



Wedding Planning and Guidelines

Revised 02/2021

Introduction

Congratulations! The decision to enter Christian marriage is one of the most joyful decisions of life. Please read the following material as you consider having your wedding ceremony at New Hope Presbyterian Church. It has been designed to help your wedding be a meaningful experience for you, your family, and guests.

If you have any additional questions about your wedding at New Hope, please call the church office. The staff is eager to help you as you prepare for your wedding day and subsequent life together.

Scheduling

To schedule a wedding date, email or call the church office to confirm the availability of the date. Next, complete a Wedding Application and submit to the church office. The church office will provide this to you. **The wedding date is not reserved until this form is received in the church office (for non-members, deposit is required also). Once the form has been submitted with your deposit, a written confirmation of the date will be sent to you.** Dates for weddings are tentative until twelve months prior to the wedding. The minimum time to plan for a wedding at New Hope is three months.

Please keep in mind the following days are not available for weddings at New Hope:

Sundays

Thanksgiving

Christmas Eve or Christmas Day

New Year's Eve or New Year's Day

Holy Week or Easter

Available times for Saturday weddings are: 10:30 a.m., 1:30 p.m., or 4:30 p.m.

Pre-Marital Counseling

All couples getting married at New Hope are required to schedule two to three pre-marital counseling sessions with Caroline Steward, L.C.S.W. from CenterPoint Counseling. Caroline has an office at New Hope and at Second Presbyterian Church in Indianapolis. Appointments with her can be scheduled by calling 570-8325 or via email at csteward@centerpointcounseling.org. **The bride and groom are responsible to set these appointments at least three months prior to the wedding date.**

Officiating Pastor

Weddings at New Hope Presbyterian Church are officiated by New Hope's head pastor or associate pastor. However, another pastor may be invited to assist in the service at the request of the bride and groom. The pastor who is officiating the wedding will extend the invitation.

At least two months prior to the wedding, the bride and groom are responsible to schedule a meeting with the officiating pastor to plan the wedding ceremony. This meeting can be scheduled by calling the church office.

If it is the couple's desire to invite the officiating pastor and his spouse to the rehearsal dinner and/or reception, please communicate this in advance so that the pastor can arrange to be present if possible.

Facility Information

The seating capacity of the sanctuary is approximately 300 and the length of the center aisle is 42 ft. Please keep in mind that New Hope must abide by state and local government and health department guidelines when it comes to building capacity, mask orders, social distancing, etc.

The church will be open two hours before the wedding for preparations, and when available, an hour and a half after the ceremony. The closing limit allows the custodian to properly prepare for Sunday worship. Dressing rooms are available for the bride and her attendants.

General Information

- The wedding party accepts responsibility for any damages to church property and equipment.
- All personal property is to be removed from the church and grounds following the ceremony.
- Smoking is not permitted at New Hope Presbyterian Church.
- Alcoholic beverages of any kind are not permitted on church property; this includes the parking lot.
- Birdseed may be thrown outside following the ceremony. Please no rice, confetti, or balloons.

Rehearsal

A date and time for the rehearsal are arranged when the wedding is scheduled. Rehearsals are normally held on the evening before the wedding at 5:00 or 6:00 p.m. The purpose of the rehearsal is to acquaint each participant, including parents, with his or her part in the ceremony. Therefore, each member of the wedding party is expected to participate in the rehearsal and to be on time. The rehearsal will last about an hour.

Flowers and Decorations

The church does provide two candles on the Communion Table and can provide two candelabras if desired. Flowers can be placed on the Communion Table or on the floor in front of it. We encourage flower arrangements and decorations to be simple and tasteful. It is the responsibility of the wedding party to remove all flowers and decorations immediately following the ceremony.

Music

The bride and groom plan the music for the ceremony by meeting with Sandy Baetzhold, New Hope's Director of Music and Worship. Setting this appointment is the responsibility of the couple and should be arranged ***at least two months prior to the ceremony.*** The appointment can be scheduled by calling the church office.

Photography

Since the wedding is a service of worship, flash photography is not permitted during the ceremony by either professional photographers or guests.

The photographer chosen by the couple may take photographs without flash during the ceremony from the rear of the sanctuary. Flash photographs of the processional and recessional may be taken.

Videotaping (without floodlights) may be done from the rear of the sanctuary. Video cameras are not to be placed or held in the front of the sanctuary.

The photographer and videographer should meet with the officiating pastor 30 minutes prior to the wedding.

Deposit

For non-members, a deposit of \$100 is required when the Wedding Application Form is submitted to the church office. A deposit is *not* required of church members. The deposit will be refunded fully should the wedding be canceled at least 30 days prior to the ceremony.

Fees

	Member	Non-Member
Option 1: Sanctuary wedding with rehearsal	\$ 0.00	\$500.00
Option 2: Sanctuary wedding - immediate family only (No rehearsal)	\$ 0.00	\$200.00
Pastor (Honorarium for members)	\$150.00	\$150.00
Pre-Marital Inventory Materials	\$ 35.00	\$ 35.00
Pre-Marital Counseling with L.C.S.W.	\$150.00	\$150.00
Accompanist (Music Director)	\$150.00	\$150.00
<i>Soloist (optional)</i>	\$100.00	\$100.00
Custodian	\$200.00	\$200.00

Please note:

A wedding is considered a “member” wedding when either the bride or groom is a member of New Hope, or they are daughter or son of a church member. All fees are due *the Monday prior to the wedding*. Please use the attached fee statement for this purpose.

The Marriage License is also due in the church office the Monday prior to the wedding.

Wedding Checklist

_____1. Call the church office to confirm availability of the date. Hand deliver, mail, or email the Wedding Application Form to the church office. Non-members must also submit a \$100 deposit. Dates and times are not set until form and deposit are received.

_____2. Three months prior to the ceremony, contact Caroline Steward, L.C.S.W. to arrange the pre-marital counseling appointments.

_____3. Two months prior to the ceremony, contact the officiating pastor to arrange a meeting to plan the wedding ceremony.

_____4. Two months prior to the ceremony, contact Sandy Baetzholt, the Director of Music and Worship, to arrange a meeting to plan the music for the ceremony.

_____5. Obtain the Marriage License

_____6. On the Monday before the ceremony, bring the fee statement, marriage license, and checks for the fees to the church office.

Fee Statement

Non-Members (Option 1)		
Checks payable to:		
New Hope	Sanctuary wedding with rehearsal (\$500 less \$100 deposit)	\$400.00
Steve Ebling or Jennifer Lipinski	Pastor or Associate Pastor	\$150.00
Caroline Steward	Pre-Marital Inventory Materials	\$ 35.00
Caroline Steward	Pre-Marital Counseling with L.C.S.W.	\$150.00
Sandy Baetzhold	Accompanist	\$150.00
	<i>Soloist (optional)</i>	\$100.00
New Hope	Custodian	\$200.00
	Non-Member Option 1 Total	\$1185.00

Non-Members (Option 2)		
Checks payable to:		
New Hope	Sanctuary wedding; immediate family only (\$200 less \$100 deposit)	\$ 100.00
Steve Ebling	Pastor	\$150.00
Caroline Steward	Pre-Marital Inventory Materials	\$ 35.00
Caroline Steward	Pre-Marital Counseling with L.C.S.W.	\$150.00
Sandy Baetzhold	Accompanist	\$150.00
	<i>Soloist (optional)</i>	\$100.00
New Hope	Custodian	\$200.00
	Non-Member Option 2 Total	\$885.00

Members		
Checks payable to:		
Steve Ebling or Jennifer Lipinski	Pastor or Associate Pastor (\$150 suggested)	honorarium
Caroline Steward	Pre-Marital Inventory Materials	\$ 35.00
Caroline Steward	Pre-Marital Counseling with L.C.S.W.	\$150.00
Sandy Baetzhold	Accompanist	\$150.00
	<i>Soloist (optional)</i>	\$100.00
New Hope	Custodian	\$200.00
	Member Total	\$635.00 + honorarium