



For Your Special Day
Bridal Handbook for
Stevensville United Methodist Church
5506 Ridge Road
Stevensville, MI 49085
269-429-5911

Bride's Name: _____

Groom's Name: _____

Wedding Date and Time: _____

Hostess Coordinator: _____

A Guide for Weddings at Stevensville UMC

A wedding is one of the peak experiences of a lifetime. It marks the passage of two people from one stage of life to another. The ceremony is a time of covenant and commitment by which a man and a woman promise their love and loyalty to each other in the presence of God and their loved ones. Therefore, much careful thought and planning should go into making it the best expression of one's feelings and intentions.

Stevensville United Methodist Church believes that God cares deeply for individuals at each stage of life. Hence, we are happy to make our services and facilities available to you for this Holy occasion.

Our major goals are to serve people in Christ's name, to offer the ministry of the church to those desiring it, and to conduct services to the glory of God.

Wedding Hostess

To help assist the pastor and the bride on her special day, a Wedding Hostess will be assigned to support. The hostess will:

- Meet with the bride and/or groom at their convenience to answer any questions related to the Wedding Booklet
- Arrange for a soundperson and custodian to be available for the rehearsal and/or wedding
- Be available to help before the rehearsal and wedding
- Support the pastor to make sure that the service runs smoothly

Current hostesses for SUMC:

Pat Seifert	429-5022
Kellie Meyer	429-4035
Debbie Hart	465-6912
Jan Bickers	465-7904
Renee Menke	556-0632

A bride is welcome to select from the above group. Otherwise, arrangements are made on the availability of the hostesses.

Sanctuary Usage and Guidelines

You may begin decorating the Sanctuary on the day before your wedding, as long as you have made these arrangements with the wedding hostess. An exception might be if there is a funeral to be held in the Sanctuary. Funerals are sudden experiences that cannot be planned. If another group has reserved the sanctuary on the day you wish to decorate, you will need to be flexible.

The following furnishings may be moved in consultation with the wedding hostess to accommodate your wedding.

1. Screen
2. Flowers and plants along back ledge

The following furnishings should not be moved:

1. Audio equipment
2. Hymnals and Bibles in the pews
3. Seasonal decorations (Advent, Lenten, Thanksgiving, etc. Check with the hostess for information concerning the date of your wedding.)
4. Altar and altar candles
5. Choir chairs
6. Banners

**If you have any questions, please ask the wedding hostess assigned to help you. The church is responsible for all lighting, heating, air-conditioning, public address systems, and the moving of furniture. Any changes must be made through the hostess

If a florist is to decorate, the time and date needs to be cleared with the office. The Wedding Hostess or an assigned person needs to be on hand to open the door. Rules for the photographers and videographers are to be discussed with the pastor. No flash cameras are allowed during the service. The wedding hostess **will** ask the photographer to stop if a flash is used.

Extra:

- The church building will be open two and one-half (2 ½) hours prior to the wedding time. Any other arrangements must be made through the hostess and an additional fee of \$10.00 for each additional hour over 2 ½ will incur.

Faith Hall Usage and Guidelines

Just like the Sanctuary, Faith Hall is available to you for decorating on the day before your wedding during the hours the church is open. Many groups within our congregation make use of this room throughout the week, so availability is with the approval of the office.

If your wedding is on another day other than Saturday, the Church Office will work closely with you to coordinate room availability. We will seek to open the room to you as early as possible and provide for you as much time as possible.

Equipment for Your Use:

- 10 round tables, seating 8 each
- 40 8-foot rectangular tables
- Folding chairs for 322
- Sound system
- Piano

The responsibility for setting up the chairs and tables and returning them where they were found can either be the responsibility of the wedding party or other persons. Please make that decision early. The tables and chairs will need to be wiped down so that they are clean and ready for use by the next group.

1. The United Methodist Women must give approval if the kitchen area is to be used. There is a fee for a member or members to be present during the reception. The wedding hostess will provide that information.
2. The reception must be catered. It is the responsibility of the wedding party to make sure friends or family, the UMW, and/or hired helpers clean up after the event.
3. Any electrical cords brought into Faith Hall should be taped to the carpet using gray duct tape. This will maintain a safer walking environment and reduce the chance of injury.
4. It is permissible to have dancing and a DJ or band at the reception.
5. No alcohol or smoking is allowed inside or outside on church property.
6. The cost varies according to members/nonmembers and the number being accommodated. Those fees may be obtained in the church office.
7. There will also be a custodial fee.

Kitchen Usage and Guidelines

The Kitchen is available for weddings. The number of guests will determine the fee. This entitles the Wedding Party to use the following:

- Utensils
- Glassware, punch bowl
- Plates, bowls, platters
- Cloth tablecloths-white
- Silk flower centerpieces (check with the hostess)
- Coffee pots
- Creamers, sugars
- Silverware
- Stoves
- Dishwasher

A UMW representative must be used at the event to ensure proper use of the equipment. The representative will not assist in any preparation or serving of any food, unless that has been prearranged. She is there to help you find things and to help in the operation of kitchen equipment.

1. All food must be taken out at the end of the evening.
2. Paper products are to be provided by the Wedding Party.
3. Fees will depend on whether a family member is a member of Stevensville UMC.
4. Any items broken or missing will be replaced by the party using Faith Hall.

To assist your wedding a wedding hostess will provide the following information.

- Name of the current UMW President
- Kitchen Chairpersons for the UMW

Music

To assist your wedding:

1. Sound system with technician – If requested by the Wedding Party, a wireless microphone can be placed on the groom to assist in the congregation hearing the vows
2. Following are names and phone numbers of organists and pianists associated with SUMC. It is the responsibility of the pastor to make arrangements with an accompanist. You are under no obligation to use a Stevensville UMC organist/pianist, but it is preferred. If you wish to involve an organist who is not a member of SUMC, this will need to be cleared with a member of the Music Staff. Please be willing to provide all available information about this organist or pianist for the Church.

Organists: Lynnetta Hamstra 269-471-1168 (SUMC)
 Jim Kraus 269-983-5798 (St. Joseph First UMC)

Pianists: Kellie Meyer 269-429-4035

Music (CD's), if possible, is to be to the sound technician as soon as possible.

Additional Information

1. There are dressing areas available for the bridal party and groomsmen. The women dress in the nursery. There is a full-length mirror available for either location. Racks for the gowns are also available.
2. There is a Bridal Emergency Care Kit in the nursery cupboard above the sink. If you use items, please let the hostess know, so they can be replaced.
3. The groomsmen can use the basement area. There are restroom facilities available in that area.
4. After the service a family member or friend should be appointed to make sure all items brought for the wedding are properly removed from the church: food and drink containers, hangers and plastic from garments, florist boxes, clothing and other personal items. Stevensville UMC is not responsible for personal property left in the church.
5. Smoking inside any room of Stevensville UMC is prohibited without exception. Smoking is not permitted **outside the building on church property.**
6. **No alcohol** is allowed on Stevensville UMC property. If the bridal party shares Holy Communion, grape juice will be used.
7. Aisle runners are the responsibility of the Wedding Party. The wedding hostess will set the holder in place, if requested. Use of the runner will be explained at the rehearsal.
8. Bubbles, birdseed, and bells outside are permissible. All other items should be discussed with the pastor or wedding hostess.
9. Wedding programs can be printed by the church upon request for church members only. Please have all information to the office one week in advance of the rehearsal. Those from another church will need to contact that church or use other printing businesses.
10. The pastor will coordinate with you any information concerning the marriage license.

Information regarding Stevensville UMC:

- The sanctuary holds approximately 265 people. Faith Hall holds approx. 300
- There are 15 pews on each side of the sanctuary
- The Communion Table is 30"X66"
- The aisle is 50' long, 75 feet including steps.
- We have two pairs of 7-tier candelabras (brass and black rod iron). These are both oil-burning. Candleholders at pew ends, if used, must have candles (14 – 6" dinner tapers) furnished by the church.
- Items that may be used for decoration include: ribbon for pew bows, netting for the candelabras and ledge, silk flowers, and glass candle holders. These are available upon request. Tea candles for the glass candle holders are the responsibility of the bride.
- There is a Unity Candleholder available at no charge. The bride and groom must furnish the center candle (up to 3 inches in diameter) and two taper candles (12" or shorter). A hole will need to be drilled into the base of the unity candle, so that it can fit on the holder.

Rev. 4-7-10

Stevensville United Methodist Church Fee Schedule and Policies

Church Use	\$200
Pastor	\$ 250
Organist/Pianist	\$125
Custodian	\$ 75
Wedding Hostess	\$100
Sound Technician	\$ 50

The fees above include the rental of the church and equipment, cleaning the church, the services of the church organist, the services of the pastor, including four-five counseling sessions, and the services of the hostess to unlock/lock the church and coordinate the wedding party before and during the rehearsal and ceremony.

A \$200 deposit should be made payable to "Stevensville United Methodist Church" (SUMC) and returned to the church office with the enclosed reservation form in order to reserve your date on the church calendar. For church members the Church Use Fee is waived and the pastor's fee is reduced to \$175.

Any changes made in the original reservation form (i.e., time of wedding, time of rehearsal, etc.) must be communicated to, **and approved by** SUMC, before those changes are considered final. Failure to do so may result in the cancellation of the wedding. While the \$200 deposit guarantees that you will have the wedding date you have selected, it **does not** guarantee that there will not be another event scheduled on the same date. The church use fee will be refunded if the wedding is canceled at least 30 days prior to the scheduled date. **The balance must be paid at/or before the rehearsal.** Please make your check payable to "Stevensville United Methodist Church." *The marriage license will not be mailed to the county clerk until all fees have been paid.*

Premarital consulting times will be coordinated with the pastor.



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