



## ***WEDDING GUIDE***

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## **PASTORS' GREETING**

We offer you our sincere congratulations on your forthcoming marriage.

We are pleased that you plan to be united in marriage at The House of Hope Presbyterian Church.

A church ceremony differs from a civil ceremony in several important aspects. The State is concerned with marriage as a legal contract of civil relationships and property rights. The church is concerned with marriage on that deeper level of spiritual values and of personal relationships, a covenant between two people that calls God to witness and asks God's guidance.

It is with this understanding we enter marriage, expecting that this union will continue "as long as we both shall live." It is in the confidence of God's help that we bind ourselves to one another "in plenty and in want, in joy and in sorrow, in sickness and in health." A church marriage is honored and served, where children are brought up in Christian love, where the fellowship of the Church enriches the family life. In this sense it was said, "Love is not two people gazing fondly into each other's eyes. Love is two people looking outward together in the same direction." There is no lasting comradeship except from union in the same high goals.

The marriage service itself, then, is a religious service of worship and dedication. It is to be characterized by reverence, dignity, and good taste. Novelty, extravagance, and sentimentality are inappropriate.

Marriage is not to be entered into hastily or unadvisedly. The minister performing the ceremony will expect to meet with the couple sometime before the wedding for acquaintance and counsel. Arrangements with the minister for a conference should be made by the couple.

With every good wish,

The House of Hope Clergy

## **WEDDING DATE**

The House of Hope Presbyterian Church establishes the guidelines in this booklet in the interest of making the wedding service a most memorable and meaningful occasion with care and attention given to every detail. We are happy to serve you and to share in this special day of your life.

To confirm availability, it is important that the couple request the dates and times of the wedding and rehearsal as soon as possible after the date is chosen by calling the Executive Assistant, 651-223-7541. Other arrangements should be made through the Wedding Coordinator.

## **WEDDING TIMES AND SPACE AVAILABLE**

- Weddings will not be scheduled on weekends which include a Monday holiday (Memorial Day, Labor Day) or on a Saturday that is a church holiday.
- The church will be available three hours prior to the ceremony. The Wedding Coordinator will determine the departure time depending on the length of service and/or reception.

## **WEDDING COORDINATOR**

The House of Hope Church provides a wedding coordinator to oversee the arrangements and details of the wedding service and rehearsal. Her contact information is: Jan Dickinson, 651-647-1786. The coordinator is the church's representative in all matters of etiquette and procedure in all House of Hope weddings.

Some stores provide wedding consultants to help the couple dress and adjust their ensembles. This is not necessary at House of Hope, but we welcome these people for this function; however, our own coordinator remains in charge of the ceremony as the representative of the church and the minister.

The Wedding Coordinator will be happy to answer any questions you may have. It is our prayer that God may bless you in your new life and home. Remember that the marriage is infinitely more important than the wedding ceremony.

The following **COUPLE'S CHECKLIST** may be helpful:

\_\_\_\_\_ Contact the pastor who will preside at your wedding and make an appointment to meet with them, 651-227-6311.

\_\_\_\_\_ Contact the Director of Music, Aaron David Miller, 651-223-7550.

\_\_\_\_\_ Discuss date and time for wedding & rehearsal with the Executive Assistant and reserve necessary church facilities, 651-223-7541. **NO WEDDING REHEARSAL WILL BE SCHEDULED LATER THAN 6:00 P.M. UNLESS TO ACCOMMODATE MULTIPLE REHEARSALS.**

\_\_\_\_\_ Contact the Church's Wedding Coordinator: Jan Dickinson, 651-647-1786

## **FEES**

Please see the wedding fee schedule. The Executive Assistant will also discuss current fees with the couple. A nonrefundable deposit is required at the time a wedding date is reserved. Final payment and any additional fees must be paid one month prior to the wedding date.

## **PRESIDING MINISTER**

It is expected in all weddings that one of the ministers of House of Hope or another minister chosen and approved by The House of Hope will conduct the service. If there are specific reasons why another minister should take part in the service, the Pastor must be consulted, and the invitation will be issued by him or her.

## **PREMARITAL CONSULTATION**

The minister performing the ceremony will expect to meet with the couple sometime before the wedding for acquaintance and planning. Arrangements with the minister for a conference should be made by the couple.

## **PREMARITAL COUNSELLING**

Marriage is not to be entered into hastily or unadvisedly. You may request premarital counselling with the minister performing your ceremony, and in some instances, the minister may encourage counselling following your consultation. *Addition fees may apply for these counselling sessions at the minister's discretion, and should be arranged directly with the minister.*

## **THE SERVICE**

The order of service used in the Sanctuary is the Marriage Service from the Book of Common Worship. Ordinarily, this is the only service used for weddings in the Sanctuary. Other forms of wedding ceremony are permissible in the Garth, the Kirk Parlour, or in private homes, with the approval of the presiding minister. (We cannot provide seating or tables in the Garth.)

## **MUSIC**

The marriage ceremony is a worship service of the Church. This must be represented in the music of the ceremony as well as the words. The Session has ruled that only such music as represents this understanding and practice of House of Hope Church will be used in the marriage ceremony. Such secular songs as folk ballads, excerpts from musicals, personal love songs, are judged to be more appropriate for the wedding reception and will not be used in the Sanctuary service which the Session has declared must represent a formal church ceremony. Common popular and secular wedding songs are not appropriate.

It is expected that the church organ, piano, or an instrumental ensemble will be used in the Sanctuary when music is requested.

If there are requests for other instruments, these requests must be processed through the Director of Music who will judge whether the proposal is appropriate in consideration of the Session's rulings.

The House of Hope has a wedding music packet with an audio disk to help with the selection of music. This packet is typically sent out 3-4 months before the wedding. You can also contact the Director of Music, Aaron David Miller for further guidance on wedding music at 651-223-7550 or AaronM@hohchurch.org.

The Church Organist (or assigned substitute) will play at all church weddings. Soloists are available from the church staff. Parties wishing to engage soloists other than House of Hope personnel must arrange this through the Director of Music who will approve both musicians and musical selections. This should be arranged well in advance of the ceremony.

The House of Hope Presbyterian Church has a carillon of forty-nine bells known as "The Noyes Memorial Carillon." There are two ways in which the carillon may be used in connection with a wedding:

- It may be played during the half hour preceding the wedding while the guests are arriving at the church; and
- It may be played after the wedding as the guests are leaving the church or gathering in the Parlour.

Couples wishing to have the carillon played for their wedding should make appropriate arrangements with the carillonneur, David Johnson, 651-399-5891.

Carillon fee (includes before and after service): \$200.00

## **PHOTOGRAPHY and VIDEO**

All couples want a lasting memory of their wedding, so photographs are important. However, do not allow the process of photo-taking spoil your wedding by keeping you away from your own party and guests. We strongly recommend that formal photos be taken in the Sanctuary before the guests arrive.

It is the responsibility of the couple to discuss the following rules with the photographer and to be sure s/he understands that s/he must adhere strictly to them:

In keeping with the atmosphere of worship, only the professional photographer hired for the wedding may take photographs during the service. It is expected that the photographer will remain inconspicuous during the wedding ceremony and will at no time interpose himself or herself between the guests and the service being performed.

The professional photographer may take a flash picture as the bride starts down the aisle and another as the bride and groom recess. Flash pictures of other participants should be taken in the halls and the Narthex before and after the ceremony. No flash pictures may be taken during the ceremony itself. Ushers must caution guests who bring cameras into the church.

The Wedding Coordinator on duty at the wedding is the church's representative and her authority is to be respected.

Before the ceremony, pictures may be taken of the couple and their attendants in the dressing room areas. It may also be convenient to take pictures of the hostess and the wedding cake in the Kirk Parlour before the ceremony.

Video-tape recordings may be made from the east side of the balcony only for Sanctuary weddings (or from the Intercessor's room for Chapel weddings.) **However, photographers must refrain from any picture-taking or other distracting movements in the balcony when a soloist is singing or organist is playing.**

The couple may not wear microphones during the wedding ceremony.

There may be only ONE photographer and ONE videographer in the balcony at one time. NO OTHER PERSONS are allowed in the balcony before or during a wedding. Photographic and video equipment MUST be set up in the balcony BEFORE the organist begins to play the prelude.

If it is necessary for the photographer to move furniture in the balcony (i.e. table for camera, etc.) this must be done before the music begins and furniture must be replaced after the music is finished.

The photographer must work on the east side of the organ in the balcony.

An unmanned video camera may be set up on the west side of the Chancel. Ask the wedding coordinator or facilities manager about placement and procedure.

The photographer must not leave any used equipment behind. The church custodian will show the photographer where to store equipment.

The church can provide **live-streaming of your wedding** and will provide a link to download of the service for one fee. Please see the fee schedule.

## **DECORATIONS**

The Sanctuary of the House of Hope Church is so complete in its furnishings and its architectural proportion that a minimum of decoration is required. The use of nails and wires is prohibited. No flowers should be placed on any part of the pulpit or the lectern. It is suggested that one floral arrangement or greens on the Communion Table are desirable and sufficient for the entire Chancel area. In the Chapel, one or two small arrangements would be in order. Trees are acceptable for the Sanctuary, but must be limited to four or fewer.

If pew flowers or ribbons are used, they must be fastened by masking tape, ribbon or padded clips (no nails, tacks, metal clips or Scotch tape).

All boxes, leaves, tools, etc., must be cleaned up by the florist before he or she leaves the church. Flowers and decorations for Saturday weddings must be delivered when the church opens three hours before the time of the wedding. The florist must be finished one hour before the music is to begin. Special arrangements for earlier delivery of flowers can be made only if it is possible for the wedding coordinator or the custodian to accommodate an earlier time. The church is not open on Saturdays, except for weddings or special events.

A white runner, provided by the florist, may be used in the center aisle and will begin at the Chancel steps and extend to the rear entrance door of the Sanctuary or Chapel. Details not covered here may be discussed with the Wedding Coordinator or the Church office.

The florist must claim all his or her supplies the day of the wedding unless other arrangements have been made.

The church has available for your use:

- A kneeling bench
- Two seven-branch candelabra
- Twelve aisle candelabra for pews on main aisle
- Five six-candle chandeliers and two pulpit candles in the Chapel  
(No other furnishings may be brought into the sanctuary. Decorating of the outside of the church is prohibited.)

Length of aisle:

Sanctuary: a) 96 feet from Chancel steps to Narthex;  
b) 110 feet from kneeling bench, including steps.

Chapel: 50 feet from kneeling bench.

Pews are on each side of the center aisle of the Sanctuary.

Seating capacity of Sanctuary: 820 in nave.

Seating capacity in Chapel: 80

Recommended ratio for ushers to guests: one usher for 50 guests

## **BULLETINS**

The church does not provide or print a wedding program. If you wish to have a program for your wedding service, please arrange for it to be printed and delivered before your wedding.

## **REHEARSALS**

The rehearsal gives the entire wedding party an opportunity to know what is required of them in the service. In addition to the couple and their attendants, it is helpful if both sets of parents attend. The hostesses do not need to attend. It is imperative that all participants be present and on time.

Our Executive Assistant will schedule the rehearsal time. The rehearsal takes place at the church, usually the evening before the ceremony and lasts about one hour.

The Wedding Coordinator will be present to direct the rehearsal, and she will also be at the wedding to assist you and see that things run smoothly. The Wedding Coordinator is familiar with procedures in our church and specially trained to assist you in details which will provide a beautiful and impressive service. Feel free to ask her advice. Wedding rehearsals do not include music.

BRING TO REHEARSAL:

- \_\_\_License
- \_\_\_Practice bouquet (if a bouquet will be used at the wedding)
- \_\_\_Any applicable fees

## **WORSHIP FACILITIES AVAILABLE**

If you are having a small wedding, you may choose the Elizabeth Chapel for the ceremony. This makes a lovely setting for the small, intimate wedding. The chapel will seat approximately 80.

Should a change of plans necessitate postponing or canceling your wedding or changing the size and type of wedding substantially, please call the church office, 651-223-7541 at once so that the appropriate changes in arrangements can be made.

## **DRESSING FACILITIES AVAILABLE**

The Bridal Room, Skylight Room and Church Library are available rooms in which the couple and their attendants may dress. On Saturdays the church opens three hours before the wedding service. There will be absolutely no exceptions to this schedule. Three hours is ample time for dressing and photograph sessions. Arrange all preparations and deliveries during these hours.

It is suggested that you inform the Wedding Coordinator and Facility Coordinator, when wedding clothes or other items are being delivered so they may be placed in the Bridal Room ready for the use of the wedding party.

It is the responsibility of the wedding party to arrange for the care of its property before, after and during the wedding and for the transportation of such items.

Arrangements should be made to leave valuable articles in charge of parents or friends. The Bridal Room will be locked during the ceremony for your protection.

Arrangements must be made for the prompt return of borrowed or rented articles after the wedding and the reception. While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard.

## **OTHER FACILITY INFORMATION**

Confetti, rice, bird seed, flower petals are not to be thrown in the Church buildings or on church grounds at any time. It is the responsibility of the ushers at the wedding to carry out this policy.

Smoking and the use of alcohol or drugs are not permitted in the church buildings.

Guns are not permitted in the church building or grounds.

There is no child care provided for weddings at House of Hope.

## **ADDRESS OF CHURCH**

The House of Hope Presbyterian Church is located at 797 Summit Avenue in Saint Paul, MN. Parking is available in the Portland and Holly lots or the Summit Avenue lot across from the Church.



## **LICENSE**

The marriage license should be brought to the rehearsal and given to the Wedding Coordinator who will convey the license to the minister. Please remember that the State of Minnesota requires five days' time between the application of the wedding license and the issuance of license. The license is valid for sixty days.

## **IN CONCLUSION**

This booklet is designed to help explain the customs and courtesies which are to be observed by those who plan to be married at The House of Hope Presbyterian Church. Each church tradition has its own wedding procedures. By carefully and fully familiarizing yourself with the suggestions and procedures outlined here, your wedding plans and preparations will go more smoothly, and you will find your ceremony more beautiful and meaningful.

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