

Thank you for your interest in being married by one of Hope's ordained pastors.

We believe that a marriage is designed by God to be a spiritual union representing a visible expression of the relationship He has with the Church, which is the Bride of Christ. Our desire is to help you prepare for a lifetime relationship that will bring glory to the Lord as you begin your new life together as husband and wife. Our pastors and staff care about your future and are available to give you guidance and counsel to help you prepare for this lifelong commitment.

Hope Church is available for wedding ceremonies, but currently not available for receptions due to staffing requirements.

As a prerequisite to being married by a Hope Pastor, couples are required to complete Hope's premarital class, "Saving Your Marriage Before It Starts". A time will be coordinated based on dates of upcoming weddings.

Since our Pastors want God's best for your marriage, and because they are accountable before the Lord for officiating marital unions; they, in good conscience, request that you strive to follow Biblical guidelines in your dating relationship and marriage.

Please complete and return the Registration Packet included in this packet on pages 2, 3 and 4. Keep pages 5 and 6 for your reference in planning and securing a Hope Pastor and/or Hope Church facilities.

(Please note our building policies do not allow alcoholic beverages in any part of the building.)

If you have any additional questions, please contact me for assistance. We look forward to helping you prepare for the amazing gift of marriage.

Thank you,

Julie Kupecky  
Wedding Coordinator  
[jkupecky@hope-cc.org](mailto:jkupecky@hope-cc.org)

## WEDDING REGISTRATION

(Please print pages 2, 3 and 4. Return completed registration by scanning and emailing to [jkupecky@hope-cc.org](mailto:jkupecky@hope-cc.org). or drop off in an envelope labeled Julie Kupecky /Wedding registration at Hope's Information Counter on Sundays.)

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

Do you regularly attend Hope Church? YES NO

Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Do you regularly attend Hope Church? YES NO

Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

### Wedding Specifics:

1) Requested Wedding Date: \_\_\_\_\_

2) Requested Time: \_\_\_\_\_

3) Number of guest expecting? \_\_\_\_\_

4) Size of Bridal Party: \_\_\_\_\_

Please indicate your preferred wedding location, at Hope Church or Off Campus. If Off Campus, please name the location with address:

\_\_\_\_\_

### Officiating Pastor:

Hope has three pastors who are qualified to officiate weddings. Please list a pastor that you have in mind or state "no preference" if you'd like one to be determined for you.

\_\_\_\_\_

**ABOUT THE BRIDE**

1 Are you an attendee of Hope Community Church?

Yes  No  If yes, how long?

2 Have you completed the membership covenant at Hope Church?

Yes  No

3 Are you regularly attending another church?

Yes  No

If yes, please name church& location:

What years have you attended?

4 Current marital status:

Single  Divorced  Widowed

If you've been married before, please note dates of marriage:

From \_\_\_\_\_ to \_\_\_\_\_

5 Do you have children from a previous marriage or relationship?

Yes  No

If yes, please list children's ages:

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6 Have you placed your faith in Jesus Christ as your personal Savior?

Yes  No

If yes, please share how and when you received Christ as your Savior?

7 If no, would you like to know how to have a relationship with Jesus Christ?

Yes  No

## ABOUT THE GROOM

- 1 Are you an attendee of Hope Community Church?  
Yes  No  If yes, how long?
- 2 Have you completed the membership covenant at Hope Church?  
Yes  No
- 3 Are you regularly attending another church?  
Yes  No   
If yes, please name church& location:  
What years have you attended?
- 4 Current marital status:  
Single  Divorced  Widowed   
If you've been married before, please note dates of marriage:  
From \_\_\_\_\_ to \_\_\_\_\_
- 5 Do you have children from a previous marriage or relationship?  
Yes  No   
If yes, please list children's ages:  
\_\_\_\_\_
- 6 Have you placed your faith in Jesus Christ as your personal Savior?  
Yes  No   
If yes, please share how and when you received Christ as your Savior?
- 7 If no, would you like to know how to have a relationship with Jesus Christ?  
Yes  No

## WEDDING PREPARATION

### Step 1. Complete and Return Wedding Registration

Please print the Wedding Registration portion of this packet on pages 2, 3 and 4.6. Provide the information requested and return by either scanning pages and emailing to [jkupecky@hope-cc.org](mailto:jkupecky@hope-cc.org) or drop at Hope's information Counter or return by postal mail to: Hope Community Church, ATTN: Julie Kupecky, 740 N. Henderson Rd., King of Prussia, PA 19406.

### Step 2. Confirmation of date and officiate.

Upon receiving your completed registration, you'll be contacted to confirm availability of a Hope Pastor for your wedding date and time and availability of space on Hope's Campus if requested.

### Step 3. Complete Pre-Marital Class

Several weeks before your marriage, you will be notified of dates being offered for the next session of Hope's Premarital Class, "Saving Your Marriage Before It Starts". This class is designed to help you grow in communication with each other and understand principles designed by God for a long lasting, healthy marriage. (Please note: Our staff must operate in good conscience and reserve the right to deny or postpone any ceremony. Denial or postponement of one pastor will preclude the use of Hope's facilities or requesting another pastor at Hope.

### Step 4. Contact Pastor for Wedding Planning

After successful completion of the premarital class, please contact your officiating pastor to schedule the first planning meeting. Your pastor will assist you with programming, and retaining personnel to help with music, lighting and audio. Contact: Senior Pastor, Roman Kupecky: [rkupecky@hope-cc.org](mailto:rkupecky@hope-cc.org) or Executive Pastor, or George Searfoss: [gsearfoss@hope-cc.org](mailto:gsearfoss@hope-cc.org)

### Step 5. Obtain Marriage License

It is the responsibility of the Bride and Groom to provide the pastor with the marriage license during the rehearsal or before the ceremony.

### Step 6. Secure Additional Services

The wedding couple is responsible to arrange for any of the additional services listed below and will pay them directly.

**Instrumentalists and Vocalist** - The bride or groom are responsible for determining appropriate music for soloists and providing copies of sheet music for accompanist or background CDs for soloists. If you need suggestions for music or musicians, there are many wedding albums online to choose from, or contact Hope's Worship Director, Nancy Searfoss, for a listing at [nsearfoss@hope-cc.org](mailto:nsearfoss@hope-cc.org).

**Music** - The music selection is to be submitted to the pastor no later than one month prior to the ceremony. Because the wedding ceremony is a worship service and celebration before the Lord, your music selections should be appropriate and worshipful.

**Videotaping and Photography** - Videotaping your wedding is a beautiful opportunity to capture this memory. The videographer may have freedom to record with discretionary movement. Your Pastor will communicate helpful guidelines.

**Floral Decorations** - All decorating plans, including flower arrangements, canopies, aisle markers, bows, or other items are to be discussed and approved by the pastor for positioning prior to placing your order. Please schedule florists to deliver arrangements two hours prior to the service. Decor items should be removed from the building directly after the ceremony and photographs have been taken unless other arrangements have been made. Florists are responsible for picking up their equipment an hour after the ceremony. Hope is not responsible for storing the rental equipment. Please supply the pastor with a list of contact names for the above services as well as times for deliveries prior to the wedding by the last planning meeting.

## **WEDDING FEES**

### **Pastor Fee**

The pastor fee provides 2-3 planning meetings, preparation of the personalized wedding message, rehearsal time, and wedding day activities and ceremony.

The On Campus Pastor Fee is \$300. The Off Campus Pastor Fee for travel within 30 minutes of travel is \$350. Additional compensation will be required for off campus ceremonies that require travel time of more than 30 minutes. This amount will be determined by your pastor. This fee is to be paid directly to your officiating pastor at your final planning prior to the wedding weekend. Please provide a check in his name or cash. The office where you will meet with your pastor is located at 740 N. Henderson Road.

### **Support Staff**

Additional Hope Technicians that are needed for audio or media will be retained through your officiating pastor. Those technicians will be paid \$25 an hour.

### **Building Fee**

An hourly rate of \$50 will be incurred for building use during the wedding rehearsal and wedding day activities. This final cost will be determined by your officiating pastor and a check should be written to Hope Community Church during your last visit with your officiating pastor.