

*Your Wedding
at Centennial United Methodist
Church at Ivy*



9150 E. University ave
Altoona, IA 50009
515-967-5468
www.ivycentennial.org

Pastor Gary Forster
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WEDDING FEES, POLICIES AND GUIDELINES
FOR NON-MEMBERS
AT CENTENNIAL UNITED METHODIST CHURCH AT IVY

A \$250 deposit plus \$150 damage deposit (\$400.00) is due (to lock in your wedding date) after the first meeting and consultation with the pastor. Cancellations of six or more weeks prior to the date scheduled will be eligible for a refund of deposits.

If more than 5 hours is needed for set up, rehearsal, the ceremony and clean up, on the day of the wedding, an additional fee of \$20 per hour may be charged for use of the church grounds and sanctuary beyond the 5 hours. This "extra hours" fee is due and payable one week before the wedding date.

The balance of all wedding fees (less your down payment) is due and payable two weeks before your wedding date and should be made payable to Centennial UMC at Ivy and submitted to the Pastor.

USE OF SANCTUARY — \$350

USE OF OUTDOOR CHAPEL — \$250

USE OF RECEPTION HALL — \$250

FEES BEYOND 5 HOURS — \$20 PER HOUR

PASTOR'S FEE — \$200

Includes time spent in scheduling and pre-consultation with wedding party, pre-marital counseling, rehearsal and conducting the wedding service.

CHURCH ORGANIST AND SPECIAL MUSIC —

Arrangements for Organ/Piano accompaniment to be provided by our Church Organist (including meeting times and costs involved) should be made directly with our Church Organist, Linda Carnahan, at (515) 967-7825. Soloists using our church organist must also make their own arrangements with the Church Organist for rehearsing their music.

With prior approval of the church organist and pastor, you may use an outside pianist/organist .

With prior approval by the Pastor, you are allowed to bring in your own soloist, Instrumental accompaniment music, and pre-recorded music in lieu of using our organist at no charge.

YOUR WEDDING AT CENTENNIAL UNITED METHODIST CHURCH AT IVY

Congratulations! You two are getting married.
We look forward to working with you to make your day
both meaningful and memorable.



GENERAL INFORMATION

Centennial UMC at Ivy has been in existence since 1876 and boasts having four generations of families, members and friends whose mission it is to be a caring family of disciples in the community who know Christ and make Christ known in the world. The quiet atmosphere of a small country church setting nestled beneath lots of trees with lighted steeple, lamps, and gazebo make it a warm and inviting place for worship and fellowship. And small weddings like yours!

Our sanctuary at Centennial UMC at Ivy can seat up to 100 persons. Our narthex can handle a small spillover crowd. We are handicapped accessible with parking surrounding our property. For a smaller and more intimate setting you may want to use our beautiful gazebo on the grounds for your wedding. You or your florist may decorate the altar area with candelabra, flower stands, runners, etc., in a design to fit your wedding needs. We have an electronic organ, piano, and pre-recorded music may also be used for your wedding. There are rooms for dressing for both bride and groom and a Fellowship Hall for hosting a small reception following the service.

ABOUT YOUR PASTOR

Our pastor is Gary Forster, a local licensed pastor. He will help you make your wedding ceremony a meaningful Christian event. He will also help you better understand your relationship with each other. Pastor Gary will schedule counseling sessions with you prior to the wedding.

This manual has been prepared as a guide for you to use. Our pastor will offer you many options and welcome your suggestions. In the end, we want your wedding ceremony to be a wonderful experience. Again, congratulations!

**SAMPLE OF AN
ORDER OF SERVICE**
Celebration of Marriage
of
(Bride and Groom)

Date / Time

Musical Interlude

Seating of Mothers and Lighting Family Candles - (Special Music)

Attendants Processional - (Special Music)

Entrance of the Bride - (Special Music)

Greeting and Declaration of Intention

The Scripture Lesson

(Poetry or Readings, Special Music)

Prayer

The Marriage Vows, Exchanging Rings and Promises

The Pronouncement of Marriage

Lighting the Unity Candle - (Special Music)

Blessing of the Marriage

The Lord's Prayer (spoken or sung)

The Benediction

Introduction of the Couple

Recessional - (Special Music)

*(There are many variations and alternatives that may personalize your service for you.
The Pastor will work with you in planning your Service.)*

Steps to start the process of conducting a wedding at Centennial United Methodist Church

The process starts by going to our website at www.ivycentennial.org and pulling down the *Main Menu* and clicking on *Weddings at Centennial* for general policies and guidelines. After you have decided that Centennial is the house of worship where you want to celebrate your wedding day:

1. Check the *Centennial calendar* to see if the date you have chosen for your wedding is initially available.

Unfortunately an open date doesn't guarantee that the church will be available but it will show what events are already scheduled.

The church will only be available on dates that don't conflict with any established or special service or meeting of the Centennial congregation.

2. Open our wedding worksheet and complete all of the gray shaded areas.
3. Save your completed wedding worksheet on your computer.
4. Send an email to our pastor (garyforster1946@gmail.com) indicating your interest in making Centennial UMC at Ivy your wedding venue. Make the subject line "Wedding Request" and attach your completed worksheet to the email.
5. Our pastor will then contact you and begin working with you on your request.

Centennial Wedding Policies and Guidelines

No alcoholic beverages permitted inside the building or on the church grounds at any time.

No smoking anywhere on the church grounds.

No rice or birdseed is permitted inside or outside on the church grounds.

No red-based beverages shall be served or consumed anywhere within the church building.

Pets are not permitted in the ceremony.

Due to the size of the center aisle, pew “end” decorations are limited—questions should be directed to the Wedding Coordinator.

Due to the size of our altar area, candelabras are not permitted. Flowers and a Unity candle can be brought in, and use of our altar candles is encouraged.

Furniture, furnishings, etc. in the sanctuary shall not be moved (including organ/grand piano and altar area) without first consulting with the pastor.

Photography/videoing should not interfere with the solemn service—confirm guidelines with Pastor before the service.

Those using the church facilities must take responsibility for those facilities being left neat and clean, in an orderly condition, dirt and mud to be cleaned, extra chairs and tables put away, cartons and wrappings, containers and plastic covers should be removed from the premises prior to departing from your event.

Use of the chapel for your wedding includes two dressing rooms and two bathrooms for the wedding party only for up to five hours including rehearsals. Use of the church for more than the 5 hour fee contract will result in additional fees of \$20 per hour over the 5 hours. Time accumulates whenever the facility is unlocked.

Use of the reception area and, if contracted for its use includes round tables and chairs for approximately 70 people and bathrooms.

A \$250 deposit towards all fees is due when you and the Pastor agree on the wedding date and it is reserved. Additionally, we require a \$150 damage deposit at the same time. A church representative will determine after the event has concluded how much, if any, of the damage deposit will be returned.

GUIDELINES FOR CARE OF THE CHURCH FACILITIES

THESE ITEMS WILL BE USED TO DETERMINE THE FINAL SETTLEMENT OF THE DAMAGE DEPOSIT.

WHAT TO BRING WITH YOU

_____ EMPTY TRASH BAGS, CARTONS AND CONTAINERS TO REMOVE THE STUFF YOU BROUGHT INTO THE CHURCH

WHAT TO DO

_____ ALL AREAS OF THE CHURCH MUST BE PICKED UP AND LEFT IN THE CONDITION THEY WERE FOUND, INCLUDING DRESSING AREAS AND RESTROOMS.

_____ FLOWERS AND PETALS, TISSUES, CHILDCARE ITEMS, WEDDING FOLDERS, CONTAINERS BROUGHT IN, ETC. TO BE PICKED UP AND REMOVED FROM THE PREMISES.

_____ IF CHAIRS AND/OR FURNITURE HAS BEEN REMOVED OR MOVED, THEY ARE TO BE RETURNED TO THEIR ORIGINAL STATE.

_____ RETURN HYMNALS AND BIBLES WHERE THEY WERE

_____ RETURN ANYTHING MOVED TO ITS ORIGINAL LOCATION

WHAT TO TAKE WITH YOU

_____ CANDELABRA, KNEELER, RENTED EQUIPMENT, FLORAL ARRANGEMENTS AND OTHER DECORATIONS

_____ PACKAGING, FLOWER CONTAINERS, BOXES AND WRAPPINGS

_____ ANY FOOD OR DRINK ITEMS YOU BROUGHT IN

REMINDERS / TO DOS TO HELP WITH YOUR PLANNING

_____ Set wedding date and rehearsal dates on church calendar with the Pastor

_____ Arrange for counseling dates with pastor

_____ Understand fees and when they need to be paid

_____ Contact Church Organist (if church organist is being used)

_____ Arrange with Pastor for a rehearsal date and notify wedding party

_____ Apply for Wedding License

_____ Bring Wedding License to the wedding with you!

If you have questions regarding any of the above, contact the Pastor at 515.221.2725 or garyforster1946@gmail.com

Questionnaire for Wedding party
(return a completed copy to Pastor within 2 weeks of initial meeting)

Date and time of wedding ceremony _____ # of Guests Anticipated: _____

Bride and Groom _____

Parents of the Bride: _____ Parents of the Groom _____

of Grandparents of Bride: _____ # of Grandparents of Groom: _____

Who Gives the Bride Away: _____ Who will walk the bride down the aisle: _____

Maid of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

Flower Girl: _____ Ring Bearer: _____ Anyone else in wedding party: _____

Ushers: _____ Lectionary Reader: _____ Candle Lighters: _____

Runner: _____ (Unity Candle: _____ Roses/gifts to Parents by Wedding Party? _____)

Musicians (instruments/singers) _____ Use of Organ/ Grand Piano? _____

Arrangements regarding Music/Musical Equipment to be arranged with Church Organist directly

Flowers: _____ when will they arrive? _____ Decorations: _____ when will they arrive? _____

Rental Equipment (candelabra/plant stands): _____ If so, when to arrive? _____

Photographer/Videographer: _____ Set up? _____ If so, when will they arrive? _____

When are pictures taken? _____ Will you need dressing rooms? _____ Quiet Room? _____

Will you be providing snacks/light drinks to your wedding party? _____ Need a place for it? _____

Guest Book? _____ Gift Table ? _____ Place for Wedding Pamphlet/Pictures: _____

Who will extinguish candles? _____ Pull up runner? _____ Return rentals? _____ Clean up Crew? _____

HOW MANY HOURS DO YOU ANTICIPATE USING THE CHURCH? (additional charge past 5 hours) _____

Questions for the Pastor: _____

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