



Weddings
at
Sheridan Lutheran
Church

6955 Old Cheney Road, Lincoln, NE 68516
sheridanlutheran.org | 402-423-4769

*Sheridan is a smoke-free and alcohol-free campus.
Please refrain from these activities while on the property.*

Weddings at Sheridan Lutheran Church

Congratulations on your upcoming wedding! This is an exciting time for you! We are pleased that you have chosen Sheridan Lutheran Church as the Christian setting for this special event in your lives. Our pastors and staff will assist you in planning your wedding and making it a most memorable day for you.

We believe that marriage is the delightful creation of family, which God blesses. We want to help you make your wedding a true expression of your faith in God and your love for each other.

Please note:

On the day of the wedding, you may have use of the building for up to 4 hours before the ceremony. Photographers MUST be done one-half hour before the wedding begins.

Scheduling

The date and time for your wedding should be scheduled at least six months prior to your desired wedding date. This will avoid conflicts with the church's calendar and also allow time for pre-marriage counseling sessions with the pastor.

Please contact Karen in the church office, to check availability and reserve your date, at 402-423-4769 or k.znamenacek@sheridanlutheran.org

Sheridan has a worship service each Saturday evening at 5:30pm. To help ensure a smooth transition from the wedding to the worship service, Saturday weddings should begin no later than 3:30pm. Large weddings may need to have an earlier start.

A date and time for your wedding will be guaranteed to you only after the church has received a \$150 (*non-refundable*) deposit.

Wedding Coordinator

You will be assigned a wedding coordinator who will serve as your contact and church liaison throughout your wedding. Your coordinator is familiar with the church requirements, as well as the location of various items associated with your wedding (i.e., candelabra, unity candle holders, pew decorations, dressing rooms, etc.). She will consult with you after you have met with the pastor and will be available for questions during the planning process. She will also be present at both the rehearsal and the wedding ceremony to assist you in any way possible.

Pastoral Guidance

Getting married at Sheridan Lutheran Church is not just a matter of planning a wedding, but above all, it is creating a marriage. Sheridan's pastors officiate at weddings on a rotating basis.

Pre-marital sessions include conversations geared toward strengthening your relationship with one another and with God. This is also the time that specific plans for your wedding service will be made. As part of this process you will participate in a relationship inventory, the cost of which is included in your basic fee.

Facilities

The Worship Center has a seating capacity of 725. Sheridan Lutheran Church is fully wheelchair accessible. Men's and women's dressing rooms are available.

The Faith Walk Café is available for you to serve your wedding party and family a light lunch/snacks on your wedding day. Please do not take food out of this area. Only bottled water is allowed. Please avoid setting bottles on wood surfaces, as staining may result.

Bells are permitted inside and outside the church. Bubbles can be used only outside the building. The throwing of rice, birdseed, confetti and petals, or the release of balloons is NOT permitted.

Furniture should not be moved for any reason.

Smoking and the consumption of alcohol is not allowed either in the building or on the church grounds. Please advise your wedding party. If alcohol is present on the campus, the officiating pastor has the authority to cancel the service.

Music

You may request one of Sheridan's pianists to play for your wedding. The cost of this musician is included in the basic wedding fee. Additional vocal and instrumental musicians can be requested and their fees are paid to them directly. All musical arrangements are to be made through Molly Schmit, Director of Music.

Please note: It is your responsibility to contact Molly, at m.schmit@sheridanlutheran.org, to discuss your specific music requirements.

Rehearsal

Rehearsal, usually the evening before the wedding, is a chance to practice how things will work at the service and serves as a time to answer questions for the many people who are involved. **Please emphasize the importance of being prompt for rehearsal to your wedding party and family.** Rehearsal takes about one hour.

Sound Requirements

A sound technician will be provided to operate the sound system during your wedding. The cost of this service is included in the basic wedding fee. If recorded music is to be used during the ceremony, a flash drive or mp3 with all the musical selections, in order of performance, must be provided by the couple. The sound tech will be available at the rehearsal.

Wedding License

Please bring your wedding license to the church office TWO WEEKS PRIOR to your wedding so that all necessary information can be typed on the license in advance of the ceremony. It will be mailed to the appropriate place after the wedding ceremony.

Candles and Decorations

The church provides two altar candles and there is also a pair of brass candelabra to use. We also have three options for unity candleholders:

- A one-piece holder which accommodates a 3" diameter center pillar and two tapers, each 7/8" in diameter, in gold finish.
- A three piece set that can accommodate a unity candle up to 4" in diameter and two tapers, 7/8" in diameter, in gold finish.
- A three piece set that can accommodate a unity candle up to 4" in diameter and two tapers, 7/8" in diameter, in silver finish.

You must supply the candles for unity candleholders.

If you attach anything to the candelabra, you must use soft pipe cleaners or ribbons to avoid scratching the finish.

If you wish to attach bows or other decorations to the pews, we provide special clips for you to use; tape is not permitted. Because of the pew design, no candles may be attached to the pews. There are 10 rows of pews. Please be sure to leave the clips with us after the service.

A white wedding parament is available for use on the altar, or the altar may be left uncovered.

If you would like to use decorative, colored lighting behind the altar, this is an option for an extra fee.

If you plan to have a flower girl actually dropping petals, the petals must be silk (artificial). Please, no petals outside of the Worship Center.

NO glitter can be used for decorating. NO helium balloons, please.

For your information:

The altar is 9 ft. 6 in. long and 42 in. wide

The center aisle is 40 ft. long and 5 ft. 9 in. wide

Photographs & Videography

Professional and amateur photographers are asked to remain at the back of the Worship Center during the ceremony, once the processional is completed. We would also like to ask that photographers limit their movement during the ceremony, out of respect for this sacred event. During the wedding ceremony photos are to be taken **without flash**. Flash may be used prior to and after the ceremony as well as during the processional and recessional.

Photographers are asked NOT to rearrange any furniture for photo settings, but to use it as is. Photographers **MUST** be finished a half hour before the ceremony is to begin.

Please notify family, friends and other attendees that flash photography is not allowed during the wedding ceremony.

Videography must be done without floodlights. For specific locations as to where videographers can stand, consult with the pastor.

Wedding fees include:

Use of Church Facility
Wedding Coordinator
Pastor's honorarium
Pianist
Custodial Services
Sound System Technician
Pre-marriage instruction

Optional fees include:

Additional vocalist or instrumentalist (per musician)
Use of decorative lighting

PLEASE NOTE: The total fees for your wedding are to
be paid two weeks in advance of your wedding date.

Make your check payable to: SHERIDAN LUTHERAN
CHURCH.

Please contact Karen in the church office if you have any
questions at 402-423-4769 or
k.znamenacek@sheridanlutheran.org

Important Guidelines for Facility Usage

NO smoking or use of alcohol in the building or parking lot

Children should be attended to by an adult at all times in hallways, bathrooms, etc. Please do not allow small children to wander in the building by themselves, our concern is for the safety of the children.

Posters, visual displays, etc. may NOT be affixed to walls.

Gifts may not be opened in the church building.

Any items brought onto church property must be removed immediately after the wedding.

All groups will restrict their activity to the rooms assigned.

NO helium balloons, please. If they go up into the ceiling area, the motion sensors on our security system sets off the alarm (even during the night)!

NO glitter items of any kind should be used for decorating purposes.

The church is NOT responsible for lost or stolen property while you are in the church building. Please lock up your purses and other valuables or do not bring them to the church. Please inform your wedding party attendants.

The bridal couple is liable for damage to the buildings, grounds, furniture, and/or equipment at Sheridan Lutheran Church, and for the safety of all guests. The bridal couple will be held responsible for costs for repairs that exceed normal wear and tear. The couple also agrees to indemnify and hold harmless Sheridan Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

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