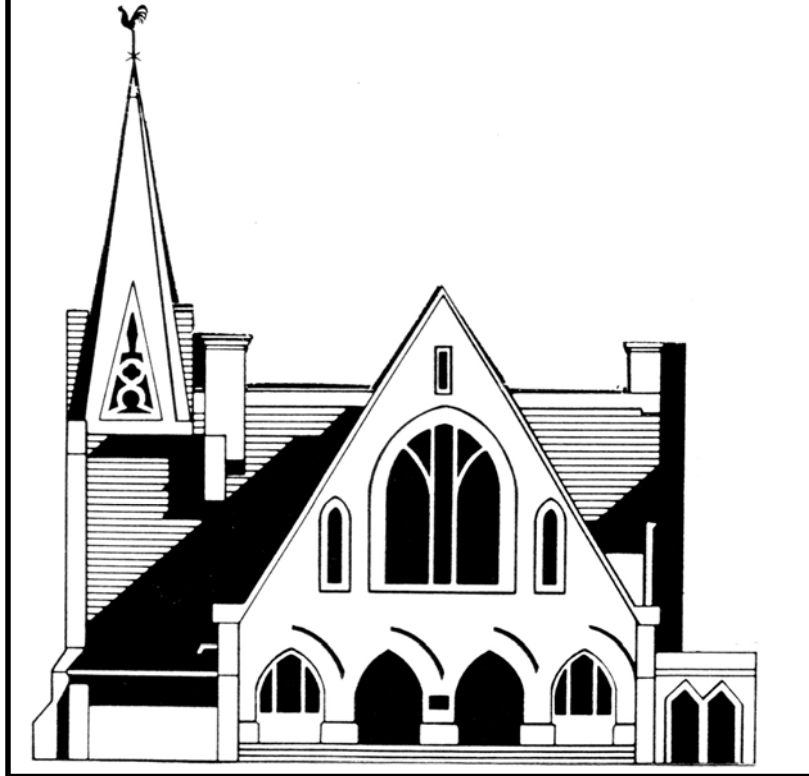


HOLDING A WEDDING OR UNION CEREMONY

at the
First Unitarian Society
of Milwaukee



THE FIRST UNITARIAN SOCIETY OF MILWAUKEE
A Unitarian Universalist Congregation • Est. 1842

1342 N. Astor Street, Milwaukee, WI 53202
Telephone: 414 273-5257 Fax: 414 273-5254
Email: office@uumilwaukee.org
Visit us on the World Wide Web at www.uumilwaukee.org

**HOLDING A WEDDING OR UNION CEREMONY
AT
FIRST UNITARIAN CHURCH**

Congratulations on your upcoming marriage! We're pleased that you are considering holding your ceremony at the First Unitarian Church.

Our historic church was built in 1892 to serve the congregation of the First Unitarian Society of Milwaukee, which was founded in 1842. If you are unfamiliar with the building or with Unitarian Universalism, we cordially invite you to attend one (or more!) of our services, which are held on Sundays at 8:30, 9:45 and 11:15 a.m. from the Sunday after Labor Day through the first Sunday in June. During the summer months, service is offered at 10:00 a.m. We hope you'll find the following information helpful as you plan your wedding.

Jean Johnson, Church Administrator

RENTING THE CHURCH

All arrangements for use of church space must be made through the Church Administrator, Jean Johnson. You may contact her at the church office (414-273-5257) or jean.johnson@uumilwaukee.org. You may make an appointment to view our facilities when you speak to Jean.

PLEASE NOTE: *We cannot put your wedding on our church calendar until:*

- 1) *you have secured the services of a Unitarian Universalist minister,*
- 2) *you have set a wedding time, and*
- 3) *you have paid your \$50 non-refundable deposit (please see page 4, "Fees").*

SECURING YOUR MINISTER:

It is the policy of the Board of Trustees of the First Unitarian Society that all weddings conducted at the First Unitarian Church be performed by a Unitarian Universalist minister in fellowship with the Unitarian Universalist Association.

Because of his time constraints, our Senior Minister, Drew Kennedy, is only available to perform wedding ceremonies for couples who are already pledging members of the First Unitarian Society of Milwaukee. However, other ministers in the area are often available to perform weddings here at First Church. Please call Jean Johnson for names and phone numbers of Unitarian Universalist ministers to contact.

So, your first step is to contact a Unitarian Universalist minister regarding her/his availability at a time mutually convenient to you, to the minister, and to the church. Please understand that, in fairness to everyone, we cannot confirm the date for your wedding until a Unitarian Universalist minister has been retained, your wedding time has been finalized, and your deposit has been paid.

SCHEDULING REHEARSALS:

Rehearsal time is included in the rental fees (though not in the ministerial fee), however, a rehearsal **IS NOT** automatically scheduled. If you feel that

a rehearsal might be needed, be sure to consult with your minister and if she/he concurs, then schedule it with the church office.

CUSTODIAL SERVICES:

Our church representative **MUST** be on hand for all weddings and wedding rehearsals. These services for the wedding (and rehearsal, if necessary) are included in your deposit and rental fees.

FEES

Church Fees

(Please make church fee checks payable to The First Unitarian Society)

NON-REFUNDABLE DEPOSIT: \$ 50

In order to book your wedding date, we require the payment of a \$50, non-refundable deposit. Other fees are in addition to this deposit.

SANCTUARY RENTAL: \$310

This fee includes church representative's fee, rehearsal time, a dressing area, and the Sanctuary for the wedding.

The deposit, as previously mentioned, is due at the time the wedding is scheduled; the \$310 sanctuary rental fee is due **NO LATER THAN TWO WEEKS BEFORE** the wedding.

Optional Child Care Room

CHILD CARE: Children are welcome at the First Unitarian Church. It is imperative, however, for their own safety and for the smooth operation of the First Unitarian Society's children's programs, that all children be supervised by an adult or a responsible teenaged babysitter at all times while in the church. If you anticipate children at your wedding or rehearsal, please make arrangements for adequate child care and inform the Church Administrator you would like to rent the Preschool Room. If unexpected children arrive, please insure that they are not left unattended. Finally, please be sure that all children's areas are left in the same condition as you found them.

OUR PRESCHOOL ROOM may be available for use for child care at a cost of \$35 for three hours or less.

Please complete the enclosed Rental Application and send it with the \$50 non-refundable deposit to:

Jean Johnson
First Unitarian Society
1342 N. Astor St.
Milwaukee, WI 53202

Non-Church Costs

The preceding fees are for the use of First Unitarian Church facilities for your wedding ceremony. You will, of course, incur other expenses for your wedding. The information below is provided as examples of other costs you may expect to pay:

CLERGY: You will need to discuss ministerial fees and payment with the Unitarian Universalist minister who is performing the ceremony. However, a fee of around \$350 is common and usually includes the wedding and consultation session. The rehearsal fee is often \$50. The check for clergy services should be written to the minister performing the wedding.

MUSIC: You will need to make separate arrangements with any musicians you wish to hire for your ceremony. If you would like piano music, you may contact either of the First Unitarian Society's Music Directors: Alissa Rhode at alissarhode@earthlink.net or (414-218-9373) and Jack Forbes Wilson at JackForbesWilson@aol.com or (414-964-5832). If you would like organ music, you may contact C. Christian Rich (414-543-4938), who may be able to play organ and/or piano for your ceremony. Please note that musicians usually do not participate in the wedding party rehearsal.

Musician fees will vary based upon the nature of your request, however a fee of \$250 is typical for a basic ceremony. Your check should be written directly to the musician(s) involved in your wedding.

OTHER COSTS: You will need to make any arrangements you might desire for flowers, printed programs, candles, etc., none of which are provided by the church.

MINISTERIAL CONSULTATION

As a non-creedal church, Unitarian Universalists have no firmly set wedding ceremony which you are obliged to use. Rather, ministers work with you to develop a wedding ceremony that will be meaningful to you and that will express your beliefs and values.

Consultation and fees for ministers may vary. As an example, this is how one local minister consults with couples:

The minister asks to meet with couples once or twice for an hour or two each time. The meeting(s) will be to get acquainted and to plan the actual ceremony. The total cost for consultation, travel to the church and wedding is \$350. Rehearsal fee is \$50. A payment of \$100 is requested at the second meeting with the remainder due on the day of the wedding.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

AIR CONDITIONING: The church is not air conditioned.

AISLES AND PEWS: The church has double aisles (but no center aisle), each approximately 50 feet long and 4 1/2 feet wide. (Usually the bride enters through the north sanctuary door and proceeds down the north aisle.) There are 14 rows of pews (please see diagram on page 9).

CANDLES: You may use candles as part of your ceremony or for decoration (although the church does not provide them), but PLEASE USE ONLY DRIPLESS CANDLES. If you use regular candles, you may be charged for any costs the church incurs for cleaning the wax from our wood and carpeting. The church has two free standing candelabras for seven candles each which are available for weddings. The candelabras use standard 10"-12" tapers, provided by the couple. There is no charge for using them, but please let the church know you want to use them so the custodian can get the candelabras out of storage.

CAPACITY: The First Unitarian Church, including the balcony, holds approximately 225 people.

CHANGING ROOMS: There is a carpeted room downstairs which may be used as a changing area (typically for the bridal party) at no extra cost.

DIRECTIONS TO CHURCH: Please see page 11 for written directions to the church.

FLOWERS: The church has no regulations concerning flowers. But please do not throw rose petals, confetti, etc.

HANDICAP ACCESS: All main floor areas of the First Unitarian Church are handicap accessible.

MUSIC: Both the grand piano and church organ are available for weddings. If you hire an organist other than, Christian Rich (mentioned on page 5), it is essential that he or she consult with Music Director Alissa Rhode about the organ. Contact Alissa at alissarhode@earthlink.net. Some couples prefer to use recorded music, and that's fine if your minister concurs, but you will have to bring in a sound system since the church does not have one available for that purpose.

PARKING: The church does not have a parking lot. "Where to Find Parking" on page 10 of this booklet gives an indication of available parking spaces in the neighborhood.

PHOTOGRAPHY: The church has no regulations concerning photographers and videotaping of events. However, please check with your minister for his or her preferences.

PROGRAMS: The church does not provide printed programs for weddings.

RICE: While there are no regulations against throwing rice *outside* of the church, we would prefer that people throw bird seed, since rice can harm birds. Please refrain from throwing rice, flower petals, confetti, etc. *inside* the church.

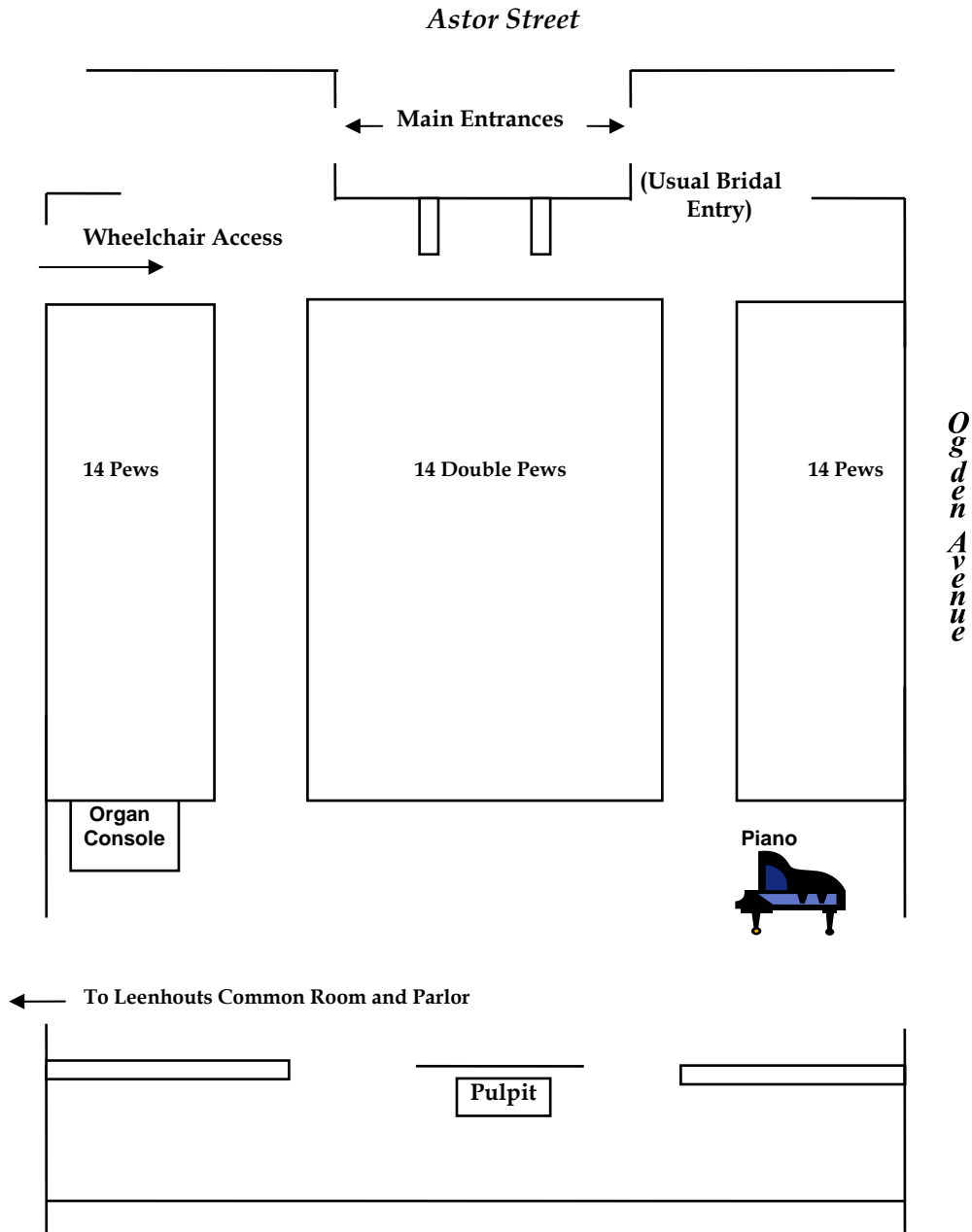
SANCTUARY SET UP: Very little of the sanctuary arrangement can be changed: the pews cannot be moved; the pulpit cannot be moved; and although the grand piano's position can be shifted, it cannot be moved out of the sanctuary. The diagram on page 9 will give you an idea of the sanctuary layout.

SUMMARY

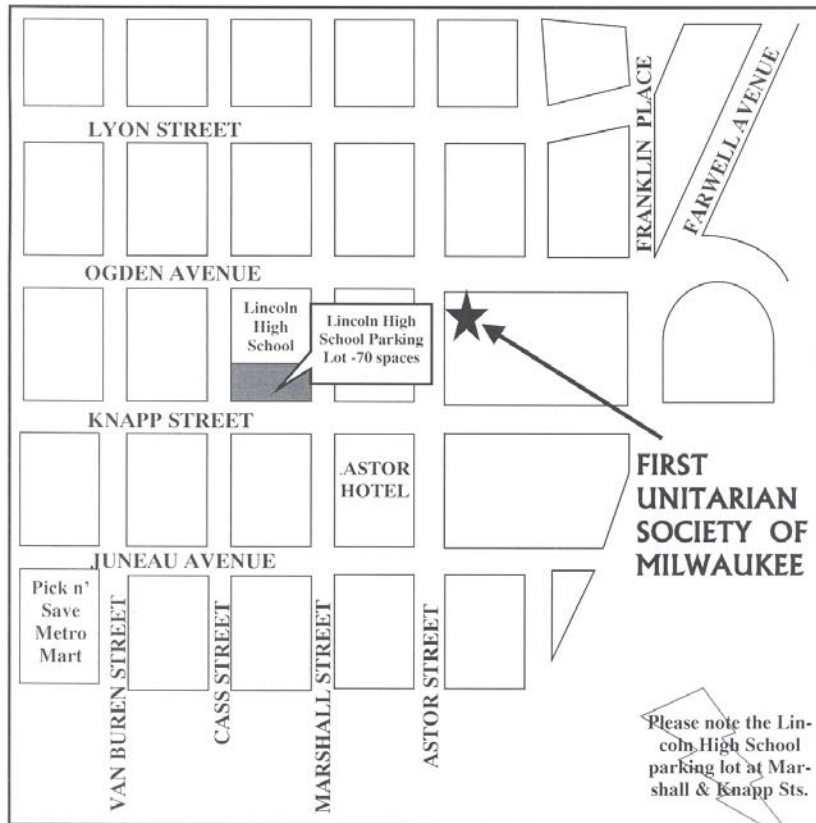
Here are the steps you need to follow to rent the First Unitarian Church for your wedding:

1. **CHECK ON CHURCH AVAILABILITY.** Call or email Jean Johnson, Church Administrator, at jean.johnson@uumilwaukee.org or 414 273-5257, to see if the church is available on the date(s) you have in mind. On Saturdays, ceremonies are scheduled no later than 3:30 p.m.
2. **SECURE A MINISTER.** If the church is available, contact a Unitarian Universalist minister in fellowship with the Unitarian Universalist Association to see if she/he is available to perform your ceremony. At that time, you might also inquire about a rehearsal.
3. **PAY YOUR DEPOSIT TO RESERVE YOUR DATE AND TIME.** After you have secured a Unitarian Universalist minister and have firmed up a mutually agreeable date and time, call the church office to make arrangements to pay your deposit and reserve the church for the wedding. We normally block out an hour before and after the ceremony time for each wedding.
4. **SEND IN YOUR RENTAL APPLICATION.** Complete the enclosed Rental Application and either bring or mail it to the church office, along with your \$50 non-refundable deposit.
5. **WHEN YOU BOOK YOUR DATE,** please reserve a rehearsal time, although this can also be done after your consultation with your minister. If you wish to reserve any other church equipment for your wedding day, this is the best time to do so since other events and weddings may also be scheduled for the same day.
6. **PAY YOUR RENTAL FEE.** At any time UP TO 2 WEEKS BEFORE THE WEDDING DATE, bring or mail the \$310 church rental fee (plus the fee for any other rooms you may be using) to the church.
7. **TRY TO RELAX** and enjoy your special day!

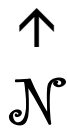
SANCTUARY LAYOUT



FIRST UNITARIAN SOCIETY OF MILWAUKEE
WHERE TO FIND PARKING



On-street parking is available in immediate proximity to the church. Please note restrictions that may apply—parking notices are posted curbside on all surrounding streets.

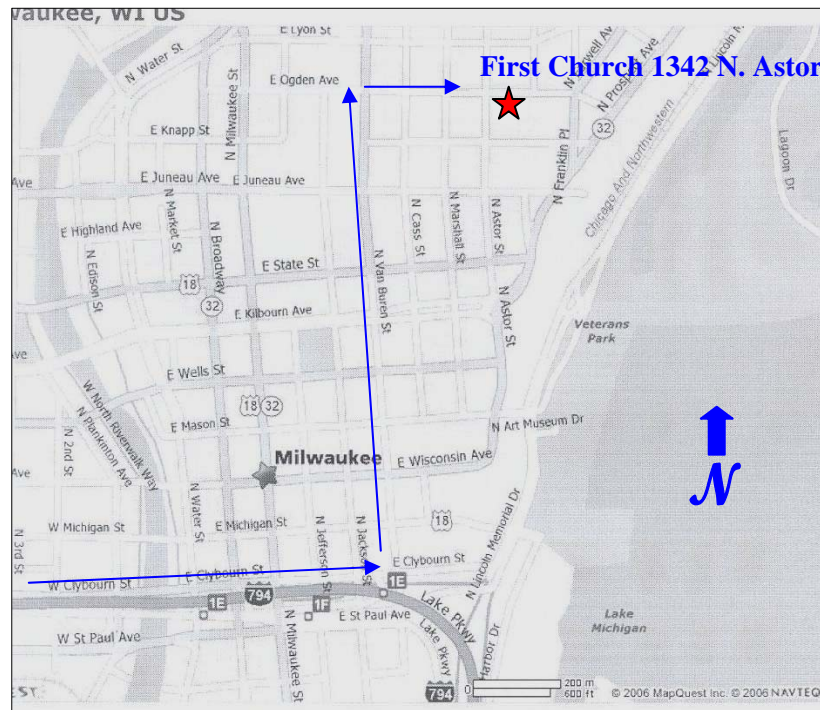


DIRECTIONS

From the west: Take I-94 into downtown Milwaukee. Exit on I-794 East. Take I-794 east to the Van Buren Street exit. Take Van Buren Street north nine blocks to Ogden. Turn east on Ogden Avenue to Astor Street. Church is on the southeast corner.

From the north: Exit onto McKinley Ave and go east (left). Continue on McKinley to Dr. Martin Luther King Drive. McKinley becomes Knapp St. at MLK Drive. Continue on Knapp until it ends at Jefferson St. Go north (left) on Jefferson 1 block to Ogden. Go east (right) on Ogden to Astor.

From the south: Heading north to Milwaukee on I-43/I-94, continue on to I-43 northbound through the Marquette Interchange. Exit onto McKinley Blvd and go east (right). Continue on McKinley to Dr. Martin Luther King Drive. McKinley becomes Knapp St. at MLK Drive. Continue on Knapp until it ends at Jefferson St. Go north (left) on Jefferson 1 block to Ogden. Go east (right) on Ogden to Astor.



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WHO ARE THESE UNITARIAN UNIVERSALISTS?

We are a progressive, liberal religious congregation that is open and inclusive in our outlook. Once a Protestant Christian church, our living faith now draws from *many* sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit, and an openness to the forces which create and uphold life.
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion and the transforming power of love.
- Wisdom from the world's religions which inspires us in our ethical and spiritual life.
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves.
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit.
- Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

WHAT DO UNITARIAN UNIVERSALISTS BELIEVE, AFFIRM, STAND FOR?

The inherent worth and dignity of every person.
Justice, equity and compassion in human relations.
Acceptance of one another and encouragement to spiritual growth.
A free and responsible search for truth and meaning.
The rights of conscience and the use of the democratic process.
A goal of a world community with peace, liberty and justice for all.
Respect and care for the interdependent web of all existence.

The congregation of The First Unitarian Society
of Milwaukee affirms and promotes the full participation of persons in our activities
without regard to race, color, gender, physical or mental challenge, sexual identity
or orientation, age, class, national origin, or ancestry.
Indeed, we are interested in actively promoting

more diversity within our congregation.

RENTAL APPLICATION & AGREEMENT

Completed form must be returned to the church office in order to secure your date & time!

All scheduling for use of the facilities should be made through Church Administrator Jean Johnson (414-273-5257 or jean.johnson@uumilwaukee.org). The wedding/union ceremony itself must first be scheduled with a Unitarian Universalist minister as outlined in our brochure, "Holding a Wedding at The First Unitarian Church."

GENERAL INFORMATION

NAMES: _____

PHONE(S): _____

EMAIL: _____

ADDRESS: _____

_____ ZIP: _____

OFFICIATING MINISTER: _____

WEDDING DATE: _____, 20__ REHEARSAL: _____, 20__

TIME: _____ TIME: _____

FEES

The Non-Refundable Deposit is due at the time you confirm your wedding/union ceremony date and time. The Sanctuary rental fee is due no later than 2 weeks before the scheduled date. Your checks should be mailed or delivered to The First Unitarian Society of Milwaukee, 1342 N. Astor St., Milwaukee, WI 53202. You must make your own arrangements to pay your minister and your musician(s).

NON-REFUNDABLE DEPOSIT:	\$ 50.00
SANCTUARY RENTAL:	<u>\$ 310.00</u>
	\$ 360.00 TOTAL

OPTIONAL PRESCHOOL ROOM & FEE

Please complete and circle this section if you would like to reserve the Preschool Room for child care:

PRESCHOOL ROOM at TIME: _____ \$ 35.00

ACCEPTANCE AND AGREEMENT

I agree to be responsible for any loss or damage which may occur to the facilities and/or equipment of the First Unitarian Church during my/our use of same.

_____, 20__
Applicant's Signature Date

_____, 20__
Church Representative's Signature Date