

# Weddings.

7020 Cass Street

Omaha, Nebraska 68132

402-556-6262 FAX: 402-556-5696

[www.fumcomaha.org](http://www.fumcomaha.org)

First  
United  
Methodist  
Church



## 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.

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 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 Candice Nielsen, Director of Administration and Communication, with the balance due. Checks for their services are payable to them personally and not to FUMC.

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 e-mail [mark.kurtz@fumcomaha.org](mailto:mark.kurtz@fumcomaha.org) to discuss who will provide the music for your wedding. This should be done at least four months before your wedding date. Mark should be offered the right of first refusal for any wedding wishing to use the organ. Any musician wishing to use the organ, must schedule at least two practices before the rehearsal date.

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 \$150 fee for the church's Sound Technicians for pre-recorded music or use of the sound system if FUMC musicians are not used. If a Sound Technician from the church is unavailable, pre-recorded music is not permitted.

**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 dripleless.

**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. An adult supervisor for the children must be established prior to the wedding. This person must not have any other role than to be with the children during the wedding, meaning they may not be part of the bridal party.

**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. Cars may not be held overnight in our lot. Any car that does stay overnight may be subject to towing at the owner's expense. We do not hold liability for any vandalism or theft in our parking lots.

**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 - Omaha.

**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 your photographer is well aware of the time parameters of the wedding day.

**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 and members of the bridal party may also act as ushers.

**Wedding Assistants**—One to 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 Candice Nielsen, Director of Administration and Communication, 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.
- ◇ Items are not to be left in the church overnight before or after the wedding. Please arrange accordingly for someone to collect all items after the ceremony.
- ◇ We do not allow items to be stored at the church overnight. Please make arrangements to bring all items the day of your wedding and remove them after the service.
- ◇ Please do not leave any items unattended in the church. FUMC Omaha will not be held liable for any lost, stolen, or damaged items.

**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](http://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***

# 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:

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		

# Wedding Fees

A \$200.00 security deposit is due on the date that your wedding date is confirmed. This amount will be refunded one week after your scheduled wedding date if everything is found to be in satisfactory condition and there have been no violations of the church's policies.

**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. Co-officiating is only permissible by our Pastor's pre-approval.

<u>Set Amounts</u>	<u>Optional Fees</u>	<u>Description</u>	<u>Check Number/ Amount Paid Date Paid</u>
		<b>Security Deposit:</b>	_____
790.00		Wedding held in the Sanctuary	_____
615.00		Wedding held in Mead Chapel	_____
	100.00	Candelabra (for the pair)	_____
	150.00	Aisle Candles in the Sanctuary	_____
_____	_____	Total Charges Due -	_____
		<b>Please make your check payable to FUMC.</b>	
	350.00	Reception in Parlor*	_____
	700.00	Reception in The Commons*	_____

\*The UMW coordinates all events where food items are to be served and provides a group to serve. There is an additional fee for this service, which is payable to that group. This fee does not include any food items.

300.00	Pastor's Honorarium	_____
	Check payable to the pastor:	_____

***Balance in full is to be paid one week in advance of the wedding rehearsal date. Please note the church office is not open on Fridays or Saturdays, which means the deadline for all final payments is the Thursday prior to your wedding week.***

## 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](mailto: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: \$150 payable to: \_\_\_\_\_

**\*Sound Technicians are based only on availability. If our sound technicians are all unavailable, pre-recorded music is not permitted.**

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.

Director of Administration and Communication: Candice Nielsen, 402-556-6262, ext. 1001 or via e-mail at [Candice.Nielsen@fumcomaha.org](mailto:Candice.Nielsen@fumcomaha.org).

### **Office Hours:**

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

Friday: **closed**

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
- ◇ Receive Wedding Couple Questionnaire for details of wedding

### No later than two months before wedding date:

- ◇ Book appointment to meet with the officiating pastor
- ◇ Turn in completed Wedding Couple Questionnaire

### No later than one month before wedding date:

- ◇ If you are preparing a wedding bulletin, make sure to show to the pastor before printing
- ◇ Phone conference with Candice Nielsen outline wedding details

### 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 15 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 of entry and exit times

### Make sure to have someone to:

- ◇ staff wedding guest book
- ◇ safeguard wedding presents
- ◇ safeguard wedding party valuables (*purses, wallets, etc.*)
- ◇ pick up any bottles, trash, etc. from Gathering Place and Sanctuary by no later than 30 minutes before start of service
- ◇ supervise any children involved in the wedding (*this person cannot be part of the bridal party*)
- ◇ pick up any leftover items in Parlor, Bridal dressing room, Groom dressing room

*\*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.)*

Partner 1: (please print) \_\_\_\_\_

Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Affiliation with First United Methodist Church-Omaha: \_\_\_\_\_

Partner 2: (please print) \_\_\_\_\_

Address: \_\_\_\_\_

Home/Cell 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

(memo line: Wedding and Date of the Wedding)

and mailed to this address:

First United Methodist Church

7020 Cass Street, Omaha, NE 68132-2601

Attn: Candice Nielsen, Director of Administration and Communication