

**Riverchase United Methodist Church**  
*1953 Old Highway 31 ~ Birmingham, Al 35244*  
*(205) 987-4030*

## **WEDDING MANUAL**



## YOUR CHRISTIAN CELEBRATION OF MARRIAGE

### A Message to the Bride and Groom

We are happy that you have chosen Riverchase United Methodist Church as the place for your wedding. The minister and staff of this congregation stand ready to assist you in your planning.

The wedding ceremony is a service of worship, and every element of the service (dress, music, decorations, etc) should contribute to an atmosphere of sacred worship.

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:

Senior Pastor	Jim Savage	397-3013
Associate Pastor	John Ray	397-3012
Associate Pastor	Bill Phares	987-9348
<b>Wedding Director</b>	<b>Pam Stumbo</b>	<b>home 425-0095</b>

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*I. Minister*

The minister is in charge of the service and must approve all elements of the wedding service. Pre-marital counseling with your minister is encouraged before marriage. The scheduling of this consultation will be done with the minister. Please call the church office at least six (6) weeks before the wedding to make an appointment. Both the bride and the groom should be present at this conference.

All worship services are under the supervision of our minister. If you would like another minister to assist in the wedding, please contact our minister who will discuss this with you and issue the appropriate invitation to the visiting minister. Please furnish the visiting minister's name, address and telephone number to the church office as soon as possible.

*II. Music*

**THE MINISTER OF MUSIC**

Arrangements for the music to be used must be made in consultation with the Minister of Music. An appointment may be made with him as soon as possible after scheduling your wedding and no later than three (3) months before the wedding. 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 may be used. **Taped music may not be used.** The Minister of Music will offer you suggestions of appropriate music, if you wish. All music to be used in the wedding ceremony must be approved by the Minister of Music.

**THE ORGANIST AND/OR PIANIST**

The Minister of Music is responsible for coordinating the music for all weddings held in the building of Riverchase United Methodist Church. It is required that our church organist be used for your wedding, if available. Should the organist not be available, you may select an organist, who must be approved by the Minister of Music. You may secure your own pianist, with the approval of our Minister of Music. It is important that the pianist have sufficient musical skills. Financial arrangements with the organist and/or pianist are your responsibility.

**THE SOLOIST**

The Minister of Music can recommend a qualified soloist for you, or you may select a soloist for yourself. The soloist should make rehearsal arrangements with the organist or pianist. **Taped accompaniment may not be used.** It is important that any soloist you select have sufficient musical skills so that the rehearsal can be completed in a single session with the organist. Financial arrangements with your selected soloist are your responsibility.

### III. *Sound*

If you require the use of amplification for the ministers or soloists, the church's sound system is available for use. Arrangements should be made for use of this equipment. The church will provide a trained technician for the rehearsal and the wedding for a fee of \$75.00.

### IV. *Wedding Director*

The Wedding Director serves as a liaison between the bride and the church. Therefore, the services of a church appointed Wedding Director is required. She will assist the Bride in planning her wedding service and is directly responsible to the Bride and the Bride's mother within the confines of church policies. She works closely with the ministers and organist, and is available to answer any questions that you may have concerning your wedding. She will acquaint you with the rules of the church and with the facilities available. The Wedding Director is vitally important. She works with the minister and the wedding party both at the rehearsal and at the wedding and is responsible for attending to the details of the wedding to assure that the entire event takes place in as reverent and gracious manner as possible. There is a \$300 fee for the services of a Wedding Director.

### V. *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.

## VI. *Photographer*

Pictures may be made before and after the service, but no pictures may be made during any part of the actual wedding service, as this constitutes an interruption in the service of worship. Flash pictures may only be taken as the couple leaves the church, but the photographer may not enter the sanctuary for these pictures.

**It is recommended that as many pictures as possible be taken PRIOR to the wedding ceremony.**

The church building will be available to you for two (2) hours before the wedding. The photographer may begin taking pictures at that time. All photography equipment must be removed from the sanctuary at least 30 minutes before the wedding is to begin.

You should notify your photographer that one picture (8 X 10) of the bride is to be given to the church for our records.

It is your responsibility to insure that the photographer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the photographer. If a photographer should fail to abide by these rules, that photographer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

## VII. *Videographer*

Videotaping of the service is permitted from the narthex or the back of the sanctuary. One unattended video camera may also be placed in the choir loft. This camera **must be hidden from view and in place at least 45 minutes before the wedding ceremony begins.** Video taping from the sound room is not permitted.

It is your responsibility to insure that the videographer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the videographer. If a videographer should fail to abide by these rules, that videographer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

## VIII. *Floral Arrangements/Candles*

The sanctuary is 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 appropriate for regular worship service. The Altar (Lord's Table) will remain in place along with the cross, candlesticks and appropriate parament. The sanctuary may be unlocked up to six hours prior to the wedding.

Decorations should enhance the beauty of the church and not attract unusual attention. No furniture is to be moved with the exception of the flower stands. Fresh flowers, greenery and candles are the only items that can be used for decorating. The church provides white paraments to be used at all weddings.

The use of flowers and/or greenery should be limited to one arrangement on the altar or beneath the chancel window, and/or two arrangements on the flower stands. It is necessary to keep the path between the two halves of the altar rail free of any obstructions (i.e. potted plants, flowers or greenery). The use of containers other than those provided by the church will be allowed only in consultation with the Wedding Director. Paper-mache containers that can be seen are not acceptable.

Candles and candelabra are to be furnished by the bride. Suitable material (non-flammable) must be used to protect floors and carpets from candle drippings, even though dripless candles must be used. No candelabra may be used in the choir loft with the exception of the walk way directly behind the choir rail. Choir chairs may not be moved, nor may candelabra be placed among the chairs.

Pews may be marked with flowers; bows or ribbons tied to the pews. POSITIVELY no tacks, glue, tape or nails may be used on any furniture or elsewhere in the church. Access from the pews to the aisles must remain open.

Flowers, decorations, and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for rented items to be picked up following the wedding, the florist must move these items to a storage area as designated by our custodian. The facilities must be left in the same condition in which they were found.

The Flower Girl may drop silk petals on the aisle. Live petals may not be used. Sprengeri (asparagus fern) CANNOT be used in any of our buildings. It is undesirable because of heavy shedding and difficult clean up. The church will be happy to use flowers from weddings for our worship services when this is possible. The Bride will discuss these plans with her florist, and the Wedding Director.

Smoking, food and drink are not permitted in or around the sanctuary building. If the florist has questions that are not covered in these policies, those questions are to be communicated to the Bride or her mother. They can, in turn, discuss them with the Wedding Director.

The church will provide a small vacuum cleaner in the sacristy. It is the responsibility of the florist to remove any debris from the decorations prior to the wedding.

It is your responsibility to insure that the florist understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the florist. If a florist should fail to abide by these rules, that florist will not be allowed to participate in future weddings at Riverchase United Methodist Church.

IX. <i>Caterer</i>
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Wedding receptions may be held in the Fellowship Hall, Riverchase Room, or the Fireside Room, which may be opened up to six hours prior to the wedding. The kitchen may be used and must be left in the order in which it was found. This includes removal of all trash from the premise to the outside dumpster.

Three weeks prior to the wedding, the caterer or bride must submit the custodian's information sheet to the church office. All requirements for the reception (location of tables, chairs, etc) should be clearly indicated on this sheet.

The caterer and/or the Bride must furnish all equipment (candelabra, punch bowls, plates, serving pieces, table linens, etc).

Smoking is not permitted in or around any of our buildings. Alcoholic beverages are not permitted on the premises at any time.

It is your responsibility to insure that the caterer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the caterer. If a caterer should fail to abide by these rules, that caterer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

X. <i>Rehearsal</i>
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The rehearsal is a time of careful preparation for a worship service. The standing arrangements of the bridal party will be determined first so that each knows his/her position during the service. Then the entire service is rehearsed in proper order.

It is extremely important that all members of the wedding party be on time for the rehearsal! It should begin promptly at the time you have requested. Forty-five minutes to an hour will be needed for the rehearsal.

**XI. 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.

*XII. 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.

XIII. Schedule
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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.

The following information may be completed after your date has been confirmed. Please give a copy of this page from the Bride's packet to the wedding director.

Organist \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Rehearsal Dinner Caterer (if held at the church)

\_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address after marriage: \_\_\_\_\_

\_\_\_\_\_

(retain for Bride's records and information)

Bride: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

**FINANCIAL REQUIREMENTS**

1. Church Facilities \_\_\_\_\_  
Member  
Non-Member

2. Wedding Director \_\_\_\_\_

3. Kitchen coordinator \_\_\_\_\_

4. Custodian \_\_\_\_\_

5. Sound Technician \_\_\_\_\_

6. Organist \_\_\_\_\_

7. Soloist \_\_\_\_\_

8. Other \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

(Bride: Retain for your records)

**YOUR BUILDING NEEDS**

Bride: Building maintenance personnel will need the information below no less than three weeks prior to your wedding date. Please complete the form for their use. Please indicate the placement of tables and chairs for your reception on the back of this page. Return the copy of this page from your Bride's Packet to the Church Office at least three weeks prior to your wedding.

**Custodian**

Bride: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Church Facilities (indicate location):

Rehearsal and wedding: \_\_\_\_\_

Reception (if at the church): \_\_\_\_\_

After Rehearsal Events (if at church): \_\_\_\_\_

Will flowers be left for Sunday's services? \_\_\_\_\_

Do you wish to use the church's kneeling bench? \_\_\_\_\_

(Bride: retain this copy for your records)

## Sound for Your Wedding

If the sound system is being used at your wedding, please fill in the form below for the sound engineer. Return the copy of this page from your Bride packet to the Church Office at least three weeks prior to your wedding date.

### Sound Engineer:

Bride: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

### Microphones Needed:

Minister(s) \_\_\_\_\_

Instrument(s) \_\_\_\_\_

Indicate where instrumentalists will perform \_\_\_\_\_

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Vocalist(s) \_\_\_\_\_

Indicate whether solo, duet, etc. Indicate where vocalists will perform (near organ, piano, etc)

\_\_\_\_\_

Do you wish to have an audio recording of the wedding? \_\_\_\_\_

The sound engineer will give the cassette to the Wedding Director following the ceremony.

(Bride: Retain this copy for your records)

## Wedding Music

Music for the wedding of \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Instrumentalist(s):  
\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s):  
\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Prelude:

Vocal Selections:

Processional(s):

Recessional:

(Bride: Retain this copy for your records)

## **BRIDE'S PACKET**

Please return a completed wedding application and a signed Wedding Policy Sheet to the church office or wedding coordinator as quickly as possible.

**Please initial this sheet and sign at the bottom. Weddings can't be processed until this sheet and an application are turned in to the church office.**

Wedding Policy  
Of  
Riverchase United Methodist Church

**REQUIRED APPROVALS BY THE BRIDE BEFORE APPLICATIONS CAN BE APPROVED.**

\_\_\_\_\_ (Please initial) I agree that the RUMC Wedding Coordinator will lead the rehearsal and wedding service.

\_\_\_\_\_ (Please initial) I agree that music selections and solos must be approved by either the RUMC organist or Minister of Music.

\_\_\_\_\_ (Please initial) I understand that CDs, taped music, and "boom boxes" are not allowed in the sanctuary.

\_\_\_\_\_ (Please initial) I agree to use the RUMC Organist/Pianist and work with them ahead of time on all music selections or extra musicians that are requested.

\_\_\_\_\_ (Please initial) I agree to use one of the RUMC ministers to either assist or to perform the wedding service.

\_\_\_\_\_ (Please initial) I agree that I will read the entire RUMC Wedding Manual and follow all rules and regulations.

\_\_\_\_\_ (Please initial) I understand that other events will take place on the church campus on the day of my wedding. Regular Saturday events include, but are not limited to basketball, worship, AA, and OA. Worship is in the Fellowship Hall and people attending usually arrive early evening.

All wedding dates and applications are subject to approval by a wedding committee comprised of the wedding coordinator, pastor, custodian, kitchen coordinator, music director, organist and church calendar coordinator. **When all committee members have approved or disapproved the dates and application, the bride and groom will be notified by the wedding coordinator. Upon notification from the wedding coordinator, wedding vendors may be secured.**

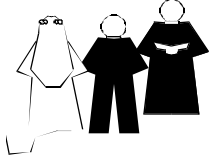
We have read the wedding policies of Riverchase United Methodist Church and agree to abide by these policies if we are permitted to use the church facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise. We agree to reimburse Riverchase United Methodist Church for any damage to the church property resulting from any actions of wedding parties, guests, caterers, etc.

I have read the following policy and agree with the contents.

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

**Wedding Application**



<b><u>For office use only: confirmed data</u></b>	
Wedding Date: _____	Time: _____
Rehearsal Date: _____	Time: _____
Member? _____yes _____no	
Officiating Minister: _____	
Wedding Director: _____	

**APPLICATION DATE:** \_\_\_\_\_

**BRIDE:** \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Church Member? \_\_\_\_\_ If so, where? \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

\_\_\_\_\_

Church Membership of Parents: \_\_\_\_\_

**GROOM:** \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_

Church Member? \_\_\_\_\_ If so, where? \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

\_\_\_\_\_

Church Membership of Parents: \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_ **Circle one:** 5:30 PM 6:00 PM 6:30 PM

**WEDDING DATE:** \_\_\_\_\_ **HOUR:** \_\_\_\_\_

**CHURCH FACILITIES DESIRED**

**(Specify Sanctuary/New Gym/Riverchase Room/ Fellowship Hall/Fireside Room for each checked):**

Rehearsal ( ) \_\_\_\_\_

After-Rehearsal/Dinner ( ) \_\_\_\_\_

Wedding ( ) \_\_\_\_\_

Reception ( ) \_\_\_\_\_

*Requested Riverchase United Methodist Minister:* \_\_\_\_\_

If the assisting minister is someone other than a minister of Riverchase United Methodist Church, please complete all of the information below:

Name: \_\_\_\_\_ Relationship to Bride or Groom: \_\_\_\_\_

Church he/she serves: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

We have read the wedding policies of Riverchase United Methodist Church and agree to abide by these if we are permitted the use of these church facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise. We agree to reimburse Riverchase United Methodist Church for any damage to the church property resulting from any actions of wedding parties, guests, etc.

**I am aware that there are many dates booked on the church calendar and that all staff involved will have to check the church calendar before my wedding date can be approved. Do not contract any wedding vendors at this time.**

\_\_\_\_\_  
**Bride's Signature**

\_\_\_\_\_  
**Groom's Signature**

## YOUR BUILDING NEEDS

Bride: Building maintenance personnel will need the information below no less than three weeks prior to your wedding date. Please complete the form for their use. Please indicate the placement of tables and chairs for your reception on the back of this page. Return the copy of this page from your Bride's Packet to the Church Office at least three weeks prior to your wedding.

### **Custodian**

Bride: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Church Facilities (indicate location):

Rehearsal and wedding: \_\_\_\_\_

Reception (if at the church): \_\_\_\_\_

After Rehearsal Events (if at church): \_\_\_\_\_

Will flowers be left for Sunday's services? \_\_\_\_\_

Do you wish to use the church's kneeling bench? \_\_\_\_\_

**(Bride: Give this page to the Administrative Assistant at the Church Office)**

## **Floral Arrangements/Candles**

The sanctuary is 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 appropriate for regular worship service. The Altar (Lord's Table) will remain in place along with the cross, candlesticks and appropriate parament. The sanctuary may be unlocked up to six hours prior to the wedding.

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Candles and candelabra are to be furnished by the bride. Suitable material (non-flammable) must be used to protect floors and carpets from candle drippings, even though dripless candles must be used. No candelabra may be used in the choir loft with the exception of the walk way directly behind the choir rail. Choir chairs may not be moved, nor may candelabra be placed among the chairs.

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Smoking, food and drink are not permitted in or around the sanctuary building.

If the florist has questions that are not covered in these policies, those questions are to be communicated to the Bride or her mother. They can, in turn, discuss them with the Wedding Director.

The church will provide a small vacuum cleaner in the sacristy. It is the responsibility of the florist to remove any debris from the decorations prior to the wedding. It is your responsibility to insure that the florist understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the florist. If a florist should fail to abide by these rules, that florist will not be allowed to participate in future weddings at Riverchase United Methodist Church.

**Bride: Give to florist for your wedding**

## Caterer

Wedding receptions may be held in the Fellowship Hall, Riverchase Room, or the Fireside Room, which may be opened up to six hours prior to the wedding. The kitchen may be used and must be left in the order in which it was found. This includes removal of all trash from the premises to the outside dumpster.

Three weeks prior to the wedding, the caterer or bride must submit the custodian's information sheet to the church office. All requirements for the reception (location of tables, chairs, etc) should be clearly indicated on this sheet.

The caterer and/or the Bride must furnish all equipment (candelabra, punch bowls, plates, serving pieces, table linens, etc).

Smoking is not permitted in or around any of our buildings. Alcoholic beverages are not permitted on the premises at any time.

It is your responsibility to insure that the caterer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the caterer. If a caterer should fail to abide by these rules, that caterer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

**Bride: Please give to the Caterer for your Wedding**

## Photographer

Pictures may be made before and after the service, but no pictures may be made during any part of the actual wedding service, as this constitutes an interruption in the service of worship. Flash pictures may only be taken as the couple leaves the church, but the photographer may not enter the sanctuary for these pictures.

**It is recommended that as many pictures as possible be taken PRIOR to the wedding ceremony.**

The church building will be available to you for two (2) hours before the wedding. The photographer may begin taking pictures at that time. All photography equipment must be removed from the sanctuary at least 30 minutes before the wedding is to begin.

You should notify your photographer that one picture (8 X 10) of the bride is to be given to the church for our records.

It is your responsibility to insure that the photographer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the photographer. If a photographer should fail to abide by these rules, that photographer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

**Bride: Please give this to the Photographer for your Wedding**

## Videographer

Videotaping of the service is permitted from the narthex or the back of the sanctuary. One **unattended** video camera may also be placed in the choir loft. This camera **must be hidden from view and in place at least 45 minutes before the wedding ceremony begins.** Video taping from the sound room is not permitted.

It is your responsibility to insure that the videographer understands and abides by these policies. Should any problems arise about conforming to these guidelines, a conference should be called between the bride, the wedding director and the videographer. If a videographer should fail to abide by these rules, that videographer will not be allowed to participate in future weddings at Riverchase United Methodist Church.

**Bride: Please give this to the videographer of your Wedding**

**Miscellaneous Information**

Bride: \_\_\_\_\_ Wedding Date \_\_\_\_\_

Organist \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Rehearsal Dinner Caterer (if held at the church)

\_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address after marriage: \_\_\_\_\_

\_\_\_\_\_

**Bride: Please give this to the Wedding Director**

## Wedding Music

Music for the wedding of \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Instrumentalist(s):  
\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s):  
\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Prelude:

Vocal Selections:

Processional(s):

Recessional:

**Bride: Please give this to the principal musician for your Wedding**

## Sound for Your Wedding

If the sound system is being used at your wedding, please fill in the form below for the sound engineer. Return the copy of this page from your Bride packet to the Church Office at least three weeks prior to your wedding date.

### Sound Engineer:

Bride: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

### Microphones Needed:

Minister(s) \_\_\_\_\_

Instrument(s) \_\_\_\_\_

Indicate where instrumentalists will perform \_\_\_\_\_

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Vocalist(s) \_\_\_\_\_

Indicate whether solo, duet, etc. Indicate where vocalists will perform (near organ, piano, etc)

\_\_\_\_\_

Do you wish to have an audio recording of the wedding? \_\_\_\_\_

The sound engineer will give the cassette to the Wedding Director following the ceremony.

**Bride: Give this to the Administrative Assistant in the Church Office**

