



ELMBROOK  
CHURCH | Brookfield

September 1, 2019

## WEDDING POLICY

### REQUIREMENTS

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Since our purpose is to establish Christian Marriages in the context of a loving community, weddings are reserved for individuals who meet the following requirements:

- Bride and Groom are both committed followers of Christ.
- Bride or Groom are Elmbrook Church members, immediate families of Elmbrook Church members, OR regular attendees of Elmbrook Church worship services (at least the past 6 months).  
AND
- Bride and Groom agree to Elmbrook Church's Statement of Faith.
- Bride and Groom agree to follow the Elmbrook Church wedding process:
  - Request a pastor at **least 4 months** before wedding date (6-12 months is preferred).
  - Complete [9-week pre-marriage](#) class prior to wedding.
  - Complete pre-marriage assessment and **pre-marriage counseling sessions** with officiating pastor.
  - Meeting with a [Marriage Mentor](#) Couple during first or second year of marriage is highly recommended.

### ON-SITE FACILITIES

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Use of church facilities will be scheduled with church programming receiving priority. When the calendar is clear, weddings may be scheduled as follows:

- Weddings are scheduled on:  
**Saturday 11:00 AM**  
**Saturday 3:00 PM**
- An **Elmbrook officiant** will be available to perform your on-site wedding at one of the above times.
  - You may request the **Elmbrook pastor of your choice** to perform the ceremony, but their availability may be limited.
  - Officiants should be contacted within **30 days** of date confirmation.
  - **Only Elmbrook-approved officiants are able to conduct on-site weddings.**
- Pastors can schedule weddings on other days of the week if they wish, but this is by their personal choice. Church facilities will be scheduled with church programming receiving priority.



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## FACILITIES (continued)

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- Rehearsal times will be scheduled in conjunction with the officiating pastor. Most often the evening before the wedding, but it will be based upon availability.
- Weddings will be held in the Elmbrook Chapel with a **maximum time allotment of 4 hours (2 hours prior to ceremony time and 1 hour following ceremony time)**. This includes decorating, dressing, ceremony, pictures, reception line, clean-up, etc.
- Two dressing rooms will be reserved along with the Chapel.
- Only designated areas or rooms may be used with prior approval.
- Elmbrook Chapel seating capacity: Floor seats 200-225 people; Upper Balcony seats 600 people.
- Receptions may be held in the Elmbrook Fellowship Hall based upon availability. The Fellowship Hall is reserved in coordination with the ceremony time. Same-day set-up for decorating.
- The following is **NOT allowed**:
  - Alcoholic beverages of any kind on church property.
  - Smoking in the building per state law.
  - Throwing of rice, bird seed and real flower petals on church grounds. (Bubbles and silk flower petals are permitted.)
  - Flash photography during service.
  - Aisle candleholders affixed to chapel chairs due to significant damage to the chairs and the potential fire hazard.
  - Dancing, with the exception of The First Dance, Mother/Son dance and Father/Daughter dance.



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## WEDDING FEES

<b>WEDDING CEREMONY</b>	<b>\$760</b>
This fee covers: <ul style="list-style-type: none"><li>▪ The Elmbrook Chapel for rehearsal and a maximum of 4-hours day of wedding</li><li>▪ Two dressing rooms</li><li>▪ Audio/Sound Technician (rehearsal and wedding ceremony)</li><li>▪ Wedding Assistant (rehearsal and wedding ceremony)</li><li>▪ Unity table (candles and pillars to be provided by couple)</li><li>▪ Décor items (listing available)</li><li>▪ Podiums for pastor, vocalist and readers</li></ul>	
Fee must be paid in full 30 DAYS prior to your WEDDING Ceremony. This fee is refundable any time prior to the wedding date or if the pastor decides not to perform the marriage ceremony. (Musicians are NOT included in the fee. Bride and Groom are responsible for reserving.)	
<b>PASTOR FEE</b>	<b>\$200</b>
This fee covers: <ul style="list-style-type: none"><li>▪ All pre-marital sessions (2 - 5 sessions)</li><li>▪ Rehearsal</li><li>▪ Wedding ceremony</li></ul>	
<b>Additional Fee:</b> Your officiating pastor will ask you to take an online pre-marital assessment. The assessment is \$35 and payment will be required when you register online.	
<b>RECEPTION</b>	<b>One Quarter of Fellowship Hall (seats 75) \$140</b> <b>Half of Fellowship Hall (seats 150) \$275</b> <b>Full Fellowship Hall (seats 300) \$460</b>
Reception time is allocated based upon the availability in the Elmbrook Fellowship Hall. The fee includes use of tables and chairs.	
This fee must be paid in full when your reception date is CONFIRMED on the Elmbrook calendar. This fee is refundable any time prior to the wedding date or if the pastor decides not to perform the marriage ceremony.	
<b>Additional Fees:</b> <ul style="list-style-type: none"><li>▪ If additional audio services are required, the charge is \$30 per hour.</li><li>▪ Feed My Sheep, an onsite catering service, may be hired for an additional cost (dependent upon availability). Contact: fms@elmbrook.org; 262-780-1822.</li></ul>	



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## PLANNING TIMELINE

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- Submit **WEDDING APPLICATION**  
(Submission 6 - 12 months before your desired wedding date is preferred)
- Receive **CONFIRMATION LETTER** via email  
(includes Wedding Reservation and Wedding Policy)
- Contact Pastor regarding officiating  
(We suggest within 30 days of receiving your pastors contact information)
- Register for **Pre-marriage class**  
(9-week class offered in September & January)
- Complete initial meeting with Pastor
- Contact made by Wedding Specialist
- Take the **PREPARE/ENRICH assessment** online per Pastor's instruction
- Meet with Pastor for Pre-marriage counseling  
(Typically 2-3 sessions)
- Complete **WEDDING CEREMONY SET-UP FORM** with Wedding Assistant
- Meet with Pastor to finalize ceremony planning  
(4 to 6 weeks prior to wedding)
- Submit **Payment**  
(30 days prior to wedding)
- Complete **MARITAL STATUS CHANGE FORM** with Wedding Assistant