



*Your Wedding*

*at*

*University United Methodist Church*

5084 DeZavala Rd.  
San Antonio, Texas 78249  
(210) 696-1033

## *Welcome to University United Methodist Church*

We are pleased that God has brought you to University United Methodist Church to share your vows of holy matrimony. We pray that your wedding day will glorify God and be a witness to God's everlasting glory.

At UUMC, we believe that your wedding day is an act of worship as well as a union between man and woman. We feel sure that your wedding day will be a joyful and solemn event and we look forward to assisting you in the planning of this momentous event.



## *The Way Of Love*

*If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing. If I give away all I have, and if I deliver my body to be burned, but have not love, I gain nothing.*

*Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude. Love does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrong, but rejoices in the right. Love bears all things, believes all things, hopes all things, endures all things. So faith, hope, and love abide, these three; but the greatest of these is love.*

I Corinthians 13.1 - 7, 13

## *Your Wedding At University*

The marriage ceremony is one of the most sacred of all rituals of the church. A wedding is a celebration: an outward, visible sign of the grace God gives two persons who pledge themselves to one another and are united by God in Holy Matrimony.

We in the University family are pleased to make our facilities and services available for weddings. We want to assist each bride and groom in making their wedding a memorable and meaningful event. Because of the significance of this event, any couple being married at University must (1) be Christian and desire a Christian service, (2) attend a marriage preparation class and have appropriate pre-marital sessions with a pastor, and (3) promise to be active in a church home after the wedding.

The following information and policies have been compiled to answer many of your questions and concerns. We will be happy to answer any other questions you may have and to help you in any way possible. **Your wedding day is very special to you—and to us!**



# The Pastor

University UMC Pastors will officiate all wedding ceremonies. Preference for a specific UUMC Pastor does not guarantee his/her availability until confirmed by your wedding coordinator. Any request for a pastor not on the staff must be approved by our Senior Pastor. A member of another denomination may **assist** in the service, however a UUMC pastor will be the presiding pastor. Another pastor should be contacted only **after** consulting with the assigned pastor.

At least six weeks prior to the wedding date, the bride and groom are expected to contact their church main office to schedule a meeting with their officiating pastor. This time is an important aspect of preparation for marriage and, because of the great demands on our pastors' time, all meetings are held during office hours on weekdays.



## *The Wedding Coordinator*

All weddings scheduled at University are required to use the services of our wedding coordinator. Your wedding coordinator will be your main source of contact with UUMC. The wedding coordinator and organist will serve as the liaisons to the church staff, including pastors, soloists, sound technician, custodian, and others as needed. The coordinator will explain church policies and procedures and will be responsible for their implementation. The coordinator will be in charge of the rehearsal, will be present at the wedding and the reception (if held at the church), and will be present when the flowers are delivered and placed for the ceremony.

UUMC's wedding coordinators, who are knowledgeable in all church policies concerning the use of candles, decorations, placement of flowers, scheduling and photography, will make the **final decision** on any special request. Our coordinators are familiar with the facilities available to the wedding party, such as which rooms are used as dressing rooms, reception facilities available, and provisions such as the kneeler, candelabras, etc.

Another duty of the church wedding coordinator is to supervise the rehearsal. The coordinator will walk the families and wedding party through the ceremony and will help everyone with the details involved (including where to stand, when to turn). The bride and groom should use the rehearsal to finalize all their decisions about the ceremony.

Your wedding coordinator will be available to you throughout your planning process to answer any questions that you may have.



## *Marriage Preparation Classes*

Because your marital success **is important to us, we require that all couples attend marriage preparation classes before being married at University.** We offer classes three times a year. The classes will normally be held Sunday evenings from 5:00pm to 7:00 pm. There is real power and grace as we let Christ into our homes in practical and consistent ways. These marriage preparation classes will give you information on how to do just that. The classes will also help you become integrated into the church and connected with a community of believers.

**All couples are expected to attend Marriage Preparation Classes, plus at least one additional counseling session with the officiating pastor.** If not taking UUMC classes, then a letter verifying that classes were taken through another source must be provided to your wedding coordinator and officiating pastor before the rehearsal date

## *Reservations*

A Request For Wedding Date Reservation Form, along with a \$200 deposit, must be submitted for approval. After approval (usually 1-2 weeks), the bride and coordinator are notified. At this time, the wedding and rehearsal dates and times are put on the church calendar. After the wedding, the deposit is mailed back in full unless there is cause for excessive clean-up following the wedding or reception, or if rules are broken by members of the wedding party, or if damage is done to church property. **Sanctuary weddings will be scheduled on Saturday's at 11:00am, 3:00pm and 7:00pm only.** Members may schedule weddings twelve months in advance. Non-members may schedule weddings nine months in advance. It is recommended that ALL weddings be scheduled at least three months in advance. **Your wedding reservation holds the Sanctuary or Chapel and the parlor for your use for a total of four hours beginning two hours prior to the time of the ceremony.**





## *Fees*

All fees must be paid in full at least thirty (30) days prior to the wedding date. (*Fee schedule is printed at the end of this booklet as well as on the Request for Wedding Reservation Form.*) No partial payments will be accepted. The wedding and reception, if applicable, are subject to cancellation if the fees are not received by the due date. Checks are made payable to University United Methodist Church and should be sent to the wedding coordinator. Please note that **fee structures are different for UUMC members and non-members**. Therefore, either the bride, groom, a parent, a grandparent, or a legal guardian **must** be a member of the church at least six months prior to scheduling the wedding to qualify for the member fee.



## *Facilities Available*

The following is available to accommodate your wedding needs:

### **Available for Weddings:**

Sanctuary Seating Capacity	1200
Chapel Seating Capacity	35

### **Available for Receptions:**

*(Available for members only)*

John Wesley Room Seating/Standing Capacity	200/225
Fellowship Hall/ McCreless Gym Seating/Standing Capacity	300/350
Loft Seating/Standing Capacity	100/175

## *Selecting Music*

University's Organist will coordinate the music for all weddings, which may include playing the organ and/or piano, assisting in the selection of music, and acting as a coordinator for all other musicians who do not use the organ. University's organist must approve any request for an organist other than University's, and in such case a bench fee will be applicable.

As soon as you are able, please review the CD and brochure entitled, "Musical Selections for Your Wedding." The CD, recorded in the University Sanctuary, provides specific examples of many available selections. The brochure provides further information to assist with selections for specific parts of the wedding ceremony, as well as general information concerning music appropriate to a sacred wedding service. It is important to familiarize yourself with these materials **before** meeting with University's organist to finalize your music selection. Wedding programs must be reviewed for accuracy of music composer and arranger credits by University's organist. **Please allow at least 48 hours for a reply and schedule your program printing time accordingly.**



## *Ring Bearer & Flower Girl*

If selecting children to participate in the ceremony, consideration should be given to insure that the dignity and reverence of the worship service is maintained. The recommended minimum age is five years old.



## *Photography*

While pictures are important, you will not want anything to detract from your wedding. Photographers must be unobtrusive at all times. Flash photography or flood light video taping may **NOT** take place during the ceremony. Flash pictures of the bridal couple and/or the bridal party may be taken as they process and recess. Non-flash photography or non-flood light video may be taken during the service from the back or side of the sanctuary. **No photographers are allowed in the Chancel (marble) area of the sanctuary or the altar area of the Chapel during the service** If pictures are to be taken after the ceremony, time is an important consideration in the comfort of your guests waiting at the reception. **Your reservation begins two hours before the ceremony and continues after the conclusion of the ceremony, for no more than four hours total. Reservation times are enforced.**

## *Light & Sound System*

Because the sound system is very sophisticated, it requires a trained operator. The sound operator can also control special lighting effects. He/she will be available one hour prior to the wedding to do microphone checks for soloists and pastors.



## *Rehearsals*

Bring your marriage license to the rehearsal and give it to the wedding coordinator. Only one hour is reserved in the sanctuary for the coordinator to conduct the wedding rehearsal, therefore, **it is very important that rehearsals begin and end promptly!**

Wedding rehearsals are scheduled from 5:30- 6:30pm, 6:30-7:30pm, and from 7:30-8:30pm the night before the wedding on a first come, first served basis. The rehearsal is designed to familiarize the wedding party with the ceremony and enhance the beauty and comfort of the occasion. The wedding coordinator **will refuse** to conduct the rehearsal if any of the participants are under the influence of alcohol or drugs.

## *Sanctuary Decorations*

Floral arrangements in modest sized containers may be placed on the altar as long as they are no taller than 12 inches and **do not obstruct the cross**. The wedding coordinator will assist with placement of other floral arrangements. **Plastic must be placed under all flower arrangements**. No carpentry work is permitted within the building and no temporary construction may be brought in. No decorations may be placed on the organ or piano. During the summer season, the buildings are pre-cooled to a comfortable temperature two hours before the ceremony. Any flowers that would be damaged by heat should be planned for delivery after this time. All candles used must be drip less and placed in a candelabra. Plastic floor coverings are to be placed under all candelabras; the candles and plastic floor coverings are available through the coordinator. Candles may only be used in the chancel area. For safety's sake, **Candles are not used in the aisles**. Unity candles with appropriate candle stand may be used and placed on the altar if desired.

Pew bows may be used by either using florist plastic clips or by tying the bows around the end of the pew. No decorations (flowers, ribbons, etc.) may be attached to the pews, communion railing, or other furniture by pinning, gluing, nailing, tacking, or taping. All articles used in worship must remain where they are. Because of potential damage to the marble, the chancel furniture is **not** to be moved.

Silk flower petals may be used sparingly in the aisle, if desired.

## *Receptions*

No more than one wedding reception per day can be held at the church. Wedding receptions held at University are no longer than two-and-a-half hours.

**We are sorry, but there can be no on-campus receptions for non-members.**

Decorations for the reception need to be approved by the coordinator to make sure they are within the guidelines of the Building Use Policy. No decorations may be affixed to the walls, ceiling, or furniture. As the wedding date approaches, if the church calendar permits, the reception room may be reserved to decorate the evening before or the morning of the wedding.



## *Cancellations*

When a wedding reservation is cancelled up to three (3) months before the date, \$150 of the deposit is returned. If the cancellation is made thirty (30) days to three (3) months before the wedding date, \$100 is returned. If the wedding reservation is cancelled less than thirty (30) days before the wedding, no part of the deposit is returned.



## *Reminders*

All decorations provided by the wedding party should be removed expeditiously. All personal items should be removed from the dressing areas and sanctuary upon leaving after the wedding and reception.

If a unity candle was used, remember to allow it to cool and the wax to settle before removing it. The custodian on duty will vacuum the floor after all decorations are removed. **DO NOT LEAVE VALUABLES UNSECURED AT ANY TIME IN THE DRESSING AREA.**

**On the day of the wedding, your reservation begins two hours before the ceremony and continues after the conclusion of the ceremony, for no more than four hours total.**



## *Respect For The Church*

Smoking, consumption of alcoholic beverages, or possession of any illegal substances are not permitted on the premises. **The wedding coordinator and/or the officiating Pastor have the authority to cancel a wedding if a member of the party is under the influence of alcohol or drugs.** For reasons of safety, rice will not be used or thrown during or after the wedding ceremony. In place of rice, birdseed may be used outside.



## *Helpful Information*

University United Methodist Church  
5084 DeZavala Rd.  
San Antonio, Texas 78249

Website: [www.uchurch.tv](http://www.uchurch.tv)

(210) 696-1033

Main Office Hours:  
Monday—Friday 8:00 am—5:00 pm

# *Bride & Groom Checklist*

1. \_\_\_\_\_ Our Wedding is scheduled for:  
\_\_\_\_\_  
(Date and Time )

2. \_\_\_\_\_ Our Rehearsal is scheduled for:  
\_\_\_\_\_  
(Date and Time )

3. \_\_\_\_\_ Our Wedding Coordinator is:  
\_\_\_\_\_  
(Name and Telephone Number )

4. \_\_\_\_\_ Any remaining balance of wedding fee is due:  
\_\_\_\_\_  
(Date)

5. \_\_\_\_\_ Our meeting with the officiating Pastor is:  
\_\_\_\_\_  
(Date and Time)

Note: This date should be at least 6 weeks prior to wedding date.

6. \_\_\_\_\_ We will attend Marriage Prep Classes on:  
\_\_\_\_\_  
(Date and Time)

7. \_\_\_\_\_ We listened to the demonstration music and prefer the following songs:

**Note:** UUMC Classes are usually offered 3 times a year.

These classes are **MANDATORY**.

If you are not taking UUMC's classes, then a letter verifying that classes were taken through another source must be provided to your coordinator

## *Fee Schedule*

### Sanctuary Wedding

Member           \$ 1100

Non-member   \$ 1825

This includes the following:

Use of Sanctuary for rehearsal and ceremony

Use of parlor for Bride's room

Pastor's Honorarium

Pre-marital class

Wedding Coordinator

Sound Technician

Musician (organist or worship leader)

Custodian set-up and clean-up

Administrative

### Chapel Wedding

Member           \$ 275

Non-member   \$ 300

This included the following:

Use of chapel for ceremony

Pastors Honorarium

Pre-marital class

Wedding Coordinator

Custodian set-up and clean up

Altar Candle

# *Receptions Fees*

Small Reception (under 35 guests)

Member \$150

2 hours in John Wesley Room or classroom

Coordinator

Custodial Set-up of tables and chairs

Custodial clean-up

Large Reception (35-200 guests)

Member \$ 400

2 hours in John Wesley Room, Loft or McCreless Gym

Coordinator

Custodial Set-up of tables and chairs

Custodial clean-up

- Non-members may not host a reception at our church



# The Wedding Service

## *The Gathering*

Processional: Music for Attendants, Music for Bride

Friends, we are gathered together in the sight of God to witness and to bless the joining together of \_\_\_\_\_ and \_\_\_\_\_ 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 in Galilee, and in His sacrificial love gave us the example for the love of husband and wife. \_\_\_\_\_ and \_\_\_\_\_ come to give themselves to one another in this holy covenant.

### **Declaration by the Man & Woman**

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.

(To the woman:)

\_\_\_\_\_, will you have \_\_\_\_\_ 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?

(She responds:) I WILL

(To the man:)

\_\_\_\_\_, will you have \_\_\_\_\_ 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?

(He responds:) I WILL

## **Blessing of the Families**

(To the father or sponsor of the bride)

Who presents this woman to be married to this man?

(He responds:)

HER MOTHER AND I - or - HER FAMILY AND I  
(If desired, to the families)

The marriage of \_\_\_\_\_ and \_\_\_\_\_ unites their families and creates a new one. They ask for your blessing. Who blesses this marriage?

(Parents or other representatives of the families may respond:)

WE REJOICE IN YOUR UNION AND PRAY GOD'S BLESSINGS UPON YOU.

Will you, the families, do everything in your power to uphold and honor these two persons in marriage.

(They respond:) WE WILL

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 \_\_\_\_\_ and \_\_\_\_\_, 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 compassion and service to the world; through Jesus Christ our Lord. Amen.

(Optional solo or special music)

(The following Scripture may also be read:)

John 15.9-17; Matthew 22.35-40; Matthew 7.21, 24-27; 1 John 3.18-24; 1 John 4.7-16; Genesis 1.26-28, 31a; 1 Corinthians 13.

As you make this covenant, hear this charge from the Apostle Paul as recorded in Colossians: *“Put on then, as God’s chosen ones, compassion, kindness and patience; forgiving each other, as the Lord has forgiven you. Above all these put on love, which binds everything together in perfect harmony. Let the Word of Christ dwell in you richly. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him”* (Colossians 3.12-17)

### **Pastoral Message and Prayer.**

#### **The man and woman face each other:**

(To the man)

I, \_\_\_\_\_, TAKE YOU, \_\_\_\_\_, 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.

(To the woman)

I, \_\_\_\_\_, TAKE YOU, \_\_\_\_\_, 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 and Exchange of Rings**

(Pastor asks for rings)

The ring is the traditional symbol of the union between Christ and His Church and the eternal life available in God's love. These rings then become an outward and visible sign of an inward and spiritual grace, signifying the uniting of this man and woman in Christ. Even as the rings are endless, we pray that their love might be endless, as it is built upon the power of the One who loved them first.

Let us pray:

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

### **The giving and receiving of rings:**

\_\_\_\_\_, 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. AMEN.

## **Declaration of Marriage**

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

### **To the congregation:**

Now that \_\_\_\_\_ and \_\_\_\_\_ 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 the Son, and of the Holy Spirit. Those whom God has joined together, let no one put asunder. Let us pray.



**Lighting of the Unity Candle (Optional solo or special music). (The wife and husband light the unity candle if one is used, then stand [groom first] and face each other in front of the altar.)**

**Holy Communion optional.**

## **Blessing of the Marriage**

**(The wife and husband kneel [bride first] before the altar, while the Pastor offers a prayer and then leads the congregation in the Lord's Prayer [Matthew 6:9-13])**

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.

God the Eternal keep you in love with each other, so that the peace and blessing of Christ may abide in your home. 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 and with all those gathered here, now and forevermore. Amen

(Then the couple may kiss and the Pastor will introduce them to the congregation)

**Recessional**

**Postlude**

*Addendum to Wedding Facility Rental  
Updated: 1/6/09*

**John Wesley Room Rental**

\* All weddings will require the presence of a wedding coordinator

**Wedding Only**

\$ 200 for 2 hours (2 hour minimum required)

\$ 100 for each additional hour

**Wedding + Reception**

\$ 400 for 4 hours (4 hour minimum required)

\$200 for each additional hour

**Pastor Fees**

\$300

**Wedding Coordinator's Fee**

**Wedding only**

\$250

**Wedding + Reception**

\$ 450

Best wishes to you as you plan your wedding. Please remember University United Methodist Church is here to help you. We care about you and your plans. May God richly bless you at this special time in your lives. Thank you for allowing us to be a part of your special day.

*"As for me and my household, we will serve the Lord"*  
*Joshua 24.15*

