

# Wedding Policy

Rev 8.6.20



# Congratulations!

It is a joy and a blessing that you have decided to have your wedding at the Buffalo United Methodist Church. You are not just making a legal agreement together, but a sacred covenant before God to love and cherish one another throughout your lives. May God bless you richly as you prepare for these vows to be spoken.

We are providing this wedding booklet for you in hopes of answering many of your questions and making the planning process somewhat smoother for you. No wedding day is “perfect,” but we will strive to offer a wedding that is meaningful to you as a couple, a beautiful experience for your guests, and holy before God.

## Scheduling Your Wedding at Buffalo UMC

If you have received this booklet, then most likely your wedding has already been scheduled at the church. If not, contact the pastor as soon as possible about your intended wedding date, giving at least six month’s notice. The pastor will explain our pre-marital counseling program to you.

Unlike other church events, weddings must be scheduled directly with the pastor. After your date is tentatively approved by the pastor, the secretary will send you a copy of the building reservation form. Your date is assured when this form is returned to the office together with your deposit check.

If you would like to have another pastor or religious official involved in the ceremony or to preside over the entire service, that pastor must be invited by the pastor appointed to the church. Please share your request with the pastor immediately, before the wedding or reception is scheduled. A BUMC Wedding Coordinator is required for all weddings using other pastors.

There are costs involved in a church wedding, just as there will be at your reception facility. In this church, fees charged are the same for members and non-members, because they reflect the commitment of extra time by our church staff and the cost of providing the building (cleaned, heated, snow-plowed, air conditioned, etc.) for your use. You should have received an outline of these expenses together with your building reservation form. Please speak to the pastor if you have questions or concerns.

## Contacting Our Pastor

Pastor Bill Reinhart, Pastor  
763-682-3538  
pastorbill@buffaloumc.com

# Church Policy and Building Use Rules for Weddings

As found on your reservation agreement

1. All weddings are Christian worship services and are officiated by the appointed pastor. Guest pastors must be invited directly by the appointed pastor.
2. Users are expected to occupy only those parts of the facility specifically assigned and to return all areas to their prior set-up arrangements or as directed by the custodian or building host. Report any accidental damages to the pastor.
3. Deposits are due upon reservation and rental fees/honoraria for staff one week prior to wedding. Your pastor can confirm the details with you prior to this date.
4. No food or beverages except water in the sanctuary.
5. Children and youth must be supervised by competent adults. The nursery is available for children's use only upon reservation and with appropriate supervision provided by those reserving the church.
6. No alcohol is permitted anywhere on the church property including the grounds; anyone inebriated will not be included in the wedding party; no tobacco products are to be used within the building although smoking areas are provided outside.
7. Facilities are to be returned to proper order after use, with decorations and personal items to be removed from the sanctuary and dressing rooms immediately after the service. If dropping flower petals please only use silk petals. (Please assign someone to care for collecting these and any other lost items).
8. The church sound equipment may be used only by prior arrangement and under the direction of a church Sound Technician.
9. Bubbles may be used outside, please no rice or birdseed. Discuss any other outdoor plans with the pastor prior to the wedding date.
10. Bridal couple and/or member parents accept responsibility for the conduct of all event participants including responsibility for any damage to the building, grounds, or equipment.

# Release of Liability Statement

It is agreed that this permit is a license only to use the specific facilities and equipment rented for the stated purpose. The user of the Buffalo United Methodist Church agrees that the Buffalo United Methodist Church, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by persons using the Buffalo United Methodist Church, his/her invites or guests, arising out of the use of the facilities pursuant to this permit. The user of the Buffalo United Methodist Church indemnifies the Buffalo United Methodist Church, its agents, employees, and assigns for any claims for personal injury or property damage made against it arising from the use of the facilities pursuant to this permit.

## Wedding-Related Fees and Honorariums

At Buffalo UMC, our policy is that members and non-members pay the same amount for these services because they represent the actual cost of our providing a wedding service and staff for you. In order to assist your planning, these costs are listed here for you. Unless noted, these services are normally a required part of holding your wedding service at Buffalo UMC.

### **Building Use** \$200

Payable to the church, ½ with initial reservation; ½ prior to wedding. In the event of a fellowship hall reception, an additional \$200 fee is paid. This fee covers use of the building, custodial, heat, light, air, sound equipment, etc. Please note that the Sanctuary seats 180 people comfortably (200 packed tightly with extra chairs).

### **Church Reception** \$200

Should you choose to hold a reception at the church, there is an additional fee to cover the use of the fellowship and kitchen. Payable to the church., ½ with initial reservation; ½ prior to wedding. The fellowship hall comfortably seats around 150. Your plans will need to be discussed with administrative staff regarding catering, decorating and seating plans.

## Honoraria for Worship Leaders and Support Staff

Unless noted below, all honoraria are paid directly to the person providing the service one week prior to the wedding date. Payments may be given to the pastor for delivery.

### Pastor

\$300

The pastoral honorarium is paid directly to the church. This is combined with the building use costs (the first \$250 having been paid with your reservation deposit), so a \$250 check is paid to the church one week prior to your wedding date.

### Organist/Accompanist

Negotiated with musician - typically \$125-250

This fee is required for musicians from our staff and recommended for all accompanists. Accompanists typically meet with the couple once early on to select music; then prepare the music and attend both the rehearsal and the wedding. The fee is negotiated with the musician and will vary depending on the amount of skill and preparation required. Pay directly to the musician **at the rehearsal**.

### Soloist(s) or Other Musician(s)

\$75, when applicable

This is a recommended optional cost depending on your use of music. The church does not have staff soloists, although there are members who may be available to provide special music for weddings. The honorarium may vary depending on the number of songs provided and other considerations. Pay directly to the musician **at the rehearsal**.

### Sound Technician

\$75, when applicable

In most cases, a sound technician is necessary to set up microphones and to run the sound board.

### Wedding Coordinator

\$150

The wedding coordinator is responsible for providing hospitality and the efficient conduct of weddings performed at Buffalo United Methodist Church. **They are required for weddings with more than 20 people participating and/or weddings for which the BUMC pastor is not officiating.** They will serve as building host and offer support to the wedding party at the rehearsal and on the day of the wedding. This check can be written directly to the church one week prior to your wedding date.

# **Suggestions for Making Your Christian Wedding Personal and Meaningful (plus a few rules!)**

This section contains notes about ways to personalize your wedding service, as well as the church's expectations for you in planning your wedding so that you can keep them in mind throughout your preparations and not be surprised at a point too late to adjust your plans, if need be.

## **Designing Your Service**

This wedding booklet outlines an entire United Methodist wedding service and provides choices for your scripture readings along with special music. The boldface section titles of the outline will be the headings in your wedding bulletin.

## **Scripture Readings**

You will be invited to select scripture readings for the service and to have friends or family read these selections, if desired. Any readers should plan to attend the rehearsal. If you prefer, the pastor will be happy to select Bible readings for you.

## **Special Music**

You may select songs or hymns for the congregation to sing together. We can, if desired, arrange to project words of songs for congregational singing. You may also select solos or special music to be included in the service. Because a wedding is a Christian worship service, the pastor will suggest that most secular songs that are special to you be included at your reception rather than at the service itself.

## **Sound System**

The sanctuary is large enough and the sound system complex enough that a paid Sound Technician familiar with the church system is required to ensure that your guests can hear the service.

## **Unity Candle/Sand**

A unity candle/sand is an optional ritual included in many contemporary weddings. Please plan to provide your own sand or candles for this ritual. You may use your own candle stands or a simple crystal set is available at the church. We do not have any candelabras or pew candles, but these may be rented and used in our sanctuary. Please inform the pastor of your plans for decorating the sanctuary.

## **Other Rituals**

If you have read about or seen some part of another wedding that you felt was especially meaningful, feel free to ask the pastor about including it in your service. Whether or not it can be included depends primarily on the appropriateness of the ritual for Christian worship.

## **Wedding Message**

The pastor will provide a brief message for your wedding service. In order to make this message more personal, both you and your fiancé will spend some time in conversation with the Pastor.

## **Blended Families and Seating Arrangements**

The seating arrangements, processional and recessional may be handled in several different ways depending on family conformation and couple preference. Please let the pastor know of any special family concerns or conflicts so these arrangements can be made before the rehearsal.

## **Wedding Bulletin**

Most couples provide a wedding service bulletin to the congregation. You are responsible for creating and printing your bulletins. You can follow the outline of the wedding booklet provided for you in designing your bulletin. Please allow the pastor to proof-read this for you for service order, names, and other details before it is printed. Samples of wedding bulletins are also available for you to review. The church does not provide bulletin printing or paper stock, although sources can be suggested.

## **Flowers and Other Wedding Decorations**

Flowers and other decorations may be placed in the sanctuary, typically the day before the wedding. As you plan your floral decorations, keep in mind that the altar will be pulled 4-5 feet away from the back wall of the chancel. Oak flower stands in two different heights are available for you to use. We also request that flower girls carry a bouquet or basket and if you want flower petals thrown please only use *silk petals* on the church floor. Please schedule your decorating with the wedding coordinator assigned to you, recognizing that in some circumstances a late adjustment may need to be made in case of a funeral or other emergency. It is wise to ask someone from outside your family to assist in taking down the decorations after the service as others are departing for the reception. This can be quite a responsibility for parents after the service.

### **Responsibilities of Ushers**

Please plan to have ushers for your wedding service. Two is an absolute minimum and four is preferable. Ushers will greet people, provide bulletins and any other favors to guests, assist people with finding their way in the building, assist with seating before the service, light candles, and direct the recessional.

### **Alcohol and Smoking Policies**

Our church building policy indicates that alcohol is not allowed either in the building or anywhere on the church grounds. Wedding party members who are intoxicated will not be included in the wedding service. Please do not smoke inside the building, although there are ash receptacles for smokers provided outside the main entrance and education wing entrance.

### **Pranks and Practical Jokes**

Some families and friendship groups have traditions of playing pranks on the bridal couple, either before or during the service. Please tell those close to you that these kinds of activities will not be tolerated by the church and may even result in the cancellation of your wedding.

### **Sending the Couple Off**

Bubbles may be blown in celebration for the departing couple, but please do not plan to throw rice, birdseed, or anything else that would need to be cleaned off our patio.



# A Christian Wedding Service Outline

Please note the worksheet included in the back pocket of this folder, on which you may note your ideas and selections for the pastor.

**PRELUDE** *{if desired, the accompanist may provide music for a period of time prior to the hour of the service; the prelude listed here would be the last one included; during this music the immediate family members such as parents or grandparents would be formally seated by the ushers}*

**PROCESSIONAL** *{music to walk in by; sometimes two different pieces of music are chosen, one for the attendants and another for the bride's entrance; this second piece may be listed in the bulletin as the "Bridal Processional" or can simply be listed under the title for the first piece, normally the congregation is invited to stand as the bride enters}*

**GREETING** *{the pastor formally welcomes the congregation and begins worship}*

Friends, we are gathered together in the sight of God to witness and bless the joining together of BRIDE and GROOM in Christian marriage.

The covenant of marriage was established by God, who created us male and female for each other. With his presence and power, Jesus graced a wedding at Cana of Galilee, and in his sacrificial love gave us the example for the love of husband and wife. GROOM and BRIDE come to give themselves to one another in this holy covenant.

## OPENING PRAYER

Lord God, we come to worship you today with joy. Our hearts are glad that you have brought BRIDE and GROOM into each other's lives and into our lives. As they prepare to enter into covenant with each other and with you, we offer ourselves to you in grateful praise. Amen.

**DECLARATION OF INTENTION** *{the bride and groom state their desire to be married to each other}*

BRIDE and GROOM, I ask you now, in the presence of God and these people, to declare your intention to enter into union with each other through the grace of Jesus Christ, who calls you into union with himself as acknowledged in your baptism.

Pastor to woman: BRIDE, will you have GROOM to be your husband, to live together in holy marriage? Will you love him, comfort him, honor and keep him, in sickness and in health, and forsaking all others, be faithful to him as long as you both shall live? And if so, answer "I will."

Pastor to man: GROOM, will you have BRIDE to be your wife, to live together in holy marriage? Will you love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, be faithful to her as long as you both shall live? And if so, answer “I will.”

**SOLO, SONG, OR HYMN** {optional}

**SCRIPTURE READING**

*{Lessons suggested in the United Methodist Book of Worship. You may also ask the pastor to suggest or choose readings for you that relate to the message.}*

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Genesis 1:26-28, 31a                | The creation of man and woman   |
| Song of Solomon 2:10-14, 16a; 8:6-7 | Love is strong as death         |
| Isaiah 43:1-7                       | You are precious in God's eyes  |
| Isaiah 55:10-13                     | You shall go out in joy         |
| Isaiah 61:10-62:3                   | Rejoice in the Lord             |
| Isaiah 63:7-9                       | The steadfast love of the Lord  |
| Romans 12:1-2,9-18                  | The life of a Christian         |
| 1Corinthians 13                     | The greatest of these is love   |
| 2Corinthians 5:14-17                | In Christ we are a new creation |
| Ephesians 2:4-10                    | God's love for us               |
| Ephesians 4:1-6                     | Called to the one hope          |
| Ephesians 4:25-5:2                  | Members one of another          |
| Philippians 2:1-2                   | The Christ-like spirit          |
| Philippians 4:4-9                   | Rejoice in the Lord             |
| Colossians 3:12-17                  | Live in love and thanksgiving   |
| 1John 3:18-24                       | Love one another                |
| 1John 4:7-16                        | God is love                     |
| Revelation 19:1, 5-9a               | The wedding feast of the Lamb   |
| Matthew 5:1-10                      | The Beatitudes                  |
| Matthew 7:21, 24-27                 | A house built upon a rock       |
| Matthew 22:35-40                    | Love, the greatest commandment  |
| Mark 2:18-22                        | Joy in Christ as at a wedding   |
| Mark 10:42-45                       | True greatness                  |
| John 2:1-11                         | The marriage feast of Cana      |
| John 15:9-17                        | Remain in Christ's love         |

**SOLO, SONG, OR HYMN** {optional- if you only have one, this is the best place unless you want to use it during the unity candle ritual}

**SCRIPTURE READING** {optional}

**MESSAGE** {brief meditation by the pastor, usually related to the scripture chosen}

**PRAYER** *{spiritual preparation before your vows are spoken; given as follows or other as offered by pastor ; personal joys, remembrances, or concerns may be included here if provided to the pastor in advance; may be written and/or spoken by couple, if desired}*

Let us pray: Eternal God, Creator and Preserver of all life, Author of salvation, Giver of all grace: Bless and sanctify with your Holy Spirit BRIDE and GROOM, who come now to join in marriage. Grant that they may give their vows to each other in the strength of your steadfast love.

Enable them to grow in love and peace with you and with one another all their days, that they may reach out in concern and service to the world; through Jesus Christ our Lord. Amen.

**EXCHANGE OF VOWS** *{your formal spiritual and legal commitment of marriage}*

Man to woman: In the name of God, I, GROOM, take you, BRIDE, to be my wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, until we are parted by death. This is my solemn vow.

Woman to man: In the name of God, I, BRIDE, take you, GROOM, to be my husband, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, until we are parted by death. This is my solemn vow.

**BLESSING & EXCHANGE OF RINGS** *{rings are traditional, but not required; another token may be given; the rings or other symbolic items are blessed as a reminder of their holy presence to remind you of your vows}*

These rings are the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of BRIDE and GROOM in holy marriage.

Let us Pray: Bless, O Lord, the giving of these rings, that they who wear them may live in your peace and continue in your favor all the days of their life; through Jesus Christ our Lord. Amen.

Man to Woman: BRIDE, I give you this ring as a sign of my vow, and with all that I am, and all that I have, I honor you; in the name of the Father, and of the Son, and of the Holy Spirit.

Woman to Man: GROOM, I give you this ring as a sign of my vow, and with all that I am, and all that I have, I honor you; in the name of the Father, and of the Son, and of the Holy Spirit.

**DECLARATION OF MARRIAGE** *{the pastor formally tells the congregation you are married}*

Pastor to Couple: You have declared your consent and vows before God and this congregation. May God confirm your covenant and fill you both with grace.

Pastor to People: Now that BRIDE and GROOM have given themselves to each other by solemn vows, with the joining of hands, and the giving and receiving of rings, I announce to you that they are husband and wife; in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God has joined together, let no one put asunder. Amen.

**UNITY CANDLE/SAND** *{optional, a ritual symbolic of your separate lives becoming one new life while each of you remains an individual}*

**SOLO/OTHER MUSIC** to Accompany Unity Candle Ritual  
*{optional with or without unity candle}*

**BLESSING OF THE MARRIAGE** *{final prayer that looks forward to your home and life together}*

Let us pray: O God, you have so consecrated the covenant of Christian marriage that in it is represented the covenant between Christ and his Church.

Send therefore your blessing upon GROOM and BRIDE, that they may surely keep their marriage covenant, and so grow in love and godliness together that their home may be a haven of blessing and peace; through Jesus Christ our Lord. (Amen.)

**THE LORD'S PRAYER** {Spoken or Sung as a solo}

We lift our voices and our hearts to you now, as together we pray as Jesus taught us, saying:

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven.

Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us.

And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.

**DISMISSAL WITH BLESSING** *{the ending of the service from a worship standpoint}*

Pastor to Couple: BRIDE and GROOM, God the Eternal keep you in love with each other, so that the peace of Christ may abide in your home. Go to serve God and your neighbor in all that you do.

Pastor to People: And to all of you- Bear witness to the love of God in this world, so that those to whom love is a stranger will find in you generous friends. The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen.

And now, it's my great pleasure to introduce to you today, for the very first time, BRIDE and GROOM. You may kiss the bride!

*{the bride and groom may kiss as people applaud}*

**RECESSIONAL** *{music to leave by, congregation is directed by the ushers}*

**POSTLUDE** *{additional music as guests leave the sanctuary, if desired}*