



WEDDING GUIDE

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Pastor's Greeting

We're delighted that you're considering the consecration of your marriage at The House of Hope Presbyterian Church!

In our tradition, we affirm the following about the covenant of marriage: "Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people...to love and support each other for the rest of their lives. The...love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges."

Holding your marriage ceremony at House of Hope means you too affirm that God plays an active role in your relationship, as you seek "the well-being of the entire human family." The ceremony of marriage is a service of worship that reinforces this affirmation of covenant relationship with one another and God.

To that end, couples are required to meet at least once with the presiding clergy to get acquainted, confirm that they are in alignment with the values of marriage outlined above, and discuss relevant details related to the service.

If couples would like additional conversation/counseling ahead of the marriage ceremony, they can request and arrange this with the presiding clergy.

The pages that follow provide specific details related to holding your marriage at House of Hope. We hope this aid in planning this holy day, and we look forward to walking alongside you in your covenant journey together!

With every good wish,

Clergy of The House of Hope Presbyterian Church

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 all details. We are happy 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 by completing the Wedding Inquiry Form found on our website (hohchurch.org/wedding-inquiry-form/). Other arrangements should be made through the Wedding Coordinator.

Wedding Coordinator

The church provides a wedding coordinator to oversee the arrangements and details of the wedding service and rehearsal. Contact information for our current coordinator is: Jan Dickinson, 651-647-1786, Janice.Dickinson@att.net.

The coordinator is the church's primary representative in all matters of etiquette and procedure for all House of Hope weddings. Consultants and/or family members, including the couple, are welcome to provide suggestions for the ceremony, however the wedding coordinator is in charge of the ceremony as the representative of the church along with the presiding clergy.

The coordinator will be happy to answer any questions you may have.

Wedding Times and Spaces Available

Weddings will not be scheduled on weekends which include a Monday holiday (eg. Memorial Day, Labor Day, Martin Luther King, Jr. 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 the service and/or reception.

Fees

There are two types of fees associated with weddings at House of Hope:

1. Fees made payable to The House of Hope Presbyterian Church
2. Fees made payable directly to clergy, music, and/or other individual participants for the service.

Please see the wedding fee schedule posted on our website for further details. The Executive Assistant will discuss current fees with the couple. A nonrefundable deposit is required within two weeks of booking in order to reserve a wedding date and time. Final payment of fees payable to House of Hope must be paid one month prior to the wedding. Fees paid directly to individual participants must be received prior to the service. It is customary to provide payment to participants during the rehearsal or immediately prior to the ceremony.

Presiding Clergy

Ordinarily, a clergy member of the House of Hope will conduct the wedding service. If there are specific reasons why another minister should take part in the service, House of Hope clergy must be consulted, and will make the sole determination about including another minister. If approved, House of Hope clergy will extend the invitation to another minister.

Premarital Consultation

Clergy presiding at the wedding service will expect to meet with the couple at least once before the wedding, in order to get acquainted and plan the service. Once the clergy is assigned, you will be notified and *It is the responsibility of the couple to reach out to the assigned clergy to arrange this meeting.*

Premarital Counseling

In order to lay a solid foundation for marriage, you may request to participate in premarital counseling. Any couple may request premarital counseling with the presiding minister. The presiding minister may also request and encourage that counseling take place after the consultation. *Any additional fees for premarital counseling should be paid directly to the presiding minister, and arrangements made with that person for terms of payment.*

Wedding Service

The order of service used in the House of Hope Sanctuary and Chapel follows the Marriage Service from the Book of Common Worship. Other forms of wedding ceremonies may be permitted in the Garth, the Kirk Parlour, or at a private home, with the approval of the presiding clergy. Neither tables nor seating can be provided for ceremonies in the Garth.

Music

The wedding service is a worship service of the Church. As such, it is appropriate for sacred/religious music to be part of the ceremony. If a couple wishes to have popular and/or secular music as part of their wedding day, they are encouraged to incorporate such music into their reception following the service.

The church organ, piano, acoustic instrumental ensembles, and/or soloists (vocal or instrumental) are appropriate for a wedding service at House of Hope. If there are requests for other instruments, the couple must consult with the Director of Music, who will make final decisions about instruments and music selections. Pre-recorded music is not permitted.

The Director of Music has a wedding music packet with suggested selections of commonly used sacred music. This packet is typically sent to the couple 3-4 months before the wedding. The couple may also contact the Director Music directly for further guidance on music selections by emailing AaronM@hohchurch.org or calling 651-223-7550.

A designated organist (typically the Director of Music unless otherwise determined) will play at all church weddings. Vocal soloists are arranged by the Director of Music. Any outside soloists the couple may wish to request must be arranged and approved by the Director of Music well in advance of the ceremony. *Fees for music should be paid directly to musicians and must be arranged ahead of time with the Wedding Coordinator.*

The House of Hope has the Noyes Memorial Carillon of forty-nine bells. If the couples wishes, there are two ways the carillon can be used for a wedding service:

1. The carillon can be played half an hour prior to the start of the ceremony as guests arrive at the church; and/or
2. The carillon can be played after the wedding as guests leave the church or gather in the Parlour.

Couples wishing to have the carillon played should make arrangements through the Wedding Coordinator, as well as note that there is an additional fee for the carillon.

Photography

House of Hope strongly recommends that couples have their designated photographer take formal photos in the Sanctuary or the Chapel prior to the arrival of wedding guests. It is the couple's responsibility to share the following rules with the person taking photographs during the ceremony:

1. The photographer may take a flash picture only at the following two moments of the ceremony:
 - a. As the person (typically but not always a bride) processes up the aisle at the beginning of the service, and,
 - b. As the couple recesses down the aisle at the conclusion of the service.
2. Other flash photography may take place in the church halls and the Narthex (area immediately outside the south end of the Sanctuary) before and after the ceremony.
3. To maintain a worship focused atmosphere, no other flash photography may take place at any other time during the ceremony, with the exceptions outlined in #1 above.
4. Only a photographer hired/retained for the wedding may take photos during the ceremony.
5. The photographer will not put themselves between the guests and ceremony.
6. If the photographer takes pictures from the balcony of the Sanctuary, following are rules for accessing and using this space:
 - a. only **one** photographer is permitted in the balcony at a time;
 - b. any equipment must be set up **before the prelude** music begins;
 - c. the photographer must stay on the east side of the organ (the chancel is North, the balcony is south);
 - d. if furniture in the balcony needs to be rearranged, this must be done **before** music begins, and all furniture must be returned to its original place **after** music is finished;
 - e. the photographer will refrain from taking pictures or distracting movements while the organist is playing or a soloist is performing.
7. The photographer is responsible for their own equipment; facilities staff can show them where to store equipment if needed.
8. The Wedding Coordinator reserves the right to redirect or, if necessary, remove the photographer from the Sanctuary or Chapel during the ceremony if it is determined that any of the rules above are not being followed.

Guests wishing to take pictures with their phones may do so outside of the Sanctuary or Chapel before and/or after the ceremony.

Video/Live-streaming

The Sanctuary is equipped with live-streaming equipment that enables real-time viewing by guests who are not in-person. The live-stream is also recorded and can be shared with the couple upon request. The use of live-streaming is subject to the availability of our volunteers to run it, and must be arranged well in advance. Fees associated with live-streaming and/or recording of the service are made to the church and can be found in the fee schedule.

If an outside video recording person is desired by the couple, or live-streaming is not available, this must be approved by the Wedding Coordinator well in advance of the wedding date. If approved, stationary recording equipment may be set up in the balcony of the Sanctuary or the Chapel, or in certain spots in the chancel area of the Sanctuary. Final placement will be approved by the Wedding Coordinator, who also reserves the right to redirect or, if necessary, remove the person running recording equipment if they do not adhere to the protocols for decorum outlined for photographers above.

Decorations

The Sanctuary of the House of Hope is so complete in its furnishings and its architectural proportion that a minimum of decorations is required. Please share the following information with those arranging decorations for your wedding:

1. Flowers are welcome and can be displayed in a single, larger arrangement on the communion table in the Sanctuary, or one or two smaller arrangements in the Chapel.
2. If smaller trees are planned, four or fewer are allowed in the Sanctuary.
3. If pew flowers or ribbons will be used, they must be fastened with masking tape, ribbon, or padded clips; no nails, wires, tacks, metal clips nor Scotch tape is permitted.
4. Flowers/decorations must be delivered **no earlier than three hours prior to the ceremony.**
5. Arranging and decorating must be completed one hour before the music begins.
6. If provided by a florist or other decorator, a white runner may be used in the center aisle of the Sanctuary (aisle length is 96 ft from Chancel steps to Narthex, or 110 ft from kneeling bench—including steps—to Narthex) or the Chapel (aisle length is 50 ft from kneeling bench)
7. The church has the following items available for decorative purposes:
 - a. One kneeling bench;
 - b. Two seven-branch candelabra;
 - c. Twelve aisle candelabra for pews on the center aisle;
 - d. Five six-candle chandeliers;
 - e. Two pulpit candles in the Chapel
8. The Sanctuary has a seating capacity of 700, and the Chapel has a seating capacity of 80
9. All decorations, flowers, tools, etc. must be removed before leaving the church building.
10. No other furnishings may be brought into the Sanctuary, and decoration of the outside of the church building is not allowed.

Two additional planning notes:

1. The couple and wedding party may arrive at the church no earlier than three hours prior to the ceremony; and
 2. It is recommended that the wedding party includes one usher for every 50 guests.
- Any additional details related to decorum or building access not covered here may be discussed in advance with the Wedding Coordinator.

Bulletins/Programs

House of Hope does not provide or print wedding programs. Please arrange for printing and delivery of any programs prior to the service, and communicate logistics with the Wedding Coordinator.

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. It is imperative that all participants be present and on time. Wedding rehearsals do not include music.

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. No rehearsals will be scheduled later than 6 p.m. unless to accommodate multiple rehearsals.

The Wedding Coordinator and clergy 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.

Bring to rehearsal:

- ☐ License*
- ☐ Practice bouquet (if a bouquet will be used at the wedding)
- ☐ Any applicable fees

*The marriage license should be brought to the rehearsal and given to the Wedding Coordinator who will convey the license to the minister. A marriage license must be purchased before getting married and must be used within six months or it will expire. Please remember that the State of Minnesota requires five days' time between the application of the wedding license and the issuance of license.

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 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.

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.

Couple's Checklist:

_____ Carefully review the Wedding Guide and Fee Schedule online.

_____ Complete the online wedding inquiry form. Once the form is received, the Executive Assistant will reach out within 1-3 days to follow up with the availability of your chosen date, discuss fees (see next section about fees), and book the wedding and rehearsal dates.

_____ Contact the Wedding Coordinator, Jan Dickinson, Janice.Dickinson@att.net, 651-647-1786

_____ Contact the Director of Music, Aaron David Miller, AaronM@hohchurch.org, 651-223-7550

_____ When assigned, contact the pastor who will preside at your wedding.