

Dear Bridal Couple:

Congratulations on your wedding! God looks upon your wedding as a sacred union performed within the church between people who are blessed of Him. It is, therefore, considered an act of worship and should be approached as such. The altar is the fitting place for the speaking of the vows of “those whom God has joined together.”

**RESERVATIONS:**

Those desiring to use the church for a wedding or reception should reserve the space and set the time through the pastor and church office well in advance. It is suggested that the date be scheduled no more than six (6) months or less than two (2) months ahead. A \$50.00 deposit is required to confirm the date. If you have a Saturday wedding, and the reception is held in the general purpose room at the Christian Life Center, we request that the reception be over no later than 10 p.m., to enable the church to be cleaned and ready for Sunday services.

Centenary’s worship of our Lord is being held at the Christian Life Center on Perryville Road. This decision was made to deal with the accessibility for persons with handicapping conditions, safety, as well as good stewardship. Though the downtown campus can be used if so desired, the heating and air-conditioning are not reliable at this time. Also, the downtown campus is not suitable for all persons with handicapping conditions. Until our new sanctuary is built we recommend that all weddings be held in the Christian Life Center.

**PASTOR AND COUNSELING:**

A Centenary pastor will normally conduct any weddings held in this church. If you wish to have someone officiate other than a member of the Pastoral staff at Centenary, that pastor has to be ordained in his/her church or denomination and hold to the social principles of the United Methodist Church, especially in regard to the marriage of a man and a woman. The Senior Pastor, Quentin Scholtz, will have the final approval of any pastor selected.

All weddings performed will require premarital counseling by a pastor as directed by the Discipline of the United Methodist Church. In addition, our Senior Pastor has some very specific expectations he has set. Those will be made available when the pastor meets with the couple.

In addition, engaged couples who are part of our Centenary community will be encouraged to take a premarital inventory. The program is called PREPARE, and is considered to be one of the most effective relationship profiles for couples. The results of the inventory will be shared over a series of sessions. The cost is \$40, which pays for the computer scoring. Pastor Scholtz will explain more about the program when he meets with the couple.

**CHURCH WEDDING ASSISTANT:**

Centenary requires the use of a wedding assistant. We can provide one for you, or you may provide your own. If you provide your own, the person must be approved by the church and follow church guidelines. An assistant can make your wedding go smoothly. Assistants typically work 10-12 hours and provide the following services.

Meets with the bride and groom.

- Is present at the wedding rehearsal and wedding to give directions for entrances.
- Consults with pastor on the wedding program
- Makes certain the marriage license is delivered to the pastor in charge
- Make certain all vendors (florist, caterer, etc.) are following Centenary's guidelines

The fee for Centenary's wedding assistant is listed in the "wedding fees" schedule on page 4. If you have any questions, please call Centenary's pastor.

#### **ORGANIST/PIANIST:**

The Church organist/pianist will be available if desired for weddings. However, in the event another person is desired, the request is to be made through the Wedding Assistant and approved by Centenary's organist/pianist.

#### **MUSIC:**

Since the wedding ceremony is a service of the Church, we expect that all music (both vocal and instrumental) be suitable for a sacred service of worship. Some classical music may be appropriate. Selections must be approved by Centenary's Wedding Assistant and Pastoral staff.

#### **HOLY COMMUNION:**

United Methodist Church policy requires that if you desire to have Holy Communion during your wedding, it must be offered to all members of the wedding party and the wedding guests.

#### **FLORIST:**

Arrangements for the decorations in the sanctuary must be made by the wedding party. When making plans, remember that decorations should be in keeping with the church furnishings; tacks, nails, tape, etc. should not be used to fasten decorations. In placing flowers or other materials, the florist should ensure that furniture and carpet are not damaged. Proper protection from candle drippings must be provided. All decorative items should be removed the same day as the wedding, unless arrangements are made with the custodian. The church is not responsible for storage. The Pastoral staff must be consulted before any church furnishings are moved. Any arrangement on the altar should be low or set to one side so as not to hide the cross. If you desire for a flower girl to drop flower petals, they must be from silk flowers to keep the church carpet from being stained.

#### **PHOTOGRAPHER:**

If photos are desired, it is the responsibility of the wedding party to contract with a photographer. Because this is a service of worship, no flash photography may be used during the service. The bride may wish to plan for pictures to be made before and/or after the ceremony.

#### **VIDEOGRAPHER:**

If a video of the wedding is desired, it is the responsibility of the wedding party to contract with a videographer. Because this is a service of worship, placement and operation of a video camera must be in such a manner that they do not detract from the service. Consult with the wedding assistant or pastoral staff on the final placement of the equipment.

**CUSTODIAN:**

Those activities outside of the normal church happenings places extra work on our custodial staff, therefore, certain fees have been set to compensate those staff members. The fee for the custodian is listed in the “wedding fees” schedule. This includes preparing the facilities for the wedding or reception, unlocking doors for the rehearsal and wedding, and cleaning up after each event. If other services are required, consult with your assistant.

**CHILDCARE/NURSERY:**

Centenary does not staff the nursery for weddings, nor is it our policy to have the nursery staffed by others. Parents or other *related adults* (over 18 years) old are welcome to use our church nursery during the wedding events for *brief stretches*: to change a baby, feed a child, use the small restrooms, take a short time-out or entertain an older child while the needs of a younger child are being attended to. Children must not be left unattended. Toys and other items should be picked up and wiped clean (sanitized) before leaving the nursery. If extra cleaning/sanitizing is required then an additional cleaning fee will be rendered.

**ATTIRE:**

You may decide how formal or informal you wish your wedding to be. Centenary United Methodist Church has no requirements for attire other than women in the wedding party should be tastefully attired and extremely low-cut gowns or midriff styles are discouraged.

**ATTENDANTS:**

Children who are in the wedding party must be old enough to ensure they can understand what is expected of them. The general rule is that the best man and maid of honor be responsible for the rings during the ceremony. Any deviation should be discussed with the assistant or pastor who performs the wedding.

**SOUND TECHNICIAN:**

A sound technician must be someone who is trained and familiar with Centenary’s sound systems. The wedding assistant can provide a list of those people.

**RECEPTION AT THE CHRISTIAN LIFE CENTER:**

A meeting with the Kitchen Assistant and the Custodian is required to arrange for the use of the facilities. Any caterer must sign a contract regarding the use of Kitchen Facilities at the church. No nails, tape, tacks, etc. are to be used to hang items. There will not be alcoholic beverages, controlled substances, or smoking permitted on church property. Tossed items must be biodegradable such as bubbles, petals from live flowers, and/or birdseed and may be used only outside the building. No items can be tossed inside of the building due to maintenance and liability issues that arise from their use. The Christian Life Center will accommodate about 300 people.

**Centenary United Methodist Church  
Wedding/Reception Fees**

	<b>Members</b>	<b>Non-Members</b>
<b>Pastoral Counseling (required)</b>	Honorarium	Honorarium
<b>Pre-marital inventory “Prepare”</b>	\$40	\$40
<b>Downtown Campus Building Usage Fees</b>		
Sanctuary	\$0	\$500
<b>Christian Life Campus Usage Fees</b>		
Chapel	\$0	\$0
Multi-purpose room	\$0	\$500
Kitchen Asst. to supervise caterer	\$15/hr	\$15/hr
<b>Centenary’s Wedding Assistant Fee</b>	\$200*	\$200*
<b>Music Fees:</b>		
Centenary’s Organist for rehearsal/wedding	\$125	\$125
Sound Technician	\$15 /hr	\$15/hr
<b>Custodial Fees (required)</b>		
Wedding Downtown	\$15/hr up to \$150	\$15/hr up to \$150
Wedding Christian Life Campus	\$15/hr up to \$250	\$15/hr up to \$250
Reception – Christian Life Campus	\$15/hr up to \$150	\$15/hr up to \$150
Use of Kitchen (CUMC rep)	\$50	\$50
Building Supervisor Fee - assists with any areas that are not functioning properly.	\$15/hr	\$15/hr

Wedding fees are to be paid to the Centenary bookkeeper. A \$50.00 deposit is to be paid as soon the wedding is scheduled. The remaining fees need to be paid one month prior to the wedding.

\*Wedding assistant duties are on page 1.