Who do children reside with? _____

ADDRESS FOLLOWING THE WEDDING

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

WEDDING INFORMATION

Number of Bridal Attendants _____ Number of Groomsmen _____

Ushers: Yes No

Flower Girl: Yes No

Ring Bearer: Yes No

Church Organist: Yes No

Other Musicians: Yes No

Type of Musicians _____

Unity Candle: Yes No

Kneeler: Yes No

Candelabra: Yes No

Pew Candles: Yes No

Will the Church Create/Print Bulletins: Yes No

FEES

Use of the Sanctuary or Chapel

Members: *Donation* Non-Members: \$250.00 _____

Use of the Fellowship Hall

Members: *Donation* Non-Members: \$50.00 _____

Use of the Kitchen (includes dishes)

Members: *Donation* Non-Members: \$50.00 _____

Candelabra (including candles) \$25.00 _____

Pew Candles (including candles) \$25.00 _____

Printing the Bulletin (includes covers up to 200) \$25.00 _____

TOTAL PAYABLE TO FIRST PRESBYTERIAN CHURCH _____

Pastor (included pre-wedding counseling)

Members: *Honoraium* Non-Members: \$250.00

Separate Check _____

Organist (Consultation, Rehearsal, Wedding)

Base Fee \$100

Separate Check _____

Custodian

Wedding/Rehearsal: \$50.00 Reception: \$25.00

Separate Check _____

All fees are at the discretion of the Pastor and may be negotiated as needed.