

UNITED IN MARRIAGE  
*at*  
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.

Weddings cannot be scheduled on Sundays, during Advent, or during Holy Week because the facilities are needed for other congregational activities. In addition, weddings or wedding rehearsals should not be scheduled on New Year's Eve, New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day. Weddings in July and August must be approved the Session of Hope Presbyterian Church.

**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. If additional time is needed, fees will be charged accordingly..

### 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 the Session of Hope Presbyterian Church. The guest pastor's name, church name, address, and telephone number will be necessary prior to scheduling the wedding. The officiate must be ordained and licensed to perform marriages in Texas.

## **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, 2-4 conferences will be required. Conferences should be arranged in advance of the wedding date and are scheduled directly with the officiating pastor. There is a fee associated with the pre-marriage counseling in addition to the pastor's honorarium. This will be explained when the couple contacts a pastor to officiate. In some cases the state required license fee may be waived if the couple participates in counseling by a certified counselor such as *Prepare and Enrich* by Life Innovations. Both pastors available for weddings at Hope Presbyterian Church have this certification.

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## **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 inquiries 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 1-2 weeks 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.

### **Facilities Timeline and Guidelines**

The Wedding Coordinators will schedule a meeting for 1 -2 weeks 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.

### **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.

### **Wedding Day**

Wedding Coordinators will be on campus approximately 2 hours before the service.

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.

### **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.



## Bride's Reference

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

### Wedding Reservation Form

**Bride's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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  Nursery Other areas  
required \_\_\_\_\_

Fees paid \_\_\_\_\_ ck# \_\_\_\_\_



## Bride's Reference

### Hope Presbyterian Church Wedding Music Agreement

1. Music Selection: Music for weddings at Hope Presbyterian Church shall enhance the worship of God. Hope's Director of Music or Organist must approve all music used in any wedding held at the church, regardless of who the musicians are.
2. Organist/Pianist: The Organist at Hope Presbyterian Church is the organist/pianist for all weddings at the church unless other musicians are specifically named and approved by the Hope Organist or Director of Music. Contact information for the Hope Music Staff is available from the church office at 258-9117 or [office@hopeaustin.org](mailto:office@hopeaustin.org).
3. Scheduling: When the church is reserved, Hope's Office Coordinator will provide contact information for both the Organist and Director of Music to the Bride or designated person signing the contract. The Office Coordinator will contact the Hope Organist immediately to request the date on the Organist's calendar. If there is a scheduling conflict, the Organist will notify the Office Coordinator immediately so that a substitute organist/pianist may be secured.
4. Consultation: It is the responsibility of the Bride and/or Groom or their representatives to contact the Hope Organist at least two months prior to the wedding for a music consultation. At that time specific requests for special music (solos, etc.) will be made, and a schedule for the rehearsal(s) will be set. (Please note that any rehearsal beyond the normal one hour wedding rehearsal will incur additional charges at the rate of \$60.00 per hour or portion thereof.) If the Hope Organist is not contacted two months in advance, the Organist will make an effort to contact the Bride or her representative using the information provided below. If the consultation has not been scheduled and completed at least four weeks prior to the wedding, the Hope Organist will make music selections for the wedding based upon current available repertoire.
5. Fees: The Organist fee shall be paid at the same time as other fees for reserving the church unless approval for another organist/pianist has been given to the church office in advance, in writing, signed by the Hope Organist or Director of Music.

**Please complete the following information and return it to the church office:**

**I have read and agree to the above conditions pertaining to music for the following wedding. I understand that it is my responsibility to contact the Hope Organist to schedule a music consultation at least two months prior to the wedding unless I have specifically requested and received advance approval from the Hope Organist or Director of Music for (an)other musician(s) to provide music for this wedding.**

Initials: \_\_\_\_\_ I REQUEST THE HOPE ORGANIST TO PLAY FOR THIS WEDDING.

Initials: \_\_\_\_\_ I REQUEST \_\_\_\_\_ TO PLAY FOR THIS WEDDING, SUBJECT TO APPROVAL OF THE HOPE ORGANIST OR DIRECTOR OF MUSIC.

APPROVAL OF WAIVER (Signature/Date): \_\_\_\_\_  
(Director of Music or Organist)





## Bride's Reference

### Items available for use

Two wooden plant stands

Pottery or brass finished Communion sets

Two lecterns with microphones

One plant pedestal

Multiple handheld microphones and stands (wired and wireless)

Two wireless lavalier 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
Flower Urn	\$10.00



## Bride's Reference

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

### **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.



## 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.
- 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.



## SUGGESTED WEDDING MUSIC

Arioso	Bach
Arioso in A (Air on the G String)	Bach
Ave Maria	Bach/Gounod
Ave Maria	Schubert
Brandenberg Variations	Bach
Canon in D	Pachelbel
Concerto No. V in F Major	Handel
Jesu, Joy of Man's Desiring	Bach
Improvisations on Hymns	McNulty
Now Thank We All Our God	Manz
Praise to The Lord	Manz
Priere A Notre-Dame (Suite Gothique)	Boellmann
Psalm XIX	Marcello
Royal Fireworks Suite	Handel
Sheep May Safely Graze	Bach
Thanks Be to Thee (Arioso)	Handel
Water Music Suite	Handel
Adagio Cantabile (Pathetique Sonata)	Beethoven
Impromptu No. 2	Schubert
Sonata No 2	Clementi
Sonata No 1	Mozart



### PROCESSIONALS

Entrance of the Queen of Sheba	Handel
Emperor's Fanfare	Soler
Hymn to Joy (Joyful, Joyful)	Beethoven
Now Thank We All Our God	Karg-Elert
Psalm XIX	Marcello
Rigaudon	Campra
Rondo	Moret
Trumpet Tune in A Major	Johnson
Trumpet Tune in C Major	Johnson
Trumpet Tune in C Major	Purcell
Trumpet Voluntary in D Major	Clark
Trumpet Voluntary	Stanley

### RECESSIONALS

Allegro Maestoso (Water Music)	Handel
Allegro Maestoso (Sonata II)	Mendelssohn
Hallelujah Chorus, Messiah	Handel
Hymn to Joy	Beethoven
Improvisations	McNulty
Now Thank We All Our God	Karg-Elert
The Rejoicing (Royal Fireworks)	Handel
Rigaudon	Campra
Toccata (Symphony No. V)	Widor
Toccata in Seven	Rutter
Trumpet Tune in C Major	Purcell
Trumpet Voluntary in D Major	Clark
Trumpet Voluntary	Stanley
Finale (Symphony 1)	Vierne

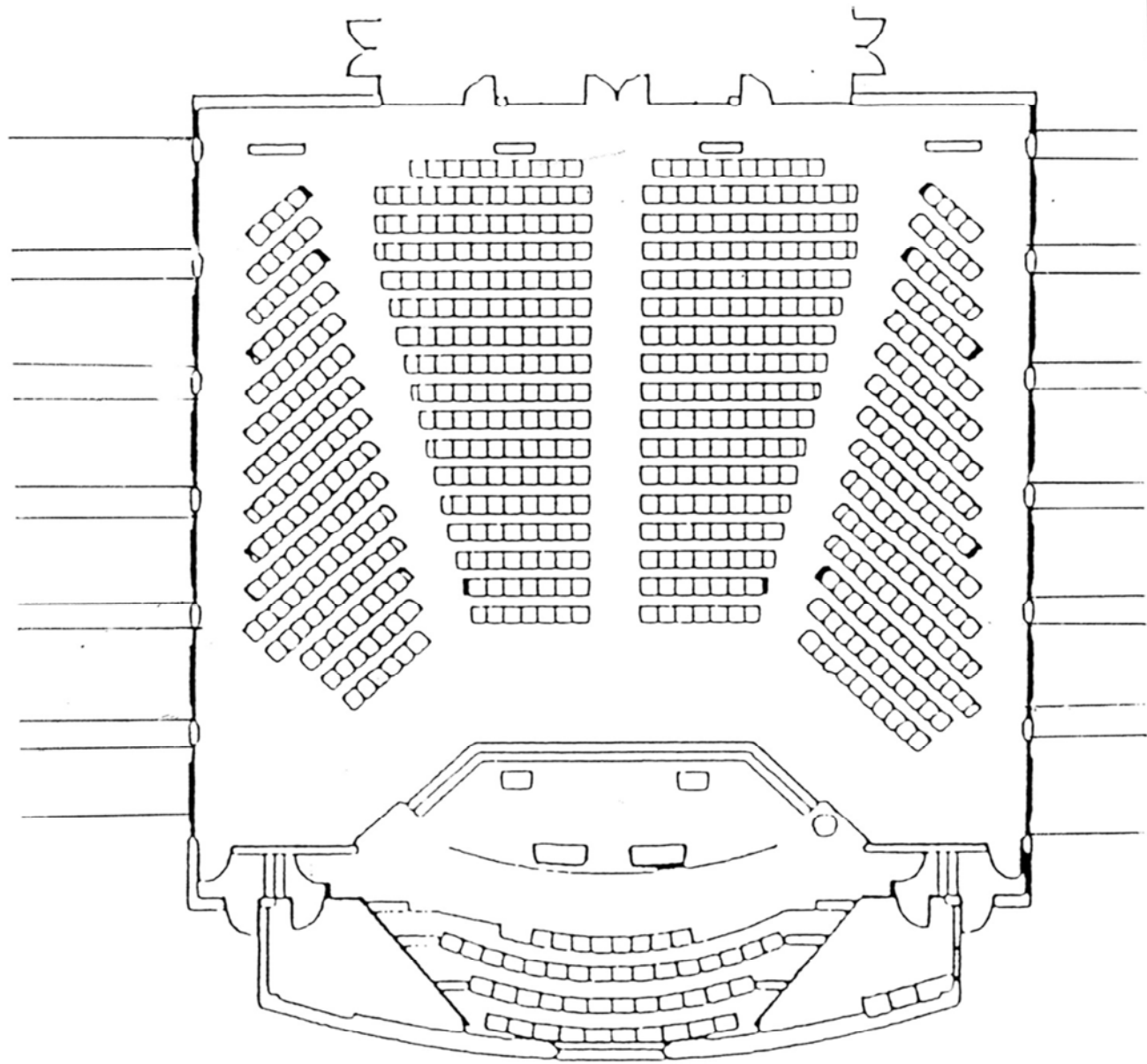
## HYMNS

All Creatures of Our God and King  
Be Thou My Vision  
Great is Thy Faithfulness  
Holy, Holy, Holy  
Joyful, Joyful We Adore Thee  
Lift High the Cross  
Love Divine, All Loves Excelling  
Now Thank We All Our god  
O Perfect Love  
Our God, Our Help in Ages Past  
Praise to the Lord, the almighty  
Rejoice, the Lord is King  
Though I May Speak

## VOCAL SOLOS

Alleluia (Exultate Jubilate)	Mozart
Bist Du Bei Mir	Bach
Folk Songs for Weddings	Hope Publishing
He Gives Me Joy	Rambo
If With all Your Hearts (Elijah)	Mendelssohn
I Will Sing New Songs of Gladness	Dvorak
Jesu, Joy of Man's Desiring	Bach
Love Bade Me Welcome	V. Williams
My Heart Ever Faithful	Bach
O Lord, Most Holy (Panis Angelicus)	Franck
O Perfect Love	Busarow
Song of Ruth	Hallquist
The Call	V. Williams
The Gift of Love	Hopson
The God of Love My Shepherd Is	Thiman
The Greatest of These Is Love	Bitgood
The Lord's Prayer	Malotte
The Lord's Prayer	Peeters
The Twenty-Third Psalm	Malotte
This Is The Day	Brown
Wedding Prayer	Bach
Wedding Song (There is Love)	Public Domain

# Sanctuary Diagram







**Church's Copy**

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

**Wedding Reservation Form**

**Bride's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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  Nursery Other

areas required \_\_\_\_\_

Fees paid \_\_\_\_\_ ck# \_\_\_\_\_



**Church's Copy**

**Hope Presbyterian Church Music Contract**

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.

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: \_\_\_\_\_



**Church's Copy**  
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**Wedding Music Agreement**

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3. Scheduling: When the church is reserved, Hope's Office Coordinator will provide contact information for both the Organist and Director of Music to the Bride or designated person signing the contract. The Office Coordinator will contact the Hope Organist immediately to request the date on the Organist's calendar. If there is a scheduling conflict, the Organist will notify the Office Coordinator immediately so that a substitute organist/pianist may be secured.
4. Consultation: It is the responsibility of the Bride and/or Groom or their representatives to contact the Hope Organist at least two months prior to the wedding for a music consultation. At that time specific requests for special music (solos, etc.) will be made, and a schedule for the rehearsal(s) will be set. (Please note that any rehearsal beyond the normal one hour wedding rehearsal will incur additional charges at the rate of \$60.00 per hour or portion thereof.) If the Hope Organist is not contacted two months in advance, the Organist will make an effort to contact the Bride or her representative using the information provided below. If the consultation has not been scheduled and completed at least four weeks prior to the wedding, the Hope Organist will make music selections for the wedding based upon current available repertoire.
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Initials: \_\_\_\_\_ I REQUEST THE HOPE ORGANIST TO PLAY FOR THIS WEDDING.

Initials: \_\_\_\_\_ I REQUEST \_\_\_\_\_ TO PLAY FOR THIS WEDDING, SUBJECT TO APPROVAL OF THE HOPE ORGANIST OR DIRECTOR OF MUSIC.

APPROVAL OF WAIVER (Signature/Date): \_\_

(Director of Music or Organist)



## Photographer's Copy

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

### **Photographers**

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- 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.







## Florist's Copy

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

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- 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.
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- 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.





## 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.

<b>Wedding Fees</b>	<b>Members</b>	<b>Inactive &amp; Non-members</b>
Sanctuary Use	\$300.00	\$600.00
Custodial Services	\$ 75.00	\$ 75.00
Organist	\$350.00	\$350.00
Wedding Coordinator(s)	\$100.00	\$150.00
Sound Technician	\$ 75.00	\$ 75.00
<b>Total</b>	<b>\$900.00</b>	<b>\$1250.00</b>

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

## Related Service Fees

### **Pastoral Honorarium**

Pastors receive an honorarium for their services. For inactive and non-church members, the fee is \$350 plus travel if out of the area. This fee includes the time for pre-marital conferences (other fees may be included), wedding, and rehearsal. There is no charge for *active* church members with the exception of separate premarital and travel fees. All honorarium discussion should take place with the pastor when making the wedding arrangements. It is generally paid before the rehearsal, along with presenting the marriage license to the officiating pastor.

### **Organist**

\$350.00 is the standard fee. This includes one consultation with the organist (one-hour maximum), the wedding rehearsal and ceremony, 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 ensemble(s), will be charged at a rate of \$60.00 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.

### **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 givers 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 \$25 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.

## Wedding Checklist

**Please have filled out before your consultation with the Wedding Coordinator(s)**

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 # \_\_\_\_\_