



Hope Evangelical Lutheran Church WEDDING POLICIES

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) via the Wedding Coordinator.

WHO MAY BE MARRIED AT HOPE

- Members, as membership is defined in Hope's Congregational Constitution, may use our facility at the discretion of the pastor(s) for weddings. (*A member fee applies.*)
- Non-Members, those not attending Hope may be performed in our facility at the discretion of the pastor(s) and if his/her schedule permits. (*A non-member fee applies.*)

VISITING PASTORS

- 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.

FIRST THINGS FIRST

- Contact the Wedding Coordinator, David Best at dbester4@zoominternet.net, to secure the date for the wedding (*day, month, and year*). Allow at least two months in advance before the desired date.
- The Coordinator will also want to know the following:
 - Date (month, day, year) of wedding rehearsal
 - Beginning and ending times of function (including set-up and clean-up)
 - The number of people in attendance (fire code regulations)
 - The number of rooms to be used?
- After the date has been procured, the coordinator will schedule a meeting with the pastor(s) to perform the ceremony.

SANCTUARY

- 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 will not be changed for the wedding. *Refer to the church year calendar from Sunday and Seasons to see the parament color.*
- 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.

MUSIC

- **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 sacred music is appropriate for the wedding.
- **Sacred Music** can be defined by answering the following questions:
 - Does the music/text reflect praise and/or thanksgiving to God?
 - Is it based on, or does it reflect, a scriptural theme?
 - Would this song be appropriate for a Sunday morning worship service?
- Pre-recorded music (i.e. CD's, tapes, etc.) in lieu of live musicians is prohibited.
- Final approval of the wedding music shall rest with the pastor(s) and the organist following these guidelines.

ORGANIST

- Hope's organist (or an organist approved by the music director) **must be** used if the organ or piano is to be going to be part of the service.
- A separate appointment must be made with the organist to discuss the wedding music.
- If an organist other than Hope's is going to play, any additional practice time needs to be cleared with Hope to avoid conflicting practice schedules.
- If special music is going to be part of the wedding ceremony, additional rehearsals will need to be arranged for an additional fee. *(Please refer to the WEDDING FEES SCHEDULE.)*

OTHER

- **Confetti, rice, and/or birdseed are not to be thrown inside or outside the church building.** You may use bubbles outside the church building **after** photographs are taken.
- **Please note that wedding bulletins will be provided by Hope Lutheran Church; they are already pre-formatted. No special, pre-made bulletins will be used.**

PHOTOGRAPHS

- Photographs while important are **NOT** to be distracting or disruptive during the service by either professional or amateur photographers, so **NO** flash photography is allowed until after the service ends.
- If certain portions of the ceremony need to be photographed, then re-enactments will be held directly following the service. The pastor will need advanced notice to participate to accommodate his/her schedule.
- Any photos with pastor(s) need to be taken first, before the family and/or wedding party photos.

ROOMS/FELLOWSHIP HALL

- The use of Hope's Fellowship Hall will follow the guidelines for building use. This request will need to be submitted when the date for the wedding is decided.
- The wedding party will provide their own refreshments and materials.
- Tables and chairs may be used as needed; however, all paper products, decorations, tablecloths, etc. are to be provided by the couple.

WEDDING CANCELLED

- Hope Lutheran Church does **NOT** permit any tobacco or alcohol use on the premises *(inside/outside/in the parking lot, etc.)*
- If the Bride or Groom is under the influence, the wedding will NOT be performed. The pastor(s) reserve the right to not marry anyone as they see fit. If any of the Wedding Party or guests are under the influence, they will be asked to leave the premises.
- **Failure to abide by any of these policies will result in the wedding being CANCELLED.**

Bride and/or Groom Signature: _____ Date: _____

Wedding Coordinator Signature: _____ Date: _____



Hope Lutheran Church WEDDING FEES SCHEDULE

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	\$200.00	\$250.00
3) Altar Guild	\$ 25.00	\$ 25.00
4) Administrator **	\$ 0	\$ 50.00
5) Wedding Coordinator	\$175.00	\$250.00
6) Fellowship Hall	\$100.00	\$250.00
7) Pastor **	<u>\$ 0</u>	<u>\$250.00</u>
TOTAL:	\$500.00	\$1325.00

**** (honorarium if desired)**

- Additional rehearsals for soloist/instrumentalists will require a fee of **\$25.00 per hour**.
- All fees payable to "HOPE LUTHERAN CHURCH" upon reservation of the wedding date. (*Some exceptions apply.*)
- Fees are non-refundable two (2) weeks prior to the wedding date.

Bride and/or Groom Signature: _____ Date: _____

Wedding Coordinator Signature: _____ Date: _____



**** Please provide one copy to the Office Manager. Place in her mailbox in the office.**

**Hope Lutheran Church
WEDDING COORDINATOR CHECKLIST**

DESIRED WEDDING DATE: _____

- _____ Cleared with the Pastor(s)
- _____ Cleared with the Organist
- _____ Cleared with the Office Manager

FINAL WEDDING DATE: _____

FINAL TIME: _____

FINAL LOCATION: _____

PASTOR(s): _____

ORGANIST: _____

WEDDING REHEARSAL DATE & TIME: _____

_____ **Email ALL information above to all parties (Bride, Groom, Pastor(s), Organist, & Office Manager)**

MEETING #1:

- Bridal Party Participants**
- Song Selections**
- Pastor(s) initial meeting date for couple:** _____

MEETING #2:

- Finalize Bulletin Liturgy/Readings, Soloists, etc.**
- Premarital Meetings scheduled with Pastor(s)**
 - Meeting 1:** _____
 - Meeting 2:** _____

FINAL MEETING #3:

- Proof Bulletin**
- Last minute details**



**Hope Lutheran Church
WEDDING CONTRACT/AGREEMENT**

This is to certify that _____ and _____ desire to enter
(Bride) (Groom)

into Holy Matrimony on _____ at Hope Evangelical Lutheran
(Day, Date, & Time)

Church, Cranberry Township, Pennsylvania.

Pastor _____ will be officiating the ceremony.

Wedding Coordinator Signature: _____ Date: _____

** Payment is due upon agreement of WEDDING DATE. Some exceptions apply. Please refer to the WEDDING FEES SCHEDULE for payment amounts. Fees are non-refundable two (2) weeks prior to the wedding date.

**** Please provide one copy to the Office Manager. Place in her mailbox in the office.**