



New Hope Community Church Wedding Manual

NewHopeChurch.net



Contact Us With Any Questions



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4620 E. Nees Ave
Clovis, CA 93611



559-297-7362

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Scheduling Your Wedding With Us

We're pleased that God has blessed you with the joy of love and that your relationship has matured to the place of making a lasting commitment to each other. As you consider having your wedding at New Hope, please review this document and let us know if you have any questions.



Contact the Office

Call the office at (559) 297-7362 to discuss your wedding and begin the process.



Reserve Your Date

A non-refundable date retainer will be required of \$200.00. Cash or checks only.



Pre-Marital Counseling

Completion of Pre-marital counseling is required.



Review This Document

This document provides all the information you and your family should be aware of to have your wedding at NHCC.



Other Policies & Procedures

Damage to any facility or equipment shall be the responsibility of the couple. Extra clean up due to failure to observe the given policies may result in an additional cleaning charge.

SMOKING/VAPING is **NOT** permitted on the church grounds (including the parking lot). Please be certain that your attendants and guests are aware of this policy.

ALCOHOLIC BEVERAGES are **NOT** permitted on the church grounds.

TOSSING RICE, CONFETTI, OR BIRDSEED is **NOT** permitted (due to the safety factor as well as the time and effort for clean up).

ANY CHANGES in facility requests (rooms, times, setups, etc.) must be cleared with the Wedding Hostess.

The Bride and Groom are responsible for recruiting help to clear the Bride's Room and the Groom's Room of all clothing and accessories. Please appoint one person to be responsible for this.

Lighted candles are not to be moved at any time.





Scheduling the Wedding



Contact the Office

Call the office at (559) 297-7362 to discuss your wedding and begin the process.

The first step in scheduling your wedding at New Hope Community Church is to contact the Church office. This should be done no less than six months prior to your proposed wedding date. The office staff will be able to discuss what dates are available. To reserve a date on the church calendar, you will be required to pay a \$200.00 deposit. The deposit is non-refundable less than 120 days before the wedding date. *(When a refund is approved, it will be refunded to the original payer only).* There are occasions when it is necessary to schedule more than one wedding on the same day. Adequate time will be allowed for a smooth transition between weddings.

Decorations

Contact our office to see what's available at the church. Christmas church decorations that are setup between the dates of Nov. 18 thru Jan. 10 cannot be removed for weddings. We have pew bows and lighted aisle tulle that are available at no additional charge. We would be delighted to show them to you. Special permission is required for center aisle candelabras.

Ceremony Preparation & Marriage Planning

Our Church is committed to building marriages, not just to performing wedding ceremonies. Especially in a day when so many marriages are failing, we feel an increasing need for couples to take the important step of marriage only after thorough and thoughtful preparation. For this reason, we require marriage preparation for all couples planning weddings in our church.

The marriage preparation program is designed to help you evaluate your relationship, form realistic expectations, correct inaccurate attitudes and develop proper ones, develop good communication skills, and gain information on subjects like communication, role relationships, in-laws, finances, and spiritual life.

The Role of the Pastor is to facilitate your developing relationship. Since the two of you will be responsible for the success of your relationship, the burden of the work in preparing for marriage will be placed on you. We are here to support you, to encourage you and to provide resources for you so that you will be prepared.

Fees

We try to provide the church facilities, personnel, and equipment at reasonable rates. All payments should be made in the form of cash or check. We are unable to take credit cards or debit cards at this time.

✓ Facilities: Sanctuary - \$600.00

A \$200 non-refundable date retainer secures your date and time. The balance of \$400 is due prior to your wedding date.

✓ Facilities: The Barn - \$TBA

Our Barn facility is available for your reception of up to _____

✓ Pastoral Honorarium

The Pastoral role is significant to an enjoyable service. It is appropriate to place the honorarium in an envelope or card and give directly to the Pastor. Average is \$150-\$250.

✓ Professional Livestream and Videography: \$300

Includes livestream of your service and archival on our YouTube page as well as digital file delivery if requested. Provides coverage for up to 2 hours.

✓ Soloist & Pianist: \$150

If the soloist or pianist are affiliated with New Hope Community Church.

The Officiant & Pre-marital Counseling

Outside pastors are welcome to officiate services at New Hope Community Church. Pastors must...

- Be ordained by their denomination or recognized by the local church.
- Be active in a church fellowship as a member of the staff or retired, but still part of a congregation.

Pre-marital counseling is required and a letter from the officiant is to be sent to New Hope two weeks prior to the wedding date indicating completion of counseling. If for some reason your officiant cannot perform the counseling, a member of New Hope staff would be willing to make arrangements with you.

New Hope believes that weddings are not only a legal action, but a sacred commitment. We do NOT recognize or permit "officiants for the day" as allowed by the State of California, or online ordinations, to perform ceremonies on New Hope property.

We believe your wedding experience should be memorable, enjoyable, fun and by the fact that you want to be married in a church, the service should be honoring to God. We will do our best to make your wedding experience one you will remember with great joy.

You and the Pastor will meet 3 to 4 times. These meetings will give the Pastor an opportunity to get to know you, to help you with any special concerns, and to help you plan the details of your wedding ceremony.

Your role as a couple includes a responsibility to prepare outside of the counseling sessions. You are encouraged to talk and work together on the projects--they are designed for you. The Pastor will serve as a resource dealing with issues he deems key and others which you feel important for discussion with him. Everything you discuss with each other need not necessarily be discussed with him.

If at any time you decide to discontinue counseling or postpone or cancel your wedding plans, please contact the office immediately. We would like to be of help to you in these situations.