

Weddings.

7020 Cass Street
Omaha, Nebraska 68132

402-556-6262 FAX: 402-556-5696
www.fumcomaha.org



WEDDING POLICIES

A Christian Wedding—Any marriage ceremony conducted in First United Methodist Church carries clear indication that it is a *Christian* wedding. This implies Christian commitments on the part of the persons being married and the use of appropriate religious symbols and disciplines within the service.

Pastors—Our pastors will officiate at all weddings and are paid an honorarium of \$300 payable to the pastor. If the wedding couple would like another pastor to co-officiate with our pastor, they are responsible for their pastor's honorarium as well. The couple needs to notify the church office of the co-officiating pastor's name, address, phone number, e-mail address, and denomination/name of local church they are serving.

You need to set up an appointment to meet with our pastor to discuss the wedding service.

Wedding Costs—A security deposit of \$200 is due on the date that the wedding date is confirmed for non-members and will be refunded one week after the scheduled wedding date if everything is found to be in satisfactory condition and the policy of no alcohol in or on the premises has not been violated.

You may make payments from the time of the initial deposit until one week before the rehearsal date.

Checks for our pastor and our musicians are

due to Roberta with the balance due. Checks for their services are payable to them personally and not to FUMC.

Checks for the pastor and/or musicians that the couple provides do not come to the church office.

All payments are due one week before the rehearsal date to the church office.

Music—Contact Mark Kurtz, Director of Music Ministries, at 402-556-6262, ext. 1021 or mark.kurtz@fumcomaha.org to discuss who will provide the music for your wedding. This should be done four months before your wedding date.

Any musician wishing to use the organ, must schedule at least two practices before the rehearsal date. Mark can be contacted at 402-556-6262, ext. 1021 or at Mark.Kurtz@fumcomaha.org.

The piano is not to be moved unless with permission of an FUMC pastor or the building staff. Since the piano must be tuned each time it is moved, it would be the responsibility of the couple to pay for the tuning.

Couples are strongly encouraged to use only live music. CD recordings are discouraged. There is a \$100 fee for a Sound Technicians for pre-recorded music or use of the sound system if FUMC musicians are not used.

Candles—The church has a *pair of candelabra* available for your use. To prevent drip problems, we only use our candles. *Aisle candles with hurricane lamps* that fasten on

the pews in the Sanctuary are also available as an option and must be reserved in advance. There are 8 holders per side.

Any decoration added to the aisle candles or pews (flowers, bows, or greenery) must be attached with a material that will not damage the brass or woodwork.

The cost includes the candles, installation, and cleaning of the lamps. We do not allow outside firms to install aisle candles. Height and maturity should be considered when using children as candle lighters for aisle candles and candelabra.

We do not have unity candles for your use. If those are to be used, it is the couples' responsibility to provide the holder and candles. Candles must be smokeless and dripless.

Children—If you intend to include younger children in the wedding party, please talk with the Pastor and have a "contingency" plan in case the child becomes nervous. Some children stand with the rest of the wedding party through the service and others are much more comfortable being seated with family after walking down the aisle.

Dressing—The bridal party dressing room is at the east end of the Parlor and the groom's dressing room is on the balcony level.

Flowers—Please make sure that your florist is also aware that they will not be able to bring floral deliveries sooner than three (3) hours before the wedding start time.

Many florists have decorated at First United Methodist Church-Omaha, but may most certainly come to look at the Sanctuary or Mead Chapel during our normal office hours.

Gifts—Most guests will bring their gifts to the reception; however, some may come to the service with their gifts. Please ask someone to be responsible for receiving and caring for those gifts before, during, and after the service.

Greeting Guests—Our suggestion is that parents and grandparents be in the Parlor 30 minutes before the service. If parents or other family members greet guests in the entryway or the Gathering Place, it makes it much more difficult to get the guests seated.

Guest Book—The guest book will be closed five minutes before the service to facilitate last minute seating. Latecomers can sign the guest book at the reception. Some couples choose to have the guest book *only* at the reception and have guests sign in then.

Marriage License—The license may be purchased at any county courthouse in Nebraska. Please bring it to the church office no later than one week before the rehearsal date.

Parking—There is limited parking in the south parking lot. We ask that no one, except Pastors, park in the south parking lot. There is ample parking on the north and west sides of the church. Handicapped parking is available in the north

and south parking areas.

Pre-marital Counseling Sessions—We recommend all couples have pre-marital counseling sessions, but no longer require such before getting married at First United Methodist Church.

Pictures—We ask professional photographers not to use flash photography during the ceremony, or to get between the guests and the wedding party. *Wedding pictures taken in the Sanctuary before the ceremony must be completed at least 30 minutes before the service is to begin.*

When you arrange for the photographer, remember you can gain access to the church on your wedding day, THREE HOURS before the wedding start time. Please make sure that your photographer knows this and so does not schedule pictures to start at that time.

Security issues—Please do not leave valuables unattended anywhere in the church. Unfortunately, it is not uncommon for someone who is not a guest to get into the church during the service and take gifts, purses, wallets, etc. It is for that reason that we ask that the Parlor be locked and any gifts and valuables be safeguarded during the service.

Trash—Please have someone clean up any empty boxes, bottles, etc. left in the Gathering Place and Sanctuary at least 30 minutes prior to the service start time.

Ushers—We recommend that you have one usher for every 50 guests, with a minimum

of two ushers. Attendants may also act as ushers.

Wedding Assistants—Two wedding assistants help at the rehearsal and wedding. They act as a liaison between the Pastor and the wedding party and will instruct ushers and other members of the wedding party. They are not personal assistants.

Wedding Reception—To book your wedding reception at FUMC, please call the Wedding Coordinator in the church office to confirm room availability and contact person for the reception committee. There are additional fees for using a room at the church for the wedding reception and for the reception committee.

Wedding Service Bulletin—Please show the rough draft of the wedding service bulletin you prepare to our Pastor at least one week prior to the service (or before printing, whichever is sooner).

It is helpful for the Wedding Assistants and the Pastor to receive a copy of the wedding service bulletin at the rehearsal.

Miscellaneous

- ◇ Bird seed and/or rice are not permitted inside or outside the church property.
- ◇ Aisle cloths and/or throwing of artificial or real flower petals are not permitted in the Sanctuary.
- ◇ Drinking and/or possession of alcoholic beverages is not permitted in or on church property at any time. Violation of this policy could result in forfeiture of some or all of the security deposit.

Revised 9/2015

Obtaining your Marriage License

Your marriage license must be obtained in the state in which you will be married; however, a license issued in one county in Nebraska is valid in any county in Nebraska.

For more information and to download a copy of the requirements and application, you can visit the Douglas County Clerk's website at:

www.douglascountyclerk.org

The fee is \$25 in cash or credit card (portal fee charged for credit card use). Personal checks are not accepted. Applicants may prepay for a certified copy for an additional \$9. The certified copy is required to change the name on the driver's license and for social security records to be changed. Valid proof of identification is required.

You obtain the marriage license from:

Thomas F. Cavanaugh
Douglas County Clerk/Comptroller
1819 Farnam Street
Civic Center, Room H08
Omaha, NE 68183
402-444-6767

Main Line: 402-444-7143
Marriage Licenses: 402-444-6080

***Please bring in your marriage license to the church office
no later than one week before scheduled rehearsal date.***

General Order of Service

ENTRANCE

GATHERING

GREETING

DECLARATION OF INTENTION

DECLARATION BY THE COUPLE

RESPONSE OF THE FAMILIES AND PEOPLE

Will all of you, by God's grace, do everything in your power to uphold and care for these two persons in their marriage?

We will.

PRAYER

PROCLAMATION AND RESPONSE

SCRIPTURE READINGS

SERMON *(optional)*

PRAYER

THE MARRIAGE

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF RINGS

LIGHTING OF THE UNITY CANDLE *(optional)*

DECLARATION OF MARRIAGE

HYMN OR SONG *(optional)*

BLESSING OF THE MARRIAGE

SENDING FORTH

DISMISSAL WITH BLESSING

GOING FORTH (POSTLUDE)

SUGGESTIONS FOR SCRIPTURE LESSONS, HYMNS & PSALMS FOR USE AT WEDDINGS

Scripture Lessons:

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|--|---------------------------------|
| Genesis 1:26-28, 31a..... | The creation of man and woman |
| Song of Solomon 2:10-14, 16a; 8:6-7..... | Love is strong as death |
| Isaiah 43:1-7 | You are precious in God's eyes |
| Isaiah 55:10-13 | You shall go out in joy |
| Isaiah 61:10-62:3 | Rejoice in the Lord |
| Isaiah 63:7-9 | The steadfast love of the Lord |
| Romans 12:1-2, 9-18 | The life of a Christian |
| 1 Corinthians 13..... | The greatest of these is love |
| 2 Corinthians 5:14-17 | In Christ we are a new creation |
| Ephesians 2:4-10..... | God's love for us |
| Ephesians 4:1-6..... | Called to the one hope |
| Ephesians 4:25-5:2..... | Members one of another |
| Philippians 2:1-2..... | The Christ-like spirit |
| Philippians 4:4-9..... | Rejoice in the Lord |
| Colossians 3:12-17 | Live in love and thanksgiving |
| 1 John 3:18-24..... | Love one another |
| 1 John 4:7-16..... | God is love |
| Revelation 19:1, 5-9a | The wedding feast of the Lamb |
| Matthew 5:1-10 | The Beatitudes |
| Matthew 7:21, 24-27 | The house built upon a rock |
| Matthew 22:35-40 | Love, the greatest commandment |
| Mark 2:18-22..... | Joy in Christ as at a wedding |
| Mark 10:42-45..... | True greatness |
| John 2:1-11..... | The marriage feast of Cana |
| John 15:9-17..... | Remain in Christ's love |

Psalms and Canticle:

| | | |
|----------------------|-----------------------------------|-----------------------------------|
| 23..... | UMH 128, 136-138, 518, 754)..... | The Lord is my shepherd |
| 33..... | United Methodist Hymnal 767 | Rejoice in the Lord |
| 34..... | UMH 769 | I will bless the Lord |
| 37..... | UMH 772 | Trust in the Lord and do good |
| 67..... | UMH 791 | May God be gracious to us |
| 100..... | UMH 74, 75, 821 | Make a joyful noise to the Lord |
| 103..... | UMH 139, 824 | Bless the Lord, O my soul |
| 112..... | UMH 833 | Happy are those who fear the Lord |
| 145..... | UMH 857 | The Lord is gracious |
| 148..... | UMH 861 | Praise the Lord from the heavens |
| 150..... | UMH 96, 139, 862 | Praise the Lord |
| Canticle of Love ... | UMH 646..... | Two shall become one in love |

Hymns:

| | | | |
|-----|--------------------------------------|-----|---|
| 66 | Praise, My Soul, the King of Heaven | 89 | Joyful, Joyful, We Adore Thee |
| 90 | Ye Watchers and Ye Holy Ones | 93 | Let All the World in Every Corner Sing |
| 96 | Praise the Lord Who Reigns Above | 100 | God, Whose Love Is Reigning o'er Us |
| 102 | Now Thank We All Our God | 117 | O God, Our Help in Ages Past |
| 126 | Sing Praise to God Who Reigns Above | 138 | The King of Love My Shepherd Is |
| 139 | Praise to the Lord, the Almighty | 158 | Come, Christians, Join to Sing |
| 164 | Come, My Way, My Truth, My Life | 166 | All Praise to Thee, for Thou, O King Divine |
| 167 | Christ Is Made the Sure Foundation | 168 | Come Down, O Love Divine |
| 169 | Come, Thou Almighty King | 170 | Come, We That Love the Lord |
| 171 | How Can We Name a Love | 172 | Jesus, Joy of Our Desiring |
| 173 | Ye Watchers and Ye Holy Ones | 174 | O Perfect Love |
| 384 | Love Divine, All Loves Excelling | 408 | The Gift of Love |
| 451 | Be Thou My Vision | 549 | Where Charity and Love Prevail |
| 642 | As Man and Woman We Were Made | 643 | When Love Is Found |
| 647 | Your Love, O God, Has Called Us Here | 695 | O Lord, May Church and Home Combine |
| 733 | Come We That Love the Lord | | |

Charges for Organist/Soloist/Sound System Services

Our Director of Music Ministries, Mark Kurtz, must be notified of your wish to use his services for your wedding. If you decide or have decided to use another musician, you must notify Mark either by phone or e-mail. Any musician wishing to use the organ, must schedule at least two practices before the rehearsal date. Mark can be contacted at 402-556-6262, ext. 1021 or at Mark.Kurtz@fumcomaha.org.

Fee for organist services: \$375.00 payable to: _____

Fee for soloist services: \$100.00 payable to: _____

Fee for sound technician services: \$100 payable to: _____

All fees are due in the church office by no later than one week prior to the scheduled rehearsal date.

Checks for organist, soloists, and/or sound technician are to be made payable directly to the person listed above and brought or mailed to the church office.

Wedding Coordinator: Roberta Coss, 402-556-6262, ext. 1001 or via e-mail at Roberta.Coss@fumcomaha.org.

Office Hours:

Monday-Thursday: 8:30 a.m. — 4:00 p.m.

Friday: 8:30 a.m. — 12:00 noon

Saturday: closed

Sunday: 8:30 a.m. — 12:00 noon

Suggested Timeline

Schedule date and time of rehearsal and wedding.
Pay security deposit.

No later than four months before wedding date*:

- ◇ Receive notification of officiating pastor from church office
- ◇ Talk with the organist about music

No later than two months before wedding date:

- ◇ Book appointment to meet with the officiating pastor

No later than one month before wedding date:

- ◇ If you are preparing a wedding bulletin, make sure to show to the pastor before printing
- ◇ You will be contacted to get names of attendants, etc.

No later than one week before rehearsal date:

- ◇ Bring in marriage license
- ◇ Pay amounts due in full (You may make payments until this time)

On rehearsal date:

- ◇ Arrive at church 20 minutes early to talk with wedding assistants
- ◇ Bring copies of wedding bulletin for wedding party, wedding assistants, and pastor

On wedding date:

- ◇ You have access to the church three hours before wedding start time—make sure that florist and photographer are aware

Make sure to have someone to:

- ◇ staff wedding guest book
- ◇ safeguard wedding presents
- ◇ safeguard wedding party valuables (purses, wallets)
- ◇ pick up any bottles, trash, etc. from Gathering Place and Sanctuary by no later than 30 minutes before start of service

**This timeline only applies if you have booked your wedding at least 4-5 months ahead of time.*



Couple Information for Wedding

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

(Rehearsal is scheduled the day before the wedding.)

Name: (please print) _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Affiliation with First United Methodist Church-Omaha: _____

Name: (please print) _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Affiliation with First United Methodist Church-Omaha: _____

Approximate number of guests: _____ (estimate only)

Please complete this form and mail with the security deposit.

Checks made payable to First United Methodist Church

and mailed to this address:

Attn: Roberta Coss, Office Administrator
First United Methodist Church
7020 Cass Street, Omaha, NE 68132-2601

A receipt of payment will be sent to you.