First Congregational
United Church of Christ
715 Wisconsin Street
Lake Geneva, Wisconsin 53147

First Congregational UCC

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Lake Geneva's Wedding Church

Information and Procedures for your wedding

715 Wisconsin Street
Lake Geneva, Wisconsin 53147
Phone: (262) 248-3568
Website: www.lakegenevachurchucc.org
Email: ucclgoffice@gmail.com

Fees

(010/2025)

There is a deposit of $700.00** to reserve the sanctuary. Separate payments must be made for the building, pastor, each musician, and the hospitality assistant.

	Fee	Checks Payable to
**Sanctuary	$650.00	First Congregational UCC
Fellowship Room/Kitchenette	$100.00	First Congregational UCC
Pastor (rehearsal & wedding)	$150.00	Rev. Marty Carney
Holidays/holiday weekends	$175.00	
Pastor (rehearsal, wedding & counseling)	$400.00	
Holiday/holiday weekends	$425.00	
Pianist	$125.00	Sara Johnson
Holidays/holiday weekends	$150.00	
With Soloists	$150.00	
Holidays/holiday weekends	$175.00	
Hospitality Assistant	$125.00	Ellie Buckingham
Holidays/holiday weekends	$150.00	
**Custodian	$ 50.00	included in the deposit

All Fees are considered Non-Refundable.

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RULES AND DETAILS

Procedure for the Bride and Groom
Wedding date is confirmed when the deposit has been received by the church office. Pre-wedding meeting(s) are arranged with the pastor and organist for the purpose of planning the ceremony. Arrangements for music, photography, flowers, candles, caterer, etc. are the responsibility of the bride and groom.

Wedding Rehearsal
A rehearsal time is available the day before the ceremony or an agreed time and date. For Sunday ceremonies, the rehearsal will take place on the preceding Friday or on Saturday, if the church is not otherwise engaged. Even though the night or day of your rehearsal is usually very busy, we encourage you and your entire wedding party to be here present and on time. Please have checks for the pastor, hospitality assistant and organist at the time of the rehearsal.

Wedding Hospitality Assistant
As a service to you and the wedding party, we provide a wedding hospitality assistant to help ensure that your wedding goes smoothly. The assistant will be able to answer questions about our building and aid the wedding party in various ways. The assistant will be available one half hour before the rehearsal and one hour for the rehearsal. The day of the wedding the assistant will be available for two hours before the wedding and one hour after the wedding for photos. Additional time is $25 per hour with arrangements to be made in advance.

Opening of the Church
The church sanctuary and/or social hall will be opened for the bride and groom before the wedding date is booked and as needed thereafter for the florist for planning purposes. At that time the sanctuary and the social hall may be decorated and food may be brought in. Changes or alternative opening times are possible but must be coordinated with the wedding hospitality assistant.

License
The wedding license is obtained by the bride and/or groom and turned over to the minister on the day of the rehearsal. You may obtain your marriage license at the Walworth County Clerk's Office: 100 W. Walworth Street/ Elkhorn, WI 53121/ phone: (262) 741-4241 / fax: (262) 741-4287 / web: www.co.walworth.wi.us/County Clerk/Website/requirements_ml.htm Apply between 8:00 a.m. - 4:30 p.m., Monday thru Friday. Closed Saturday and Sunday. You must contact the County Clerk's Office there are no exceptions.

Music
Please inform us at the initial consultation whether you will be using our organist or making other arrangements.

Photography
Flash photography is permitted before and after the ceremony. Photography during the ceremony is limited to one designated photographer in order not to impact the elegance of the occasion. A video camera that makes no discernible noise and requires no lights is allowed, if desired, at the back of the church for recording the entire ceremony. The ceremony begins when the groom, his attendants, and the minister take their places at the front of the church. The ceremony ends after the bride and groom are pronounced husband and wife. It is advisable to limit photography after the ceremony to one hour.

Flowers
Flowers, ribbons, etc. may be used to decorate, but they may not be attached with tape, glue, thumbtacks, push pins, nails, etc. Areas to be decorated, and method of attachment, subject to approval of the wedding hospitality assistant. No decoration may be attached to the cross above the altar. It is the bridal party's responsibility to make arrangements for all flowers. We do ask that no loose greenery be used. All wedding decorations should be removed immediately following the service. Flowers left at the church will be used for church services and then delivered to housebound friends and members of the church. (aisle runners – 50 feet are available from florists).

Decorations
Unity candles are to be provided by the wedding party, and all candles used must be drip less. Placement of candles is subject to approval. The church will provide candles for the candelabra and altar.

Rice
No rice, birdseed, sparkles, confetti, etc. may be thrown on the church premises. You may substitute flower petals or bubbles for use outside the building.

Receptions
The wedding party will provide all food, dishes and table linens. Refrigeration space may be used for food and flowers, as it is available.

Guest Officiants
You are welcome to provide your own officiant for your wedding. The wedding hospitality assistant must be present for your rehearsal and ceremony.

Dress
Rooms are available for the purpose of dressing at the church. Arrangements can be made at the time of your initial consultation. We ask that you leave the rooms as neat as you found them.

Tobacco and Alcohol
Smoking is not permitted in any part of the church building. The use of alcoholic beverages is not permitted in any part of the church building or on the church grounds. The bride and groom shall be responsible for sharing this policy with all members of the wedding party.

Accessibility
First Congregational Church is handicap accessible. There is an elevator that provides access to the sanctuary and to the downstairs bathroom and fellowship hall.

Our Welcome Statement:

We are proud of the United Church of Christ's legacy of leading with love, justice and inclusiveness resulting in positive change in historic social initiatives. Striving to fulfill Jesus' message of love, we continue that tradition.

We, the congregation of the First Congregational United Church of Christ of Lake Geneva, extend an exuberant welcome to all people into our nurturing church family. You, like all of us, are a part of God's beautiful diverse world; therefore, we welcome you regardless of age, ethnicity, race, nation of origin, gender identity, sexual orientation, physical or mental ability, economic circumstance, faith history or church experience. We welcome, celebrate and affirm your whole self! You are invited to fully share and participate in the life, sacraments, and fellowship of the church. We commit ourselves to the ongoing work of being an Open and Affirming congregation, which we believe will nourish the spirit of God within us all and create a caring community that celebrates God-given human diversity. We pledge this in Christ who welcomes all people.

At First Congregational Church you can have the wedding of your dreams in glorious Lake Geneva.

On a quiet street in the heart of Lake Geneva, First Congregational UCC has been celebrating Weddings for over a century. With room for 225 guests — yet with the intimacy of a small village chapel — couples from all over have formalized their vows in romantic wedding ceremonies at this historic church in Lake Geneva. If you would like a thoughtful and well-prepared Lake Geneva wedding ceremony, we cordially invite you to visit the church and see for yourself; how its timeless elegance and historic charm can help you create your special day.

Wedding Information

Name of Spouse A _____

Name of Spouse B_____

Address_____

Address _____

City_____ State _____ Zip code_____

Spouse A's Home Phone _____

Spouse A's Work Phone _____

Spouse A's Attendants _____

_____

Spouse A's Email_____

Spouse B's Home Phone _____

Spouse B's Work Phone _____

Spouse B's Attendants _____

_____

Spouse B's Email_____

Wedding Date / Time_____

Rehearsal Date/ Time_____

Count of Invited Guests _____

Will you be using our pastor ? yes no

If no, name of pastor _____

Will you be using our organist? yes no