

Reisterstown United Methodist Church

246 Main Street, Reisterstown, Maryland 21136

Phone: 410.833.5440; Fax: 443-381-0200

e-mail: RUMCOffice1777@gmail.com

Wedding Information

1. SCHEDULING A WEDDING

RUMC requires sufficient time to prepare for weddings to be held at Reisterstown United Methodist Church. Except for very unusual circumstances (determined on a case by case basis), weddings must be scheduled at least four months prior to the wedding date.

It is your responsibility to contact the pastor of RUMC to make arrangements. If your first contact was with the pastor, it is your responsibility to discuss the details of fees and logistics with the church administrator, Robine Rahley.

Occasionally, one of the RUMC sanctuaries is used by another church for weddings where the officiating pastor is the pastor of the other congregation. In these cases, there is no need to contact the pastor of RUMC. All "outside" building use is coordinated by the church administrator.

In order to schedule your wedding:

- **Church members** must:
 - Call the church office to determine whether a date is open; and
 - Complete a wedding information form (available on our website at www.rumcweb.org and submit it to the church office administrator.
- **Non-Members**
 - RUMC does accommodate non-member weddings as long as there is an open date for both church and pastor and as long as the couple is willing to meet with the pastor.
 - Call the church office to determine whether the date is open.
 - Complete a wedding information form (available on our website at www.rumcweb.org and submit it to the church office administrator.
 - The fee for the Main Sanctuary is \$400.00 and for the Northside Chapel (which seats approximately 90 people) \$300.00 **and will not be officially reserved for non-members until the deposit is paid.**
 - **If we have not received a non-refundable deposit of \$100 after thirty days of your initial reservation,** we will notify you by letter that we have cancelled your reservation. The full fee is due **two weeks prior to the wedding.**

2. PREPARATION

Pastor Eschliman meets with each couple 4 to 6 times to prepare for the wedding ceremony and married life. It is your responsibility to contact the pastor to make arrangements for counseling.

3. WEDDING FEES

Wedding fees vary depending upon whether the bride or the groom is a member of Reisterstown United Methodist Church:

a) Use of the Sanctuary

- **Members and regular worshipers:** There is no fee for using the Main Sanctuary. However, a donation is customary and appreciated.

- **Non-Members:** If you are *not a member*, the fee is \$400.00 for the Main Sanctuary which seats 400 in the main sanctuary; 100 on folding chairs in the parlor; 100 in the balcony and 40 in the chair lofts for a total of 540. The fee for the Northside Chapel is \$300. The Main Sanctuary and Northside Chapel will not be officially reserved for non-members until a deposit is paid. **The balance of \$300 is due two-weeks prior to the wedding. If we have not received a non-refundable deposit of \$100 after thirty days of your initial reservation,** we will notify you by letter that we have canceled your reservation.

b) Pastor's Fee

The pastor's fee is \$200 for non-members.

c) Organist

The RUMC organist/pianist, is Bailey-Michelle Collins, and it is her responsibility to provide music for all services requiring it. The organist's fee is expected for **all weddings requiring live music** (except in cases where the family requests our Praise Band), members and non-members alike. If you are using our organist, you must contact her to make arrangements for the wedding. She may be reached via email at baileymcollins@gmail.com and she will discuss her availability with you. Other organists may be used **but only** if Bailey is unavailable. If Bailey is available and you choose to use another organist, she is still paid her base fee of \$200.00 for ceremony and \$75.00 for rehearsal (this is all part of her employment agreement). Her fee is **due two weeks** prior to the wedding.

d) Tech

Our tech people will run the sound system and be available for the rehearsal and ceremony – there is a fee for the tech personnel

Rehearsal: 1.5 hours Tech will let wedding party into the church (Fee \$50)

Day of Wedding:

Tech arrives 1.5 hours ahead of ceremony for set up and will breakdown 1 hour after ceremony

Tech Fees: \$75 first hour, \$25 each ½ hour after initial first hour

e) Wedding Coordinator

RUMC uses a wedding coordinator for most weddings, and there is a fee for this service. Fees and duties are listed on separate Wedding Coordinator sheet.

f) Custodian

The fee for custodial services is required for all weddings. It is \$50.00 and checks should be made payable directly to Karen Green. The custodial fees should be given or sent to the Office Administrator, Robine Rahley, **two weeks prior to the wedding.**

g) Candle Fee.

There is no fee for the use of the four tall altar candles that are used for regular worship services. If you would like to use more candlelight, we have several candelabras (two sets of altar table candelabras; two sets of altar floor candelabras; six pairs of aisle candelabras), there is a fee of \$100.00. To reserve candles for your wedding, you must complete the "Wedding Candle Form" (available in the Office) and **return it two weeks prior to your wedding.**

h) **Wedding Bulletins**

Our church has a variety of wedding covers for weddings bulletins. Or you may purchase your own covers that we will use to print the wedding information. We also have the capability of printing a picture of the bride and groom on the cover. All information to be included in the bulletin must be turned in to the office **two weeks prior to the wedding**. A proof will be issued and will need to be turned into the office no later than three days prior to the wedding.

i) **All Fees** are due **two weeks prior to the day of the wedding**, unless noted otherwise above.

4. Other Information:

- If you have a friend or family member who is a clergyperson, or if the bride or groom has a home pastor that you would like to have participate, discuss this with Pastor Eschliman.
- Flash pictures may be taken as the wedding party enters the Sanctuary and as they leave; no flash pictures may be taken during the ceremony. Available light photography is allowed.
- Photographers, videographers and other professionals involved in the ceremony must coordinate with the pastor prior to the ceremony (it is best to call ahead or arrive about 1 hour prior to the start time).
- Video cameras are permitted as long as the videographer talks with the pastor.
- If you are using an aisle runner, please choose one that is 100 feet in length for the Main Sanctuary or 2 50' runners for the Northside Chapel (as there is no center aisle).
- For aisle flowers or bows:
 - in the Main Sanctuary we have 14 pews on screen side and 13 on the pulpit side with one pew along the window in front of the Parlor.
 - In the Northside Chapel – we have 9 pews down the center and 9 along the outside of both aisles
- **Birdseed, “real” rose petals or rice may NOT be used at the church or anywhere on the Church’s property.** Silk rose petals may be scattered on the aisle only.
- Please contact Robine Rahley, the Office Administrator, in the church office if you have other questions (410-833-5440, ext. 101).

Reisterstown United Methodist Church
Marriage Ceremony Information

Please complete this form prior to the first meeting with the pastor and email it directly to pastorjeneschliman@gmail.com at least one day ahead of the meeting.

1. **Bride's full name:** (include maiden name) _____
Address: _____
Home #: _____ Work #: _____ Cell#: _____
Email: _____
Date of Birth: _____ ☐ Single ☐ Divorced ☐ Widowed
Member/Worshiper at RUMC? ☐ Yes ☐ No
2. **Groom's full name:** _____
Address: _____
Home #: _____ Work #: _____ Cell#: _____
Email: _____
Date of Birth: _____ ☐ Single ☐ Divorced ☐ Widowed
Member/Worshiper at RUMC? ☐ Yes ☐ No

CEREMONY DATE/LOCATION INFORMATION

3. **Wedding Date:** _____ **Time:** _____
4. **Wedding location:** _____
If not at RUMC, give street address:

Offsite – please provide wedding coordinator's name and contact information:

5. **Rehearsal Date:** _____ **Time:** _____
6. **Rehearsal location:** _____
If not at RUMC, give street address:

7. **Offsite Weddings – please provide wedding coordinator's name and contact information:**

8. **# Guests Invited** _____

WEDDING PARTY INFORMATION

9. **Maid/Matron of Honor** (& relation to the bride): _____
(Circle one)

10. **Best Man** (& relation to groom): _____

11. **Please list bridesmaids and their relation to the bride**

_____	_____
_____	_____
_____	_____
_____	_____

11. **Please list ushers and their relation to the groom:**

_____	_____
_____	_____
_____	_____
_____	_____

12. **If a ring bearer or a flower girl will be used, please list the name(s) and their relation to the bridal couple.**

_____	_____
_____	_____

13. **Please list parents' names as you would like them to appear in the wedding bulletin:**

Parents of the Bride:

Parents of the Groom:

Grandparents of the Bride:

Grandparents of the Groom:

14. **Memorial Statement for Bulletin** ☐ Yes ☐ No

Many couples desire to remember family members who cannot be present for their special day due to death or other circumstance (such as military service or sickness). If you would like to include such a statement in the bulletin, please provide the wording here:

15. **Unity Candle Ceremony?** ☐ Yes ☐ No

16. **Music for the service:**

Organist: The RUMC organist has the right of first refusal for all weddings taking place in our sanctuaries as that is considered part of the employment agreement and her compensation. Contact _____, (352) 224-0788; baileymcollins@gmail.com. If Bailey is available and you decide to use someone else, Bailey still needs to be paid her fee of \$200.00 for the ceremony and \$75.00 for the rehearsal – to be paid two weeks in advance.

If Bailey is not available and you will be using another organist, please provide the name and contact information:

Name: _____ Phone #: _____
Email: _____

Special Music: If you are planning to have a soloist or other special music during the service, please provide the name and contact information as well type of music (soloist, instrument, etc.)

Name: _____ Phone #: _____
Email: _____

17. **If you would like to include officiating clergy other than the pastor of RUMC, you need to discuss this with the pastor. If you are interested in this, please indicate the name and other relative information here:**

Name and Relationship to Bride/Groom _____
Phone #'s: _____
Email: _____

18. **Do you plan to have friends or relatives read during the service?**

The pastor will ask the couple to choose a scripture reading(s) for the service. A list of suggested scriptures is attached, but the couple may choose another scripture that is meaningful for them.

We will have readers for

☐ Scripture ☐ Special Reading(s) (please specify) _____

Reader – Name and relation to couple: _____

☐ Scripture ☐ Special Reading(s) (please specify) _____

Reader – Name and relation to couple: _____

☐ Scripture ☐ Special Reading(s) (please specify) _____

Reader – Name and relation to couple: _____

19. **Wedding Coordinator** (assigned by the church – information available at least 1 month prior to the wedding)

Name: _____

Phone: _____

Email: _____

Reisterstown United Methodist Church

246 Main Street

Reisterstown, MD 21136

410-833-5440

Email: RUMCOffice1777@gmail.com

WEDDING COORDINATOR RESPONSIBILITIES

The responsibility of the RUMC Wedding Coordinator is – to be available for the rehearsal if needed.

However, in most cases the pastor who is marrying the couple can take care of opening up the church, and is there for the rehearsal and will also close the church when the rehearsal is over.

The wedding coordinator is responsible for the following –

- a) be available to receive the flowers and the bride is responsible for letting her know what time they will be arriving or contact Robine Rahley, our Office Administrator, so she might let the coordinator know this information.
- b) Open up the church the day of the wedding and meet and greet the bride and wedding party when they arrive. If the wedding party is dressing at the church, they usually use the Library and cover the window in the door of the Library so no one can see in. Using this room works well as it is close to the bathrooms, etc.
- c) Makes sure the curtains in the Parlor are closed completely as the bride and her wedding party goes in there before coming down the aisle. After the wedding when everyone has left for the reception she makes sure the lights are out, candles are extinguished and locks up the church as you leave unless the reception is in our Fellowship Hall.

The wedding coordinator gets paid \$100.00 for four hours or less and if it runs over that time, she is paid an additional \$25.00 per hour, for the day of the wedding. And \$50.00 for the rehearsal the day before.

Also, the wedding coordinator is responsible for setting the following options

- d) Background behind the altar options – no charge for these
 - a. Plain (off white and wood) as it is now
 - b. Light blue/purple curtain – can be covered with lace
 - c. Royal blue – can be covered with lace
 - d. Pink – can be covered with lace
 - e. Red almost burgundy – can be covered with lace
- e) Altar cloths – no charge for these
 - a. Contemporary
 - b. Traditional
- f) Candles – charge (see the candle reservations sheet)
 - a. 4 tall candles that are use all of the time with the matching cross
 - b. Two contemporary table top candelabras – holds 9 candles each
 - c. Two floor stand contemporary candelabras – hold 9 candles each
 - d. Two short “Liberace” type candelabras that hold 7 candles
 - e. Two tall “Liberace” type that hold 7 candles
 - f. 10 aisle candle holders – wooden base and glass globe
 - g. Unity candle holder and mother’s candle holders (no charge) – you provide the candles

Reisterstown United Methodist Church
246 Main Street, Reisterstown, Maryland 21136
Phone: 410-833-5440; Fax: 410-526-6838
E-Mail: RUMCOffice1777@gmail.com

Wedding Candle Information

Our church has a variety of candles that may be used for your wedding:

- four tall altar table candlesticks;
- one pair of altar table candelabras; traditional & contemporary
- one pair of altar floor candelabras; traditional & contemporary
- and/or six pairs of aisle candelabras.

There is no fee for the use of the four tall altar candles that are used for regular worship services.

If you would like to use the candelabras (two sets of altar table candelabras; two sets of altar floor candelabras; six pairs of aisle candelabras), there is a fee of \$100.00 that is due to the Church Office two weeks before your wedding date. To reserve these candles, please fill out the form below and return it with your fee to the Office.

If you would like to see the candlesticks or candelabras, please make arrangements to do so with Robine Rahley our Office Administrator.

Candle Reservation Form

When you have completed this form, please return it to Robine Rahley in the Church Office
no later than two weeks before your wedding.

1. Name: _____
2. Address: _____
3. Wedding Date and Time: _____
4. I would like to reserve the following candles (please check):
 - a) four tall altar table candlesticks _____
 - b) pair of altar table candelabras; traditional & contemporary _____
 - c) pair of altar floor candelabras; traditional & contemporary _____
 - d) five pairs of aisle candelabras _____
 - e) unity candle holder available (bride is responsible for unity candle) _____