

Central United Methodist Church  
616 Jackson Street SE  
Decatur AL 35601

*Disciples Making Disciples*



*Central United  
Methodist Church  
Weddings*



616 Jackson Street SE  
Decatur AL 35601  
(256) 353-6941



## Wedding Coordinator

*We at Central United Methodist Church are happy that you are having your wedding with us. We hope for you, every blessing in your new life together.*

*In our tradition, weddings are acts of worship: first, in gratitude for God creating love and bringing you two together, and second, to pledge faithfulness to each other.*

*This booklet has been designed to help answer questions concerning the arrangements and plans for weddings here. For your further help, a coordinator will meet with you to answer questions and go over any policies pertaining to decorations, etc.*

*We offer you a set of guidelines regarding the use of the sanctuary in a way that is respectful of the spirit, dignity and reverence of this moment.*

After receiving approval from the Pastor, the Wedding Coordinator will be the next contact person for all weddings scheduled for Central United Methodist Church.

The Wedding Coordinator serves as a liaison between the couple and the church. She works closely with the ministers and the organist, and is available to answer any questions that you may have concerning your wedding. She will acquaint you with all facilities and articles available, and with the guidelines for Central United Methodist Church, so that the wedding party becomes responsible for any violations. The Wedding Coordinator, if not directing your wedding, will be available for consultation upon request.

Wedding dates shall be placed on the church calendar only after the wedding party has consulted with the Wedding Coordinator, and the Wedding Coordinator has then cleared the date with the church office.

The Wedding Coordinator is not responsible for securing caterers, florist, photographers, musicians, etc., but will be helpful in making suggestions. It is the responsibility of the wedding party to share the rules and guidelines with florist, photographers, caterers, etc.



## *Facilities.*

### **The Sanctuary**

The main sanctuary seats approximately 650 people.

Church facilities may be used with the understanding that the applicant accepts full responsibility for any damage.

The Pulpit, Lectern, Baptismal Font, and Communion Table may not be obscured or removed from the Chancel area.

No food or drink is allowed in the sanctuary.

### **The Chapel**

The chapel seats approximately 75 people.  
No food or drink is allowed in the chapel.

### **The Bride's Room**

The bride's room is small with floor length mirrors and access to a bathroom. For a large wedding, additional dressing space will be arranged by the Wedding Coordinator.

### **The Fellowship Hall**

The use of the Fellowship Hall for wedding receptions and rehearsal dinners is welcomed. If the use of the kitchen is needed, please clear this with the Wedding Coordinator or Church Hostess. **It is the responsibility of the caterer to clear the Fellowship Hall and kitchen areas of all reception material and to clean the kitchen immediately following the reception.** Consultation with Wedding Coordinator should be made if tables, chairs, etc. will be needed. It is the caterer's responsibility to furnish all other items for the reception (including but not limited to: silverware, napkins, linens, glasses, china, serving utensils.)

## *Music*

### **Musical Instruments and Musicians**

1. The Church organs are beautiful and delicate instruments and must be treated accordingly. Permission to use either organ, the Sanctuary organ or the Chapel organ, must be secured from the Wedding Coordinator. If using an organist other than Central's, this person must schedule an appointment with CUMC's organist prior to rehearsal so that proper instructions may be given for use of the organ. Arrangements for the organ key and practice times shall be made with the CUMC organist. The organ must be left as found.
2. The grand piano in the sanctuary is available for your use. Use of instruments other than the organs or piano must have advance approval from the Wedding Coordinator or the Pastor.
3. **Under no conditions** shall flowers, candles or any other decorations be placed on the organs or piano.
4. SOLOIST : You may select a soloist or the Wedding Coordinator can recommend someone. Your soloist should make rehearsal arrangements with the organist. Soloist's fees vary and should be agreed upon mutually. Financial arrangements with your selected soloist are your responsibility.
5. The wedding ceremony is a sacred service as well as an act of corporate worship. Therefore, only music which conforms to standards of dignity and is theologically appropriate should be used. The CUMC Pastor, Organist or the Wedding Coordinator can help with and approve selections.

## *Floral Arrangements*

1. Florists are required to clean up after decorating the church. Custodial service is not available until after the wedding. Therefore, drop clothes should be used to collect debris while decorating.
2. Standards on the pews **must** have a felt or protective material between the metal and wood of the pews.
3. All seasonal adornments, such as the Christmas Tree, Christmas wreaths, Easter lilies, etc., present in the sanctuary are not to be disturbed or moved.
4. All decorations shall FAVOR rather than DETRACT from the Altar. No decorations are to be placed on the Alter without consultation with the Wedding Coordinator.
5. CUMC provides white paraments to be used at all weddings
6. **NO FLOWERS** are to be kept in the church refrigerators.
7. Only encased or permanent type candles may be used in the sanctuary and chapel. Candles may be placed in the windows but must have protection under them and must have globes.
8. All decorations, such as flowers, candles, greenery, bows must be removed from the church on the same day as the wedding. If the flowers are to be left for the Sunday service, the Wedding Coordinator should be notified when the wedding is planned.
9. If an aisle cloth is used, it must not be attached to the carpet with pins.
10. The Pulpit, Lectern, and Communion Table may not be obscured or removed. The Baptismal Font must remain in the sanctuary .
11. No food and drink is allowed in the sanctuary.
12. **NO FLOWERS** are to be placed on the organ or piano.

## *Photography, Video, Recording, Sound*

### **Photography**

Because the wedding ceremony itself is a time of worship, the following rules apply to the photographer. These requirements must have the cooperation of the photographer.

- **At no time** may the photographer interfere with the wedding ceremony
- **The photographer may not** enter the downstairs area of the sanctuary at any time after the music for the wedding has started (usually 30 minutes before the wedding ceremony begins).
- The photographer shall not use flash equipment during the wedding ceremony. Only time exposures are permitted during the ceremony and only from the balcony.
- If hymn books are removed from the pew racks for picture taking, they must be replaced in the racks upon completion of the pictures.
- The church building will be available to you up to 3 hours before the wedding. The photographer may begin taking pictures at that time. All photography equipment **must be removed from the sanctuary at least 45 minutes before the wedding is to begin.**

### **Video**

Videotaping of the service is permitted **only from the balcony.** This camera should be in place at least 45 minutes before the wedding ceremony begins

### **Sound**

If microphones are to be used, arrangements must be made with the sound technician, through the Wedding Coordinator, when the church reservations are made. Arrangements may be made to have the service recorded through the church's sound system. The wedding party is responsible for providing a tape for this recording.