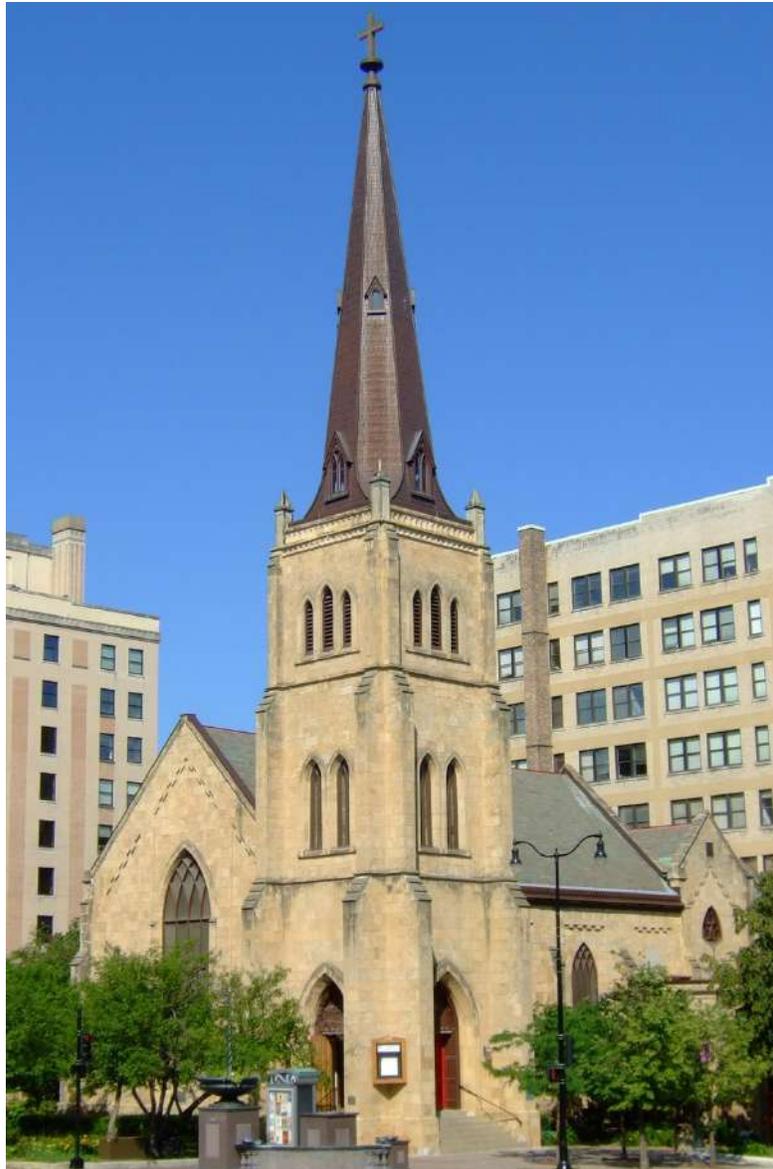


# GRACE EPISCOPAL CHURCH

## 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](http://www.gracechurchmadison.org)

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# 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 provide 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 and schedule a time for you to tour the church, answer any questions, and provide a directory of helpful resources in planning your wedding. Either an alternate wedding coordinator or I am 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 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

<http://www.gracechurchmadison.org>  
[www.facebook.com/Grace-Episcopal-Church](http://www.facebook.com/Grace-Episcopal-Church)  
[www.facebook.com/groups/530024820367583](http://www.facebook.com/groups/530024820367583):  
Grace Church Madison Weddings

# 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](mailto:togracechurchwedding@gmail.com) to see if your prospective wedding date is available. Or you may check the church wedding calendar on your own on the [How to Schedule Your Wedding](#) under the Grace Wedding Resources tab, click on the [Grace Church Wedding Calendar](#).  
*Please note:* Weddings are not scheduled at Grace 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. Additional questions can be addressed at this meeting, 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 require the couple to contact our current Rector, The Reverend Dr. D. Jonathan Grieser, at (608) 255-5147 ext. 21 or [rector@gracechurchmadison.org](mailto:rector@gracechurchmadison.org) to inform him of their intention and explain their request for an alternate officiant before talking to their hometown or another Episcopal priest about officiating their ceremony at Grace.

4. Complete the **Grace Church Wedding Application** (found on the Grace Church website under [Weddings-Resources](#)) and mail it, along with the required **\$500 deposit** (see pages 9 of this handbook) to the Wedding Coordinator. The Wedding Application is your contract with Grace to secure your wedding date, so remember to photocopy the completed form before mailing the original 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 approves the date and time block requested.

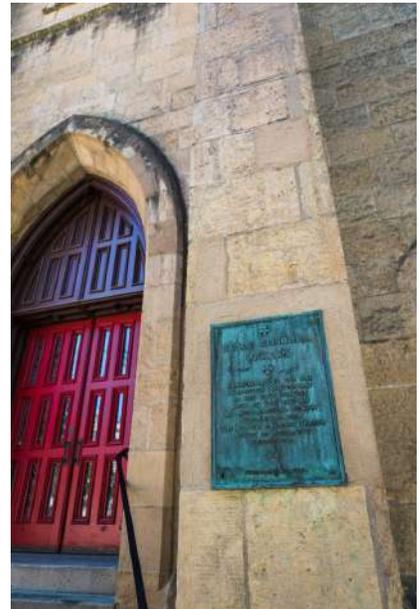


# About the Church Building

## *Our History*

On Saturday, July 28, 1838, The Right Reverend Jackson Kemper, Missionary Bishop of the Northwest, 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.



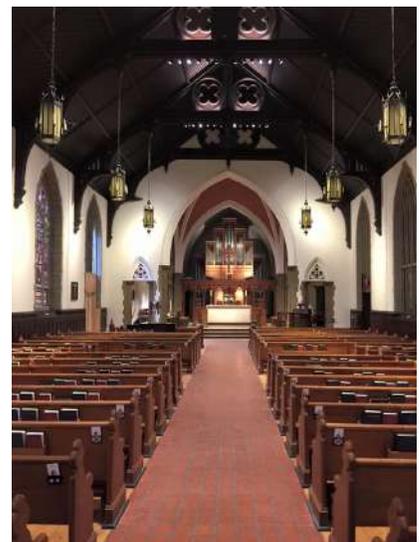
On Sunday, February 14, 1858, worshipers gathered in the newly built place of worship for the first time. Over the years, many of the most prominent families in Madison and Wisconsin have called Grace home, and Presidents Grover Cleveland and Harry Truman worshiped here. Those early generations’ deep faith left a legacy 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 can 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 total wedding fee. A classroom and choir room, found in the 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 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 request that any clothing, food, and personal items be packed up before the start of the ceremony in order for the rooms to be cleared immediately following the ceremony and that your “go-to” person is assigned to remove all items from the rooms immediately following the ceremony.



## ***Nursery***

If requested, the nursery room can be opened for the wedding party or guests to use for their babies and small children before and during the wedding. An attendant WILL NOT be on duty except through prior arrangements. 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 as it was found and that soiled diapers be placed in a plastic bag before being put in the wastebasket. 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 Capitol 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. To request meter signs for your guests with mobility issues, other family members, vendors (e.g., photographer, videographer, florist, etc.), contact [John](#) at the DOT at **(608) 266-4761** a week or two before the wedding day. It is the couple’s responsibility to pick up the signage at the City of Madison DOT office in the Madison Municipal Building (215 Martin Luther King Jr. Blvd.,



Room 109). and to attach them with provided zip ties to the assigned meters. Use the [green doors](#) of the municipal building to pick up the signs. Go to [this link](#) to make an appointment to pick up the signs after calling to order them.

Signage may be placed on the meters the day before the wedding after 3:30 p.m., either before or after the rehearsal. For late afternoon weddings, the DOT may request the bags not be placed on the meters until after 12:00 p.m. on the day of the wedding if other events are happening on the Square. If you need to call Parking Enforcement to remove cars parked in the reserved stalls during the ceremony, call **(608) 266-4622**. [Meter Sign Information Sheet PDF](#)

The Wedding Coordinator will supply “dashboard” cards to be placed inside the vehicles that have been designated to take one of the reserved spaces. A list of the person’s names assigned to those reserved spaces should be given to the Wedding

Coordinator no later than the rehearsal to ensure those spaces are used as the couple wishes.

**NOTE:** The officiant may park in the church alley under the second “clergy” sign.

## Scheduling Your Wedding

### *Ceremony Time Block*

Only one wedding is scheduled at Grace per day. Couples may reserve their choice of hours after consulting with the Wedding Coordinator. 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, post-ceremony photography, and cleanup. 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. For example, if a Grace Presents Concert is already scheduled, the couple’s time block will begin no earlier than 3:00.

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 extra 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, processional and recessional practice, and showing the dressing rooms to the wedding party.

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:** *To stay on schedule, it is important that your wedding party try to arrive at least five to ten minutes before the allotted time and for all to depart promptly after the rehearsal. We also request that you assist the wedding coordinator by encouraging guests to leave the building promptly after the rehearsal.*

The rehearsal for a Saturday wedding is typically on the evening before the scheduled wedding and before a rehearsal dinner, typically between 4:00 pm and 7:30 pm, although other times may be arranged. Whether on a Friday evening or another 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 two appointed dressing rooms
- Use of the sound system for the officiant and readers
- Use of the grand piano if desired
- Use of the courtyard for photography
- Grace Church Wedding Coordinator
- Wedding Facilities Assistant
- Ten pew candles if desired



### **Additional services not included in the fee:**

Officiant fee and musicians/organist fee

*Payment for your officiant and musician should be made directly to them, not Grace Church.*

**NOTE:** A different fee schedule is in place for the use of the **Chapel**. Please contact the Wedding Coordinator for details.

## Fee Structure

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

● **Member of Grace Episcopal Church**                      **\$ 950.00**

● **Member of a Madison-area Episcopal Church**      **\$1200.00**

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

● **Member of another Episcopal/Anglican Church**    **\$1800.00**

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

● **Non-Episcopalian**    **\$2400.00**

## 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 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, in that case, the couple is in the process of joining Grace Church as active members, as defined above, and has already begun attending Grace Church regularly 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 Koru Ceremony*) 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 payment are received, the reservation fee is non-refundable, even if the wedding at Grace is canceled. If the couple needs to change the wedding date, the cost 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 *Koru Ceremony*. (*Koru is subcontracted by Grace 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 before the wedding.

## **Damage Deposit:**

A **\$500 refundable damage deposit** will be returned to the couple if the ceremony is canceled before the wedding date or will be mailed within a month after the wedding day, provided the guidelines outlined 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	\$ 450.00 + \$500 damage deposit = \$ 950.00
Member of other Madison Episcopal Church	\$ 700.00 + \$500 damage deposit = \$1200.00
Member of other Episcopal Church	\$1300.00 + \$500 damage deposit = \$1800.00
Non-Episcopalian	\$1900.00 + \$500 damage deposit = \$2400.00



## **Assistance Provided**

When you choose to have your wedding at Grace, two people will be on-hand dedicated to ensuring your wedding runs smoothly- the Grace Church Wedding Coordinator and a 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 appointments. She will meet with prospective wedding couples to give you a tour of the facility, show you what rooms are available to use, go over the wedding handbook and wedding application. 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 mishaps or 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 or day-of coordinator to assist them in the details of their wedding, the Grace Coordinator will work cooperatively with this person to ensure a smooth flow at the rehearsal and ceremony.

### ***The Facilities Assistant***

The 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, helps the Wedding Coordinator as needed, and returns the nave and rooms to their regular Sunday functions.

## **Choosing an Officiant**

### ***For Non-Episcopalians***

Wedding couples renting the church facility as a non-Episcopalian are responsible for arranging the services of a licensed officiant, e.g., their own pastor, justice of the peace, non-denominational wedding officiant, etc. 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 before or after the wedding.



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 [rector@gracechurchmadison.org](mailto:rector@gracechurchmadison.org) 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, two witnesses have signed the license, and the officiant has filed it with 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 must 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 select 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 chenille stems (craft pipe cleaners) to match the brown wood or zip ties, which hold flowers securely and can be covered with a bow or ribbon.

If the lighting of a Unity Candle is to be included in the ceremony, the couple is responsible for providing the main candle, two side tapers, and candle holders.

During an evening ceremony, if a couple wishes to include individual candles for their guests, the couple is responsible for providing votive 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 ten pew candles, 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 beautiful, we encourage simple elegance rather than an overabundance.

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

If you need help with a recommendation, the Wedding Coordinator has a directory of recommended florists who have provided floral decorations at other Grace Church weddings.



## ***Altar Floral Arrangement***

The couple will provide flowers by your florist as an altar arrangement. The floral arrangement can be placed directly on the altar, on a pedestal, or the floor in front of the altar. After the ceremony, the flowers can be taken with you for further use at your reception or donated for the Sunday service.



## ***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 should be removed promptly following the ceremony. We suggest you assign this task to a “personal assistant” or “go-to person” if the florist or rental company cannot pick them up immediately after the wedding ceremony. Grace Church cannot be responsible for any equipment or rentals 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 hazardous to walk 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***

Per policies for preserving and maintaining a 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. Please consult the Wedding Coordinator with questions for hanging your decorations.



## ***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 table 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 after the ceremony in the dressing rooms or the sanctuary/nave, on the outside steps in front of the red doors, and in the courtyard. However, any formal photographs planned in the sanctuary before the ceremony should be completed at least thirty minutes before the ceremony begins, when guests may start to arrive. Other than the Grand Exit or the staging of guests on the capitol stairs, we also request any formal photographs scheduled in the sanctuary after the



ceremony be taken first before proceeding to the outer steps or courtyard for additional pictures.

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, center aisle, and up front along the side of the chancel. A photographer may move and take pictures anywhere in the sanctuary except 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 or vocal music as part of a wedding ceremony. Grace has a magnificent Casavant Frères pipe organ and has an exceptional organist. To use the Grace organ or contract with our organist, please contact Mark Brampton Smith at 608-772-2003 or [brampton54@yahoo.com](mailto:brampton54@yahoo.com). If Mark is not available on your wedding date, he or the Wedding Coordinator can recommend an organist with experience on our Casavant. Our grand piano is also available for use at no charge.

Although Grace Church does not provide instrumentalists or soloists, the Wedding Coordinator has a list of skilled vocalists and musicians she can recommend from working with them at previous weddings. All musicians, including the Grace Church organist, are hired as a separate vendor. Payments should be given or mailed directly to them.

## ***Sound System***

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

If you would like music played from a playlist you have created, the couple must assign someone to be the “button pusher” to be in charge of the music played from your phone or tablet through our sound system. 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 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, particularly if you plan to use the Episcopal Marriage Ceremony. 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 their editorial approval.

## ***Grand Exit***

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



Rice, birdseed, glitter, real flower petals, and any form of confetti may not be used in and around the church, as they are slippery and may cause guests to fall, and 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. Above and beyond the damage deposit, any excessive cleanup cost will be billed at a \$35.00 per hour labor charge per employee to complete the cleanup.

## ***Security***

For your security and ours, only the outer doors approved by the Wedding Coordinator are to be used by your group. Encourage your wedding party to keep valuables such as purses,

gifts, cameras, cell phones, and other personal belongings 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 unlock the doors after the ceremony. The church is not responsible or liable for personal property left unattended.

The 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. Once the wedding party has assembled in the entry at the start of the ceremony, the Facility Assistant may also delay the entry of late arrivals until after the Processional in order to limit interruption.



## ***Proper Decorum***

It is expected that members of the wedding party will conduct themselves at all times respectfully in a place of worship. Alcoholic beverages, smoking (including e-cigarettes), controlled substances, and firearms are forbidden anywhere on the premises. The wedding couple also agrees to abide by and inform their wedding party, guests, and vendors, of Grace’s current health and safety protocols. (They will be provided and discussed again at the second meeting with the wedding coordinator if Covid protocols are in place.) The damage deposit will be forfeited if alcohol is found anywhere on church property before, during, or after the wedding, or if the health and safety guidelines are not followed.

## ***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, have the wedding party assemble their personal items for a later “grab and go,” and place all trash and recyclables in their proper containers or set aside for the Facilities Assistant to remove later.
2. Assign one or two “personal attendants” or “go-to persons” to corral all those personal items after the ceremony (i.e., clothing, snacks, water, extra programs, unity candle, pew candle decorations, etc.) and take 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, Grace Episcopal Church Wedding Coordinator  
togracechurchwedding@gmail.com, (608) 213-7558



### *Photography used in the Wedding Handbook:*

Amelia John Photography, Andy Stenz Photography, Ash and James Photography, Bellow Blue Photography, Borgen Photography, Chrystal + Lucas Photography, Cole + Ike Studios, Errin Hiltbrand Photography, Karly Jo Photography, Katie Ricard Photography, Lori Compas Photography, Maison Meredith Photography, Red Wave Pictures, Studio KH, Twig and Olive Photography, and Ueda Photography

Update 5/23

