

Wedding Manual



Hope Presbyterian Church
11512 Olson Drive
Austin, TX 78750
512-258-9117

Hope Presbyterian Church

Wedding Policies and Guidelines

The Wedding as a Service of Worship

The Presbyterian Church believes that the Christian Marriage ceremony is a service of worship in the presence of God, normally conducted within the house of God. Reverence shall be expected on the part of all present. The wedding service shall be under the sole direction of the officiating pastor.

When a couple decides to be married at Hope Presbyterian Church, more is involved than simply the use of the facilities and the presence of one of the pastors. In that decision, a couple indicates that they will make thorough preparation for the wedding service and for their life together. They also agree to take seriously the procedures of this particular church as well as those of the Presbyterian Church.

The music that accompanies the marriage ceremony should direct attention to God, who sanctifies marriage. Special care should be taken to assure that the music is suitable and reverent.

Making the Reservation

Arrangements for marriage ceremonies at Hope Presbyterian Church should be made with the Wedding Coordinators well in advance of the wedding date to avoid disappointment and to insure adequate time for scheduling pre-marriage conferences with the officiating pastor. The wedding coordinators can be reached by calling the church office. A guest pastor must be invited to officiate the wedding by either the Senior Pastor or Session of Hope Presbyterian Church.

Weddings cannot be scheduled on Sundays or during Holy Week because the facilities are needed for other congregational activities. Weddings or wedding rehearsals should not be scheduled on New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day.

The wedding date will be reserved only upon the receipt of the total fees listed on the Fee Schedule.

Facilities Available for the Wedding

The sanctuary, which seats 600 guests, may be used for the rehearsal and the wedding. A bride's room is available for the bride and her attendants. Another room will be available for the groom and his attendants.

Any seasonal decorations or flowers used by the church (Christmas decorations, Easter lilies, banners, etc) will remain in the sanctuary.

No alcoholic beverages are allowed in the church building or grounds. No food or drinks are allowed in the sanctuary building. No rehearsal or wedding will be conducted when any member of the wedding party is intoxicated.

Everything should be removed from the sanctuary one hour after the wedding so clean up can begin by the custodian.

The church will be opened approximately two (2) hours before the service for the wedding party, photographer, and florist.

Facilities for Receptions

The Fellowship Hall is available for receptions. See the Office Coordinator for a Facility Use Request and Agreement form.

Non-Member Weddings

Non-members may be married at Hope Presbyterian Church. Non-members must follow the same guidelines and procedures as members. The wedding coordinators from Hope Presbyterian Church are required for all weddings.

Guest Pastors

If a guest pastor is desired, the guest pastor must be invited to officiate the wedding by either the Senior Pastor or Session of Hope Presbyterian Church. The guest pastors name, church name, address, and telephone number will be necessary prior to scheduling the wedding.

Pre-Marriage Conferences

Pastors in the Presbyterian Church officiate at a wedding only after the pre-marriage conferences with the bride and groom. In most cases, three conferences will be needed. Conferences should be arranged in advance of the wedding date and are scheduled directly with the officiating pastor. To offset the costs of materials, a small fee is required, in addition to the honorarium.

Wedding Music

Music for the marriage service must be appropriate for Christian worship. The primary reason for having music at a church wedding is to enhance the worship of God. In the wedding service it is inappropriate to use love songs of a personal nature. The singing of such songs is more appropriate at rehearsal dinners or receptions. If desired the congregation may be invited to join in the singing of hymns.

The Hope Presbyterian Church Music Director must approve all wedding music. The music director may be reached by calling the church office. A completed music contract must be submitted at the time of reserving the church. The church organist is normally the only person to play the organ or piano. If a guest organist or pianist plays during the wedding, the Music Director must approve the guest player. The bride and groom shall make arrangements for the music directly with the church organist. The organist may be reached by calling the church office. Arrangements for rehearsals for soloists or instrumentalists may be arranged at that time.

Wedding Coordinators

The purpose of the Wedding Coordinators is to assist the pastors in officiating weddings at Hope Presbyterian Church. The wedding coordinators are required at all weddings at Hope Presbyterian Church. In consultation with the officiating pastor, the wedding coordinators direct the rehearsal, assisting ushers and members of the wedding party in their entrance into the sanctuary. During the wedding service, the coordinators assist the bride and groom and the officiating pastor in any way necessary.

A personal wedding consultant, if one has been hired, serves as an advisor when called upon, by the officiating pastor or Hope's Wedding Coordinator.

All inquires about arranging weddings at Hope Presbyterian Church should be directed to the wedding coordinators. The wedding coordinators will meet with the bride and groom to discuss the

wedding guidelines and policies and will give the couple a brief tour of the sanctuary, bride and groom changing rooms, and items available for rent.

If the officiating pastor is not from Hope Presbyterian Church the coordinators will answer any questions pertaining to the church facilities.

Another meeting with the couple will be held 10 days prior to the service to review the checklist.

On the day of the wedding, the coordinators will arrive approximately two (2) hours before the service to make sure everything is ready and in place.

Rehearsal

The rehearsal should take one hour.

The bride and groom should insure that all members of the wedding party are on time. Normally, all participants in the wedding should be present at the rehearsal, including any ushers. **The marriage license and honorarium must be given to the officiating pastor before the start of the rehearsal.**

Responsibility for Valuables

The church cannot be responsible for personal items, wedding dresses, coats, purses, cell phones, silver or glassware etc. brought to the church for use in the wedding, nor will it be liable for such items.

All personal items, decorations, or equipment used in the wedding must be removed from the church immediately following the wedding.

Summary of Fees

Fees must be deposited with the office coordinator or the wedding coordinators.

The wedding date will be reserved only upon receipt of the fees in the Fee Schedule.

Fees are used to offset the expenses involved in providing the building and utilities and are not to be considered as a contractual rental agreement.

Wedding Fees	Members	Inactive & Non-members
Sanctuary Use	No Charge	\$250.00
Utilities	\$100.00	\$100.00
Custodial Services	\$ 75.00	\$ 75.00
Organist	\$250.00	\$250.00
Wedding Coordinator	\$100.00	\$150.00
Sound Technician	\$ 60.00	\$ 60.00
Total	\$585.00	\$885.00

Reception Fees	Members	Inactive & Non-members
Fellowship Hall/Kitchen	No Charge	\$210.00
Utilities	\$ 100.00	\$100.00
Custodial Services	\$ 75.00	\$ 75.00
Total	\$175.00	\$385.00

A check for the full amount payable to Hope Presbyterian Church will guarantee a reserved date on the church calendar.

Facilities Guidelines

The sanctuary must be cleaned up one hour after the wedding so the custodial staff may start cleaning.

No alcoholic beverages are permitted in any church building or on the grounds. No smoking is permitted in any church buildings. No food or drinks are allowed in the sanctuary building. Nothing is to be thrown (rice, birdseed, synthetic flower petals, confetti etc.) in any church building or adjoining grounds, except for flowers strewn by the flower girl. Natural flower petals or bubbles may be used outside.

Related Service Fees

Wedding Coordinators and Sound Technicians

The wedding coordinators will schedule a meeting for the week before the wedding to go over the final plans. The wedding checklist should be filled out and turned in to the wedding coordinators at that time. In addition, fees for any selected rental items and any childcare use are due at that meeting.

The sound technicians will make all arrangements for use of the sound system for the rehearsal and wedding.

Organist

\$250.00 is the standard fee. It includes one consultation with the organist (one-hour maximum) plus a maximum of 30 minutes rehearsal with soloist(s) before or after the wedding rehearsal. Additional consultations or rehearsal time, including rehearsal with soloist(s) and/or ensembles(s), will be charged at a rate of \$35.00 per hour, with a minimum one-hour charge per rehearsal or consultation. It is the responsibility of the Bride and Groom to contact the organist immediately to schedule their wedding and rehearsals.

Pastoral Honorarium

There is a \$350.00 pastoral honorarium for three pastoral conferences, rehearsal, and officiating the wedding. The honorarium is to be paid before the rehearsal, along with presenting the marriage license to the officiating pastor.

Childcare and Nursery Use

If you desire childcare during the wedding or reception you need to contact the church Childcare Coordinator. Her contact information will be provided by the church office. The number of childcare giver varies pending the ages or numbers of children to be cared for. This is governed by the Good Shepherd policy of Hope Presbyterian Church and the regulations of the state of Texas. The rate for childcare is currently \$15 per hour per caregiver and a two hour minimum. The fees for childcare are due with any rental fees at the last conference with the Wedding Coordinators.

Bride's Reference

Items available for use

Two wooden plant stands

Pottery or brass finished Communion sets

Two lecterns with microphones

Music stands/lights

One plant pedestal

Hand held microphones

Two cordless microphones

Items available for rent

Seven light candelabras (pair)	\$15.00
Fifteen light fan candelabra	\$25.00
Spiral light candelabras (pair)	\$25.00
Aisle candelabras (4 pair)	\$15.00 per pair
Curtains for back window/door	\$20.00

Bride's Reference

**Hope Presbyterian Church
11512 Olson Drive
Austin, Texas 78750
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Photographers

The wedding ceremony is a worship service. The Session of Hope Presbyterian Church has developed these guidelines and urges the cooperation of the family and the photographers, both amateur and professional, regarding the following:

- Photographers are free to take pictures **before or after** the service in any part of the building.
- There are NO flash pictures taken during the ceremony. (From the time the Bride and Groom arrive at the Chancel until they kiss ending the ceremony)
- If a video recording of the service is made, it must be done as unobtrusively as possible. This matter must be considered ahead of time with the wedding coordinators.
- Photographers are asked to be as unobtrusive as possible.
- The church will be open no earlier than two (2) hours before the wedding for pictures.
- No food or drinks are allowed in the sanctuary building.
- All equipment must be removed from the sanctuary immediately after the wedding pictures are finished
- The photographer will be held responsible for any damage they do to the building or furniture. If no photographer is used the family will be held responsible for any damage

Photographers Copy

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Bride's References

Flowers and Decorations

Decorations should not obscure the simple beauty and dignity of the wedding service or the church sanctuary. The Session of Hope Presbyterian Church has developed these guidelines and urges the cooperation of the family and florist regarding the following:

- No nails, pins, tacks, tape, or glue are to be used to attach flowers or decorations to any furniture or walls. If pew bows or similar decorations are used, great care must be taken to protect the pews.
- If candelabras are used, the candles must have metal sheaths (Paradise Candles). Candelabras can be placed in the chancel area.
- Any seasonal decorations or flowers used by the church (Christmas flowers/decorations, Easter lilies, banners etc.) will remain in the sanctuary.
- The church will be open approximately two (2) hours before the wedding for the delivery and set up of floral arrangements and decorations.
- All decorations and equipment should be removed after the service.
- No smoking is allowed in any building at any time. No food or drinks are allowed in the sanctuary building.
- The florist will be held responsible for any damage done to the building or furniture. If no florist is used, the family will be held responsible for any damage.

Florist's Copy

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Wedding Checklist

Please have filled out before your consultation with the wedding coordinators

The following information will help the rehearsal and wedding day go more smoothly.

Number of guests expected: _____

Time of rehearsal: _____

Rental items selected	Fee
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total cost _____	

Do you plan to use a Unity Candle? Yes/No If yes, placement _____

Do you plan to use the Christ Candle? Yes/No

Who will light the candelabra and Christ Candles? _____

Processional information in order of seating:

Grandmothers:

Music to be used: _____

Groom's grandmothers:

Paternal: _____, escorted by _____

Maternal: _____, escorted by _____

Step: _____, escorted by _____

Bride's Grandmothers:

Paternal: _____, escorted by _____

Maternal: _____, escorted by _____

Step: _____, escorted by _____

Will any be in a wheel chair or other mobility item? Yes/No

Mothers:

Music to be used: _____

Groom's mother: _____, escorted by _____

Stepmother: _____, escorted by _____

Bride's mother: _____, escorted by _____

Stepmother: _____, escorted by _____

Will the Mothers light the side candles for the Unity candle? Yes/No

Music to be played as groom and groomsmen enter: _____

Groom and groomsmen:

- Enter from the center aisle with minister? Yes/No
- Enter from the chancel area? Yes/No
- Enter from the side aisle? Yes/No

Best Man's name: _____

Groomsmen's names:

Bride:

Music to be used: _____

Escorted by: _____

Bridesmaids:

Music to be used: _____

- Enter from back walking alone? Yes/No _____
- Enter from back walking with groomsmen? Yes/No _____

Matron of Honor: _____

Maid of Honor: _____

Bridesmaid's names: _____

Is there a flower girl? Name: _____ Age _____

Is there a ring bearer? Name: _____ Age _____

Soloist and Instrumentalist: _____

Soloist name(s):

When singing? _____

Instrumentalist name: _____

When playing? _____

Reader's names: _____

When reading? _____

Seating guest for ceremony:

- Use center/side isle?
- Use side aisles only?

Procedure for exiting guests _____

Reserve how many rows for family?

Bride's side: _____

Groom's side: _____

Usher's names: _____

Will there be a house party? Yes/No _____

Will there be programs for ceremony? Yes/No _____

Will there be a guest book? Yes/No _____

Are there any special arrangements needed before or after the ceremony? (i.e., military traditions, etc.)

Need to know time and numbers!!

Florist name/ number _____

Florist arrival time: _____

Photographer name/ number _____

Photographer's arrival time: _____

Time pictures taken in sanctuary: _____

Time wedding party arrives at church: _____

Video/photographer name/number: _____

Time Video/photographer arrive: _____

How can the bride, groom, and parents be reached the day of the wedding?

Bride cell# _____ Parent's cell # _____

Groom cell # _____ Parent's cell # _____

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Wedding Reservation Form

Bride's Name: _____

Address: _____

Daytime Telephone: _____

Work Number: _____

Cell Number: _____

Groom's Name: _____

Address: _____

Daytime Telephone: _____

Work Number: _____

Cell Number: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Will one of Hope Presbyterian Church pastors be officiating? _____

If a guest pastor: name, church name, address, and telephone number:

Will you be using the Hope Organist? _____

Will you have guest accompanist? _____

OFFICE USE ONLY

Wedding coordinators: _____

Officiating Pastor: _____

If guest pastor, has a welcome letter been sent? _____

Music Contract: Date Returned _____

Rooms reserved: Sanctuary Fellowship Hall MPR W3 L Hope Room

Other areas required _____

Fees paid _____ ck# _____

Hope Presbyterian Church Music Contract
Office Copy

1. Music selection: Music for the wedding should enhance the worship of God. Please have the Hope's Music Director approve all music to be used for the wedding. If Hope's organist is being used, he/she may approve the music.
2. If Hope's organist is NOT being used, the organist or pianist must be discussed with the Hope's Music Director. He can be reached through the church office, 258-9117.
3. If Hope's Organist is being used, please contact the church office for their contact number immediately after reserving the church for the wedding to get on the Organist's calendar. An initial meeting with the organist will be held within two months of the wedding.
4. Music selections **MUST** be discussed with the organist **no later than 2 months** before the wedding.

Please complete the following information and
return it to the church office.

I will not be using Hope's Organist

I would like to reserve Hope's Organist for my wedding.

Bride and Groom's names: _____

Wedding rehearsal date and time _____

Wedding date and time _____

Signature of Bride _____

Signature of organist _____

Musical Selections for the wedding: _____

Initial Conference between organist and Bride: _____

Any special rehearsals: _____

Hope Presbyterian Church Music Contract
Brides Copy

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