



We Worship We Give We Love

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512/295-6981
www.budaumc.org

Wedding Policy for Buda United Methodist Church

We are pleased that you have chosen Buda United Methodist Church for your wedding. Our staff is dedicated to making this the best occasion possible. Listed in this booklet are some guidelines to follow in order that your wedding may be a joyful and memorable experience.

The Christian wedding, whether celebrated in a home or in the church, is an experience of worship in a spiritual context. Those who elect to have a Christian ceremony rather than a civil wedding service should expect to be guided by the Scriptures, the traditions of the church and the importance of religious faith. To this end, couples are urged to make thorough spiritual preparations, as well as practical.

The policies and guidelines that follow have been carefully prepared and approved so that weddings and receptions held in the church facilities may be thoughtfully planned, joyously celebrated, and gratefully recalled.

“Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful, it does not rejoice in wrongdoing, but rejoices in the truth....Love never ends.” I Corinthians 13:4-8a

MAKING THE RESERVATION

It is important to schedule the wedding as far in advance as possible, giving the exact dates and hours for the rehearsal, ceremony, and reception, as well as the facilities desired. To insure availability of date, facilities, and the personnel you desire please follow these steps to make your reservation. In order to avoid disappointment, dates should not be announced until a reservation is confirmed.

1. Call the church office, 295-6981 and speak with the office manager to see if the preferred date is available. Office hours are Monday – Thursday, 9:00 AM – 3:00 PM and Fridays 9:00 AM - Noon
2. Secure the services of the minister. (Guidelines for guest pastors are addressed later in this booklet.)

3. Attend a personal conference with the office manager or a pastor in the office to review the wedding policy.
4. Deliver a deposit, payable to BUMC, to the office manager in the church office. Dates cannot be entered on the church calendar until steps #3 and #4 are completed.

Weddings cannot be scheduled on Sundays or on the Thursday, Friday, or Saturday before Easter. Normally, weddings or rehearsals will not be scheduled on holiday weekends. It is important that the exact hour of the rehearsal and wedding be fixed at the time the sanctuary or any other room is reserved. Following the guideline will help reduce the possibility of misunderstanding or error on the part of any of the persons involved.

Whether the fees are categorized as member or non-member is determined at the time of reservation. Non-member weddings may be booked six months in advance. Members may book weddings up to twelve months in advance. **All fees for the use of the facilities must be paid a minimum of one month prior to the wedding.**

PRE-WEDDING CONFERENCE

Pastors in The United Methodist Church officiate at weddings only after a conference with the bride and groom. In most cases, more than one conference will be desired. Each pastor has his or her own requirements for pre-marital counseling. Consult your pastor for the specific details. Conferences should be arranged well before the wedding date. You can contact the office manager or pastors at BUMC to schedule.

GUEST PASTORS AND CONSULTANTS

It is suggested that under normal circumstances one of the pastors of BUMC officiate at a wedding held here. However, we recognize that on some occasions, guest pastors may be invited to marry the couple, in which case such arrangements must be made with the approval of the Senior Pastor of this church. Guest pastors must follow the guidelines outlined in this policy and conform to the guidelines of The United Methodist Church.

If a sound technician is requested for the ceremony, the couple must contact the office manager to make necessary arrangements. Additionally, wedding consultants/planners chosen by the couple may be utilized as long as the pastor officiating at the wedding are briefed and approve the arrangements prior to the wedding. The wedding rehearsal and ceremony are under the direction of the officiating pastor.

MUSIC

Music is an appropriate expression of splendor for marriage, and it boldly affirms the intention of the couple and the congregation to glorify God. All music should reflect a Christian understanding of marriage.

As you think about the music you want in your wedding, ask yourself: “Why do we want a church wedding?” and “Does the music we select lead to a deeper faith in God and reliance upon God for love, forgiveness, and life in our marriage?”

Pre-service music begins about twenty minutes before the service. Processional music should be joyous and uplifting. Your service may contain congregational hymns, instrumental music (organ, strings, etc.) choral or vocal solos.

ORGANIST/PIANIST

The church accompanist is more familiar with the pianos in the sanctuaries of BUMC than any other person. She is also trained in the specialized field of church music. Therefore, the church accompanist will serve as the organist/pianist at weddings held in the church, or if necessary, she will participate in arranging for a qualified substitute.

The fee for the accompanist includes the initial meeting to discuss music choices and attendance at the rehearsal and wedding service. Personal rehearsal of the music by the accompanist of course is included, but an extra fee may be included if a soloist or instrumentalist is involved. Please be considerate of the accompanist's time, and keep his/her portion of the rehearsal limited to 30 minutes. The fees for the organist/pianist shall be paid prior to the wedding. The wedding rehearsal is an appropriate time to pay these persons.

REHEARSAL

The rehearsal will begin promptly at the time scheduled. The bride and groom need to insist that all members of the wedding party be as prompt for the rehearsal and the wedding. Please keep the following in mind:

1. The pastor is in charge of the rehearsal.
2. All persons who participate in the wedding ceremony in any way should be present at the rehearsal. (i.e. bride, groom, bridesmaids, groomsmen, ushers and parents).
3. The marriage license, pastor's honorarium and fee for the accompanist are to be delivered to the pastor and accompanist at the rehearsal.

DRESSING FACILITIES

Facilities for dressing at the church are available for the bride, the groom, and their attendants. IF you choose to use the church facilities for this purpose, please do not leave valuables such as clothing, purses, cell phones, wallets, silver or glassware in these rooms unattended. All valuables left in dressing rooms are to be removed prior to the wedding, as no one will be available to provide security. BUMC cannot be responsible for personal items left unattended nor will it be liable for such items. All personal items must be removed from the church immediately following the wedding.

GUIDELINES FOR BUILDING USE

Compliance with the following rules is required as a provision for holding a wedding in the church. The bride/groom is responsible for seeing that all policies are adhered to by all who participate. It is advised all plans for the wedding be reviewed with the pastor or office manager prior to making final arrangements. The Wedding Policy has been approved by the Administrative Council of BUMC, July 2012 and amended July 19, 2016.

1. Alcoholic beverages, cigarette smoking or use of any other controlled substance is not allowed on church grounds.
2. Take great care during set-up and take down of tables and chairs in the Fellowship Hall. Gouges in the wood floor are subject to additional charges.
3. Furniture and fixtures may not be removed from the Worship Center or the Original Sanctuary. Rooms such as Fellowship Hall and dressing rooms are furnished. Please do not relocate anything.
4. Traditional celebrations such as rice, bubbles, birdseed must be done outdoors.
5. The facilities must be left clean, undamaged and in good condition.
6. The user is responsible for reimbursement for any damage. If damage occurs, a written estimate and description of damage will be provided to the couple and deducted from the deposit. If damage exceeds the amount of the deposit, or if staff finds excessive trash, items left behind or the facility left in disarray, arrangements must be made with the church for additional payment.
7. The church nursery is not available for wedding rehearsal or ceremony. Due to liability, we are never able to accommodate childcare during weddings.

GUIDELINES FOR DECORATIONS

Primarily, we are a place of worship and therefore decorations must be tasteful and dignified. Buda UMC has developed the following guidelines and urges the cooperation of the family and the florist regarding the following:

1. Church staff may only move furnishings or altar ware.
2. Decorations (if used) will be simple so as not to detract from the significance of the symbols.
3. To protect the carpet and furniture, please use dripless candles.
4. Silk flower petals for dropping or scattering down the aisle are recommended because real flowers often stain carpets. Real flowers may only be used if a runner is in place to protect the carpet. **No confetti or glitter.**
5. No tacks, pins, nails, tape or glue may be used to fasten any decorations to the furniture or building.
6. The wedding party will call the office to confirm the time for decorating if not to be done during rehearsal time.
7. All decorations and equipment will be promptly removed from the church following the ceremony.
8. Weddings held during Christmas season (Advent through Epiphany) must utilize the existing decorations.

GUIDELINES FOR PHOTOGRAPHY/VIDEOGRAPHY

Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to be respectful of the ceremony and the place. Friends and family members are also requested to observe these rules. The bride and groom are responsible for informing family members and professionals of these rules.

1. Respect for the furnishings in the church is expected.
2. Photographers are free to take pictures before the wedding in any part of the building. They may take flash photos of the processional from the back of the church.
3. Once the bridal party is in place and the wedding service has begun, it is strongly recommended that no flash photos be made.
4. Available light (non-flash) photos may be taken during the ceremony.
5. Photographers are cautioned to be as unobtrusive and as quiet as possible.
6. The bridal party may re-assemble in the chapel or worship center following the ceremony for additional pictures.

Operator-run video equipment may only be used from the balcony or narthex. One stationary camera (without operator) may be placed at an appropriate place. Please discuss this ahead of time with the office manager.

GUIDELINES FOR RECEPTION

The church offers the use of its facilities for wedding receptions. The facilities are subject to prior reservations and scheduled meetings. The Fellowship Hall is available for receptions. The use of the kitchen in the Fellowship Hall is allowed only by prior arrangement. Tables and chairs are provided; all other decorations, food and drink are the responsibility of the wedding party.

The details of the reception (including when decorating is to be done) should be conveyed to the Buda UMC office manager and presiding clergy. A schedule showing the time for delivery of food, flowers, etc. and vendor or D.J. arrival must be provided.

In order for the church to prepare the building for Sunday morning worship, the reception must end by 9:00 PM on any Saturday night. Clean up, disposal, and removal of all personal belongings must be completed by 10:00 PM.

Any damages or loss of property less than the amount of the deposit will be deducted from the deposit. Damages and/or loss of property in excess of the amount of the deposit must be paid within thirty days after the total cost is established. If there is no damage or loss of property, BUMC will issue a check for the full amount of the deposit within 30 days of the ceremony.

DEFINITION OF MEMBERSHIP

Paragraph 215. “Definition of Membership – The membership of a local United Methodist church shall include all people who have been baptized and all people who have professed their faith.

1. The baptized membership of a local United Methodist church shall include all baptized people who have received Christian baptism in the local congregation or elsewhere, or whose membership has been transferred to the local United Methodist church subsequent to baptism in some other congregation.
2. The profession membership of a local United Methodist church shall include all baptized people who have come into membership by procession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches. ...”

LEGAL INFORMATION

State law requires that each couple obtain a marriage license from the State of Texas. This license can be obtained from the Hays County Courthouse. Licenses are issued on a “same day” basis and are valid for 30 days; however, there is a 72-hour waiting period required from the time you get the license until you are married. You must be 18 years of age in order to get a marriage license in Texas. Parental consent is required for ages 14-17. The marriage license should be given to the pastor at the wedding rehearsal.

SUMMARY OF FEES

We rejoice with you in your decision to marry and welcome you to Buda United Methodist Church. We do not look upon weddings as a source of revenue; however, certain minimal fees are necessary to defray custodial and utility expenses. Please see the below Fee Schedule for more information. All fees are payable to Buda United Methodist Church at time of reservation unless otherwise noted.

FEE SCHEDULE

Deposits: *Must be paid to secure reservation*

1. Non-Refundable Custodial fee: Members & Non-members: \$100
2. Refundable Facility deposit: Members & Non-members: \$250

Facility deposit will be refunded within 30 days of wedding provided building is left clean and without damages.

Use of Chapel or Worship Center: *Due no later than 4 weeks prior to wedding*

Member: \$100

Non-member: \$300

Room/Building Rental Fee Schedule:

Event/Room	Member Fee	Non-Member Fee*
Rehearsal dinner (Fellowship Hall)	\$100	\$250
Wedding Ceremony (Worship Center or Original Sanctuary)	\$100	\$300
Reception (Fellowship Hall)	\$200	\$600

*If couple elects to have all three events on campus the total is reduced to \$1,000

Cancellation Policy

If event is canceled, 6 months or more 100% of facility deposit and rental fees will be refunded.

For cancellations of less than 6 months, only rental fee and custodian fee will be refunded. Facility deposit will not be refunded.

Clergy

Wedding Ceremony

Member: Honorarium at couple's discretion

Non-member: \$200

Wedding Rehearsal

Member: N/A

Non-member: \$100

Payment: Payable to clergy before or at time of rehearsal

Pianist

Wedding Ceremony & Wedding Rehearsal

Costs are at the discretion of pianist.

We recommend the following:

Jo Johnson 512/972-5421

Payment: Payable to Pianist at their discretion

Audio Visual Support (for Worship Center Only)

Rehearsal/Wedding Ceremony

Member and Non-member: \$100

We recommend the following:

Cheryl Menefee mini2mi48@yahoo.com

David Kerns: dkerns@austin.rr.com

Payment payable to individual.



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Wedding Reservation Form

Today's Date: _____

Contact Information

Bride's Name _____ Main Contact? Y / N
Phone: _____ E-mail: _____
Groom's Name _____ Main Contact? Y / N
Phone: _____ E-mail: _____

Dates

Rehearsal Date: _____ Start time: _____ End time: _____
Wedding Date: _____ Start time: _____ End time: _____
*Decorating Date: _____ Start time: _____ End time: _____
* Recommended that this be done after rehearsal

Rooms

Ceremony: (Choose one) <input type="radio"/> Chapel (capacity 110) <input type="radio"/> Worship Center (capacity 200)	Reception: (Choose one) <input type="radio"/> Fellowship Hall (adjacent to Chapel) <input type="radio"/> Gathering Room (Wesley Building) <input type="radio"/> N/A
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Clergy

Name of Clergy to preside* _____
* If Buda UMC clergy is not presiding, protocol requires prior approval and contact between Buda UMC clergy and pastor presiding

Audio/Visual Needs*

Use of Mics and sound system Y/N
Pianist Y/N
*See page 8 of guidelines to arrange for a tech or pianist.

Signatures: *I have read and agree to the conditions in this Wedding Policy*

Bride: _____
Groom: _____

Office Use

Deposit received	<input type="checkbox"/>	Reserve space on calendar	<input type="checkbox"/>	Rental fee received	<input type="checkbox"/>
Key provided to party	<input type="checkbox"/>	Key returned	<input type="checkbox"/>	Deposit refunded	<input type="checkbox"/>