

New Hope Lutheran Church

Wedding Policies & Information

1 SCHEDULING YOUR WEDDING

Congratulations! You have decided to get married at New Hope Lutheran Church (NHLC). To ensure that you get the date and time that best suits your needs, please be sure to complete the following:

- **Choose a date *AS WELL AS* an alternate date(s).** We will do our best to meet your needs, but there are certain dates/times where other events in the church make hosting a wedding impractical. We ask for your understanding.
- **Contact the church Office Manager to ascertain if your date/time is available.** The office Manager will consult the church calendar and help you find a time to schedule your special day. You can reach the Office Manager during office hours (Sunday, 7:00 AM - 3:00 PM; Monday – Thursday, 9:00 AM – 4:00 PM) at 281-499-7611 or via email at info@newhopelc.org.
- **Non-members: Pay the \$200-\$400 Wedding Deposit.** (*\$200 for the Sanctuary and an additional \$200 if the Community Center or Fellowship Hall is used.*) Remember, confirming date availability is NOT the same as reserving that date. Until the church receives your deposit, your wedding date/time *is not* set and can be given to someone else. In the event someone else requests the same time you have, the church will contact you and let you know. You will then be given 48 hours to pay the deposit. If you do not pay the deposit in that time, you will lose your spot.
- **Fill out the Online Wedding Application.** Fill out the Online Wedding Application as soon as you have a firm date. Once we receive your response we will forward it to the **Wedding Coordinator** and she will make contact with you and guide you through the rest of the process of your wedding. **Priscilla Forkner: (281-851-9047 – WedCo@NewHopeLC.org)**
- **Schedule your counseling with the pastor.** You will not be allowed to have your ceremony at NHLC without first meeting with the Pastor.
- **Schedule your meeting with the Organist.** You must meet for a consultation with the organist regarding your musical plans for your ceremony **no later than 3 months** prior to your ceremony. 50% non-refundable deposit of musical fees are due at the conclusion of your consultation. *Failure to do so will affect our ability to fulfill your musical needs.*

2 FEES.

The following is a breakdown of the Wedding Fee. You need not pay each component separately, but will instead issue total payment to the church. NHLC will then render individual payments to all necessary parties via its usual payroll. **ALL FEES MUST BE PAID BY THE MONDAY TWO WEEKS BEFORE THE WEDDING.** This allows NHLC to prepare the checks for distribution. *NHLC will not be responsible for any issues that arise if late payment prevents time dispersal of funds.*

Non-negotiable fees (\$500-\$1550 total):

- **Pastor's Fee** **\$275**
- **Organist*** **\$350**
- **Wedding Coordinator**** **\$300-\$450**
- **Worship Space Usage Fee***** **\$175**
- **Audio/Visual Technician****** **\$75**
- **Sexton Fee (setup and clean up)** **\$150**
- **Bulletin** **\$75**

Optional Fees:

- **Musical:**
 - **Additional Musicians** **\$200ea**
 - **Additional Rehearsals** **\$50ea per musician**
 - **Additional musical selections** **\$50ea per musician**
- **Facilities**
 - **Fellowship Hall** **\$100**
 - **Community Center** **\$200**
 - **Security Presence******* **Varies**

*The staff organist of NHLC gets first right of refusal for all weddings. The base fee includes one piece, service music, and one rehearsal with a soloist within one hour of the event. Rehearsals outside that window will incur an additional fee as noted above. The staff organist will serve as the musical contractor for your event. Additional music and musicians will be charged at the rates above. NHLC does not provide musical services for the Lakeside Chapel. If you are holding your event in that area, you will not be charged for an organist and you are responsible for providing your own music if needed.

****The Wedding Coordinator's services are mandatory, unless your ceremony is held in the Lakeside Chapel. The office will handle your scheduling for the Lakeside Chapel and will provide NO COORDINATING SUPPORT. Wedding Parties electing to use the outdoor chapel will not be assessed a Wedding Coordinator's Fee. If held in the Sanctuary and or any of the other buildings on campus, the pricing for the Wedding Coordinator is \$300 for the ceremony and \$150 additionally if the reception is held at NHLC. For this Fee, the Wedding Coordinator will do the follow:**

- Serve as the primary contact between the wedding party and the church.
- Receive and distribute all moneys for weddings.
- Review the wedding contract with couples.
- Open up and lock up for rehearsals and wedding.
- Be present at all times during rehearsals and wedding.
- Set up, coordinate, and or assist in setting up tables and chairs for receptions.
- In cooperation with the Pastor, lead wedding rehearsals.
- Manage the wedding parties before and after weddings.
 - Dressing, summons, processions, etc.
- Assist with the procurement of vendors for the wedding as required.
- Enforce NHLC policies for decor and behavior.

*****Worship Space usage includes the Sanctuary or the Lakeside Chapel. Members of NHLC will not be charged for the use of these spaces.**

******Many couples choose to have friends or family read lessons/poems during their weddings. In order that they be heard, we provide an A/V technician to operate the church's sound system and microphones. We are also equipped to insert visual media into your ceremony. Only trained and authorized personnel are allowed to operate NHLC's audio/visual equipment.**

*******Large receptions in the community center may require the presence of a police officer as prescribed by Missouri City ordinance. The wedding party will be responsible to pay the officers compensation.**

3 IMPORTANT THINGS TO REMEMBER

We understand there are a million things to plan and organize for a wedding. You can help alleviate some of your stress by clearing the church's needs off your list early!

- **RESERVE YOUR DATE BY PAYING YOUR DEPOSIT!**

Don't get your invitations printed until you have a receipt and a confirmation from us.

- **Schedule your counseling with the Pastor.**

This is an easy one to check off the list early. You can't get married until you've attended the sessions, so it's best to do it early.

- **Meet with the organist as soon as you can, before the deadline is better.**

Music and technical issues have great potential to cause last minute stress if not attended to early. Our organist can assist you in all of your musical needs and take that worry off your plate. The organist will also be able relay your needs to the A/V technician.

- **As needs arise, keep in constant contact with the Wedding Coordinator.**

Keep the Wedding Coordinator in the loop so that she can help with any changes that may need to be made or answer any questions you may have. Ask early and ask often.

4 COUNSELING

Part of the preparatory process for your wedding will involve counseling session(s) with the pastor. These sessions will be scheduled at a time that is mutually agreeable. Completion of these counseling sessions is a prerequisite of the wedding. Once you have paid the wedding deposit and reserved your wedding date, please arrange to meet the pastor to begin your counseling by calling the church office at (281) 499-7611 or emailing pastor@newhopelc.org. The pastor will inform the church office so that we can put your counseling sessions on the calendar.

5 THE SERVICE

Many components go into a wedding service, and while most of these components will be handled by the church office, others will require that you meet with and plan things with other NHLC Staff members.

- **Pastor:** A currently serving pastor from NHLC will serve as the Presiding Minister for your wedding service.

Should you wish for an outside pastor to help perform your ceremony, contact the Pastor during regular office hours (Sunday, 7:00 AM - 3:00 PM; Monday – Thursday, 9:00 AM – 4:00 PM) so that arrangements can be made. **NOTE:** *Bringing in an outside pastor does **not** negate the NHLC Pastor fee.*

- **Music:** Music will be coordinated by the organist after your consultation. The organist will help guide you through the musical requirements listed below during your consultation.
 - Since this ceremony is occurring in a sacred space, only music that is of a **religious or spiritual nature** will be allowed. *This will likely preclude most secular pop music.*
 - If you are holding your ceremony in the Sanctuary, music will be played on the instruments in the room (piano or organ) and any additional instruments/vocalists contracted by the organist. **NO RECORDED MUSIC IS ALLOWED.**
 - If you are holding your ceremony in the Lakeside Chapel, you are responsible for your own music and musicians. Recorded music is allowed at this venue.
- **Audio/Visual:** Amplification in the sanctuary will be through our sound system. After your consultation with the organist, your special Audio/Visual needs will be relayed to one of our technicians.
 - Visual media in the form of pictures or videos can be broadcast in the sanctuary at no additional charge, provided they are in the appropriate format. Conversion or creation of material will incur an additional charge to be negotiated with the A/V technician.
 - At the Lakeside Chapel, NHLC provides no A/V or musical support. You are responsible for your own amplification and musical needs. **Be aware that there is no electricity at the Lakeside Chapel.**

- **Flowers/Decorating the Sanctuary:**
 - Flower arrangements of most any size can be used to decorate the altar area. No flowers taller than 18 inches will be placed on the altar and no flowers can be placed anywhere that they would interfere with necessary traffic flow. You are responsible for your own stands and display items.
 - Bows/ribbons may be attached to the ends of the pews via the means of **non-destructive** ligatures, clips, or tape.
 - The paraments (banners, fabric on and behind the altar, lectern, and pulpit) in the sanctuary are prescribed for specific times during the liturgical year. **THEY MAY NOT BE CHANGED OR REMOVED.** If their color is an issue, consider setting your date at a time when the colors are suitable for you.
 - Advent – Blue (the 4 weeks before Christmas)
 - Christmas – White (1 or 2 weeks after Christmas Eve and before Epiphany)
 - Epiphany – Green (the time between Epiphany and Ash Wednesday)
 - Lent – Purple (the 7 weeks from Ash Wednesday to Easter Sunday)
 - Easter – White (the 7 weeks following Easter)
 - Time after Pentecost/Ordinary – Green (time between Pentecost and the first Sunday of Advent)
 - These dates fluctuate because the date on which Easter falls is determined by the Lunar Calendar which does not line up with the solar calendar which we use in everyday life. You can find exact dates for any given year by consulting the Revised Common Lectionary.

- **Candles:** You will be responsible for purchasing your own Unity Candle and accompanying tapers, as well as a candle stand. You can usually rent candle stands from a florist. All taper candles must be placed in appropriate candle holders. *If candles are used in the congregation during your service and wax is dripped onto the pews, you will be assessed an additional cleaning fee.*

- **Bulletins:** You may have your copy-ready bulletin printed in the office at NHLC for a fee of \$0.05 per page. NHLC can also produce your service bulletin for you if you supply the necessary information. You will be assessed a \$75.00 charge with this service and your copies will be free. If you wish for us to create your bulletin, please consult with the Office Manager **NO LATER THAN 2 months prior** to your event. Failure to do so may affect our ability to complete your publication for your wedding date.

- **The Rehearsal:** The wedding rehearsal is typically scheduled on the evening before the ceremony and prior to the rehearsal dinner. The length of the rehearsal will vary depending on the complexity of the ceremony and the size of the wedding party. Make sure that everyone in your party is aware of the details of the rehearsal so that it may begin on time.

During the rehearsal, the family, ushers, and bridal party will practice entering and leaving the worship space. The Pastor and Wedding Coordinator will walk through the ceremony with everyone who will be participating. Scripture readings may be read if you have friends and family reading during the ceremony, but music will only be mentioned and not performed. ***If you require music during your rehearsal, an additional fee of \$100 per musician will be charged.***

- **Photography/Videography:** Photos and videos may be taken during the service, but the photographer/videographer ***MUST*** remain at the rear/sides of the sanctuary. Only ambient light in the room may be used. No additional lighting may be brought in, and no flash photography will be permitted during the service. Your wedding is a sacred ceremony. All participants and contractors should conduct themselves in a matter that respects that spirit. Photography and videography from any location is welcomed and encouraged before or after the ceremony.
- **Alcohol:** Beer and wine may be served at your reception if it is held on campus. No other form of alcoholic drink is permitted.

6 THE DAY OF THE WEDDING

It's finally here! There will be a lot going on, but the following will help organize your comings and goings.

- **Rooms:** The women's restroom in the Sanctuary and the Fellowship Hall will serve as the dressing area for the bride and the bridesmaids. The men will assemble and may dress/change in the office conference room and restroom. Same-sex couples may decide which spaces they would like to use if they need more than one dressing area.

When it is time to begin seating guests, ushers should assemble in the Narthex and begin seating family and guests as discussed at your rehearsal. As the final guests are seated and the service is about to start, the grooms party should assemble with the Pastor in the Sanctuary's restroom hallway. The bride's party will wait in the Fellowship Hall until they are taken to the Narthex for their entrances.

Same-sex couples will need to discuss how they will make their entrances with Pastor and the Wedding Coordinator.

- **Housekeeping Items:** Although you will pay a clean-up fee as part of your wedding package, we ask that the entire wedding party and guests practice basic courtesy by making sure that all garbage is placed into garbage bins. Please take care to remove/dispose of any food or beverages. No food or beverage of any kind is allowed in the Sanctuary.

The wedding party should also double-check their rooms to ensure that all personal items are removed from the building either prior to or following the service. If items are left, we will hold on to them until they can be retrieved. ***Items left longer than 3 weeks will be forfeit.***

We recommend that, along with ushers, readers, bride's maids and the like, you designate a person who will be responsible for valuables and other possessions. We will provide space where items may be locked up during the ceremony, but having a designated individual to keep track of personal items will help diminish misplacement and theft. ***NHLC is not responsible for the loss of personal items or valuables.***

Other Helpful Information:

Venue:

NHLC

Address:

1424 FM 1092 Rd.
Missouri City, TX 77459

The Marriage License:

The couple must obtain their own Marriage License from the Fort Bend County Clerk's office. For detailed information about the location of the office, the time parameters for your license, and or to apply online, go to the Fort Bend County Governments website at:

<http://www.fortbendcountytexas.gov/index.aspx?page=133>

WEDDING POLICY INFORMATION REVIEW DATE _____

We, _____, have received the NHLC Wedding Policies information, and we have reviewed the information with the Wedding Coordinator and Pastor.

Topic	Couple's Initials	NHLC Rep Initials
Scheduling/Deposits	_____	_____
Fees/Expenses	_____	_____
Wedding Counseling	_____	_____
Pastor	_____	_____
Music	_____	_____
Flowers/Decorations	_____	_____
Candles	_____	_____
Bulletins	_____	_____
Wedding Rehearsal	_____	_____
Photography/Video	_____	_____
Audio/Visual	_____	_____
Rooms	_____	_____
Housekeeping	_____	_____
Facility Rental	_____	_____
Wedding License	_____	_____
Wedding Coordinator	_____	_____
Alcohol	_____	_____

Our rehearsal date is: _____ at _____

Our Wedding date is: _____ at _____

Applicant 1

Applicant 2