



# Weddings

at

nh

New Hope  
Presbyterian Church

***And the two shall become one...***

# ***Congratulations***

Let us congratulate you on your decision to be married. We believe God has a direct hand in your commitment to each other and is an indispensable partner with you as your relationship transitions into that of husband and wife.

It is our desire, as staff of New Hope Presbyterian Church, to help you celebrate your wedding vows in the most joyful and dignified manner possible. We believe your wedding should be remembered as a holy event in your lives and as a time when God's love and grace were evident to all.

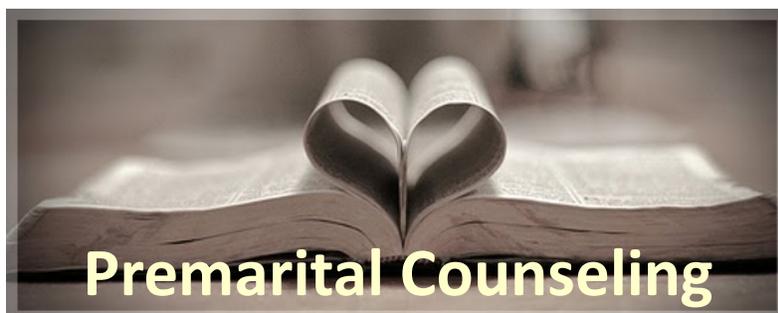
This booklet expresses many of our convictions about how this can best be accomplished. Thank you for the honor of being a partner with you in the celebration of your love and commitment to each other. God bless you both!



# ***Premarital Counseling Requirement***

It is our church's policy that each couple married in our facility completes premarital counseling. If a New Hope pastor performs the ceremony, premarital counseling will be done under his direction. If an outside pastor presides over the ceremony, a New Hope staff member will confirm with the pastor that premarital counseling will take place, but the specifics of the counseling will be at the discretion of the officiating pastor. The length of counseling will depend on the couple's needs and the pastor's recommendations.

Some of the New Hope pastors may require a relationship inventory during premarital counseling which costs \$35.00. The counseling may include the completion of assignments outside of the counseling sessions, including the reading of marriage-related books. Please plan on approximately four to six sessions, preferably during New Hope's office hours, yet the actual schedule is left to the discretion of the individual pastor.



# ***Scheduling the Wedding***

A well-planned and well-coordinated event will make your wedding day special and ensure that all goes smoothly. The following guidelines will help.

- First, call the church office to request your desired wedding date and time. If the date is available, they will make note of your interest for that day and time. If you are unfamiliar with our facility and would like to schedule a time to see the Sanctuary, we will be glad to assist you.
- Next, fill out a wedding application (at the back of this booklet) and submit it to the church for processing. After receiving the application and non-refundable deposit, we will tentatively reserve your desired date. Your wedding date will receive final approval once premarital counseling is confirmed.
- Request your desired wedding date at New Hope at least four months ahead of time. This allows for the time needed for New Hope's processing, your premarital counseling, and other important aspects of wedding planning.
- We will tentatively reserve your desired wedding date for the rehearsal and the wedding up to one year in advance, but we will not commit to these dates any sooner than nine months in advance.

# Fees

**A non-cash, non-refundable security deposit of \$800.00 is required along with the completed application form.** The bride will be notified by the church office when the application is approved or denied. If the application is not approved, the deposit will be returned; otherwise, it will be applied to the final event invoice.

All payments (must be non-cash) should be given to the Wedding Coordinator at the rehearsal for distribution.

## ROOM FEES

Sanctuary.....	n/c
Fireside Room .....	n/c
Multi-Purpose Room (MPR).....	n/c
Changing Rooms ( <i>per room</i> ).....	n/c
Kitchen .....	n/c

## PERSONNEL FEES

Wedding Coordinator .....	\$200
with Reception .....	\$250
Wedding Reception Coordinator .....	\$250
Reception Assistant* ( <i>if needed</i> ) .....	\$50
Reception Servers ( <i>each</i> ).....	\$15 per hour
Dishwashers ( <i>each</i> ).....	\$15 per hour
Sound System Operator** .....	\$250
<i>After 5 hours cost is an additional \$50 per hour</i>	
Video Technician.....	\$250
<i>After 5 hours cost is an additional \$50 per hour</i>	
On-site custodian support .....	\$20 per hour
Set up/tear down.....	\$20 per hour

## EQUIPMENT FEES (no technician, excluding Sanctuary sound/video system)

Portable Video Projection.....	\$35
Portable Sound System .....	\$35

## OTHER

Security deposit for Wedding and Rehearsal .....	\$800
With Reception .....	\$1300
Damage/Cleaning Fee.....	Actual value
<i>Charged if misuse of facility occurs or extra cleaning is required</i>	

**Current fees were approved October 2018. All fees are subject to change.**

**PAYMENTS ARE MADE TO NEW HOPE FOR:**

- Facility use fees
- Equipment fees
- Custodians, Sound System Operators, Video Technicians

**PAYMENTS ARE MADE DIRECTLY TO THE FOLLOWING INDIVIDUALS:**

- Wedding Coordinator(s)
- Reception Coordinator
- Most reception servers and dishwashers
- Musicians
- Pastor(s)

**NOTES**

- Room fees include: standard cleaning.
- \*Large weddings (200+ guests, number of attendants, extra music) will also require a Coordinator's Assistant for an extra \$50.
- \*\*Sound System Operator fee includes rehearsal and wedding day.

<b>Guidelines for Number of Reception Servers Needed</b>				
<b>Reception Type</b>	<b>Number of Guests</b>			
	< 100	100-250	250-350	350 +
Cake only (one serving location)	1	2	3	4
Cake only (two serving locations)	2	3	4	4
Food served (one serving location)	4	4	5	5
Food served (two serving locations)	6	6	7	7

# ***New Hope-Wedding Coordinator***

We require each couple getting married at our facility to work with a New Hope Wedding Coordinator. After the approval of your wedding application, a New Hope wedding coordinator will be assigned to your wedding. She will contact you to introduce herself and arrange a future meeting.

New Hope wedding coordinator roles include:

- Having an orientation meeting with you, featuring . . .
  - An on-site preview of the Sanctuary and other rooms used on your wedding day.
  - Discussion of wedding etiquette.
  - Clarification of New Hope's policies.
  - Development of an Estimated Cost Sheet.
  - Time for questions.
- Being available to you via phone or e-mail for additional questions or for follow-up meetings, as needed, in regard to details of the wedding preparations and use of the church building.
- Ensuring that New Hope policies are understood and that the facility is used properly.
- Directing your wedding rehearsal along with the officiating pastor.
- Assisting you in the details of your wedding day to ensure a smooth event.
- Handling the processing of all financial arrangements between New Hope, its staff, and the bridal party.
- Plan for audio/visual support requirements (at least one month ahead of time).

# ***Use of New Hope's Facility***

- We allow weddings on Fridays or Saturdays only.
- Saturday weddings must be cleared from the Sanctuary and Lobby/Narthex no later than 6:00 p.m.
- Normally, rehearsals are not to be scheduled any earlier than 6:00 p.m.
- Drug use is not permitted anywhere on church property.
- Your celebration may include the use of wine/champagne for communion, toasts, and as part of the meal service. You must provide proof of Host Liquor Liability on your Home Owner's policy or obtain proof of Event Insurance.
- Smoking is permitted outside only and 25 feet away from any doorway.
- No animals, other than service dogs, are allowed inside the building.
- Tacks, tape, duct tape, staples, and pins cannot be used on the walls, woodwork, pews, or carpeting.
- A small cry room, which includes windows into the Sanctuary, is available.
- Consult with the wedding coordinator regarding showering the bridal couple as it leaves. The throwing of rice, flower petals, potpourri, or confetti is not permitted. The use of sparklers is not permitted. Bubbles and birdseed are acceptable outdoors only.
- Seating:
  - The Sanctuary will seat 550 people in the pews and up to 700 with additional chairs.
  - The Multi-Purpose Room (MPR) will seat 500 people in rows of chairs.
  - The Fireside Room will seat 100 people.
  - The Multi-Purpose Room (used for receptions) will seat between 250-270 people.

**The church cannot be held responsible for rented equipment, wedding gifts, or personal property of wedding party or guests.**

# ***Decorations***

**All decorations need to be approved by the Wedding Coordinator.**

**FLOWERS:** The bride will engage her own florist. Flowers may not be placed on the organ or piano. If the Sanctuary flowers are to be left for Sunday, please inform the wedding coordinator. Silk flower petals are preferred for use by flower girls, or as decorations, because of possible carpet staining. All decorations must be removed by those responsible and clean-up finished immediately.

**UNITY CANDLE:** The communion table in the Sanctuary may be used for the unity candle arrangement. The table is 7.5 feet long, 30.25 inches deep, and 32 inches high.

For weddings held in the Fireside Room or Multi-Purpose Room, there are tables available to use for a unity candle. One table is 5 feet long, 30 inches deep, 29 inches high. One table is 42 inches long, 18 inches deep, 35 inches high.

**AISLE RUNNERS:** Aisle runners may be used. They may be purchased from your florist or craft store. The center aisle in the Sanctuary is 69.5 feet long. A 75-foot aisle runner would be sufficient.

**CANDLES:** All candles used in decorations must be enclosed in a glass chimney or column if used over flammable materials. Persons lighting candles must be at least 12 years of age.

**TAPE:** Tacks, tape (including duct tape), staples, and pins may not be used on the walls, woodwork, pews, or carpet. Any pew decoration attachments (e.g. clips) must be felt-lined to avoid scratching.

**GLITTER:** No glitter should be used by the wedding party or guests.

**BALLOONS:** Balloons may not be used in the Sanctuary.

# ***Planning the Wedding Service***

The wedding service should be a triumphant praise to God for His glorious plan and for bringing the two persons together to enjoy it. Because this is a Christian service of worship, each part should honor our Lord and be appropriate for use in the church Sanctuary.

Usually, the parts of a wedding ceremony are as follows:

Welcome/Opening Prayer

Giving Away the Bride

Joining of Families

Scripture and Message

Vows

Official Pronouncement of Husband and Wife

Prayer of Consecration

The decision to include the celebration of Communion (the Lord's Last Supper) as part of the ceremony, and the format for doing so, is the responsibility of the officiating pastor.

# ***Music***

The wedding ceremony is a Christian worship service. All music used in it should be appropriate to the worship of God. The texts should reflect the themes inherent in a Christian marriage service: praise of God, the steadfast love of Christ for the church as the foundation and model for love and fidelity in marriage, and prayer for God's presence and blessing.

Please let the Wedding Coordinator know if you need assistance with the selection of appropriate music for your ceremony.

The Wedding Coordinator must preview your music selections. When the organ is used in the ceremony, the New Hope organist will play or provide a substitute. Fees for other organists/pianists may vary. The Wedding Coordinator and organist can provide names of instrumentalists, soloists, or ensembles available to enhance the music at your wedding service.

If you desire a particular soloist, please provide both your soloist and our organist/pianist with each other's names and phone numbers and request they contact each other.

Copyright Information: Please be aware that there are copyright procedures which our church must follow regarding the recording of church services by audio or audio-visual means. In addition, proper procedures must be followed when copying song words and music into wedding bulletins.

## ***Pictures and Sound***

Normally, formal photographs are taken prior to the ceremony and must be completed 45 minutes before the ceremony.

Your guests are invited to take flash pictures before and after the ceremony. For safety and the dignity of worship, we ask that no informal pictures be taken during the wedding ceremony.

The ceremony may be videotaped using available light. To remain out of the sightline of your guests' and photographer's pictures, the video camera is to be at the far side or rear entrance of the Sanctuary.

All weddings in the Sanctuary are required to have a New Hope sound technician. The sound technician can be contracted to attend both the rehearsal and wedding ceremony. The officiating pastor and the groom can be equipped with a wireless microphone. The technician will speak with your soloist to find out if he or she needs microphones and/or monitors and to confirm whether CDs will be used. The sound technician will also want to know if other musicians have been contracted. Microphone or soloist sound checks will be done in the Sanctuary one hour prior to the wedding. The sound technician is responsible for set-up and removal of sound equipment.

Types of A/V equipment in the Sanctuary/ceremony may include the following: pastor microphone, vocalist microphone(s), instrument microphones, CD, DVD, and monitors for vocalists or instruments. A/V support in the MPR/reception may include the following: Emcee/vocalist microphone(s), instrumental microphones(s), CD, DVD, and monitor for vocalists and instruments.

The ability to project from DVD is available. *If this type of video service is planned, the media must be submitted to the sound technician a minimum of seven days prior to the event or this service will not be provided.*

# ***Planning the Rehearsal***

Normally, rehearsals are scheduled on Friday night for Saturday weddings and Thursday night for Friday weddings. In the rare case of weddings scheduled for both Friday and Saturday nights, rehearsal schedules will be negotiated. A rehearsal is usually scheduled between 6:00 p.m. and 7:30 p.m. and will take about an hour. The following guidelines will ensure a smooth rehearsal.

- Begin rehearsals promptly. You have approximately one hour. Please schedule your rehearsal so everyone can be on time.
- All participants in the ceremony must be present for the rehearsal.
- The wedding coordinator and officiating pastor will conduct the rehearsal.
- Parents of the bride and groom should attend.
- Because of time constraints, there is not time for the soloist or musicians to practice extensively in the Sanctuary on the night of the rehearsal.
- Bring the following items to the rehearsal if you are using them at your wedding: aisle runner, guest book, pen, unity candle and matching tapers, and programs, and maps.
- Remember, the marriage license must be available at the rehearsal with the biographical information completed.

# ***Day of the Wedding***

Your wedding is a joyful experience. To ensure everything runs smoothly, here are some suggestions for your wedding day plans.

- The church is available to the wedding party four hours prior to the ceremony for decorating, dressing of the bridal party, and photography.
  
- Formal photographs must be completed 45 minutes before the ceremony.
  
- The Sanctuary will be cleared 45 minutes before the ceremony. At that time, the wedding party can have snacks and pack their bags in the dressing room. It is helpful to have your bags packed and ready to go before the ceremony.
  
- Arrange ahead of time for:
  - Someone to take the wedding gifts from the church.
  - Someone to remove your flowers from the Sanctuary. Prior arrangements may be made with the church if you choose to leave a floral arrangement after a Saturday evening wedding for the church service on Sunday morning.
  - Someone to make sure everything is taken from the dressing rooms, preferably prior to the ceremony, and locked into one room.
  - Someone to pick up the unity candle, tapers, guest book, and other personal items after the wedding.



New Hope  
Presbyterian Church

19800 108th Ave SE, Kent, WA 98031

Phone 253.859.8998

E-mail [hello@newhopekent.org](mailto:hello@newhopekent.org)

10/9/2018| All information in this handbook, including policies and fees, is subject to change.



## Wedding Application-Affiliate

New Hope Presbyterian Church  
 19800 108<sup>th</sup> Avenue SE  
 Kent, WA 98031  
 253.859.8998  
 hello@newhopekent.org

Date of wedding: \_\_\_\_\_  
 Time: \_\_\_\_\_ Number expected: \_\_\_\_\_  
 Date of rehearsal: \_\_\_\_\_  
 Time: \_\_\_\_\_ Number expected: \_\_\_\_\_

### Bride

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Are you active or a member at a church? Yes/No  
 Church name: \_\_\_\_\_  
 Church location: \_\_\_\_\_ How long? \_\_\_\_\_

### Groom

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Are you active or a member at a church? Yes/No  
 Church name: \_\_\_\_\_  
 Church location: \_\_\_\_\_ How long? \_\_\_\_\_

### Wedding

Pastor's name: \_\_\_\_\_  
 Pastor's church: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Room

**Ceremony:** Main Sanctuary \_\_\_ MPR \_\_\_ Fireside Room \_\_\_  
**Rehearsal Dinner:** MPR \_\_\_ Fireside Room \_\_\_ N/A \_\_\_  
**Reception:** MPR \_\_\_ Fireside Room \_\_\_ N/A \_\_\_  
**Kitchen:** \_\_\_ (Hours for decorating and set-up must be communicated & approved by your coordinator, & the church office)

### Application

**A non-cash non-refundable \$800 (for Wedding & Rehearsal) or \$1300 (with Reception) deposit is required with this application.** In the event the wedding application is denied, this deposit will be immediately refunded. If the application is not approved, the deposit will be returned; otherwise, it will be applied to the final event invoice. The bride and groom will participate in premarital counseling. If counseling is completed with a New Hope pastor, a relationship inventory may be required, adding a \$35 fee.

### Office Use

Date reserved on calendar? Y/N  
 Premarital counseling confirmed? Y/N  
 Wedding coordinator notified? Y/N  
 Sound technician notified? Y/N  
 Custodial department notified? Y/N

Final approval on \_\_\_\_\_ by \_\_\_\_\_ Confirmation with bride and groom? Y/N  
 Wedding coordinator: \_\_\_\_\_  
 Sound technician: \_\_\_\_\_  
 Custodian: \_\_\_\_\_