

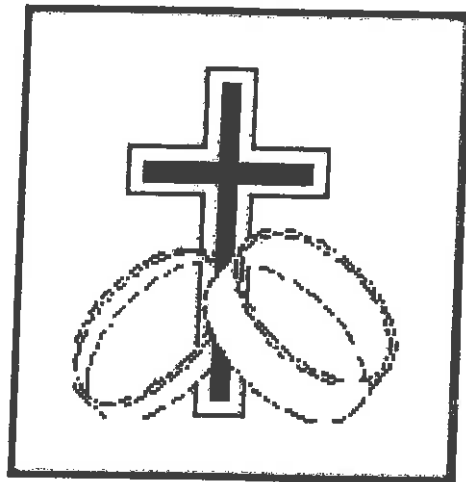
## CENTENARY UNITED METHODIST CHURCH

608 Elk Street  
Beatrice, Nebraska 68310  
Phone: 402-223-3424  
Fax: 402-223-3343

Centenary United Methodist Church offers for those who seek God's blessing for their wedding the use of the sanctuary. The pastor takes seriously the role of representative of the church and the responsibility of bringing God's blessing on your marriage.

Counseling sessions are designed to promote the best communications possible for beginning and sustaining your marriage. It is best that these sessions be arranged with the pastor as early as possible. Remember, the pastor is the one who coordinates the sessions, does the service, and signs the wedding certificate, but it is God who blesses the couple in matrimony.

Wedding Policy is posted on the church website:  
[www.beatricemethodist.org](http://www.beatricemethodist.org)



## Wedding check list:

- Date of wedding availability. Set the date as early as possible and no later than (8) eight weeks.  
Deposit \$100
- Set a date and time to meet with the pastor for the first of six counseling sessions.  
The fee is \$175
- Pay the fees in full to secure date of wedding. ALL FEES ARE REQUIRED TO BE PAID IN FULL (2) TWO WEEKS BEFORE REHEARSAL DATE
- Contact Edna Schmidt if you want the church organist to play (402-645-3332). The fee is \$100.
- All other musicians, such as soloist, musicians, are to be contacted by the couple getting married. Accompaniment, rehearsal time and performance fees are paid by the couple.
- If you want to a wedding reception or a rehearsal dinner at the church, please contact the United Methodist Women for information about what is available and fees. Church office will provide a telephone number.
- Video recording of the wedding is available via the church's system. Please arrange with Terry Terhune as early as possible. The fee is \$200.
- If you have audio tapes or discs to be played for the service or have the service videotaped, then there will be an audio technician required. The fee is \$25.
- The custodian will be present at the rehearsal and the wedding to move furniture and clean the building. The fee is \$75.
- Wedding Information Sheet is to be filled out and given to the pastor at the first counseling session.

## Guidelines and Policies

The pastor of the Centenary United Methodist Church is in charge of all weddings. If you would like a relative or close friend who is an ordained minister to assist with the ceremony, then discuss it with the pastor. If approved, then the pastor will extend an invitation to that minister to assist. The pastor of the Centenary United Methodist Church will make the declaration of marriage.

The church will schedule no more than two weddings per weekend. If two are scheduled on the same weekend, then extra care is needed to set up and remove rented equipment, decorations, and personal items.

No rice or birdseed will be thrown in the church building or outside property.

Silk flower petals only, no real flower petals, can be used on the center aisle of the sanctuary.

The Centenary United Methodist Church is a Tobacco, Alcohol, Illegal Drug Free Campus.

Tobacco use is not allowed on the church campus as defined by the sidewalks surrounding the church.

Any member of the wedding party under the influence of alcohol or illegal drugs will not be allowed to participate in the wedding.

## Photography

No flash photography will be allowed during the ceremony. Professional photographers are to discuss with the pastor what is acceptable before, during and after the wedding ceremony.

## Flowers and Decorations

Please check with the church office early in the week of your wedding to schedule the time for decorating the sanctuary. **Funeral and church programs have first priority.**

The state fire marshal does not allow the use of hurricane lamps in the sanctuary.

If you choose to rent or purchase an aisle runner for your wedding, it needs to be 75 feet in length in order to be secured just outside the sanctuary door.

**Pew Bow Holders** that slip over the ends of the pews are available from the church. There are 16 of these and you may attach decorations to them using pipe cleaners. No tape of any kind is to be applied to the woodwork.

You have a choice of two sets of **candelabra**; a wooden set, or a brass set.

## Money Schedules

**All fees are to be paid in full no later than (2) two weeks before the rehearsal.**

Make checks to:  
Centenary UMC

- ❖ Holding Fee: \$100  
Returned if there is no damage or extraordinary expenses for cleaning and if the rules concerning tobacco, alcohol and illegal drugs are observed.
- ❖ Pastor's Fee: \$175
- ❖ Organist's Fee: \$100, accompaniment for soloists or musicians is to be negotiated.
- ❖ Custodian's Fee: \$75
- ❖ Audio Technician's Fee: \$25
- ❖ Video Recording Fee: \$200 includes one video or one disc. Additional fee for more copies.
- ❖ Church's Fee: \$0 for members of the Centenary UMC who have been or their immediate family have been members for (12) twelve months before the wedding date.  
**\$200 for non members.**

## Wedding Information Sheet

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_  
Date of Rehearsal: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_  
Location: Sanctuary Other: \_\_\_\_\_

Bride's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephones: Business \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Church membership or affiliation \_\_\_\_\_  
Parents of Bride \_\_\_\_\_  
Address \_\_\_\_\_

Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephones: Business \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
Church membership or affiliation \_\_\_\_\_  
Parents of Groom \_\_\_\_\_  
Address \_\_\_\_\_

Will there be a request for another minister to assist? \_\_\_\_\_  
Single or Double Ring ceremony? \_\_\_\_\_  
List of Bridesmaids \_\_\_\_\_

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Flower Girl \_\_\_\_\_

Ring bearer \_\_\_\_\_

List of Groomsmen \_\_\_\_\_

Topics to be covered in sessions with the pastor:

Purpose of the Wedding, Communications, Fair Fighting, Finances, Peers and Family, Ceremony

Video recording: yes or no

Audio Tech: yes or no

Soloists and/or musicians: yes or no

4/3/2012

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centenaryumc@beatricemethodist.net

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**Centenary United Methodist Church  
WEDDING  
AUDIO CONTROL**



One person to set up and control  
Microphones and/or CD player (\$25.00 fee)



**1) WILL YOU NEED THE LECTERN FOR  
ADDITIONAL SPEAKERS? YES or NO**

**2) ARE YOU USING ANY SOLOIST? YES or NO**



If YES:  
Are any of the soloist singing along with CDs? YES or NO

How many soloist? \_\_\_\_\_

Will they be in the Choir Loft? YES or NO  
or down front in sanctuary? YES or NO

If yes to CDs how many songs? \_\_\_\_\_

What type of CDs are they? \_\_\_\_\_

If NO:  
Are you using just CDs for other musical selections? YES or NO

If yes, how many songs? \_\_\_\_\_

What type of CDs are they? \_\_\_\_\_

**3) ARE YOU USING ANY OTHER MUSICIANS? YES or NO  
(other than the organist)**



If YES:  
Are any of the musicians playing along with CDs? YES or NO

How many musicians? \_\_\_\_\_

What instruments? \_\_\_\_\_

Will they be in the Choir Loft? YES or NO  
or down front in sanctuary? YES or NO

If yes to CDs how many song's? \_\_\_\_\_

What type of CDs are they? \_\_\_\_\_

