

# *Wedding Policy*

*Centenary*  
*United Methodist Church*

## **You and Your Wedding**

Your wedding will be one of the most sacred experiences of your life. You are coming together to establish a new home where the Lord can accomplish His purpose and establish His plan. Christian marriage is a sacred relationship, entered into for life, and the church believes it is properly solemnized only in deepest reverence.

We congratulate you and assure you of our continued prayers that your wedding shall be just what you want it to be, and that your life together will be happy. These guidelines of Centenary United Methodist Church, relative to your wedding, have these objectives in mind.

### **I. Who may be married at Centenary?**

1. Couples, when either the bride or her parents, or the groom or his parents are members of this church.
2. When circumstances make it impractical for a couple who are not members of Centenary to be married in their home church, the pastor may, at his discretion, make this church available.
3. If a pastor other than the pastor of this church is to participate in the ceremony, approval must first be obtained from the pastor of Centenary.
4. If the pastor refuses to conduct the ceremony, the church facilities will also be closed to the couple.

### **II. In the United Methodist Church, the wedding is the responsibility of the pastor.**

1. No wedding will be performed without previous approval and counseling by the pastor.
2. Counseling should begin as early as possible, before a public announcement of engagement, and before a proposed date for the wedding has been set. Weddings on Sundays, during Holy Week, and Christmas Week will be by special permission only.
3. The United Methodist ceremony (official ritual) shall be used in all weddings at Centenary United Methodist Church, unless special approval is granted by the pastor and the Wedding Committee.

### **III. Wedding Directors**

1. The Wedding Director(s) will be provided by Centenary United Methodist Church. The members of the Wedding Directors' Committee are official representatives of the church and are specifically trained to assist in these events.
2. The pastor, the Centenary Wedding Directors, and the organist will be present for the rehearsal.
3. The rehearsal is under the direction of the Centenary Wedding Directors who will assume responsibility for organizing the wedding processional and will direct the ushers in their responsibilities at all times.
4. Directors needed: Two if wedding is in the sanctuary and One if the wedding is in the chapel.

5. All Directors will meet with the bride prior to the rehearsal and will arrive one hour prior to the wedding.
6. Please contact your Wedding Director(s) as soon as possible, after you have talked with the pastor. It is advisable to do this prior to setting the time of the wedding rehearsal. A list of persons approved to serve as Wedding Directors is indicated below:

Vanita Seymour	637-9378
Lynn G. Hardison	638-1921
Julie Brinson	637-4151
Maryanne Brinson	638-8636
Marshall Faulkenberry	229-3044

#### **IV. Wedding Music**

1. The Centenary Director of Music is in charge of the organ and music. Music will be selected in consultation with the Director of Music, regardless of who is the organist. The Director of Music is responsible for maintaining a quality of music appropriate to Christian worship and which refers directly to God. Instrumental music must be of the same character. All wedding music must be approved no later than three (3) weeks before the wedding.
2. The Director of Music is available to be the organist for weddings held at Centenary. If the bride requests someone other than the church organist to play the organ, this request must be approved by the Director of Music and the pastor of Centenary.
3. A guide to music selection should be obtained from the Music Director. The bride will be permitted to express her preference so long as the requests conform to standards set forth in these guidelines.
4. Other musicians, such as soloist, trumpeter, flutist, etc. are permitted. Recommendation of musicians may be offered upon request by the Director of Music. Honorarium for these persons is not assumed by the church. Such concerns or fees are to be discussed between the bride and the musician.

#### **V. Decorations**

1. Decorations both in the chapel and the sanctuary must be kept simple.
2. Seasonal decorations in use by the church will not be removed for wedding ceremonies.
3. The Altar Table may not be decorated.
4. Candelabra and flowers are to be arranged for the bride with the florist of her choice. We discourage excessive use of flowers. The florists in New Bern are aware of the flower policy in Centenary. If there is a question, please refer it to the Wedding Director.
5. No flowers or decorations shall be attached directly to church furniture or walls with tacks or defacing tape.
6. Candles may be lighted by either ushers or acolytes. If acolytes are used, it is suggested that they be familiar with Centenary procedures. The acolyte coordinator can be contacted through the church office. Acolytes should be contacted by the bride.
7. Taper lighters are available at the church and need not be furnished by the florist.

## VI. Photographs and Recordings

1. All photographs taken prior to the wedding in the Sanctuary or Chapel must be completed before guests start arriving for the wedding.

**At no time during the ceremony from the time the processional starts with the wedding party and the recessional ends can be photographer stand or be seated in the Sanctuary or Chapel to take pictures. Photographs may be taken only from the Sanctuary Narthex, Chapel lobby or balcony.**

2. Photographs can be taken of the bride and her escort in the **Narthex of the Sanctuary or outside of the Chapel prior** to the wedding processional. One photograph may be taken of the bride and groom as they begin their recessional up the aisle. **The photographer must be standing in the Narthex or outside the Chapel door.**
3. During the wedding ceremony photographs can be taken from the balcony **if the photographer has a camera that is silent and without a flash.**
4. When the ceremony is completed, the wedding party may wish to return to the Sanctuary or Chapel for pictures.
5. **Wedding guests may not take pictures before or during the ceremony.** With permission of the bridal couple they may take informal pictures following the ceremony when the wedding party returns for official photographs.
6. Video taping of the service may be done only from the balcony of the Sanctuary. A **remote** operated camera may be placed in the right choir loft in the Sanctuary for taping. In the Chapel video taping may be done only from the balcony or from the hallway outside the library looking into the Chapel.
7. A wedding at Centenary should be a joyful and sacred experience. To assure that this is possible, an announcement regarding cell phones and pictures will be made by the minister to the congregation prior to seating the wedding party.

## VII. Dressing at the Church

1. The bride and her attendants may wish to use the parlor, ladies' lounge or a classroom in which to dress. Beverages may not be taken into the parlor.
2. The bridal party must remove all articles of apparel, boxes and other personal items immediately following the wedding (or reception, if this is held at the church).

## VIII. Wedding Receptions at the Church

1. The Fellowship Hall is available for use by the members of the church for wedding receptions when not previously reserved for an official church function. These facilities are available for non-church members according to the schedule of fees. The church is not responsible for reception arrangements.
2. No rice is to be used in the church or on the church steps or the walkways of the church.

## **IX. Alcoholic Beverages**

It is the policy of the United Methodist Church “to affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons.” (Paragraph 72-1, The Book of Discipline, 1992)

## **X. Fees**

**The fee for having your wedding in the sanctuary at Centenary United Methodist Church is \$3000.00. This amount covers the following services:**

- Organist
- Church Soloist
- Wedding Director(s) -Two Directors are required for a sanctuary wedding;
- Janitorial
- Hostess Fee (for use of the kitchen for reception)
- A Centenary pastor officiating
- Use of the sanctuary
- Use of the Fellowship Hall and kitchen for reception, if desired
- Use of facilities for dressing the day of the wedding

A deposit of \$2000.00 is required when the application (found in the back of the Wedding Directory) is completed and turned in to the church secretary to reserve the church. At that time the date of your wedding is placed on the calendar to reserve the church for you. Should your plans change and you decide not to use our facility – the deposit is nonrefundable.

The remainder of the fee in the amount of \$1000.00 is to be paid to the church secretary two weeks prior to the day of your wedding.

**The fee for having your wedding in the chapel at Centenary United Methodist Church is \$1500. This amount covers the following services:**

- Organist
- Church Soloist
- Wedding Director
- Janitorial
- Hostess Fee (for use of the kitchen for reception, if desired)
- A Centenary pastor officiating
- Use of the Fellowship Hall and kitchen for reception, if desired
- Use of facilities for dressing the day of the wedding

A deposit of \$1,000.00 is required when the application (found in back of the Wedding Directory) is completed and turned in to the church secretary to reserve the church. At that time the date of your wedding is placed on the calendar to reserve the church for you. Should your plans change and you decide not to use our facility – the deposit is nonrefundable.

The remainder of the fee in the amount of \$500.00 is to be paid to the church secretary two weeks prior to the day of your wedding.

Any questions regarding the wedding fee or use of church facilities can be answered by your Wedding Director. You are responsible for selecting and contacting your Wedding Director(s). A list of these directors is found under Section III in your Wedding Directory.

**XI. Seating Capacity**

It is advisable to consider the number of anticipated guests when choosing either the sanctuary or the chapel for your wedding. Both are beautiful settings for the ceremony.

1. The seating capacity for the sanctuary is approximately 486.
2. The seating capacity for the chapel is approximately 100-110.

**XII. Church Furniture**

It is the policy of the church that furniture in the Chancel area and permanently bolted pew furniture will not be moved for wedding ceremonies.

## CHURCH RESERVATION FORM

This is your official reservation form to reserve the church for your wedding. Please fill out completely and turn in to the church secretary.

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

Bride's Name \_\_\_\_\_

Groom's Name \_\_\_\_\_

Bride's Address \_\_\_\_\_

Groom's Address \_\_\_\_\_

Bride's Phone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Wedding to be held in Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Reception at church? \_\_\_\_\_

Name of Organist \_\_\_\_\_

Name of Florist \_\_\_\_\_ Does florist have key to church? \_\_\_\_\_

Name of Photographer \_\_\_\_\_ Are you videotaping wedding? \_\_\_\_\_

Name of Wedding Director \_\_\_\_\_ Assistant \_\_\_\_\_

Are Acolytes being used? \_\_\_\_\_ Are Acolytes from Centenary? \_\_\_\_\_

What is to be done with flowers after the ceremony? \_\_\_\_\_

Minister(s) who will be officiating at the ceremony \_\_\_\_\_

Address (if not from Centenary) \_\_\_\_\_

### WEDDING ATTENDANTS

Number of Bridesmaids (including Maid/Matron of Honor) \_\_\_\_\_

Number of Ushers (including Best Man) \_\_\_\_\_

Flower girl? \_\_\_\_\_ Ring bearer? \_\_\_\_\_ Other attendants? \_\_\_\_\_

Other \_\_\_\_\_

Signature of person reserving church \_\_\_\_\_

If there are any questions, contact your Wedding Director or Vanita Seymour, Chairperson of Wedding Committee (637-9378)