



Hope Evangelical Lutheran Church WEDDING POLICIES

Hope Evangelical Lutheran Church of Cranberry Township is a Christian center of worship. The church therefore should be used for public weddings, but only after proper arrangements have been made in consultation with the pastor(s) via the Wedding Coordinator.

WHO MAY BE MARRIED AT HOPE

- Members, as membership is defined in Hope's Congregational Constitution, may use our facility at the discretion of the pastor(s) for weddings. (*A member fee applies.*)
- Non-Members, those not attending Hope may be performed in our facility at the discretion of the pastor(s) and if his/her schedule permits. (*A non-member fee applies.*)

VISITING PASTORS

- An ordained pastor not affiliated with our facility may perform the wedding ceremony *only after* a consultation with the pastor(s) and only if the policies that govern the church use are followed.

FIRST THINGS FIRST

- Contact the office and communications administrator, Emily Bertoti (officeasst@hlc.church), to secure the date for the wedding (*day, month, and year*). Allow at least two months in advance before the desired date.
- The office and communications administrator will also want to know the following:
 - Date (month, day, year) of wedding rehearsal
 - Beginning and ending times of function (including set-up and clean-up)
 - The number of people in attendance (fire code regulations)
 - The number of rooms to be used?
- After the date has been procured, the office and communications administrator will contact the Pastors and will advise the couple to contact the wedding coordinator, David Best.

SANCTUARY

- The sanctuary shall not be altered or changed for any wedding.
- The paraments and other chancel appointments in use for the particular season or day of the church year will not be changed for the wedding. *Refer to the church year calendar from Sunday and Seasons to see the parament color.*
- Floral decorations in the chancel shall be placed only after consultation with the pastor(s) concerning their proper use. Only fresh flowers are to be used in the altar vases.

MUSIC

- Secular music is permitted before the service begins (before the Greeting) and after the service ends (after the Blessing)
 - So long as the secular music is **NOT**:
 - Offensive/explicit/suggestive
 - This also includes secular instrumental music
- Within the service itself, sacred music is appropriate and can be defined by answering the following questions:
 - Does the music/text reflect praise and/or thanksgiving to God?
 - Is it based on, or does it reflect, a scriptural theme?

- Would this song be appropriate for a Sunday morning worship service?
- Hope's musician(s) or one approved by the Director of Music must be used if the organ or piano is to be a part of the service
- A separate appointment must be made either in person, or virtually, to discuss the wedding music
 - This appointment should be made very far in advance of the wedding
- If a musician other than Hope's is going to play, practice time in the sanctuary needs to be cleared with Hope to avoid conflicting practice schedules
- If special music (with multiple musicians or an original composition) is going to be part of the wedding ceremony, there will be an additional fee. Please refer to the wedding fees schedule.

OTHER

- **Confetti, rice, and/or birdseed are not to be thrown inside or outside the church building.** You may use bubbles outside the church building **after** photographs are taken.
- Please note that wedding bulletins will be provided by Hope Lutheran Church; they are already pre-formatted. **No special, pre-made bulletins will be used.**

PHOTOGRAPHS

- Photographs while important are **NOT** to be distracting or disruptive during the service by either professional or amateur photographers, so **NO** flash photography is allowed until after the service ends.
- If certain portions of the ceremony need to be photographed, then re-enactments will be held directly following the service. The pastor will need advanced notice to participate to accommodate his/her schedule.
- Any photos with pastor(s) need to be taken first, before the family and/or wedding party photos.

ROOMS/FELLOWSHIP HALL

- The use of Hope's Fellowship Hall will follow the guidelines for building use. This request will need to be submitted when the date for the wedding is decided.
- The wedding party will provide their own refreshments and materials.
- Tables and chairs may be used as needed; however, all paper products, decorations, tablecloths, etc. are to be provided by the couple.

WEDDING CANCELLED

- Hope Lutheran Church does **NOT** permit any tobacco or alcohol use on the premises (*inside/outside/in the parking lot, etc.*)
- If the Bride or Groom is under the influence, the wedding will NOT be performed. The pastor(s) reserve the right to not marry anyone as they see fit. If any of the Wedding Party or guests are under the influence, they will be asked to leave the premises.
- **Failure to abide by any of these policies will result in the wedding being CANCELLED.**