



**HUTTODISCOVERY**  
UNITED METHODIST CHURCH

## Wedding Policy

**We are grateful you have chosen to celebrate your wedding or vow renewal at Hutto Discovery United Methodist Church. We look forward to working together to create a special and meaningful ceremony for you and your guests!**

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**Your wedding is booked on the church calendar when the following items are returned to the church office or wedding coordinator:**

- \$250 Security Deposit
- \$100 Registration Fee\*^
- Signed copy of "Wedding Information & Registration Form"

\* must be a separate check from the security deposit

^ not required if bride and/or groom are members

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## Contact Information

Hutto Discovery United Methodist Church

Physical Address: 350 Ed Schmidt Blvd., Hutto, TX 78634

Mailing Address: PO Box 426, Hutto, TX 78634

Web Address: [www.huttodiscovery.org](http://www.huttodiscovery.org)

Email Address: [weddings@huttodiscovery.org](mailto:weddings@huttodiscovery.org)

Phone Number: 512-846-1707

Senior Pastor: Rev. Johnny Brower

Wedding Coordinator: Holly Brower

## Fees

Security Deposit	\$250	(required; refundable)
Registration Fee	\$100	(required for non-members; non-refundable)
Building Usage		
Sanctuary	\$250	
Discovery Center	\$250	
Education Building	\$100	
Pastor	\$150	
Wedding Coordinator	\$150	(required; non-refundable)
Pianist	\$100	
A/V Technician	\$100	(required for use of screens and complex audio needs)

*Please make checks payable to: "Hutto Discovery UMC"*

The building usage fee includes use of the building(s) for **four hours** the day of the ceremony and **one hour** the day of the rehearsal (\$50 per hour per building for additional time). **Full payment** is due two weeks in advance of the wedding date.

## Wedding Deposit

A \$250 Security Deposit check will be received and kept in the church safe. The voided check will be returned to the couple within two weeks of the conclusion of the ceremony. 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 rehearsal or ceremony, (2) unplanned additional cleaning required after the ceremony, (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).

## Wedding 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 ceremony.

## Guest Pastor(s)

Couples who desire a Guest Pastor to officiate or participate are asked to provide the ordained minister's name, church affiliation, and contact information to the Wedding Coordinator. Guest Pastor(s) must be approved by the Senior Pastor of Hutto Discovery United Methodist Church. The couple will be responsible for Guest Pastor's fee.

## Marriage License

Couples must apply for a wedding license through a county courthouse, usually a month before the ceremony. There is a 72 hour waiting period after a marriage license is issued before the wedding can be performed (there are some exceptions 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.

## Pre-Marriage Counseling

Up to three counseling sessions are available for the couple by the pastor for no additional fee, however, it is recommended that a couple spend the extra expense to attend professional counseling by a licensed counselor.

## 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 strongly suggested that all participants attend the rehearsal, including family, ushers, musicians, and the wedding party.

## Ceremony

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. 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, family, etc.). Many creative or unique parts of the service may be included, but these must be discussed with and approved by the Pastor or Wedding Coordinator.

## Flowers/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 should 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 decorations 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).

## Photographer/Videographer

When scheduling photography for the wedding, keep in mind the time schedule with the sanctuary rental. Contact the Wedding Coordinator if more time needs to be added to the contract. It is the couple's responsibility to see that all contractors are aware of and respect the times reserved for the ceremony.

It is recommended that the couple clearly discuss expectations with the photographer regarding photography during the ceremony. Some couples will wish to have an unobtrusive photographer while others will invite their photographer to get in closer for certain shots. 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 ceremony and before the reception can be lost if the photographer does not have an organized predetermined list of requested photos.

## Alcohol, Smoking, and Other Rules

1. No alcoholic beverages are permitted anywhere on the church property.
2. Smoking or vaping is not permitted in any church building, and all butts must be disposed of properly (NOT inside the 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. Bubbles are recommended for outside celebration.

## Additional 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. An event coordinator to help affix corsages, coordinate the reception, communicate with contractors, and assist with the ceremony logistics is highly recommended.
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.
5. Please do not hesitate to bring other questions or concerns to the Wedding Coordinator or Pastor.

## Wedding Information & Reservation Form

*When returned, the Wedding Coordinator will make a copy of the is page for the couple, office assistant, and pastor.*

Bride's Name: _____	Date of Birth: _____
Current Address: _____	
Email: _____	Phone: _____

Groom's Name: _____	Date of Birth: _____
Current Address: _____	
Email: _____	Phone: _____

Address after Wedding: _____
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Rehearsal Date & Time: _____
Ceremony Date & Time: _____

Additional Notes: _____
_____

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

Name & Phone of Guest Pastor: \_\_\_\_\_

Name & Phone of Photographer: \_\_\_\_\_

Name & Phone of Florist: \_\_\_\_\_

Will the Reception be held at the Church? \_\_\_\_\_ Will the kitchen be used? \_\_\_\_\_

Name & Phone of Caterer: \_\_\_\_\_

Name & Phone of Other Contractors involved in the event: \_\_\_\_\_

\_\_\_\_\_

I have read and agree to adhere to the Wedding Policy of Hutto Discovery United Methodist Church.

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

Printed: \_\_\_\_\_

Approved by Rev. Johnny Brower: \_\_\_\_\_

Approved by Wedding Coordinator: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Total Amount Due (not including Security Deposit): \_\_\_\_\_

Is Bride or Groom a member of Hutto Discovery? \_\_\_\_\_

Deposit Date & Amount Received: \_\_\_\_\_ by: \_\_\_\_\_

Payment Date & Amount Received: \_\_\_\_\_ by: \_\_\_\_\_

Deposit Date & Amount Returned: \_\_\_\_\_ by: \_\_\_\_\_