



Weddings at St. Paul's Lutheran Church

2812 W Wisconsin Ave
Milwaukee, WI 53208

Thank you for inviting St. Paul's Lutheran Church to be part of this important day in your lives. We believe marriage is a beautiful reflection of the bond between God and creation. As such, St. Paul's works together with the wedding couple through marriage preparation conversations and wedding ceremony planning in order to build a strong foundation on which to build a wonderful marriage.

As you approach your wedding, our goal is to assist you in planning a memorable service that reflects God's love toward you, as well as your love and commitment toward one another. As a Reconciling in Christ congregation (LGBTQ+ friendly), it is a privilege for our church to welcome all couples into the gift of marriage.

In preparation for your wedding, we ask that the wedding couple meet with our pastor two or three times for conversation about their respective families, life experiences, and hopes for the new chapter of their life together. The pastor and wedding couple will meet for informal conversation, as well as planning of the wedding ceremony. These sessions are hospitable and friendly, with the intention of growing in understanding of oneself as well as one another.

The Wedding Process at St. Paul's

First - Join us for worship at 10am on Sundays! This is the best way to get to know our church facilities, staff, music and of course, members of our community. While we don't require membership to get married at St. Paul's, we would love to meet you and support you in this next step of your life together.

Second - Please contact the church office (414-933-7825 or stpaulsMKE@yahoo.com) to check on the availability of the date you are seeking. Our Office Manager can also connect you with the Pastor if you haven't yet met. You will schedule three pre-marriage meetings with the Pastor in the months just before your wedding date. Please inform the Pastor if you intend to use an outside wedding coordinator.*

*In the event that you would like to include another officiant in your wedding, this will be up to the discretion of the pastor of St. Paul's. Please let the pastor know of your hopes at your earliest convenience.

Logistics

Building use: Reserving your wedding date includes use of the church for the rehearsal and wedding, as well as logistical support, including the presence of our building liaison. The "sanctuary use" fee includes use of agreed upon spaces for preparation as well as celebration of marriage. If you would like to include the fellowship hall in your reservation, please let the office manager know. A \$250 deposit will be due at time of reservation. The balance due is to be paid no less than 30 days prior to the wedding.

Officiant: Scheduling with the pastor as the officiant for your wedding includes pastoral counseling preceding the wedding, as well as leadership during the rehearsal and wedding ceremony. It is the expectation that the pastor of St. Paul's Lutheran Church will officiate at all weddings at St. Paul's. If the wedding couple would like to incorporate other clergy, they are encouraged to talk with the pastor of St. Paul's about this possibility. In the event that the pastor of St. Paul's is unavailable, the church office will work with the couple to find an officiant.

Musicians: The use of St. Paul's piano and organ are included with the wedding fee; musicians' fees are separate. St. Paul's minister of music shall have the primary privilege to play at weddings scheduled at St. Paul's. The services of other musicians may be used with the permission of the minister of music

Wedding couples are responsible for providing their own bulletins/programs for the ceremony.

****Building use and officiant fees are subject to pastoral discretion****

Fees

Sanctuary Use	\$500
Pastor	\$250
Staff Musician	\$150
Custodian	\$100

We look forward to getting to know you and working together to plan and participate in this important step in your life together. We are a flexible congregation, and we are open to working with you. Please do not hesitate to ask if you have any questions pertaining to the process or expectations outlined in this document.

We can't wait to accompany you in this new chapter of life!

Sincerely,

St. Paul's Lutheran Church

Building Use Agreement - Weddings at St. Paul's Lutheran Church

This copy is for your records. Please return the church copy to the church office along with your building use deposit in order to reserve your wedding date on the church calendar.

The Couple and the Church agree that:

1. The Couple, wedding party and guests will use only the rooms and or area(s) authorized by this agreement. All other areas are not to be used.
2. At the conclusion of use, any Church-owned items/furnishings will be returned to their original locations.
3. If the kitchen is used, it will be cleaned immediately after use, and all leftover food will be removed from the building.
4. The parking lot behind St. Paul's is managed by Wiegand Enterprises and may be utilized using the Parqex mobile app.
4. Any damage to or loss of Church property will be repaired or replaced at the Couple's expense. Any concerns that arise during the Couple's use of the building will be brought to the attention of the pastor or custodian immediately.
5. Any food/beverage brought to the Church building by the Couple or the wedding party or guests will be discussed with the pastor or office manager prior to the wedding rehearsal day; alcohol is prohibited from the church building and church grounds.
6. The Couple understands and acknowledges that the Church building is entirely smoke-free, and no person attending the Couple's wedding may smoke in the building.
7. No weapons are permitted in the Church building or on the Church grounds.
8. None of St. Paul's Lutheran Church, its pastor, other staff, officers, council or members (collectively, "indemnified persons") will be responsible for, and the couple agrees to indemnify and hold harmless each of the indemnified persons from and against any loss, cost or liability (including legal expenses) arising from any of the following, except solely to the extent resulting from gross negligence or willful misconduct of such indemnified person: a. Personal or bodily injury, illness or death occurring during the use of church facilities or on church property; or b. Any damage to or loss of any person's property and/or equipment.
9. The Couple may terminate this Agreement without cause upon thirty (30) days written notice. In addition: (a) the Couple and the Church may terminate this Agreement by mutual written consent; (b) either party may terminate this Agreement by written notice to the other party in the event of a breach of the Agreement by the other party; and (c) the Church may terminate this

agreement at any time if the facility becomes unusable due to circumstances beyond the Church's control (natural disaster, fire, water damage, etc).

If the Couple or the Church terminates this Agreement in accordance with this paragraph (other than termination by the Church for breach by the Couple) or if the Church is otherwise unable to make the Church building available for the agreed use, all fees will be returned in full.

Under no circumstances will the Church be held responsible for locating a replacement venue or for any costs associated with relocating or rescheduling the ceremony.

10. This Agreement, along with any applicable fee schedule, is the full agreement between the Church and the Couple and supersedes any prior written or oral discussions. Each of the two individuals comprising the Couple is jointly and severally responsible for the obligations of the Couple under this Agreement.

Fees: Building use deposit is due at time of reservation; all other fees are due two (2) weeks prior to ceremony.

Total fees due: _____

Names of Couple:

Signatures of Couple: _____

Date: _____

Name & Title of St. Paul's Lutheran Church Representative:

Signature of St. Paul's Lutheran Church Representative: _____

Date: _____

Wedding Couple Information

1:

Participant's Last Name

Participant's First Name

Street Address

City

State

Zip Code

Cell Phone number

E-mail Address

2:

Participant's Last Name

Participant's First Name

Street Address

City

State

Zip Code

Cell Phone number

E-mail Address

Wedding Date Information

Requested Date, Time

Hours of Use

Number of Guests

Number of Attendants

Fees

Sanctuary Use \$500

Pastor \$250

Staff Musician \$150

Custodian \$100

Total Fees Due

Deposit amount

Date Deposited

Balance Remaining

Balance Due

Signatures of Wedding Couple

Date