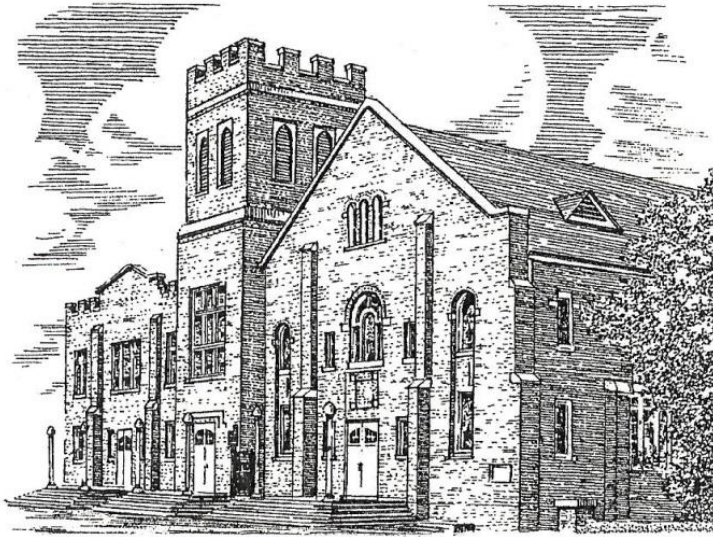


Your Wedding



"To Know Jesus and To Share His Love"

*At Rocky Mount United Methodist Church
35 North Main Street
Rocky Mount, Va. 24151*

Phone: (540) 483-5338

Fax: (540) 484-1698

E-mail: admin@rm-umc.org

Website: www.rm-umc.org

Office Hours

Monday-Friday: 9:00 AM-4:00 PM

Staff

Pastor: The Rev. Will Waller

Administrative Assistant: Valerie Latimer

Director of Music Ministries/Organist: Lynn Meeks

Music Associate: Jeanne Banks

Wedding Coordinator: Karla Weaver-Pagans

WELCOME TO THE BRIDE AND GROOM

WELCOME to Rocky Mount United Methodist Church (RMUMC) as you prepare to begin your life together!

The Church has rejoiced with you and your family at your birth, baptism, confirmation, graduation, and other milestones. It naturally follows that the Church wants to be part of this next important event---your joining together in Holy Matrimony.

No less than other ceremonies in the Church, a Christian Marriage is a worship service; the beauty, the solemnity, and the deepest meaning of the wedding are enhanced when the Christian aspects of the occasion are understood and observed.

With this in mind, RMUMC offers the following guidelines to help you – and to help us help you – as you plan for this important event.

OFFICIANTS

It is customary for our Pastor to officiate at all weddings. Should you wish another minister to officiate or take part, you may ask our Pastor, who will extend the invitation. In either case, your wedding *cannot be scheduled* until you confer with the minister who will perform the ceremony. Be sure to consult with him or her *before announcing* the date of your wedding. The minister will make appointments with you for premarital counseling.

Note: The officiating minister is usually given an honorarium for their service; this should be commensurate with the cost of the use of the building and should be presented to the minister following the ceremony. (*See Fee Schedule*)

MARRIAGE LICENSE

The marriage license must be delivered to the Church by the time of the wedding rehearsal.

COMMUNION

Communion may be included in your ceremony for *all* people who desire this sacrament. Discuss the details of the service of communion with the Pastor and the Wedding Coordinator.

CHURCH ACCESS AND USE

The Board of Trustees at RMUMC requires all people using our facility (members and non-members) to complete a *Policy for Use of Church Property and Facilities* form. The Wedding Coordinator will help you in the completion and filing of this form.

The Wedding Coordinator will make arrangements for the church to be open for deliveries and rehearsals.

The Wedding Coordinator will take care of heating and air conditioning, so we ask that you and your guests not attempt to adjust any of these.

Rocky Mount United Methodist Church is a very active place, and it is possible that other events will be taking place in other areas of the building on the day of your wedding. Nothing else will be scheduled near the areas you are reserving and every effort will be made to assure that you and your guests are not disturbed.

In the unlikely event that damage to the church facilities occurs while you are using them, the cost of repair or replacement will be the obligation of the Wedding Party.

Removal of all rental supplies, pew decorations, and other items placed in the Sanctuary and Narthex is the responsibility of the Wedding Party and is to be completed the day of the wedding. Trash bags will be provided. Any exceptions to this policy must be pre-approved by the Wedding Coordinator.

FLOWERS AND DECORATIONS

1. Decorations must be in place one hour prior to the wedding.
2. If you wish to leave the flowers for the Sunday Worship Service, please notify the church office or the Wedding Coordinator as soon as possible so that this gift from your wedding may be mentioned in the Sunday Bulletin.
3. Tacks, nails, putty or tape may **not** be used anywhere in the church.
4. No church furniture is to be moved without permission of the Wedding Coordinator. The baptismal font may be moved, if necessary.
5. Available for your use:
 - Brass (7) tiered table top candelabra
 - Hurricane Globes for 9 windows

Candles used for the globes should be 10 inches in height. No candles are permitted at the pew ends. The altar and candelabra candles are included in the fee for the use of the Sanctuary. No other candles are to be used in the brass candle sticks in the chancel area. Any rental candelabra must use smokeless, dripless candles with acrylic floor shields. A podium is available for the memory candle. Should the Wedding Party wish to incorporate memory candles in the ceremony, these candles will be the responsibility of the wedding party and should be smokeless, dripless candles. Acrylic floor shields must be placed under all candles.

7. Artificial flora must be used by the flower girl.
8. A guest book podium is available for use by the Wedding Party.
9. For safety reasons, we do *not* allow the use of an Aisle Runner/Cloth.
10. No rice or confetti is to be thrown in the building or on the grounds. The use of birdseed is permitted outside only.

DRESSING AREAS

Dressing areas are available for all members of your Wedding Party. The Wedding Coordinator will show you these areas at the time of your meeting with her. No alcohol is allowed in the dressing areas. Clean-up and disposal of trash in the dressing areas is the responsibility of the Wedding Party and is to be completed the day of the wedding. Trash bags will be provided.

WEDDING COORDINATOR

RMUMC requires that you use our Wedding Coordinator who will assist in the plans for your ceremony at our church. We have a set fee for the Coordinator, which covers only their assistance at RMUMC facility.

The RMUMC Coordinator is the acting liaison between the Pastor AND the Bride, the Wedding party and RMUMC during the rehearsal and ceremony.

It is the Wedding Coordinator's duty to provide information about the use of the facilities and not to assist in the wedding itself. In the event the pastor of RMUMC is not conducting the wedding, the Wedding Coordinator will have the final authority in all decisions concerning the building and facilities.

The Wedding Coordinator will be present prior to and after the wedding and/or reception until the church facility has been returned to its original pre-wedding condition. No wedding is required for the use of the Fellowship Hall and one doesn't need to use the fellowship hall if married here.

The church's Wedding Coordinator will help you with your needs --- church building access for the caterer, table set up, etc. Please note that RMUMC does not furnish any form of catering service. Your caterer must provide all his/her own supplies (punch cups, bowls, serving cups, linens, etc.).

FELLOWSHIP HALL

The RMUMC Fellowship Hall (capacity 300) is available for the reception. Please note that deejays or bands are permitted only in the Fellowship Hall.

Reception facilities are available for 4-½ hours immediately following the wedding ceremony. The Fellowship Hall is reserved separately from the Sanctuary. Clean up and disposal of trash and removal of all food and rental supplies is the responsibility of the Wedding Party and is to be completed the day of the wedding. Trash bags will be provided. Contact the Wedding Coordinator for more information.

ALCOHOL/TOBACCO

Alcohol is **not** permitted at Rocky Mount United Methodist Church or on the grounds of our facility. The use of tobacco and vaping products is restricted to outside-designated areas. Contact the Wedding Coordinator for more information.

PHOTOGRAPHER / VIDEOGRAPHER

Photographs are permitted in the outer Narthex area before the Processional and after the Recessional. Flash pictures may *not* be taken during the ceremony.

A video camera may be used during the ceremony if done unobtrusively from a stationary location. Please consult, in advance, with the Pastor and the Wedding Coordinator as to acceptable locations. The Wedding *begins* at the Processional.

REHEARSAL

The time of the rehearsal is to be set in consultation with the Pastor, Organist/Music Associate, and the Wedding Coordinator. The rehearsal lasts for only one (1) hour, so it is especially important to be prompt. This can be facilitated by giving each participant clear directions to the church.

WEDDING BULLETIN/PROGRAM

A wedding bulletin/program is the responsibility of the Wedding Party. A basic outline is available for review with the Pastor. The order of worship and final draft *must* be approved by the officiating Pastor *prior* to printing.

RESERVING THE CHURCH FOR YOUR WEDDING

You may call the church office (540-483-5338) to tentatively set the date of your wedding. Our Administrative Assistant will check the availability of the church and the Pastor. The Wedding Coordinator will schedule an initial meeting to help plan details for the rehearsal, the wedding, and to complete the *Wedding Information Form*. (see enclosed)

Your wedding date is confirmed on the church calendar when the enclosed *Wedding Information Form* is completed and received by the Wedding Coordinator along with the non-refundable Use of Sanctuary and/or Use of Fellowship Hall fees; if applicable.

Members and non-members may use the facilities at RMUMC for a wedding. Members and non-members may schedule a wedding for themselves or their children up to eighteen (18) months in advance, but Personnel, equipment and a refundable security deposit do apply (see fee schedule). You must be a member for six (6) months prior to scheduling the wedding to be considered a "member."

Non-members will be subject to non-member facility fees (see fee schedule). You should reserve the Sanctuary *before* announcing the date and time of the wedding.

The sanctuary (250-person capacity) is available for weddings. Included with the sanctuary are dressing areas for the bride and her attendants and the groom and his attendants.

Weddings will be scheduled by the couple in consultation with the minister and Administrative Assistant after all requirements of the RMUMC Building Use Policy have been met.

When a wedding is scheduled, the sanctuary will be reserved 2-½ hours prior to and until 2 hours after the wedding hour. No weddings will be scheduled or rehearsals after 7:00 pm.

MUSIC

Our RMUMC Organist/Music Associate will be responsible for the music for weddings in our church. Music selections must be appropriate for a service of worship at Rocky Mount United Methodist Church. Our Organist/Music Associate will work with you in the selection of appropriate music as well as engage in any vocalists or other instrumentalists that you may desire.

The Wedding Party will be in full consultation with our Organist/Music Associate no less than sixty (60) days prior to the wedding; at the time any request for special music should be discussed. The Wedding Coordinator will contact the church's Organist/Music Associate.

Fees for any vocalists or other instrumentalists are the responsibility of the Wedding Party. Another organist or pianist may only be used with the permission of our RMUMC Organist/Music Associate. Fees for another organist or pianist are the responsibility of the Wedding Party. The RMUMC Organist/Music Associate's fee will include a 30-minute prelude, and any music performed during the service. Additional fees shall be charged if additional rehearsal time with vocalists or other instrumentalists is required.

Wedding Parties who do not wish to have any music, performed or otherwise, during the ceremony may do so at the discretion of the officiating Pastor; and the Organist/Music shall be waived.

CHILD CARE

You may wish to consider a nursery for your young guests. RMUMC has a qualified childcare worker on staff. The Wedding Coordinator will help you arrange this service, if they are available. (*See Fee Schedule*)

CANCELLATIONS

Should unforeseen circumstances cause a wedding to be cancelled, RMUMC must be notified thirty (30) days prior to the wedding date, if possible. Otherwise, personnel fees (Pastor, Organist/Music Associate, Wedding Coordinator, Custodian and Sound Technician) will be due in full. (*See Fee Schedule*)

FINAL NOTES

We welcome the opportunity to be a part of your wedding and the promise that it holds for you and your beloved. To that end, and within the guidelines set forth above, please consider the staff and facilities of Rocky Mount United Methodist Church at your disposal. We join with you in anticipation of a sacred and celebrative event.

FEES

	<u>Member</u>	<u>Non-Member</u>
Use of Sanctuary & Parlor Payable to RMUMC (This includes use of candles and utilities)	\$0	\$200**
Use of Fellowship Hall Payable to RMUMC	\$0**	\$300**
Minister (<i>See "Officiants" section</i>) Payable to _____		
Organist/Music Associate (<i>To be determined by the Organist after consultation</i>) Payable to _____		
Church Wedding Coordinator (Rehearsal and Wedding) Payable to _____	\$200	\$200
Custodian (Wedding Only)	\$200	\$250
(Wedding and Reception) (Includes Sanctuary, Parlor and Fellowship Hall)	\$200	\$350
Payable to _____		
Sound Technician (Wedding only)	\$100	\$100
(Rehearsal and Wedding)	\$200	\$200
Payable to _____		
Nursery Worker Payable to _____	\$15/hr.	\$15/hr.

** Please pay fees in separate checks, with note in memo, to those listed above one week before the Wedding Rehearsal.*

*** Please remit non-refundable Use of Sanctuary and Use of Fellowship Hall fees with completed Wedding Form to reserve date on the Church Calendar*