



A Celebration of Marriage

Your Wedding at Reveille United Methodist Church

March 2017

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Reveille United Methodist Church

Wedding Policies and Guidelines

We at Reveille United Methodist Church are delighted that you are embarking on this exciting marriage journey. As you begin planning for your wedding, we want you to know as much as possible about the policies and expectations of this congregation regarding weddings.

You have chosen not to be married in a civil ceremony, but to make your marriage covenant within the context of a church. The Service of Christian Marriage is a worshipful celebration. As a holy and sacred occasion, it is guided by the traditions, symbols, and rituals of the church. In your planning, please be mindful of these traditions, which your officiating clergy person will be happy to explain and interpret for you.

These policies and guidelines are intended to assist you in your planning. Please know that the officiating clergy person, director of music ministries, pastoral administrative assistant, and wedding consultant are available to help along the way, so that your wedding may be a beautiful, Christ-centered worship experience.

Reserving the Church for Your Wedding

Reveille UMC has been blessed with facilities which are used for a variety of occasions throughout the year. Reveille UMC permits members to use the facilities for weddings; however, because of Reveille UMC's many other uses, not all dates are available for weddings, and other church events may be scheduled before or after your wedding.

Those who have been members of Reveille UMC for at least six months may schedule a wedding at the church for themselves, their children, or grandchildren up to 18 months in advance of the ceremony date. Exceptions to this policy may be made only at the lead pastor's discretion. There is no facility-use fee for member weddings, but personnel and equipment fees do apply. (See fee schedule on page 9.)

The chapel (125-person capacity), sanctuary (800-person capacity), Reveille House garden (100-person capacity), and The Garth (100-person capacity) are available for weddings. Included are dressing areas for the bride and her attendants and the groom and his attendants. The approved spaces will be reserved for two hours in advance of the wedding time, one hour for the service, and two hours after, for a total of five hours. No weddings will be scheduled after 7:00 p.m.

Procedure

1. Review these guidelines thoroughly and complete the attached Wedding Information Form (see pages 11 and 12). Please be sure to indicate the requested date for your ceremony as well as an alternate date.
2. Return the Wedding Information Form to the pastoral administrative assistant. (See page 10 for contact information.)
3. The pastoral administrative assistant will contact you to confirm your wedding date or discuss alternate dates. Please be aware that your wedding date is not officially approved on the Reveille UMC calendar until you receive this confirmation.
4. Once the wedding date is confirmed, a staff member will contact you to schedule an initial meeting with the officiating clergy person.
5. After your initial meeting with the officiating clergy, contact one of Reveille UMC's wedding consultants to arrange a meeting. (See page 4 for additional information.)
6. At this same time, contact the director of music ministries to arrange for an organist or to coordinate other instrumental music. (See page 10 for contact information.)

Reserving Reveille UMC for Your Reception

Reservations for receptions are made separately from weddings and additional fees may apply. If you wish to have your wedding reception at Reveille UMC, please indicate your interest on the Wedding Information Form. A staff member will contact you. See page 8 for additional information about receptions at Reveille UMC.

Officiating Clergy

A Reveille UMC clergyperson will officiate at all weddings or consult with the officiating clergy from other congregations or denominations. If you would like to include clergy from another congregation or denomination, the invitation must be approved and extended by a clergyperson from Reveille UMC.

During your initial meeting with the officiating clergy, you will discuss the meaning of marriage, premarital counseling, and basic information about the wedding service. At subsequent meetings, specific details of the ceremony will be discussed.

In accordance with “A Service of Christian Marriage” (*The United Methodist Hymnal*, pages 864-869), if Holy Communion is offered during the service, it must be offered to all in attendance, not only to the bride and groom.

Premarital Counseling

Because we believe that marriage is intended by God to be a life-long, faithful union between husband and wife, we require couples to participate in premarital counseling to assist in forming a solid foundation for marriage. These sessions should be scheduled well in advance of the wedding.

Wedding Consultant

To assist you in planning your ceremony at the church, we require the use of one of our wedding consultants. The wedding consultant fee (see “Fees” on page 9) covers assistance with the rehearsal and ceremony only. If you would like the consultant to assist with your reception, you will negotiate an additional fee directly with the consultant.

Arrange a meeting with the consultant soon after you meet with the officiating clergy. Your consultant will work with you and the officiant to direct the logistics of your rehearsal and wedding ceremony.

Consultants:

Kathy Driver
(804) 740-7101, ext. 222

Joanne Rose
(804) 968-4742

Music

Because the music for your wedding, like the ceremony itself, is an act of worship, much consideration should be given to the music you will use. Schedule a meeting with our director of music ministries who will consult with you in all aspects of your wedding music: instrumental selections, hymns, vocal selections, and other music. Whether or not the director of music plays at your wedding, a consulting fee is charged (see “Fees” on page 9).

Since your wedding is a sacred occasion, all music used during the ceremony should be of a sacred nature, that is, it should be God-centered. Secular music is not permitted as part of the ceremony. In addition, all weddings shall use live instrumental music; we do not permit the use of recorded music.

The Ceremony

The marriage services of the United Methodist Church will be used. You will receive the outlines of these services at your initial meeting with the officiating clergy. The service outlines also are available at www.reveilleumc.org/weddings. If you would like to change any of the liturgy, you must do so in consultation with the officiating clergy.

Wedding Program

If a wedding program is to be used, the preparation and printing is the responsibility of the bride and groom. The order of worship must be approved by the officiating minister prior to printing.

Marriage License

The marriage license must be secured from a Virginia Circuit Court. Both parties must be present to secure the license. The marriage license is valid for 60 days. **You must deliver the license to the pastoral administrative assistant no later than Monday of the week of your wedding.** The ceremony cannot take place without a valid marriage license.

The Rehearsal

Wedding rehearsals at Reveille UMC generally take place between 5:00 and 7:00 pm on the day before the wedding day and generally last one hour. A rehearsal is required for all weddings. Please see that all participants are present and arrive promptly. Directions are available at www.reveilleumc.org.

Dressing Areas

Dressing areas are available for all members of your wedding party. The wedding consultant will show you the approved areas at the time of your meeting.

Photography

Photographers are subject to the guidelines of our church. Please give the attached form outlining our policies to your photographer (see page 13). The bride and groom are responsible for ensuring that these policies are followed.

Flash photography is not allowed during any ceremony because the wedding service is a highly sacred occasion. Non-flash photography may be taken from the balcony during services in the sanctuary. Photography is not allowed during services in the chapel, garden, or The Garth. Flash and non-flash photographs may be taken during the recessional at the rear of the worship space (sanctuary, chapel, garden, or The Garth). If close-up shots of the participants are desired, the wedding party may return to the worship space immediately following the ceremony. These rules apply to both professional and non-professional photography.

Videography

Videos of the ceremony may be taken without lights from the sanctuary balcony only. Video cameras are prohibited elsewhere in the sanctuary during the ceremony. Video cameras are prohibited during ceremonies in the chapel, garden, and The Garth. Any change to Reveille UMC's sound system is prohibited. These rules apply for both professional and non-professional videos. Please give the attached form outlining our policies to your videographer (see page 14). The bride and groom are responsible for ensuring that these policies are followed.

Decoration, Including Floral

Reveille UMC has a beautiful sanctuary and chapel. We are pleased to work with you and your florist to preserve the theological symbols of the church. The bride and groom are responsible for ensuring that the following policies are followed:

- Flowers may be placed on the top level of the altar table using vases provided by the church. The vase liners must be supplied by the florist. Other vases or containers also are permitted on the top level as long as they do not crowd the cross or candles.
- A center floral arrangement may be placed on the lower level of the altar table. This vase must be supplied by the florist, be leak-proof, and be suitable for a church sanctuary. Tips of all flowers must be lower than the cross bar on the cross.
- The cross is never removed from the altar.
- If potted plants or palms are used, the floor and carpeting must be adequately protected from moisture and possible stains.
- If real flower petals are strewn by a flower girl, an aisle runner must be used. Aisle runners may be rented from many florists. Reveille UMC does not provide the runner. **Confetti, glitter, and other materials may not be used.**
- Flowers may be delivered by the florist no earlier than two hours prior to the ceremony.
- If you would like to leave your altar arrangement for Reveille UMC's Sunday worship services, please notify the pastoral administrative assistant two weeks prior to your wedding date. If you leave your altar arrangement, you may request that a dedication to the bride and groom be included in Reveille UMC's Sunday bulletin.
- All decorations and flowers (excluding flowers from the altar being left for Sunday's worship services) must be removed immediately after the ceremony.
- Any seasonal decorations that are in place may not be removed or disturbed.
- Use of tacks, pins, nails, staples, adhesive tape, and glue is prohibited.

Please give the attached form outlining these policies to your florist (see page 15).

Altarware

The church is pleased to offer a wide variety of altarware for your wedding. Decorating the altarware is the responsibility of the florist. Candles can create a special atmosphere, and the wedding consultant will assist you in creating the ambiance you desire.

The church provides the following altarware:

2 7-branch altar candelabra	Aisle candle holders
2 7-branch standing candelabra	Unity candle stand
Hurricane globes for window candles	

The church will provide the candles for the candelabra and other candle holders (except the center candle for the unity candle stand). See page 9 for candle fees. A center candle for the unity stand may be purchased at retail outlets including religious bookstores, wedding supply companies, and some greeting card stores.

Candles used in the windows and aisles must be protected by the globes provided.

Garden and Garth Weddings

Guidelines

- 1) The wedding design, including, but not limited to, placement of chairs, flowers, and candles is subject to approval by Reveille UMC's pastoral staff.
- 2) No property or items belonging to Reveille UMC, including, but not limited to furniture, sound equipment, or altarware, may be used outdoors.
- 3) All rented furniture and furnishings used in outdoor weddings must be set in place and removed by staff of the rental company or the wedding party. The wedding party must provide a copy of any such rental agreement to the church staff at least two weeks prior to the wedding.
- 4) Please note that the Reveille House garden area is not considered accessible for people with mobility disabilities. The Garth is wheelchair-accessible.
- 5) Nothing, including, but not limited to, rice or glitter, may be thrown at any time.
- 6) Limited electrical service for microphones is available from the bell tower in the garden and an outlet in The Garth. Amplification of speakers or musical instruments is prohibited. Extension cords may be run from the bell tower and the outlet in The Garth. Generators are not permitted.
- 7) Decorations or other items may not be attached to shrubbery or trees.
- 8) The church parlor, adult library, youth center, and restrooms can be made available for the wedding party if reserved at the time the wedding is scheduled.
- 9) Reveille UMC shall not be responsible for any rental equipment used on its property, including, but not limited to, theft or damage resulting from vandalism, weather, or wind.
- 10) Reveille UMC shall not be responsible for any personal injuries resulting from use of the garden area for a wedding.
- 11) All Reveille UMC guidelines applicable to weddings held inside the church shall be applicable to outdoor weddings as well.

Outdoor Wedding Alternative Arrangements

- 1) We encourage reservation of the sanctuary or chapel in addition to the garden or The Garth due to possible inclement weather. Reserving an inside Reveille UMC site as an alternative plan guarantees that space will be available should you need it. Otherwise, the wedding might need to be moved off Reveille UMC grounds. Use of inside space will require additional fees.
- 2) If the garden or The Garth is reserved for a wedding, and inclement weather occurs or is anticipated, a decision regarding the wedding location must be made no later than three hours before the start time.

Receptions

Reveille UMC's fellowship hall (capacity 220), welcome center (capacity 100) and Reveille House (capacity up to 30 sitting or 50 standing) are available for receptions.

Wedding receptions are available to church members only and are subject to the conditions outlined in Reveille UMC's "Policy for Use of Church Property and Facilities," available from the church office or at www.reveilleumc.org/forms. An additional custodial fee will be charged and a damage deposit may be required. See "Fees" on page 9 for more information.

DJs or bands are only permitted in the fellowship hall. Lighted candles are not permitted in Reveille House. Reveille House is not wheelchair accessible.

Please note that Reveille UMC has no catering service. The caterer must provide all needed supplies such as punch cups, bowls, serving dishes, etc. No red punch is allowed.

Although it is discouraged, throwing bird seed outside as the bride and groom leave the reception is allowed. Additionally, real flower petals may be thrown but no other materials.

Alcoholic beverages are prohibited on church property. Smoking is prohibited in any church building.

Please contact the administrative assistant at (804) 359-6041, ext. 125, or administration@reveilleumc.org for more information about reserving space for your reception.

Fees

The following fees must be paid in full by noon on Monday the week of the wedding. The check should be made payable to Reveille United Methodist Church and delivered to the pastoral administrative assistant, along with the wedding license.

Wedding Custodial Fees

Sanctuary	\$250.00
Chapel.....	\$150.00
Garden or Garth Wedding	\$150.00

Candles

Standing Candelabra.....	\$20.00
Altar Candelabra	\$20.00
Window Candles	\$85.00
Aisle Candles.....	\$20.00
Unity Candle	\$10.00

(Center candle must be purchased separately. See page 7.)

Fees for wedding receptions are to be given to the administrative assistant.

Reception Custodial Fees

Welcome Center	\$150.00
Reveille House	\$150.00
Fellowship Hall	\$500.00

The following fees should be paid by checks payable to the appropriate individuals. The wedding consultant will provide the names for the checks. Please give checks to wedding consultant for distribution.

Wedding Consultant.....	\$250.00
Director of Music Ministries	\$100.00
Organist	\$150.00
Instrumentalist, Soloist.....	Varies

The officiating clergy person does not charge a fee. However, it is customary to offer an honorarium at least comparable to the fee paid to the wedding consultant.

Contact Information

Church Staff

Pastoral Administrative Assistant (804) 359-6041, ext. 111 pastoralsecretary@reveilleumc.org
Wedding Information Form, Wedding Fees

Director of Music (804) 359-6041, ext. 123 music@reveilleumc.org
Music Consultation, Musicians

Administrative Assistant (804) 359-6041, ext. 125 administration@reveilleumc.org
Reception Reservations, Reception Fees

Wedding Consultants

Kathy Driver (804) 740-7101, ext. 222

Joanne Rose (804) 968-4742



4200 Cary Street Road
Richmond, Virginia 23221
(804) 359-6041
www.reveilleumc.org

Reveille United Methodist Church
Wedding Information Form

Complete Sections 1 and 2. Section 3 will be completed with officiating clergy person during your initial meeting.

Section 1: COUPLE	
BRIDE Name	
Address	Date of birth
	Home Phone
Employer	Work Phone
Email address	Mobile Phone
Location of Church Membership	

GROOM Name	
Address	Date of birth
	Home Phone
Employer	Work Phone
Email address	Mobile Phone
Location of Church Membership	

If bride and/or groom are not Reveille UMC members:
Name of Reveille UMC member associated with wedding
Relationship of bride or groom to above member
Couples' Address after the Wedding

Section 2: WEDDING INFORMATION	
Requested Wedding Date	Time
Alternate Date	Time
Requested Wedding Location (circle one) Sanctuary Chapel Garden The Garth Other:	
Rehearsal Date	Time
Interested in Reveille UMC for your Reception? (circle one)	yes no
Reception Location	Time
Anticipated Attendance	
Photographer	Phone
Videographer	Phone
Florist	Phone

We have read Reveille UMC's Wedding Policies and Guidelines and acknowledge that we are responsible for ensuring that the regulations set forth within are followed. Our responsibilities include but are not limited to the following:

- a) Ensuring that orderly conduct is maintained at all times.
- b) Ensuring that our guests remain in the approved area of the church.
- c) Ensuring that any food/drink brought for event is removed at the conclusion.
- d) Ensuring that the candles are used only as approved in the guidelines.
- e) Ensuring that no alcohol, controlled substances, or firearms are allowed on the property. (Firearms are allowed for security officers.)
- f) Ensuring that no smoking takes place inside any building.

Signature of Bride _____ Date _____

Signature of Groom _____ Date _____

Return this form to Reveille UMC's pastoral administrative assistant. You will be contacted to confirm the wedding date.

Section 3: WORSHIP TO BE COMPLETED WITH OFFICIATING CLERGYPERSON				
Officiating Clergy person:			Interview Date	
Traditional or Contemporary			Double Ring or Single Ring	
Names to be used in ceremony				
Will bride retain her maiden or former name?				
Scripture	Yes	No	Passage	Read by
Sermon	Yes	No		
Holy Communion	Yes	No		
Organist			Phone	
Consultant			Phone	
Special Instructions				
Counseling Completed? Y N Type:				

TO BE COMPLETED BY CHURCH OFFICE

Date approved for church calendar

Date entered on church calendar

Reveille United Methodist Church

Wedding Photography Guidelines

Please give this page of instructions to your photographer(s).

You play an important role in the wedding by providing a visual record of the occasion which the family will cherish.

The church parlor is available for taking pictures of the bride and her attendants. Photos of the groom and his attendants may be taken in the sanctuary, chapel, or gardens. Please do not move any furniture in the parlor or suggest that anyone stand on furniture or pews.

Flash photography is not allowed during any ceremony because the wedding worship service is a highly sacred occasion.

Non-flash photography may be taken from the balcony during services in the sanctuary. Photography is not allowed during services in the chapel, garden, or The Garth.

Flash and non-flash photographs may be taken only during the recessional at the rear of the worship space (sanctuary, chapel, garden, or The Garth).

We welcome the taking of candid or posed photographs before or after the ceremony. If close-up shots of the participants are desired, the wedding party may return to the worship space immediately following the ceremony.

You should provide your own ladder or stepstool, if needed. Please do not stand on the pews or other furnishings for additional height.

If the officiating clergyman is to be included in the wedding pictures, please notify him or her of this before the wedding begins. As a courtesy, please plan any pictures in which he or she is to be included immediately following the ceremony and before the other photographs are taken.

These rules apply to both professional and non-professional photography.

Reveille United Methodist Church Wedding Videography Guidelines

Please give this page of instructions to your videographer(s).

You play an important role in the wedding by providing a visual record of the occasion which the family will cherish.

Videography is permitted from the balcony of the sanctuary only. No extra lighting is permitted for videography during the ceremony. Please do not record the ceremony from any other location. Video cameras are prohibited elsewhere in the sanctuary during the ceremony. Video cameras are prohibited during ceremonies in the chapel, garden, and The Garth.

Changes to Reveille UMC's sound system are prohibited.

You should provide your own ladder or stepstool, if needed. Please do not stand on the pews or other furnishings for additional height.

These rules apply to both professional and non-professional videography.

Reveille United Methodist Church

Wedding Florist Guidelines

Please give this page of instructions to your florist.

Floral designs must preserve the theological symbols of the church

Flowers may be placed on the top level of the altar table using the two vases provided by the church. The vase liners must be supplied by the florist. Other vases or containers also are permitted on the top level as long as they do not crowd the cross or candles.

A center floral arrangement may be placed on the lower level of the altar table. This vase must be supplied by the florist, leak-proof, and suitable for a church sanctuary.

Tips of all flowers must be lower than the cross bar on the cross.

The cross is never removed from the altar.

If potted plants or palms are used, the floor and carpeting must be adequately protected from moisture and possible stains.

If real flower petals are strewn by a flower girl, an aisle runner must be used. Aisle runners may be rented from many florists. Reveille UMC does not provide the runner. **Confetti, glitter, and other materials may not be used.**

Flowers may be delivered no earlier than two hours prior to the ceremony.

If the bridal couple desires, they may leave an arrangement (one container or two vases) for Reveille UMC's Sunday worship services. All other decorations and flowers must be removed immediately after the ceremony.

Any seasonal decorations that are in place may not be removed or disturbed.

Use of tacks, pins, nails, staples, adhesive tape, and glue is prohibited.