First United Methodist Church

516 Main St
Wayne, NE 68787
402-375-2231
office@waynefirstumc.org

two shall become one

GUIDELINES FOR WEDDINGS

INTRODUCTION

Welcome to First United Methodist Church. We are excited to share with you in this important time in your lives, as you join together in the covenant of marriage. We look forward to helping you celebrate your love for one another and to know the love of God for your lives. Please review this booklet as you prepare for your special day.

CHURCH INFORMATION

First United Methodist Church — Phone: 402-375-2231
516 Main St — Office Hours: 8:30-3:00 M-Th
Wayne, NE 68787 — 8:30-Noon F
Pastor: Nick Baker pastor@waynefirstumc.org
Coordinators: Linda Teach at 402-375-1521 or 402-375-0417 (cell)

THE WEDDING DATE AND TIME

For weddings held in our church, please call the church office regarding the date availability before you firmly set your date at other facilities. A $100 non-refundable reservation fee is required before your wedding date is placed on the church calendar. Weddings held in our church cannot begin any later than 4:00 p.m.

There will be no weddings scheduled on the following days:

- New Year's Eve and New Year's Day
- Holy Week (Palm Sunday through Easter)
- Memorial Day Weekend
- Annual Conference Weekend—Usually late May/early June (Check with church office for dates)
- Fourth of July
- Labor Day Weekend
- Thanksgiving Weekend
- Christmas Eve or Christmas Day

INVOLVEMENT OF OUR PASTOR

Although another pastor may be involved in your wedding, the Pastor from First United Methodist Church will facilitate the wedding, and will issue the invitation to any other pastor, so that they may participate in the ceremony.

Contact Pastor Nick Baker at pastor@waynefirstumc.org

WEDDING PLANNING AND PRE-MARITAL COUNSELING

Pastor Nick would like to meet with couples at least once before the wedding date to discuss the service and to get to know you. This must be done at least two months ahead of the schedule wedding date. Pastor Nick also encourages pre-marital counseling sessions for all couples. The Pastor is available to schedule these times if you are interested. It involves a dedicated time to talk about your upcoming marriage and encourage conversation between the couple on topics important to the couple. If you would like to schedule pre-marital counseling you may do so by contacting the pastor or church office.

THE WEDDING COORDINATOR (Pastor's Assistant)

First United Methodist Church makes use of a Wedding Coordinator to help make your rehearsal and wedding day run smoothly. The Coordinator is a member of our church and has been trained for this special function. The Coordinator, along with the pastor, will coordinate the wedding rehearsal to ensure the processional proceeds according to plans. The Coordinator will meet with members of the wedding party at least twice to go over wedding day plans.

SPECIAL CEREMONY REQUESTS

Please note: Any special requests that alter the traditional wedding ceremony must be approved by the Church Board of Trustees. Please submit your requests in writing to the Pastor.

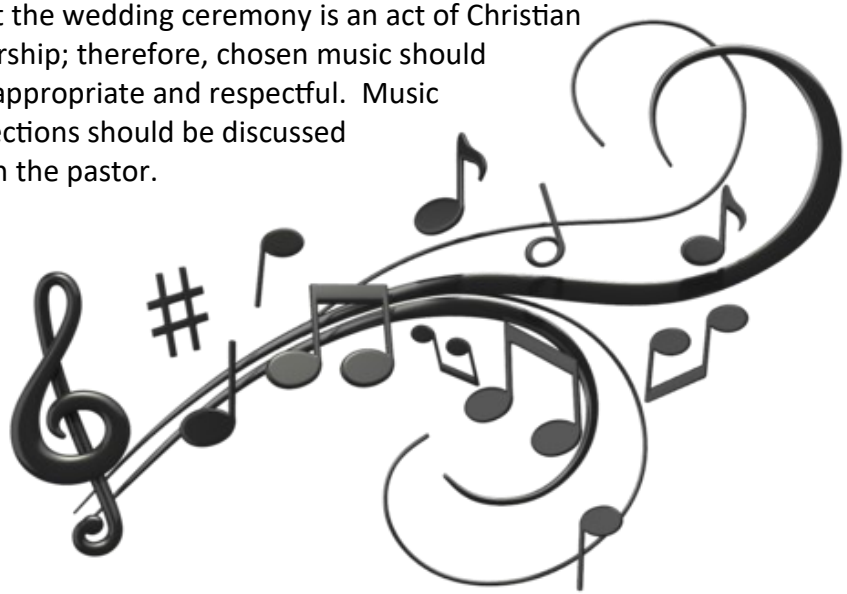
THE WEDDING MUSIC

Our church will provide names of organists/pianists/soloists that may possibly be available. If you elect to use one of these for your event, we ask a fee of $150 each for their ministry.

Our organists/pianist, are most familiar with our musical instruments and will be happy to play for your wedding. You may wish to have your own musicians play for your wedding, but they would need to be approved. Guest pianist must meet with our pianist to ensure that they are familiar with our instrument.

Pre-recorded music may be used. The Sound Technician's service includes the rehearsal and the wedding. Only our church sound technicians are authorized to use the sound equipment.

When selecting music, please keep in mind that the wedding ceremony is an act of Christian Worship; therefore, chosen music should be appropriate and respectful. Music selections should be discussed with the pastor.



THE REHEARSAL

The wedding rehearsal will last approximately one hour. It is expected that all wedding participants will be present for the rehearsal. The time and date of your rehearsal should be set on the church calendar when you schedule your wedding. Our preference is 6:00 p.m. on the day before the wedding.

DECORATION OF THE SANCTUARY

You may decorate the altar, but the Bible and cross need to remain.

Live or silk flowers and candles of any color may be arranged in the sanctuary. The church has; a pair of brass candelabras and a pair of floor candelabras (we provide the candles), brass candle lighters and a table for the guest book. You may bring in any candle holders and candles. It will also be necessary to place a plastic covering on the carpet under any candelabras. The clear plastic coverings are provided by the church. "Paradise" candles are available to avoid plastic on the floors.

We request that all pew bows, flowers, etc. be attached to pew chairs with rubber bands or pew clips. (Do NOT use tape, tacks, nails or glue to attach decorations anywhere in the building.)

It is expected that you will assign someone to be responsible for removing all decoration from the sanctuary immediately following the ceremony. This will allow the custodian time to prepare and clean so it is ready for the worship service to follow.

THE MARRIAGE LICENSE

The marriage license may be obtained up to one year prior to the wedding date from the County Clerk's Office in any county in Nebraska. It is a good idea to take your birth certificate or driver's license as proof of legal age. Both the bride and groom are required to sign the license in the presence of the County Clerk. The Marriage License should be brought to the Pastor at the time of the rehearsal or before.

PHOTOGRAPHERS AND VIDEO EQUIPMENT

Most professional photographers will plan their work carefully to avoid any violation of the sacred spirit of the wedding ceremony. There are to be no flash photographs taken during the ceremony. Pictures may be taken before or after the ceremony when the wedding party can be re-assembled in appropriate poses. If photographs are taken before the ceremony, pictures need to be completed at least 60 minutes before the wedding is scheduled to begin.

Couples who desire to video tape their wedding ceremony must supply their own equipment. They will need to be careful about disturbing the spirit and mood of the ceremony. The person responsible for operating your video equipment may be advised regarding acceptable video taping locations.

DRESSING ROOMS

There are rooms available in the church for the wedding party dressing. The Wedding Coordinator will assist in setting them up for you. Rooms are available for the bride and her attendants and also for the groom and his attendants. There are restrooms on each floor near these rooms.

RICE/WHEAT/GRAIN BAGS

First United Methodist Church requests that you not use rice or bird seed for throwing at your wedding as it may be dangerous when stepped on or eaten by animals. We recommend bubbles or bells as a nice environment friendly alternative for use outside of building only.

WEDDING RECEPTION INFORMATION

Fellowship Hall may be available for your reception. If you are hiring a caterer, please make sure he/she follows the guidelines in this booklet. Table covering, paper plates, cups, coffee, flatware, etc. are the responsibility of the wedding party.

The purchase and preparation of food is the responsibility of the wedding party. The reception hall tear-down and basic clean up is the responsibility of the wedding party. Basic Set-up and Final Clean up are done by the church custodian.

We ask that church receptions conclude no later than 9:00 p.m. in order for our church staff and custodian to secure the building.

ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES

The church is a Smoke Free facility. No alcoholic beverages or controlled substances are to be brought onto the church property. The pastor reserves the right to refuse to perform a wedding ceremony if any member of the wedding party is obviously intoxicated or abusing drugs. If the wedding reception is held at the church, there will be no alcoholic beverages dispensed to the wedding guests on church property, including parking lots. Please remind your attendants of these rules as you are responsible for their observance.

METHOD OF FEE PAYMENT

A $100 Reservation fee is required to reserve your wedding date. The Reservation fee is in addition to the other fees which are listed on the wedding application. The $100 reservation fee is deposited into the church account immediately. We ask that you write one check to cover all of the expenses for your wedding and church reception. Please make your check(s) payable to: First United Methodist Church. Please have fees paid at least two months prior to the wedding date. Thank you.

REFUND POLICY

Once your reservation fee has been paid to reserve your special day, cancellation, for any reason, will result in a forfeiture of the entire reservation fee. You will, however, receive any staff fees that have been paid. Cancellation less than one month from the wedding date results in a forfeiture of all fees that have been paid to the church. This policy applies to cancellations of weddings to be held in our church and not for change of dates for weddings that will remain on our church calendar.