

# Wedding Ceremony *at* HCF



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The Guidelines

# Pre-marital Counseling Requirements

The Board of Elders has established policy\* that all candidates desiring to have their wedding ceremony at HCF must fulfill pre-marital counseling requirements. These requirements (6-8weeks) are to be completed at least four weeks prior to your ceremony. The Coordinator will provide you with the necessary contact information.

Please contact:

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Name of Counselor(s)

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Phone

\*All ordained staff members at HCF performing marriage ceremonies are submitted to following this policy.

## Elements of the Ceremony

- **Minister**

If the minister performing the ceremony is not a member of HCF he should be a man of like faith and practice. Please provide name and contact information to the Coordinator.

- **Technical**

Sound reinforcement is required. We will schedule our staff and equipment to be used at the wedding. (See Required Personnel Fees.)

Multi-media (Power Point presentation) is also available using our equipment and staff. (See Optional Fees.) Should you wish to use a presentation during the ceremony, the prepared product must be supplied to us a minimum of 10 days prior to the wedding.

- **Flowers/Decorations**

Unless other arrangements are made, all flowers and decorations should be removed immediately following the ceremony.

- **Music**

A wedding ceremony is intended to be a worship service, therefore, the music chosen for use in the ceremony should reflect the sacred nature of the event. Music that is not sacred in nature should affirm the life-long commitment required of marriage and the spiritual nature of the ceremony.

- **Musicians**

The wedding party is free to enlist the musicians of their choice. The Church's Digital Piano will be made available. Use of any other stage instruments requires Worship Leader approval.

## **Facilities Use**

- The church office area may be designated as a dressing area.
- The educational wing may also be designated as a dressing area
- The wedding party may use the office area door as a bridal party entrance into the auditorium for the ceremony.

## **Love Offerings**

You may choose to bless the minister and musicians participating in your ceremony with a love offering. Make those checks payable to those individuals or place cash amounts in cards or envelopes and distribute appropriately.

## **Custodial Policy**

The custodian's time will begin one hour prior to both the rehearsal and the ceremony unless additional time is arranged by the wedding party.

The custodian will NOT be held responsible for cleaning unless previous arrangements are made. The custodian's responsibility is facility security and assuring the availability of appropriate cleaning supplies and equipment to the wedding party.

You may pre-arrange for the custodian to be responsible for your after- ceremony cleaning. The additional cost of \$10.00 per hour will be deducted from your deposit. Ask the Coordinator about this option.

## **General Wedding Policies**

- Alcoholic beverages are not to be supplied or consumed anywhere on the property.
- Smoking is not permitted anywhere in the building.
- Neither rice nor confetti may be used to shower the bride & groom; however bubbles or birdseed are acceptable.

**Your Wedding Ceremony Coordinator is:**

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**Our next scheduled meeting dates are:**

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**4 weeks prior to the ceremony**

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**2 weeks prior to the ceremony**

**Should you have any questions please contact me:**

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**Phone**