

# Weddings

at

## First-Plymouth Church

2000 D Street | Lincoln, NE 68502

First-Plymouth Congregational Church, United Church of Christ, welcomes any couple desiring to marry. It is a great joy for us to take part in your special day, and to help honor what is a profound commitment — the vows of marriage. This booklet is designed to explain the procedures and guidelines for people being married in First-Plymouth Church.

We hope that the following pages will be of help to you in your planning. Please read this entire booklet. After reading, if you choose to be married at First-Plymouth Church, please contact Addie at First-Plymouth Church, Monday-Thursdays, 9:00-4:00 PM at (402).476.7565 ext. 239 or email [addie@firstplymouth.org](mailto:addie@firstplymouth.org).

First, call to see if your date is open. We typically are able to hold that date for about a week, and during that time, arrangements need to be made to come to First-Plymouth Church to sign the wedding contract. At that time, a \$100.00 (non-refundable) deposit is due.

### **Minister**

It is the church policy that one of our ministers must be present and lead the ceremony at all weddings at First-Plymouth Church. The couple is required to contact our ministers at least six weeks before the wedding. A minister will be assigned by the staff unless one is requested at the time of application. Guest co-officiants are welcome to participate in the ceremony along with the First-Plymouth Pastor.

All efforts will be made to provide you with the minister and organist you request or are assigned, however, due to emergencies and other unforeseen conflicts, First-Plymouth reserves the right to assign another minister or musician as needed.

### **Wedding Coordinator**

It is the policy of the church that all couples use one of our Wedding Coordinators. The Coordinator will be assigned by the staff. The Coordinator is to work with the bride prior to the wedding. They will coordinate all arrangements such as: time the pictures are to be taken, delivery of flowers, time wedding party is to arrive, instruct the custodian on how the church is to be set up, and other details that help make the service run smoothly. The Coordinator will be present at the rehearsal and will assist the minister. They will also arrive the day of the wedding approximately two hours prior to the ceremony. The coordinator will put you at ease on your wedding day by taking care of many details. The Coordinator will contact you to arrange an appointment time to visit with you prior to your wedding. At the time of this meeting, remaining fees will be discussed. If you have questions prior to the time the Coordinator contacts you, feel free to contact the Wedding Director and we will gladly answer your questions.

### **Music**

After you have booked and secured your wedding at First-Plymouth Church, our music coordinator, (Drew Duncan, 402-476-7565 ext. 223) will contact you with the following information:

- your organist and contact information
- suggested wedding music repertoire
- wedding music procedures and guidelines

Once you have heard from the Coordinator of Music and Fine Arts, **it is your responsibility to contact the organist to communicate your wedding music selections or for assistance in choosing appropriate music for your service.** It is recommended to be in contact with your organist 2 months prior to the day of the wedding. If you have not been in touch with the organist by 3 weeks before the wedding date, the organist will select appropriate standard wedding music for the ceremony. Because not all music is suitable or works well in a wedding ceremony, please do not set your heart on certain music selections before listening to our suggested wedding music repertoire or consulting your arranged organist. **NOTE: Any music outside of standard wedding repertoire must be approved and provided by the couple to the organist at least 3 weeks before the wedding date.**

We encourage all elements of the wedding ceremony to be “live”; **therefore no pre-recorded music may be played during the ceremony.**

The organist will:

- Assist in selecting music as needed.
- Play 15-20 minutes of music as guests are arriving and being seated
- Play wedding party & bridal processional, unity candle, recessional (any additional music as

negotiated)

- Play 5-10 minutes of music as guests are leaving
- One rehearsal with a vocal or instrumentalist soloist (30 min. maximum – scheduled for the day of the wedding). *Any extra rehearsals with a vocal or instrumental soloists may be contracted through the organist at \$50.00 each (30 min. maximum).*

*Please note the organist will not attend the wedding rehearsal.*

### **Vocal/Instrumental Soloists**

Vocal and instrumental soloists can be arranged with assistance from the organist and the Coordinator of Music and Fine Arts. Please keep in mind the following guidelines in regards to vocal and instrumental soloists:

- If you wish to have a friend or family member sing or play at the service, arrangements must be made with the organist when you make your music selections.
- Vocal and instrumental soloists are to be paid directly by the wedding couple.
- Scores for the accompaniment of vocal or instrumental soloists must be provided to the organist in the key and arrangement to be performed at least 2 weeks prior to the wedding date.
- One rehearsal with the vocal or instrumentalist soloists is provided (30 min. maximum – scheduled for the day of the wedding). Any extra rehearsals with a vocal or instrumental soloists may be contracted through the organist at \$50.00 each (30 min. maximum).

### **The Plymouth Brass and Summit String Quartet**

If you would like to have a trumpeter or The Plymouth Brass perform at your wedding, contact Tom Kelly at 402-421-2452 or [plymouthbrass@windstream.net](mailto:plymouthbrass@windstream.net)

If you would like to have strings or the Summit String Quartet perform at your wedding, contact Kim Salistean at 402-421-2481 or visit [www.summitstringquartet.com](http://www.summitstringquartet.com)

*The Plymouth Brass & Summit String Quartet have their own set rates and contracts.*

### **Facilities**

First-Plymouth Church's Historic **Nave** (Sanctuary) provides a lovely setting for a wedding, seating up to approximately 650 persons, in a worship space with lots of history and adornment.

For smaller weddings, the **Chapel** is available and will seat approximately 125 persons.

Weather permitting, the **Courtyard** is a lovely setting for an informal wedding and First-Plymouth will supply the first 100 chairs, however, additional seating will be provided on your own.

**Dressing Rooms:** The Otis Young Room is available for the bride and her attendants on the first floor. The groom and his attendants will be assigned the Tower Room, located in the lower level.

First-Plymouth Church is handicapped accessible at the west and east entrances with elevator service to the main worship area. Handicapped parking is on the east and west side of the building.

Alcohol is prohibited in the building.

### **Decorations**

No nails, tacks or tape can be used on pews, furniture or walls. Floral delivery times must be made with the Wedding Coordinator to insure that the building will be open. It is suggested that your florist arrive to set up no earlier than two hours before the ceremony.

The church has one candelabra and fourteen aisle candle holders. These are fueled by oil and can be reserved for a charge of \$50.00. Aisle candles provided by a florist are prohibited. The church prohibits the use of an aisle cloth. The church does not provide a unity candle. If you wish to have a unity candle, you must provide it on your own.

The church is not responsible for loss or damage of any items brought in by the wedding party, florist or rental agencies. We strongly encourage you to lock up any valuable items that you may have.

We do have our Sanctuary set-up for our 11:59am worship service available for a rental fee, including a set-up/tear-down crew fee. If interested, please inquire.

### **Wedding Programs**

Wedding programs are acceptable for the wedding ceremony. The church office is not responsible for providing these programs, however if you have questions regarding the programs, please contact your Wedding Coordinator.

### **Premarital Workshop Requirement**

It is the church policy that every couple that is to be married at First-Plymouth, **must attend one** of the premarital workshops that the church offers throughout the year, unless both/or one person of the couple lives out of the area or has made arrangements with the Wedding Director. The workshop will cover issues such as: Active Listening; Love and Separateness; and Assertive Communication. Each premarital workshop will be led by a licensed clinical psychologist. The cost of the workshop is \$25.00 (which is included on the wedding contract). Pre-registration required for each workshop, to register call Addie at 476-7550 or email [addie@firstplymouth.org](mailto:addie@firstplymouth.org)

### **Photography**

Flash pictures are prohibited during the service. To avoid obvious intrusion and distraction during the ceremony, inform your photographer that all pictures must be taken from the back of the church. If you are planning to have your pictures before the ceremony, the pictures must start **NO EARLIER THAN TWO HOURS PRIOR** to the start of the wedding ceremony. Please plan accordingly and let your Wedding Coordinator know your plans. Be sure that you discuss these restrictions and instructions with your photographer prior to the wedding.

### **Videotaping**

First-Plymouth Church is able to video record the wedding services that are held in the Sanctuary. This service available as outlined on the wedding costs sheet in this brochure. You must book at least eight (8) weeks in advance or you will be charged an extra \$75 late booking fee. If you would like to have your own videographer in the sanctuary, please see the wedding cost sheet for associated fees. Livestreaming is also available. If interested, please inquire about availability and fees.

### **Carillon Music**

First-Plymouth Church has an optional Carillon Music (Bell Tower) service to offer couples being married in the church. Carillon music is unique to First-Plymouth and adds to the celebration of the wedding.

The Carillon Music service will consist of thirty (30) minutes of music, played by our Carillonneur, Kathie Johnson. This service is an option available as outlined on the Wedding Costs sheet in this brochure. We encourage booking the carillon music as soon as you decide your wedding date or when you meet with the wedding coordinator.

A \$25.00 late fee will be incurred if the bells are requested two weeks prior to the wedding. If carillon music is requested one week prior to the wedding, \$50.00 will be added to the original base fee. Carillon music requested late are subject to availability of the carillonneur.

### **Sample Order of Service**

Included is a template of a wedding service for your planning. However, at First-Plymouth, we want your wedding to be as unique and reflective of your faith and values as possible. Each couple, in concert with the Minister, can design their own elements of the service if they wish.

### **Order of Service** (Sample)

Preludes  
Processional  
Greeting  
Opening Prayer  
Readings  
Reflection on Marriage  
Wedding Promises and Vows  
Exchange of Rings  
Lighting of Unity Candle  
Pronouncement of Marriage  
Introduction of Newly Married Couple  
Recessional

*\*Ceremony can be no longer than 50 minutes.*

### **Reserving a First-Plymouth Officiant for an Off-Site Wedding**

If you wish to be married outside of First-Plymouth Church grounds, and would like one of First-Plymouth's Ministers to officiate your ceremony, you must still go through the process of reserving a wedding/officiant with the church. The officiant's fee for a church member is \$200.00 (\$300.00 for a non-member) as well as an additional \$60.00 per hour for travel for weddings outside of Lincoln, NE. If you wish to have a rehearsal, an extra fee will be charged of \$100.00.

To reserve a Minister for your wedding, call Addie at 402-476-7550 to make an appointment to sign a wedding contract. At that time, a \$100.00 (non-refundable) deposit is due. The remaining balance is due to the church one week prior to your wedding ceremony (checks payable to First-Plymouth Church.)

### **CHECKLIST FOR THE WEDDING**

1. Register for ONE (1) of the upcoming Premarital Workshops prior to the wedding with [addie@firstplymouth.org](mailto:addie@firstplymouth.org).
2. Be in contact with the wedding coordinator approximately TWO (2) months before the wedding. The coordinator will contact you to set-up this appointment.
3. Make an appointment with the minister SIX (6) weeks prior to the wedding. Contact Kristin to set-up the appointment with Dr. Jim Keck, [Kristin@firstplymouth.org](mailto:Kristin@firstplymouth.org), 402-476-7565 ext207.
4. Make arrangements and musical selections with the organist at least 2 months prior to the wedding. *If you have not been in touch with the organist by 2 weeks before the wedding date, the organist will select appropriate standard wedding music for the ceremony. Contact [drew@firstplymouth.org](mailto:drew@firstplymouth.org).*
5. Bring the marriage license to the wedding rehearsal and give it to the wedding coordinator or the minister.
6. Be sure that your soloist has been in contact with the organist prior to the rehearsal.
7. Inform your photographer the times available to you at the church for pictures and First-Plymouth policies.
8. Inform your florists of the restrictions and delivery times. Give this information to your wedding coordinator.

### **IMPORTANT GUIDELINES**

1. No alcohol or smoking is allowed in the church building or church grounds.
2. Use of rice, birdseed, confetti, flower petals (real or artificial), balloons or any other “throwables” or sparklers in or on the church grounds is forbidden and will be confiscated by the custodian and not returned.
3. All church furnishings will remain in the original positions.
4. No buffets can be served at receptions.
5. Space and furnishings prohibit wedding dances at First-Plymouth.
6. If more than 100 chairs are needed for a Courtyard wedding, the couple will be responsible for obtaining additional chairs, set-up and removal immediately following ceremony.
7. Do not bring tuxedos, dresses, decorations, or any items to the church prior to the day of the wedding.
8. Gifts may not be opened in the church building.
9. The church is NOT responsible for lost or stolen property while you are in the church building. Please lock up your purses and other valuables or do not bring them with you to the church. Please inform your wedding party attendants.
10. Use of an aisle cloth is not permitted.
11. The married couple may not usher their guests out row by row following the ceremony, however, a receiving line may be formed at the back of the church or courtyard.

**SAMPLE WEDDING CONTRACT**  
**First-Plymouth Congregational Church, UCC**

NAME \_\_\_\_\_ NAME \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_ Nave \_\_\_\_\_ Chapel \_\_\_\_\_ Ct. Yard \_\_\_\_\_  
\*ceremony can be no longer than 50 m

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_ GUEST SIZE \_\_\_\_\_ RECEPTION \_\_\_\_\_

MINISTER \_\_\_\_\_ ORGANIST Yes \_\_\_\_\_ No \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Will your pictures be: Before \_\_\_\_\_ After \_\_\_\_\_ Time pictures will begin: \_\_\_\_\_

*The church allows for TWO hours for photographs before a wedding; an additional 30 minutes is allowed for dressing at the church. Therefore, if your pictures are prior to our ceremony, you will have a total of 2 ½ hours before your scheduled wedding time. **Confirm your photography times with your wedding coordinator in advance.***

TIME YOU MAY ARRIVE AT THE CHURCH ON YOUR WEDDING DAY: \_\_\_\_\_

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A non-refundable deposit of \$100 is due at the time the contract is completed. The deposit will be applied to the total cost of the church fee. All church fees are subject to change. The balance of the church fees must be paid in full no later than the week prior to the wedding.

The following restrictions apply to all weddings held at First-Plymouth Church:

- Use of rice, birdseed, confetti, flower petals (real or artificial), balloons or any other "throwables" or sparklers in or on the church grounds is forbidden and will be confiscated by the custodian and not returned.
- No Alcoholic beverages are allowed in or on the church grounds. The Minister has the authority to not perform the ceremony if alcohol is found.
- Florists may not tape flowers or other materials on pews; flower petals (real or artificial) are prohibited.
- Use of an aisle cloth is not permitted.
- The married couple may not usher their guests out row by row following the ceremony, however a receiving line may be formed at the back of the church or courtyard.

All weddings require a Wedding Coordinator which will be assigned by the Church Staff. The Church is NOT responsible for lost or stolen gifts and/or property brought into the church building during the rehearsal or the day of the wedding.

\_\_\_\_\_  
Bride/Groom

Date of Deposit: \_\_\_\_\_

Check #: \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_

\_\_\_\_\_  
Church Staff

Cash: \_\_\_\_\_ Amount: \_\_\_\_\_

# Wedding Costs

	<u>Non-Member</u>	<u>Member</u>	<u>Your Charge</u>
Building Fee	\$400.00	-0-	_____
Staff Fees: Minister Organist Custodian Consultant	\$800.00	\$800.00	_____
Premarital Workshop <i>*Required to attend.</i>	\$25.00	\$25.00	_____
Aisle Candles/Candelabra*	\$50.00	\$50.00	_____
Carillon <i>*Late fee of \$25 if not booked 2 weeks in advance. \$50 one week prior.</i>	\$100.00	\$100.00	_____
Multicamera Live Switch/Video <i>*Late fee of \$75 if not booked 8 weeks in advance.</i> <i>*Fees for private videographers: w/multicamera switch \$0 w/o multicamera switch \$100 Additional audio feed support \$100</i>	\$575.00	\$475.00	_____
Additional rehearsal with organist for soloist or instrumentalist.	\$50.00	\$50.00	_____
		Total:	_____
		Deposit:	_____
		TOTAL DUE TO THE CHURCH:	_____

*\*The church provides oil burning candles for the aisle posts and the large candelabra. As a result, no other candles may be used (except for a Unity Candle).*

*\*Soloists and/or instrumentalists may be contracted through Music Coordinator at 476-7565 ext. 223. The fees will be determined by the Music Coordinator in consultation with the soloists/instrumentalists.*