

Weddings at  
Northeast United Church of Christ  
6200 Adams Street  
Lincoln, NE 68507  
(402) 466-0696

Northeast United Church of Christ welcomes all couples desiring to be married in our church. This booklet is designed to explain the procedures and guidelines for couples being married at Northeast UCC. Please read this entire booklet then if you chose to be married at Northeast UCC contact the church office to check on the availability of your Wedding date. Please call Gina Pigsley, Wedding Coordinator, at 464-0210 or 525-7263 and arrange to come in to sign the Wedding contract and make out your \$100 non-refundable deposit (Non-Members Only) to hold your Wedding date. This deposit will be taken off your total Wedding costs. **CONTRACT AND DEPOSIT (NON-MEMBERS ONLY) MUST BE COMPLETED ONE (1) WEEK AFTER YOU HAVE CHECK THE AVAILABILITY OF YOUR WEDDING DATE TO SECURE YOUR WEDDING DATE.**

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## **GENERAL INFORMATION**

### **Minister**

The minister at Northeast UCC will want to meet with the wedding couple a total of six (6) sessions for pre-marital counseling and planning of the marriage ceremony. Please contact the minister at the church office no later than three (3) months prior to *your* wedding date.

### **Wedding Coordinator**

All weddings at Northeast UCC must be coordinated through our Wedding Coordinator. The Coordinator will: provide you access to the building, contact names for other wedding services provided by the church, collect all fees, coordinate time for pictures to be taken, be there for the flower delivery, see that the church is set up for the wedding and give the wedding couple any other assistance that they need. Please contact the Wedding Coordinator no later than two (2) months prior to your wedding date.

The Coordinator will be present at the rehearsal and will assist the minister. She will also arrive the day of the wedding approximately three hours prior to the ceremony. She will put you at ease on your wedding day by taking care of many details.

The Coordinator will meet with you prior to your wedding to discuss your wedding details and discuss the remaining fees owed to the church. She will be responsible for collecting fees two (2) weeks prior to your wedding.

If you have any questions about your Wedding, please feel free to contact the Wedding Coordinator at anytime.

### **Facilities**

The church sanctuary can seat approximately 200 guests and we can accommodate approximately 75 more guests in our lounge. The church's nursery is available for the bride and her attendant's dressing room. The groom and his attendants will dress in room 13 on the first floor.

Northeast UCC is handicapped accessible from the front entrance. There is handicapped parking in the front and the west side of the building. Handicapped seating in the sanctuary is located in the second row on the east side of the sanctuary.

**Alcohol and smoking is prohibited in the church building and on the grounds. If the Wedding Coordinator or Minister find that alcohol is being consumed on the church property on the day of the wedding, they have the authority to cancel the wedding ceremony.**

## **Music**

Please inform the Wedding Coordinator of all your special music plans; vocalist, musicians, CD recordings, etc. If you plan to use the churches organist, you must contact her at least Six (6) weeks prior to your wedding date. The Organist fee includes processional, recessional and any other special music during the marriage ceremony and rehearsal. Any rehearsal with a soloists or instrumentalists will cost extra.

## **Photography**

To avoid obvious intrusion and distraction during the ceremony, inform your photographer that all pictures must be taken from the back of the church. Flash pictures are prohibited during the service. If you plan to have your photos before ceremony, the pictures must start NO LATER THAN TWO 1/2 HOURS PRIOR to the start of the wedding ceremony. Plan on Two hours to take pictures, this will allow ½ hour for you guest to arrive and be seated. Videotaping is allowed. Please inform the Wedding Coordinator of your photography plans. Photos taken in our Rose Garden must be prearranged with the Wedding Coordinator.

## **Decorations**

No Nails, tacks or tape (other than painters tape) can be used on the pews, furniture or walls. Delivery times must be made with the Wedding Coordinator to insure the building will be open. It is suggested that your florist arrive to set up no earlier than three hours before the ceremony. This will assure fresh flowers and plenty of time to get any problems corrected.

Please inform the Wedding Coordinator if you plan to use any of the following churches equipment: Candelabras, candle lighters, kneeling bench, 8-foot table, or round table. The church prohibits the use of an aisle cloth runner. All other special equipment must be rented.

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 have prior to the wedding ceremony. All items brought in to the church must be removed from the church immediately following the wedding ceremony or after any photos taken after the ceremony.

The churches Visual Arts committee is available to assist you with all your wedding decorating needs at your request. Services they provide include: tablecloth rental, handmade candles, Rose bouquets, Pewter candlesticks, etc.

## **Wedding Programs**

Wedding programs are acceptable for the wedding ceremony. The church office is not responsible for providing the program covers, but can assist you in the typing and printing of these programs for a fee. Please allow three (3) weeks for printing of your programs.

## **Wedding Receptions**

The church's Fellowship Hall and Kitchen is available for your reception needs at an additional cost. All receptions on Saturdays must end by 11:00pm in order for the church to be prepared for services on Sunday. Please contact the Wedding Coordinator to rent these facilities.

Women's Fellowship is available to assist you with your reception at the church. Their service include: Set up the reception, prepare coffee, punch, cake, nuts & mints for service, and Cleanup of the reception. The wedding couple will provide all the receptions food ingredients: the punch, coffee, cake, ice, nuts & mints, etc. The wedding couple will furnish four (4) persons to help serve the punch, coffee and cake. Women's Fellowship will inform you of the silver service, dishes and tablecloths available at the church.

Food served at the reception by Women's Fellowship will consist ONLY of punch, coffee, cake, nuts & mints. NO other food will be served. Alcohol is prohibited in the building and on the church grounds. If the Wedding Coordinator or Minister find that alcohol is being consumed on the church property on the day of the wedding, they have the authority to cancel the wedding ceremony and/or reception.

## **Important Telephone Numbers**

Northeast UCC Office	402/466-0696
Pastor Melissa Finlaw Draper	402/466-0696
Gina Pigsley, Wedding Coordinator: 402/464-0210 or 402/525-7263	

**WEDDING CONTRACT**  
**Northeast United Church of Christ**

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

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Guest # \_\_\_\_\_ Reception \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Organist (circle) Yes No

Minister \_\_\_\_\_ Member of Church: (circle) Yes No

Bride's Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

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

*(\*The Church allows for TWO hours of photographs before a wedding: an additional hour is allowed for dressing at the Church and a 1/2 hour for your guest to arrive and be seated. Therefore, if your pictures are prior to our ceremony, you must start 2 1/2 hours before your Wedding time. **Confirm your photography times with the Wedding Coordinator in advance.**\*)*

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

A non-refundable deposit of \$100 (Non-members only) is due at the time the contract is completed. The deposit will be applied to the total cost of the church Building use fee. All church fees are subject to change. The balance of the church fees must be paid in full two weeks prior to the Wedding date.

The following restrictions apply to all weddings held at Northeast United Church of Christ:

- Use of rice, birdseed, confetti, or balloons in or on the church grounds is forbidden and will be confiscated by the Wedding Coordinator and not returned.
- No Alcoholic beverages are allowed in or on the church grounds. **The Wedding Coordinator or Minister has the authority to cancel the wedding ceremony if alcohol is found.**
- No Smoking is permitted in or on the church grounds.
- Florists may not tape flowers or other materials on pews; flower petals are prohibited.
- No flash photography may be used during the Wedding ceremony.

All weddings must be coordinated through our Wedding Coordinator. 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

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

Non-Members Only:

Date of Deposit: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Amount: \_\_\_\_\_

**NORTHEAST UNITED CHURCH OF CHRIST**  
**6200 Adams, Lincoln, NE 68507**  
**Phone: 466-0696**

**WEDDING/BUILDING USE FEE**  
**SCHEDULE**

Revised: 2/06, 3/07, 6/09, 7/27/16

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- PLEASE CONTACT THE CHURCH OFFICE FOR SCHEDULING, SIGN A BUILDING USE CONTRACT, AND FOR ARRANGEMENTS TO HAVE ACCESS TO THE BUILDING.
- NO SMOKING AND NO ALCOHOL IN THE CHURCH BUILDING OR ON THE CHURCH GROUNDS. NO RICE, BIRDSEED OR CONFETTI MAY BE USED.
- CHECKS FOR BUILDING USE FEES MUST BE MADE TO: "NORTHEAST UNITED CHURCH OF CHRIST"
- THESE FEES DO NOT INCLUDE ANY OTHER FEES THAT MAY BE REQUIRED BY WOMEN'S FELLOWSHIP OR OTHER CHURCH COMMITTEES FOR SERVICES RENDERED

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**BUILDING USE FEES**

	<b><u>MEMBER</u></b>	<b><u>NON MEMBER</u></b>	<b><u>YOUR COST</u></b>
<b><u>DANCE - MUSIC RECITALS:</u></b>			
Sanctuary:	<b>No Charge</b>	<b>\$100.00</b>	_____
Fellowship Hall:	<b>No Charge</b>	<b>\$100.00</b>	_____
<b><u>ANNIVERSARIES – FAMILY REUNIONS:</u></b>			
Fellowship Hall/Kitchen	<b>No Charge</b>	<b>\$150.00</b>	_____
<b><u>FUNERAL RECEPTIONS:</u></b>			
Fellowship Hall/Kitchen:	<b>No Charge</b>	<b>\$150.00</b>	_____
<b><u>CHURCH AND CHURCH RELATED:</u> (Boy Scouts, 4-H, Girl Scouts, Nebraska Conference, etc.)</b>			
	<b>No Charge</b>	<b>No Charge</b>	_____
<b><u>CIVIC AND COMMUNITY GROUPS:</u> (Personal crisis, Neighborhood organizations, etc.)</b>			
	<b>Donations</b>	<b>Donations</b>	_____
<b><u>SERVICE ORGANIZATION:</u> (Girls &amp; Boys State, Kiwanis, etc.)</b>			
Kitchen:	<b>\$50.00</b>	<b>\$50.00</b>	_____
Fellowship Hall:	<b>\$75.00</b>	<b>\$75.00</b>	_____
<b><u>FOR PROFIT GROUPS AND POLITICAL CAMPAIGNS:</u></b>			
Kitchen:	<b>\$100.00</b>	<b>\$100.00</b>	_____
Fellowship Hall:	<b>\$175.00</b>	<b>\$175.00</b>	_____
		<b>TOTAL</b>	_____

## WEDDING FEES

	<u>MEMBER</u>	<u>NON MEMBER</u>	<u>YOUR COST</u>
<b><u>BUILDING USE:</u></b> (Check made out to Northeast UCC)			
Sanctuary 'Use:	No Charge .	\$250/ Our Pastor \$350/ Guest Pastor	_____ _____

Fellowship Hall: (Non-Refundable Deposit for Non-Members made at booking)	No Charge	\$150  (\$100)	_____  (_____)
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**TOTAL BUILDING USE:**

<b><u>PASTOR:</u></b> (Check made out to Rev. Melissa Finlaw Draper, 477-0032)			
	\$150	\$250	_____

<b><u>WEDDING COORDINATOR:</u></b> (Check made out to Gina Pigsley, 464-0210 / 525-7263)			
Our Pastor:	\$150	\$150	_____
Guest Pastor:	\$175	\$175	_____

<b><u>CUSTODIAL:</u></b> (Ask Wedding Coordinator)			
Sanctuary/Fellowship Hall	\$125	\$125	_____

**OPTIONAL WEDDING FEES**

<b><u>ORGANIST:</u></b>			
Wedding/Rehearsal:	\$150	\$150	_____
Vocalist Rehearsal	\$25/half hour	\$25/half hour	_____

<b><u>WEDDING RECEPTION:</u></b> (Check made out to Women's Fellowship after reception) Set Up/Serve/Clean up (Punch, coffee, mints, nuts and cake ONLY!)			
1--100 Guest	\$200	\$300	_____
Additional Guest	\$2/guest	\$3/guest	_____

<b><u>VISUAL ARTS:</u></b>			
Tablecloths Rental (1-3 cloths; choice of colors)	\$25	\$25	_____
Hand-made Candles (4-6 weeks' notice; 16 tapers & Unity candle)	\$30	\$30	_____
Rose Bouquet (Bouquet has 2 dozen roses from Rose Garden; Seasonal)	\$25	\$25	_____
Pewter Candlesticks Use (2 taper and 1 tall candlestick for Unity candle)	No Charge	No Charge	_____

<b><u>WEDDING PROGRAMS:</u></b> (Check made out to Church Secretary)			
Type & Printing (Program Covers not provided)	\$25	\$50	_____

**TOTAL** \_\_\_\_\_

## OTHER ITEMS AVAILABLE AT NO CHARGE:

- Kneeling Bench
- Two Brass Candle-lighters
- Two Seven-branch White Candelabras (floor standing)
- 8-foot table
- Circle guest book table

### IMPORTANT GUIDELINES AND RESTRICTIONS

- A \$100 non-refundable deposit (*Non-members only*) is needed to secure the wedding date and is due one week after the wedding date has been requested and confirmed by the Wedding Coordinator or church secretary.
- A Wedding contract must be signed at the time the deposit is made.
- **NO Alcoholic beverages are allowed in or on the church grounds, The Minister and/or the Wedding Coordinator has the authority to not perform the Wedding Ceremony if alcohol is found.**
- Use of rice, birdseed, confetti, or balloons in or on the church grounds is forbidden and will be confiscated by the Wedding Coordinator and not returned.
- No Smoking is permitted in or on the church grounds.
- Florists may only use blue painters tape to tape flowers or other materials on pews; real flower petals are prohibited.
- No flash photography may be used during the Wedding ceremony.
- All church fees are subject to change. The balance of the church fees must be paid in full two weeks prior to the Wedding date.
- All weddings must be coordinated through our Wedding Coordinator.
- 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.
- The Church allows for TWO hours of photographs before a wedding: an additional hour is allowed for dressing at the Church and a ½ hour for your guest to arrive and be seated. Therefore, if your pictures are prior to our ceremony, you must start them 2 ½ hours before your Wedding time. **Confirm your photography times with the Wedding Coordinator in advance.**
- Make an appointment with the Minister Two (2) months prior to the Wedding.
- Make an appointment with Organist Six (6) weeks prior to the Wedding.
- Be in contact with the Wedding Coordinator Two (2) months before the Wedding.
- Bring the marriage license to the wedding rehearsal and give it to the Wedding Coordinator or Minister.
- Soloist needs to contact the Organist prior to the rehearsal, if they need to rehearse with the Organist.
- If a reception is desired, please confirm details with Wedding Coordinator.
- No buffets will be served by Women's Fellowship at receptions.
- Use of an aisle cloth is not permitted.
- Inform the Wedding coordinator of your flower delivery time.
- All wedding items brought into the church must be taken out of the church immediately following the Wedding ceremony,



## WEDDING WORKSHEET

### FLORIST

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Time of Delivery\* \_\_\_\_\_

\*No earlier than 3 1/2 hours before Wedding Ceremony \*No nails, thumbtacks or tape (expect blue painters tape) to be used.

### PHOTOGRAPHER

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Time Taken\* \_\_\_\_\_

\*No earlier than 2 1/2 hours before Wedding Ceremony \* No Flash Photography during Wedding Ceremony. 2 hours are allowed for photography.

Videotaping: Yes No                      Name of Videographer \_\_\_\_\_

### MUSIC

Church Organist: Yes No                      Vocalist: Yes No

Vocalist needs rehearsal with organist: Yes No                      Time\* \_\_\_\_\_  
\* \$25 per half hour

Special Music: (Musicians, CD or tape)

\_\_\_\_\_

### USHERS

Please plan on one (1) usher per 50 guests. Number of Ushers \_\_\_\_\_

Will your Attendants be entering in Separate \_\_\_\_\_ or Together? \_\_\_\_\_

Who will be escorting in the Bride? \_\_\_\_\_

Will honored guest (parents, grandparents, etc,) be ushered in by the Groom \_\_\_\_\_

Ushers \_\_\_\_\_ or Other \_\_\_\_\_

\_\_\_\_\_

Will your guest be ushered out by the Ushers \_\_\_\_\_ or Bride & Groom \_\_\_\_\_

Will you have a receiving line at the church? Yes No

**WEDDING PARTY**

Number of Bride's Attendants \_\_\_\_\_ Number of Groom's Attendants \_\_\_\_\_

# of Flower girls \_\_\_\_\_ Ages \_\_\_\_\_ # of Ring bearers' \_\_\_\_\_ Ages \_\_\_\_\_

Do have someone to light your Candles: Yes No # of Candle lighters: \_\_\_\_\_

**WEDDING EQUIPMENT & SERVICES**

The following equipment is available at No Charge please mark which items you will need for your wedding:

Guest book table	_____	Gift table	_____
Kneeling bench	_____	Brass candle lighters	_____
White candelabras	_____	Tape/CD player	_____
Microphone	_____	Music stand	_____

The following services and equipment are available at a Charge please mark which items you will need for your wedding:

Printed wedding programs	_____	Pewter candle sticks	_____
Visual Arts Assistance	_____	Table clothes	_____
Handmade candles	_____	Rose bouquet	_____
Reception	_____		

Will you be providing any of the following items at your wedding?

Limousine service: Yes No Time of arrival \_\_\_\_\_

Guest favors: Yes No Items: \_\_\_\_\_

Unity Candle: Yes No Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Do you have any special needs or requests for your wedding?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_