

# Hope Community Church

## Wedding Policies and Procedures

**Congratulations on your engagement!**

Deciding to get married is the *second* most important decision you will ever make. The first is trusting Jesus as your Lord and Savior.

We want your wedding to be one of the most important highlights of your life and will do everything we can to help. On the following pages you will find our policies and procedures.

As you begin to make specific plans, please read through these pages carefully. Give special attention to our request that you schedule the staff, counseling sessions, and facilities well in advance of your wedding date.

The first step you must take is to contact the church office to verify the facilities are available on your preferred date. We will also verify with the officiating pastor and facilities director to confirm the date. Once confirmed, a deposit of \$75.00 to reserve your date will be requested.

It is our prayer that you will continue to seek God's direction for your married life, and that your marriage will be strong in the years to come.

In Christ,

The Pastors and Staff of Hope Community Church

1831 E. 21<sup>st</sup> Street, Andover, KS 67002  
Voice: 316-858-9100 Fax: 316-858-9101



COMMUNITY/CHURCH

# Facility Reservation Information

1. Proposed Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

2. Proposed Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

3. Name of Bride \_\_\_\_\_

Home/Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Name of Groom \_\_\_\_\_

Home/Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Are you a regular attendee at Hope Community Church?

(Circle one) Bride yes/no Groom yes/no

6. Will the wedding be at Hope? (Circle one) Yes/No If not, where? \_\_\_\_\_

\_\_\_\_\_

7. Which pastor do you wish to officiate at your wedding? \_\_\_\_\_

*Please note: Pastor availability is subject to their schedules.*

*Please fill out this form completely and send it to: Hope Community Church, Attn: Wedding Coordinator, 1831 E. 21<sup>st</sup> Street, Andover, KS 67002. Your wedding reservation can only be considered upon receipt of these forms.*



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# General Wedding Policies

Due to the importance and sacredness of marriage, the risks to marriage in our society, and the responsibility of the church to preserve and strengthen Christian marriages, the following policies are in effect for the services of the pastors and facilities of Hope Community Church.

1. **Spiritual Compatibility** – Both individuals must be believers in Jesus Christ and must evidence the desire to serve Him in their lives and marriage. Hope Community Church allows only Christian ceremonies. If what you are looking for is not a Christian ceremony, then we suggest you seek out a Justice of the Peace.
2. **Waiting Period** – The services of a pastor must be requested a minimum of three to four months in advance of the wedding date. Because some couples call off their wedding during pre-marital counseling, this waiting period allows the couple and the pastor time to complete pre-marital counseling and test the quality of the relationship before the wedding invitations are mailed. The officiating pastor will meet with the couple at least once to discuss their counseling, to help with the wedding planning and to make the final confirmation of the wedding date.
3. **Marriage Preparation Counseling** – The couple must agree to participate in five to six pre-marital counseling sessions plus any other sessions as suggested by the pastor or pre-marital counselor. This counseling will be done either by the officiating pastor or by a counselor he designates. Counseling also includes the commitment to complete assigned homework, review books or DVDs, and to finish with a post-wedding follow-up session as determined by the pastor. When an out-of-the-area residence makes scheduling the counseling sessions a hardship, a competent counselor in another area can serve in place of the counseling at Hope.
4. **Parental Approval** – In most cases, the marriage should be approved by both sets of parents.



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5. **Right of Refusal** – The officiating pastor reserves the right to refuse to marry the couple if:
  - ∞ From the counseling session he senses the marriage is not advisable, or,
  - ∞ It is found that the couple has not adhered to the moral expectations listed below.
  
6. **Moral Expectations** – As the Scripture teaches that intimate sexual relations are to be reserved for marriage, the couple agrees to abstain from such activity until after the wedding. In cases where the couple is living together and/or sexual activity has already occurred, the couple agrees to live in separate housing and/or cease from such activity until after the wedding.
  
7. **Divorce and Remarriage** – In cases where one or both individuals have a previous marriage that was dissolved by divorce, the officiating pastor will determine if remarriage is scripturally permissible.
  
8. **Extenuating Circumstances** – If a couple feels that extenuating circumstances merit an exception to any of these policies, they may appeal in writing to Hope’s Leadership Team.



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# Fees and Facility Policies for Weddings

1. **Wedding Fees** – Regular Hope Attendees - \$350.00

*(Individuals who attend our services on a regular basis)*

Non-Attendees - \$500.00

*Fees include premarital counseling sessions, the use of the Worship Center, North Entry hall, two dressing rooms, janitorial staff, sound technician, wedding coordinator, and facility heating/cooling costs. Please note: We do not normally rent out the church facility to outside groups for weddings without Hope's pastors involved.*

2. **Additional On-Site Reception Fee** – \$75.00

*Fee covers cost use of reception room A-11 and the janitorial staff.*

*Please note: We are often asked about honorariums for pastors and musicians. It is important to understand that the above fees do not include honorariums given to the officiating pastor or musicians. Honorariums are separate and are the responsibility of the bridal party. Our pastors do not have a fee for their services and are pleased to minister in any way they can. However, if you do choose to provide an honorarium, know that over the years honorariums for pastors have ranged from \$75-150.00, and musicians supplied by the church generally receive around \$35.00 per individual.*

3. **Fee Payment Date** – all fees are due in the church office on the Friday before the wedding.

4. **Music** – A wedding is a sacred event, and it is important that discretion is used in the choosing of music used during the wedding. The officiating pastor makes the final determination about the suitability of a song's use in the wedding service.



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5. **Scheduling** – As mentioned in the Wedding Reservation form, the scheduling of a wedding along with the request for a pastor to officiate must be done 3-4 months in advance of the wedding date. All scheduling is done on a first-come basis. Please note the following stipulations:
  - ∞ No more than one wedding will be scheduled per weekend.
  - ∞ Generally, no wedding will be scheduled on holidays, the period between December 15-January 1<sup>st</sup>, or the week before and including Easter Sunday.
  - ∞ Friday evening weddings should conclude no later than 8 p.m.
  - ∞ *Please note: Because of preparation for Sunday services, Saturday weddings should conclude no later than 4 p.m., and Saturday wedding receptions cannot be scheduled at the church facility.*
  
6. **Set Up and Clean Up** – Help with the setting up of chairs, decoration of the stage, and the cleaning up of these areas will be the responsibility of the wedding party in coordination with the Wedding Coordinator and the Director of Facilities. If candelabras are being used, please use candles that do not drip.
  
7. **Use of Church items** – All church owned items such as coffee pots, refrigerator, kitchen, etc. are available for use by the wedding party. The sound equipment may be used only if a member of the sound crew or Church staff is present to run the equipment.
  
8. **Photography** – Pictures may be taken before, after, and during the ceremony. It is recommended that photography during the ceremony not use flash for lighting. Photographers need to ask the officiating pastor ahead of the ceremony as to where pictures are permitted during the ceremony. Video may be shot at any time if the camera is stationary and has no glaring lights. The Hope sanctuary features remote-controlled cameras that may be used to video tape the ceremony. This system may only be operated by a member of the church video team.
  
9. **Restrictions** – No rice, birdseed, whipped cream or shaving cream may be used. No alcohol or tobacco products may be used in the facility. Alcohol is not permitted anywhere on the church property.



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# ***“I Read It” Signature Page***

Fill in and return to the church with the Pre-marital Wedding Questionnaire, reservation form, and deposit.

We have read and understand the “General Wedding Policies” and the “Fees and Facility Policies” information and are returning our Pre-Martial Wedding Questionnaire along with this Signature Page. We understand that you will contact us regarding the next steps in the wedding process.

Bride (print) \_\_\_\_\_

Groom (print) \_\_\_\_\_

Proposed Wedding date: \_\_\_\_\_

Bride’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom’s Signature \_\_\_\_\_ Date \_\_\_\_\_



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