

Trinity Lutheran Church  
and Stavkirke  
Wedding  
Plan Guidebook

TABLE OF CONTENTS

Introduction; Capacity; Date	3
Planning, Scheduling	4
Pre-marital Counseling; Rehearsal	5
Music, License, Flowers	6
Unity Candle; Photographs; Video; Stavkirke	7
Prohibited Items; Clean Up/Personal Property	8
Travel Planning to Washington Island	9
Fee Schedule	10



Trinity Evangelical Lutheran Church  
1763 Townline Road  
Washington Island, Wisconsin

## ***Introduction***

Congratulations on your upcoming wedding! We at Trinity want to help you in planning your wedding ceremony, so that it is in harmony with the teachings and practices of Trinity Evangelical Lutheran Church - ELCA, and that it reflects the uniqueness you share as a couple.

Take time to read through this booklet. It contains pertinent information and should answer many of your questions.

At the same time, as a functioning ministry, Trinity is not a wedding ‘venue.’ By that, we mean that we do not provide services that you might find in secular settings such as hotels, country clubs, and special sites. You and your family may use the bathrooms in the main church as needed, but expect to arrive dressed and ready for your ceremony, either at the main church building, or the Stavkirke.

## ***Capacity***

In the main church, with everyone seated in pews, you can comfortably seat 144. Adding chairs, choir loft and bench seating will fit an additional 30 people, for a maximum seating of 174. In the Stav, 38 is the maximum allowed, which includes the minister, the photographer (s), musicians, and the wedding party.

## ***Wedding Date Selection***

All rehearsal and wedding dates and times must be approved by our pastor. Weddings cannot be performed during Holy Week (the week prior to Easter Sunday, which varies year to year), Memorial Day weekend, the Fourth of July weekend, Labor Day weekend, Columbus Day weekend, or Christmas Eve or Christmas Day.

A \$200 deposit is required of non-members. This will be applied toward your \$500 church use fee. If your wedding plans change, the

fee is transferable to another date. The deposit is otherwise non-refundable. See fee schedule on pg. 10 for further information.

## ***Planning***

The building usage fee covers rental of either the Stav or the main church. Trinity does not provide any amenities for your service. It is the responsibility of the couple being married to make any and all arrangements. Issues with transportation, timing, music, bulletins, cakes, flowers, dressing rooms, photographers, babysitters, reception ‘type’ arrangements, and the like are strictly the responsibility of the couple being married. Photography is limited to the building in which you are to be married UNLESS there is no conflict with other scheduled services, activities or summer tourist traffic. Trinity’s Stavkirke and the main church building are part of the Island community. As such, they are popular tourist destinations. We post signs to limit participation by non-guests in your service. Since both the main church building and the Stavkirke have public access, we cannot control the presence of extra visitors who may be on premises during your wedding ceremony. Should they become disruptive, they will be asked to leave.

## ***Scheduling***

Be aware that we are an active Christian community. Sometimes, several couples will request the same wedding date. Efforts will be made to schedule same-day services with enough time in between. Preferred times for weddings are: 10:00 a.m. [9:30-12:15]; 1:30 p.m. [1:00-2:45]; and 4:00 p.m. [3:30-6:15]. Your building usage fee covers rental for either the Stav or the main church, but not both. Other routine and special activities for either of our buildings will continue as usual. For example, if you have rented the Stav for your wedding, Trinity reserves the right to hold other services and functions, such as funerals, in the main church on that same day in order to accommodate the family of the deceased.

### ***Pre-marital Counseling***

Marriage is an important step in your future as a couple and as a family.

All couples married at Trinity Lutheran shall, whenever possible, complete a course of pre-marital counseling. Off-island couples are encouraged to arrange for pre-marriage counseling from off-site clergy or clinics, in consultation with the pastor of your home congregations. Local couples are expected to receive counseling from Trinity's pastor. This process requires a 6-month time frame.

In addition to participation in pre-marriage counseling, the couple will meet with Trinity's pastor, who is performing their wedding, at least once before the rehearsal for introductions and to confirm the worship service.

### ***Rain Date Availability for Off-Site Weddings***

In the event that you have planned an off-site outdoor wedding with Trinity's pastor, we cannot reserve the church or the Stavkirke as a rain date site. Doing so would tie up the church's availability for other activities. Our church is a busy place with many requests for building usage. Please include arrangements elsewhere for inclement weather back-up.

### ***Wedding Rehearsal***

The purpose of the rehearsal is to practice entering and exiting the sanctuary and to acquaint wedding participants with the flow of the service. We do not rehearse readings or music at the rehearsal. Other than musicians and soloists, it is crucial that all persons involved in the actual wedding ceremony be present for the rehearsal (bride, groom, bridesmaids, groomsmen, and ushers). The rehearsal will begin promptly at the agreed upon time and lasts approximately 3/4-1

hour. Rehearsals tend to last longer than the actual ceremony due to practicing the ceremony flow.

### ***Music***

A church wedding service is Christian worship. Music selected for a church wedding should reflect the sacred joy of a Christian marriage service. All selections are subject to the approval of the pastor. If organ music (available at the main church only) is desired, we prefer that our church organist plays. The pastor will supply the name of our organist, and the couple needs to contact the organist well in advance of the wedding day (*Please note: if you require the organist to be present at the rehearsal, an additional fee is required.*) The organist will assist the couple in choosing music appropriate for their service. The organist may be able to supply the couple with names of vocalists. This is for a wedding at the main church only. Music for a Stavkirke wedding is best provided by a violinist, guitarist, or by a friends' speaker system.

### ***Marriage License: A Wedding Couple Responsibility***

You must both apply for your marriage license together in person at the County Clerk's office. Call the clerk's office to determine what legal documents you require for the license, as well as the court cost (*Door County Clerk of Courts, 421 Nebraska St., Sturgeon Bay, WI 54235. Phone: 920-746-2200*). Seven to ten business days after your ceremony, contact the clerk's office for an official copy of your license for personal safe-keeping.

### ***Flowers***

In recognition of God's role in creation, we recommend real (as opposed to artificial) floral arrangements for the wedding. Trinity Church can provide stands for floral bouquets at the main church. Please communicate to the church office (847-2341) if you desire to donate a floral arrangement to the church, so we can advise the Altar Guild.

### ***Unity Candle and Pew Bows***

If a unity candle or pew bows are desired, the bridal party must provide their own (as well as two side candles). If pew bows are used, they may be attached using **only** ribbon or specially designed pew clips. Nothing may be hung or displayed from the rafters at the Stavkirke:

### ***Rice, Confetti, Birdseed, Balloons***

The throwing of rice, confetti or bird seed, inside or outside of the church, is prohibited. We do not allow the use of helium filled balloons. Couples may choose hand-held bubble blowers for their guests to greet them as they make their exit from the building.

### ***Photographs***

No flash pictures may be taken during the wedding ceremony. Before or following the ceremony, the photographer may photograph the bridal party at the altar at either the Stavkirke or the main church building for a period of time not to *exceed one-half hour*. (Please do not allow the photographer to dictate your wedding time line.)

### ***Video***

Video cameras are allowed as long as the operators are discreet. Video camera operators are not permitted in the altar area. Auxiliary lighting is prohibited.

### ***Stavkirke Weddings***

The Washington Island Stavkirke and adjoining Prayer Path property is owned and managed by Trinity Lutheran Church. Throughout the year, the Stavkirke is the site of numerous weddings, baptisms and special worship services. **The pastor of Trinity Lutheran Church is also the pastor for the Stavkirke and is**

**responsible for presiding at all worship services, weddings, vow renewals, and baptisms.** Visiting clergy may be allowed to assist in the Stavkirke ceremony at the discretion of (and after discussion with) Trinity's pastor.

The maximum for the Stavkirke is 38 people. Due to fire safety and space concerns, Stavkirke weddings (including participants, guests and the pastor) may not exceed 38. Weddings are not to be conducted on the grounds outside the Stavkirke, nor can wedding guests 'spill' outside the Stav building while the service is being held inside, out of respect for the gardens and grounds, and in view of the uneven footing outside. Please be aware of this as you plan your list of wedding guests. Larger weddings can be accommodated in the main church. The Stavkirke is enjoyed by thousands of island visitors throughout the year. The grounds outside remain accessible to them. In keeping with the sacred simplicity of the Stavkirke, additional decorations other than pew bows are not allowed. Due to fire concerns, only a wedding candle may be used.

### ***Alcohol, Tobacco, and Firearms Prohibited***

The consumption of alcoholic beverages on church property (main building, prayer path, and Stavkirke) is strictly prohibited. Violation may result in the cancellation of your wedding. Wedding party members who are intoxicated will not be permitted to participate in the ceremony.

*Trinity is a smoke and alcohol - free facility.  
Firearms are not allowed on church property.*

### ***Clean Up/Personal Property***

We require that you assign someone in your group to ensure your preparations, personal property, and equipment are cleaned up and removed immediately after the ceremony, before moving on to pictures, reception, and other wedding day events. We do not provide

custodial support, so please remove whatever you bring with you when you leave. Make sure to collect all of your belongings and flower boxes.

***Travel to Washington Island and Ferry Schedule***

Be aware of the ferry schedule and plan around departure times. Most days in the summer lead to seasonably long lines leading to delays at Northport. Traffic patterns change throughout the year, and in the winter months, one needs a vehicle reservation for a spot on the ferry. More information can be found at [www.wisferry.com](http://www.wisferry.com). For accommodations and other information, the Chamber of Commerce is a valuable resource [www.washingtonisland.com](http://www.washingtonisland.com). Also, venue and catering services are limited on the island, so take note of that as you plan your wedding celebrations.

***Phone Coverage***

The most reliable phone and text networks on the Island are Cellcom, US Cellular, and Verizon. If you or your guests have other carriers and need to be in contact, be aware of this..

***Fee Schedule***

Church Members \* and family of Members

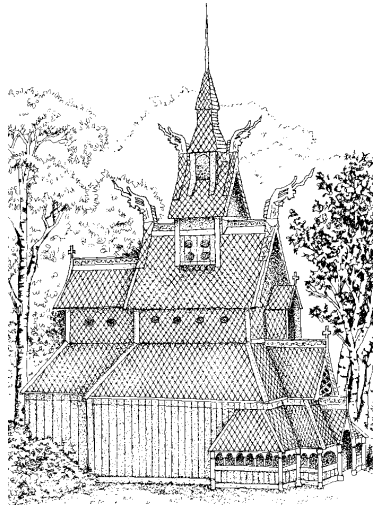
Use of church/Stavkirke	\$50
Organist/pianist (wedding day only)	determines own fee
Organist/pianist (present at rehearsal)	determines own fee
Vocalist	determines own fee
Pastor	at your discretion

Non-members

Non-refundable deposit	\$200
Balance due at time of rehearsal	\$300
Organist/pianist (wedding day only)	determines own fee
Organist/pianist (present at rehearsal)	determines own fee
Vocalist	determines own fee
Pastor	\$175

\* An active member of Trinity is a person who has communed, contributed to, and participated in the life of the church within the current or preceding year.

*Current 1/28/2022*



Trinity Evangelical Lutheran Church  
1763 Townline Road  
Washington Island ♦ Wisconsin ♦ 54246

920.847.2341

[trinitywashingtonisland@frontier.com](mailto:trinitywashingtonisland@frontier.com)

[www.trinitylutheran-wi.com](http://www.trinitylutheran-wi.com)

