

# PLANNING YOUR WEDDING



ROSWELL  
UNITED METHODIST

## **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. 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. Weddings may be scheduled up to twelve months in advance for RUMC members. With the exception of major holidays and holiday weekends, weddings are scheduled between 11 a.m. and 6 p.m. on Fridays and Saturdays in the Chapel, or between 11 a.m. and 3 p.m. on Fridays and Saturdays in the Sanctuary. The rehearsal will be the preceding day at 5 p.m. or 6 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: 1700
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.*

*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 are 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 2½ hours before the time of the wedding. This should allow enough time for decorations to be placed in the facility and pre-wedding photography to be taken.

## **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 p.m. or 6 p.m. on the preceding day of 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 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 ordained ministers are allowed to officiate at wedding ceremonies with approval from the RUMC Clergy. The name, church affiliation, address, email address, and phone number must be given 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**

A wedding director, member of the RUMC Wedding Guild, will be assigned to your wedding once your special day is reserved. *This is a mandatory*

*requirement.* The wedding director will function as the liaison between the bride and groom and the church. They will meet with the bride to discuss plans for the wedding. 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.

## **MUSIC**

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.

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](mailto: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 let us know so we can arrange a time for you to speak with our audio engineer.

## **MISCELLANEOUS**

The following will answer a few, 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.

## **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 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 balance of fees is due 45 days prior to your wedding.

## TIMELINE

The following timeline 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.

- \_\_\_\_\_ Booking your special day  
*Deposit due to RUMC at the time of booking*
  
- \_\_\_\_\_ Set up meeting with wedding director
  
- \_\_\_\_\_ Schedule meeting with the RUMC minister who will officiate at the ceremony *(3 months before wedding)*
  
- \_\_\_\_\_ Remaining balance due to the Church *(45 days before wedding)*
  
- \_\_\_\_\_ Communicate with organist *(1 month before wedding)*
  
- \_\_\_\_\_ Communicate with RUMC audio engineer, if necessary *(1 month before wedding)*
  
- \_\_\_\_\_ Releases due (Florist, Photographer and Videographer) *(2 weeks before wedding)*