

Central United Methodist Church
Fayetteville, Arkansas
Wedding Policy and Guide Booklet
Updated December 2015

Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh. (English Standard Version) – Genesis 2:24.

Central United Methodist Church (CUMC) is pleased that you have chosen our church for the sacred rite of Holy Matrimony. Your wedding service should be a joyous time in which you invoke the blessing of God and pledge yourselves to each other in His presence as you begin your marriage with Christ as your foundation. Central has three venues available for wedding ceremonies. They include the 875-seat Sanctuary and the 85-seat Wesley Chapel at the Dickson Street campus and the 225-seat Sanctuary at the Genesis campus.

Requirements of Marriage at CUMC

- To preserve and protect the sanctity of the marriage covenant, wedding ceremony dates must be requested and approved at least three months prior to the wedding ceremony for all weddings.
- Completion of “due counsel” as required by the Book of Discipline (2012) in paragraph 340 (3) a. The specific requirements shall be determined by the officiating pastor and may be led by a pastor, trained lay person, or an approved counselor.
- A meeting with the Pastor assigned to officiate the ceremony prior to the ceremony as scheduled by the Pastor.
- A properly executed marriage license should be delivered to the Pastor at the rehearsal. Marriage licenses expire 60 days after issuance so be mindful to allow sufficient time following the wedding for the license to be processed by both the Church Office and the County Clerk’s Office.
- If either member of the wedding party has experienced a divorce or death of a spouse, a minimum waiting period of six months is required following the end of the previous marriage.

Preparation for Your Wedding

1. A copy of the Wedding Policy Booklet is available on the church website or may be obtained from the CUMC Wedding Services Coordinator. It should be reviewed entirely prior to proceeding with scheduling.
2. Non-member weddings may be scheduled no earlier than nine months before the wedding date. Member weddings may be scheduled no earlier than one year before the wedding date. The wedding will be considered a member wedding if the bride, groom, their parents, or their grandparents have been active members of CUMC for at least one year prior to the date the wedding is scheduled.

3. Central members only may schedule weddings during the months of November and December. Only one wedding per weekend per campus may be scheduled.
4. Selection of a date, time, and venue for both your wedding rehearsal and wedding ceremony can be made by contacting the CUMC Wedding Services Coordinator. A tentative reservation will be made on the church calendar if an acceptable opening is available. Please note that weddings are not scheduled on holidays designated on the church calendar, the eve of holidays; or during holiday weekends. The Dickson Street campus Sanctuary, Wesley Chapel, and Genesis Sanctuary are available on Fridays or Saturdays beginning no later than 6:00 p.m.
5. All wedding fees are due at the time a date is reserved. Distributions will be made to the various personnel (i.e. pastor, musician, etc.) at the appropriate time near the wedding date by the church finance office. If the wedding is cancelled after being scheduled, Central will refund 50% of the building use fees if Central is notified within 90 days of the wedding, otherwise the full fee is due.
6. A final letter of confirmation will be mailed to you when all church calendars have been checked; all fees have been paid; and all wedding forms except for music selections have been completed and returned to the church. Please do not order any invitations or other printed materials with the wedding date until you have received the confirmation letter.
7. A United Methodist Pastor shall be the officiating minister. The liturgy of The United Methodist Church shall be used for all weddings. Guest clergy may assist with the wedding ceremony only with the approval of the officiating minister.
8. A consultation with a representative of the Music Ministries staff must be scheduled at least six weeks prior to the wedding ceremony regarding the selection of music for the wedding ceremony and to confer about the availability of church ensembles and soloists' participation. No musical selections shall be part of the wedding ceremony without the prior approval of a representative of the Music Ministries staff. If organ music is desired, a staff organist of CUMC shall be used.
9. It is the responsibility of the wedding party to communicate the policies of CUMC to all those involved with the wedding, including: a professional wedding coordinator, florist, photographer, videographer, and other members of the wedding party, and to insist that they abide by all policies of CUMC. The bride and groom are responsible to provide the written guidelines and responsibilities forms to all vendors. Each vendor must sign and return them to CUMC within 30 days.
10. CUMC does not provide wedding programs, however we require a copy of any printed program used for our records of the wedding. We are happy to review a draft of printed programs prior to printing if desired by the wedding party. Drafts should be given to the pastor officiating the service.
11. Any correction or change in wedding reservations must be cleared with the CUMC Wedding Services Coordinator. The Wedding Services Coordinator will also be available to assist with any questions you may have concerning information in this booklet.

Premarital Counseling

Once your wedding date has been confirmed, the process for conducting pre-marital counseling will be determined by the pastor and communicated by the Wedding Services Coordinator to the wedding party. This process can take several months to complete. It is especially important to begin the process early. If counseling is handled by a pastor of Central UMC the counseling fees are \$200 and to be collected with other marriage fees and then paid to the pastor. If the counseling is handled by another pastor or organization, the wedding couple is responsible for paying those fees.

If the wedding party lives outside of northwest Arkansas and desires to arrange for pre-marital counseling in a more convenient location, this is acceptable. To make these arrangements, please contact the officiating pastor and provide contact information for the person providing pre-marital counseling. The counselor will need to inform the officiating pastor when the process has begun, and has been completed.

Wedding Rehearsal

Rehearsals should begin promptly at the scheduled time and proceed in a quiet, dignified, and reverent manner. We would remind the members of the wedding party that throughout the rehearsal, they are in a holy place dedicated for the worship of God. The pastor representing the church is always in complete charge and his/her decisions as to form and procedure shall be honored. Any delay in beginning the rehearsal consumes the time of those involved and adds to the church's expense for facility use. The bride and groom should insist that all members of the wedding party be as prompt for the rehearsal as they are for the wedding.

The pastor will have final authority regarding the time of the rehearsal. Times requested by the bride and groom will be honored whenever possible. The rehearsal should not last more than one hour. The building should be vacated as soon as the rehearsal concludes. If it is planned for a child to be part of the wedding, the child must be old enough to respond to directions. Children under the age of five are not recommended.

Wedding Rehearsal Dinner

Church facilities are available upon request for the rehearsal dinner for CUMC members. The Director of Food Service is not available for these functions, so the meal must be a catered affair. As a reminder, alcoholic beverages are not allowed on church property. Additional fees are applicable for use of church facilities for the rehearsal dinner.

Because the church staff at CUMC officiate at a large number of weddings each year, it is not usually possible for staff to attend rehearsal dinners. Invitations to rehearsal dinners are welcome and, when possible, staff will be pleased to attend. If alcoholic beverages are to be served at an off-campus rehearsal dinner, or at any event in connection with the wedding, the pastor in charge should be informed at the time any invitations are extended to him/her. As a reminder, alcoholic beverages are not allowed on the church campus at any time.

Wedding Ceremony

Flowers and Decorations

The Dickson Street campus Sanctuary, Wesley Chapel, and Genesis Sanctuary are easily decorated for all weddings. CUMC recommends simple decorations which will enhance the natural beauty of the facilities. Decorations are not allowed which hide the beauty of the facility, diminish the appeal of the church setting, or detract from the simple dignity and elegance which should characterize the wedding ceremony. On the day of the wedding ceremony, the church will be opened three hours prior to the start of the ceremony for any deliveries, decorating, or posed pictures. All flowers, equipment and decorations shall be removed immediately following the wedding ceremony. The church properties must be left in the condition in which they were found, subject to a general cleaning that is covered in the wedding fees and provided by a CUMC maintenance staff member following the wedding ceremony. The facility should be vacated completely within one hour of the conclusion of the ceremony unless the reception is on the church campus. If extra hours are requested for building use before the wedding, a fee of \$100 per hour will be charged.

For wood and paint protection, anything used to secure bows or flowers to the pews or chairs must have a soft, non-scratch backing. Felt-backed clips, ribbon, or rubber bands are permitted for securing decorations. No nails, thumb tacks, staples, screws, wire, glue, or tape are to be used in the fastening of decorations to the pews or chairs, furnishings, or any other part of the building. Aisle candles are permitted in hurricane lamps only. No decorations are allowed on the chancel rail or structural columns. No flower petals, real or silk, may be dropped in the aisles. No aisle runner is to be used.

CUMC altar furnishings, which include the kneeler, cross, candleholder, and chancel rails should not be removed, decorated, or blocked from view.

Brass candle lighters are available upon request. A pair of brass candelabra are available to rent at the Dickson Street campus.

The Thanksgiving, Advent, Christmas, and Easter decorations used by the church on a seasonal basis are not to be changed, blocked from view, or removed for weddings occurring during those time frames under any conditions.

Exterior decorations are permitted on the outside metal handrails and existing hooks near the Chapel and Sanctuary doors. No other decorations may be fastened or affixed to any other portion of the exterior facilities or grounds. Freestanding decorations are permitted upon prior approval from the Wedding Services Coordinator.

At times, it is possible to decorate the facility on the afternoon prior to the wedding. If there is an interest in decorating early, please call the Wedding Services Coordinator three days in advance of the wedding date to determine whether this is a possibility and make arrangements to do so if approval is granted.

Building & Equipment Use

CUMC is not be responsible for personal items and accessories brought for use during the wedding or reception, nor can the church be liable if these items are lost, stolen, or damaged. Please be sure to take appropriate safeguards and to remove these items immediately following the ceremony.

If the wedding party is renting the church's seven-branch candelabra at the Dickson Street campus, the dripless spring-form candles and brass candle lighters are provided. The church does not provide unity candelabras. Because of fire hazards, candles are not permitted in the windows or along the chancel rail. If CUMC candle lighters are used during the service, it is imperative that they not be laid in a horizontal position, as this will allow lighting oil to leak out.

Furnishings in the church facilities shall not be moved or taken down. This includes, but is not limited to, banners, flags, brochure racks, tables, welcome center information, hymnals, or items associated with worship services and church functions. If there are any questions concerning this policy, please contact the Wedding Services Coordinator.

Due to local ordinances and other building restrictions, no rice, confetti, birdseed, sparklers, flower petals (real or silk) may be used inside the church or outside on church grounds.

At the Dickson Street campus, the Bride's Room, located on the south end of the first floor of the Wesley Building, is available for use by the bride and her attendants prior to and after the wedding ceremony. It is equipped with a restroom. Food and non-alcoholic beverages only are allowed in the Wesley kitchenette adjacent to the Wesley Chapel. The Sanctuary Parlor, located at the north end of the Sanctuary, is available for use by the groom and his attendants prior to and after the wedding ceremony. A men's restroom is located at the top of the stairs at the north end of the Sanctuary. No food or beverages of any kind are allowed in the Sanctuary Parlor. At the Genesis campus, there are separate rooms designated for the Bride and the Groom and their attendants. There is a kitchenette available for food and non-alcoholic beverages, which must be kept in the respective designated areas.

Facilities for child care are not provided by the church for weddings due to insurance liability. If this is a need, other arrangements should be made off the church campus.

Alcoholic beverages, smoking, or use of tobacco products are prohibited on the church campus including parking facilities.

Each wedding ceremony requires an expenditure of staff time, utilities, and church supplies. The wedding party is responsible for payment of all fees to the Wedding Services Coordinator. Building and equipment use policies apply to the Dickson Street campus Sanctuary, Wesley Chapel, and the Genesis Sanctuary.

Music

Music is a very important part of any wedding and should reflect a service of worship. To that end, the ministers and music ministry staff of CUMC are strongly convinced that only music of a religious and church-centered nature should be played or sung in a Christian service of marriage. Pop culture tunes, show tunes, and love songs, instrumental or otherwise, should not be used in the worship setting and are more appropriate for rehearsal dinners or receptions that are not held on the church property. *Pre-recorded music is not allowed.*

A list of suggested music selections is provided in the appendices to this policy. If there are any questions about the appropriateness of music selections, the Director of Music Ministries shall be the final authority as to whether the selections may or may not be used in the wedding ceremony.

Selection of music for the wedding should be discussed with a representative of the Music Ministries as soon as possible after receiving confirmation of a wedding date. At least six weeks prior to the wedding ceremony, the wedding party should present all requests for music to a representative of the Music Ministries for approval. Final selections must be completed no later than six weeks prior to the ceremony.

If a CUMC staff organist is requested for the wedding ceremony, assignment of an organist will be made by the Director of Music Ministries approximately six weeks in advance of the wedding ceremony. Requests made in advance of this date for a specific organist may be made by the wedding party, but fulfillment of the request will be subject to the organist's schedule and availability.

Photographs, Video, and Audio

Flash photography is not permitted during the ceremony, but pictures by a designated photographer may be taken from the back of the Sanctuary as the bride enters and as the bride and groom exit during the recessional. Photographers are not allowed in the chancel area or around the wedding party during the ceremony and are not allowed to move about the Sanctuary at anytime during the ceremony. Please alert family members and friends not to take flash pictures during the ceremony. Pictures may be posed before or after the ceremony. Pictures taken before the ceremony should be completed no later than 45 minutes before the wedding start time. Pictures taken after the ceremony should be completed within 45 minutes following the completion of the ceremony. If clergy are requested to be present for pictures, advance notice should be given. Pictures involving clergy should be taken last if taken before the ceremony or first if taken after the ceremony.

Use of an independent videographer is allowed for the ceremony. At the Dickson street Sanctuary, two video cameras may be placed in the chancel area provided they are pre-set and

not manually operated. A spot behind the back column in the chancel area is designated for cameras. Video cameras may also be set up in the Sanctuary balcony. If the videographer wishes to tie into the Sanctuary sound system, one of the staff operators of the sound system must be present to supervise that function. Wesley Chapel and Genesis Sanctuary weddings may be video recorded from the back of the room or from a side aisle.

The maintenance staff member on duty for the ceremony will be charged with control of the sound system.

Your Reception

If the wedding party desires to have a wedding reception in the facilities of CUMC, the reception should be scheduled at the same time the wedding ceremony is scheduled to ensure that appropriate facilities are available. If a reception is held at CUMC, the wedding may not start any later than 3:00 p.m. The reception is limited to two hours in length. The Director of Food Service or a designated food service staff member is required to be present for all receptions and serve in a supervisory capacity. The kitchen is available for staging the reception only and not for preparation of foods. CUMC does not provide food service or kitchen supplies (i.e. plates, cups, silverware, paper products, etc.) for receptions. Chairs and tables are available for use if scheduled and approved in advance. Tablecloths and skirting are not provided. The details of the reception should be recorded on the wedding reception information sheet. The following are not allowed at the reception:

- a) Machines that produce fog or smoke;
- b) Hanging of banners or signs from the walls or ceiling;
- c) Alcoholic beverages of any kind;
- d) Use of tobacco products.

Appendix

WEDDING CHECKLIST Central United Methodist Church

1. Meet with the Wedding Services Coordinator to determine available dates for wedding and receive a copy of the *Wedding Policy and Guide Booklet*.
2. Read the *Wedding Policy and Guide Booklet*.
3. Meet with the Wedding Services Coordinator to select the wedding ceremony and rehearsal date and to complete wedding information sheets. The initial meeting with the pastor and all pre-marital counseling sessions will also need to be established.
4. Pay wedding fees. (All fees are due at the time a date is reserved).
5. Meet with a representative of Music Ministries to plan the music and discuss music-related arrangements for the wedding ceremony. (six weeks prior to wedding ceremony)
6. Meet with a Central UMC pastor to plan your wedding ceremony.
7. Attend premarital counseling sessions (various dates).
8. Obtain the marriage license within the month before the wedding and deliver to the church for the pastor.

Other considerations:

- a) Engage a wedding planner if one is desired.
- b) Select a photographer and/or videographer.
- c) Select members of the wedding party.
- d) Order or reserve all wedding apparel for the wedding party.
- e) Make all floral arrangements.
- f) Select and purchase the wedding rings.
- g) Order announcements and invitations for the wedding and other wedding events.
- h) Order a wedding bulletin if one is desired.
- i) Prepare wedding announcement for the newspaper.
- j) Make preparations for the rehearsal dinner.
- k) Obtain gifts/favors for wedding attendants.
- l) Obtain a guest book.
- m) Make preparations for the reception which may include: location, cake(s), caterer, musicians, decorations, servers, and transportation following the reception.
- n) Make preparations for the honeymoon.
- o) Make sure all name and address changes have been handled.
- p) Send thank you notes for wedding gifts.

**Central United
Methodist Church
Fayetteville, Arkansas
Wedding Party Information**

Fees: Pastor _____
Organist _____
Counselor _____
Custodian _____
Facility _____
Candelabra _____
Wedding Guild _____
Deposit _____

Today's date _____

Wedding date _____ Time _____

Dickson Street Campus Sanctuary (Circle One)
Wesley Chapel
Genesis Sanctuary

Rehearsal date _____ Time _____

Rehearsal dinner location: _____

Place of reception _____

Reception begins _____ Ends _____

Photographer _____ Phone _____

Florist _____ Phone _____

Videographer _____ Phone _____

Wedding Coordinator _____ Phone _____

Will there be a unity candle? _____

Will you leave flowers in the Sanctuary for Sunday? (Altar container not available) _____
Take to shut-ins? _____

Will you be renting 7-branch candelabra? _____

Guest book lectern? _____ or table? _____
(48" round folding table, no linens available)

Dressing room time available (3 hours prior to ceremony) _____

Address when married _____

Bride (full legal name) _____ - _____

Email _____

Address (present) _____

Phone (cell) _____ (alt) _____

Member of which church? _____

Relative to contact? _____ Phone _____

Number of attendants _____

Maid/Matron of Honor _____

Bridesmaids _____

Flower Girl _____

Bride's Father _____

Bride's Mother _____

Maternal Grandparents _____

Paternal Grandparents _____

Other _____

Groom (full legal name) _____

Email _____

Address (present) _____

Phone (cell) _____ (alt) _____

Member of which church? _____

Relative to contact? _____ Phone _____

Number of attendants _____

Best Man _____

Groomsmen _____

Ringbearer _____

Groom's Father _____

Groom's Mother _____

Maternal Grandparents _____

Paternal Grandparents _____

Other _____

Florist _____

Photographer _____

Videographer _____

Officiating pastor _____

Approval _____

Other pastor _____

Musician* _____

Approval _____

* subject to availability

I have read the conditions provided in this application and the Wedding Policy booklet of Central United Methodist Church, Fayetteville, Arkansas and agree to abide by the same and to insure that my guests will do likewise. I understand the fee structure for weddings.

(Yes _____ No _____)

Bride's Signature _____

Groom's Signature _____

Central United Methodist Church Wedding Music

	<u>Bridesmaids And/or parents</u>	<u>Bride's Processional</u>	<u>Recessional</u>
<i>Air from Water Music</i> - G.F. Handel			
<i>Air on the G String</i> - J.S. Bach	X		
<i>Adagio in G Minor</i> - T. Albinoni			
<i>Allegro</i> - D. Scarlatti			
<i>Allegro</i> - J.G. Walther			
<i>Andante</i> - G.F. Handel			
<i>Andante Cantabile</i> from Serenade- F.J. Haydn			
<i>Andantino</i> G. Fauré			
<i>Aria on Bist du bei mir</i> - J.S. Bach			
<i>Aria</i> from Concerto Grosso No. 12 - G.F. Handel			
<i>Arioso</i> - J.S. Bach		X	
<i>Ave Maria</i> - J.S. Bach/C. Gounod	X	X	
<i>Ave Maria</i> - F. Schubert		X	
<i>Awake the Trumpets Lofty Sound</i> - G.F. Handel			
<i>Berceuse</i> - L. Vierne			
<i>Canon in D</i> - J. Pachelbel	X	X	
<i>Hornpipe</i> - G.F. Handel			X
<i>Jesu, Joy of Man's Desiring</i> - J.S. Bach		X	
<i>Joyful, Joyful, We Adore Thee</i> – various			X
<i>Largo (Nimrod</i> - from Enigma Variations) - E. Elgar			
<i>Lentamente</i> - S. Rachmaninoff			
<i>Lied</i> - L. Vierne			
<i>May God Smile on You</i> - J.S. Bach			
<i>Meditation</i> from Thias - J. Massenet		X	
<i>My Heart Ever Faithful</i> - J.S. Bach			
<i>Now Thank We All Our God</i> – various			X
<i>O Perfect Love</i> - H. Hopson			
<i>Overture</i> from Music for Royal Fireworks - G.F. Handel			X
<i>Panis Angelicus</i> - C. Franck		X	
<i>Préambule</i> - L. Vierne			
<i>Romance (or Andante)</i> – from Eine Kleine Nachtmusik - W.A. Mozart			
<i>Rondo</i> - J. Bull			
<i>Sheep May Safely Graze</i> - J.S. Bach		X	
<i>Sonata in D Major</i> D. Scarlatti			
<i>Thanks Be To Thee</i> - G.F. Handel			
<i>The Gift of Love</i> - H. Hopson			
<i>The Lord Bless You and Keep You</i> - P. Lutkin			
<i>The Rejoicing</i> - G.F. Handel			
<i>Bridal March</i> - R. Wagner		X	
<i>Carillon</i> - L. Vierne			
<i>March</i> from Floridante - G.F. Handel			
<i>Marche Royale</i> - J.-B. Lully			

	<u>Bridesmaids And/or parents</u>	<u>Bride's Processional</u>	<u>Recessional</u>
<i>Praise the Lord with Drums and Cymbals</i> - S. Karg-Elert			
<i>Processional in C</i> - H. Hopson			
<i>Psalm 19</i> - B. Marcello			
<i>Rigaudon</i> - A. Campra			
<i>Rondo</i> - J. Bull			
<i>Sinfonia</i> - J.S. Bach			
<i>The Prince of Denmark's March</i> - J. Clarke		X	X
<i>Toccata</i> - C. M. Widor (Jonathan only)			
<i>Toccata</i> - L. Boëllmann			
<i>Trumpet Tune</i> - H. Purcell		X	X
<i>Trumpet Tune</i> - J. Stanley			
<i>Voluntary in D. Major</i> - M.A. Charpentier			
<i>Wedding March</i> - F. Mendelssohn			X
<i>Wedding Processional</i> from Sound of Music - R. Rodgers		X	
<i>Finale</i> from Symphony No. 1 in D Minor – L. Vierne (Jonathan only)			
<i>Concertin in A Minor</i> – J.S. Bach (Jonathan only)			
<i>Widmung</i> (piano) – Schumann / Liszt (Jonathan only)		X	

Solos

Ave Maria – F. Schubert
Ave Maria – C. Gounod
Cherish the Treasure – J. Mohr
Commitment Song – R. Sterling and C. Machen
Entreat Me Not To Leave Thee (Song of Ruth) – C. Gounod
God Causes All Things to Grow – S. Chapman and S. Green
Household of Faith – B. Lamb and J. Rosasco
How Beautiful – T. Paris
I Will Be Here – S. Chapman
The Irish Wedding Song – I. Betteridge
Only God Could Love You More – D. Liles and N. Borop
The Lord's Prayer – A.H. Malotte
Parent's Prayer (Let Go of Two) – G. Davis
This is the Day (A Wedding Song) – S.W. Brown
Wedding Prayer – F.G. Dunlap
You Raise Me Up – B. Graham and R. Lovland

Central UMC
Wedding Music Worksheet

**Please note that Central does not use pre-recorded music for wedding ceremonies.*

**Due date is six weeks prior to wedding date*

Bride's Name: _____

Groom's Name: _____

Rehearsal Date & Time: _____

Wedding Date & Time: _____

(Office Use Only) Musician Assigned _____

Prelude (approximately 20 minutes):

Candle lighting: _____

Seating of the Parents / Grandparents: _____

Bridesmaid's Processional:

Number of attendants: _____

Bride's Processional: _____

Special Music during service: _____

Unity Candle: _____

Recessional: _____

Bride's Signature

Date

Musician's Signature

Date

Central UMC The Order for the Service of Marriage

At the time appointed, the persons to be married, having been qualified according to the laws of the state and the standards of the Church, standing together facing the pastor, the man at the pastor's left hand and the woman at the right hand, the pastor shall say:

Dearly beloved, we are gathered together here in the sight of God, and in the presence of these witnesses, to join together Phillip and Carrie in holy matrimony; which is an honorable estate, instituted of God, and signifying unto us the mystical union which exists between Christ and his Church; which holy estate Christ adorned and beautified with his presence in Cana of Galilee. It is therefore not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy estate these two persons come now to be joined. If any here can show just cause why they may not lawfully be joined together, let them now speak, or else hereafter forever hold their peace.

Addressing the persons to be married, the pastor shall say:

I require and charge you both, as you stand in the presence of God, before whom the secrets of all hearts are disclosed, that, having duly considered the holy covenant you are about to make, you do now declare before this company your pledge of faith, each to the other. Be well assured that if these solemn vows are kept inviolate, as God's Word demands, and if steadfastly you endeavor to do the will of your heavenly Father, God will bless your marriage, will grant you fulfillment in it, and will establish your home in peace.

Then shall the pastor say to the man, using his Christian name,
Phillip, wilt thou have Carrie to be thy wedded wife, to live together in the holy estate of matrimony? Wilt thou love her, comfort her, honor and keep her, in sickness and in health; and forsaking all other keep thee only unto her so long as ye both shall live?

The man shall answer, I will.

Then shall the pastor say to the woman, using her Christian name,

Carrie, wilt thou have Phillip to be thy wedded husband, to live together in the holy estate of matrimony? Wilt thou love him, comfort him, honor and keep him, in sickness and in health; and forsaking all other keep thee only unto him so long as ye both shall live?

The woman shall answer, I will.

Then shall the pastor say, Who gives this woman to be married to this man?

The father of the woman, or whoever gives her in marriage, shall answer,
I do.

Then the pastor, receiving the hand of the woman from her father or other sponsor, shall cause the man with his right hand to take the woman by her right hand, and say after him,

I, Phillip, take thee, Carrie, to be my wedded wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance; and thereto I pledge thee my faith.

Then shall they loose their hands; and the woman, with her right hand taking the man by his right hand, shall say after the pastor,

I, Carrie, take thee, Phillip, to be my wedded husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance; and thereto I pledge thee my faith.

Then they may give to each other rings, or the man may give to the woman a ring, in this wise: the pastor taking the ring or rings, shall say,

The wedding ring is the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of this man and this woman in holy matrimony, through the Church of Jesus Christ our Lord.

Then the pastor may say,

Let us pray. Bless, O Lord, the giving of these rings that they who wear them may abide in thy peace, and continue in thy favor; through Jesus Christ our Lord. Amen.

Or, if there be but one ring, the pastor may say,

Bless, O Lord, the giving of this ring, that he who gives it and she who wears it may abide forever in thy peace, and continue in thy favor; through Jesus Christ our Lord. Amen.

The pastor shall then deliver the proper ring to the man to put upon the third finger of the woman's left hand. The man, holding the ring there, shall say after the pastor,

In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Then, if there is a second ring, the pastor shall deliver it to the woman to put upon the third finger of the man's left hand; and the woman, holding the ring there, shall say after the pastor,

In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Then shall the pastor join their right hands together and, with the pastor's hand on their united hands, shall say,

Forasmuch as Phillip and Carrie have consented together in holy wedlock, and have witnessed the same before God and this company, and thereto have pledged their faith each to the other and have declared the same by joining hands and by giving and receiving rings; I pronounce that they are husband and wife together, in the name of the Father, and of the Son, and of Holy Spirit. Those whom God hath joined together let no one put asunder. Amen.

Then shall the pastor say,

Let us pray.

Then shall the husband and wife kneel; the pastor shall say,

O eternal God, creator and preserver of all mankind, giver of all spiritual grace, the author of everlasting life: Send thy blessing upon this man and this woman, whom we bless in thy name; that they may surely perform and keep the vow and covenant between them made, and may ever remain in perfect love and peace together, and live according to thy laws.

Look graciously upon them, that they may love, honor, and cherish each other, and so live together in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and a place of peace; through Jesus Christ our Lord. Amen.

Then the husband and wife, still kneeling, shall join with the pastor and congregation in the Lord's Prayer, saying,

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.

Then the pastor shall give this blessing:

God, the Father, the Son, and the Holy Spirit, bless, preserve, and keep you; the Lord graciously with his favor look upon you, and so fill you with all spiritual benediction and love that you may so live together in this life that in the world to come you may have life everlasting. Amen.

**Central United Methodist Church
Fayetteville, Arkansas
Wedding Guidelines for Florists**

We have developed a policy that we believe to be helpful to everyone involved in the wedding. We appreciate your cooperation. If there is obvious disregard in these matters, future participation in weddings at Central UMC may be suspended.

All venues are easily decorated for weddings. CUMC recommends simple decorations which will enhance the natural beauty of the facilities. Decorations are not allowed which hide the beauty of the facility, destroy the appeal of the church setting, or detract from the simple dignity and elegance which should characterize the wedding ceremony. On the day of the ceremony, the church will be open three hours prior to the start of the ceremony for any deliveries or decorating.

For wood and paint protection, anything used to secure bows or flowers to the pews or chairs must have a soft, non-scratch backing. Felt-backed clips, ribbon, or rubber bands are permitted for securing decorations. No nails, thumbtacks, staples, screws, wire, glue, or tape are to be used in the fastening of decorations to the pews or chairs, furnishings, or any part of the building. Aisle candles are permitted in hurricane lamps only. No decorations are allowed on the chancel rail or structural columns.

Central's altar furnishings, which include the cross and candleholders, should not be removed, decorated, or blocked from view. The kneeler used for prayer and blessing should not be removed, decorated, or blocked from view. Brass candle lighters are available upon request at the Dickson Street campus. Because of fire hazards, candles are not permitted in the windows or along the chancel rail.

The Thanksgiving, Advent, Christmas and Easter decorations used by the church on a seasonal basis are not to be changed or removed for weddings under any conditions.

Furnishings in the buildings shall not be moved or taken down. This includes, but is not limited to, any banners, flags, brochure racks, tables, welcome center information, or items associated with Sunday services and church functions.

Due to city ordinances and other building restrictions NO rice, confetti, birdseed, flower petals (real or silk), or sparklers may be used inside the church or outside on church grounds. No aisle runner is to be used.

Exterior decorations are permitted on the outside metal handrails and existing hooks near the Chapel and Sanctuary doors. No other decorations may be fastened or affixed to any other portion of the exterior facilities or grounds. Freestanding decorations are permitted upon prior approval from the Wedding Services Coordinator.

If candles are used as part of any display for the wedding ceremony, the wax must be hardened before moving the display after the ceremony to avoid wax spilling onto the flooring.

The church cannot be responsible for items brought for use during the wedding, nor can the church be liable if these items are lost, stolen, or damaged.

All flowers, equipment and decorations must be removed immediately following the ceremony. The church properties must be left in the condition in which they were found.

Your cooperation in upholding these policies is appreciated and expected.

Please sign and return the Wedding Guidelines form provided to show your understanding of these guidelines to Central United Methodist Church, within 30 days. If you have any questions or concerns, please call the Wedding Services Coordinator in the church office, Kathleen Chenoweth, 442-1803 or by email at kchenoweth@centraltolife.com.

Central United Methodist Church
Fayetteville, Arkansas
Wedding Guidelines for Photographers/Videographers

We have developed a policy that we believe to be helpful to everyone involved in the wedding. This helps us maintain the worship integrity of the wedding while allowing you to record it. All photographers and videographers are asked to treat the ceremony and the setting with reverence. The following guidelines apply to all photographers, whether professional or amateur. We appreciate your cooperation. If there is obvious disregard in these matters, future participation in weddings at Central UMC may be suspended.

On the day of the ceremony, the church will be opened three hours prior to the start of the ceremony for any deliveries, decorating, or posed pictures. **All pre-wedding photography should be completed no later than 45 minutes prior to the ceremony. Pictures taken after the ceremony should be completed within 45 minutes following the completion of the ceremony.**

Flash photography is not permitted during the ceremony, but pictures by a designated photographer may be taken from the back of the sanctuary or chapel as the bride and her escort enter and as the bride and groom exit during the recessional. Pictures may be posed before or after the ceremony. If clergy are to be present for pictures, advance notice should be given. Pictures involving clergy should be taken last if taken before the ceremony or first if taken after the ceremony.

Photographers/videographers are not allowed in the chancel area or around the wedding party, and are not allowed to move about the Sanctuary or chapel at any time during the ceremony. The back of the Dickson Street campus Sanctuary and balcony are available for photographs. If there is any deviation from these instructions, it places future work at Central UMC by the photographer/videographer in jeopardy.

The photographer/videographer is cautioned about marring furniture by standing on the pews or chairs or by placing camera equipment on the pews or chairs, furnishings, or furniture in the church. He or she will be held responsible for any damages.

The photographer/videographer should use the silent setting during the ceremony.

Video recording of the service may use available natural light and must not involve any lighting changes or additional portable lighting.

The pastor shall not be asked to wear a separate microphone for the videographer.

At the Dickson Street campus Sanctuary, two video cameras may be placed in the chancel area behind the back column, provided they are pre-set and not manually operated. In the nave a spot behind the second structural column is designated for cameras. Video cameras may also be set up in the balcony. If the videographer wishes to tie into the Sanctuary sound system, one of the staff operators of the sound system must be present to supervise that function. Wesley Chapel and Genesis Sanctuary weddings may be video-recorded from the back of the Chapel / Sanctuary, or from a side aisle.

All equipment must be removed immediately following the ceremony. The church properties must be left in the condition in which they were found.

Your cooperation in upholding these policies is appreciated and expected.

Please sign and return the Wedding Guidelines form provided to show your understanding of these guidelines to Central United Methodist Church, within 30 days. If you have any questions or concerns, please call the Wedding Services Coordinator in the church office, Kathleen Chenoweth, 442-1803 or by email at kchenoweth@centraltolife.com.

**Central United Methodist Church
Wedding Guidelines for
Florists, Photographers, and Videographers**

Bride/Groom _____

Wedding
Date/Time _____

I have read and understand the guidelines provided to me by Central United Methodist Church, and agree that I and my staff will abide by those guidelines. I understand that failure to do so may result in suspension of services.

(Circle appropriate choice) Florist Photographer Videographer

Name of Company/Individual _____

Signature _____ Date _____

Please mail or email completed forms to:

Central United Methodist Church
Attn: Wedding Services Coordinator
6 W Dickson
Fayetteville, AR 72701
kchenoweth@centraltolife.com