

## Weddings at Countryside Community Church

Countryside Community Church, United Church of Christ, welcomes couples seeking to celebrate their marriage in our congregation. It is our joy to walk with you as you make this profound commitment to one another. This guide explains our policies and procedures so that your day is both beautiful and well-organized.

Please read carefully. Once you are ready to move forward, call the Church Office at 402-391-0350 or email [office@countrysideucc.org](mailto:office@countrysideucc.org). After confirming availability, a **Wedding Coordinator** will contact you to guide you through next steps.

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### Reserving a Date

- Initial Contact: Contact the Office Manager to confirm availability.
- Unavailable Dates: Weddings cannot be scheduled on the first Saturday in Advent, the Saturdays before Palm Sunday and Easter, or before 1 p.m. on Saturdays.
- Spaces: The Sanctuary seats 450; the Chapel seats 85. Parking is limited to 350. Reception space may be arranged separately.
- Deposit: A \$150 facility fee (members) or \$500 (nonmembers) is required to reserve your date. This is non-refundable but applies toward building and custodial fees.

### Ministers

- Weddings must be officiated by a Countryside clergy member. Guest clergy/judges may participate with approval.
- The officiating minister will be confirmed 90 days before the wedding.
- Printed programs require minister approval of the order of worship.
- Honorarium: \$300-\$500 (members). Nonmembers: required minister fee of \$500.

### Wedding Coordinator

- All weddings (except those under 25 guests) require a Countryside Wedding Coordinator.
- The coordinator will:
  - Assist with planning, vendors, and rehearsal.
  - Direct set-up, flowers, music, and timing.
  - Be present at rehearsal and wedding.
  - Fee: \$150.

## Music

- Music must be arranged through the Coordinator.
- A Countryside organist/pianist provides music unless otherwise approved.
- Organist Fee: \$150. Soloist Fee: \$100.
- All music selections must be approved; rehearsal with organist is required for soloists.

## Premarital Conversations

Marriage is a profound commitment, and we want you to begin strong. All couples meet with the officiating minister for at least one pastoral conversation to reflect on your relationship, the meaning of your vows, and your ceremony. For those seeking more, our clergy offer Prepare-Enrich, an online assessment (couple pays cost) that supports deeper conversations about communication, conflict, values, and goals.

## Decorations

- Seasonal décor (Advent, Lent, sermon series) must remain in place unless otherwise approved.
- Removal of décor incurs additional fees.
- No nails, tacks, or adhesives may be used on furniture, walls, or pews.

## Facilities & Services

- Bride's Room: Miriam Room (no hairspray or makeup; dedicated bathroom available).
- Audio/Visual Technician: \$100.
- Staging: Jazz equipment removal/set-up \$150 (other staging requests may incur fees; must be submitted 30 days prior).
- Shuttles: Recommended for weddings over 350 due to parking limitations.
- Alcohol/Smoking: Not permitted anywhere on church property.

## Sound and Media Services

- After discussing the details of the service with the Funeral Coordinator, A/V Team will be notified.
- Sound Technician - \$100
  - Provides a sound technician for the service. If using recorded music for the service, the family can bring in the song on a flash drive or we can find and download a version if needed. Often there are many versions of the songs people want, and we want to make sure we have the right one.
- Sound Technician with Visuals - \$150
  - Provides a sound technician for the service plus visuals. If using slide show or video in or before the service, the family can bring in the slide show or video on a flash drive or a link to a downloadable file sharing service. All files need to be available at least two hours before the service. Preferably one day in advance. Scanning Photos for a slide show - Price dependent on the number of photos, estimate \$50-\$100

- Livestream with YouTube recording - \$150
  - Provides a second video technician (1 camera operator recording). Livestreaming only available in the Sanctuary. A YouTube link will be provided to the family. A copy of the recording can be provided upon request.

## Marriage License

- A valid Nebraska marriage license must be presented at rehearsal.
- Douglas County licenses:  
County Clerk's Office, 1819 Farnam St, Omaha. Phone: 402-444-6745.

## Fee Summary

### Required Fees

- Facility Fee: \$150 (members) | \$500 (nonmembers)
- Wedding Coordinator: \$150
- Minister: \$300-\$500 (members) | \$500 (nonmembers)
- Organist/Pianist: \$150
- Audio Technician: \$100

### Optional Fees

- Soloist: \$100
- Audio/Visual Technician: \$150, \$300 options
- Staging: \$150+

## Checklist

- Contact office & reserve date with deposit
- Wedding Coordinator assigned (handles ongoing communication)
- Meet with officiating minister (90 days before)
- Arrange music and soloists
- Complete premarital counseling (if requested)
- Submit marriage license and remaining fees at rehearsal
- Confirm all vendor logistics with Coordinator

## Important Guidelines

- Weddings are worship services; all service elements must be approved by clergy.
- No alcohol, smoking, rice, birdseed, confetti, petals, sparklers, or throwables inside or outside.
- Furniture and worship décor must remain unless prior approval granted.
- Facility use on the day of the wedding is limited to 3-1/2 hours unless extra time is reserved (\$100/hour).
- Countryside is not responsible for lost or stolen property.

## Countryside Community Church Wedding Contract

Couple's Names: \_\_\_\_\_

\_\_\_\_\_

Is one partner a Church Member?  Yes or  No

Wedding Date & Time: \_\_\_\_\_

Location:  Sanctuary or  Chapel

Estimated Guest Count: \_\_\_\_\_

Rehearsal Date & Time: \_\_\_\_\_

Minister: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_

Musician(s): \_\_\_\_\_

### Fees (\* Required)

\$\_\_\_\_\_ Facility Fee\*

\$\_\_\_\_\_ Wedding Coordinator\*

\$\_\_\_\_\_ Minister\*

\$\_\_\_\_\_ Organist/Pianist\*

\$\_\_\_\_\_ Soloist (if applicable)

\$\_\_\_\_\_ Additional Services (AV, staging, security)

\$\_\_\_\_\_ Total Fees

\$\_\_\_\_\_ Deposit Paid\* (non-refundable)

\$\_\_\_\_\_ Balance Due (one week before wedding)

### Agreement

By signing, the couple agrees to abide by all wedding policies of Countryside Community Church, including restrictions on alcohol, smoking, decorations, and building use.

Signature (Partner 1): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Partner 2): \_\_\_\_\_ Date: \_\_\_\_\_

Countryside Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_