

A Message to the Bride and Groom

There are many questions that arise at this time concerning wedding preparation, services offered, etc. We hope that the following information will help you as you plan this important event. If other questions arise, do not hesitate to discuss them with the Wedding Director, Pam Stumbo, 425-0095.

The main church office number is 987-4030 and our staff can be reached at the following numbers:

Senior Pastor	Jim Savage	397-3013
Associate Pastor	John Ray	397-3012
Associate Pastor	Jack Hinnen	987-9348
Minister of Music	Jeff Reynolds	397-3004
Wedding Director	Pam Stumbo	home 425-0095

Facilities

Sanctuary

Seats up to 600 guests and was designed to reflect the simple beauty of things holy. It does not need elaborate additional display. All of the appointments have symbolic meaning and should be recognized as such. Weddings in the sanctuary will be performed in the United Methodist tradition. All chancel furniture is to remain in the position it is for a regular worship service. The altar (Lord's Table) will remain in place along with the cross, candlesticks and liturgical vestments.

The Bride's Room

The bride and her party may dress in this room. No food or drink is permitted in the Bride's Room. The groom and his party may dress in the Toddler Nursery.

The Well or Fellowship Hall

These facilities are available for wedding receptions and contains a large kitchen. The church will provide 6' or 8' tables. A written plan of The Well or Fellowship Hall set-up is required where you can indicate the placement of tables and other furniture, if desired. Please submit this plan to the church office along with your request for tables, indicating the number and sizes. A small number of chairs will be left in the room for older adult guests. Check with the Wedding Director if additional chairs are necessary. It is the caterer's responsibility to furnish all other items for the reception including linens, plates, glass cups, etc. The caterer will also be responsible for removing any leftover food and for leaving the kitchen as it was found which includes trash removal. All trash should be taken to the dumpster prior to leaving the facility.

Riverchase Room (150 – 200 people)

Fireside Room (100 – 125 people)

Both facilities are available for wedding receptions and contain residential size kitchens with appliances. The church will provide 6' or 8' long tables or 60" round tables. Please submit this plan to the church office along with your request for tables, indicating the number and sizes. It is the caterer's responsibility to furnish all other items for the reception including linens, plates, glass cups, etc. The caterer will also be responsible for removing any leftover food and for leaving the kitchen as it was found which includes trash removal. All trash should be taken to the dumpster prior to leaving the facility.

Financial Arrangements

MEMBERS

Members who use the church will be charged as follows:

Sanctuary	\$250.00	Fireside Room	\$ 50.00
Fellowship Hall	\$ 50.00	The Well	\$100.00
Riverchase Room	\$200.00		

A bride will be considered a member for the purpose of securing Riverchase United Methodist for her wedding if she, the groom, or their parents have been members of Riverchase United Methodist Church for a minimum of twelve (12) months prior to the application date.

NON-MEMBERS

Non-members who are given permission to use the church will be charged as follows:

Sanctuary	\$500.00	The Well	\$500.00
Fellowship Hall	\$100.00		
Fireside Room	\$100.00		
Riverchase Room	\$400.00		

A check must be received three (3) months prior to the wedding to reserve the facilities and should be made payable to Riverchase United Methodist Church.

SERVICE FEES

The fees for Custodian, Wedding Director, and Staff Member involved in providing services required for events should be made to each individual who provides that service. The individual checks must be sent to the church office at Riverchase United Methodist Church at least one (1) month prior to the date of the wedding. Checks are not distributed or cashed until after the wedding and may be dated for the day of the wedding.

WEDDING DIRECTOR

The fee for the Wedding Director is \$300. The check should be made payable to Pam Stumbo.

CUSTODIAN

Members and non-members will be charged the following:

Sanctuary	\$150.00
Fellowship Hall	\$ 75.00
Riverchase Room	\$150.00
Fireside Room	\$ 75.00
The Well	\$150.00

The check should be made payable to _____.

KITCHEN COORDINATOR

Call Carolyn Barkley, 987-7059. There is a \$150 fee to the kitchen coordinator if food is served. \$150 fee for a staff member if food is not served.

SOUND TECHNICIAN

The fee for the Sound Technician, if used, is \$75.00 for both members and non-members. The check should be made payable to _____.

MINISTER

No fee is charged for RUMC members. However, it is customary to give the presiding minister or ministers an honorarium. There is a \$200.00 fee for non-members.

General Rules

- No smoking within the building or near the entrances.
- No alcoholic beverages are allowed on church premises (building and grounds).
- No pets are allowed inside the church buildings other than those necessary for physically challenged persons.
- Rice is NOT allowed. Birdseed cannot be thrown within the buildings. It may be handed to guests OUTSIDE the church buildings. If flower girls are to use flower petals, only artificial ones are allowed.
- It is the bride's responsibility to notify friends and relatives attending the wedding that no photography is allowed during the service. Guests who bring cameras must leave them in the narthex. No cameras will be allowed in the sanctuary during the service.
- All participants in the ceremony should be old enough to appreciate something of what is taking place and to act responsibly. For this reason, it is strongly recommended that pre-school children not be used in the ceremony.
- Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement price.
- The church is not responsible for lost or stolen articles or equipment.

Schedule

AS SOON AS POSSIBLE

- Reserve sanctuary and reception area, if desired, by contacting the church secretary. Weddings for couples who are not members of Riverchase United Methodist Church cannot be scheduled prior to three months before the ceremony. The minister of Riverchase United Methodist Church must approve weddings for non-members.
- Bride-elect should secure a wedding application form. This form should be completed and sent to the church office within one week. The wedding director will call you to arrange and initial appointment.
- Make an appointment with the minister of music.

THREE MONTHS PRIOR TO THE WEDDING

- Non-members send a check to the church office for the use of the sanctuary and/or fellowship hall and/or fireside room.

SIX WEEKS BEFORE THE WEDDING

- Make an appointment with the Minister for a pre-marital consultation.

ONE MONTH BEFORE THE WEDDING

- Send separate checks for Wedding Director, Custodian and if applicable, Sound Technician to the church office.

THREE WEEKS BEFORE THE WEDDING

- Return Fellowship Hall or Fireside Room plan to the church office, if applicable.

ONE – TWO WEEKS BEFORE THE WEDDING

- Call the Wedding Director to confirm final plans.

REHEARSAL

- The rehearsal for your wedding should be held at a time when all members of the bridal party can be present. The best time for this is between 6:00 PM and 8:00 PM the evening prior to the wedding. Forty-five (45) minutes to one hour should be allowed for the rehearsal and all principles are urged to be prompt.