



St. John's Church

***2500 California
Omaha, NE 68178
402-280-3031***

Congratulations!

We are pleased you have chosen St. John's Church as the place you will begin your lives together with God. We will extend every possible courtesy in having our facilities available to you. St. John's Church is also the church for Creighton University. There are many events scheduled in and around the church so it is imperative that each wedding party adheres to their designated schedule. To ensure a positive experience for everyone we have adopted guidelines that are laid out in the following pages.

Confirmation of Weddings

A Confirmation Letter will be sent out when we receive the following items:

- *The Couple Information Form is filled out and returned with the first payment*
 - *Confirmation of priest to preside and the Marriage Preparation Facilitator have signed off on form.*

Cancellations will receive a full refund if cancelled nine months before the scheduled wedding.

Archdiocesan Requirements

Complete marriage preparation as is required by the diocese you live in. The following information will be explained by your marriage preparation person:

- *Updated baptismal records*
- *Pre-Session, FOCCUS, Educational Retreats*
- *Dispensation if needed.*

According to Canon Law, if a Catholic person wishes to married outside of their current parish, they will need to obtain permission from their territorial pastor in order to get married in another parish.

- *Weddings cannot be scheduled after 2:00 p.m. on Saturdays in the Archdiocese of Omaha*

Typical Schedule for Weddings

Friday 6:30 p.m. or 7:00 p.m.

Rehearsal Thursday 6:00 – 7:00

Wedding Day Bridal Room 3:00 p.m. – ½ hr before ceremony
Main Church Reservation 5:30 – 8:30 p.m.
Florist 2:00 – 3:00 p.m. **Pictures *5:30 & after ceremony**

Saturday 10:00 a.m. or 10:30 a.m.

Rehearsal Friday 3:30 – 4:30

Wedding Day Bridal Room 8:30 a.m. – ½ hr before ceremony
Main Church Reservation 8:30 – 12:15 p.m.
Florist 8:30 a.m. **Pictures *9:00 & after ceremony**

Saturday 2:00 p.m.

Rehearsal Friday 4:30 – 5:30

Wedding Day Bridal Room 12:30 p.m. – 1:30 p.m.
Main Church Reservation 12:30 – 4:00 p.m.
Florist 12:30 p.m. **Picture *1:00 p.m. & after ceremony**

***When scheduling with your photographer and florist please be aware of the periods allowed for your wedding. This is to avoid conflicts of scheduling with other rehearsals, wedding preparations or church functions.**

Time schedules may vary; please check your personal confirmation letter for exact times.

Fees

- \$750.00 - **plus 100.00 deposit** Parishioners and Creighton University students. St. John's Church will respect the request of those who are parishioners registered for six months.
- \$850.00 - **plus 100.00 deposit** Alumni, faculty, and staff of Creighton University.
- \$950.00 - **plus 100.00 deposit** Those with no direct affiliation to St. John's or Creighton University

~\$100.00 Security/Cleaning deposit for all weddings

Half of the fee and the deposit of \$100.00 are due when you are making reservations. Infractions of any of the policies will forfeit the return of the deposit. The remaining amount is due nine months before the wedding. Price is subject to change.

Wedding Rehearsal and Wedding Day.

Wedding Coordinator is provided by St. John's

A wedding coordinator is provided by St. John's Church to assist you and the priest on your wedding day, and at the time of your rehearsal. The wedding coordinator will contact the bride several weeks before the wedding to go over all the ceremony and the processional details. If you have hired a professional wedding planner, they are welcome to assist the wedding coordinator that St. John's provides. **St. John's wedding coordinator will take the lead at rehearsal and the day of the wedding. Please be sure to share this information with any professional wedding planners you may hire.**

Rehearsals

Wedding rehearsals are scheduled for one hour. **Rehearsals at St. John's DO NOT include musicians. If your musicians require time to practice prior to the wedding, this needs to be scheduled separately*.** Saturday wedding rehearsals are scheduled the Friday before between the hours of 3:30 – 5:30 p.m. This is to allow adequate time for the preparation of the Friday night wedding.

*** Please contact Kathleen Denne kdenne@creighton.edu or 402-280-2975 to schedule separate time for musicians to rehearse prior to the rehearsal/wedding day if needed.**

Decorating

- During Lent/Easter & Advent/Christmas Season, special plants and decorations **cannot** be moved.
-Please keep in mind the Easter Season is complete on Pentecost Sunday (50 days after Easter Sunday)
-Christmas Season begins on Dec. 24th and ends on the Baptism of the Lord.
- Pew decorations are limited to bows, and simple floral arrangements that can be attached with soft coverings. Hurricane candles or anything that requires a metal or plastic clip cannot be used on the pews.
- All candles must be enclosed in glass and used only on back altar; the only exception is the Unity Candle.
- Aisle Runners cannot be used at St. John's due to the hazards of using them on tile floors
- **Luminaries or anything flammable is not allowed outside or inside the church.**
- All decorations must be removed by the time allotted for your reservation.
- **NO ITEMS can be tossed on the floor, aisle or walkways inside or outside of the church.**

Dressing/Gathering Rooms

- *Please check your confirmation letter to review the times the bridal room is available for your wedding.*
- *There is also a space for the groomsmen and others to gather. This is not a private place to change in.*

Alcoholic beverages ~ Alcoholic beverages are not allowed in or around the church premises.

Photographs

- ***Each Wedding is allowed one hour of photographing in the main church.***
- *Pictures taken outside are coordinated with Creighton University Reservations 402-280-1700 or reservations@creighton.edu.*

Parking- is available at the many parking lots Creighton University has. The closest lots to the church are listed below. There is no guarantee that these lots will be completely open. Please plan accordingly.

- *Parking structure on 24th & Burt – top level only*
- *Staff/Student lot on 24th Street between Burt and Cuming Street*

Handicap access to church is available on the west side of church. A map is available on St. John's website at www.stjohns-creighton.org

All parking for deliveries, must be on the west side of the building through our handicapped entrance. NO DELIVERIES are allowed on the EAST SIDE of the church effective 4/3/2022. The handicapped parking map is available at www.stjohn-creighton.org

Vocal and Instrumental Musicians

Each wedding party will choose their own singers and instrumentalist.

For the most current list of available musicians, please see our website, <https://www.stjohns-creighton.org/musicians>