

Hope Community Church



Hope Community Church
Wedding Information Packet
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Dr. Charles Rodgers, Pastor

Hope Community Church Wedding Coordinator Director: Sis. Cheryl Chambers, 256-426-5683 or email: scchambers05@gmail.com

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WEDDING POLICIES

Because marriage is an institution ordained by God, the purpose of a wedding is to place the marriage relationship under the blessing and commandment of God. The marriage ceremony should be a significant and joyful act of Christian worship which, (1) honors God, (2) witnesses with integrity to the unique character of Christian marriage, and (3) is personally meaningful to the couple being united.

Hope Community Church wishes to extend every courtesy to those who desire to use its facilities for Weddings. To make the marriage ceremony a meaningful service of worship and personal commitment, and in order that all persons be entitled to the same rights, privileges and restrictions, the following policies, procedures and suggestions have been implemented and are to be followed by all wedding parties.

We take great delight in providing our sanctuary for church members and non-members at this happy occasion of marriage. **Members** as well as **Non-members** will be charged a usage fee for the facilities (see "Fees and Charges" page).

When should I reserve the church facilities for my wedding?

If you wish to reserve the church facilities for a wedding/reception, etc. you are urged to call the church office at the earliest possible time to receive instructions for establishing contact with the wedding coordinator. (**Reservations must be made at least three months in advance**). Once contact is made with the wedding coordinators, together you will clear a date on the church calendar for your wedding activity. A reservation form will be completed by the wedding coordinator, which serves as the official notification of your plans for use of the facilities.

When the reservation form is given to the wedding coordinator and she contacts you, the arrangements may be considered **definite**. The coordinator will schedule a meeting with you to (1) discuss these policies, and (2) acquaint you with the church facilities. **Invitations should NOT be ordered or printed prior to this time.**

*****Regularly scheduled church events will have priority over weddings. In cases where a wedding rehearsal may conflict with another scheduled event, the church event shall take precedence over the rehearsal.**

*****Because of regularly scheduled activities of the church, we prefer that you schedule your wedding on days other than Sunday. Also, you will not be able to schedule your wedding on days surrounding legal holidays recognized by the church. Further, reservations for a wedding only, should begin no later than 5:00pm; reservations for a wedding reception only should begin no later than 5:00pm. All activities must terminate by 8:00pm.**

After confirmation of your reserved date, **you will need to contact the Administrative Office to make certain the availability of the Pastor** to perform the ceremony on that date. At that time, he will arrange pre-marital counseling with you. **Pastor Rodgers will not perform ceremonies for which there has been**

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no pre-marital counseling. The counseling will be scheduled Monday through Friday through the Admin office.

If you desire to use the services of a minister from another church to perform the ceremony, you should consult with the Pastor of Hope so that he may join you in inviting the other minister.

What are the guidelines for wedding rehearsals?

Rehearsals should commence and end at the scheduled times. Delays in either area unduly encroach upon other activities, which may be scheduled for the church. Ministers cannot be expected to be present for activities outside of the scheduled time or late rehearsal.

The sanctuary is a sacred place, therefore, the dress and behavior of all wedding party participants should be appropriate. Accordingly, care should be made to ensure that the bridal party is dressed with good taste appropriateness for the wedding ceremony, as well.

What type of music may I use for my wedding?

Since the wedding is a sacred occasion at which God is the center of attention, so should the music be sacred. Wedding music should be selected for the purpose of honoring and worshipping God. Only music, which conforms to standards of acceptable church usage, should be considered suitable for your wedding.

During your conference with the Wedding Coordinator, you will discuss the musical selections and the instruments, which will be used. The Wedding Coordinator of Hope Community Church must approve all wedding music/instruments.

The audio/visual committee of the church prohibits the use of additional audio/electronic equipment without prior approval and system checkout.

If the services of the organists/pianists are required please call the church office to receive the telephone number so that you may arrange a consultation with him/her. Other persons to play the organ or piano must be approved by the Hope Community Minister of Music via the Wedding Coordinator, and must meet with one of the church musicians to (1) receive instructions on the usage of the instruments and (2) schedule times to practice on the instruments.

How may I decorate the sanctuary for my wedding?

Decorations should be kept simple and appropriate. Keep this in mind as you discuss your plans with a florist. In that discussion, you must also inform your florist of the following policies, and have him/her sign the enclosed "Florist Agreement". It is your responsibility to see that the form has been returned to the church office no later than two (2) weeks prior to your wedding.

1. No decorations may be tacked, taped, glued, stapled, pinned, clamped, or wired to walls, doors, ceilings, floors, woodwork, or furniture of the church facility.
2. No furniture or furnishings of any type, including pulpit may be moved.
3. Only permanent, metal-encased dripless candles may be used for weddings.

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4. Candles may be placed in the pulpit and choir areas. No candles or hurricane lamps are allowed on chairs. Chairs may be marked by bows or ribbons, which are tied to each chair.
5. All floral arrangements must be removed immediately following the ceremony unless the wedding party has made arrangements through the church office to leave the flowers for Sunday church services.

May I use the church facilities for a reception?

The fellowship hall is available for receptions. The same policies already stated with regard to floral decorations and reservations apply to receptions in the fellowship hall. The following policies must adhere to regarding use of the fellowship hall:

1. Parties must furnish a diagram of the setup of the fellowship hall at least one (1) week prior to the reception. See schedule of fees and charges for details.
2. Parties must furnish their own dishes, utensils and supplies. Church owned dishes, utensils, or other kitchen supplies are not to be used.
3. Items in the refrigerator and freezer may not be moved, but any unoccupied space in these appliances may be used during the reception.
4. Prior arrangements must be made for all food items prepared in the kitchen.
5. The kitchen must be left as clean as it was found and commercially and privately owned equipment must be removed immediately following the reception.

If you will be using a commercial caterer, he/she must sign the "Caterer's Agreement", and must be turned in to the church office two (2) weeks before the wedding.

Am I responsible for cleaning the church facilities afterward?

No, there is a mandatory sanctuary cleaning fee of \$350.00, please see form for additional prices and cleaning fees.

Please note you are also expected to remove any decorations and materials brought in solely for the purpose of your activity.

All personal clothing and other items must be removed from the church immediately following the wedding and or reception. The church assumes no responsibility for clothing, jewelry, money or other items placed or left at the church at any time.

Is Alcohol or tobacco allowed on the premises?

No alcoholic beverages or tobacco products of any kind are allowed in the facilities of Hope Community Church or on the premises. The persons engaging the church must convey the alcohol and tobacco policy to all persons participating in the wedding.

What do I do if damages to the facility occur?

It is the responsibility of the person engaging the church for the wedding ceremony to repair any damage done by florists, photographers, caterers, or others connected with the wedding.

Any damages to the facilities should be immediately reported to the Wedding Coordinator, who will advise you on how repairs are to be made. All such repairs must be made to the satisfaction of the Trustees of the church.

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In the event that you are unaware of any damages that have occurred, the Wedding coordinator will contact you to arrange the repairs to be made. The best way to avoid any damages to the facility is to communicate these policies properly with all commercial parties involved in your wedding, and with all other attending parties.

(To be completed and returned with payment of wedding deposit)

Facilities/Service	Member	Non-Member
Sanctuary		
Pastor		
Fellowship Hall-dinner		
Sanctuary Cleaning Fee/Deposit		
Fellowship hall-reception		
Custodial service-sanctuary		
Custodial service-fellowship hall-dinner		
Custodial service-fellowship hall-reception		
Kitchen appliance usage		
Audio/Visual committee		
Total remitted		

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Wedding Confirmation Form

I, _____, acting as the responsible party for the

_____ Wedding, scheduled for _____, do hereby agree to the terms for use of the facilities of the Hope Community Church as outlined in the "Wedding Policies and Procedures" manual. As such, I am remitting the fees required for confirmation of the facilities on the above date.

Signed: _____ Date: _____

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Florist's Wedding Agreement Form

Dear Florist:

In order to preserve the dignity of worship at Hope Community Church, and to help insure our facilities are kept free from damage, we ask that you read the following wedding policies of our church regarding floral decoration for weddings at Hope Community Church:

1. No decorations may be tacked, taped, glued, stapled, pinned, clamped, or wired to the walls, doors, ceilings, floors, woodwork, or furniture of any church facility.
2. No furniture or furnishings of any type, including pulpit may be moved without permission.
3. Only permanent, metal-encased drip-less candles may be used for weddings.
4. Candles may be placed only in the pulpit choir areas. No candles or hurricane lamps are allowed on chairs. Chairs may be marked by bows or ribbons, which are tied to each.
5. All candles must rest on a protective floor covering.
6. All floral decorations must be removed immediately following the ceremony unless the wedding party had made arrangements through the church office to leave the flowers for Sunday church services.

If you have read and understood the above policies, and you agree to follow by these policies, please furnish us with the information below:

Florist's Company Name: _____

Bride/Groom's Name: _____

Wedding Date: _____

Signature: _____ Date: _____

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Schedule of Fees and Charges

Facilities/Services	Members	Non-Members
Sanctuary usage	\$800.00	\$1200.00
Pastor	\$300.00	\$400.00
Fellowship hall-reception	\$250.00	\$350.00
Cleaning Fee/Deposit	\$250.00/\$200	\$250.00/\$200
Fellowship hall-rehearsal dinner	\$200.00	\$300.00
Custodial services-fellowship hall-reception/dinner	\$250.00	\$250.00
Kitchen Usage Cooking	\$500.00	\$600.00
Kitchen usage (no cooking)	\$350.00	\$400.00
Audio/Visual	\$75.00/per hour P.O. C. Diane Coleman 256-990-5107	\$75.00/per hour P.O. C. Diane Coleman 256-990-5107

*****Notice: All fees must be paid in full by the 1st day of wedding month, or reservations of the church facility will not be made.**

***** You are required to pay ½ of the rental fees upon reservation of church facility.**