



ELMBROOK
CHURCH | Brookfield

September 1, 2017

OFF-SITE WEDDING POLICY

Although you are not getting married in our Chapel, your wedding day and marriage are important to us. Our goals are to support you on your wedding day, offer you a meaningful connection to Elmbrook Church and invest in your marriage beyond the ceremony.

Elmbrook pastors are able to officiate off-site weddings for members and regular attenders of Elmbrook. Please complete a [Wedding Application](#). We cannot guarantee an **Elmbrook officiant** will be available to perform your off-site wedding, but we will accommodate to our best ability if:

- The ceremony site is within a 50-mile radius of Elmbrook Church.
- The wedding ceremony is more than 4 months from the application date.
- The ceremony is not on a holiday weekend.

REQUIREMENTS

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).
- 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-marital** class prior to wedding.
 - Complete pre-marriage assessment and **pre-marriage counseling sessions** with officiating pastor.
 - Meet with a **Marriage Mentor** Couple during first or second year of marriage.

Pre-marital class

If you are getting married off-site we still ask you to complete the 9-week pre-marriage class, which is offered two times a year on Sunday mornings. In addition, we would like for you to complete a [wedding application form](#) and complete the pre-marriage counseling with your officiating pastor. If you live out-of-state, the Marriage Care Director will work with you and the officiating pastor to coordinate the completion of the course work.



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Fee for using an Elmbrook officiating pastor **\$300**

- Fee includes Pre-marriage counseling (2-5 sessions), rehearsal, and the wedding ceremony.
- For weddings **outside of the Brookfield/Milwaukee area, travel fees of 50cents/mile will be incorporated.**
- An invoice for officiating services will be sent to the couple, with payment requested 30 days prior to the ceremony.

Reserving an officiating pastor

We don't want to rush the process prior to your wedding ceremony, so as a general rule we recommend 6 to 9 months to reserve a date with the officiating pastor. You can expect the pastor to meet with you anywhere between 2 and 5 times for pre-marriage counseling prior to your wedding ceremony. **This is in addition to the pre-marriage class.**

Rehearsal

Depending upon your facility and their time requirements but the officiating pastor would appreciate rehearsing with you and your wedding party prior to your ceremony.

Wedding assistant

You can expect an Elmbrook wedding assistant to connect with you once or twice during your planning process to make certain you are aware of Elmbrook's pre-marriage class, marriage mentoring and address any other follow-up questions you may have.



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PLANNING TIMELINE

- 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 ask you contact the within 30 days of receiving Confirmed Date and Time.)
- Complete initial meeting with Pastor
- Register for **Pre-marriage class**
(9-week class offered in September & January)
- Contact made by Wedding Assistant
- Take the **PREPARE/ENRICH** assessment online per Pastor's instruction
- Meet with Pastor for Pre-marriage counseling
(Typically 3 - 4 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