

# *Hope Presbyterian Church*

## *Wedding Handbook & Policies*

## Hope Presbyterian Church Usage & Service Fees for Weddings

Hope Presbyterian Church  
7730 North Shore Drive, Spicer, MN 56288  
(320) 796-2650

### Facility Usage:

Non-members – (includes Custodial and Wedding Coordinator's fees)

Sanctuary - \$580.00

Hopewood Chapel - \$580.00

Fellowship Hall (including the kitchen) - \$150.00

Gazebo - \$100.00

Members – (includes Custodial and Wedding Coordinator's fees)

Sanctuary - \$230.00

Hopewood Chapel - \$230.00

Fellowship Hall (including the kitchen) - \$80.00

Gazebo - \$80.00

### Staff Fees:

Minister's Fee: members - whatever you feel  
non-members - \$150.00

Counselor's Fee for Premarital Counseling: (members & non-members)  
As arranged with counseling agency.

Organist Fee: \$125.00 (members & non-members)

Checks are to be made out to Hope Presbyterian Church for facility usage. **Church facility usage fees for our sanctuary or Hopewood Chapel are to be paid when the Wedding Information Form is submitted for Session approval.**

The Wedding Information Form must be filled out completely and returned to Hope Church as soon as possible along with the facility usage fee for the sanctuary or Hopewood Chapel (\$580.00) plus any other facilities you may use, such as the Fellowship Hall for a reception or the gazebo. This facility usage fee/deposit holds the date for your wedding. The Session of Hope Presbyterian Church holds final authority in any disputes. If for any reason the request must be denied, your check will be returned with an explanation. Failure to pay fees at the time the form is returned will jeopardize your reservation.

**Additional payments for minister's fee, or organist is due no less than 2 (two) weeks prior to your wedding.** See Staff Fees above.

Fees will be refundable only upon written notice 90 days prior to the scheduled wedding date.

All planners of weddings and wedding receptions held at Hope Presbyterian Church **MUST CONSULT** with the church wedding coordinator. It is your responsibility to make contact with the wedding coordinator well in advance of your event. The office phone number is (320) 796-2650. Upon approval of your wedding date by the Session, you will be contacted by the wedding coordinator to confirm and proceed with planning.

## Weddings at Hope Presbyterian Church

We are pleased to share with you your joy as you prepare for your wedding service and your marriage. Because we believe that you want your wedding to be a joyous and meaningful service of worship, we offer this booklet to make your planning easier and more effective.

It is the wish of both the Session and the clergy that the wedding between a man and a woman will acknowledge the love of God and the presence of that love in the marriage covenant. It is our responsibility to see to it that everything which happens in the wedding service honors God and reminds us that marriage is a sacred covenant, a gift given for our benefit by God.

When preparing for your wedding service, you should keep in mind the following items:

1. You need to call or visit the office at the church as soon as possible after you have decided to marry, and certainly before you have set the final date. **All dates are subject to the approval of the church Session.** The Session, the church governing board, typically meets on the 2nd Monday of each month. Submitting the request form prior to the meeting will expedite the scheduling process. Attached you will find a Wedding Information Form which is to be filled out and returned with the deposit to the church as soon as possible.
2. You should plan enough time between the initial contact with the office and the date of the wedding to allow the pastor to meet with you for two - one hour sessions to plan the wedding ceremony.
3. Premarital counseling is a separate issue and must be completed. It will be your responsibility to contact Ostergaard Consultation Services or another counseling agency and set up the first appointment.
4. Flowers are appropriate for the occasion, in as much as they lend beauty and life to the service, reflecting both the gracious and creative hand of our God.
5. It is appropriate that pictures be taken so that the persons to be married, as well as friends and relatives, are enabled to remember the wedding service. These rules will apply to all photographers and all types of picture taking (still pictures, motion pictures and videotapes):
  - A. Photographers may take pictures of the bride, groom and wedding party in the rooms where preparation is taking place as agreed to by the couple.
  - B. Photographers may take pictures of the wedding party as they come through the door of the sanctuary.
  - C. Once the wedding party starts down the aisle, there will be NO flash photography permitted. The photographer is not permitted to move around in the front of the sanctuary in order to compose better pictures. The lights and the motion of the photographers take away from the worship experience. Videotaping will be allowed only from a stationary position.
  - D. Prior to or after the service, the photographers may take as many pictures as they wish while the couple poses.
  - E. NO one is allowed up in the sound balcony for any reason. Only the sound technician is allowed up there.

## **Use of Church Facilities**

1. Activities which conflict with a planned church function will not be permitted on the day you requested.
2. Alcoholics Anonymous has a standing agreement to meet at Hope Presbyterian Church every Saturday night. Due to organizational procedures, other activities cannot take place elsewhere in the church while AA meets. Weddings must be scheduled no later than 4:00 pm. Everyone, bridal party and guests, must vacate the premise no later than 6:00 pm.
3. Wedding parties will not be permitted to use any part of the church that was not reserved in advance. For instance, if your wedding will take place outside in the Hopewood Chapel, and you have not reserved the Fellowship Hall, you will not be permitted to use it. Use of unreserved areas will result in additional fees.
4. In the case of inclement weather, if you have reserved the Hopewood Chapel, you will have the church sanctuary available for your wedding service. The church will not book two weddings on the same day, so that the sanctuary is always available to the wedding party to use in the case of rain, excessive heat, etc.
5. Use of any facility for a wedding at Hope Church includes the Fireside Room as the bride's dressing room. The groom and groomsmen may dress in a designated classroom.
6. It is understood that those using the church facilities will leave things as they were found prior to the scheduled activity.
7. All personal property must be removed from the church following the ceremony. If anything was left behind accidentally, please contact the church office.

## **Rules & Regulations**

1. Hope Presbyterian Church requires the presence of one of its pastors at all weddings which take place on church grounds, unless special arrangements have been made and approved by the church Session. Guest pastors may be invited to participate, but the invitation **MUST BE APPROVED** by Hope Church. If you would like to invite other clergy to participate, it is your responsibility to make this known on the Wedding Information Form.
2. Wedding dances and throwing rice are not allowed in church or on its grounds.
3. Do not pound nails into rails or any other part of the church facility.
4. If you want to use the digital keyboard in the chapel, you will need to contact the church.
5. Alcoholic beverages are **NOT** allowed on the church premises.

6. If gifts are brought to the church, Hope Church assumes no responsibility for them. You should ask someone to be in charge of them at all times during the ceremony and reception.
7. No sit-down meals will be served by the Hope Presbyterian Women. All meals must be completely catered and served by the caterers. No sit-down meals can be served when there are more than 200 guests unless appropriate plans for serving in shifts are made.
8. Hope Presbyterian Church does not print wedding bulletins. You can have that done by a printing company at minimal cost. **DO NOT** print your bulletins prior to discussing the worship order with the officiating pastor.

### **Guidelines for Worship At A Wedding**

A wedding held at Hope Presbyterian Church is a service of worship. To this end, all components of the wedding service are to place emphasis upon the majesty, presence, love, blessings and guidance of God through praise, prayer, proclamation of the Word, and the worshiper's response. Normally, these needs are adequately met through the practices and tradition of Presbyterian worship. Couples need to be in consultation with the pastor **PRIOR TO** establishing a worship order, and most certainly before printing the worship bulletin. Following are some important guidelines regarding the worship policy:

1. The couple to be wed are encouraged to share with the pastor their feelings about the wedding service, what they would like to have included. They may even, with resources provided by the church and subject to final approval by the pastor, write their own wedding service.
2. Music: It is also appropriate to have music, and this matter should be discussed carefully with the pastor well in advance of the wedding service. The pastor, in consultation with the Music Coordinator, will have the final say in regard to music used in the service.
3. Music for weddings, which is being provided by the couple, will not be photocopied. It is against the law to photocopy most music (not considered part of the "public domain") without prior written approval from the publishers. As a Christian community, we consider it our responsibility to abide by this law. All sheet music that is not provided by Hope Church, therefore, will be purchased. If your organist and soloist each need a copy, both copies must be purchased.
4. Music other than traditional processional and recessional requested by the couple shall be purchased by the couple if it is not owned by the church or cannot be provided by the organist.
5. Hymn singing by the congregation is always appropriate and is enthusiastically encouraged by Hope Presbyterian Church.
6. Readings: Readings are appropriate in worship as long as they focus upon God and God's presence in our lives. Philosophical readings of an obscure nature, or those which focus upon human but not divine love, are not appropriate. Where selection of a certain piece is open to one's interpretation, the pastor, in consultation with the couple, will have the final say.

7. Scripture and Sermon: Scripture readings will always be a part of the wedding ceremony. In consultation with the pastor, meaningful scripture readings may be selected by the couple. It is also appropriate, and quite meaningful, to consider asking members of the wedding party to read scripture in the service. This option can be discussed more fully with the pastor. A short message expounding upon the meaning of scripture lessons and addressing the Christian meaning of marriage will be delivered following the reading of scripture.

We look forward to celebrating your marriage with you! As we gather in the name of Jesus Christ, it is our hope and prayer that all we do on your special day will be pleasing to God and personally fulfilling for the two of you as you join together. Please know that by having your wedding at Hope Church, you are supported not only through the program and policies set forth by the congregation, but also in its life of prayer. May God's blessings go with you on this most important journey of your lives!

Wedding Information Form - Hope Presbyterian Church

Name of Bride: \_\_\_\_\_ (full name)

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ (full name)

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Number of previous marriages: Bride \_\_\_\_\_ Groom \_\_\_\_\_

DATE OF WEDDING: \_\_\_\_\_ TIME: \_\_\_\_\_

Approximate number of guests:

Number of attendants: \_\_\_\_\_ Bridesmaids \_\_\_\_\_ Groomsmen

Type of wedding: \_\_\_\_\_ Formal \_\_\_\_\_ Informal

DATE OF REHEARSAL: \_\_\_\_\_ TIME: \_\_\_\_\_

Wedding will take place in?

Sanctuary \_\_\_\_\_ Hopewood Chapel \_\_\_\_\_ Other \_\_\_\_\_

(Sanctuary seats 250, Hopewood Chapel seats 200)

Will you be needing an organist/pianist? \_\_\_\_\_

Will you have special music? \_\_\_\_\_

(This is your responsibility. The church doesn't provide special music for weddings.)

If yes, name of musician(s): \_\_\_\_\_

Name and address of the Best Man and Maid/Matron of Honor:

Best Man: \_\_\_\_\_

Address: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Address: \_\_\_\_\_

Will these people be witnesses on the wedding license? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, who will? \_\_\_\_\_

Name of pastor performing the wedding ceremony: \_\_\_\_\_

Have you contacted the pastor to make sure he or she is available? \_\_\_\_ Yes \_\_\_\_ No

\* This is required for those desiring Hope Church's pastor to perform the ceremony.

RECEPTION at Hope Church? \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional remarks or information can be written on the back of this sheet.

Upon completion of this form, mail to: Hope Presbyterian Church  
Phone: (320)796-2650 7730 North Shore Drive  
Email: [hopepres@gmail.com](mailto:hopepres@gmail.com) Spicer, MN 56288

Please fill out this form to update the church files if you are a member, were a member, or if you would like to become a member of Hope Presbyterian Church. Return with your Wedding Information Form. Thank you!

First Name:

Middle Name:

Last Name:

Maiden Name:

Address:

City:

State:

Zip Code:

Birthday:

Baptized: Yes No Date:

Confirmed: Yes No Date:

Anniversary, if married:

Email Address(s), if you have one:

Home Phone: ( ) -

Cell Phone: ( ) -

Work Phone: ( ) -

Please Mark The Appropriate:

\_\_\_\_\_ Member of Hope Church If so \_\_\_\_\_ Active \_\_\_\_\_ Inactive

\_\_\_\_\_ I would like to become a member. Please contact me.

Any additional information:

Copies to:

Pastor

Clerk of Session

Custodian

Wedding Coordinator