

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

**WEDDING INFORMATION AND GUIDELINES**

This information, suggestions, and guidelines have been prepared for those who are contemplating marriage and desire a wedding service in the context of the Christian faith. We celebrate with you the joy of this decision to seek the blessing of God in your marriage. Because the service of marriage is considered a Christian worship service here at our church, it must be accorded the reverence and dignity in keeping with the traditions and Discipline of the United Methodist Church.

The following is the Vision Statement of Bulverde United Methodist Church.

**To Build** disciples where Jesus Christ is center.

**To Grow** a community that seeks the heart of God.

**To Send** a community into the world to be the hands and feet of Christ.

The marriage ceremony is one of the most sacred of all rituals in the church. A wedding is a celebration: the outward and visible sign of God's grace at work in a man and a woman's life. It is by God's miraculous work that we are united in marriage.

Bulverde United Methodist Church is pleased to make our facilities and services available for your wedding. We want to assist each bride and groom in making their wedding a memorable event. Because of the importance of this event, any couple being wed at BUMC must: 1) be a baptized Christian and desire a Christian wedding; 2) attend pre-marital preparation; 3) promise to be active in a church community before and after the wedding.

The information contained here is designed to help as you prepare for your special day. Please familiarize yourself with our policies and guidelines. If you have any questions at all, do not hesitate to call your wedding facilitator.

Bulverde United Methodist Church  
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## **BULVERDE UNITED METHODIST CHURCH WEDDING GUIDELINES**

### **WEDDING FACILITATOR**

All weddings at Bulverde United Methodist Church require the use of the church's wedding facilitator. If you have hired a wedding consultant, he/she will work under the supervision of the BUMC facilitator.

The wedding facilitator's responsibilities include only the following:

1. Scheduling and initial contact person
2. Liaison between the bridal couple and the church
3. Assisting the Pastor in coordinating the rehearsal
4. Assisting the Pastor in coordinating the wedding service

Additional services may be contracted privately with the wedding coordinator.

### **PRE-MARRIAGE COUNSELING**

The United Methodist Church Discipline requires each couple being married by a United Methodist Minister to attend pre-marital counseling. Specific details will be discussed between the Pastors of Bulverde UMC and the couple being wed. Your pastor will place a hold on his/her calendar for your wedding date, but will not agree to perform your wedding ceremony until you have successfully completed marriage preparation to their satisfaction. The pastor always retains the right to choose whether or not they will perform a wedding.

### **RESERVATIONS**

In reserving a wedding date, the couple must first contact the wedding coordinator of Bulverde UMC who will coordinate with the Office Administrator and Pastor to reserve the date and time of the wedding and rehearsal.

In order for the reservation to be official, the following must occur:

1. Wedding coordinator has cleared the date with the Pastor and staff.
2. The wedding contract is signed.
3. Deposit is paid.

The deposit is due at the time of reservation and the balance is due no later than two weeks prior to the wedding date.

Only one wedding is scheduled per day. Weddings on Sundays, holidays or holiday weekends are discouraged.

We prefer that no weddings scheduled past 5:00 p.m. on Saturdays. We suggest receptions be completed by **9:00 p.m.** on Saturdays.

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

**GUEST MINISTERS**

One of the Pastors of Bulverde United Methodist Church will normally officiate at rehearsals and weddings. However, on the rare occasion a family wishes to select another minister, he or she may assist at the invitation of one of the resident pastors. The request for a guest minister should be made known to the wedding coordinator at the time of scheduling the wedding date.

**MONETARY ARRANGEMENTS**

**WEDDING:**

|  | FEES       |             |
|--|------------|-------------|
|  | Members*   | Non-Members |
| Sanctuary Wedding<br>(Wedding Facilitator and Custodial fees included) | \$300      | \$500       |
| Minister   | discretion | \$200       |
| Pianist/Organist   | \$100      | \$100       |
| Sound Tech   | \$100      | \$100       |
| Security Deposit   | \$200      | \$200       |

**RECEPTION:**

|   | FEES    |            |
|---|---------|------------|
|   | Member* | Non-Member |
| Fellowship Hall (4 hrs.)  | \$100   | \$200      |
| Community Building (4 hrs.)   | \$300   | \$500      |
| Kitchen   | \$100   | \$100      |
| Custodial Fee (Set-Up)  | \$100   | \$100      |
| Custodial Fee (Take Down)   | \$100   | \$100      |
| Sound Technician<br>(1 <sup>st</sup> 4 hours/\$25 per hour after 4 hours) | \$100   | \$100      |
| Security Deposit  | \$200   | \$200      |

\* Member is defined as someone who has assumed vows to the congregation, active in ministry and supports the church.

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

**FEE DISBURSEMENTS**

Security deposits are due when wedding is scheduled. Wedding fees and reception fees may be paid at any time but are due no less than two weeks prior to wedding date.

A refund of the security deposit will be returned upon inspection of premises after the wedding/reception. If necessary, the Security Deposits will be applied to any damages to the premises or clean up needed.

**CANCELLATIONS**

If a wedding is cancelled, please notify the wedding coordinator no later than 30 days prior to the wedding date for a full deposit refund. If the cancellation is within the 30 days, the deposit becomes non-refundable.

**REHEARSAL**

The purpose of the rehearsal is to prepare for the wedding service and to familiarize the wedding party with the ceremony. All members of the wedding party are encouraged to attend the rehearsal.

Time and date of the rehearsal can be set with the wedding coordinator at the time the wedding date is discussed. Rehearsal requires approximately 1 hour so promptness is important. Please be at the church 15 minutes prior to scheduled time.

**The marriage license must be brought to the rehearsal and given to the pastor.**

**MUSIC AND TECHNOLOGY**

Bulverde United Methodist Church has musicians available for your wedding. However, guest musicians and vocalists are welcome. Please discuss your music and musicians with the wedding coordinator.

All guest musicians and music must be approved by the wedding coordinator, BUMC's Director of Music Ministries and/or the Pastor. The wedding party is responsible for all music fees.

A BUMC trained A/V technician is required for your wedding. The wedding coordinator will arrange for and communicate with the technician.

**DRESSING FACILITIES**

Dressing facilities are available at the church for the bride, groom and attendants. The wedding coordinator will open the buildings at a time agreed upon by all parties, but no earlier than four hours prior to the start of the wedding. Please do not leave valuables in the rooms. All items need to be removed on the day of the wedding.

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

**CHURCH FACILITIES**

1. Our sanctuary will comfortably seat 300 people.
2. A custodian is required for all weddings and receptions.
3. Church policy prohibits smoking in all church buildings.
3. Absolutely NO ALCOHOL shall be permitted in or on church premises.
4. Bubbles should be used instead of throwing rice or confetti. (OUTSIDE ONLY)
5. Please consult wedding facilitator or custodian to adjust thermostats in the buildings.

**PHOTOGRAPHY**

1. Absolutely NO flash photography or flood light videotaping may be used during the wedding ceremony. Photos may be taken as bride and escort enter the Sanctuary and as bride and groom leave the Sanctuary. Photos during the ceremony are off limits except from the back of the Sanctuary. However, the wedding scenes may be reposed and photographed following the service.
2. One video camera may be set up in a stationary place at the front of the Sanctuary prior to the beginning of the service. The video camera must remain in place, unattended for the duration of the service.
3. Photographers are cautioned about marring furniture by standing on pew or placing camera equipment on pews or furniture in the church. He/she will be held responsible for any damages caused.

**DECORATIONS**

1. No furniture is to be moved without the consent of the wedding facilitator or the pastor in charge.
2. Church candles and/or candelabras may be used without charge; however, you must provide your own candles. Only DRIPLESS candles may be used in the Sanctuary for the ceremony. Please ensure that protective covering is placed on the floor when driplless candles are not being used. Candle wax on carpet or altar rails will require special cleaning, and charges for such cleaning will be the responsibility of the wedding party.
3. No candles may be used along pew aisles.
4. Floral decorations may be used for the ceremony and will need to be provided by the wedding party.

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

5. No tacks, pins, or glue may be used for attaching decorations. Discuss use of tape with wedding facilitator.
6. The wedding party is responsible for removal of wedding decorations, as well as returning furniture or objects to their proper place that may have been moved for the service.
7. It is suggested that the flower girls use only silk flower petals. If real flower petals are used, a runner must be used to cover carpet.

It is the bride and groom's responsibility to inform their wedding party, guests, florist and photographer of the guidelines and policies set by Bulverde United Methodist Church.

**RECEPTIONS**

Bulverde United Methodist Church has facilities available for receptions. Fees for use of reception facilities are separate and in addition to the wedding fees.

The use of a custodian at the reception is mandatory.

The use of our tables and chairs is allowed and will be set up and torn down by the custodian. BUMC does not have table linens, dishes, china, cutlery, paper goods, serving trays, food, condiments or coffee pots available for use at the reception. The wedding party and/or their designated caterer is responsible for providing all of these items.

The wedding party and/or their designees are responsible for cleaning the facilities, removing table linens and table decorations, sweeping floors, and removing trash from the facilities and putting in the dumpster outside of the Community Center.

Receptions in the Community Building must be over by 9:00 pm on Saturday evenings so that the gym can be set up for Sunday morning services.

**GUIDELINES FOR KITCHEN USE**

Kitchen use includes use of equipment only. User/Caterer is not to use church food, supplies, paper products, disposable plates, utensils, or any other item. User/Caterer is to provide own supplies. User/Caterer is responsible for clean-up of the kitchen. Security deposit will not be returned if cleanup is not satisfactory.

**BULVERDE UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

*(Please make check payable to Bulverde United Methodist Church.)*

**Wedding Coordinator:** Please call church office for Wedding Coordinator information.

We have read, understand, and agree to the guidelines and policies set by Bulverde United Methodist Church and the responsibilities expected of both wedding parties.

**(Both parties please sign)**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Bride's Phone # \_\_\_\_\_

Groom's Phone # \_\_\_\_\_

Wedding: Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

Security deposit amount of \$200.00 paid on \_\_\_\_\_

Balance of \_\_\_\_\_ due by \_\_\_\_\_.