

Weddings at Westminster Church

WESTMINSTER WEDDING PACKET

Westminster Presbyterian Church welcomes any couple wanting to marry according to our traditions. 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 Westminster Church.

Weddings at Westminster are under the oversight of the Senior Pastor. Requests to the Senior Pastor for other current Westminster pastors to participate generally will be honored.

These consultations with a pastor will include a discussion of both the wedding service and the meaning of Christian marriage. The couple will meet for a minimum of two pre-marital sessions with one of the pastors.

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WEDDING PLANNING CHECKLIST

- Contact our Administrative Secretary **402-475-6702** to check for date and staff availability. Pay \$135 (non-refundable) deposit to hold date and complete the “Wedding Agreement” document.
- Three months before the wedding make an appointment through our Administrative Secretary to schedule a meeting with the Pastor. If the assistance of another clergy person is desired, this arrangement must be cleared with the Senior Pastor on our staff, who may extend the invitation to assist.
- Contact the Wedding Coordinator for an appointment at least 3 months before the wedding date. You will discuss options and learn about the details of weddings at Westminster.
- Schedule an appointment with the Church Organist. All music requests for weddings need to be approved by the church organist. Bring questions and preferences with you. Pre-recorded music is not permitted.
- Wedding Party – Four ushers are recommended for Sanctuary weddings. Chapel weddings may use 2 ushers. If your flower girl and/or ring bearer are younger than age 5 please plan to have an adult (not in the wedding party) responsible for the child before and during the wedding.
- Photography and video – make sure that your professionals read the Westminster guidelines for wedding photography. It’s essential that these persons are aware of our policies before the day of the wedding.
- All fees are to be paid one month before the wedding date.

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WESTMINSTER FACILITIES

Westminster Church provides several areas of our church for your use during your wedding. Please note that a total of 5 hours is allotted for the day of your wedding.

- The paraments – communion table cover, pulpit and lectern hangings – are changed according to the church year and remain in place for each season. Seasonal (holiday) decorations must also remain in place.
- Additional areas for your use include a bride's dressing room, men's dressing room and a quiet room for children during the wedding. Cole Hall is available as a gathering place and you are welcome to use it to serve drinks and snacks to your wedding party on the day of the wedding. Our lovely Garden Room is available as a space to set up your guest book table and to receive gifts brought to the church.
- Westminster is well equipped for a variety of weddings, making available such things as aisle candles, candelabra and a kneeling bench.
- If you are using a Unity Candle you'll want to also bring two tapers for use in lighting it.
- All aisle candles and candles on the Communion Table will be pre-lit for you by our church staff 30 minutes before the start of the wedding.
- Nothing is to be placed on, removed or rearranged on the Communion Table except your Unity candle.
- Please instruct your florist that all floral arrangements must have a base that protects surfaces from getting wet.

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REHEARSAL CHECK LIST

BE ON TIME

Spread the word to all participants. Your rehearsal will start promptly at the designated time.

ATTENDEES AT REHEARSAL

The entire wedding party, including parents of the bride and groom plus ushers, is invited to attend the rehearsal. Grandparents are welcome. All participants in your wedding, such as candle lighters and readers, also need to attend. Vocalists and instrumentalists, unless involved in the processional or recessional, are optional rehearsal attendees.

PRINTED PROGRAMS

If you have printed wedding programs, please bring enough copies for the minister(s), musicians and wedding coordinator.

ADVANCE DECISIONS

Come to the rehearsal having already given thought to the following items - - which may be adjusted or changed during the practice time:

- Time when all musical selections will occur: before, during and after the service - - in consultation with the organist and/or the minister
- Number of pews to be reserved for the immediate family or relatives
- Decide which ushers will escort the mothers of the bride and groom and grandparents before and after the wedding ceremony
- Preferred order, if any, of the position of the attendants during the wedding

MARRIAGE LICENSE

Bring the marriage license to the rehearsal, if you have not yet brought it to the church, and give it to the wedding coordinator.

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WEDDING CHECK LIST

TIME

Note the time when the bride's room is open and available. Ushers should be on duty 45 minutes before the scheduled start time.

HOSTS

Hosts for 2 separate locations in the church should be present 60 minutes before the start of the wedding. Please have them check in with the Church Wedding Coordinator on arrival.

GIFTS AND PURSES

Make sure someone is designated to oversee the security of all wedding gifts brought to the church, including taking them from the building after the wedding. The church is not responsible for lost, stolen or damaged items.

ALCOHOL

Remember that it is a church policy that no alcoholic beverages or other "recreational substances" are permitted anywhere on the church premises. Also, no smoking is permitted inside the church building. Alcohol use will result in automatic loss of the damage deposit.

PHOTOS AND VIDEO

No one may take flash pictures at any time during the service. All photographers and video people must have been cleared with the wedding coordinator prior to the wedding. Please check guidelines. During the ceremony photos may only be taken from the balcony.

DECORATIONS

All decorations and other supplies provided by florists, caterers and others are to be removed immediately following the wedding ceremony.

WEDDING BOOK

When a wedding book for the registration of guests is used prior to the wedding service, it will be closed 10 minutes before the wedding begins. It can then be taken to the reception for additional signing.

AFTER THE WEDDING

No birdseed, rice or confetti is to be thrown within or outside the building. If you desire bubbles or bells, they may be used outdoors as the couple leaves the church. The items should be passed to guests as they exit the church. No bubbles or helium balloons may be used inside the church.

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GUIDELINES FOR PHOTOGRAPHY AND VIDEO

Weddings at Westminster Presbyterian Church Lincoln, Nebraska

Photographs are a wonderful way to remember your wedding day. Photo sessions may be scheduled in the sanctuary, chapel or other areas of the church facilities. Couples are encouraged to have all photos taken in advance of the ceremony.

Weddings at Westminster are sacred events. As special times of worship, all aspects are under the direction of the pastor. The pastor's role is to make sure that nothing detracts from the central focus of this sacred event. During the ceremony, photography and taping are to be limited.

PHOTO SESSIONS BEFORE AND AFTER THE WEDDING SERVICE

1. You are entitled to a **maximum of 5 hours access** to the church on the day of the wedding. Please plan photography accordingly.
2. No church furnishings may be moved for photography without permission of the wedding coordinator.
3. The photo session before the wedding must be completed at least 35 minutes before the wedding service begins.

PHOTOGRAPHS DURING THE WEDDING

1. During the ceremony photography is limited. Photographers are under the supervision of the pastor, usually through the church's wedding coordinator.
2. During the ceremony, only non-flash photography is allowed.
3. During the ceremony, persons with prior consent of the wedding coordinator may take non-flash photos from the balcony only. **No photography may be taken from any other place in the sanctuary.** Movement is distracting to the congregation and thus is to be very limited.
4. Persons with prior consent of the pastor, through the church's wedding coordinator, may stand three pews from the rear of the church to take pictures of the wedding party as they first enter. **The photographer is to leave the main floor of the sanctuary as soon as the bride passes by the back pew where the photographer is standing.**

VIDEO DURING THE WEDDING

1. As a service to the wedding couple, Westminster will video record your wedding. There are four high quality cameras in the sanctuary for use by our trained video staff.
2. Other persons making videos may record from the back balcony or an unmanned camera may be placed in the choir loft.

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SCRIPTURE READINGS

For Services of Christian Marriage
Westminster Presbyterian Church

You are encouraged to choose an appropriate passage or passages of scripture as an expression of your spiritual journey, as an opportunity to offer praise to God, and a time to reflect on the true meaning of marriage.

The brief portion of scripture quoted below is a small part of the whole passage. You are encouraged to read the selections and choose the reading(s) most appropriate for your wedding. Of course, these are suggestions only, offered to aid you in doing your own searching. Many other selections are possible from the Bible and you are free to choose them.

You are encouraged to choose two passages. Make the choices which will have meaning for you.

A. OLD TESTAMENT: VARIOUS READINGS

1. Genesis 1: 26-31 - The creation of man and woman
"So God created humankind in his image"
2. Genesis 2: 18-24 - The creation of woman
"This at last is bone of my bone and flesh of my flesh...therefore, a man leaves his father and mother and clings to his wife"
3. Ruth 1: 15-17 - Integration of two families
"Your people shall be my people"
4. Proverbs 3: 3-6 - Trusting in the Lord
"In all your ways acknowledge him and he will direct your path"
5. Isaiah 54: 5-8 - God of the whole earth
"Your Maker is your husband, the Lord of hosts is his name"
6. Jeremiah 31: 31-34 - The New Covenant

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"I will write my law upon their hearts, and I will be their God, and they shall be my people"

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OLD TESTAMENT: PSALMS

1. Psalm 67 - God has blessed us
"Let the peoples praise thee, O God; let all the peoples praise thee"
2. Psalm 95: 1-7 - The Lord is a great God
"Come, let us worship and bow down, let us kneel before the Lord, our Maker"
3. Psalm 100 - The Lord is Good
"Enter his gates with thanksgiving and his courts with praise"
4. Psalm 103: 1-5, 15-18 - Bless the Lord, O my soul
"The steadfast love of the Lord is from everlasting to everlasting"
5. Psalm 145 - The Lord is gracious and merciful
"Every day I will bless thee and praise thy name"

NEW TESTAMENT: EPISTLES

1. Romans 12: 1-2, 9-18 - The new life of Christians
"Let love be genuine"
2. I Corinthians 13: 1-13 - Authentic, unending love
"Love bears all things, believes all things, hopes all things"
3. Ephesians 3: 14-21 - Rooted and grounded in love
"Be strengthened in your inner being with power through his Spirit, that Christ may dwell in your hearts through faith"
4. Ephesians 5: 21-33 - Christ, Church and Marriage
"Wives, be subject to your husbands as to the Lord... husbands love your wives as Christ loved the church"
5. Colossians 3: 12-17 - God's chosen ones
"Let the peace of Christ rule in your hearts...let the word of Christ dwell in you richly"
6. I John 3: 18-24 - Love one another
"Let us love, not in word or speech, but in truth and action"
7. I John 4: 7-12 - God is love

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"If God loved us we ought to love one another"

C. NEW TESTAMENT: EPISTLES (continued)

8. Revelation 19: 1,5-9 - Rejoicing in heaven
"Hallelujah! Salvation and glory and power to our God"

D. NEW TESTAMENT: GOSPELS

1. Matthew 5: 1-10 - The Beatitudes
"Blessed are the pure in heart"
2. Matthew 5: 13-16 - Salt and Light
"Let your light so shine"
3. Matthew 19: 3-6 - One flesh
"What God has joined, let no one separate"
4. Matthew 22: 35-40 - The greatest commandment
"You shall love the Lord your God with all your heart"
5. Mark 10: 6-9 - Two become one
"They are no longer two, but one flesh"
6. John 2: 1-11 - The wedding at Cana
"Jesus had also been invited to the wedding"
7. John 15: 1-11 - Jesus is the true vine
"I am the vine, you are the branches"
8. John 15: 11-17 - No greater love
"This is my commandment, that you love one another as I have loved you"

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SAMPLE ORDER OF SERVICE

PRELUDE

(LIGHTING OF THE CANDLES)

(SEATING OF PARENTS AND GRANDPARENTS)

(*)**

PROCESSIONAL

CALL TO WORSHIP

OPENING HYMN #

STATEMENT ON THE GIFT OF MARRIAGE

(*)**

CONFESSION (Couple is to select one)

We use one of two Confessions. It is best if the Congregation can say this together; **please print this in your bulletin.**

Loving God,
we confess that we have sinned against you
in thought, word and deed;
by what we have done
and by what we have left undone.
We have not loved you
with our whole heart, mind and strength.
We have not loved our neighbor as
ourselves.
Forgive what we have been,
help us to change what we are,
and guide what we shall be,
that we might walk together with you in joy.
Amen.

-- OR --

Almighty God,
you created us for life together,
but we have not loved as you commanded.
We have broken promises we made to you
and to one another.
We have taken much and given little.
Forgive us. Strengthen us in love,
so that we may follow where you lead,
and live together in joy, through Jesus
Christ. Amen.

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ASSURANCE

PASSING THE PEACE

DECLARATION OF INTENT

AFFIRMATIONS OF THE FAMILIES

AFFIRMATIONS OF THE CONGREGATION

(*)**

READINGS FROM SCRIPTURE

(Couple is asked to choose 1 or 2 scripture readings)

SERMON

MARRIAGE VOWS

EXCHANGE OF RINGS

(LIGHTING OF THE UNITY CANDLE)

WEDDING PRAYER

OUR LORD'S PRAYER –

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our debts as we forgive our debtors, and lead us not into temptation, but deliver us from evil. For thine is the kingdom and the power and the glory forever. Amen.

CLOSING HYMN #

ANNOUNCEMENT OF MARRIAGE

BLESSING

RECESSIONAL

(*) Optional- Possible locations for various musical selections, i.e. solos, duets, hymns, or instrumentals.**

Email the bulletin to the administrative secretary at es@westminsterlincoln.org for approval prior to its being printed.

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WEDDING PERSONNEL

Clergy

Dr. Andrew L. McDonald
402-475-6702 x110

Dr. Rev. Jimmy Shelbourn
402-475-6702 x117

Organist

John Ross
402-475-6702 x 111
John@westminsterlincoln.org

Wedding Coordinator

Diana Wild
402-440-0699
Diana.wild@hotmail.com

Financial Arrangements

Cheryl Rennick
402-475-6702 x 105
Cheryl@westminsterlincoln.org

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WEDDING FEES

Wedding ceremonies are among the most important moments in someone's life. We're happy you've chosen Westminster Church as the site for your wedding.

Weddings at Westminster require a significant effort on the part of many people. Our staff for a wedding include: the minister, the organist, the wedding coordinator, the technology staff and custodians. They and others contribute many hours behind the scenes to make this event the most beautiful moment it can be.

The fee includes a damage deposit (facility deposit) which will be returned within two (2) weeks after the wedding if no damage or misuse of the church facilities has been found.

FEES:

Regular Fee includes \$135 non-refundable deposit and \$150 facility deposit.

	Member	Non-Member
Regular Fee:	\$1,235	\$1,435
Additional Fees:		
Video Fee	\$375	\$375
Holiday Fee	\$400	\$400

Off-site Weddings:

The Pastor and Wedding Coordinator are available for off-site weddings. For more information, please contact the Administrative Secretary (402-475-6702)

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WESTMINSTER WEDDING AGREEMENT

Today's Date _____

Deposit Paid _____

Wedding Date _____

I (we) have read the Westminster Wedding Policy handbook and agree to follow the policies set out in the handbook.

Print

Name(s) _____

Signature(s) _____

Mailing address _____

Email _____

Please print this page, fill it out and bring with you when you pay your deposit. Thanks.