

Wedding Preparation at *Grace Episcopal Church*

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Procedure for Reserving a Wedding Date at Grace Church

1. Couples interested in reserving Grace Church for a wedding should begin by calling or emailing the church office.
2. The staff will check the date on the church calendar and give the prospective wedding couple the contact information for the Wedding Coordinator.
3. The Wedding Coordinator will make initial contact with the couple via email or over the phone to go over preliminary information and to answer questions.
4. If the couple decides they are interested in getting married at Grace, a meeting will be scheduled with the Wedding Coordinator to give the bride and groom a tour of the facility and a copy of the Wedding Handbook. At this meeting, additional questions are addressed and more detailed information and guidelines for getting married at Grace are provided.
5. In order to confirm a wedding date and time, the completed and signed Wedding Reservation Form, along with a \$375 (Grace Church member)/\$625 (non-member) deposit check, must be submitted to the church office.
6. The couple should schedule a meeting with one of the priests at Grace if they are having an Episcopal wedding. If they are renting the facility and plan on using their own priest, minister or justice of the peace, they should check on the availability of their Officiant before scheduling a wedding date at Grace Church.

Please note: Weddings are not scheduled at Grace Church on Sundays, the weekend after Ash Wednesday, the weekend of Palm Sunday through Easter Day, or Thanksgiving through Christmas Day.

Fees and Payments

Fees:

The fee for having a wedding at Grace Church depends on the couple's relationship to Grace Church. The required services of the Wedding Coordinator and the Church Sexton (custodial services) are included in this fee.

Member of Grace Episcopal Church	\$625
Member of other Madison Episcopal Church	\$825
Member of other Episcopal Church	\$1,125
Non-Episcopalian	\$1,625

Additional Services Provided

Other services are available for an additional fee.

Priest, Minister or Justice of the Peace	To be discussed with Officiant
Organist from Grace Church	\$200
Wedding aisle runner (rental, cleaning & delivery)	\$150

Use of Guild Hall and Kitchen

Grace Church member - No fee, but requires a separate rental reservation form

Non-member - Requires a separate rental reservation form and fee

Deposits:

Reservation Fee

A **\$250 (Grace Church member)/\$500 (Non-member) reservation fee** will be submitted with the Wedding Reservation Form when reserving the wedding date. If the couple does not have the deposit available, they will have up to 10 business days to submit the check. If after 10 business days the deposit has not been received, the wedding reservation will be removed from the Grace Church calendar. Once the couple turns in their reservation form and fee and begins using the services of the Wedding Coordinator, the reservation fee is **not refundable**, even if the couple decides not to be married at Grace Church.

Damage Deposit

An additional **\$125 damage deposit** is required when submitting the Wedding Reservation. The damage deposit will be returned after the wedding if there is no damage to the facility or equipment caused by the florist, photographer, videographer, wedding party or guests. Additional charges may be incurred if the cost to repair the damage is more than \$125 and an itemized bill will be submitted to the wedding party for reimbursement. The damage deposit will be refunded if there is a cancellation before the wedding day.

Please make the check payable to *Grace Church*. The total due is \$375 (\$250 + \$125) for Grace Church members and \$625 (\$500 + \$125) for non-members.

Final Payment:

The balance of all fees must be paid two week prior to the wedding. The wedding ceremony will not begin until all fees are paid in full. If no additional services were requested, the balance due is:

Member of Grace Episcopal Church	\$375
Member of other Madison Episcopal Church	\$325
Member of other Episcopal Church	\$625
Non-Episcopalian	\$1,125

Fees for additional Grace services, such as the use of the aisle runner, should be added to the listed amounts. Please make the check payable to *Grace Church*. If there is no damage to the facility, a refund check for the \$125 damage deposit will be issued within 20 days after the wedding.

Payment for the services of an Officiant or organist should be made directly to the provider and not to Grace Church.

Services and facilities included in the fee:

The comprehensive fee to get married at Grace Episcopal Church includes the following services and facilities:

1. Use of the sanctuary for a 1-hour wedding rehearsal.
2. Use of the sanctuary and other designated areas for a 3½-hour time slot on the wedding day.
3. Grace Church Wedding Coordinator fee (see description below of services provided)

4. Church sexton to provide custodial services before and after the wedding and limited security on the wedding day.
5. Use of the sound system for Officiant and readers.
6. 12 pew candelabras and candles if requested.
7. Two different styles of flower stands.
8. Changing the seasonal Bible markers and pulpit fall to the white wedding set if requested.
9. Use of wedding kneeler pillows if requested.
10. Use of Grace Church hand fans for summer weddings.

Definition of Episcopalian and Non-Episcopalian:

To be considered a Member of Grace Episcopal Church you must meet the criteria listed below:

1. Bride, groom, their parents or grandparents are registered members of the parish and regularly worship at Grace Church.
2. A pledging member of the congregation that gives financial support to Grace Church.
3. A member who actively participates in the life of the Church, volunteering time and talents.
4. The couple is in the process of joining Grace Church as active members, as defined above, and has already been attending Grace Church on a regular basis with the intent to remain a member of Grace Church after the wedding.
5. At least one party must be a baptized Christian.

An Episcopalian who is requesting the use of the Grace Church:

An active member of another Anglican Church using the criteria listed above for members of Grace Church.

Please note: These conditions do not automatically insure a wedding at Grace Episcopal Church. No presumption should be made until after meeting with one of the clergy.

A Non-Episcopalian is defined as:

A couple interested in renting the church facility that does not fulfill the criteria listed above. The couple will provide their own minister or justice of the peace to perform the ceremony at Grace Church.

Rules and Guidelines for Using the Church Facilities:

Sanctuary and Side Chapel:

1. The sanctuary has a seating capacity of 350.
2. The small chapel to the right of the sanctuary seats a maximum of 20.
3. There are 38 rows of pews in the sanctuary.
4. The sanctuary and chapel are not air-conditioned. In the summer, the church fans may be used in the side aisles. There are also handheld fans available for guests to use.
5. No food, drink, or smoking is allowed in the sanctuary.
6. The oriental carpet in front of the altar may not be removed.
7. The communion rails may not be moved.
8. The lectern eagle may not be moved.
9. Furniture may not be moved, with the exception of the choir chairs in the nave, which can be pushed back by the wedding coordinator.
10. The pews in the side chapel may not be moved.
11. The church property must be left in the condition in which it was found.

Scheduling a Wedding Time:

Grace has two 3 1/2-hour time blocks available for weddings on Saturdays 11:30–3:00 p.m. and 4:00–7:30 p.m. When reserving a time block, you must be in and out of the building during that time, but you are not required to use the whole time. The hour between each time block is reserved for the Wedding Coordinator to do general housekeeping between weddings to put the sanctuary back in order; therefore the time block cannot be extended. (If you would like to reserve the sanctuary for a longer period of time you may rent two consecutive time blocks at the regular price.) Weddings during the week can be scheduled if the building is available. The time slot for a Friday wedding will be worked out with the Wedding Coordinator.

Couples choosing a wedding date on a Saturday between the last Saturday of April and the first week of November should take into consideration that the Madison Farmers' Market is located on the Square across the street from 6:00 a.m. to 2:00 p.m. But most vendors are beginning to pack up by 1:00 as the crowd begins to wane. Although the farmers' market will not interfere with your wedding, parking for your guests could be inconvenient. Therefore couples might consider scheduling the ceremony at 1:00 p.m. or later to avoid potential parking issues. This also gives the wedding party an opportunity to take pictures after the wedding on the Capitol grounds without the congestion of market shoppers.

Wedding Officiant:

For Episcopalians

The clergy of Grace Church will officiate the weddings of Grace members. Couple from another local Episcopal Church in Madison may use their own priest to officiate the service. If the couple desires a minister of another denomination, he or she may assist with prior approval of the clergy of Grace Church.

The order of the wedding ceremony will be co-created by the couple and the priest, using the liturgy of the Episcopal marriage ceremony found in *The Book of Common Prayer*. A form called "The Grace Episcopal Church Wedding Worksheet" includes the words from the wedding ceremony for you to read. This worksheet will help you make decisions about personalizing the service. A list of appropriate scripture readings is included as well. A copy of the wedding worksheet should be provided to the Wedding Coordinator before the rehearsal.

Each couple will be required to receive marriage counseling before the wedding by either the priest or a marriage counselor. If the couple chooses a marriage counselor, they will be asked to waive the right to confidentiality, so the counselor may speak with the priest.

For Non-Episcopalians

Other ministers or justice of the peace may officiate weddings of non-members renting the church facility. Those officiating the service may dress in the sacristy or the chapel before the wedding. The Wedding Coordinator has a list of names of people available to conduct your ceremony, if help is needed in finding someone to officiate. If you need help with designing a ceremony, the Wedding Coordinator has sample ceremonies she can share with you. And if you are interested in pre-marital counseling, the Wedding Coordinator has more information.

Grace Church Wedding Coordinator:

We have found that it is helpful to both your wedding party and to Grace Church, if there is a Wedding Coordinator. The job of the Wedding Coordinator is to answer all wedding inquiries and

questions via phone calls, emails and/or appointments set up with her. She will meet with the prospective wedding couple to give them a tour of the facility, showing them what rooms are available to use, and go over this wedding packet of information with them. She will keep track of each wedding couple and will make sure all forms are filled out and fees are paid before the wedding day. She is available to help the couple coordinate the details of the ceremony leading up to the wedding day. The Wedding Coordinator will be on site to open the doors and prepare the building for use during the wedding rehearsal and the ceremony. She will assist the Officiant and will help orchestrate the flow of the rehearsal and will be available for any questions or support needed by the wedding party during the rehearsal or wedding day. On the wedding day she is available to troubleshoot any problems that might arise for the wedding party or guests and will help make sure the ceremony run as smoothly as possible. After the wedding, she will walk through the building to make sure the facility has been picked up by the wedding party and will determine if the security deposit will be returned to the bridal couple. All wedding parties getting married at Grace Church *MUST* use the Grace Church Wedding Coordinator.

Rehearsal:

A Saturday wedding typically schedules the rehearsal on the Friday evening before the scheduled wedding date. The three allotted times for rehearsals are from 4:00--5:00 pm, 6:00--7:00 pm, or 8:00--9:00 pm. You will be asked to select and prioritize two different time slots on the Wedding Reservation Form. The rehearsal time will be determined on a first come, first serve basis. There may be instances, such as a Friday wedding or other conflicting Friday events, where you may be asked to have your rehearsal outside of these times. (The Wedding Coordinator will then schedule your rehearsal individually.) The Wedding Coordinator will make the final decision and will confirm the time with you once she knows it.

During the rehearsal, details of the wedding are reviewed and practiced. The rehearsal is to be attended by the Officiant, bride and groom, members of the wedding party, ushers, parents of the bride and groom (grandparents are optional), readers, organist or musicians (optional), Wedding Coordinator and anyone else with a specific role in the service. The rehearsal will take approximately one hour; therefore it is important that your wedding party arrive on time so we can stay within the time allotted for the rehearsal.

Wedding License:

A valid marriage license, issued within the state of Wisconsin, and acceptable for use in Dane County, will be brought to the rehearsal or ceremony and given to the Officiate to complete. The license is not valid and you are not legally married until the Officiant and witnesses have signed it and the Officiant has mailed it.

For information on marriage license, for those living in Dane County, call 608-266-4452. The office for a marriage license is located at the County Clerk's Office, City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI. Their office is closed on Saturdays and Sundays.

Dressing Rooms:

Dressing rooms are provided for the bride, groom and their attendants in the Sunday school classrooms and choir room found in the undercroft/lower level of the sanctuary. We encourage the bride and her attendants to arrive at the church "ready", except for gowns. The groomsmen are encouraged to arrive dressed in wedding apparel. Dressing rooms must be cleared of clothing and personal items immediately following the wedding.

Nursery:

The nursery is available for the wedding party and/or guests to use for babies and small children during the wedding, but must be cleaned up immediately following the ceremony. All dirty diapers must be properly disposed of in the bathroom wastebasket. If the toys are not picked up and the room not put back into its original condition, this will automatically forfeit the damage deposit.

Security:

For your security and ours, only the doors approved by the Wedding Coordinator are to be used by your group. This will protect your personal property. Encourage your wedding party to keep valuables (purses, gifts, cameras, etc.) with them, give them to someone in your party for safekeeping, or the Wedding Coordinator can also lock the Sunday School classroom and choir room before the wedding for you. The church sexton will provide limited security during the ceremony. The church is not responsible or liable for personal items such as gifts, dresses, wraps, purses, cameras, and other personal property brought to the church and left unattended.

Food and Beverage:

If a couple chooses to bring food and drinks, such as water bottles, sandwiches or snacks, for their wedding party, it must be cleaned up before the wedding party leaves. All food and drinks *must remain* in the Sunday school classrooms and choir room.

Clean Up and Maintenance:

It is the couple's responsibility to restore the church facility back to its original state after the wedding is over. Take all of your belongings with you when you leave. Dispose of any containers, hangers, flower boxes etc. A double-check of the church and all areas used is always a good idea. It is helpful to assign this task to a friend or family member. Any extra clean up needed after your wedding party leaves will be taken from your damage deposit. The Wedding Coordinator determines and has final say on what she considers excessive or additional cleaning needed.

Wedding Party Rules:

1. All scheduled meetings, rehearsal and wedding service should begin promptly on time.
2. Alcoholic beverages and illegal substances are forbidden anywhere on the premise.
3. The ceremony will be postponed if the bride or groom is under the influence of drugs or alcohol.
4. Members of the wedding party will conduct themselves at all times in a manner acceptable to a place of worship. If anyone in the wedding party is under the influence of drugs or alcohol, they will be asked to sit down and will not participate in the ceremony. It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party.
5. Smoking is not allowed anywhere on the premise. Please advise all members of the wedding party and your guests of this policy.

Music:

It is appropriate to include instrumental and/or vocal music as part of the wedding. Grace Church does not provide soloists or instrumentalists, although the Wedding Coordinator does have a list of recommended vocalists and musicians she has worked with at previous weddings. It is the couple's responsibility to contact the organist, vocalist and any other musicians whom you wish to play or sing at your wedding.

Bulletins:

It is helpful, but not necessary, to have bulletins printed to inform people of the order of the service and the names of the participants in the wedding. Printing bulletins are the responsibility of the wedding party.

If you are an Episcopalian, a form called “The Grace Episcopal Church Wedding Worksheet” will be provided to help in personalizing the details of the marriage ceremony found in *The Book of Common Prayer*. However before the final draft of the bulletin is printed, please show it to the clergy for their editorial approval.

Decorations:

Florists and Rental Equipment

Arrangements for flowers are the responsibility of the wedding party. The couple is responsible for coordinating the delivery of the flowers arrangements and the scheduled time needed for set up with the Wedding Coordinator.

The florist or wedding party is expected to remove all decorations and equipment promptly following the wedding. No equipment may be left at the church. It is the family’s responsibility to take them home with them if the florist or rental company is unable to pick them up after the wedding. Leaving rental equipment at the church will forfeit the \$125 damage deposit.

If you need help with a recommendation the Wedding Coordinator has names of florists she has worked with at previous weddings.

Hanging Decorations

No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on the walls, floor, frontal screen, pews or any furnishings in accordance with policies for the preservation and maintenance of a historical landmark. Any damage must be corrected at the expense of those decorating to the satisfaction of the proper representative of the church. The most common method of attaching flowers to the pew candles is to use “pipe cleaners”. They hold the flowers securely, and make it easy to attach and remove the flowers. The pipe cleaner can be covered up with a bow or ribbon. If there are any questions regarding what is appropriate for hanging decorations, the Wedding Coordinator should be consulted.

Placement of Flowers

Flowers may be place behind or in front of the altar, on the steps leading up to the chancel, on the pews, any area in the back of the church or in the flower urn in the courtyard. Flowers may not be put on the crosses, altar or any religious images. We encourage you to keep the decorations simple. The church has much beauty and charm as it is.

If the couple plans on bringing the altar flowers to the reception, the wedding party will provide their own flower vases. We have two (2) round flower stands/pedestals available for use. If the couple would like to leave the altar arrangement for the church service on Sunday, we will loan them the church’s liner for the flower urn that sits behind the altar and will acknowledge the bouquet in the church bulletin. (For example: The flowers on the altar are given in celebration of the marriage of Mary and Joseph Carpenter.) The wedding couple may pick up the liner from the Wedding Coordinator up to two weeks before the wedding.

Candles

The church will supply candles for the altar and pew candelabras, but the wedding couple will provide the Unity Candle, two side tapers and their holders, if included in the ceremony.

The candlesticks on the altar may not be removed. All candles must be snuffed out after the service. The florist or wedding party is responsible for cleaning any wax from the floor, oriental carpet or furniture that may have resulted from wedding decorations that do not belong to the church. We encourage you to bring something (such as wax paper, paper towel or a cloth) to be placed under the Unity candle to prevent wax spillage on the altar cloth. Candle wax not cleaned up will automatically forfeit the damage deposit.

Altar Linens and Vestments:

The altar linens may not be replaced or removed. If something, such as candle wax or wine, is spilled on the altar cloth, the Altar Guild will charge a \$25 cleaning fee, which will be taken out of the damage deposit. Seasonal vestments, such as the Bible markers and pulpit falls, may not be removed. Only the white wedding set may replace the current seasonal set and needs to be requested by the wedding rehearsal.

Rice, Birdseed, Glitter, Flower Petals and Confetti:

Rice, birdseed, glitter, real flower petals and confetti may not be used in and around the church. Rice, birdseed and flower petals are slippery and could cause people to fall. Confetti, glitter and other messy materials are difficult to clean up. Ushers are asked to inform guests of this policy should they see guests distributing materials to be thrown. Releasing balloons is also prohibited for environmental reasons. A flower girl may drop artificial flower petals down the center aisle. Outside the church you may blow bubble, light sparklers, release butterflies or doves, or anything else that has been pre-approved by the Wedding Coordinator ahead of time. The couple can request the wedding coordinator to ring the tower bells following the ceremony.

Aisle Runner:

Grace Church has a beautiful heavy linen aisle runner. If a couple requests the use of the aisle runner, an additional \$150 will be charged to rent and get the aisle runner cleaned and delivered after the wedding.

Welcome Table:

The Wedding Coordinator will make sure that the overall appearance of the church is in order. She will remove the literature on the welcome table at the back of the church. This table may be used for flower arrangements, gifts, bulletins, hand fans, and signing the guest book.

Photography:

Photographs may be taken before and after the ceremony. The church will be open before the service is scheduled, but the wedding party should finish taking formal pictures in the sanctuary at least 30 minutes before the ceremony begins.

The best place to photograph a wedding at Grace Church is in the back of the church, along the side aisles, and up front along the side of the chancel. The rules are that the photographer may move around and take pictures anywhere in the sanctuary, but are not allowed to interfere with the ceremony and should remain unobtrusive. Please check with the Officiant who will be conducting the service for their personal guidelines on flash photography.

If you need help with a recommendation the Wedding Coordinator has names of photographers she has worked with at previous weddings.

Sound System:

The use of the sound system is included in the wedding fee. Two portable microphones may be borrowed from the church, but should be left on the altar or given to the Wedding Coordinator when the visiting Officiant is finished using it after the service. If you would like a CD to be played at the ceremony, it is helpful to have someone assigned as the “button pusher”. The Wedding Coordinator will show him/her how to operate the sound equipment.

Handicap Accessibility:

Grace Church is handicap accessible on West Washington Avenue through the courtyard and up an elevator to the sanctuary. A section of a front pew has been removed to accommodate a wheelchair.

Parking:

Parking for your wedding is available on West Washington Avenue, around the Capital Square, side streets and in two ramps a couple of blocks from Grace Church. The two closest ramps are the Overture Center Garage, located at 300 W. Mifflin and the Capitol Square South Ramp, located on South Fairchild Street between West Main and West Doty Streets.

To reserve parking for your wedding party, family members or special guests, you may request meter bags for the West Washington Ave. meters from the Madison Transportation Department. Call the Department of Transportation at 266-4761 before picking up the six free bags at 215 Martin Luther King Jr. Blvd., Room 120. It is the couple’s responsibility to pick up the bags and bag the meters. It is helpful to bring the bags to the rehearsal and then bag the meters after 6:00 p.m. so that the parking stalls will be reserved and available the next day for the wedding.

Housekeeping:

The members of the wedding party and guests are responsible for seeing that all rooms used in the church facility are left in clean and orderly condition.

Cancellation:

In the unfortunate event of a cancellation, the \$125 damage deposit will be returned. The \$250 (Grace Church member)/\$500 (non-member) reservation fee is non-refundable once a couple begins the process of reserving Grace Church for their wedding.

Questions:

If you have further questions or would like to set up an appointment for a tour, please contact Pat Werk, the Grace Church Wedding Coordinator, at patwerk@frontier.com or 608.213.7558.

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