



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 and staff of Centenary United Methodist Church may reserve the Sanctuary or the Chapel for weddings.

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

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

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 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/chairs, must be attached 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. 1347).

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

Updated 12/20/2023

John 2:1-11 The marriage feast of Cana Updated 2021.06.16

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

Suggested Hymns from The United Methodist Hymnal

642 As Man and Woman We Were Made

451 Be Thou My Vision

158 Come, Christians, Join to Sing

164 Come, My Way, My Truth, My Life

695 O Lord, May Church and Home Combine

647 Your Love, O God, Has Called Us Here

645 O Perfect Love

408 The Gift of Love

138 The King of Love My Shepherd Is

643 When Love is Found

549 Where Charity and Love Prevail

WEDDING FEES

NON-REFUNDABLE BOOKING FEE - \$1000
(covers building use, security, janitorial & altar candles)

MINISTER - \$350 (per minister)

ORGANIST - \$350

Optional Items:

- Candelabras (2)-\$200, (4)-\$400, (6)-\$600
- Center Aisle Torches - \$200
- Center & Outside Aisle Torches - \$300
- Unity Candle - \$50
- Auditorium Use for Reception - \$500 (food & drink billed separately)
- Security for Reception - \$300

ALL REMAINING FEES DUE ONE MONTH PRIOR TO THE WEDDING DATE
Fees can be paid online at centenary-ws.org (click the GIVE tab) or by mailed check.

Access to the church is available 2 hours prior to the ceremony start time and 1 hour after conclusion of the service. Early opening is available within 30 days notification at \$50 per hour.

The staff ministerial person must be confirmed before your wedding can be confirmed on the church calendar. In addition, the 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 & Fees

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 and Fees.
- 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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Wedding Date: _____ at _____ am/pm

☐ Sanctuary

☐ Chapel

Rehearsal Date: _____ at _____ am/pm

Bride

Name: _____
First, Middle, Last

Address: _____
House/Apt Number Street City State Zip Code

Contact Information: *(Please check preferred method.)*

☐ Home Phone

☐ Cell Phone

☐ Work Phone

☐ Email Address

Groom

Name: _____
First, Middle, Last

Address: _____
House/Apt Number Street City State Zip Code

Contact Information: *(Please check preferred method.)*

☐ Home Phone

☐ Cell Phone

☐ Work Phone

☐ Email Address

Couple's Permanent Address After Wedding

Address:

House/Apt Number

Street

City

State

Zip Code

Preferred Centenary Minister:

Subject to minister's availability for ceremony and counseling sessions

Guest Minister:

Subject to approval and invitation from senior minister. Please note if guest minister will be conducting counseling sessions

Contact Information

Address:

House/Apt Number

Street

City

State

Zip Code

Phone Number:

Email: