

# 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.

As you begin to make specific plans for your wedding day, please read through our policies carefully. Many things must be confirmed before a date can be reserved, so we ask that you fill out the following forms as soon as possible to begin the reservation process:

- Wedding Reservation Request
- Pre-Marital Wedding Questionnaire
- The "I Read It" Signature Page

Mail or bring in your forms to the address listed below. Once we have received them, the pastor you have requested will check the date and contact you with instructions as to how to proceed.

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. We will do everything we can to make your wedding one of the most special days of your life.

*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

# Wedding Reservation Request

1. BRIDE'S NAME \_\_\_\_\_

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

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

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

Regular attendee of Hope? Y / N

2. GROOM'S NAME \_\_\_\_\_

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

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

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

Regular attendee of Hope? Y / N

3. Proposed Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Inside or Outside? Circle one.

If inside, Youth room or Worship room? Circle one.

If not at Hope, where? \_\_\_\_\_

4. Proposed Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

5. Rehearsal Dinner at Hope? Y / N Time \_\_\_\_\_

6. Reception at Hope? Y / N If yes, will dinner be served? Y / N

Youth Room \_\_\_\_\_ Worship Room \_\_\_\_\_ 7. Which pastor would you prefer to officiate at your wedding?

\_\_\_\_\_  
(Please note: Pastor Availability is subject to their schedules)

**Please bring in or send this paperwork to: Hope Community Church, 1831 E. 21<sup>st</sup> Street, Andover, KS 67002.  
Your request will be considered upon receipt of these forms.**

# General Wedding Policies

Because the risks to marriage are so great in our society, it is the responsibility of the church to preserve and strengthen Christian marriages. Due to the importance and sacredness of marriage, Hope Community Church has developed certain policies we choose to follow. They are:

1. Faith in God - Non-Christians who are spiritually seeking are encouraged to work with one of Hope's pastors as they consider marriage. Hope Community Church allows only Christian ceremonies. Couples contemplating marriage must first determine what they believe in before moving on with a commitment to each other.
2. Spiritual Compatibility - Both individuals must be believers in Jesus Christ and must show a desire to serve Him in their lives and marriage.
3. Waiting Period - Because some couples call off their wedding during pre-marital counseling, a waiting period allows the couple and the pastor time to complete pre-marital counseling and test the quality of the relationship before the invitations are mailed. The officiating pastor will meet with the couple to discuss the counseling process.
4. Marriage Preparation Counseling - The couple must agree to participate in five or six pre-marital counseling sessions plus other sessions if suggested. The counseling will be done by either the officiating pastor or by a counselor he designates. Marriage preparation includes a commitment to meet with a counselor, complete assigned homework, review books or DVDs, and to finish with a post-wedding follow-up session. 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.
5. Parental Approval - Generally, the marriage should be approved by both sets of parents.
6. Right of Refusal - The officiating pastor may decide to refuse to marry the couple if:
  - From the counseling session he senses the marriage is not advisable, or,
  - The couple has not adhered to the moral expectations listed below.
7. Moral Expectations – Because 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 or when sexual activity has already occurred, the couple agrees to live in separate housing and/or cease from such activity until after the wedding.
8. 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.
9. 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.

# Wedding Fees and Facility Policies

1. Wedding Fees: Regular Hope Attendees - \$350.00  
(Individuals who attend our services on a regular basis)

Non-Hope Attendees - \$500.00  
(Please note: We do not rent out the facility without Hope's pastors involved)

## Fees include:

- premarital counseling sessions
- the use of the Worship Center
- North entry hall
- two dressing rooms
- janitorial staff
- sound technician
- wedding coordinator
- utility costs.

## Fees do not include:

- honorariums to pastors
- honorariums to musicians

Honorariums are the responsibility of the bridal party. Although our pastors do not have a fee for their services and are pleased to minister in any way they can, if you choose to provide an honorarium, know that over the years honorariums for pastors generally range from \$75-150.00, and musicians supplied by the church generally receive around \$35.00 per individual.

2. Additional Fee (Reception): use of the Youth Room - \$75.00  
use of the Worship Room - \$100.00
3. Fee Payment Date - **A deposit of \$100.00 is due when the facility is reserved.** The balance is due the Friday before the wedding.
4. Music - Because weddings are sacred, it is important to use discretion when choosing your music. The officiating pastor makes the final determination about the suitability of the music you have chosen to use in your wedding service.
5. Scheduling –All scheduling is done on a first-come basis and is dependent on the availability of both the pastor and the facility. Please note the following stipulations:
- a. Only one wedding per weekend will be scheduled.
  - b. Generally, no wedding will be scheduled on holidays, between December 15 and January 1<sup>st</sup>, or on the week before and including Easter.
  - c. Friday evening weddings should conclude no later than 8 p.m. and Friday receptions should be cleaned up by 10:00 p.m.
  - d. Saturday weddings should be over by 4 p.m., including the reception if held at Hope.

# Wedding Fees and Facility Policies

6. Set Up and Clean Up – Setting up chairs, decorating the stage, and cleaning up will be the responsibility of the wedding party in coordination with the Wedding Coordinator and Director of Facilities. If using candelabras, please use dripless candles.
  
7. Use of Church items – All church owned items such as coffee pots, kitchen facilities, etc. may be used 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. Contact the Director of Facilities Larry Cox at least two weeks prior to your proposed wedding date.
  
8. Photography – Pictures may be taken before, after, and during the ceremony. Pictures taken during the ceremony must have no flash used. 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.
  
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.

**Director of Facilities Contact Information:**

Larry Cox – 858-9100 or 316-640-9128. Contact needs to be made at least two weeks PRIOR to your proposed wedding date to insure all questions are answered and directions are given for usage of the church. This direct communication will help to make sure your wedding day will be everything you desire it to be.

# Pre-Marital Questionnaire

Your answers to the following questions will help us in your premarital counseling.

1. Why are you interested in having a Christian wedding ceremony?
2. Are you and your fiancé Christians? If so, please share the circumstances about how and when you both came to faith in Christ.
3. If you are divorced, please explain the circumstances of your divorce.
4. Are there presently any circumstances regarding your relationship with your fiancé which would be offensive to God and result in Him not blessing your marriage?
5. Do you have any questions for the pastor who will perform your ceremony?

# *“I Read It” Signature Page*

Fill in and return to the church along with the Pre-marital Questionnaire and Wedding Reservation Request forms.

We have read and understand the “General Wedding Policies” and the “Fees and Facility Policies” and “Contact” 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 \_\_\_\_\_

