



312 Wisconsin Avenue | Madison, WI 53703  
608.257.3577 | [bethel@bethel-madison.org](mailto:bethel@bethel-madison.org) | [bethel-madison.org](http://bethel-madison.org)  
Office Hours: Monday-Friday 8:30am-5pm, Saturday 4:30-6:30pm

**Worship Times: Saturday at 5pm; Sunday at 7:30am, 9am, and 10:30am**



# CONGRATULATIONS...

## ON YOUR UPCOMING MARRIAGE

We rejoice with you in your upcoming marriage. All of us involved with weddings at Bethel want to make your wedding and your marriage abundant with blessings.

Generally, we encourage couples to be married in their home congregation. But, if you do not have a church home, we would be honored if we can serve you in this very special way.

A Christian wedding takes place within a service of worship. This means that wedding planning is done with careful and prayerful consideration. The joy of the marriage ceremony is reflected in the prayers, praise, and thanksgiving of those who come together for this special occasion.

We consider the estate of marriage to be a most holy and special bond, and are pleased that we can play a part in this special time for you. This booklet is intended to give you all the information necessary to make your wedding meaningful. You have our assurance that we at Bethel will do all we can to ensure it all flows smoothly. The following information is provided to assist in making your wedding a beautiful and joyful celebration, which will reflect upon the sanctity of the marriage covenant.

Bethel welcomes all people without regard to race, family or economic status, age, disability or sexual orientation.

We look forward to meeting with you both, and assisting in making this an extraordinary and memorable time.



## YOUR WEDDING TEAM



*Laura Ernst*

Wedding Coordinator  
weddings@bethel-madison.org



*Kelly Wichmann*

Wedding Coordinator  
weddings@bethel-madison.org



*Zach Busch*

Minister of Liturgical Worship  
zach@bethel-madison.org

## WHERE TO BEGIN

It is important to begin preparing for your wedding by contacting the church office at 608.257.3577. Dates for weddings can be reserved only through the church office.

### *Meeting the Pastor and Wedding Coordinator*

The wedding coordinator serves as your main resource person for your ceremony at Bethel. He/she will assist in asking and answering the many questions you have concerning your wedding. He/she coordinates with the musicians, will choreograph your rehearsal, and help with the details of the wedding day. About 3-4 months prior to your wedding, you will meet with your coordinator. At that meeting, you will develop worship selections, vows, scripture readings, and your wedding program. The goal is to ensure that your wedding day is as special as possible, having open communication between all involved in the service.

### *The Sanctuary*

The seating area will comfortably accommodate 800. The church is available to you for one hour prior to the wedding time for set-up, preparation and photography. Women may change into their dresses in our bride's room. Men will have a room for their use prior to the wedding but should arrive dressed and ready. After the ceremony, one hour is allowed for photography.

### *Music*

As is true of all worship, we gather to praise God and to invite God to be present to bless and shape the marriage. Everything in the ceremony points towards God – the readings, the sermon and the music. Your wedding, in every sense, will reflect the unique character of you as a couple, your interests, and your commitments all within the context of worship. Begin the process of selecting music by searching for ideas online. If necessary, your musician can help you select music. All music played or sung in the sanctuary from the prelude through the postlude needs to be coordinated and confirmed with your team.

### *Rehearsals*

Rehearsals are scheduled on Fridays at 5pm and 6pm (earlier or later, if the coordinator agrees). In the event of a legal holiday on Friday, rehearsals may be scheduled on Thursday. It is requested that all attendants, ushers, and parents of the couple be present at the rehearsal. The wedding coordinator conducts the rehearsal and is present the day of the wedding. Pastors and organist are not present at the rehearsal.



## *Photographers and Videography*

In order to maintain a worshipful atmosphere, flash photography is not allowed during the wedding service. Formal photos may be taken in the chancel area, either prior to or immediately after the wedding.

Videotaping the service is possible. Videographers may record from the rear of the church or from the balcony. An unmanned video camera on a tripod may be set up on the altar area, and turned on before the ceremony. Prior arrangements should be made with the wedding coordinator to discuss placement of the video equipment. NO photographers or videographers are allowed in or near the altar area during the ceremony. To request the Bethel Media Team to record the wedding, please reserve three months prior to the wedding date.

## *Flowers*

Flowers may be placed on either side of the altar cross and should not cover any portion of it. No flowers are allowed on the altar. It is your responsibility to remove flowers immediately after your wedding. Your florist can arrive to decorate the church one hour before your ceremony and should be finished 30 minutes before the ceremony begins.

## *Pew Bows*

Pew bows must attach to the pews with ribbon, rubber bands, or plastic clips (no tape or wire is allowed). Bethel has a supply of pew hooks. Bows, flowers, greens, or decor must hang from the plastic hooks.

## *Wedding Bulletins*

Bethel has samples of bulletins for your convenience. Bethel does not print wedding bulletins.

## *Candles*

Bethel has two sets of candelabra available for your use. Candelabras may have 7 or 14 candles on each side. Bethel will also provide a unity candle, if one is desired, and side tapers.

## *POSSIBLE SCRIPTURE READINGS*

Here is a short selection of scripture readings for you to consider. Other favorite passages may be used. Please discuss with your pastor.

### *Old Testament Readings*

Genesis 1:26-31  
Genesis 2:18-24  
Genesis 24:48-61  
Ruth 1:16-17  
Song of Solomon 2:10-13  
Song of Solomon 5:16  
Song of Solomon 8:7  
Isaiah 61:10-11  
Isaiah 63:7-9  
Jeremiah 32:38-41  
Jeremiah 33:11  
Psalms: 29, 33, 34, 63, 100, 117, 127, 128, 136, 150  
Hosea 2:19-20

### *General Theme*

*Male and female created by God  
God creates man and woman  
Marriage of Isaac and Rebekah  
Do not press me to leave you  
Love in the spring  
What my lover is like  
Unquenchable love  
I will greatly rejoice in the Lord  
The steadfast love of God  
God's faithfulness  
The voice ... of gladness  
And I will take you for my wife forever*

### *New Testament Readings*

Romans 1:1-2  
I Corinthians 7:1-7  
I Corinthians 12:31-13:13  
Ephesians 5:21-33  
Colossians 3:12-17  
Philippians 2:5-11  
I John 3:16; 4:7-19

### *General Theme*

*A living offering  
Marital duties of husband and wife  
The song of God's love  
Marriage and the church  
Live in love and thanksgiving  
Attitudes to build a marriage  
Teaching on love*

### *The Gospels*

Matthew 19:4-6  
John 2:1-10  
John 15:9-12  
John 17:22-23

### *General Theme*

*Faithfulness in marriage  
The wedding at Cana  
Love one another  
Christ's prayer for love and unity*



## SAMPLE WEDDING VOWS

Here is a selection of different vows for you to consider for your ceremony:

- *Vow One*

I, N., take you, N., to be my husband/wife/partner/beloved/spouse, and do in the presence of God and before this congregation, promise and covenant to be a loving and faithful husband/wife/partner/beloved spouse to you, so long as we both shall live.

- *Vow Two*

I, N., take you, N., to be my husband/wife/partner/beloved/spouse, to have and to hold from this day forward, for better, for worse; for richer, for poorer, in sickness and in health; to love and to cherish, so long as we both shall live.



- *Vow Three*

N., the Scripture tells us to love God with all our heart, soul, strength and mind. Today, as I become your husband/wife/partner/beloved/spouse, I make this covenant to so love God, and to so love you. With all my heart I love you, with all that is in my soul I love you, with all my strength and energy I will love you, and with all the powers of my mind I will love you. Always and only will I love you, as long as we both shall live.

- *Vow Four*

In the name of God, I, N., take you, N., to be my husband/wife/partner/beloved/spouse. I offer you my strength and my support; I pledge my loyalty and faith; I offer my hope. I will trust, respect and encourage you; I give you my love in all the circumstances of life, as long as we both shall live.

- *Vow Five*

I take you, to be my husband/wife/partner/beloved/spouse and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God; through the best and the worst of what is to come until death parts us.

## GENERAL POLICIES

### *Communion*

If Holy Communion is celebrated, everyone, not just the wedding party, is invited to participate. Your pastor will assist you in planning this part of worship.

### *Parking*

As parking is limited at Bethel, parking is not available after the wedding rehearsal or wedding. Guests must move their vehicles out of the Bethel lot after the wedding.

### *Clean-up*

Please assign someone who is not a member of the wedding party, to remove all personal possessions from the bride's room (and the area the men will be using), prior to the start of the wedding ceremony. Bethel is located in a busy downtown area and is not responsible for items left unattended.

### *Availability*

Weddings are scheduled Saturdays at 12:30pm or 3:30pm. Additionally, some Fridays and Sundays, starting at 3pm, plus a few other times may be available.

### *Specific Items*

- **Alcoholic beverages are not permitted** in the church building or on the church grounds
- **Smoking is not allowed** inside the church building
- **Rice, bird seed, rose petals, or confetti is not to be thrown** either inside or outside the church building
- **Silk rose petals are acceptable** during the ceremony. Please have someone collect petals after the ceremony.
- **Aisle runners are not permitted** for use in the church building



## *Member Fees*

Use of Sanctuary	No Charge
Use of Chapel	No Charge
Pastor	\$250
Organist	\$400
Wedding Coordinator	\$250
Custodian	\$75
Supplies	\$75
Bethel Media-DVD (optional)	\$695

## *Non-Member Fees*

The fixed price for non-members is \$1,800. The fee includes:

The sanctuary, bride's room, and men's gathering room

The use of the Church Pastor

Organist

Wedding Coordinator

Custodian

Supplies

- Pre-marital visits & materials
- Unity candle
- Candelabra candles

We require a deposit of \$500 at the time the church is reserved (\$400 of the deposit is refundable if the wedding is canceled more than 6 months prior to the wedding date). The balance is due three weeks prior to the wedding.

The wedding cannot be considered scheduled until the \$500 deposit is made. The wedding will be cleared to proceed when full payment is made, prior to the rehearsal.

## *Our Approach*

Both Bethel member and non-member weddings are welcome. A minister of Bethel will officiate at the wedding service. Requests for other clergy to participate in the wedding service should be made to the Bethel pastor officiating at your wedding. The organist is provided by Bethel.

## *SERVICE OUTLINE AND LICENSE*

### *Christian Order of Service for Marriage*

At Bethel, we offer a Christian service in which the wedding vows are made in a context of worship, prayer and thanksgiving. A typical service includes:

- Processional
- Welcome
- Declaration of Intention
- Greeting
- Prayer of the Day
- The Scripture Readings
- Sermon
- The Charge
- The Vows and Giving of Rings
- Acclamation of Marriage
- Lighting of the Unity Candle (if desired)
- Marriage Blessing
- Prayers, The Lord's Prayer
- Holy Communion (if desired)
- Blessing
- Introduction of Couple
- Recessional

This is a basic outline of a wedding ceremony, and each couple is invited to work with the pastor(s) to personalize their service with music, hymns, readings, and other components.

### *License*

The Marriage License is issued in the Dane County Clerk's Office, 210 Martin Luther King, Jr. Blvd. in Madison. Monday-Friday from 8am-4pm. Phone: 608.266.4452.

Application must be made **at least six full calendar days** before the license

is issued. If your wedding is on Saturday, you will need to obtain the license the prior week. You may then use your license within the next 30 days following the date of application. Your marriage license should be brought to the church the day of the wedding and given to the wedding coordinator. The pastor will then sign the license and it will be mailed to the state recorder's office by the church.

