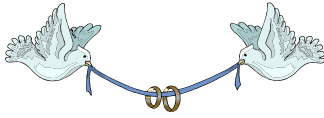


# *Sunnyside-Centenary United Methodist Church*

3520 SE Yamhill St. Portland, OR 97214 (503) 235-8726

[www.sunnysideumcportland.org](http://www.sunnysideumcportland.org)



## *Wedding Guide*

Weddings at Sunnyside-Centenary United Methodist Church are joyous, meaningful, and worshipful occasions. The wedding ceremony celebrates the gift of human love in the context of God's gift of love.

### **Steps in Planning Your Wedding at Sunnyside-Centenary UMC**

- 1. Check on the availability of the church and Pastor for your desired wedding date and rehearsal.**
- 2. Fill out a Wedding Contract and make your wedding deposit. A non-refundable 20% deposit is necessary to reserve your wedding date and rehearsal, plus the refundable Security Deposit. Make check payable to Sunnyside-Centenary UMC.**
- 3. Make contact with the church Wedding Coordinator. Kim Snyder 503- 709-8779.**
- 4. Make contact with the Pastors of Sunnyside-Centenary UMC.  
Timothy & Elizabeth Winslea 971-235-1465**
- 5. Make contact with the Organist/Pianist. Clarice Kruschwitz 503- 233-6633**  
Any outside organist that is used must be approved by the Director of Music.
- 6. Make your final wedding payment. Your final wedding payment is due 14 days prior to the rehearsal date, according to the payment schedule as listed.**

### **Building Use**

**The Rehearsal** – It is necessary for all participants, including ushers, to attend the rehearsal. The officiating pastor is in charge of the rehearsal. The rehearsal will last up to an hour. There will be an overtime charge of \$25 for each additional ½ hour. This will come out of the Security Deposit.

**Alcoholic Beverages and other intoxicants.** – There will be no alcoholic beverages, or other intoxicants permitted on the premises at any time. If any of these are found on the premises, the Security deposit will not be refunded. Smoking is also not allowed in the building.

**Rice, Birdseed and Flower Petals.** – It is not permitted for guests to throw rice or birdseed as the couple exits the church. Bubbles may be blown outside as the couple departs. Only artificial flower petals may be scattered in the church building.

**Candles** – If requested, the church will provide two candelabras for use during the wedding. You will be responsible for purchasing non-drip candles.

**Property Damage.** – Any movement of Sanctuary or Worship Room furniture is only done with the approval of Pastor and Wedding Coordinator. If furniture is moved, proper care must be taken that it is not damaged and it needs to be returned to its proper location. Items may not be attached to church furniture in such a way as to damage it. If damage does occur, repair or replacement will be deducted from the Security Deposit.

**Holidays** – During Christmas and other holidays, decorations appropriate to the season will be in the Sanctuary and/or Worship Room. These will not be removed.

## **Pastoral Policies**

A joyful ministry of the pastors appointed to serve this church is to officiate over ceremonies of Christian marriage. In the United Methodist tradition, marriage ceremonies are considered worship services. Such services are performed under the laws of the State of Oregon.

Wedding couples need not be members of the Sunnyside-Centenary UMC, but should understand that ceremonies of Christian marriage are conducted as integral to the faith and belief of this denomination and with due respect of the traditions and values of the Christian faith. In some cases, it may be advisable for couples to seek civil rather than religious settings.

The Sunnyside-Centenary UMC shall have responsibility and authority to determine whether a ceremony is appropriate as well as the content and nature of the service in this building.

The Bridal couple may choose any legal officiate with the approval of the Sunnyside-Centenary Pastor. The Sunnyside-Centenary Pastor will be in discussion with any visiting clergy about ecclesial regulations.

**Pre-Marriage Counseling.** – The officiating pastor will consult with the couple concerning the need for Pre-Marriage Counseling.

## **FEE SCHEDULE**

### *Required Fees*

<b>Sanctuary (seats close to 350 people)</b>	<b>\$350.00</b>
<b>Plus Bride's Chamber and Groom's Chamber</b>	
<b>Worship Room (seats around 50)</b>	<b>\$300.00</b>
<b>Plus Bride's Chamber and Groom's Chamber</b>	
<b>Custodial Fee</b>	<b>\$50.00</b>
<b>Wedding Coordinator</b>	<b>\$150.00</b>
<b>Pastor's Fee</b>	<b>\$250.00</b>
<b>Security Deposit</b>	<b>\$200.00</b>

### *Optional Services*

<b>Organist/Pianist</b>	<b>\$150.00</b>
<b>Organ Fee</b> for outside organist with guest organist's approval of music director	<b>\$50.00</b>
<b>Sunnyside Sound Technician</b>	<b>\$75.00</b>
<b>Reception Fees separate schedule</b>	

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## **Wedding Contract**

**Bride:** \_\_\_\_\_ **Age (if under 21)**

\_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Groom:** \_\_\_\_\_ **Age (if under 21)**

\_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Wedding Date** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_

**Rehearsal Date** \_\_\_\_\_ **Rehearsal Time:** \_\_\_\_\_

**Reception Date** \_\_\_\_\_ **Reception Time:** \_\_\_\_\_

### **Fees:**

#### *Required Fees*

Sanctuary (seats close to 350 people)	\$350.00	\$ _____
Plus Bride's Chamber and Groom's Chamber		
Worship Room (seats around 50)	\$300.00	\$ _____
Plus Bride's Chamber and Groom's Chamber		
Custodial Fee	\$50.00	<u>50.00</u>
Wedding Coordinator	\$150.00	<u>150.00</u>
Pastor's Fee	\$250.00	<u>250.00</u>
Security Deposit	\$200.00	<u>200.00</u>

#### *Optional Services*

Organist/Pianist	\$150.00	_____
Organ Fee for outside organist with guest		

organist's approval of music director	\$50.00	_____
Sunnyside Sound Technician	\$75.00	_____
Reception Fees - separate schedule		_____
<b>Total Wedding Charges</b>		_____

**Signatures:**

This section must be completed in full prior to acceptance of this contract, along with the 20% deposit fee of \$ \_\_\_\_\_ plus Security deposit of \$200.00, with the rest of fee \$ \_\_\_\_\_ payable 14 days prior to the rehearsal date.

*We the undersigned, having read the above Contract and Wedding Guide, agree to abide by them to the best of our ability.*

**Bride's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Groom's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pastor's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deposit Received at Signing \$** \_\_\_\_\_ **Rec. by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Remaining Fee Received \$** \_\_\_\_\_ **Rec. by** \_\_\_\_\_ **Date** \_\_\_\_\_

Please address all concerns to the Pastor. The Church reserves the right to refuse services at its discretion.