



# Weddings at First-Plymouth Church

2000 D STREET | LINCOLN, NE 68502





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*F*irst-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 at First-Plymouth Church.

We hope that the following pages will be of help to you in your planning. After reading, if you choose to be married at First-Plymouth Church, please contact Julie MacDonald by calling 402.476.7565 ext. 245 or email [julie@firstplymouth.org](mailto:julie@firstplymouth.org).

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## MINISTER

One of First-Plymouth's ministers will lead the ceremony. The couple is asked to set up a meeting with the minister at least six (6) weeks prior to 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 minister.

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

A wedding coordinator will be provided to the couple. The coordinator will work with the couple prior to the wedding, and help coordinate all ceremony 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 (2) 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 a meeting prior to your wedding. Remaining fees will be discussed at this meeting.

## MUSIC

After you have booked and secured your wedding at First-Plymouth, we will work with you to select the music for your wedding. Generally, you will receive an email that outlines wedding music procedures and guidelines and your assigned organist. Contact us at [firstplymouth.weddingmusic@gmail.com](mailto:firstplymouth.weddingmusic@gmail.com) two (2) months prior to your wedding date to communicate your wedding music selections or for assistance in choosing

appropriate music for your ceremony.



If you have not been in touch with the organist at least three (3) weeks before the wedding date, the organist will select appropriate standard wedding music for the ceremony. Since 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.*

## VOCAL/INSTRUMENTAL SOLOISTS

Vocal and instrumental soloists can be arranged with assistance from the associate minister of music. 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 will be made with the organist when you make your music selections.
- Vocal and instrumental soloists are to be paid directly to the church if they have been hired by our music department.
- 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 two (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 each (30 min. maximum).

## THE PLYMOUTH BRASS & 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 that are not handled by First-Plymouth Church.*

## FACILITIES

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

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

Weather permitting, the **Courtyard** is a lovely setting for an informal wedding. First-Plymouth will supply the first 100 chairs-you must provide any additional needed seating. If more than 100 chairs are needed for a courtyard wedding, the couple will be responsible for obtaining additional chairs, set-up, and removal following ceremony.

**Dressing Rooms:** The Otis Young & Tower Rooms are available for the couple and their attendants to get ready. Do not bring tuxedos, dresses, decorations, or any items to the church prior to the day of the wedding.

No alcohol or smoking is allowed in the church building or grounds.

## ACCESSIBILITY

First-Plymouth 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.



First-Plymouth Church welcomes any couple desiring to marry  
(same-sex couples, church members, non-church members)

## DECORATIONS

No nails, tacks or tape can be used on pews, furniture or walls. Floral delivery times must be made with your wedding coordinator to insure that the church 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. Aisle candles provided by a florist are prohibited. The church prohibits the use of an aisle cloth. If you wish to have a unity candle, you must provide it on your own.

Prohibited Ceremony Items: Aisle cloth, additional aisle candles, and scattered flower petals (real or artificial).

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.

Use of rice, birdseed, confetti, flower petals (real or artificial), balloons or any other “throwables” or sparklers in or on the church grounds is not allowed.



## WEDDING PROGRAMS

Wedding programs are acceptable for the wedding ceremony. The church is not responsible for providing these programs.



## PREMARITAL WORKSHOP

All wedding couples are invited to attend a premarital workshop that the church offers throughout the year. The workshop covers issues such as: Active Listening, Love and Separateness, and Assertive Communication. Each premarital workshop is led by a licensed clinical psychologist. Pre-registration required for each workshop. To register email Julie MacDonald at [julie@firstplymouth.org](mailto:julie@firstplymouth.org).

## PHOTOGRAPHY

To avoid obvious intrusion and distraction during the ceremony, inform your photographer that pictures are to be taken from the back of the church, with no flash. If you are planning to have your pictures before the ceremony, the pictures must start no earlier than two (2) 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.

## VIDEO RECORDING AND LIVESTREAM

If you would like, feel free to capture your ceremony on film, or livestream to your friends and family. First-Plymouth is able to video record the wedding services that are held in the sanctuary (not available in the chapel or courtyard). This service is available as outlined on the wedding costs sheet in this brochure. Please book video recordings at least eight (8) weeks in advance or a \$75 late fee will be applied. If you would like to have your own videographer in the sanctuary, please see the wedding costs sheet for associated fees.



## CARILLON MUSIC

Carillon bell music, from First-Plymouth's "Singing Bell Tower," is unique to Lincoln and adds to the celebration of the wedding. The carillon bell music consists of thirty (30) minutes of music, played by our carillonneur.

We encourage booking the carillon as soon as you decide your wedding date, or when you meet with your wedding coordinator.

A \$25 late fee will be incurred if the carillon is requested two (2) weeks prior to the wedding, and \$50 if requested one (1) week prior.

## SAMPLE ORDER OF SERVICE

Each couple, in concert with the minister, can design their own elements of the service if they wish. Included below 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.

### EXAMPLE OF AN ORDER OF SERVICE

Prelude  
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

*\*Ceremonies typically are 30 minutes long (max. 50 min).*

*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.*



## RESERVING A FIRST-PLYMOUTH MINISTER 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, please go through the process of reserving an officiant with the church. The officiant's fee for a church member is \$225 (\$325 for a non-member) as well as an additional \$60 per hour for travel for weddings outside of Lincoln. If you wish to have a rehearsal, an extra \$100 fee will be charged.

To reserve a minister for your wedding, email Julie MacDonald at [julie@firstplymouth.org](mailto:julie@firstplymouth.org). A \$100 (non-refundable) deposit is due to reserve your minister. The remaining balance is due to the church one (1) week prior to your wedding ceremony.

## "JUST US" VOW AND RING CEREMONY

An option for those wishing to renew their wedding vows or to have a simple and small wedding ceremony.

- Attendees limited to the wedding couple, minister and less than ten (10) guests. No processional or music.
- Ceremony must be held in chapel or prayer room.
- Cost is \$225 for members and \$325 for non-members (\$100 non-refundable deposit is due to reserve your ceremony). The remaining balance is due to the church one (1) week prior to the ceremony.
- Contact Julie MacDonald at [julie@firstplymouth.org](mailto:julie@firstplymouth.org) to make a reservation.



## CHECKLIST FOR THE WEDDING

1. Register for one (1) of the upcoming Premarital Workshops prior to the wedding with Julie at [julie@firstplymouth.org](mailto:julie@firstplymouth.org).
2. Contact your wedding coordinator approximately two (2) months before the wedding.
3. Contact us at [firstplymouth.weddingmusic@gmail.com](mailto:firstplymouth.weddingmusic@gmail.com) to make arrangements and musical selections at least two (2) months prior to the wedding. If you have not been in touch with the organist at least three (3) weeks prior to the wedding the organist will select appropriate standard wedding music for the ceremony.
4. Contact Julie at [julie@firstplymouth.org](mailto:julie@firstplymouth.org) to schedule an appointment with the minister.
5. Bring the marriage license to the wedding rehearsal and give it to your 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 of 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.



Photos courtesy of

Pg 1, 8, Jessica Blex

Pg 2, 20, Adrienne Kay Photography

Pg 4, Paris Street Studios

Pg 5, 21, Dr. Jim Keck

Pg 7, David Dale Photography

Pg 9, 16 Monica Bee Photography

Pg 10, Sara Cal Photography

Pg 16, Monica Bee Photography



# SAMPLE WEDDING CONTRACT

## WEDDING CONTRACT First-Plymouth Congregational Church, UCC

Name \_\_\_\_\_ Name \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Courtyard \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Minister: \_\_\_\_\_ Organist: Yes \_\_\_\_\_ No \_\_\_\_\_

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 your 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 who 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.

Wedding couple signatures:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Church staff: \_\_\_\_\_

Office Use Only: Date of Deposit: _____ Amount: _____ Check #: _____ Cash: _____ Wedding Coordinator: _____
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# WEDDING COSTS

	Non-Member	Member	Your Charge
Building Fee	\$500	-0-	_____
Allows for 2 ½ hours			
Extra time	\$100/hour	\$100/hour	_____
Staff Fees:	\$700	\$700	_____
Minister			
Custodian			
Coordinator			
Premarital Workshop *Required to attend			
Organist/Pianist	\$225	\$225	_____
Soloist	\$150	\$150	_____
Additional rehearsal with organist for soloist or instrumentalist	\$50	\$50	_____
Aisle Candles/Candelabra*	\$50	\$50	_____
Carillon	\$100	\$100	_____
Fee if not booked 2 weeks in advance	\$25		
Fee if not booked 1 week in advance	\$50		_____
Multicamera Live Switch/Video	\$600	\$500	_____
With Livestream Vimeo Link	\$700	\$600	_____
Fee if not booked 8 weeks in advance	\$75		_____
*Fees for private videographers:			
w/multicamera switch	\$0		_____
w/o multicamera switch	\$100		_____
Additional audio feed support	\$100		_____
		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).

**\*\*Special OFF-SEASON PRICES for Weddings January--March**

\$100 off Building Fee for non-members

\$100 off Video or Livestream

Complimentary Aisle Candles and Candelabra







  
First  
Plymouth

[firstplymouth.org](http://firstplymouth.org)