

Weddings at Saint Paul

Congratulations!

Thank you for considering Saint Paul United Methodist Church for your wedding ceremony. Located in downtown Lincoln, Saint Paul's historic building provides a beautiful setting for you to exchange your vows and begin your journey together in the presence of God and your loved ones. Whether you envision an intimate gathering or a larger celebration, we are here to accommodate your needs and help make your special day memorable. Our dedicated team is ready to assist you with the planning and coordination of your ceremony, from music to decorations, ensuring that every detail reflects your love and faith.

This booklet provides the details regarding our building, decorations, music, officiants and costs. You are welcome to contact us at any time with questions, to check availability or to make a reservation for your wedding ceremony.

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*Our historic building is a beautiful place
to celebrate your wedding.*

Sanctuary

Our sanctuary was built in 1901 and was renovated in 2001.

The space includes:

- Beautiful 29' x 43' stained glass windows
- Custom Bedient Opus 70 pipe organ
- Grand piano
- Wrap around balcony
- Tall arched ceiling
- Seating for up to 700 guests



Chapel

The chapel is a perfect setting for smaller, more intimate ceremonies. This sacred space was updated in 2022. Complete with stained glass windows and a raised chancel, the Chapel is ideal for weddings with fewer than 60 guests.

Additional Spaces

Wedding parties are allowed the use of Paine Parlor, the chapel and the restrooms. All other spaces (Bevins Family Life Center (gym), dining room, downstairs parlor, classrooms, etc.) are unavailable unless previously reserved. Use of unreserved spaces will result in a full or partial loss of your refundable deposit.

Parking Garage

The parking garage is available for use during weddings. The garage includes 44 parking spots (street parking will likely need to be used as well). The garage will close following the wedding ceremony and remain locked until the next regular business hours.

Food and Beverages

Food is not allowed in the parlors or the sanctuary. You may choose to reserve the dining room to provide a light snack for the wedding party. Please designate someone to set up and clean up any food. Trash receptacles are located throughout the dining room.

Absolutely no alcoholic beverages or illegal substances are allowed on church property (including the parking garage). If church staff detect alcohol/drug usage, the ceremony may be canceled and deposits/fees forfeited.

Plan a wedding ceremony unique to you.

Decorations

- Saint Paul UMC has 10 aisle candles and a pair of brass 7-candle candelabra available to rent. Saint Paul will provide dripless candles and oil.
- Unity candles, sand vessels, and other items for a union ceremony are allowed to be placed on the altar. Single flowers in memory of loved ones are also permitted on the altar. All other flower arrangements and bouquets will be placed on flower pedestals or pew ends.
- If you have arranged a flower delivery, please instruct your florist to arrive 2 hours before the start of the ceremony.
- Real flower petals, birdseed, rice, glitter and confetti are not permitted inside the building. Silk flower petals may be used but must be cleaned up.
- Aisle runners are not permitted.
- The chancel will be decorated for the liturgical season. The altar table may be moved, any items on the table (candles, fabric draping, etc.) must remain untouched. Other decorations on the chancel may not be moved unless approved by the Staff Coordinator.



Music and Sound

Musicians from Saint Paul UMC are happy to be a part of your special day. Our Director of Music and Worship Arts and Assistant Director of Music both have experience as wedding accompanists. The Sanctuary has a grand piano and a custom pipe organ. We require all music be given to our musicians at least two weeks prior to the rehearsal so our sound technician and accompanist have time to coordinate. The fee for our musicians includes a music consultation and music before, during, and after the wedding.

You may choose to have an outside musician perform. In this case, the musician's fee will be deducted from your total. An outside musician may play our organ/piano with prior permission. Under no circumstances may the piano be moved. This may cause it to go out of tune and a portion of the refundable deposit will be forfeited for retuning.

Recorded music is also permitted and will be played by our sound technician (included in the building cost). The sound technician will be available at the rehearsal. Do not use any of the audio/visual equipment without permission.

Officers

Saint Paul UMC is an affirming community and welcomes any couple desiring to marry. A Saint Paul pastor shall conduct all wedding ceremonies at the church. If a visiting pastor is requested, permission shall be at the discretion of the senior pastor. Once a date is requested for the wedding, Saint Paul will verify which pastor is available. The couple will be notified and should contact the pastor to make an appointment for introductions and planning. It is the responsibility of the couple to make their appointments with the assigned Saint Paul pastor. This appointment should be made no later than three months prior (earlier is better) to the wedding date. We do our best to make the ceremony reflective of the couple and their beliefs, so several meetings may be necessary during the ceremony planning process. There is no requirement for pre-marital counseling, but it is available upon request.

Staff Coordinator

Saint Paul UMC will provide a staff coordinator for each wedding. The coordinator will help with planning your ceremony, decorations, opening the building, answering questions, and other tasks if necessary. The coordinator will be your main point of contact with the church. If you have hired an outside wedding planner/coordinator, please inform the staff coordinator.

Rehearsal

The pastor performing the wedding will conduct the wedding rehearsal along with the staff coordinator. The couple are encouraged to set a realistic time for the rehearsal taking traffic and other factors into account, so that all members of the wedding party can attend. The rehearsal should last about 30 minutes. Those in the wedding party who cannot attend must be informed of their responsibilities by someone in the wedding party.

Video

Saint Paul UMC can provide a professional video recording of the ceremony upon request. Pricing for this service can be found on the optional items list at the back of the booklet. No outside videographers are allowed to use the church equipment. If you have hired a videographer, please inform the staff coordinator.

Photography

If you have hired a photographer, please inform the staff coordinator. If pictures are being taken before the wedding, all members of the wedding party need to arrive at the church at least an hour and a half before the ceremony. Photographs taken before the wedding should be completed and the sanctuary vacated 30 minutes before the wedding starts. Special backdrops and special lighting require approval by the staff coordinator. Photographers must be discrete and remain behind the first pew in the sanctuary. Both professional and amateur photographers are asked not to use flash photography during the ceremony.

Policy Summary

- You are allowed access to the building 2.5 hours before the ceremony time. You must vacate the church 1 hour after the end of the ceremony. An additional 30 minutes may be granted for \$50.
- Absolutely no alcoholic beverages or illegal substances are allowed on church property (including the parking garage). If church staff detect alcohol/drug usage, the ceremony may be canceled and deposits/fees forfeited.
- You are allowed the use of Paine Parlor, the chapel and the sanctuary (unless approved by staff coordinator). Use of additional spaces without permission may result in a partial or full loss of your refundable deposit.
- Items on the chancel are not to be moved by anyone other than the staff coordinator.
- All wedding favors used to send off the couple (bubbles, confetti, sparklers, etc.) must be given to guests outside of the building. As a safety precaution, please do not distribute these items inside the building.
- Full payment for the wedding is due 2 weeks prior to the rehearsal day. If payment is not received by the rehearsal day, performance of the wedding ceremony is at the discretion of the Pastor.
- All couples must provide a copy of their marriage license for church records.

Pricing

Building.....	\$750.00
Staff Coordinator (required).....	\$200.00
Saint Paul Clergy.....	\$350.00
Saint Paul Musician.....	\$350.00
Deposit.....	\$400.00
Non-refundable.....	\$100.00
Refundable.....	\$300.00

Optional Items:

Aisle Candles.....	\$50.00
Candelabra.....	\$50.00
Early Entry (per 30 min)	\$50.00
Video Recording.....	\$150.00
Extra Sound Technician.....	\$200.00

Payment is due 2 weeks prior to the rehearsal day. The building fee includes the cost of a sound technician (required). A separate payment must be made for the staff coordinator (required). The deposit will be \$400 total, \$100 (non-refundable) to reserve the date and \$300 that will be refunded if no damage occurs and the contract is not breached.

Thank you!