

*Worship Service of Christian Marriage*

*Wedding Contract and Costs*



The wedding is a service of worship, during which two people unite their lives in the eyes of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy!

Member rates are for couples who have been *active* church members for one year.

	<u>Non-Member</u>	<u>Member</u>	<u>Your Charge</u>
Sanctuary Fee	\$300	\$0	
Staff Fees (Pastor, Organist, Coordinator or Host)	\$550	\$400	
Soloist Fee	\$100	\$100	
Candelabras	\$25	\$25	
Security Deposit *Will be returned if guidelines have been followed	<u>\$200</u>	<u>\$200</u>	<u>\$200</u>
TOTAL AMOUNT DUE:	_____	_____	_____

We agree to pay the above amount in full by one week prior to my service in the church office. We agree to arrive no earlier than 2 hours prior to our ceremony.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## *Scheduling*

All fees must be paid to the Church Office one week prior to the wedding. Payments for non-First Church clergy, organists, instrumentalists or vocalists should be made in accordance to arrangements made with them. You must have direct permission from a First Church pastor to have guest clergy, and from the First Church Minister of Music to use any non-First Church organists.

All scheduling will be done through the church office at 402-466-1906. You will need to speak to our Minister of Music, Brent Shaw, for planning music, Rev. Larry Moffet for order or service, and then once it gets closer to the wedding time, the wedding “coordinator” or host who has been scheduled for the ceremony.. Please be aware that a wedding date will not be added to our church calendar until a \$200 deposit is paid. We usually schedule weddings at 11am, 1:30pm, or 4pm, with no more than 2 weddings in a weekend. No weddings may take place on the weekends of these holidays: New Year’s Day, during Holy Week (Palm Sunday through Easter Day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day or any days that conflict with church activities.

Fees differ for members and non-members. An outline of our fees can be found in the back of this booklet. Unless the bride or groom, have been members of First United Methodist Church for at least 8 months before scheduling a wedding, the wedding is considered a non-member wedding.

There is a \$50 dollar rescheduling fee if the time or date of the wedding or the rehearsal changes after the initial booking.

Fees are due a week prior to the wedding so our volunteer treasurer can handle financial needs of the church.

## *Ministerial Staff*

The pastor will be assigned to your wedding no later than 3 months before your wedding.

Some couples are members of a smaller church and wish to use our sanctuary due to its size. In this case, we do allow for another United Methodist minister to officiate, but you would still use our coordinator and organist and abide by our church policies.

## *Required Pre-Marital Counseling*

Pre-marital counseling is required of all couples wishing to get married at First Church. Most couples will meet with the pastor 2 or 3 times before the wedding. During these sessions, you will discuss readiness for marriage, communication, and the place of Christian faith within the marriage. This is the time when you can discuss the details of the service.

It is your responsibility to contact your assigned pastor **3 months** prior to your wedding. You can reach them through the church number: (402) 466- 1906. Failure to contact the officiating pastor could result in postponement of your wedding.

## *Facility*

Our spacious sanctuary seats approximately 350 persons on the main floor and 600 in the balcony. For smaller weddings, our chapel is available to seat 75 people or less.

Dressing rooms are available for both the bridal attendants and the groomsmen/ushers. A separate room is provided if you wish to have snacks for you wedding party. We recommend that all personal items be removed from the dressing rooms prior to the photo shoot.

We will unlock the church 2 hours before the wedding ceremony is supposed to begin. It is our policy to allow only a three-hour block of time for weddings at First Church in case there are multiple weddings or events at the church that day. This includes the time needed for floral setup, decorating, dressing, pictures, ceremony, receiving line and cleanup. Any additional time required will be billed at \$25 per half hour.

## *Music:* **Brent Shaw - 919-609-5362. Brent@firstumclincoln.org**

The First Church Minister of Music/organist will play the piano and/or organ for all rehearsals and weddings or will arrange a competent substitute. It is your responsibility to contact him and arrange to meet with him **3 months** before your wedding. Our organist will be able to guide you in picking out appropriate music for the ceremony. If you choose to use a soloist, there is a \$25 charge per soloist, per hour of rehearsal that our organist must accompany if you provide your own soloist. If it is one of our soloists we arrange, no rehearsal fee will be charged. The fee for a soloist is \$100.

**WE DO NOT ALLOW THE USE OF PRE-RECORDED MUSIC OF ANY KIND!!!**

## *Wedding Coordinators or Hosts*

Wedding Coordinators or Hosts will help on the day of the wedding by unlocking the building, helping people go down the aisle at the right time, and running sound during the ceremony. They are not responsible for running errands for the wedding party.

## *Attending the Rehearsal*

Plans for the wedding service are made with the pastor during pre-marriage counseling. The rehearsal, usually held the evening prior to the wedding, is when the logistics of the service (where to stand, how to process, etc.) are discussed with the whole wedding party. Depending upon the number of persons involved, the time required is usually 45-minutes to one hour.

All participants in the wedding service, including parents, attendants, flower girls, ring bearers, candle lighters and ushers should be present and on time. If you are having a guest pastor participate in your ceremony, he or she is also expected at the rehearsal. If you are working with another wedding consultant, please be aware that First Church's pastor and wedding coordinator will be in charge of all proceedings at First Church. In the event that a visiting United Methodist pastor is officiating, the First Church wedding coordinator will assist him or her.

Solo music will not be performed during the scheduled rehearsal but before or after the rehearsal.

## *Wedding Programs or bulletins*

Wedding programs can serve both as a "table of contents" for the service and they can be great souvenirs for the guests. First Church is not responsible for providing keepsake programs; however your pastor and your wedding coordinator are able to help with any questions that you may have. However, we can print basic bulletins similar to our Sunday morning worship bulletins.

## *Getting Your Marriage License*

The wedding is a service of worship, but it also confirms the legal requirements for a marriage. You must have a marriage license prior to the service, as the pastor can not officiate at a wedding unless the marriage license is in his or her possession.

You can obtain a marriage license at the Lancaster County Clerk's Office in the City County Building, 555 South 10<sup>th</sup> Street, Lincoln, Nebraska. The fee for the marriage license is \$15.00. The 24-hour/60-second Marriage License Information Line is (402) 441-8448. To verify your date of birth, a driver's license, birth certificate or passport is required. You will need to know your birthplaces, social security numbers, the date any previous marriage ended, your parents names, your mother's maiden name and also your parents' birthplaces. Both the bride and groom must be present to sign the application. For additional information, you can call the Lancaster County Clerk's office at 441-7484.

You will receive two different copies of your marriage license; one is "official" copy and the other is "commemorative" copy. We request that you bring both copies and the complete names and current addresses of your witnesses to the church office the week prior to your wedding. If you are having a guest clergy person perform your wedding, you will need to provide his or her current address also. The licenses will be prepared and available for the pastor and witnesses to sign on the day of your wedding.

### *Photography*

We encourage pictures to be taken before the wedding, but we can accommodate other requests. The wedding party may take pictures anywhere on the church property, we just ask that things be returned to the way that they were found. Flash may be used while the bridal party is entering and exiting the sanctuary, but not during the ceremony. **Photographers are also allowed in the balcony, but they may not distract from the wedding ceremony. No special lighting may be used during the ceremony.**

### *Decorations*

White paraments are provided by the church and are placed on the altar and the pulpit for weddings. Seasonal decorations in the sanctuary or chapel must remain in place for any wedding scheduled during those time periods.

Due to potential damage to the church, tacks, nails, staples, adhesive tape, or scotch tape are not to be used to attach decorations. Please be aware that the wedding couple will be charged any cost over the security deposit of repairing any damage done to the church building or property.

## FLOWERS

**Flower arrangements may not be placed on the altar table.** First Church has a pair of square pedestals that may be used for floral arrangements. They can be placed in different areas on the chancel or on the floor in the sanctuary.

If the flower girl will be dropping flower petals down the aisle in the processional, you must use artificial petals as real petals will stain the carpet and can be slippery.

## Pew Decorations

Many couples choose to decorate all or a few of the main aisle pews with bows, tulle, flowers, or wreaths. There are twelve rows of pews on each side of the center aisle of the First Church sanctuary and a total of fourteen pews in the chapel. **Pew bow hangers, florist tape, masking tape, elastic bands, or ribbons are the only items that may be used to attach pew decorations.**

## Candles

The two brass candles on the altar will be lit prior to your ceremony. First Church also has a pair of brass seven-branch candelabras with white oil candles available for renting. They may be decorated with flowers, greenery, ribbons, or other materials as long as the decorations do not impose a fire hazard or damage the candelabras. If you choose to rent candelabras from another source, you should be aware of the various types of candles that may be used. Dripless candles or metal candles with wax inserts are two options. Experience has demonstrated that if you rent candelabras with metal inserts, you will need two sets of inserts. One set is used for the photography session and the other for the wedding.

