

Wedding Information



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.

Approved by Ad Council July 2021

Wedding Checklist

- Date of wedding availability. Set the date as early as possible and not later than (8) weeks. Deposit is \$100.00
- Set a date and time to meet with the pastor for the first of six counseling sessions. Fee is \$175.00
- Pay the fees in full to secure date of wedding. ALL FEES ARE REQUIRED TO BE PAID IN FULL (2) WEEKS BEFORE REHEARSAL DATE.
- Contact Edna Schmidt if you want the church organist to play (402) 645-3332. Fee is \$100.00
- 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 have a wedding reception or rehearsal dinner at the church, please contact the United Methodist Women for information about what is available and fees. Church office will provide you a telephone number.
- Video recording of the wedding is available via the church's system. Please arrange with Terry Terhune as early as possible. Fee is \$200.00
- Audio technician to run the sound system. Fee is \$50.00
- The custodian will be present at the rehearsal and the wedding to move furniture and take care of last-minute details. Fee is \$100.00
- Cleaning crew to clean the church after the wedding. Fee is \$150.00
- When available, a church wedding planner will be assigned to the wedding. Fee is \$100.00

- Wedding information sheet is to be filled out and given to the pastor at the first counseling session.

Guidelines and Polices

- 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, birdseed, paper confetti, etc. 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 Sanctuary, Narthex, Parlor, Conference Room and High School Classroom (behind the stage in the basement) may be used for the wedding.
- The Centenary United Methodist Church is Tobacco, Alcohol, and Illegal Drug Free Campus.
- Tobacco, Alcohol, and Illegal Drug 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

Photographers are to discuss with the pastor what is acceptable before, during, and after the wedding ceremony.

Flowers and Decorations

- Any decorating of the church must be approved by the pastor. Pew Bow Holders that slip over the ends of the pews are available at 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.
- 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 to be secured outside the sanctuary door.
- You have a choice of two sets of candelabras; 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 payable to Centenary UMC
- Holding Fee: \$100.00. 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: \$175.00
- Organist's Fee: \$100.00, accompaniment for soloists or musicians is to be negotiated.
- Custodian's Fee: \$100.00
- Cleaning Crew Fee: \$150.00
- Wedding planner Fee: \$100.00
- Audio Technician's Fee: \$50.00
- Video Recording Fee: \$200.00, includes one video or one disc. Additional fee for more copies.
- Church's Fee: \$0 for members/or their immediate family who have been members of Centenary UMC for (12) months before the wedding date \$200.00 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 _____
Telephone: 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 _____

Flower Girl _____
Ring Bearer _____
List of Groomsmen _____

Topics to be covered in session with the pastor:
Purpose of the Wedding, Communications, Fair Fighting, Finances, Peers and Family, Ceremony.

Video recording: Yes _____ No _____
Audio Tech: Yes _____ No _____
Soloists and/or musicians: Yes _____ No _____

Centenary United Methodist Church
Wedding Audio Control
One person to set up control
Microphones and/or CD Player (\$50.00 fee)

1. Will you need the Lectern for Additional Speakers?

Yes _____ No _____

2. Are you using any soloists?

Yes _____ No _____

If yes:

Are any of the soloist singing with CDs? Yes _____ No _____

How many soloists? _____

Will they be in the Choir Loft? Yes _____ No _____

Or down in the Sanctuary? Yes _____ 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 _____ No _____

If yes, how many songs? _____

What type of CDs are they? _____

3. Are you using other Musicians? Yes _____ No _____

(other than the organist)

If yes:

Are any of the musicians playing along with CDs?

Yes _____ No _____

How many musicians? _____

What instruments? _____

Will they be in the choir loft? Yes _____ No _____

Or down front in Sanctuary? Yes _____ No _____

If yes to CDs how many songs? _____

What type of CDs are they? _____