



# FEDERATED CHURCH

## WEDDING GUIDELINES



### **Federated Church**

*The Rev. Dr. Edward Yang, Associate Pastor*

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**A Letter from the Pastor**

*On behalf of the Governing Council of Federated Church and the members of Federated Church, congratulations! We hope and pray that your marriage will be blessed with much happiness and that your life journey as a married couple will be fulfilling in every way.*

*In order to provide information regarding your request to be married, we ask that you please read through this booklet thoroughly and carefully to understand what is required of those whose marriage ceremonies are conducted at Federated Church.*

*We look forward to meeting with you as you plan your wedding and married life!*

*In Christ,*

*The Rev. S. Edward Yang, Ph.D., Associate Pastor*

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## **A MARRIAGE SERVICE CONDUCTED IN THE CHURCH**

“Marriage” itself is a civil contract, affirming two persons’ agreement to spend their lives together in a relationship of sharing and mutual support. Marriage ceremonies conducted in the church, however, carry certain additional implications and are worship services. The church sanctuary is for the worship of God. Those persons seeking the services of the church for their wedding should be aware that the church views marriage as a covenant, not just between the spouses, but a covenant with God which invokes God’s blessing upon their union.

It is, therefore, the expectation of the church that marriage services conducted in the church sanctuary be those of persons who come seeking God’s blessing and desiring to make their vows in the presence of the faith community and are sincerely committed to the marriage relationship. It is the church’s expectation that marriage ceremonies conducted within the church sanctuary reflect the values and priorities inherent within the heritage of the Christian faith. Accordingly, the liturgy of the service, the choice of music, and any decorating of the sanctuary will be consistent with those values and priorities.

Marriage services conducted in the church are normally those of the members of the congregation, or persons planning to join the congregation. The Senior Pastor of the church may, when circumstances warrant, authorize marriages of non-members to be conducted in the church. While our church seeks to be compassionate to all who turn to us, it should not be presumed that the pastor would agree to officiate at the marriage of persons who have no commitment to, or interest in, the Christian faith or the church.

When one of the pastors of Federated Church is contacted by a couple concerning their intention to marry, before agreeing to officiate at the service, the pastor has an ethical and professional obligation to interview the couple. The pastor reserves the right to determine whether she/he will be involved in officiating at the ceremony, and whether or not it is appropriate to conduct the marriage in the church. The clergy also reserve the right to require the couple to participate in pre-marital counseling. If, during that process, factors are discovered which the clergy person deems to be serious impediments, or substantial hindrances to the success of the marriage, the couple will be so advised. Together the clergy and the couple may discuss counseling or such action as seems appropriate to address the issue. This is not intended to be demanding or punitive, but rather to enhance the likelihood of the success of the marriage.

Marriage is an important, holy, and serious commitment. We look forward to supporting you in making this commitment.

## WEDDING PLANNING CHECKLIST

### CONTACT PASTOR AND RESERVE THE CHURCH

- \_\_\_\_\_ Contact Pastor about your intended wedding date to coordinate schedules
- \_\_\_\_\_ After approval by the Pastor, reserve the church building by filling out necessary forms in the church office
- \_\_\_\_\_ Make an appointment with officiating pastor to receive guidelines for wedding
- \_\_\_\_\_ Notify officiating pastor of any change of plans after initial contact

### PREMARITAL COUNSELING

- \_\_\_\_\_ Schedule appointments with pastor. At least 6 months in advance of your wedding, complete *Pre-Marital Awareness Inventory*. Schedule future appointments.

### MUSIC

- \_\_\_\_\_ Have music approved by the Pastor at least six months prior to your wedding
- \_\_\_\_\_ Contact organist/keyboardist/musicians at least six months prior to the wedding

### FINALIZE PLANS

- \_\_\_\_\_ Secure your marriage license. Bring marriage license to the rehearsal and give to the Pastor. A copy of marriage license must be brought to the Church Office (or deposited in white mailbox outside church office) for church records.
- \_\_\_\_\_ If a wedding program is to be used, a copy of the order of service (general guidelines on page 7), is to be given to the Pastor for approval **before** it is printed
- \_\_\_\_\_ A copy of invitation must be sent to the Church Office

### FEES

- \_\_\_\_\_ Two weeks prior to your wedding date bring all Honorarium fees to the Church office. Each fee should be in an envelope as stated on page 5 with the individual's name written on the front. At this time, if building use fee was split, remainder must be paid.

### REHEARSAL

- \_\_\_\_\_ Rehearsals are typically the day before the wedding service. Arrangements must be made and scheduled at the time the wedding is booked.

✓ Check each task when completed

## WEDDING SERVICE FEES

Federated Church Members & Immediate Family	\$400.00
Non-Members of Federated Church ( <i>Facility Use &amp; Custodial</i> )	\$500.00

*(50% required at booking, balance is due no later than two (2) weeks before the event date; make checks payable to Federated Church)*

### **Church Reception Facilities (if used)**

Federated Church Members & Immediate Family	No Charge
Non-Members of Federated Church	\$200.00

**Damage Deposit (required for all events)** \$150.00

*(Damage deposit is due at time of booking and the check will be processed. After the event, if there is no damage to the facilities, a check will be issued back for the deposit amount. If damage is incurred, the deposit will be held and you will be liable for any and all additional costs related to repair.)*

### **Officiating Federated Church Pastor Honorarium**

*(required no later than wedding date)*

*Honorarium check payable to Pastor*

Member Wedding at Federated Church	\$200.00
Member Wedding Off-Site	\$250.00 <i>(plus mileage)</i>
Non-Member Wedding at Federated Church	\$250.00
Non-Member Wedding Off-Site	\$300.00 <i>(plus mileage)</i>

*(Honorarium for counseling, rehearsal, and officiating at the service)*

### **Musicians (may request honorarium mailed prior to wedding date)**

Wedding service only, including preludes and postludes, and no more than two hymns	\$100.00
Wedding service and rehearsal with one soloist	\$125.00
Wedding service and rehearsal with more than one musician	\$150.00
<b>Soloists (suggested minimum per soloist, up to three solos)</b>	\$50.00
Each additional solo	\$10.00

## **NON-MEMBER WEDDING GUIDELINES**

Non-members are welcome to use Federated Church for wedding services. The following requirements must be met for non-member weddings:

- **Non-members must provide a clergy person and an organist (or other musicians) for their wedding.**
- **Non-members may ask Federated clergy and/or musicians to participate in non-member weddings, but Federated clergy's and musicians' availability is not guaranteed.**
- **If a non-member wedding couple do not have a clergy person with whom they have a relationship to officiate their wedding, and/or do not know of musicians to contact, the Federated staff can recommend local clergy and/or musicians names to contact. The wedding couple must make those contacts and arrange honoraria with the clergy and/or musicians who participate in their wedding.**
- **Non-member weddings are reserved on the Federated Church calendar no earlier than six months prior to the wedding date.**
- **The sound system of the Federated Church sanctuary is not available for non-member weddings. Wedding couples must provide amplification, if desired, for speakers and/or musicians.**
- **The Federated sanctuary piano is available for use for non-member weddings. The organ is only available if the Federated Church organist gives permission and unlocks the organ console.**
- **All guidelines and Building Use Fees found in the Federated Church Wedding Guidelines must be followed for member and non-member weddings.**

## **SCHEDULE**

Weddings will not be scheduled that conflict with regular church services.

## **MUSIC**

The couple is responsible for contacting all wedding musicians. **Only appropriate sacred music shall be offered. The pastor must approve solo selections and pre-recorded music, at least six months prior to the wedding date.**

## **REHEARSAL**

Rehearsals are usually held the evening before the day of the service, and must be scheduled with the Pastor and included in building-use booking. **All members of the wedding party should be present and on time.** The pastor will walk the wedding party through the ceremony from beginning to end. This should take no longer than 45 minutes.

## **USE OF ALCOHOL IS NOT PERMITTED ON CHURCH PROPERTY**

Alcoholic beverages are not permitted in the church building or parking lot for either the rehearsal or the wedding. **It is your responsibility as the wedding couple to inform your wedding party.** If the use of alcohol is noted or seen, or any member of the wedding party appears visibly impaired by alcohol or other drugs, they will be asked to leave and the Pastor may cancel the rehearsal or the wedding service.

## **RESPECT FOR THE PREMISES IS EXPECTED**

The Pulpit and Lectern are not to be moved. Appropriate dress is encouraged at the rehearsal and wedding. Children should be kept under adult supervision at all times. Running in the building or climbing over the pews is not acceptable behavior. Remember, a wedding is a worship service. Food or non-alcoholic drink may be consumed in the Fellowship Hall, but is NOT to be brought into the sanctuary. Flower/rose petals, rice, birdseed, and glitter, etc. are not allowed on church property.

**Smoking is not allowed anywhere on church property.**

## **PRINTED WEDDING BULLETIN**

The wedding service bulletin must be approved by the Officiating Pastor before it is printed. A complete copy must be given to the Officiating Pastor two months before the wedding.

## **USHERS**

Ushers are the responsibility of the wedding couple. The size of your wedding will determine the number of ushers you choose. Experience indicates the majority of people arrive within the last 15 minutes before the wedding begins. In order to begin the service on time, it is suggested a minimum of two ushers for each 100 guests expected to attend.

## **WEDDING ATTENDANTS**

Think carefully about these choices and the number of attendants before asking any one. The use of children under the age of six in a wedding party is not always wise. Consider the ability of the little flower girl or ring bearer to participate worshipfully in your wedding service. Should you choose to have either or both, responsible adults need to be designated to remove children from the service to the pew if the need arises. Two rooms will be available on the wedding day for attendants.

## **PHOTOGRAPHS AND VIDEO TAPING**

The church will be opened at 10:00am so pictures may be taken, or otherwise as negotiated with the Pastor. ONLY the official photographer will take photos during the service. No flash is allowed during the service. The photographer/videographer may take photos of the arrival of wedding party from the front; the remaining pictures/film can only be taken from the back of the sanctuary.

## **DECORATIONS**

**Candles:** Plastic runners **MUST** be used under candelabra that use wax candles for protection of the carpet. Aisle candles must have chimneys and be held in place with plastic holders that clip over the pews with rubber stoppers for protection of the wood. Candles placed in chimneys must be shorter than the chimney. A Unity candle or Unity sand may be used on the Communion table but the wedding couple must provide a suitable tablecloth for protection.

**Pew bows/flowers:** Either may be used with clips or be attached by ribbon. No tape may be used on the pews or any other wood in the church.

**NOTE: Please designate someone to remove all wedding items from the church within one hour after your wedding/reception.**

## **SOUND SYSTEM**

**Only church staff and A/V Team are allowed to operate the church sound system and for member weddings only.**