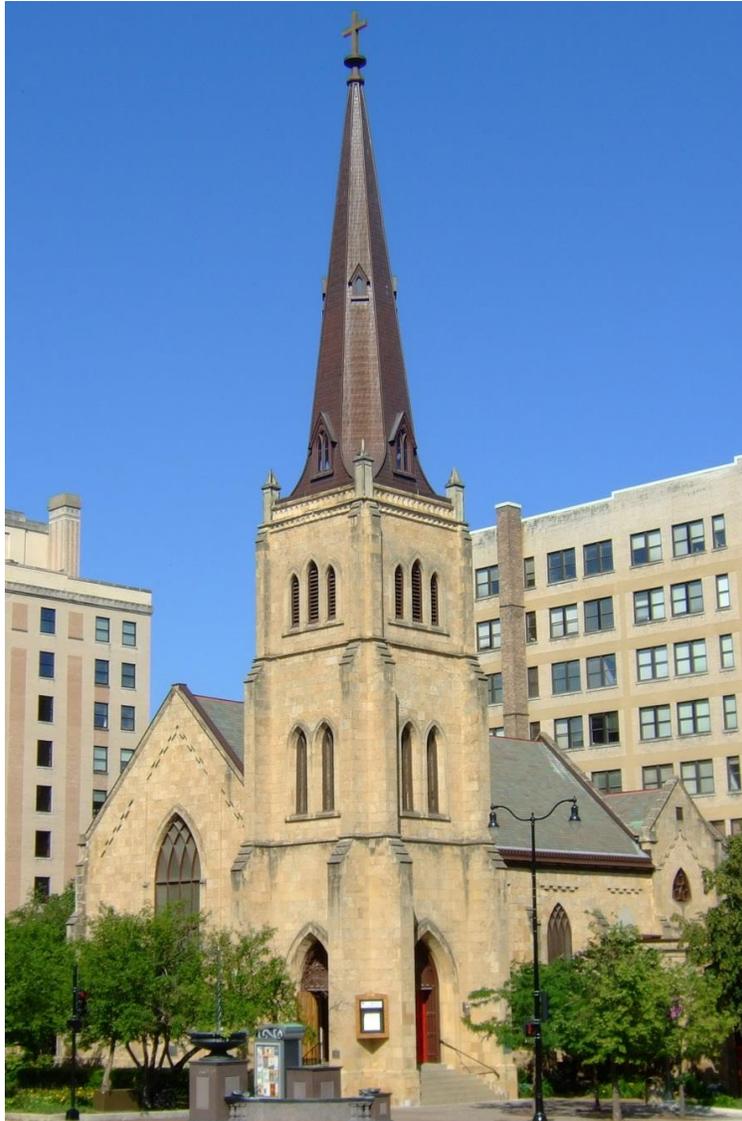


Grace Episcopal Church

Wedding Handbook

*Information and Guidelines for
Prospective Wedding Couples*



A Historic Church on the Capitol Square since 1838.

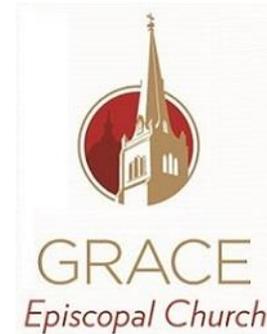
Grace Episcopal Church
116 W. Washington Avenue, Madison, WI 53703
(608) 255-5147 www.gracechurchmadison.org

Table of Content

Introduction	3
Steps for Reserving Your Wedding Date	4
About the Church Building	5
Our Heritage	5
Sanctuary	5
Chapel	5
Dressing Rooms	6
Nursery	6
Parking	6
Scheduling Your Wedding	7
Ceremony Time Block	7
Scheduling Your Rehearsal	7
Wedding Fees	8
Fee Structure	8
Explanation: <i>Episcopalian or Non-Episcopalian?</i>	8
Initial Payment	9
Reservation Fee	9
Final Payment	9
Damage Deposit	9
Remaining Balance	9
Assistance Provided	10
The Wedding Coordinator	10
The Wedding Facilities Assistant	10
Choosing an Officiant	10
For Non-Episcopalians	10
For Episcopalians	11
The Marriage License	11
Decorations	11
Candles	11
Placement of Flowers	12
Altar Floral Arrangement	12
Florists and Rental Equipment	13
Aisle Runner & Flower Petals	13
Hanging and Other Decorations	13
Altar Linen and Vestments	13
Welcome Table	13
Additional Guidelines and Information	13
Photography & Videography	13
Music	14
Sound System	14
Handicap Accessibility	14
Programs	14
Grand Exit	15
Security	15
Proper Decorum	15
Final Departure	16
Additional Questions	16
Photography Used in Wedding Handbook	16

Introduction:

A letter from the Grace Episcopal Church Wedding Coordinator



Dear Wedding Couple,

I want to congratulate you on your engagement and upcoming marriage and thank you for your interest in getting married at Grace Episcopal Church. I hope this wedding handbook will be a helpful resource in planning your wedding. Situated on the Capitol Square, Grace Episcopal Church is at the heart of downtown Madison. Grace is just steps from Lake Monona, the Monona Terrace, Overture Center for the Arts, State Street, the University of Wisconsin, as well as numerous restaurants, hotels, and reception venues. Our central location, historical features and English-style courtyard garden provides the perfect photo opportunities to capture the essence of your downtown Madison wedding.



As the Grace Church Wedding Coordinator, my role is to help couples plan the details leading up to your ceremony. I will respond to all initial wedding inquiries, schedule a time for you to tour the church, answer any questions, and provide a directory of helpful resources in planning your wedding. Either myself or an alternate wedding coordinator is on-site during the rehearsal and on the wedding day to help orchestrate the flow of the day, provide support to your wedding party and guests, troubleshoot any issues that might arise in order to ensure your ceremony runs as smoothly as possible.

I delight in assisting wedding couples celebrate one of life's greatest moments. So please don't hesitate to contact me with any questions you might have about getting married at Grace Church.

With best wishes,

Pat Werk
Grace Episcopal Church Wedding Coordinator
togracechurchwedding@gmail.com
(608) 213-7558

GRACE EPISCOPAL CHURCH
116 West Washington Ave.
Madison, WI 53703
(608) 255-5147
www.gracechurchmadison.org
Facebook: Grace Church Madison Wedding

Steps for Reserving Your Wedding Date

1. Read this Wedding Handbook for a comprehensive understanding of having a wedding ceremony at Grace Church.

2. Contact the Grace Church Wedding Coordinator, Pat Werk, at (608) 213-7558 or togracechurchwedding@gmail.com to see if your prospective wedding date is available. Or you may check the church wedding calendar on your own at www.gracechurchmadison.org under Life Events, click on Marriage, and then the [Grace Church Wedding Calendar](#).

Please note: Weddings are not scheduled at Grace the week between Palm Sunday and Easter (Holy Week) or the week before Christmas Day.

3. Set a date with the Wedding Coordinator for a tour of the church facility. At this meeting, additional questions can be addressed and more detailed information and guidelines for getting married at the church are provided.

IMPORTANT NOTE for Episcopal couples: Couples in which one or both are members of Grace, or another Episcopal/Anglican church, are not required to contract with our Rector to perform the *Celebration and Blessing of a Marriage* at Grace Church. However, protocol and courtesy do require the couple contact our current Rector, The Reverend Dr. D. Jonathan Grieser at (608) 255-5147 ext. 21 or togracechurchrector@gmail.com, to inform him of their intention and explain their request for an alternate officiant, before talking to their hometown or other Episcopal priest about officiating their ceremony at Grace.

4. Complete the **Grace Church Wedding Application** (found on the Grace Church website under *Life Events-Marriage*) and mail it, along with the required **\$500 deposit** (see pages 8 and 9) to the Wedding Coordinator. Please note that your wedding date is not officially reserved until the Wedding Coordinator receives both the application and deposit and she approves the date and time block requested. The Wedding Application is your contract with Grace for reserving your wedding date, so remember to make a photocopy of the completed form before mailing the original to the Wedding Coordinator.



About the Church Building

Our Heritage

On Saturday, July 28, 1838, The Right Reverend Jackson Kemper, Missionary Bishop of the Northwest, with two traveling companions arrived in Madison, Wisconsin. With more mosquitoes than houses, this "city of four lakes" was on the verge of becoming the capital of the Territory.



What began with services in a roughly built storefront quickly resulted in the construction of a small chapel and in September 1855, one year before the city of Madison was granted a charter, the ground was broken on the West Washington corner of the Capitol Square for a gothic sandstone structure to be named Grace Episcopal Church.

On Sunday, February 14, 1858, worshipers gathered for the first time in the newly built place of worship. Over the years, many of the most prominent families in Madison and Wisconsin have called Grace home, and Presidents Grover Cleveland and Harry Truman worshiped here. The deep faith of those early generations left a legacy that is symbolized in works of art like the Baptistry Window designed by Louis Comfort Tiffany and our long tradition of outreach in the community and the world.

By the time American artist Georgia O'Keeffe was baptized at Grace on August 31, 1888, Grace was a well-established parish. Today Grace is home to congregants from all religious backgrounds who have found a spiritual home in The Episcopal Church and this historic place of worship.

Sanctuary

The sanctuary is the central place of worship on Sundays and is used for most wedding ceremonies. It has a capacity to hold up to 325 people, but is intimate enough if your guest list is as small as 100. The sanctuary is air-conditioned. If requested, choir chairs and kneelers may be pushed back to allow more open space in the chancel area around the main altar. Other furniture, such as communion rails and eagle lectern, must remain as positioned for worship. Only water bottles are allowed in this space, i.e. no other food or beverage.

Chapel

The side chapel to the right of the sanctuary has a maximum seating capacity of 20 and is available for smaller, more intimate weddings. The Carroll Street entrance is then used for the arrival and departure of the wedding party and guests. The votive stand, baptismal font, and oriental carpet in front of the chapel altar must remain as positioned. As in the nave, only water bottles are allowed in this space.



Dressing Rooms

Two pre-selected dressing rooms, with two full-length mirrors in each room, are included in the comprehensive wedding fee. A classroom and choir room, found in the undercroft/lower level of the sanctuary, is provided for the wedding couple and their attendants. We encourage the wedding couple and their wedding party to arrive at the church already dressed, although the bride may certainly choose the option of bringing her dress to the church for final preparations. Depending on the timing of the ceremony, food and beverages (NO ALCOHOL) may be brought to the dressing rooms. We do request that any clothing, food, and personal items are packed up prior to the start of the ceremony in order for the rooms to be cleared immediately following the ceremony.

Nursery

If requested, the nursery room can be opened for the wedding party and/or guests to use for babies and small children prior to and during the wedding, although there will not be an attendant on duty, except through prior arrangement. An intercom can be turned on inside the room for adults to follow the ceremony happening overhead. We request that the room be left in the same condition in which it was found, and that soiled diapers be placed in a plastic bag and properly deposited in the waste container. A fee may be deducted from the damage deposit if additional cleaning is required in preparation for Sunday services.

Parking

Although Grace does not have a parking lot, streets and parking ramps around the Capitol Square are plentiful. Parking for wedding guests is available on West Washington Avenue, around the Capital Square, side streets and in two ramps a few blocks from Grace Church, namely the Overture Center ramp, located at 300 W. Mifflin, and the Capitol Square South Ramp, located on South Fairchild Street between West Main and West Doty Streets.



The **Department of Transportation** will also allow you to reserve up to six (6) metered parking spaces along West Washington Avenue at no charge. Use these spaces to reserve parking for your key vendors (e.g. photographer, videographer, musicians, wedding planner), guests with mobility issues, transporters of the wedding party, and/or other family members. To reserve these signs, contact the DOT at **(608) 266-4761** one to two weeks prior to the wedding. The DOT will place labels on official green signs that indicate the *date and time* the spaces are to be reserved, along with the names of

the couple. In order to ensure those six spaces are open for you, the time slot should begin AT LEAST 30 MINUTES BEFORE you expect to arrive at the church, and continue through the time of your last departure. It is the couple's responsibility to pick up the three signs from the City Office (215 Martin Luther King Jr. Blvd., Room 100). They can be attached to the three double meters on the church side of West Washington as early as the evening before the wedding, e.g. after the rehearsal, using zip ties provided by the DOT. The Facilities Assistant will remove them at departure.

To ensure those parking spaces are used as the couple wish the **Wedding Coordinator** will supply a “dashboard” card to be placed inside any vehicle that has been designated to take one of the six reserved spaces. A list of those assigned to those reserved spaces should be given to the Wedding Coordinator no later than the rehearsal. NOTE: Two spaces in the alley are available for your officiant (second “clergy” sign) and musician.

Scheduling Your Wedding

Ceremony Time Block

Only one wedding is scheduled at Grace per day, and the rental fee covers up to a 3.5-hour time block, which is usually sufficient for pre-ceremony preparations and photography, ceremony, receiving line, and post-ceremony photography. Couples may reserve their choice of hours in consultation with the Wedding Coordinator. Once the reservation has been made, any changes to the requested time slot must be pre-approved by the Wedding Coordinator to ensure it doesn't conflict with another activity scheduled at the church on the same day.

If a couple would like to use the church beyond their 3.5-hour time block, they may rent the church facility at a rate of \$125.00 per additional half hour. If a wedding runs over the allotted time, the couple will be responsible for paying for additional time used, and this fee may be deducted from their damage deposit. No wedding party, vendors, or guests are permitted in the building outside of the reserved time block, without special arrangement by the Wedding Coordinator.



Scheduling Your Rehearsal

Rehearsals generally take one hour and consist of a ceremony run through, recessional practice, processional practice, and a repeat of the recessional and processional, followed by questions.

Ideally, the rehearsal should be attended by the wedding couple, all members of the wedding party, officiant, parents of the wedding couple (grandparents are optional), readers, greeters, ushers, musicians (optional), and anyone else with a specific role in the ceremony itself. This allows directions to be given to all participants in a more relaxed setting and readers have the opportunity to use the sound system to gauge tone, speed, and volume.

PLEASE NOTE: *In order to stay on schedule, it is very important that your wedding party arrive at least five minutes prior to the allotted time and for all to depart promptly after the rehearsal.*

The rehearsal for a Saturday wedding is typically on the evening before the scheduled wedding, and just

prior to a celebratory dinner i.e. sometime between the hours of 4:00 pm and 7:30 pm, although other times may be arranged. Whether on a Friday evening or other day, couples may request a rehearsal time that suits their desired schedule, understanding that it may need to be adjusted by the Wedding Coordinator, who will review the church calendar for other events on the same day before confirming the exact time.

Wedding Fees

The comprehensive fee for a ceremony at Grace Church includes the following services and facilities:

- Use of the sanctuary for a one-hour wedding rehearsal
- Use of the sanctuary and other designated areas for 3.5 hours on the wedding day
- Use of the sound system for the officiant and readers
- Use of the courtyard for photography
- Grace Church Wedding Coordinator
- Facilities Assistant
- Ten pew candles if desired
- Use of the white wedding Bible markers and pulpit fall if desired

Additional services not included in the fee: Officiant fee and musicians/organist fee
Payment for your officiant and/or musician should be made directly to them and not to Grace Church.
NOTE: A different fee schedule is in place for use of the **Chapel**. Please contact the Wedding Coordinator for details.

Fee Structure

The fee schedule is based on the couple's relationship to Grace Episcopal Church.



● **Member of Grace Episcopal Church \$775.00**

● **Member of a Madison-Area Episcopal Church**

(St. Andrew's, St. Luke's, St. Dunstan's, Good Shepherd)

\$975.00

● **Member of another Episcopal/Anglican Church**

\$1475.00

If you are an Episcopalian who is not a member of Grace Church but are an active member of another Episcopal or Anglican Church (using the criteria listed below), you will be asked to submit a letter from your home parish stating your active membership status is in good standing.

● **Non-Episcopalian**

\$1975.00

Explanation: Episcopalian or Non-Episcopalian?

To be considered a member of Grace Episcopal Church you must meet all of these criteria:

- The wedding couple or parents/grandparents of the bride or groom are registered and active members of the parish who regularly attend worship at Grace Church.
- The wedding couple or parents/grandparents of the bride or groom are pledging members of the congregation, giving financial support and/or the gifts of time and talents to Grace Church.

- If the bride nor groom do not have parents or grandparents who are members of Grace, the couple is in the process of joining Grace Church as active members, as defined above, and has already begun attending Grace Church on a regular basis with the intent to remain members of Grace Church after the wedding.
- Either the bride or groom (or both) is a baptized Christian.

Initial Payment

For a couple to reserve a specific wedding date, they must submit a check for **\$500** (*made payable to Grace Episcopal Church*) along with their Wedding Application (which can be downloaded from the Grace Church website or given to you by the Wedding Coordinator).

Reservation Fee:

A **\$500 non-refundable reservation fee** is required when submitting the Wedding Application. Once the Wedding Application and fee are received, the reservation fee is non-refundable, even if the wedding at Grace is cancelled. If the couple needs to change the date of the wedding, the reservation fee will be applied to the new wedding date.

Total Deposit Due When Submitting the Wedding Application Form

\$500.00 non-refundable reservation fee

Make all checks payable to Grace Episcopal Church.

Mail or give your payment to the Grace Wedding Coordinator:

Pat Werk, 226 N. Main St., Deerfield, WI 53531

Final Payment

The balance of all fees must be paid four weeks prior to the wedding.

Damage Deposit:

A **\$500 refundable damage deposit** is required at the same time the remaining rental balance is due. The damage deposit will be returned within a month after the wedding day, provided the guidelines set forth in this Wedding Handbook have been met and there is no damage to church property by the couple, wedding party, guests, or contracted vendors.

The cost of any repairs or additional cleaning required after the wedding will be deducted from the damage deposit. Additional charges may be incurred if the cost to repair the damage exceeds the \$500 deposit.



Remaining Balance:

If no additional services, such as additional time for use of the facility, the remaining balance due is:

Member of Grace Episcopal Church	\$ 275.00 + \$500 damage deposit = \$775.00
Member of other Madison Episcopal Church	\$ 475.00 + \$500 damage deposit = \$975.00
Member of other Episcopal Church	\$ 975.00 + \$500 damage deposit = \$1475.00
Non-Episcopalian	\$1475.00 + \$500 damage deposit = \$1975.00

Assistance Provided

When you choose to have your wedding at Grace, there will be two people on-hand dedicated to ensuring your wedding runs smoothly- the Grace Church Wedding Coordinator and Wedding Facilities Assistant.

The Wedding Coordinator

The role of the Grace Church Wedding Coordinator is to answer all wedding inquiries and questions via phone calls, emails, and/or appointments. She will meet with prospective wedding couples to give them a tour of the facility, show them what rooms are available to use, go over the wedding handbook, and provide a directory of additional resources. She will keep track of each wedding couple and make sure all forms are completed and fees are paid before the wedding day. She is available to assist the couple in coordinating 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 rehearsal and wedding ceremony. She will assist the officiant and help orchestrate the flow of the rehearsal. On the wedding day, she is present to troubleshoot most challenges that may arise for the wedding party or guests. After the ceremony, she will walk through the building to ensure all personal property of wedding guests has been retrieved and the facility is ready for Sunday services.

All couples getting married at Grace Church must use the services of the Grace Church Wedding Coordinator to ensure the facility is used respectfully. If a couple hires their own personal wedding planner/coordinator to assist them in the details of their wedding event, the Grace Coordinator will work cooperatively with this person to ensure a smooth flow at the rehearsal and ceremony.

The Wedding Facilities Assistant

The Wedding Facilities Assistant provides custodial services for the building and grounds, to ensure the facility is prepared and ready for you and your guests during the rehearsal and through departure after the ceremony itself. The Assistant monitors the reserved parking spots, assists guests needing the elevator, offers limited security from the general public while the wedding party and guests are on campus, offers assistance to the Wedding Coordinator as needed, and returns the nave and rooms to their normal Sunday functions after the ceremony.

Choosing an Officiant



For Non-Episcopalians

Wedding couples renting the church facility as a non-Episcopalian are responsible for arranging the services of their own pastor, minister, priest, rabbi or justice of the peace. The Grace Church Wedding Coordinator can provide a directory of appropriate people available to conduct your wedding if help is needed in finding someone to officiate. We are flexible about accommodating the design and structure of your ceremony.

For Episcopalians

Grace Church is a member of the Milwaukee Diocese of the Episcopal Church. The Episcopal Church requires that all Episcopalians use the Episcopal order of service for weddings, entitled *The Celebration and Blessing of a Marriage*, participate in pre-marital counseling, and that at least one of the parties be a baptized Christian. It is our desire that Grace Church be more than a wedding venue. We hope that it is, or that you will allow it to become, your spiritual home.

We recognize that couples, where one or both are members of other Episcopal churches, may want to be married at Grace Church due to its beauty, size, and location. In such cases, the clergy of Grace will cooperate with priests from other parishes to arrange for counseling and other logistical matters related to the marriage. To speak with Grace clergy about officiating your Episcopal wedding or arranging for an alternate officiant from another church, or if you are interested in learning more about the Episcopal Church in general and worship at Grace, please contact our Rector, The Reverend Dr. D. Jonathan Grieser, at togracechurchrector@gmail.com or (608) 255-5147 ext. 21.

The Marriage License

A valid marriage license, issued by the state of Wisconsin, and acceptable for use in Dane County must be brought to the rehearsal or wedding and given to the officiant to complete. The license is not valid and you are not legally married until the officiant and two witnesses have signed the license and the officiant has mailed it to the Dane County Clerk's office.

For those couples living in Dane County or from another state, a marriage license may be procured by contacting the Dane County Clerk's Office in the City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI / 608-266-4124. Their office is open during weekdays and closed Saturdays and Sundays.

For those couples that reside in a different Wisconsin county, you are required to apply for the license in the county in which you live. After the ceremony, the license will be filed in Dane County.

Decorations

Candles

The church has ten (10) candles available to be placed at the end of pews, if desired. These may be left plain or embellished with ribbon, tulle, or flowers. The most common method of attaching flowers to the pew candles is to use brown or green chenille stems (craft pipe cleaners), which hold flowers securely and can be covered with a bow or ribbon.

If a Unity Candle ritual is to be included in the ceremony, the couple is responsible for providing the main candle plus two side tapers, and appropriate holders. Couples may request permission to use individual candles for their guests during an evening candle lighting ceremony. However, the couple is responsible for providing those candles and arranging the cleanup of any wax spillage on the floor and pews, or a cleaning fee may be assessed.



Placement of Flowers

Flowers may be placed behind or on the altar, on the 10 pew candles that may be requested, on one or both tables in the back of the church, or in other designated areas agreed upon with the Wedding Coordinator. Since the church interior is quite beautiful, we encourage simple elegance, rather than overabundance!

The church is decorated during the seasons of Advent, Christmas, and Easter. Once these decorations are in place, they cannot be removed until after the end of the liturgical season, although the couple may coordinate the church decorations into their wedding scheme.

The Wedding Coordinator has a directory of recommended florists who have provided floral decorations at other Grace Church weddings.

Altar Floral Arrangement



The wedding couple has several options for the floral arrangement that stands behind the altar:

1. **FREE:** You choose to use the floral arrangement dedicated and paid for by a Grace parishioner for use at Sunday Worship. Your personal choice of flowers and colors cannot be guaranteed. Or you may choose to not have an altar floral arrangement during your ceremony.

2. **\$50:** You choose to sponsor the floral arrangement for the Sunday Worship, which follows your wedding using the church florist. Please notify the Wedding Coordinator as early as possible, if you desire this option, so it can be added to the Altar Floral Dedication Calendar. The \$50 will be added to your balance due. You may then contact the church florist, Choles Floral, to discuss the

colors and floral options for the altar arrangement. A dedication acknowledging your marriage will appear in the worship bulletin: e.g. *"The flowers on the altar are given in celebration of the marriage of ___ and ___."*

3. **\$50+:** You choose to sponsor the floral arrangement for the Sunday Worship which follows your wedding, but wish to use your own Florist to supply the arrangement to reflect the specific flowers and colors in the bridal bouquets. The church's floral liner is available for loan to the Florist up to two weeks before the wedding and at no charge. As above, we will acknowledge the dedication in the Sunday Worship bulletin.

4. **\$50+:** You choose to have an altar arrangement(s) prepared by your own Florist and that can be transported to your reception for additional use. We have two pedestals available, if needed, or the flowers may be placed directly on the altar, assuming there is no Eucharist as part of the wedding ceremony.

5. You choose to have a garland of greens from your florist laid across the altar instead of (or in addition to) a standing altar arrangement.

Florists and Rental Equipment

The couple is responsible for coordinating the delivery and set up of floral decorations within their rented 3.5 hour block of time. These decorations and any rental pieces should be removed promptly following the ceremony. We suggest you assign this task to a “personal assistant” if the florist or rental company is unable to pick them up immediately after the wedding ceremony. Grace Church cannot be responsible for any equipment left at the church.

Aisle Runner & Flower Petals

An aisle runner is not allowed at Grace due to the slippery nature of the tile floor, making it somewhat hazardous for walking in high heeled shoes on fabric or paper. Likewise, flower girls may not drop real flower petals, although artificial ones may be used.

Hanging and Other Decorations

In accordance with policies for the preservation and maintenance of an historical landmark, no tape, tacks, staples, nails, wire, glue, screws, pins, or gum may be used on the walls, floor, woodwork, frontal screen, pews, chairs or other furnishings. Consult the Wedding Coordinator with particular questions.

Altar Linen and Vestments

Altar linen, bible markers, and the pulpit hanging reflect the symbolic color of the current liturgical season (i.e. red, white, green, or purple), and can be changed out to “white” for the wedding ceremony if requested. Every attempt is made to protect the altar linen from candle wax or floral stains, by laying down a protective barrier. However, if damage occurs, the Altar Guild will charge a \$50.00 cleaning fee, taken from the damage deposit. Vestments are not available for use by visiting clergy.

Welcome Table

There is a large table in the back of the church as you enter the nave, on which you may place a runner or tablecloth, flower arrangement, remembrance candles, framed photos, programs, a guest book for signing, etc.

Additional Guidelines & Information

Photography & Videography

Photographs may be taken before, during, and/or after the ceremony in the dressing rooms, in the sanctuary/nave, on the outside steps, and in the courtyard. Any formal photographs staged in the sanctuary prior to the ceremony should be completed at least thirty minutes before the ceremony begins. After the ceremony and any Grand Exit through the Red Doors and/or the staging of guests on the capitol stairs, we request any



formal photographs, scheduled in the sanctuary be taken first before proceeding to the outer steps or courtyard for additional photographs.

Grace has one rule for photographers and videographers: *"Thou shall respect the wedding couple and guests, and not distract, when taking pictures during the ceremony."* The best places to photograph are from the back of the church, along the side aisles, and up front along the side of the chancel. A photographer may move and take pictures anywhere in the sanctuary, except from behind the altar.

The couple

should also confer with the officiant who will be conducting the service for their personal guidelines on the use of flash or the movement of photographers/ videographers during the ceremony. If you need help with a recommendation, the Wedding Coordinator has a directory of excellent photographers and videographers she has worked with at previous weddings.

Music

It is always appropriate to include instrumental and/or vocal music as part of a wedding ceremony. Grace has a magnificent Casavant Frères pipe organ and an exceptional organist. To use the Grace organ or to contract with our organist, please contact Mark Brampton Smith at 608-772-2003 or brampton54@yahoo.com. If Mark is not available on the date of your wedding, he or the Wedding Coordinator can recommend an organist with experience on our Casavant. A piano is also available.

Although Grace Church does not provide other instrumentalists or soloists, the Wedding Coordinator has a list of skilled vocalists and musicians she can recommend from working with them at previous weddings.

Sound System

The use of the sound system is included in the comprehensive wedding fee. A lapel microphone may be borrowed for use by the officiant, but should be returned to the Wedding Coordinator after the ceremony. If desired, a handheld microphone is also available for a vocal musician or for use during the vows. A microphone is permanently attached to the eagle lectern on the left, where the readings are often done, and another is attached to the pulpit, on the right.

If you would like CD or iPod music to be played at the ceremony, the couple must assign someone to be the "button pusher." The Wedding Coordinator can give a short demonstration on how to operate the sound equipment. Videographers may plug into the Grace sound system when recording the wedding.

Handicap Accessibility

Grace Church is handicap accessible from the courtyard on West Washington Avenue. The Wedding Facilities Assistant will be available to open the right set of courtyard doors and direct your guest(s) to the elevator for the sanctuary level. The front pew on the left side of the nave and the middle section on both sides of the nave have been removed to accommodate wheelchairs, walkers, or strollers.

Programs

It is helpful, but not necessary, to have printed programs that inform guests of the order of the ceremony and the names of the participants in the wedding. Although the Wedding Coordinator can provide examples, the design and printing of the programs are the responsibility of the wedding couple.

If you are an Episcopalian, a form called “*The Grace Episcopal Church Wedding Worksheet*” can 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, the couple must show it to the Episcopal priest officiating your ceremony for his/her editorial approval.

Grand Exit

Guests may blow bubbles, wave flags or streamers, light sparklers (please provide a bucket of sand for placing the used sparklers), release butterflies or doves, or use anything else that has been pre-approved by the Wedding Coordinator ahead of time. The couple may also ask the Wedding Coordinator to ring the **tower bells** following the ceremony as you and/or your guests exit the building.



Rice, birdseed, glitter, real flower petals and confetti may not be used in and around the church, as they are slippery and may cause guests to fall, and/or they are too messy and difficult to clean up.

Ushers are asked to inform guests of this policy should they see anyone distributing these items for use when the couple leaves the church. Releasing balloons is also prohibited for environmental reasons. Any excessive cleanup cost, above and

beyond the damage deposit, will be billed at \$30.00 per hour labor charge, per employee to complete cleanup.

Security

For your security and ours, only the doors approved by the Wedding Coordinator are to be used by your group. Encourage your wedding party to keep valuables (purses, gifts, cameras, cell phones, etc.) with them or give them to someone in your party for safekeeping. The Wedding Coordinator will lock the designated dressing rooms before the wedding starts and will unlock the doors after the ceremony. The church is not responsible or liable for personal property left unattended.

The Wedding Facilities Assistant will provide additional limited security outside the red doors before the ceremony starts to discourage tourists and other non-guests from entering the church during the wedding.

Proper Decorum

It is expected that members of the wedding party will conduct themselves at

Visit us on our
Facebook page-
**Grace Church
Madison Weddings**
-where you will find
photos and videos of
recent weddings at
Grace Church.

facebook

all times in a manner respectful to a place of worship. Alcoholic beverages, smoking (including e-cigarettes), controlled substances, and firearms are forbidden anywhere on the premises. It is the obligation of the wedding couple to make certain that these rules are made known to members of the wedding party and their guests. The damage deposit will be forfeited if open or empty containers of alcohol brought by the wedding party or guests are found anywhere on church property.

Final Departure

With the excitement of the ceremony and the sound of guests cheering still ringing in your ears, it may be difficult to remain organized. Consequently, we request two things.

1. In the downtime between photography and when the ceremony begins, please have the wedding party assemble their personal items in two containers (e.g. laundry baskets), one for each dressing room, for a later “grab and go” by your personal assistants. Especially if getting dressed at the church, we recommend providing each member of the wedding party with an inexpensive tote in which to pack all their belongings before the ceremony begins. This allows easy pick up at the church and requires no additional sorting at the end of the reception. We also ask that the wedding party place trash and recyclables in their proper containers in the room and/or set aside for the Facilities Assistant to remove later.
2. Assign one or two “personal attendants” to corral all those personal items after the ceremony (i.e. clothing, snacks, water, extra programs, unity candle, pew candle decorations, etc.) and remove them to the appropriate vehicle for departure.

On our part, the Wedding Coordinator and Facilities Assistant will do all we can to ensure you leave nothing behind once the photography is complete following the ceremony and you depart Grace Church for the festivities that follow.

May your life be blessed in your new journey together.

Additional Questions:

Pat Werk

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Photography used in Wedding Handbook:

Bellow Blue Photography, Chrystal + Lucas Photography, Amelia John Photography, Andy Stenz Photography, Paper Antler, Cole + Ike Studios, Errin Hiltbrand Photography, Borgen Photography, Pat Werk, Red Wave Pictures, and Lori Compas Photography

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