

Wedding Policy

Hutto Discovery United Methodist Church
350 Ed Schmidt Blvd (physical)
PO Box 426 (mailing) Hutto, TX 78634
512-846-1707 church@huttodiscovery.org



We are thankful you have chosen to celebrate your wedding or vow renewal at Hutto Discovery UMC. We look forward to working together to create a special and meaningful worship service for you and your guests.

Your wedding is booked on the church calendar when the following items are returned to the church office or wedding coordinator: \$250 refundable deposit, \$100 registration fee for non-members (separate check from deposit), and a signed copy of the last two pages of this policy.

Wedding Fees

Deposit	\$250	(refundable security deposit)
Registration Fee	\$100	(for non-members of HDUMC, non-refundable)
Building Usage	\$250	(sanctuary comfortably seats 125)
Coordinator	\$100	
Pastor	\$150	(if HDUMC pastor officiates)

The building usage fee includes use of the building for **four hours** for the service and **one hour** for the rehearsal (\$50 per hour for additional time). Full payment is due two weeks in advance of the wedding date - checks made out to "Hutto Discovery UMC."

Upon request, it may be possible for the church to provide the following (some for small fee):

- musician – keyboard player
- use of multimedia screens (for video or slideshows)
- soundboard operator for services involving many needs from sound system

Upon request, the side fellowship room or the Discovery Center (back building) may be available for receptions. Both of these rooms will comfortably hold 25-50 persons depending on use. A small serving kitchen is available in the Discovery Center. Additional fees for these buildings and rooms will be minimal and at the discretion of the wedding coordinator.

Wedding Deposit

A \$250 deposit check will be received and kept in the church safe. Once the wedding is complete, the voided check will be returned to the couple. The following is a non-exhaustive list of reasons all or a portion of the deposit would be retained by the church: (1) extra time used for the rehearsal or service (\$50 per hour), (2) unplanned additional cleaning required after the service, (3) blatant disregard of this wedding policy, and (4) damage to church property. It is the responsibility of the couple to share church policies and rules with everyone involved with the wedding (including contractors working with the couple).

Guest Pastors

Couples who desire a guest pastor to officiate are asked to provide the ordained minister's name, church affiliation, and contact information to the wedding coordinator. Guest pastors must be approved by the senior pastor of Hutto Discovery UMC. Couples will pay remuneration to the guest pastor.

Pre-Marriage Counseling

Counseling is available for no additional fee for the couple by the pastor; however, it is recommended that a couple spend the extra expense to attend professional counseling by a licensed counselor. References are available through the pastor.

Coordinator

The wedding coordinator plays a key role in assisting the couple as they plan the use of the facility. The wedding coordinator will (1) review this policy with the couple and give an initial tour of the facility, (2) work as a liaison between the couple, pastor, and others involved in the service, (3) be present during rental hours to assure the sanctuary is secure and ready for the next church service, and (4) assist as needed with the wedding rehearsal and service. For smaller weddings involving members of the church, the wedding coordinator is recommended, but not required.

Flowers and Decorations

Any moving or removal of sanctuary furniture/furnishings will be at the discretion of the wedding coordinator. During the Christmas season, Christmas trees and decorations will not be removed. Wedding decorations will be tasteful and enhance the beauty of the sanctuary. All decorations and flowers are subject to the approval of the wedding coordinator.

Other requirements regarding decorations: (1) no tacks, pins, nails, staples, or tape will be used to fasten decorations to furniture, pews, or walls, (2) dripless candles must be used, (3) florists and others bringing decorations must contact the wedding coordinator two weeks in advance to schedule delivery of flowers and/or decoration of the sanctuary, (4) unless special arrangements are made with the wedding coordinator, all items used as decorations (including rented equipment) must be removed before the end of the building reservation time, and (5) only artificial/silk pedals may be dropped by the flower girl (to protect the carpet).

Rehearsal

A one-hour wedding rehearsal may be scheduled the day before the wedding. Couples should carefully set the time of the rehearsal to allow for travel of all participants. The marriage license should be handed to the pastor at the rehearsal. It is suggested that all participants attend the rehearsal, including family, ushers, musicians, and those who will participate in the processional.

Service

The pastor will provide the couple with a traditional liturgy for the wedding service in a planning meeting several weeks before the service. Any alterations to this liturgy are allowed only in consultation and with approval from the pastor. All wedding music is subject to the approval of the pastor. Some music may be more appropriate to share during the wedding rehearsal dinner or reception.

Since a wedding is a worship service, the pastor reserves the right to give specific directions and boundaries to those involved in the wedding (photographers, videographers, florists, musicians, wedding party, etc.). Many creative or unique parts of the service may be included, but these must be discussed with and approved by the pastor or coordinator.

Marriage License

Couples must apply for a wedding license through a county courthouse, usually a month before the service. There is a 72 hour waiting period after a marriage license is issued before the wedding can be performed (some leeway for active duty service persons). A marriage license is good for 89 days and must be delivered to the pastor before the wedding may occur.

Alcohol, Smoking, and Other Rules

1. No alcoholic beverages are permitted anywhere on the church property.
2. Smoking is not permitted in any church building.
3. Drinks or food of any kind are not allowed in the sanctuary at any time.
4. The church is not responsible for stolen, broken, or lost property (including rented items).
5. Rice, confetti, or birdseed may not be thrown at the end of the service (birdseed introduces unwanted weeds into the garden). Bubbles are recommended for outside celebration.

Photographer/ Video-photographer

When scheduling photography for the wedding, keep in mind the time schedule with the sanctuary rental (four hours total). Contact the wedding coordinator if more time needs to be added to the contract (\$50 per hour). It is the couple's responsibility to see that all contractors (photographers, etc.) are aware and respect the times reserved for the service.

It is recommended that the couple clearly discuss expectations with the photographer regarding photography during the service. Some couples will wish to have an unobtrusive photographer while others will invite their photographer to get in closer for certain shots (include the use of flash in conversations). The couple and photographer will discuss this desired balance with the pastor before the service to make sure all are in agreement.

Much time after the service and before the reception can be lost if the photographer (professional or volunteer) does not have an organized pre-determined list of requested photos.

Added Suggestions

Extra suggestions and ideas to keep the wedding day organized:

- (1) Know in advance of the rehearsal where family will sit in the pews and share this plan with family beforehand,
- (2) designate a helper to affix corsages,
- (3) assign someone to hand out any programs and ask guests to sign guestbook,
- (4) assign someone to assist in removing personal items after the service, and
- (5) please do not hesitate to bring other questions or concerns to the wedding coordinator or pastor.

Wedding Information and Reservation Form

When returned, the wedding coordinator will make a copy of this page for the couple, office assistant, and pastor.

I have read and agree to follow the Hutto Discovery UMC wedding policy.

Signed: _____ Date: _____

Printed Name: _____

(please initial second page)

Approved by Rev. Alan McGrath, Pastor: _____

Approved by Linda Kemp, Wedding Coordinator: _____

Bride's Name:	
Address:	
Address after wedding:	
Phone and Email:	
Groom's Name:	
Address:	
Phone and Email:	
Rehearsal Date and Time:	
Wedding Date and Time:	

(additional information on second page)

The information below will be submitted to the church at least two weeks in advance of wedding if not provided with deposit:

At what time will building be open for service preparations?:	
Name and phone of guest pastor:	
Name and phone of photographer:	
Name and phone of florist:	
Will reception be held at church?	
Will the kitchen be used?	
Name and phone # of caterer:	
Other contractors involved in service:	

Initial: _____

OFFICE USE ONLY: Total amount owed (do not include deposit): _____

Is bride or groom member of HDUMC? _____

Deposit Received, Date, Amt: _____ by: _____

Fees Received, Date, Amt: _____ by: _____

Fees Received, Date, Amt: _____ by: _____

Fees Received, Date, Amt: _____ by: _____

Fees Received, Date, Amt: _____ by: _____

Deposit Amount Returned: _____ Date mailed: _____