

# Wedding Information

St. Luke United Methodist Church  
11810 Burke Street  
Omaha, NE 68154  
**(402) 333-6886 ext. 300**

*Thank you for inquiring about having a wedding at St. Luke United Methodist Church. We congratulate you on your engagement and wish you peace and happiness amid the excitement in the days ahead.*

*Please read through these cover pages and the attached Wedding Agreement in its entirety (as it contains our fees and policies) before calling to speak with a St. Luke pastor. After reading the Wedding Agreement, please contact the Church Office (333-6886 ext. 300) if you have further questions or would like to schedule a meeting with a pastor.*

***In order for your wedding to be placed on St. Luke's calendar, you must:***

- 1) Meet with a St. Luke pastor, 2) Sign the Wedding Agreement, and***
- 3) Pay the full Booking Fee and Officiating Pastor Fee.***

*It is helpful if you print these pages, fill out the Agreement, and bring it with you to your first meeting with the pastor.*

## **Scheduling a Wedding at St. Luke**

***When choosing a date for your wedding:***

- St. Luke officiates weddings for those who are members of the congregation at the time of initial contact about a wedding. If those who are not members would like a wedding at St. Luke, the process is to first become members and then to re-initiate the conversation about reserving a wedding date.
- Contact about a wedding is to be made by the bride and/or groom.
- The wedding date is to be scheduled in consultation with the pastor officiating the wedding and is subject to availability of the St. Luke building.

***Weddings may NOT be scheduled at St. Luke:***

- Weddings may not be scheduled on Fridays, because we do have a child care center, with parents and children in the building until 6:00 p.m. on Fridays. Also, weddings may not be scheduled on Sundays.
- Weddings may not be scheduled on the following holidays or weekends associated with these holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas

**Weddings may NOT be scheduled at St. Luke (continued)...**

- The weekend in May that is the State Track Meet—typically the third or fourth weekend in May (the State Track Meet is held at the high school across the street, and so many people attend that they spill their parking over in to St. Luke’s parking lots and surrounding streets)
- The first and second weekend in June when our pastors are out of town at the United Methodist Annual Conference
- The weekend in September that is St. Luke’s Annual Fall Boutique

**Other possible factors to keep in mind:**

- Please keep in mind that Omaha is a large metropolitan city that hosts numerous events each year that attracts thousands of out-of-state visitors (such as the College World Series, Olympic swim trials, Berkshire Hathaway weekend, etc.) During these events, many hotels are booked up. If you will have out-of-town guests, you may want to check the schedule of events planned in Omaha and avoid scheduling your wedding at these times so that your guests do not have difficulty finding a hotel with rooms available.
- Weddings scheduled between Thanksgiving and the first or second weekend in January should know that we have a large Christmas tree at the front of the Sanctuary, which does not leave much room for or visibility of the wedding party.

**When choosing a time for your wedding:**

- Weddings must be scheduled to start 7:00 p.m. or earlier.

**St. Luke may only be used for a wedding if a St. Luke pastor officiates at the wedding.**

**Clergy staff at St. Luke United Methodist Church will only perform marriage ceremonies for those persons who have a valid wedding license.**

## **About St. Luke’s Facility**

St. Luke is located at 11810 Burke Street. This is on 120<sup>th</sup> Street, one block south of Dodge (right across the street from Burke High School). Persons attending weddings can park in the upper parking lot off Davenport Street and enter at the bell tower door (west side of building), or you can park in the lower parking lot off Burke Street and enter the building through the canopy entrance (south side of building).

The Sanctuary seats 250 people, and there is overflow seating available for an additional 150 if needed.

The order of our wedding ceremony is attached to the back of the Wedding Agreement.

**St. Luke’s facility is not available for wedding receptions.**

# WEDDING AGREEMENT

**The page of the Wedding Agreement that the bride and groom must sign is the page indicating all the fees (the very last page of this document).**

## PRIOR TO WEDDING

- ◆ Couple is to meet with the Officiating Pastor for a series of pre-marital counseling sessions to discuss relationship issues and the wedding ceremony. In some circumstances, the couple may be asked to attend pre-marital counseling sessions with another clergy—this will be determined during the first meeting with the Officiating Pastor.

## BUILDING AVAILABILITY / USE

- ◆ Times allotted for building use for this wedding are as follows:
  - ◇ REHEARSAL: One hour
  - ◇ WEDDING: Four hours, exact times as indicated on the signed Agreement page. All floral arrangements and bows must be placed and all photographs must be taken within this time frame. Additional time may be arranged, if the schedule permits, at \$100 per hour or any portion of an hour.
- ◆ We ask that all of the wedding party and guests respect our building. Here are some "don'ts" and "do's" which help ensure that the wedding is a happy experience for everyone.
  - ◇ DON'T smoke any place in the building.
  - ◇ DON'T bring rice or bird seed into the building or onto the premises.
  - ◇ DON'T leave trash scattered about--place it in the trash receptacles provided.
  - ◇ DON'T drink alcoholic beverages or use illegal substances prior to or during the rehearsal or wedding. St. Luke pastors reserve the right to forbid participation to any persons "under the influence." Alcohol and illegal drugs are not allowed on St. Luke property.
  - ◇ DO pay all remaining fees at least 48 hours in advance of the wedding rehearsal. Payment of fees may be done by mail or in person at the Church Office.
  - ◇ DO have someone responsible to pick up items that you wish to keep, immediately following the wedding. This would include candles, flowers, bows, purses, cameras, clothing, guest book, pew bow clips, etc. Items left behind may be discarded.
  - ◇ DO arrive at the times designated.

## REHEARSAL

- ◆ The Officiating Pastor will be in charge of the rehearsal. One hour should be allotted for the rehearsal and building familiarization. Unless indicated otherwise, the rehearsal will be held the day before the wedding at a scheduled time. Rehearsal participants should be seated in the front portion of the Sanctuary no later than five minutes prior to the stated time for the rehearsal. Rehearsal participants SHOULD include: bride/groom; parents of bride/groom; all attendants; readers; and ushers. Participants also MAY include grandparents and other relatives and friends. The only music utilized during the rehearsal will be for the processional and recessional. All music rehearsing is to be arranged by the church organist and will be done at a time other than the time designated for the wedding rehearsal.

## DECORATIONS

- ◆ Do not use masking tape, scotch tape, duct tape, or any other kind of tape for anything. Exception: "Mavalus Tape," available online or at school supply stores, is the only kind of tape that may be used.
- ◆ Candles on the pews are not permitted. The only candles to be used are those in the candelabra and on the communion table.
- ◆ Two standing candelabras with candles (seven candles each) will be provided by St. Luke and may be decorated.
- ◆ If pew bows will be used, they must be attached to the pews using only special pew clips. There are 16 pews on each side of the main aisle.
- ◆ Pew bow clips may be borrowed from St. Luke--they may not be borrowed earlier than the Monday prior to the wedding. It works best to have someone remove the clips immediately following the wedding and leave them at the church at that time. Pew bow clips should be placed in the Usher's Closet just outside the west doors of the Sanctuary. (Pew bow clips may also be rented from most rental places.)

- ◆ St. Luke does not have a wedding runner available for use.
- ◆ Rice and birdseed are not permitted in the building or outside the building.
- ◆ Please view yourself as a guest and use the building with courtesy and respect.

### **ORGANIST**

- ◆ A concert grand piano and organ are both available. We do ask that only St. Luke's organist be used to play the organ and/or piano for weddings. Other guest instrumentalists are welcome.
- ◆ All music rehearsing is to be arranged with/by the church organist and will be done at a time other than the wedding rehearsal.
- ◆ The organist should be contacted by the bride and groom as soon as the wedding date is finalized with the Officiating Pastor. If you wait too long, you will run the risk that our organist will not be available. Contacting her months before the wedding is a courtesy and allows her to place your wedding and rehearsal on her calendar.

### **PHOTOGRAPHY**

- ◆ Photographers and videographers should not arrive more than two hours prior to the wedding time if all pictures and video are to be taken before and during the wedding.
- ◆ Be sure to provide the name and contact information for the photographer and videographer contracted for your wedding.

### **REFUNDS**

- ◆ 50% of the Booking Fee and 50% of the Officiating Pastor Fee will be refunded if the wedding is canceled one month (30 days) in advance. All other fees (or portions thereof) are non-refundable.

### **ST. LUKE STAFF**

- ◆ Rev. Marshall Johnson, Senior Pastor, 333-6886 ext. 312, or e-mail [marshall@stlukeumc.com](mailto:marshall@stlukeumc.com)
- ◆ Joan (pronounced Joann) Young, Organist, 592-1564

# WEDDING DETAIL SHEET

INITIAL MEETING WITH OFFICIATING PASTOR: Date \_\_\_\_\_ Time \_\_\_\_\_

BRIDE'S FULL LEGAL NAME \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

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

GROOM'S FULL LEGAL NAME \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

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

"MARRIED" ADDRESS \_\_\_\_\_

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Approximate number of guests expected \_\_\_\_\_

Pictures: \_\_\_ Before ceremony \_\_\_ After ceremony \_\_\_ Both

Photographer—Name & contact information \_\_\_\_\_

\_\_\_\_\_

Videographer—Name & contact information \_\_\_\_\_

\_\_\_\_\_

Wedding party:

Maid/Matron of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower girl \_\_\_\_\_

Ring bearer \_\_\_\_\_

Best Man \_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ushers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Processional:

Wedding party during processional and/or placement of wedding party

\_\_\_\_ Groomsmen up front and bridesmaids process alone

\_\_\_\_ Groomsmen and bridesmaids process together

\_\_\_\_ Other \_\_\_\_\_

Will bride be escorted down aisle during processional \_\_\_\_\_ By whom \_\_\_\_\_

How will bride and groom be blessed by their families \_\_\_\_\_

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

Type of exiting for guests \_\_\_\_\_

Are there any particular circumstances of which the Officiating Pastor should be aware:

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

Has church organist/pianist been contacted \_\_\_\_\_ If not, when \_\_\_\_\_  
*(If the church organ is used, the church organist must be invited to play.)*

Number of songs (vocal) \_\_\_\_\_

Name(s) of vocal numbers:

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

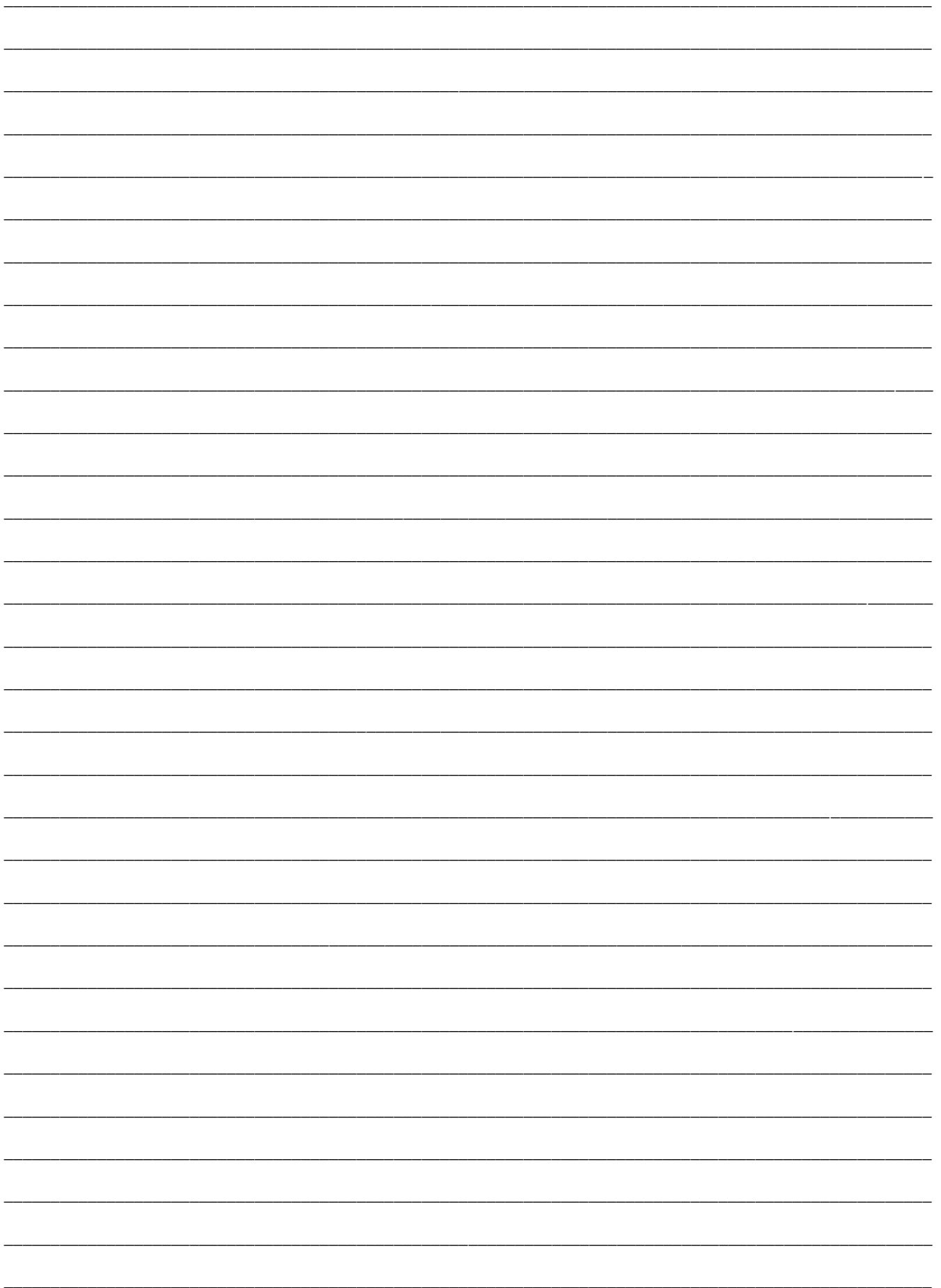
Three-candle unity/wedding ceremony \_\_\_\_\_ (candles provided by wedding couple)

Number of rings: \_\_\_\_ One (bride) \_\_\_\_ Two (bride and groom)

Has license been secured \_\_\_\_\_ If not, when \_\_\_\_\_

Other information:

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



# WEDDING AGREEMENT & FEES

(St. Luke Members)

The Officiating Pastor Fee of \$500 is waived for St. Luke members; however, St. Luke members are asked to pay all other fees, including the Booking Fee, Organist Fee, and Additional Building Use Fee.

In order for your wedding to be placed on St. Luke's calendar, you must: 1) Meet with a St. Luke pastor, 2) Sign this Wedding Agreement page, and 3) Pay the full Booking Fee (\$500) at the initial meeting with the pastor.

The following fee must be paid **IN FULL** in order for your wedding to be placed on St. Luke's calendar:

\_\_\_\_ Booking Fee (check made payable to "St. Luke")  
\_\_\_\_ Due no later than initial meeting with Officiating Pastor .....\$500.00 ..... Date paid \_\_\_\_\_

The following fees must be paid **IN FULL** at least 48 hours in advance of the wedding rehearsal:

\_\_\_\_ Organist Fee (check made payable to Organist, "Joan Young").....\$200.00 ..... Date paid \_\_\_\_\_  
\_\_\_\_ Additional Building Use Fee (check made payable to "St. Luke")  
\_\_\_\_ Building used more than 4 hours on wedding day.....\$100.00/hr \*\* ..... Date paid \_\_\_\_\_

Date Booking Fee paid \_\_\_\_\_ Date put on calendar \_\_\_\_\_

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Wedding date \_\_\_\_\_ Wedding day \_\_\_\_\_ Time \_\_\_\_\_

On wedding date, building is reserved from \_\_\_\_\_ to \_\_\_\_\_  
(four hours maximum, unless prearranging additional hours at \$100 per hour)

Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_

St. Luke Officiating Pastor \_\_\_\_\_

*By signing below, Bride and Groom are indicating that: 1) I have read this Agreement, 2) I will pay all checked fees by the dates indicated, 3) I understand that the only fee that is refundable is 50% of the Booking Fee if the wedding is canceled one month (30 days) in advance, and 4) I understand and intend for us and our wedding party/guests to observe St. Luke policies. Decisions for items not made at the time of the first consultation will be added no later than one month prior to the wedding date, and the Officiating Pastor will be notified of said changes by phone or letter.*

\_\_\_\_\_  
*Bride's signature*

\_\_\_\_\_  
*Groom's signature*

\_\_\_\_\_  
*Officiating Pastor's signature*

\_\_\_\_\_  
*Date*