

PLANNING YOUR WEDDING



ROSWELL
UNITED METHODIST

— Journey Together —

MESSAGE TO THE BRIDE AND GROOM

Congratulations from Roswell United Methodist Church on your upcoming wedding. The church rejoices with you in this experience and is eager to help make every phase of your wedding memorable. It is our goal to provide a setting that celebrates and upholds the joy and sanctity that characterizes the ceremony of Christian marriage.

This booklet and the enclosed forms should answer most of your questions about having a wedding at Roswell United Methodist Church. In addition, we provide each wedding party with a team of experienced directors to assist in the planning and preparation of the wedding ceremony. If you have questions not answered by the enclosed, do not hesitate to contact your wedding director. We are confident that you will find your team to be professional, warm, friendly, and knowledgeable.

SCHEDULING

Reservations for the Sanctuary, Chapel, or The Commons may be placed on the church calendar by contacting the church at 770.261.1767. With the exception of major holidays and holiday weekends, weddings are scheduled between 11 a.m. and 6 p.m. on Saturdays, with at least four hours between weddings in the same facility and three hours between weddings in different facilities. The rehearsal will be the preceding Friday at 5:30 or 7 p.m. **Note: We reserve the right to change the rehearsal time if a conflicting church function**

is scheduled. Such a situation would be rare and you will be notified well in advance.

FACILITIES

Three areas are available for the wedding ceremony:

Sanctuary	capacity: 2000
Chapel	capacity: 400
The Commons (outdoors)	capacity: 300

BRIDE'S ROOM / GROOM'S ROOM

The bride and her attendants will have use of the Bride's Room in the Sanctuary building and the Parlor in the Chapel building for dressing and otherwise preparing for the wedding. The facilities in the Sanctuary Building will be used for weddings on The Commons. We do not, however, have facilities to accommodate hairdressers or makeup specialists. Please have these services performed before you arrive at the church. The groom and his groomsmen will also be assigned a room to wait until the time of the wedding. We strongly advise the wedding party to have all personal belongings removed from these rooms before the wedding begins; **the church cannot be responsible for any personal items or clothing that may be lost, stolen, or damaged.** We suggest that the bride provide a large shopping bag for each of her attendants so that personal items may be kept together and easily removed from the building. We also suggest that light refreshments (bottled water, cut-up fruit, crackers) be provided for each room since nerves and failure to eat can lead to dehydration and dizzy spells.

NOTE: No alcoholic beverages of any kind will be allowed in the church buildings, parking lot, or on church property. Smoking is not allowed inside any church building or on The Commons. We have a zero tolerance policy. Anyone violating these rules may be asked to leave immediately. The bride and groom will be responsible for advising all members of the wedding party of these rules.

NURSERY

The wedding directors **are not** childcare providers and will not be available to care for children under any circumstances during wedding rehearsals and weddings. If any member of the wedding party needs childcare, independent arrangements should be made by the parent for the care of the child(ren). **Church facilities may not be used for nursery or childcare.**

CEREMONY

All facilities scheduled for use on the wedding day will be open and available 2 ½ hours before the time of the wedding. This should allow sufficient time for decorations to be placed in the facility and pre-wedding photography to be taken. If more set-up time is needed for a wedding on The Commons, please contact RUMC's Director of Hospitality @ 770.261.1713.

REHEARSAL

Wedding rehearsals will be conducted exclusively by the RUMC team of wedding directors. The minister and organist will be present. Rehearsals are scheduled at 5:30 or 7 p.m. on the Friday preceding the wedding and will last one hour. To be certain that you get a full hour to rehearse, and out of respect to all those involved, **it is imperative that the entire wedding party be on time for the rehearsal. Be sure to allow for Friday afternoon traffic.**

Members of the wedding party are reminded that throughout the entire rehearsal, they are in a holy place dedicated to the worship of God. Please dress and behave appropriately.

ROSWELL UNITED METHODIST CHURCH PERSONNEL

CLERGY

Visiting ministers are allowed to officiate at wedding ceremonies. The name, church affiliation, address, email address, and phone number must be given to the Director of Hospitality as soon as possible after the wedding is booked.

A RUMC minister will be assigned to all weddings. Our minister will communicate with visiting ministers regarding the RUMC wedding policies and will assist with planning as necessary and appropriate.

COUNSELING WITH THE MINISTER

Pre-marital counseling is required for all couples getting married at RUMC. If a visiting minister will officiate at the ceremony, pre-marital counseling should be scheduled with that minister.

If a RUMC minister officiates at the ceremony, pre-marital counseling with the minister is required. Each minister determines the curriculum and number of sessions. A processing fee for materials could be charged in some cases. The

bride and groom should schedule the initial meeting with the minister at least **three** months prior to their wedding.

In addition to counseling, the minister will assist and guide the couple in planning their wedding service.

WEDDING DIRECTORS

Three wedding directors, members of the RUMC Wedding Guild, will be assigned to all weddings where 20 or more guests are expected. **This is a mandatory requirement.** They will function as the liaison between the bride and groom and the church. They will meet with the bride one or more times before the wedding to discuss plans for the wedding, including decorations, placement of attendants and groomsmen, seating, use of the facilities, etc. They will be present at the rehearsal and wedding to assist in ensuring that your wedding plans are carried out in accordance with church policy. After reviewing the information in this booklet and the enclosed forms, please contact your assigned director with any remaining questions. Also, please contact your director at least **one month** prior to the wedding date to schedule a meeting.

MUSIC

Only live music is allowed during the ceremony. Questions regarding music should be directed to the church organist. At your request, the organist will make suggestions for a vocalist. All vocalists should arrange with the organist for any necessary rehearsals. Vocalist fees are not included in the church fees.

A wedding is a sacred service, and the music should be conducive to the worship of God. Classical and contemporary selections should emphasize not only the love shared by the couple, but also the love God has for them. Secular love songs are more suitable for the reception and are discouraged during the wedding service.

Please contact the organist at least **one month** prior to the wedding to discuss the music selections. Tom Alderman, organist, can be reached at talderman@rumc.com or 770.261.1728.

SOUND OPERATOR

The church's sound equipment is highly technical and requires trained personnel to operate. All weddings require the services of an audio engineer, which will be scheduled by the church. **Only RUMC staff will be allowed to operate the sound system.**

If you have complex sound requirements, please contact our audio engineer, Rob Albertson, at ralbertson@rumc.com or 770.261.1769.

OUTSIDE VENDORS

Enclosed are copies of the policies and guidelines for all florists, photographers, and videographers who provide services for a RUMC wedding. Please review these instructions with the vendors so that no misunderstandings occur. Questions concerning church vendor policies should be addressed to the wedding director. The bride or groom and the individual vendors will be required to sign the vendor guidelines and return them to the church at least **two weeks** prior to the wedding.

FLORIST / DECORATING THE CHURCH:

Roswell United Methodist Church encourages decorations that enhance the beauty of our church, and focus on the appeal of the church setting. To ensure that decorations do not detract from the symbols in the church or from the simple dignity and elegance that characterize a Christian wedding service, we have instituted the following guidelines, which apply to all wedding florists.

- The building will be open and available 2½ hours before the time of the wedding.
- Decorations must be completed at least one hour before the wedding.
- Furnishings may not be moved in the Sanctuary or Chapel.
- An aisle cloth is not allowed.
- Pew ribbons with small fern and/or flower décor may be used. No candles or other decorations may be used outside the chancel rail without prior approval.

- Flowers and greenery inside the chancel rail must be live.
- Tacks, pins, nails, bare wire, or glue may not be used to fasten decorations to the furniture, furnishings, pews, or building. Only wrapped wire or ribbon may be used to fasten bows to pews.
- Couples may use the candelabrum, unity candle, and memory candle in the Sanctuary or Chapel. However, these may not be decorated in any way.
- The church furnishes candles for the altar table, our candelabrum, our unity candle, and our memory candle. They are oil and/or “spring” candles. If you bring candles for additional candelabrum, they must be of like kind.
- All decorations must be removed promptly following the ceremony. The florist will be held responsible for any damage to the building and equipment due to decorations.
- Seasonal decorations may not be removed for a wedding. Decorations will be placed in the Sanctuary and Chapel beginning with the first Sunday of Advent until after Christmas. Seasonal decorations are also in place for Palm Sunday, Easter, Thanksgiving, and Fourth of July. The Paschal Candle, in place for six Sundays beginning with Easter, is not to be removed. Any special concert set-ups must remain.
- The wedding directors must review all decorations, seating, etc. for weddings on The Commons prior to final arrangements being made with vendors.

PHOTOGRAPHER

RUMC recognizes the value of wedding photographs as a lasting remembrance of this most special occasion. It is important, however, that photography not be allowed to detract from the solemnity of the worship service. Consequently, **no flash photography shall be made inside the Sanctuary or Chapel during the wedding service. This rule applies to family, friends, and professional photographers. The bride and groom should be sure their wedding guests are informed of this restriction.**

In addition, the following policies apply to professional photographers:

- The church will be open and available 2 ½ hours before the time of the wedding.
- The photographer may take pictures before the ceremony in any available part of the building, but must complete all photography in the Sanctuary, Chapel, or on The Commons at least 30 minutes prior to the wedding ceremony.
- No flash photography shall be made during the wedding ceremony.
- Digital cameras that do not make sound will be allowed in the balconies of the Sanctuary or Chapel during the ceremony.
- **No roaming with the camera is allowed during the ceremony.**
- Flash photography is permissible during the processional and recessional only from the Narthex lobby doorway.

- Photography in the Sanctuary, Chapel, or The Commons after the ceremony is limited to 30 minutes.
- The photographer is cautioned against marring furniture, standing on the pews or kneelers, or placing camera equipment on the pews or furniture in the church.

VIDEOGRAPHER

As with still photographs, RUMC recognizes the value of wedding videos as a lasting remembrance of this most special occasion. It is important, however, that videography not be allowed to detract from the solemnity of the worship service. Accordingly, the following policies will apply to all videographers, amateur and professional.

- The building will be open and available 2½ hours before the time of the wedding.
- The videographer may tape before the ceremony in any available part of the building, but must complete all videography on the main floor of the church or on The Commons at least 30 minutes before the service.
- In the Sanctuary, video cameras are allowed in the balcony. A video camera may also be placed in the choir loft so long as it is unmanned, fixed, and hidden.
- In the Chapel, video cameras are allowed in the side and back balconies. An unmanned, fixed camera may be located in the choir loft provided it is not in the way of the musicians.
- On The Commons, video cameras are allowed on the sides of the pavilion.

- No roaming with the camera is allowed during the service.
- A wireless microphone is allowed on the groom so long as it is set at a different frequency from the wireless microphones used by the ministers. This must be arranged through the audio engineer (see page 4).
- No lighting changes or additional portable lighting is allowed.
- Do not unplug any church equipment.

MISCELLANEOUS

The following will answer a few miscellaneous, frequently-asked questions. If you have others, please call the director assigned to your wedding. We have found that advance communication and detailed planning make for a more relaxed and enjoyable wedding day – which is what we want for all our brides, grooms, and their families!

PROGRAMS

If you wish to prepare a printed program to be handed out to wedding guests, please discuss the order of service and the music selections with the assigned minister and organist, respectively. Before printing, it is recommended that you give the minister a mock-up to ensure the order of worship is correct. The wedding directors have examples of previously used programs. Printing of the program is the responsibility of the couple.

FLOWER GIRLS / RING BEARERS

We strongly urge you to choose flower girls and ring bearers who are at least 5 years old. Experience has shown that younger children are often overwhelmed by the wedding experience. The flower girl may carry a basket of flowers but may not drop petals (or anything else) as she walks. The ring bearer should not carry the real wedding rings on his pillow.

LEAVING THE CHURCH

For safety reasons, no rice, birdseed, or confetti may be thrown in or outside the buildings.

MARRIAGE LICENSE

The marriage license must be in the hands of the minister before the wedding can be performed. Please bring it to the church and give it to your assigned minister or his/her administrative assistant before your rehearsal. After all fees are paid and the wedding is completed, the church will mail the wedding license to the appropriate county office. You may get a copy of the license from the minister at the wedding.

FEES

A non-refundable deposit is required at the time the wedding is placed on the church calendar. The Director of Hospitality will provide the amount due, which should be paid 6 weeks prior to the wedding.

Checks should be made payable to Roswell United Methodist Church. The accounts payable administrator will distribute checks to the appropriate individuals, including the minister, directors, organist, building attendant, and audio engineer after the wedding. Please note, however, that if you have a church soloist or a visiting minister, you must pay them separately. The fee schedule for weddings will be provided separately.

TIMELINE

The following time line is provided for your convenience. Use the blank to the left of each task to fill in the date that applies to your wedding so you know exactly when each item must be completed. (Note: You can always do things early; we welcome that.) Thank you in advance for your compliance. If you have questions, please call the director assigned to your wedding.

_____ Deposit due to RUMC at the time of booking

_____ (3 months before wedding) Schedule meeting with the RUMC minister who will officiate at the ceremony

_____ (1 month before wedding) Set up meeting with wedding director/team

_____ (1 month before wedding) ALL FEES DUE IN CHURCH OFFICE

_____ (1 month before wedding) Communicate with organist

_____ (1 month before wedding) Communicate with RUMC audio engineer, if necessary

_____ (2 weeks before wedding) Florist release is due

- _____ (2 weeks before wedding)
photographer's release is due
- _____ (2 weeks before wedding)
videographer's release is due
- _____ (1 week before wedding) Contact
your director to finalize plans
- _____ (before rehearsal) Marriage license
due to minister