

POLICIES GOVERNING CHURCH WEDDINGS & USE OF HOPE EVANGELICAL LUTHERAN CHURCH FOR WEDDINGS

Hope Evangelical Lutheran Church of Cranberry Township is a Christian center of worship. The church therefore should be used for public weddings, but only after proper arrangements have been made in consultation with the pastor(s).

A) Members, as membership is defined in Hope's Congregational Constitution, may use our facility at the discretion of the pastor(s) for weddings.

B) The wedding ceremony for non-members may be performed in our facility at the discretion of the pastor(s) and if his/her schedule permits.

An ordained pastor not affiliated with our facility may perform the wedding ceremony only after consultation with the pastor(s) and only if the policies that govern the church use are followed.

The written request by non-members for permission to use the facility must state the specific use that will be made of the building:

1. Which rooms will be used?
2. The date (month, day, year)
3. Beginning and ending times of function (including set-up and clean-up)
4. The number of people in attendance (fire code regulations)
5. Date (month, day, year) of wedding rehearsal

C) The sanctuary shall not be altered or changed for any wedding.

The paraments and other chancel appointments in use for the particular season or day of the church year should not be changed for the wedding.

Floral decorations in the chancel shall be placed only after consultation with the pastor(s) concerning their proper use. Only fresh flowers are to be used in the altar vases.

D) Secular music is not permitted in the church. Secular music, proper in its own setting, is not in keeping with the Order for Marriage which is a service of worship, and only such music ought to be used which is appropriate to worship. A wedding is a sacred service and all music chosen should reflect that fact. When music is used, it is important to remember the real reason for solemnizing a marriage in a church. Marriage is a holy estate ordained by God. The presence of the bride and groom at the church altar places the marriage relationship under the blessing and commandment of God. The music must be part of the worship experience which is to be looked for when any service is held in the church. It is not to be thought of as entertainment for the guests, or as a means of getting the bridal party to their places in the chancel. It must be a part of the worship experience and needs to be Christian in form and content. A wedding in a church should be churchly in every part, including the musical part. Therefore, we prohibit use of prerecorded music (i.e. CD's, tapes, etc.) in lieu of live musicians. Final approval of the wedding music shall rest with the pastor (s) and the organist following these guidelines.

Hope's organist or an organist approved by the music director **must be** used if the organ or piano is to be used.

If an organist other than the church organist is to be used, required practice time should be cleared with the church organist to avoid conflicting practicing schedules.

E) Certain fees have been implemented for the remuneration of those involved in the preparation of the church and its facilities for use:

	<u>Members</u>	<u>Non-Members</u>
1) Sanctuary	\$0	\$250.00
2) Organist	\$150.00	\$150.00
3) Altar Guild (required)	\$ 25.00	\$ 25.00
4) Wedding Coordinator (required)	\$175.00	\$250.00
5) Fellowship Hall	\$100.00	\$250.00
6) Pastor	\$0	\$200.00

*Additional rehearsals for soloist/instrumentalists will require a negotiable fee.

All fees payable upon reservation of the wedding date. Fees non-refundable less than two weeks (2) weeks prior to the wedding date.

F) Confetti or rice are not to be thrown inside or outside the church building. Birdseed may be used outside the building after photographs are taken.

G) Photographs are not to be taken in the church during any service held in the sanctuary by either professional or amateur photographers unless they can be made silently and without flash from the rear of the church. If requested in advance, re-enactments of desired portions of any service will be held. This would occur before or after the service according to whatever best suits the pastor's schedule. The pastor has agreed to participate in this, with advance notice.

H) Fellowship Hall

1. The use of Hope's fellowship hall will follow the guidelines for building use.
2. The using party will provide their own refreshments and materials.
3. Tables and chairs may be used as needed. You will need to provide tablecloths, etc.

Recognizing that there is seldom a policy without exception, the Worship Committee would be willing to consider a request if presented in enough time for all concerned to be consulted to determine if the exception is appropriate to the particular service.

NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON PREMISES! FAILURE TO ABIDE BY THESE POLICIES WILL RESULT IN THE WEDDING NOT BEING PERFORMED.

Any questions concerning these policies may be directed to the church office at 724-776-3141.