



Hanoverdale Church

WEDDING POLICY & INFORMATION

WEDDING DATE

1. First, contact the church office. Your time and date must fit into both the Church and Pastor's schedule.
2. Couples will need to meet with the Pastor prior to his final approval to the service.
3. Following final approval, sufficient time is still needed for planning and pre-marital counseling.

BUILDING RENTAL

1. The facility may be reserved up to two days ahead of the ceremony to facilitate decoration and setup (if available).
2. The church office must be informed of the earliest and latest time access to building will be needed in order to have the automated door unlocked. (If rented for more than one day, hours for each day will need to be specified).

MINISTER

1. A Pastoral Staff member of this church will officiate at each service. Other clergy may assist in the ceremony with advanced approval of the church's Pastoral Staff member. **[or]**
2. With the approval of the Pastoral staff, a person licensed or ordained and in good standing of this local congregation, may officiate in place of a Pastoral Staff member.
 - a. It is the responsibility of the officiating pastor to be in communication with Hanoverdale's pastoral staff to confirm all ceremony details.
3. The couple shall be counseled and approved by the officiating Pastor.

CEREMONY

1. Marriage is ordained by God. A marriage ceremony performed in the Church should assume the presence and seek the blessing of God. The ceremony is therefore, an act of worship and pledge of life-long commitment centering on God's expressed love for us in Jesus Christ.
2. The ceremony to be used shall be either planned or approved by the officiating Pastor.

MUSIC

1. Although there are a variety of musical preferences, in planning for the ceremony, it should be remembered that we come in worship and that music is intended to glorify God, edify man, and contribute to the beauty and celebration of the wedding ceremony.
2. All music is to be submitted at least four (4) weeks prior to the ceremony for approval by officiating Pastor.
3. Instrumentalists [organist, pianist, etc.] from this church are preferable and should be contacted as soon as possible but no later than six-weeks prior to your wedding. For a listing of available accompanists, please contact the church office.

COUNSELING

1. A minimum of four (4) sessions is required with the officiating Pastor. Additional sessions may be requested.
2. Scheduled sessions must fit the Pastor's schedule.
3. Missed sessions must be made up.
4. No wedding will be held without completion of arranged counseling.

DIVORCE AND RE-MARRIAGE

1. A waiting period of at least two (2) years after finalization of a divorce will be strictly followed. NO EXCEPTIONS
2. Re-marriage for divorced couples will be considered only after a series of counseling sessions with the Pastor.
3. Marriage for twice-divorced persons will not be performed.

SANCTUARY DÉCOR

1. Seasonal, special, or original sanctuary décor may not be altered without approval from the church's Pastoral Staff.
2. Candelabra, aisle tapers, archways, or floral arrangements may be used. Please be sure there is adequate space for comfortable movement of both guests and wedding party. Please contact the church office for availability of these items from the church.
3. All candles and flowers are the responsibility of the couple.
4. The pulpit may be moved by prior agreement with the church's Pastoral staff. DO NOT MOVE THESE ON YOUR OWN.

VIDEO RECORDING

1. This may be done with discretion. Please consult with the officiating Pastor concerning this issue.
2. Video Operators are the sole responsibility of the couple.
3. All video equipment must be set-up at least one (1) hour prior to the beginning of the prelude music. Operators must remain as inconspicuous as possible. Failure to comply with these policies may result in the loss of video privileges.

PHOTOGRAPHY

1. NO flash photography will be allowed during the wedding ceremony. We ask you to inform friends, family, and photographers. The officiating Pastor, prior to the wedding ceremony, will state a reminder.
2. Flash photography may be taken during the processional and recessional.

AUDIO OPERATOR

1. Audio operators must be selected from a list provided by Hanoverdale Church. Outside parties may not operate any of the church's sound equipment.
2. Audio operators must be secured at least four (4) weeks in advance of wedding ceremony by contacting the church office.

CUSTODIAL SERVICES

1. Custodial services are \$150.00 per event, and must be secured at least four (4) weeks in advance by contacting the church office. *This is a required charge for using the facility.* Please note that the Rehearsal Dinner and Wedding are considered as two separate events.
2. A payment of \$150.00 is required at the time of the rehearsal for custodial services (wedding rehearsal and wedding).

MISCELLANEOUS

1. DO NOT use tobacco or alcoholic beverages on church property.
2. DO NOT drop flower petals.
3. DO NOT throw rice.
4. DO throw birdseed [outside only].

REHEARSAL

1. ARRIVE ON TIME.
2. Bring Marriage License and give it to the officiating Pastor.
3. Care for each honorarium by the time of rehearsal.
 - Soloists \$ 75.00
 - Instrumentalist \$ 75.00
 - Organist/Pianist \$ 150.00
 - Audio Operator \$ 75.00
 - Pastor \$ 300.00
 - Wedding Coordinator \$ 150.00
 - Photographer per contract
 - Videographer per contract



Hanoverdale Church

APPLICATION FOR USE OF CHURCH FACILITIES – WEDDING CONTRACT

The church building, property, and facilities are primarily tools for ministry. They exist to initiate, promote, and under gird the work of Jesus Christ.

Secondarily, the church building, property, and facilities are available to grant assistance to the general public for events, which foster a spirit of cooperation for the good of the local community.

Thirdly, the church building, property, and facilities may be available to special interest groups on a limited basis [time, space, and personnel permitting], provided they do not conflict with the facility's primary function.

The user releases the church from any responsibility for personal loss, damage, injury, or liability to persons or property from use of the church's facility.

WEDDINGS:

The booking of our facilities for a wedding is ACCEPTED in a time frame of four (4) to twelve (12) months before the event, contingent upon availability of both the facility and staff.

A TENTATIVE date will be scheduled. This date DOES NOT BECOME DEFINITE until the following Request Form is submitted and approved by the Hanoverdale Church Office & Pastoral Staff along with proof of liability insurance and any applicable deposit.

Your prompt attention to this matter will help guarantee reserving the date you desire.

Please complete ALL of the following:

Wedding Date _____ (20____) Time _____ to _____

Officiating Pastor [see p.1] _____

Rehearsal Date _____ (20____) Time _____ to _____

Groom's Name _____ Birth date _____

Address _____ Phone _____

_____ Email _____

Bride's Name _____ Birth date _____

Address _____ Phone _____

_____ Email _____

Reception at Church? (circle one) YES NO

Contact Person in Charge of Reception:

Name _____ Phone _____
Email _____

Is Rehearsal Dinner at the Church? (circle one) YES NO

Starting Time of Rehearsal Dinner _____

Ending Time of Rehearsal Dinner _____

Contact Person in Charge of Rehearsal Dinner:

Name _____ Phone _____
Email _____

Additional Times Automatic Door will Need to be Unlocked:

Date _____ Time _____ to _____

Date _____ Time _____ to _____

Wedding Coordinator:

Name _____ Phone _____
Email _____

*Can be an outside party, or may be secured by contacting Hanoverdale's Lead pastor [see pricing on p.4].

CLEAN-UP – It is essential the facility be returned to its original condition. As the contracting person, you are responsible to pay for custodial services as specified in the contract. [see p.3]

Custodial staff will care for the facility before and after the rehearsal and/or rehearsal dinner and the wedding.

FACILITY USAGE CONTRIBUTIONS – Although there is no charge for use of the facility, the consideration of a donation to offset the cost of utilities and wear on the building would be appreciated.

Non-members / attendees of Hanoverdale Church are required to give a deposit of \$200.00. This deposit will be returned following your wedding if the contract is followed.

I have read, understand and agree to the conditions listed in this
Wedding Contract and the Wedding Policy & Information

Signature of Contracting Person

Date

Signature of Church Staff for Approval



Hanoverdale Church
WEDDING / REHEARSAL INFORMATION

Your wedding day is a milestone in your life. The actual wedding, whether simple or elaborate is important. You should prayerfully plan it so as to glorify God.
In order for us to help you reach this goal, we ask you to complete this form and return it to the Church Office.

Note: It is important that **ALL PARTICIPANTS** in the wedding be present at the rehearsal. It is not advisable, however, for too many people who are not participating in the wedding to attend the rehearsal. This is sometimes distracting and time-consuming.

Bride's name: _____ Phone # _____
Email _____

Groom's name: _____ Phone # _____
Email _____

Date of Rehearsal _____ Time of Rehearsal _____

Date of Wedding _____ Time of Wedding _____

Please give name of the following [if not applicable, please write NA]

1. Organist / Pianist _____

2. Vocalist (s) _____

3. Other Musicians _____

4. Maid or Matron of Honor _____

5. Bridesmaids

(1). _____

(2). _____

(3). _____

(4). _____

(5). _____

(6). _____

6. Flower Girl _____

7. Other Female Participants _____

8. Best Man _____

9. Ushers

(1). _____

(2). _____

(3). _____

(4). _____

(5). _____

(6). _____

10. Ring Bearer _____

11. Any other male participants _____

How will your attendants enter the church? [choose a, b, or c]

a. Ushers together and bridesmaids single file _____

b. Ushers and bridesmaids paired together _____

c. Other (please explain)

Will you use a kneeling bench? [circle one] Yes No Unknown
Will be having a unity ceremony? [circle one] Yes No Unknown
(candle, sand, etc.)

Give name of usher who will seat Bride's mother _____

Give name of usher who will seat Groom's mother _____

How many songs will you have? _____

Please list titles of songs to be sung or played:

Do you plan to stand facing the...[circle one]

Baptismal

Congregation

Combination of the two

Do you plan to say anything [in addition to vows] to each other? [circle one] Yes No

If you are planning anything special or unique, please describe briefly: _____

Please return completed Wedding Information document to:

Hanoverdale Church • 577 Hershey Road • Hummelstown, PA 17036 or office@hanoverdale.church

Adopted 05/2017