



## Wedding Information Booklet

### Congratulations!

Welcome to Saint Paul United Methodist Church. We are happy to be a part of this very special time in your life. Saint Paul welcomes any couple desiring to marry. It is a great joy for us to take part in your journey, and to help honor the profound commitment of marriage. This booklet is designed to explain the procedures and guidelines for people being married at Saint Paul.

We hope this booklet is helpful to you as you plan your wedding ceremony at Saint Paul. Please feel free to contact us at any time with questions, to check availability or to make a reservation.

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(402) 477-6951

Saint Paul United Methodist Church  
1144 M Street, Lincoln, NE

# Our historic building is a beautiful place to celebrate your wedding.

## Sanctuary

Our Sanctuary was built in 1901 and was most recently renovated in 2001. The space includes

- Beautiful 29' x 43' stained glass windows
- Custom Bedient Opus 70 pipe organ
- Wrap around balcony
- Tall arched ceiling
- Seating for up to 700 guests (900 including balcony seating)

## Chapel

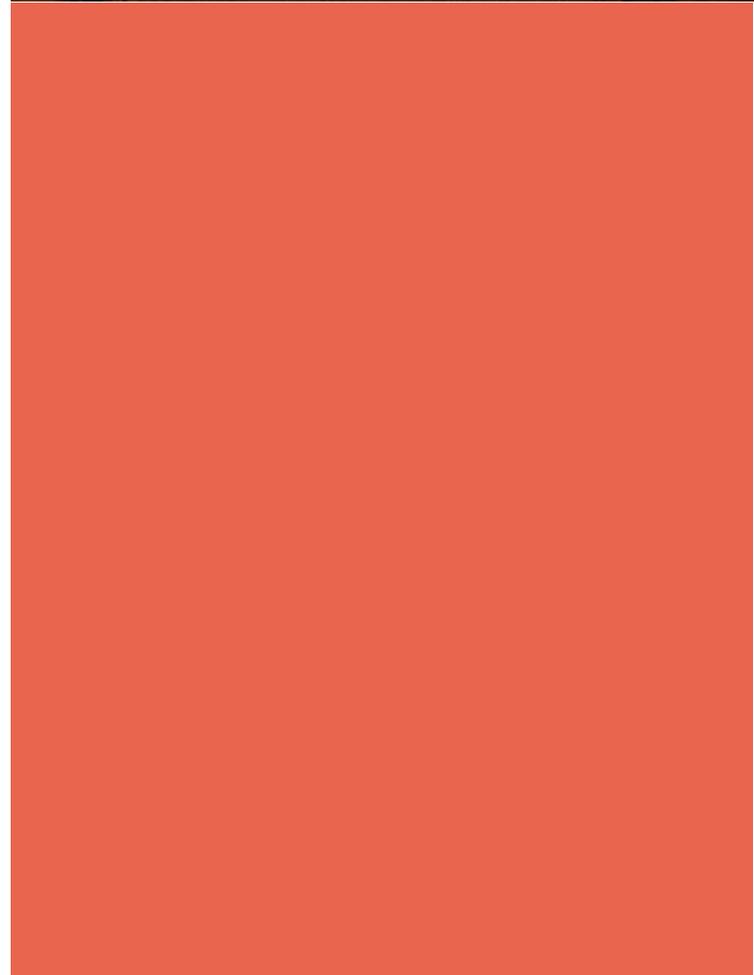
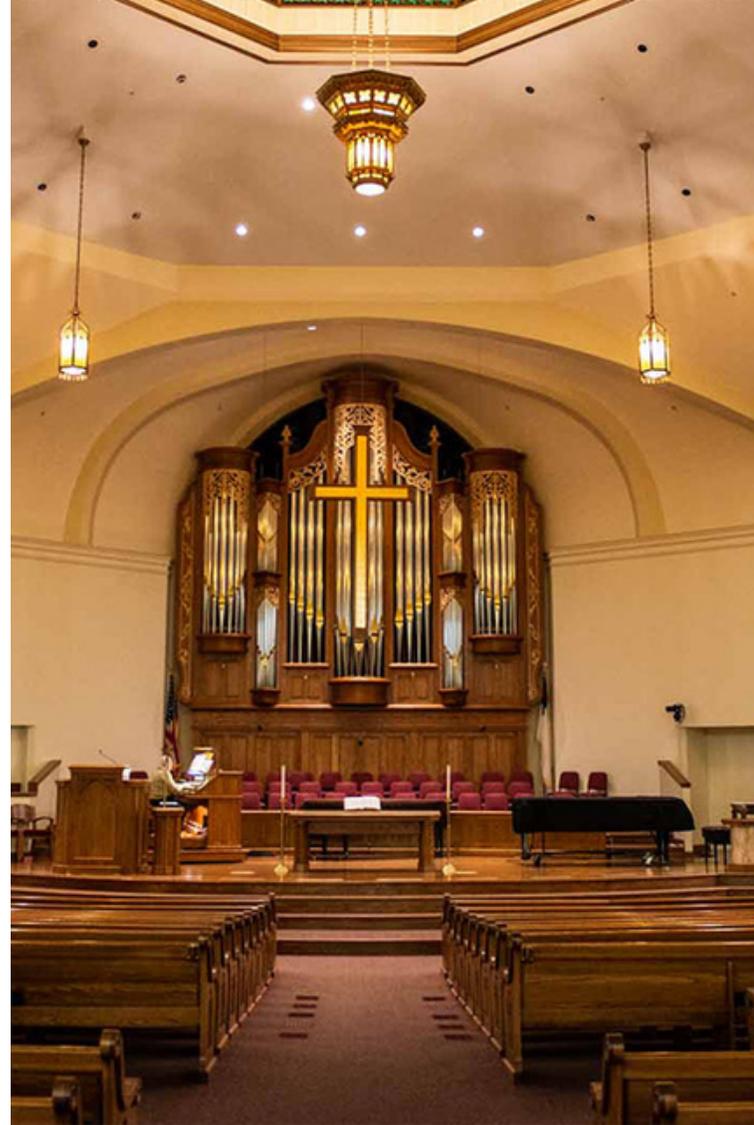
The Chapel is a perfect setting for smaller, more intimate gatherings. Complete with stained glass windows and a raised chancel, the Chapel is ideal for weddings with fewer than 200 guests.

## Additional Spaces

Wedding parties are allowed the use of Paine Parlor, the Downstairs Parlor and the restrooms. All other spaces (Bevins Family Life Center, Dining Room, Classrooms, etc.) are unavailable unless previously approved.

## Parking Garage

The parking garage is available for use during weddings. The garage includes 48 parking spots (street parking will likely need to be used as well). The garage will close following the wedding ceremony and remain locked until the next regular business hours.



## Food and Beverages

Food is not allowed in the parlors or the Sanctuary. You are allowed to provide a light snack for the wedding party, to be served in the Dining Room, with prior approval. Please designate someone to set up and clean up any food. Trash receptacles are located throughout the Dining Room.

No alcoholic beverages or illegal substances are allowed on church property (including the parking garage). If church staff detect alcohol/drug usage, the ceremony may be canceled and deposits/fees forfeited.

**Saint Paul offers options for decor that will match your taste, vision and budget.**

## Decorations

- Saint Paul has 10 aisle candles and a pair of brass 7-candle candelabra available to rent. Saint Paul will provide dripless candles and oil. (Pricing can be found on Optional Items list)
- Unity candles, sand vessels and other items for a union ceremony are allowed to be placed on the alter. Single flowers in memory of loved ones are also permitted on the alter. All other flower arrangements and bouquets will be placed on flower pedestals or pew ends.
- If you have arranged a flower delivery, please instruct your florist to arrive 2-3 hours before the start of the ceremony.
- Real flower petals, birdseed, rice, glitter and confetti are not permitted inside the Sanctuary or Chapel. Silk flower petals may be scattered down the aisle.
- Aisle runners are not permitted.
- All wedding favors used to send off the couple (bubbles, confetti, sparklers, etc.) must be given to guests outside of the building. As a safety precaution, please do not distribute these items inside the building.



# We do our best to make the wedding ceremony reflective of each unique couple and their beliefs.

## Officiants

A Saint Paul pastor shall conduct all wedding ceremonies at the church. If a visiting pastor is requested, permission shall be granted at the discretion of the senior pastor. Once a date is requested for the wedding, Saint Paul will verify which pastor is available. The couple will be notified and should contact the pastor to make an appointment for Introductions and planning. It is the responsibility of the couple to make their appointments with the assigned Saint Paul Pastor. This appointment should be made no later than three months prior (earlier is better) to the wedding date. We do our best to make the ceremony reflective of the couple and their beliefs, so several meetings may be necessary during the ceremony planning process. There is no requirement for pre-marital counseling, but it is available upon request.

## Music and Sound

Musicians from Saint Paul are happy to be a part of your special day. **Saint Paul will supply the organist/pianist unless prior approval is granted.** Our Director of Music and Worship Arts and Assistant Director of Music both have experience as wedding accompanists. The Sanctuary has a grand piano and a custom pipe organ. We require all music be given to our musicians at least two weeks prior to the rehearsal so our sound technician and accompanist have time to coordinate. The fee for our musicians includes a music consultation, the wedding rehearsal and music before, during and after the wedding.

Recorded music is also permitted. If your wedding requires the use of the church sound system, the church will secure the sound technician. The sound technician will be available at the rehearsal to run through the songs with the musicians and set the volume levels for the wedding ceremony. (Please do not use any of the audio/visual equipment without permission.)

## Rehearsal

The pastor performing the wedding will conduct the wedding rehearsal. If the couple engage a wedding planner, they will assist with the wedding party. The couple are encouraged to set a realistic time for the rehearsal taking traffic and other factors into account, so that all members of the wedding party can attend. The rehearsal will last about 30 minutes. Those in the wedding party who cannot attend must be informed of their responsibilities by someone in the wedding party.



# How can Saint Paul make your wedding memorable?

## Photography

If pictures are being taken before the wedding, all members of the wedding party need to arrive at the church at least an hour and a half before the ceremony. If the pictures are to be taken afterward, please arrive at least one hour before the wedding. Photographs taken before the wedding should be completed and the worship center vacated one-half hour before the wedding starts. Special backdrops and special lighting require approval by the Wedding Coordinator. Both professional and amateur photographers are asked not to use flash photography during the ceremony.

## Video

Saint Paul can provide a professional video recording of the ceremony upon request. Pricing for this service can be found on the Optional Items list. No outside videographers are allowed to use the church equipment.

## Marriage License

The couple must obtain their Nebraska marriage license. A license can come from any county court house within the state. Please bring your marriage license to the church office at least 7 days prior to your rehearsal.

## Ushers

Please supply one usher for every 50 guests. Usually 4-6 ushers are recommended. If your wedding attendance is 300+ guests, the M Street entrance will also be opened and an usher must be stationed there.

# Payment

Full payment for the wedding is due 2 weeks prior to the rehearsal day. If payment is not received by the rehearsal day, performance of the wedding ceremony is at the discretion of the Pastor.

Sanctuary.....	\$900.00
Clergy.....	\$350.00
Musician.....	\$350.00
Deposit.....	\$400.00
(Security deposit made at time of reservation)	

## Optional Items:

Aisle Candles.....	\$50.00
Candelabra.....	\$50.00
Early Entry.....	\$50.00
Video/Visual Technician.....	\$400.00



Visit our website at [saintpaulumc.com](http://saintpaulumc.com)  
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