

# *Wedding Policies 2017*

## *Centenary United Methodist Church*

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**Congratulations!** You're getting married soon. Centenary United Methodist Church provides a lovely setting for weddings and welcomes the use of our facilities for such occasions. In order that there may be no misunderstandings, the following policies have been adopted by the Administrative Council of the Church:

1. Since weddings are scheduled on a first-come first-served basis, reservations for the use of the church should be made as early as possible by calling the church office. All weddings must be scheduled with at least three months lead time before the wedding. No weddings will be scheduled more than one year in advance.

No wedding dates will be held until a \$200 deposit is paid, a Centenary Wedding Information Form is completed by the couple, and the date & details are approved by Centenary's Senior Pastor. **The \$200 deposit will be returned the week after the wedding if the building is left undamaged, without unusual need for cleaning, and church policies have been followed.**

2. Weddings scheduled on the same day should be spaced at least four hours apart. No wedding will be scheduled later than 6:30 p.m.
3. The Senior Pastor of Centenary United Methodist church shall be the primary officiant in all wedding ceremonies (unless the pastor approves other arrangements).
4. The following charges apply:  
Member is understood to mean that the bride or groom or a parent of either has been an active participant or full member of Centenary U.M.C. at least a year prior to scheduling the wedding. Everyone else is defined as a Non-Member.

### MEMBER FEES:

Pastoral Counseling & Wedding in Sanctuary or Chapel:

Basic Fee	\$250
Organist	\$150
Centenary Pastor	\$150

NON-MEMBER FEES:

Pastoral Counseling & Wedding in Sanctuary:

Basic Fee	\$545
Organist	\$150
Centenary Pastor	\$150

Pastoral Counseling & Wedding in Chapel:

Basic Fee	\$350
Organist	\$150
Centenary Pastor	\$150

OPTIONAL SERVICES & FEES:

a. Use of Fellowship Hall & Kitchen for *rehearsal dinner*:

MEMBER .....	\$30
NON-MEMBER.....	\$150

c. Use of Building & Kitchen for a *wedding reception*:

MEMBER .....	\$40
NON-MEMBER.....	\$250

d. Rented Aisle candles:

MEMBER .....	\$0/pair
NON-MEMBER.....	\$25/pair

**All fees must be paid to Centenary U.M.C. no later than two weeks before the wedding.**

5. Most chancel furniture in our sanctuary is moveable, but only with the permission & supervision of the Senior Pastor of Centenary. The lower altar railing can not be removed. **You are NOT allowed to move any furniture on your own!**
6. **The organist of Centenary church shall play at all weddings** unless other arrangements are made after consultation with the minister and the church organist. **It is your responsibility to contact Centenary's organist.** Only experienced pipe organists can be considered. There is also a grand piano available for use during weddings. You can get our organists name and phone number from our office.
7. Arrangements for soloists will be made by those getting married.
8. A wedding is a religious service, and music suitable for worship is required for weddings. This should be discussed with the minister and organist. The music & liturgy should reflect Christian values, the worship of God, and the vows must emphasize the lasting nature of the marriage commitment.
9. Professional private caterers for rehearsal dinners are permitted with approval by the Pastor or Centenary's Administrative Council.

10. **No alcoholic beverages will be served or consumed anywhere on Centenary Church property at any time. If we find evidence of such you will lose your deposit.**
11. Photographers are not permitted to take flash pictures during the ceremony. Pictures are permitted of the processional and recessional. Posed pictures before & after the ceremony are permitted. Video cameras must be stationary during the ceremony, with no additional lights. Placement of video cameras must be approved by the minister.
12. Smoking is not allowed anywhere inside Centenary U.M. Church.
13. No confetti, birdseed, or rice will be permitted inside or outside the building. NO EXCEPTIONS. Bells, bubbles, etc. may be used outside the building.
14. Arrangements with florists are made by the wedding party.
15. All wedding couples shall prepare for their married life by receiving counseling from the Pastor. This requires approximately four or five sessions prior to the wedding to discuss the Christian meaning of marriage and explore the strengths and growth areas of your relationship to start you on the best footing possible. Ceremony details will also be arranged during these sessions.
16. Centenary church provides:
  - 400 Seat Sanctuary & 50 seat balcony
  - Dressing room for the bride and her attendants
  - One pair of candelabra (you provide the candles)
  - One pair of candle lighters & Candles for the altar.
  - Kneeling bench with needlepoint cover.Centenary Church does **not** provide:
  - White aisle runners (arrange for these with your florist)
  - Length of aisle from Chancel steps to west posts behind last pew - 45 feet
17. DO NOT rummage through the church closets searching for whatever you think you need. Please ask our custodian for assistance with any equipment. She will be glad to make appropriate arrangements for you. Unapproved handling of equipment not listed above will result in loss of your deposit.
18. DECORATIONS: ***\*IMPORTANT\****  
**Decorations are to be hung ONLY with ribbons, florist wire, rubber bands, or pipe cleaners. NO tape, nails, tacks, or other sticky material that leaves any mark or residue. We don't want you to lose your deposit, so please discuss this with those who will be decorating for you.**

**SANCTUARY AISLE CANDLE HOLDERS:**

- A. May be rented from the church.  
Four pair are available if desired  
One candle for each holder is included in rental fee listed above.
  - B. Decorating Holders:  
Decorations may be attached to the pole with ribbons, florist wire,  
or pipe cleaners. NO staples, glue, nails, adhesive, or tape allowed.
  - C. The candle holders are for use in the Sanctuary only, since their mounting  
brackets are mounted permanently on the pews.
  - D. The candle holders belong to the Church. They will be mounted,  
removed, and stored properly by our custodian as a service to you.
19. **IMPORTANT!** If after setting your wedding date at Centenary you change your  
plans, **PLEASE NOTIFY THE CHURCH OFFICE** immediately. Other parties  
may want that date or time. Thank you.

***CONGRATULATIONS! We look forward to celebrating your special day!***