

## WEDDING CEREMONIES AT CENTENARY

The sanctuary of Centenary United Methodist Church is a space used to worship the living God. Members of the Methodist faith and other people of similar beliefs gather here every week to practice the Christian faith. The sanctuary is a holy space and contains many symbols and expressions of our faith. Wedding ceremonies are conducted at the altar, the most sacred part of Centenary.

In the United Methodist tradition a wedding ceremony is a service of worship involving the couple and the gathered congregation in an act of solemn covenant. A Christian marriage service is a public declaration of the intention to live in a lifelong commitment of love, mutual support and fidelity. It acknowledges and celebrates the gift of human love between the couple while calling on God for help and grace to sustain that love regardless of the joys, sorrows, successes or failures that life may bring. In our tradition the individuals are viewed as equal partners in a relationship, intending to place God's love at the center of all things, so that by this union others are blessed.

### YOUR RESPONSIBIITY

It is your responsibility to review the following Wedding Policies and to discuss them with all members of your wedding party, florist and photographer to avoid any misunderstandings. If you have any questions please contact Laura Nealley, the administrative assistant, at 804-648-8319 or [centunitedmethodistchurch@gmail.com](mailto:centunitedmethodistchurch@gmail.com).

### WEDDING POLICIES AND PROCEDURES

1. Request the availability of your wedding date from the office - 804-648-8319. Dates may be reserved one year in advance.
2. Wedding ceremonies at Centenary must be conducted by an ordained minister and approval must be obtained from Centenary UMC for outside clergy. **Reserving the church does not include the services of Centenary's senior pastor. Please discuss this with the wedding coordinator and senior pastor before reserving your date.** Non-members who wish to be married at Centenary are encouraged to visit during a Sunday morning worship service.

3. A Centenary wedding coordinator is required for all weddings. This coordinator will be assigned to assist you with your wedding preparations. She will be available to show you the church, answer your questions and direct the rehearsal and ceremony by managing the wedding party from the back of the church.
4. Music for the ceremony is to be provided by the Centenary organist, Stanley Baker. If he is not available, an approved organist will be suggested. Please contact him at [dirmusic@verizon.net](mailto:dirmusic@verizon.net) or the church office at 804-648-8319. A list of approved music selections will be provided. Any soloist and vocal music must be approved by Mr. Baker.
5. Two weeks before your wedding, arrange to have your marriage license delivered to the church. At this time all fees must be paid. Checks should be made payable to Centenary United Methodist Church.
6. Smoking and alcoholic beverages are strictly prohibited in the building and surrounding grounds.
7. Flash photography is not allowed in the sanctuary during the ceremony. Photography is permitted on the sanctuary floor only during the processional and recessional. Photographers are to remain unobtrusive and may not be in the altar area or beyond the second pew. The balcony may be used during the ceremony by photographers and videographers. Videographers are only permitted in the balcony. No exceptions.
8. Living flowers represent the Living Christ. Live flowers in arrangements or containers are permitted in the sanctuary. No nails, tacks or tape may be used to attach the flowers to a church surface. Artificial flowers are not permitted in the sanctuary. A runner is required only if real flowers are to be scattered during the processional. The runner should be provided by your florist. All property belonging to the florist should be removed from the church after the ceremony. If your wedding is held during certain times of the church calendar year such as Advent, Lent or Easter, our seasonal decorations will not be removed for the wedding rehearsal or service.
9. The church office is open from 9:00 a.m. until 3:00 p.m. Monday through Friday. If the florist or other wedding vendors need access to the church please call the office one week in advance to arrange an appointment. The church will be open two hours prior to the wedding to provide time for decorating the sanctuary and for the

bridal party to prepare for the ceremony. If you need more time, please arrange this with your Centenary wedding coordinator.

10. Our parking lot is located behind the church at the corner of 4<sup>th</sup> and East Franklin Streets and holds approximately 80 vehicles. If you are having a large wedding we suggest a lot attendant be hired for a minimum of three hours at a cost of \$15/hr. Please call the church office and ask the Administrative Assistant one month in advance and she will make arrangements with SP+. The check should be made payable to SP+ and given to the office two weeks in advance.
11. Premarital counseling is required. Couples are encouraged to attend Pre-Marriage Seminars conducted by the Virginia Institute of Pastoral Care. Information is available from Centenary's senior minister or the church office. Counseling also may be provided by Centenary's senior minister.
12. Upon acceptance and scheduling of your wedding ceremony at Centenary, a non-refundable deposit of \$150 is required to secure the date.

## **THE WEDDING PROCESSION**

The wedding procession at Centenary is based upon a traditional order of appearance and is as follows:

1. The minister, groom and best man take their places to the right of the altar, entering through a door at the front of the sanctuary after the mothers have been seated.
2. The groomsmen enter in single file or pairs from the back of the sanctuary processing down the center aisle. When they arrive at the altar they line up on the right side and turn to face the guests.
3. The bridesmaids enter in single file processing down the center aisle. When they arrive at the altar they line up on the left side and turn to face the guests.
4. The maid of honor follows the last bridesmaid.

5. If there is a ring bearer he follows the maid of honor and assumes his position on the right.
6. If there is a flower girl she follows the ring bearer and stands on the left.
7. The bride and her escort enter last.

## **WEDDING FEES**

1. Sanctuary - \$1,250.00 - *Make check payable to- Centenary UMC.*
2. Organist - \$350.00 - *Make check payable to the organist.*
3. Wedding Coordinators - Two checks for \$100.00 each  
*Make payable to Victoria Brock and to Mary Sue Sanderlin*
4. Facility Manager - \$600.00 - *Make check payable to Alvin Richardson*
5. Parking - \$45 for 3 hour minimum. \$15/hour for each additional hour  
*Make check payable to SP+*

## **ADDITIONAL FEES FOR NON-CHURCH MEMBERS**

*(if using Centenary UMC's pastor as wedding officiant.)*

1. Minister- \$400.00 - *Make check payable to pastor.*
2. Pre- Marital Counseling- \$200.00 - *Make check payable to pastor.*