



## *Weddings 2010*

*First Presbyterian Church*

*840 South 17th Street*

*Lincoln, Nebraska 68508*

*(402) 477-6037*

*[www.firstpresbyterianlincoln.org](http://www.firstpresbyterianlincoln.org)*



## INTRODUCTION

This booklet was created to assist couples with wedding arrangements in the First Presbyterian Church of Lincoln, Nebraska. The Church, dedicated to the praise of Almighty God, is a symbol of the sacredness of the marriage bond.

**We ask that you read these pages carefully.** Some items may or may not apply to your wedding, perhaps about others you may have some questions. These suggestions and a few rules have been developed, after hundreds of weddings in our church, to help every bride and groom, and their families plan for a joyous occasion. As with all services in a Presbyterian church, these procedures have been approved by our session, the governing board of the congregation.

Wedding services in our church are acts of Christian worship. The service is taken from our Presbyterian *Book of Common Worship*, which reminds us that a church wedding ceremony seeks the true blessing of God on this occasion.

It is our prayer that God, the giver of life and love, will bless the beginning of your married life, as you look forward to the vows that you will take in the presence of God during the ceremony.

From the *Book of Order*, Presbyterian Church (USA)

*Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, it is under the direction of the minister and the supervision of the session. The marriage takes place in a special service that focuses upon marriage as a gift of God and as an expression of the Christian life.*

## SCHEDULING YOUR WEDDING

After reading this booklet, please contact the wedding hostess, Joan Berglund at 440-5478 to schedule your wedding and rehearsal. This should be done as soon as possible.

A non-refundable \$50.00 deposit is required.

Ordinarily, wedding rehearsals are scheduled the day before the wedding and no later than 6:00 p.m. and wedding ceremonies are scheduled no later than 7:00 p.m.

Any changes in wedding rehearsal dates or times must be cleared with the church office – again, to prevent conflicts in schedules or to clear a date that is not going to be used.

Video taping of the ceremony (if done by the Church) should be scheduled with the videographer, Jim DeFrain, 484-8284. A \$100 non-refundable deposit, which will be applied to the total fee of \$225.00, is due at the time of scheduling and the balance is payable at the time of rehearsal.

An audio fee of \$75.00 is required to set up the audio for the ceremony if you will not be using our video team. This fee is payable one week before the wedding.

Our wedding hostess officially represents First Presbyterian Church, and her services **may not** be replaced by anyone else. An appointment must be made with our wedding hostess to go over wedding plans. Our wedding hostess helps the bride and groom with details of the wedding, ushering, and seating arrangements, and is present at both the rehearsal and the wedding.

## PREMARITAL COUNSELING SESSIONS

**Premarital counseling sessions with the Premarital Counselor are mandatory and are to be arranged directly with the counselor prior to the wedding.** In order for this to be a successful and productive experience, it is recommended that the counseling sessions begin approximately four months before the wedding date. (*Plan to meet approximately for four sessions.*)

The fee to have the counseling instructions processed is \$35.00. This is in addition to the \$175.00 counseling fee. The processing fee is due at the first appointment, and the check should be made out to “*Life Innovations, Inc.*”

## WEDDING ARRANGEMENTS

### REHEARSAL

The rehearsal is an important event and all those taking part should plan to be at the church **promptly**. Allow approximately one hour for rehearsal. The time is arranged with the pastor and wedding hostess. Rehearsals are scheduled no later than **6:00 p.m.**

Before the rehearsal:

- Complete music selection with the organist.
- Decide whether the kneeling bench will be used.
- Confer with the audio person if special effects are needed.

**Please bring the marriage license to the rehearsal.** There will be practice of processional and recessional and a review of the service by the pastor. Our wedding hostess will give instructions to the ushers, candle lighters, and family.

All fees, other than deposits previously paid, are due and payable one week before the wedding.

### CEREMONY

A Presbyterian pastor will guide you in planning the order of worship. If additions to the service are desired, this can be arranged in consultation with the pastor. The worship bulletin should be approved by the pastor prior to final printing.

The Presbyterian Church (USA) believes that God the Holy Spirit “calls women and men to all ministries of the Church” (Brief Statement of Faith, line 64). For this reason “both men and women shall be eligible to hold church offices” (Book of Order G-6.0105). Our wedding staff will arrange for one of our pastors, or another Presbyterian pastor, to work with you in planning your wedding and to officiate the ceremony based on his/her availability for this service.

If the assistance of another pastor is desired, this arrangement must be cleared with the pastor on our staff, who then may choose to extend the invitation to assist.

Those taking part in the wedding:

- In accordance with our church rules, persons are asked to refrain from smoking in the church building. Smoking is **only** permitted outside the east entrance and cigarette butts must be disposed of properly.
- **Alcoholic beverages may not be consumed in the church building or on the grounds.** Members of the wedding party who arrive at the church under the influence of alcohol or drugs will **not** be permitted to participate.
- Rice, bird seed, and confetti create problems both inside and outside the church building. These items are **not** to be distributed to guests. Bubbles or real flower petals may be used outside the church building but may not be used inside. If flower petals will be strewn inside, they **must** be artificial. (If you question any item, please check with our Wedding Hostess.)
- If a flower girl and/or ring bearer are to take part in the wedding, they should be old enough to carry out these duties. Children vary in their abilities and should be chosen carefully.
- Ushers are needed for weddings that include a number of guests – one usher for every fifty guests is suggested.
- **No food or drink are allowed in our sanctuary or parlor.** These items may be consumed only in the Kitchenette, Great Hall and Fellowship Hall and the remains must be disposed of properly.



## MUSIC

A wedding is a church worship service. Therefore, all music must express a Scriptural view of love and marriage. The organist and ministers must approve all musical selections. All musical arrangements must be made with our organist. If he is not available for your wedding, we will supply another organist.

Prior to your wedding, arrange a time to meet with the organist to coordinate music selections for your wedding. If you have specific music you want for your wedding you are responsible for obtaining it and getting it to the organist or pianist in a timely manner. If you need help in obtaining vocal or instrumental soloists or groups, our Director of Music will assist you if desired.

Arrangements for payment for the services of any soloists or groups is to be handled directly with such individuals or groups. If the organist or pianist is required to be at extra rehearsals with soloists, etc., additional fees may be required and should be negotiated directly with the organist/pianist.

## OTHER WEDDING ARRANGEMENTS

### DECORATIONS

The regular appointments of the sanctuary (such as the communion table, baptismal font, cross, candlesticks, etc.) are to be left in place. White Paraments will be put in place for your wedding. Seasonal decorations must remain in place. No runners allowed.

In the event of a funeral or an unexpected church event, the church event will take precedence over wedding decorations.

### WEDDING GIFTS BROUGHT TO THE CHURCH BUILDING

The bride and groom assumes responsibility for all gifts and belongings brought to the church building. Remember the church building is open as a public building. Normal precautions should be taken to assure that gifts are protected. The Narthex where the gifts are left is not locked or monitored during the ceremony. The wedding party must designate persons to receive the gifts before the service, and to take all gifts from the church building immediately following the wedding. Gifts are not to be opened or displayed in the church building.

### VALUABLES

The church is not responsible for lost or stolen items. **Do not leave valuables unattended.**

### PHOTOGRAPHS

Photographers, both professional and family or guests, are **not** to take pictures during the service. First, it is permissible for the photographer, under the supervision of the wedding hostess, to take flash pictures at the rear of the sanctuary as the wedding party enters and leaves.

**However, photographers may go no further into the sanctuary than the fourth (4th) pew from the back.** Secondly, the photographer is also permitted to quietly take pictures **without flash** from the back balcony during the worship service. Movements and the flash involved destroy the spirit of the service. Remember: the wedding ceremony is a worship service and it shall receive the attention and dignity associated with a worship service. The wedding party may always pose for pictures in the church building before or after the ceremony. Photographs are encouraged before the wedding. **Photography must be completed no later than thirty minutes before the ceremony.**

If a wedding worship bulletin (program) is printed, it is necessary to state that “no pictures are to be taken during the ceremony other than by the contracted photographer.” If such is not included in the bulletin, the pastor may verbally announce it before the worship service begins.





## CONTACTS

### CHURCH CONTACTS

The staff of First Presbyterian Church is glad to be of all possible help in planning your wedding. It is advisable to plan as far ahead as possible when arranging a church wedding because of schedules for the sanctuary and other rooms and for the staff members who are to take part.

**Joan Berglund**, Wedding Hostess ..... (402) 440-5478  
jberglund@windstream.net

**Cathy Rauch**, Premarital Counselor.....(402) 423-4838  
heycathy@gmail.com

**Jim DeFrain** (video taping)..... (402) 484-8284  
jdefrain@neb.rr.com

**Carol Tucker**, Building Coordinator ..... (402) 477-6037  
caroldtucker@hotmail.com

**Charles W. Ore**, Organist  
charles.ore@cune.edu



### GENERAL INFORMATION

Sanctuary Seating – 500 (all balconies)  
Pews – 22 rows each side of center aisle  
Center Aisle – 75 feet long

Chapel Seating – 50

Marriage License Information – (402) 441-7484

### FEE SCHEDULE

Sanctuary Wedding .....	<u>\$350.00</u>
Minister’s Honorarium .....	<u>\$175.00</u>
Organist .....	<u>\$175.00</u>
Wedding Hostess:.....	<u>\$200.00</u>
Premarital Counselor.....	<u>\$175.00</u>
Custodial Services.....	<u>\$100.00</u>
Audio Fee.....	<u>\$ 75.00</u>
<b>Total .....</b>	<b>\$1250.00</b>

### OPTIONS – ADDITIONAL CHARGES

Candelabra (14 white candles w/brass tips) .....	\$ 35.00
Video taping .....	\$225.00
<i>(\$100.00 nonrefundable deposit to schedule, to be applied to the full cost)</i>	

### DAMAGE AND MISUSE OF POLICY DEPOSIT .....

*\$250.00  
(This fee is refundable if no building damage is found and if no misuse of wedding policies occur.)*

*\*A nonrefundable deposit of \$50, applicable to the fee for the use of the church building, is due and payable at the time the wedding is scheduled.*

### PAYMENT OF FEES

All fees should be paid by check, made payable to individual person listed.