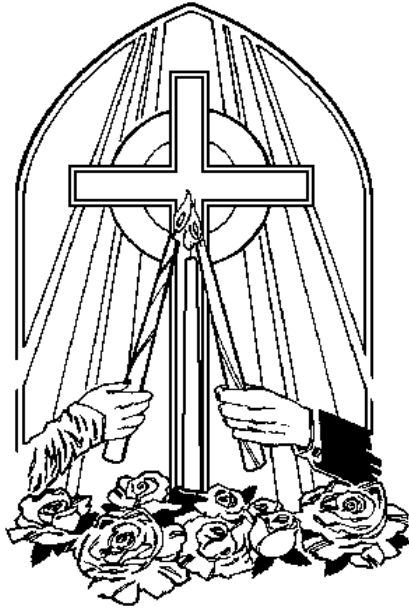


Wedding Services
available through
Mount Olive's
Altar Guild



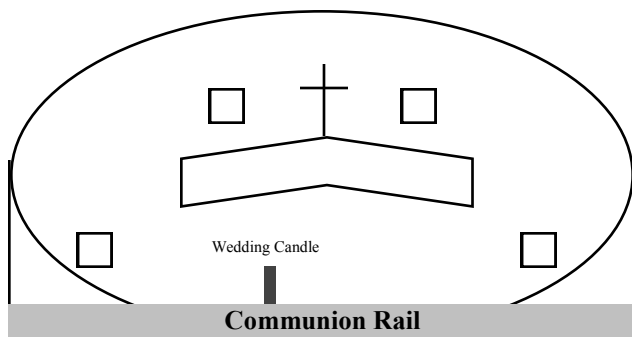
930 E. Florida Avenue
Appleton, WI 54911

Unity Candle

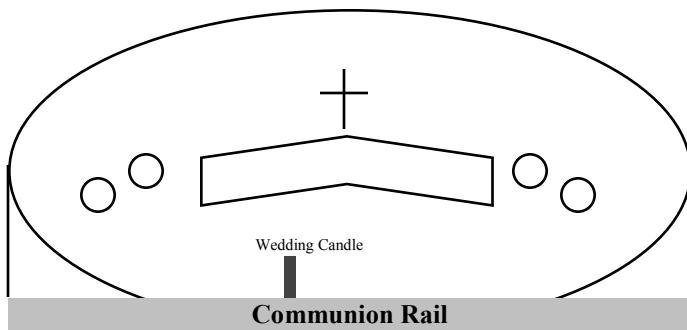
Altar Guild will set up the individual candles on the unity candle stand. Mount Olive provides the candles. The unity candle itself is provided by the wedding couple.

Candelabra

Altar Guild will set up the candelabra (2 or 4 as desired). Mount Olive provides the candles. The candelabra may be arranged in any manner which is pleasing to the wedding couple and in agreement with the pastor. Bows and/or decorations may be attached to the candelabra if desired, but they **must** be attached in a manner that will not scratch the candelabra—such as chenille twists or soft ribbon etc. **Do not use wire!**



The represents the placement of the candelabra for choice **A**.



The represents the placement of the candelabra for choice **B**.

Aisle Candle Holders

Altar Guild will set up and take down the aisle candles and holders. There are ten candle holders available. Usually eight are used. Several arrangements are suggested.

- **A.** Every third pew beginning with pew 3. (3 - 6 - 9 - 12)
- **B.** Every second pew beginning with pew 2. (2 - 4 - 6 - 8)
- **C.** Staggered on pews 2, 4, 6, 8, 10, 12, 14, 16.
- **D.** Every fourth pew beginning with pew 3. (3 - 7 - 11 - 15)

Bows or decorations may be added to aisle candle holders with chenille twists or ribbon - **NO WIRES!**

Center Aisle Runner

Altar Guild does NOT provide an aisle runner. They are available through most florists, but are the responsibility of the wedding couple. Altar Guild will attach the aisle runner if it is delivered to the church the day before the wedding. The approximate length of Mount Olive's center aisle is 75 feet.

List of expectations for wedding party:

1. The wedding party will be responsible for removing anything brought into the church, such as: clothing, food containers, things used by bride and attendants in dressing area. A suggestion: appoint someone to be responsible for removing these items during picture taking.
2. If the flower cooler is used, be sure the door is closed.
3. Mount Olive is not responsible for lost or stolen items. Please lock purses and other valuables in the library (where bride dresses) using the key issued by the pastor. Return key to the pastor following the ceremony.
4. The candelabra and the aisle candles are oil burning. Do not remove them or lay them down as the oil will run out.

Names of Bride & Groom: _____

Date & Time of Wedding **Rehearsal**: _____

Date & Time of Wedding: _____

Phone number of bride: _____

Pastor performing ceremony: _____

Altar Guild Worksheet
(to be completed after the couple has made their decisions)

Circle One		Description of Service to be Provided
A	B	Suggested arrangement for candelabra
Yes	No	Unity Candle
2	4	Candelabra
No	Yes	Aisle Candles
A	B	Preferred Arrangement of Aisle Candles
C	D	
Yes	No	Aisle Runner
Yes	No	Will be delivered to church day before wedding
White	Applicable Seasonal Color	Parament Color

A fee of \$30.00 is payable to the Altar Guild for every wedding at Mount Olive. Please make your check payable to "Mount Olive Altar Guild" and deliver it to the church office by the date of the rehearsal. Thank you.

Married Couple's New Address: _____

Phone Number: _____

NOTICE: After you have completed this form, please bring or send it to the church office. In order to provide the services offered it needs to be in our office at least **three weeks prior to the wedding**. Thank you for your cooperation.