

PLANNING YOUR WEDDING

Centenary United Methodist Church
646 West Fifth Street
Winston-Salem, NC 27101
(336) 724-6311
www.centenary-ws.org

A wedding is one of the happiest and holiest moments in life. As two join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of their wedding beautiful and memorable. A wedding does not have to be elaborate in order to be beautiful. The true beauty lies in the spirit, attitude, sincerity and deep devotion of those who take part.

Members of Centenary United Methodist Church may reserve the Sanctuary or the Chapel for weddings. Non-members may reserve the Sanctuary or the Chapel upon approval of the Senior Minister. Non-member weddings cannot be booked on the church calendar until 8 months prior. Certain fees will apply for both member and non-member weddings. The bride, groom or a parent of the bride or groom, must be a member of Centenary United Methodist Church for a period of one year before booking the wedding in order to receive the member rate.

Once you decide to be married, call the Business Office (336.724.6311 ext. 1342) as early as possible to check availability and reserve the Church for your chosen date and time.

Once the minister officiating your wedding has been confirmed, call to schedule an appointment with the officiating minister to schedule pre-marital counseling for the bride and groom.

Call to make an appointment with Centenary's organist to plan your music.

If you wish your reception to be held at Centenary, please make arrangements with the business office as soon as possible.

It is the policy of Centenary United Methodist Church for one of the ministerial staff to participate in all weddings. An outside minister may assist in the ceremony but must be invited by the Senior Minister of Centenary United Methodist Church. The guest minister must be present at the rehearsal. A current ministerial staff person does not have to be present if a former clergy person of Centenary United Methodist Church is the minister leading the wedding but will need to be approved by the Senior Minister.

BACKUP VENUE

Only members of Centenary United Methodist Church can reserve the church as a backup venue, and a current ministerial staff person must be involved with the wedding from the beginning. You **must** notify the ministerial staff person **by 3:00 pm Tuesday** before the wedding whether or not you plan to use the church as the venue. All back up venue fees are non-refundable. For information on backup venue fees, please see the Backup Venue Wedding Fee schedule.

WEDDING COMMITTEE

If you are a member of Centenary, two members of our Wedding Committee will be assigned to direct your wedding. The bride will be contacted by one of the directors four to six (4-6) weeks before the wedding to discuss details and the execution of the wedding service. Your wedding directors will be present at both the rehearsal and the wedding ceremony to direct, instruct, and assist you and the members of the wedding party.

If you are a non-member who has received approval from the Senior Minister to be married at the church, two members of our Wedding Committee will direct, instruct and assist you and the members of the wedding party during the rehearsal and the wedding.

If you have obtained the professional services of a wedding planner to assist you, please understand while in Centenary's facilities they will work under the guidelines of this booklet and the guidance of the Centenary wedding director or staff person.

ORDER FOR THE SERVICE

"The Order for the Service of Marriage" of The United Methodist Church shall be the order for all weddings performed at Centenary United Methodist Church. After consulting with Centenary's officiating minister, some variation in wording and additions of scripture and music may be allowed.

*See sample at end of booklet.

MUSIC

Since your wedding is a sacred service performed in the church by a minister, only music of a sacred character may be used. The organist can assist you in choosing appropriate musical selections.

It is the policy of this church that the regular staff organist shall play for all weddings. If another organist, or other musicians, are desired, approval must first be granted by the Director of Music Ministries.

CENTENARY FACILITIES

Sanctuary: Seating capacity: 1,250 (including balconies and side transepts)
Chapel: Seating capacity: 75

Receptions

Memorial Auditorium: Seating capacity: 220 (No Tables) or 150 (With Tables)
Dining Room: Seating capacity: 90

DECORATIONS

1. The Sanctuary and Chapel are designated for all church services. A wedding is a church service. In the Sanctuary, decorations (flowers, plants, candelabra) should not be placed in the pulpit or on the table in front of the pulpit. The cross and candles on that table are not to be moved.
2. Only the equipment of the church as listed at the end of this booklet may be used in decorating. The church sound system is adequate for all services and shall be the only system used.
3. **The pulpit furniture and the flags are not to be moved.** Do not use greenery or decorations on the chancel rails, pews, aisle torches, kneeling cushions or candelabra. Bows, if used on the ends of the pews, must be attached to the pews with rubber bands, ribbon, or pipe cleaners. No tape, wire, gum or glue may be used.
4. All decorations must be self-supporting and free standing.
5. Candles for the church candelabra are provided (cost is included in the church fee). Aisle torches and/or a unity candle are provided for a nominal fee.
6. The furniture and floor must be fully protected at all times from moisture and candle wax. The person in charge of decorating is responsible for any damage done to the building or furniture.

7. Flowers may be left in the narthex for Sunday services - please discuss this with your director. Otherwise, all decorations must be removed from the building immediately after the wedding unless special permission is granted to postpone removal and cleaning until a later time.

8. A wedding kneeling cushion will be furnished by the church if desired.

9. There will be no weddings scheduled during December, the weeks of Palm Sunday and Easter, unless special approval has been received from the Senior Minister. In addition, there will be no weddings on the holiday weekends of Memorial Day, July 4th, Labor Day, Thanksgiving Day or New Year's Day.

10. Dimensions of Arrangements – Maximum height of arrangements should be 54" from the surface of the Communion table (approximately 7½ feet from floor). The depth of the arrangement should extend no more than 24" from the end of the Communion table.

PHOTOGRAPHS AND RECORDINGS

Photographers are prohibited in the Sanctuary or Chapel during the progress of the sacred ceremony. Cameras with flash attachments will not be allowed in the Sanctuary or the Chapel during the progress of the sacred ceremony. Time exposures from the rear balcony in the Sanctuary are acceptable during the ceremony. Time exposures in the Chapel are not allowed as they are very noisy due to close proximity to guests. Photographs may be made in the Narthex of the Sanctuary and outside the Chapel preceding the ceremony; the wedding party may return to the chancel area after the ceremony for pictures, keeping in mind that the photographs are being taken in a place of worship. Do not hesitate to ask your wedding director about taking pictures before the service. Your photographer should provide their own cables.

In addition to the use of photography, video recording of the service is possible. The videographer shall follow the same policies of decorum as those for photographers. Additional lights will not be allowed in the Sanctuary or Chapel. The videographer may record from either the rear balcony or from the transept balconies, in which the camera must be located in the front row and against the North wall (away from the chancel). Receptacles for power and sound feed from the house system are installed at both locations. Video recording from the choir area **must** be unmanned, unobtrusive, and the videographer and the equipment **must be approved by the church in advance of the rehearsal and wedding**. This should be discussed with the officiating minister and wedding directors at least one month prior to the wedding event.

All cameras must remain stationary. There should be no moving around by the photographers or videographers.

Audio recordings of the ceremony in the Sanctuary may be made through arrangements with the wedding directors. This is not available for weddings in the Chapel.

MISCELLANEOUS

1. Members of the wedding party are expected to act in accordance with the sacredness of the event.
2. ABSOLUTELY NO ALCOHOL OF ANY KIND IS PERMITTED IN THE CHURCH OR ON CHURCH PREMISES.
3. Centenary is a smoke-free facility.
4. No rice, confetti, flower petals, or bird seed may be thrown inside any part of the church building or on the grounds.
5. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning the church's policies.

AVAILABLE EQUIPMENT

Available equipment includes:

- six tall brass seven-branch candelabra
- silver altar candles
- brass altar candles
- unity candle
- large brass urns for floral arrangements
- medium brass urns for floral arrangements
- silver urns for floral arrangements
- bridal kneeling cushions
- aisle torches for single candles (center and side aisles)

CONCLUSION

A wedding is very special to all involved and especially to the bride and groom. The planning frequently becomes complicated with details, and people sometimes lose touch with the joy of the event for which they are planning. This booklet is intended to be a guide to helping and even simplifying the planning of your wedding. It is based on years of experience of the present and former staff members of the church and of countless lay persons who have helped plan and execute weddings at Centenary. It is intended to assure that the theological and spiritual concerns of the church are met and to assist the couple in preparing for a beautiful and joyful worship celebration. The congregation, staff, and Wedding Committee want your wedding to be a rich and beautiful experience filled with memories which you will always treasure. If there are ways that we can help as you proceed with your plans, please do not hesitate to call (336.724.6311 ext. 1342).

Traditional Order of Worship for a Service of Marriage (Sample)

PRELUDE

PROCESSIONAL

GREETING

CHARGE TO THE COUPLE

RESPONSE OF THE COUPLE

GIVING OF THE BRIDE (at this point there may be readings, scripture lessons and/or a solo)

EXCHANGE OF VOWS

BLESSING OF RINGS

EXCHANGE OF RINGS

PRONOUNCEMENT OF MARRIAGE (at this point there may be a solo or lighting the unity candle)

PRAYER OF BLESSING

THE LORD'S PRAYER (this may be sung)

BENEDICTION

RECESSIONAL

Christian Marriage Suggested Scripture Lessons

Genesis 1:26-28, 31a	The creation of man and woman
Song of Solomon 2:10-14, 16a, 8:6-7	Love is strong as death
Isaiah 43:1-7	You are precious in God's eyes
Isaiah 55:10-13	You shall go out in joy.
Isaiah 61:10-62:3	Rejoice in the Lord
Isaiah 63:7-9	The steadfast love of the Lord
Matthew 5:1-10	The Beatitudes
Matthew 7:21, 24-27	A house built upon a rock
Matthew 22:35-40	Love, the greatest commandment
Mark 2:18-22	Joy in Christ as at a wedding
Mark 10:42-45	True greatness
John 2:1-11	The marriage feast of Cana
John 15:9-17	Remain in Christ's love

Romans 12:1-2, 9-18	The life of a Christian
1 Corinthians 13	The greatest of these is love
2 Corinthians 5:14-17	In Christ we are a new creation
Ephesians 2:4-10	God's love for us
Ephesians 4:1-6	Called to one hope
Ephesians 4:25-5:2	Members one of another
Philippians 2:1-2	The Christ-like spirit
Philippians 4:4-9	Rejoice in the Lord
Colossians 3:12-17	Live in love and thanksgiving
1 John 3:18-24	Love one another
1 John 4:7-16	God is love
Revelation 19:1, 5-9a	The wedding feast of the Lamb
United Methodist Hymnal 646	Canticle of Love

Suggested Hymns from The United Methodist Hymnal

642	As Man and Woman We Were Made	645	O Perfect Love
451	Be Thou My Vision	408	The Gift of Love
158	Come, Christians, Join to Sing	138	The King of Love My Shepherd Is
164	Come, My Way, My Truth, My Life	643	When Love is Found
695	O Lord, My Church and Home Combine	549	Where Charity and Love Prevail
647	Your Love, O God, Has Called Us Here		

The staff ministerial person must be confirmed before your wedding can be confirmed on the church calendar. In addition, the member or non-member fee, acknowledgement of Centenary United Methodist Church Rules and Regulations and the information sheet, **MUST BE SIGNED AND RETURNED** to Centenary's Business Office **before** your wedding date can be confirmed on the church calendar.

Acknowledgement of Wedding Procedures

The regulations of Centenary United Methodist Church contained within Centenary's Wedding Procedures have been put in place to ensure that the sanctity of each wedding ceremony is preserved. By signing this form, I acknowledge the following:

- I have read and understand Centenary's Wedding Procedures.
- I agree to comply with all requirements as stated within this booklet.

Bride or Groom

Print Name _____

Date _____

Sign Name _____

Person reserving facility must also sign.

Print Name _____

Date _____

Sign Name _____

Relationship to Bride or Groom _____

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