

Hope Community Church
WEDDING POLICIES AND PROCEDURES
821 Buck Jones Road Raleigh, NC 27606
919.532.0620
www.gethope.net

CONGRATULATIONS!

We rejoice with you as you enter this most significant time in your life. The Bible says, "*Marriage is honorable among all*" (Hebrews 13:4) The pastors and staff of Hope Community Church (HCC) stand ready to assist you in every way possible to make your wedding day one that honors God and brings great joy and blessings to your life.

This statement of policy and procedures for weddings at HCC has been prepared with you in mind. We urge you to carefully read this material and to cooperate fully with the church as we seek to honor the institution of marriage and help you make this the most wonderful day of your lives.

SETTING THE DATE

The definition of a non-member is when neither the bride nor groom has attended our Discovery Class. You can sign up to take the next class on our events page at www.gethope.net. **HCC pastors, staff and/or leadership reserve the right to decline any request for use of facilities.**

You will need to determine the date of your wedding at least three or more months in advance. This will ensure but not promise that the use of the church space can be arranged without conflict. The date of your wedding cannot be confirmed by the church or placed on the calendar until you have discussed your request with Jenny Gardner and have sent in your security deposit and application. **No wedding will be scheduled that conflicts with regularly programmed church activities.** In the case of conflicting wedding dates, HCC members will receive priority.

It is important that the exact rehearsal and wedding times are observed and care taken to have all members of the wedding party in their places at the indicated times. **Wedding rehearsals should be limited to 60 minutes or less in length.**

SATURDAY WEDDINGS

The wedding may be scheduled on a Saturday up to, but no later than, 1pm. **Weddings are not permitted on Sundays.**

WEDDING DECORATIONS

It is your responsibility to arrange with a florist for decorations. The florist should check with Jenny Gardner regarding decorations and the time of placement at the church.

Ribbon or a simple arrangement of flowers may indicate reserved rows. **It is imperative that no nails, tacks, screws, wires, pins, glue or tape (of any type) be used on any furniture, walls, lighting fixtures, or vents.** All decorations shall be removed directly following the wedding ceremony. As you are responsible for any damage due to decorations, a security deposit of \$300 must be on file for any possible damages that may occur. This deposit is given back directly following the ceremony if no damages occur.

An aisle cloth must be used when flower petals are dropped, or if flower petals are used in aisle decorations.

Any equipment brought to the church by outside agents (extra chairs, candelabras, etc.) must be removed immediately following the wedding.

SERVICE PROVIDERS

The Pastors

We have several pastors that perform weddings at Hope. All couples must attend our premarital class in order for a Hope pastor to marry them. It is the policy of the pastors to meet with the couple 1-2 times before the wedding so that proper pre-marital counseling may be administered and preparations can be made. **No commitment will be made by any pastor or ministry staff of HCC until there has been a personal consultation with the couple.**

In order to preserve the integrity of Hope Community Church and to maintain the sanctity of Christian marriage, it is necessary to establish the following principles. Any prospective couple seeking to use HCC facilities for a wedding or to engage one of HCC's pastors to officiate a wedding ceremony must observe these principles. These policies apply to HCC members and non-members alike:

1. Both parties must be professing Christians or both unbelievers. (2 Corinthians 6:14).
2. The couple must agree and comply with the pre-marital counseling procedure prescribed by the pastor. If the counseling process is to be handled by someone other than a pastor or staff member of HCC, a brief letter from the administering pastor/counselor should be written to HCC stating that he accepts responsibility for the pre-marital counseling process. Upon receipt of the letter, a HCC pastor will contact the administering pastor/counselor to discuss the proposed counseling process (Proverbs 8:33; 24:3-4).
3. From the time HCC facilities and/or staff are employed, through the time of the wedding ceremony itself, the couple must neither live together nor be involved in any sexually intimate relationship (Hebrews 13:4; 1 Thessalonians 4:3; 5:22).
4. Should either party have been previously married, each situation shall be considered upon its own merits in light of God's word (Matthew 19:1-10; 1 Corinthians 7:10-13).
5. Should the couple desire someone other than a HCC pastor to officiate the ceremony, a letter from the officiating minister should be sent to HCC and copied to the Wedding Director, stating that he will be performing the ceremony. Upon receipt of the letter, a pastor will contact the visiting minister to discuss the arrangements.
6. The pastors of HCC, in consultation with the church staff and leadership, reserves the right to decline or cancel any proposed wedding ceremony if any arrangement fails to meet biblical requirements consistent with HCC's theological standards.

VENDOR SUGGESTIONS

Florists

[Every Bloomin' Thing](#) – 919.469.5026

[Greg Warren Flowers](#) – 919.971.7458

[Watered Garden Florist](#) – 919.828.2600

Photographers

[Nicole Faby Photography](#) – 919.521.5219

[Diane McKinney](#) – 919.669.2369

[Luster Studios](#) – 919-951-9196

Wedding/Event Planner

[Posh Weddings and Events](#) – 919.673.5259

Reception Space

Unfortunately, wedding receptions are not held at Hope Community Church. Below are some suggested Reception locations:

[Delightful Inspirations](#) – 919.854.9543

[Raleigh Cardinal Club](#) – 919.500.5603

[The Umstead Hotel & Spa](#) – 888.678.1711

SOUND TECHNICIANS

A HCC sound technician will be required for all weddings held at HCC. They will be the only ones allowed in the sound booth to operate the sound system. The sound equipment (microphones, speakers, amplifiers etc.) cannot be unhooked or moved from their area by anyone other than the HCC sound technician.

THE WEDDING PARTY

No alcoholic beverages may be served on the church premises at any time. Smoking is strictly prohibited in all HCC facilities.

No rice or sparklers are to be used. The throwing of birdseed, flower petals or blowing bubbles is permitted only outside of the church building. The wedding party must clean these items as much as possible from the outside and/or sidewalk areas where they are utilized.

DRESSING ROOMS

Please notify the Wedding Coordinator if you intend to dress at the church and she will arrange the Fireside room for the ladies and the Garage for the gentlemen.

All facilities used by the wedding party should be left in a clean and orderly condition at the conclusion of the wedding activities.

RESPONSIBILITIES OF THE FACILITY DIRECTOR

The Facility Director will manage all elements related to facility use at Hope Community Church including housekeeping and inspection of facility after usage.

RESPONSIBILITIES OF WEDDING COORDINATOR

The Staff Wedding Contact for Hope Community Church is **Jenny Gardner (919.532.0620, ext 183; jennyg@gethope.net)**. She will consult with the bride concerning wedding plans with regards to HCC including policy information, pastors, music, rehearsals, facilities, fees, etc. Jenny is responsible for making arrangements regarding the scheduling of the rehearsal and the timeline for the day of the wedding. She serves as a church advisor to florists and photographers making sure they understand and follow church policies regarding weddings as previously stated. Jenny will also contact the wedding coordinator and the sound technician and secure them for both the rehearsal and the wedding day. On occasion she will also serve as the Wedding Coordinator.

Kathy Luparello is the Wedding Coordinator at HCC. Kathy will contact the Bride and Groom and help you with ceremony details for your wedding. She is responsible for opening and closing the facilities on the day of the rehearsal and the wedding day. The Wedding Coordinator conducts the wedding rehearsal and is present to assist the wedding party on the day of the wedding. The Wedding Coordinator will be present at all weddings held at HCC in order to assist in making your wedding a positive experience.

Prior to returning the Wedding Application:

- Contact Jenny Gardner to secure availability.
- Complete Provider Check-List.
- Complete Wedding Application.
- Submit \$300 deposit fee to secure date.

HOPE COMMUNITY CHURCH WEDDING APPLICATION

Name of Bride: _____

Bride's Address: _____

Bride's Phone: _____ Bride's Email: _____

Name of Groom: _____

Groom's Address: _____

Groom's Phone: _____ Groom's Email: _____

Rehearsal Date & Time: _____

Wedding Date & Time: _____

Florist _____ Phone: _____

Photographer: _____ Phone: _____

Officiating Minister: _____ Church: _____

Church Address: _____ Church Phone: _____

I understand and will comply with all policies stated in the HCC Wedding Agreement:

Bride' Signature _____ Date: _____

Groom's Signature _____ Date: _____

HCC Facility Director _____ Date: _____

Staff Wedding Coordinator _____ Date: _____

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|-------------------------|------------------------------|
| <i>Office use only:</i> | |
| Total | Date |
| \$ _____ | _____ |
| Deposit | Date |
| \$ _____ | _____ |
| Balance Due | Date |
| \$ _____ | _____ |
| ____ Staff Copy | ____ Pastor's Copy |
| | ____ Sound Technician's Copy |
| | ____ Coordinator's Copy |

****Please complete the this form and return with your Wedding Application****