

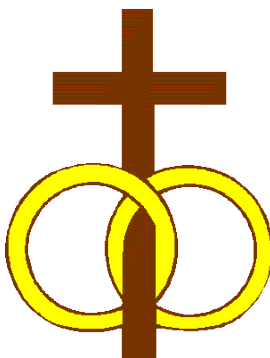


# *Hope Moravian Church*

## **Wedding Guidelines**

*202 Main Street  
Hope, IN 47246  
812.546.4641*

[office@hopemoravianchurch.org](mailto:office@hopemoravianchurch.org)



Updated 2018

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- ◇ The Pastor of the Hope Moravian Church shall have the final decision regarding any areas of uncertainty.
- ◇ Any changes made to these guidelines must be approved by the Joint Board of the Hope Moravian Church.
- ◇ The Hope Moravian Church is not responsible for any lost or stolen items.

# INTRODUCTION

## 1.1 Statement from the Minister

The wedding is a service of worship. It is an ordinance of the church established and sanctified by God for the welfare and happiness of His people. The mood of the wedding is one of reverent worship and dedicated praise. In the wedding service we come before God, asking His blessing upon the marriage and the home that is being established.

The wedding service should be simple, brief and dignified. Unnecessary frills are discouraged.

## 1.2 Who to Contact

For additional information or to notify the church about any changes, you may contact the church office anytime, Monday through Friday from 8:00 a.m. to 12:00 p.m. The number is (812) 546-4641.

*COMMUNICATIONS BETWEEN YOURSELF AND THE PASTOR OR CHURCH SECRETARY IS IMPORTANT AT ALL TIMES!*

## 1.3 Facilities / Property

It is important to remember that the church is God's house and should be respected at all times. ***Absolutely no*** drugs or alcohol will be tolerated on the church's property. And smoking is not permitted in any of the churches facilities. It is the responsibility of both the bride and groom's families to ensure compliance to this rule.

The nursery is available during the wedding service (*only*), provided an adult (someone over the age of 18) shall be present there at all times. The nursery is only for children of ages three and younger.

Parking is not permitted on any grass areas.

# PRE-WEDDING PLANNING

## 2.1 Scheduling

As soon as the wedding date is known, it should be cleared with the church calendar and the pastor to avoid possible conflicts in the use of the church facilities or with the pastor's schedule. The Board of Elders must approve all weddings performed in the Hope Moravian Church. It is required that the pastor of the Hope Moravian Church be asked to be

involved in all weddings performed at the church, unless the pastor is unavailable. When it is the wish of the bride and groom to have additional clergy participate in the ceremony or if the pastor is unavailable to perform the ceremony, the couple should discuss this with the pastor of the Hope Moravian Church. The pastor of the Hope Moravian Church shall then extend an invitation to the other clergy to assist in the wedding ---the details of which are to be decided by the Hope Moravian Church pastor. If non-members desire to have their own pastor perform the ceremony, the couple will discuss this with the pastor of the Hope Moravian Church who will make the final decision as to how officiating at the wedding is to be handled.

Should the pastor of the Hope Moravian Church not officiate at the wedding, one of the following must be present at the wedding ceremony: the pastor of the Hope Moravian Church, the custodian of the Hope Moravian Church, or a member of the Joint Board of the Hope Moravian Church.

## 2.2 Consultation with the Minister

Before a commitment can be made to the scheduled wedding date, the pastor requires consultation with the prospective bride and groom. Arrangements for these sessions should be done as far in advance of the scheduled wedding date as possible. The intent of the consultation is to talk about:

- 1) The Christian concept of marriage, the home and the family
- 2) Some guidelines for your marriage preparation
- 3) The general procedures of the wedding ceremony

(and reception, if one is desired at the church).

The pastor will also be willing to discuss any areas of interest or concern expressed by you. The pastor may also recommend additional resources which are available that may help to increase your understanding and knowledge in areas where you request further guidance.

## 2.3 Wedding License and Expenses

The marriage license and wedding certificate should be in the possession of the pastor no later than one week in advance of the wedding. The license must be obtained from the Indiana county of residence of either the bride or the groom, and is valid for sixty (60) days. There is a three (3) day waiting period between the issuing of the license and the actual wedding date.

The church office or pastor must also receive the deposit amount prior to or at the time of pastoral consultation. The balance should be paid at the time of the rehearsal. The deposit will be used in the case that any additional cleanup is required or any damage is caused during either the ceremony and/or reception; otherwise it shall be returned within one week after the wedding.

## **THE REHEARSAL**

### **3.1 Date and Time**

The rehearsal date should be set during your consultation with the pastor. Generally it is scheduled one day prior to the wedding. As most weddings are set for Saturdays, Friday is typically used as the rehearsal day. Since most (if not all) of the individuals included in the wedding ceremony should be present, it is suggested that the rehearsal start no sooner than 6:00 p.m. and that it last no longer than one hour. This, however, is flexible and is left open for you and the pastor to discuss.

### **3.2 Who Should Attend**

The wedding rehearsal is still part of "your" celebration and it is left up to you to invite anyone you wish to attend. At a minimum, you should have: the wedding party (especially the Maid of Honor, Best Man and any children participating in the service), ushers, parents/guardians, organists and vocalists. You may also want to invite any photographers and florists so that they can receive information about where and when to set up. It is generally not a good idea to invite several additional persons to observe this practice time. You, along with the pastor, have spent much time planning your ceremony the way that you would like it and during this time of hurry and confusion, often an observer will offer a suggestion and you may feel obligated to change your program. Remember, this is "*your*" wedding.

### **3.3 Rehearsal Dinner**

The church facilities may be used for the dinner that usually follows the rehearsal for an additional fee. The "Fellowship Hall" area may be set-up and used for dining. The kitchen should only be used to store food (exceptions can be made if arrangements are made in advance).

### **3.4 Clean-Up**

Rehearsals do not generally require any cleanup. If, however, you do notice any thing which should be cleaned, please do so. If you are going to use the church for the dinner, you are responsible for cleaning the kitchen and "Fellowship Hall" or MOC. You must leave areas in the condition you found it, or you may lose your deposit.

# THE WEDDING CEREMONY

## 4.1      Decorations

Decoration of the sanctuary should be governed by what is considered good taste. Care must be taken that no damage is done to the church furnishings by the use of nails, wires, candles, etc.

Our church facilities are frequently decorated for special occasions during the year. These decorations take precedence over other sanctuary activities. If your wedding is scheduled for a time when these special decorations are present, your wedding decorations will need to be planned in coordination with those decorations.

The chancel furnishings may not be moved without first checking with the pastor.

### 4.1.1      Flowers

The name of the florist should be given to the church office in case additional information becomes necessary to communicate. The flowers and decorations should be delivered and set-up at least one hour prior to the wedding. The florist should also be instructed not to remove any of the floral decorations after the ceremony until after all of the post-wedding photographs have been taken.

If the floral arrangements are to be left for use in the church for the following Sunday, the church office should be notified as soon as possible prior to the wedding. If memorial flowers or liturgical decorations are planned for that Sunday, the wedding flowers will be placed as appropriately as possible somewhere in the church.

### 4.1.2      Candles

The use of candles should be limited to candelabras and unity candles used for a "wedding candle lighting ceremony". The church can provide two seven-branch candelabras (because they require special candles, the wedding party will be required to purchase the candles from the church).

The couple will be responsible to see that all wax has been cleaned from the candelabras before they are returned.

## 4.2.      Music

A wedding is a happy and sacred occasion. As with all other worship programs in the church, the music should be suitable as an aid to the service. The music should be selected for its reverence and dignity.

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### 4.2.1 Organists / Pianists

The church has a piano and an organ which are both available for your wedding. It is required, however, if you wish to use the organ, a church approved organist must be used. A list of names is available through John Ziegler, the church's organist. The organist (or pianist) should be contacted as soon as possible. This will allow time to choose your music, let the organists order the music (if necessary) and rehearse.

### 4.2.2 Vocalists

Vocalists are a nice addition to the service and are very much welcomed. Choosing a vocalist is left entirely up to the couple. Payment requirements are negotiated privately and are not to be handled through the church.

## 4.3 Photography

Times are set aside, prior to and immediately following the service, to photograph the day's events and people. You may, of course, also desire a photographic remembrance of the actual wedding ceremony.

### 4.3.1 Flash Cameras

Flash pictures may be taken during the processionals and recessionals. In order to preserve the proper spirit of the service, however, ***absolutely no*** flash pictures may be taken during the ceremony. A photographer moving about and taking pictures is distracting to the worship atmosphere of the occasion. Photographers are not allowed in the altar area during the actual ceremony.

After the ceremony is over and the congregation has left the sanctuary, if the wedding couple so desires, the photographer is free to pose the wedding party for pictures in the sanctuary - with the pastor's permission.

### 4.3.2 Video Recorders

Many couples now request a video recording of the ceremony. This is allowable only if the camera is mounted stationary on a stand and its placement has been approved by the pastor.

## 4.4 Sound System

The Sound System is to be only operated by a trained individual of Hope Moravian Church. This needs to be arranged prior to the day of the rehearsal.



## 4.5 Typical Ceremony

There are many questions and arrangements that must be made prior to the rehearsal. The following information is intended to be used as a guide to help you to become familiar with the format and timing of your wedding day activities. This example is for a 7:00 p.m. ceremony.

5:30 p.m.	Bride, Maid of Honor and Bridesmaids Arrive to Dress
6:00 p.m.	Groom, Best Man, Groomsmen and Ushers Arrive Guest Book Opened
6:30 p.m.	Candles are Lighted Ushers Begin Seating Guests
6:40 p.m.	Music Begins
6:55 p.m.	Vocalist Solo #1 Grandparents are Seated
6:58 p.m.	Groom's Parents are Seated
7:00 p.m.	Bride's Mother is Seated Aisle Runner Pulled Back Processional of Wedding Party Wedding Ceremony Recessional of Wedding Party Bride's Parents Dismissed Groom's Parents Dismissed
Approximately 7:25 p.m.	Grandparents and Other Family Members Dismissed Guests are Dismissed

This schedule is supplied only as a reference. You will work with the pastor to set up the program that is most comfortable to you. The important thing is to plan early. Contact all participants at the earliest available time. It will help to keep the process more organized and less stressful.

### 4.5.1 Additional Guidelines and Suggestions

Guest Book - The guest book should be placed in the entry so that it is accessible to everyone as they enter the sanctuary. After the service, it may be placed in a convenient location at the reception for those late in arriving.

Ushers - The number of ushers does not have to correspond to the number of bridesmaids. There should be one usher for every 50 guests. If the ushers are also serving as groomsmen, time will need to be allowed for them to join the rest of the wedding party. It is a good idea to have someone else to stand at the door to take any gifts to the reception, so that the ushers may be free to escort the guests to their seats.

Lighting of the Candles - You may want to light the candles before any guests arrive for the wedding. Even if you want the lighting of the candles to be part of the service, lighting them briefly beforehand will allow them to light easier during the ceremony and avoid any problems.

Seating of the Guests - Traditionally, the friends and family of the bride are seated on the left side of the sanctuary and the friends and family of the groom on the right. In more recent years, it has become much more acceptable to seat only the immediate families on the appropriate sides and to have friends be interspersed throughout. In any case, if this number would be uneven, it is suggested that the ushers set the guests evenly. When ushering guests, the usher offers his arm to the woman and the man follows. If a large number of women or girls arrive together, the usher could offer his arm to one and the rest could follow.

### 4.5.2 Receiving Line

The receiving line gives those attending a chance to express their congratulations. This is a joyful occasion and it sometimes causes people to stand around in the hall which then causes long waits for the persons in the sanctuary. If the weather is good, you may want to consider moving the line outside.

# THE RECEPTION

## 5.1 Facilities

The church kitchen and "Fellowship Hall" or the MOC (Moravian Outreach Center/gym) and kitchen may be used for a reception following the wedding service. The Fellowship Hall can seat approximately 150 people, and has a kitchenette. The MOC can seat up to 240 guests. (It can probably hold more, but that is the maximum using the church's tables and chairs. The kitchen use is limited to the refrigerator and microwaves. Anybody using the kitchen must abide by the regulations for the use of any of the church facilities. It is the responsibility of the caterer to furnish all services for your reception, including punch bowls, cups, dishes, linens, etc., and normal clean-up is expected.

## 5.2 Setup and Decorations

If you are planning on using the church facilities for your reception, you will be allowed to start decorating the hall at 9:00 a.m., on the morning of the wedding unless prior arrangements have been made. This is still part of the church and it should be treated with care and respect. Decorations should be done in good taste.

## 5.3 Music / Bands

Some types of music are acceptable for this celebration. All music must be cleared with the pastor before being played within the church. Dancing should be in good taste.

# COSTS

## 6.1 Members

The following table provides a summary of the costs that could be incurred by members or direct family members<sup>1</sup> of the Hope Moravian Church.

<sup>1</sup>A direct family member is defined as any relative or supported person in the same household of members.

Description	Pay To	Cost
<b>Deposit</b>	Church	<i>( waived )</i>
<b>Facilities</b>		
Sanctuary	Church	\$35
Fellowship Hall	Church	\$35
MOC	Church	\$75
<b>Personnel Fees</b>		
Clergy	Clergy	<i>( waived )</i>
Organist	Organist	\$100.00
Organist <i>(accompanying soloist )</i>	Organist	\$150.00
Pianist	Pianist	<i>Privately negotiated</i>
Vocalists	Vocalist	<i>Privately negotiated</i>
<b>Miscellaneous Fees</b>		
Candles for Candelabras	Church	<i>( waived )</i>
Sound Tech	Individual	\$100

# 6.2 Non-Members

The following table provides a summary of the costs that could be incurred by non-members or those not family of members of the Hope Moravian Church.

<sup>2</sup> The deposit amount must be turned in to the church office prior to or at the time of pastoral consultation and is over and above all other fees. It will be returned within one week after the wedding, provided all cleanup has been performed and no damage has occurred. Non-members will be required to sign the “agreement” which follows.

Description	Pay To	Cost
Deposit <sup>2</sup>	Church	\$250
<b>Facilities</b>		
Sanctuary	Church	\$300
Fellowship Hall (rehearsal dinner)	Church	\$50
Fellowship Hall (reception)	Church	\$125
Moravian Outreach Center	Church	\$300
<b>Personnel Fees</b>		
Clergy	Clergy	\$200
Organist	Organist	\$100
Organist ( <i>accompanying soloist</i> )	Organist	\$150
Pianist	Pianist	<i>Privately negotiated</i>
Vocalists	Vocalist	<i>Privately negotiated</i>
<b>Miscellaneous Fees</b>		
Candles for Candelabras	Church	\$20
Sound Tech	Individual	\$125

**AGREEMENT BY NON-MEMBERS FOR USE OF CHURCH FACILITIES**

This agreement is to be signed by the bride and/or the groom and, in so doing, it is acknowledged that the Bride and the Groom will be responsible for the carrying out of the guidelines adopted by the Joint Board and contained in this booklet.

I (We) have read the Wedding Guidelines of the Hope Moravian Church as they will apply to our wedding and we hereby acknowledge our acceptance of these guidelines and our agreement to abide by them. We hereby submit this agreement with our \$250 deposit. We will later be submitting the total “Non-Member” Fee of \$\_\_\_\_\_ to cover the following costs (please list below each of the services and facilities usage that you are requesting):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (we) agree to abide by the guidelines and we agree that we will be responsible for the way that others in our party abide by the guidelines. I (we) further agree that the cost of any damage or repairs needed as a result of our use of the facilities will be deducted from the deposit. Should the deposit not cover such costs, I (we) further agree to pay additional costs upon receipt of a listing of such charges by the Board of Trustees of the Hope Moravian Church. I (we) understand that if all has been found to be satisfactory in our use of the facilities and the condition in which we leave the facilities, the deposit will be returned in full one week after the wedding date.

***Hope Moravian Church insurance does NOT cover non-members for any injuries sustained while on our premises when renting them.***

Signed: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

We hereby request the date of \_\_\_\_\_ for the use of the facilities for our wedding. We are planning the time for the ceremony to be \_\_\_\_\_.



