

# Weddings at Hoffmantown



**Hoffmantown Church  
Wedding Policies and Information 2009**

## Table of Contents

FAQ's	3
Wedding Process	6
Marriage Preparation	7
Ceremony Policies	8
Caterer, Florist, Decorator Photographer and Videographer Requirements	11
Wedding Policy Agreement*	12
*To be signed and returned with deposit.	
Fee Summary and Worksheets	13

## FAQ's

### **Q: How can I reserve a wedding date?**

**A:** Your wedding date will be tentatively reserved after your introductory meeting with the Marriage Ministry Pastor, receipt of the signed Wedding Policy Agreement and deposit. No date should be considered final until after the completion of an approved marriage preparation program. No weddings, rehearsals, or receptions may be scheduled on Sundays, Wednesdays, holidays, or during the week of a church-wide event. Weddings may not be scheduled more than 9 months in advance or fewer than 12 weeks in advance. Contact us for availability of specific dates.

### **Q: What deposits and/or fees are applicable?**

**A:** Please consult the Fee Summary Worksheet (Page 13 & 14)  
There is a \$100 deposit required to reserve the date on the church calendar. This deposit acts as both a date reservation and damage deposit. It will be refunded should there be no damage to the church and the wedding elements are returned in the same condition they were received. The deposit is non-refundable if the wedding is cancelled within thirty (30) days of the wedding date. Notification of cancellation prior to the thirty (30) days will result in a full refund. The deposit will also be refunded in full in the case of death or serious illness. Hoffmantown reserves the right to cancel any wedding ceremony at the discretion of the officiating Pastor. In such cases, the deposit will be refunded in full.

### **Q: What is included in the fee for the ceremony?**

**A:** Room fees include the reservation and set-up of the room for the rehearsal, the ceremony (including time before and after for decoration and clean up), and the dressing rooms for the bride and groom and their attendants. The church has some basic wedding elements that may be used. These include two arches, unity candleholder, two spiral candleholders (one holds 13 & the other holds 14 candles), four other matched candleholders that hold 7 candles each, and two kneeling benches. Basic Audio equipment for the ceremony is included in the fee, as well as the assistance of a Wedding Ceremony Liaison for interaction between the wedding couple and church. Both the AV Tech and the Wedding Ceremony Liaison will be present at the Pre-Wedding meeting, rehearsal and ceremony.

### **Q: How is the Pastor compensated?**

**A:** An honorarium is suggested as a token of appreciation to the Pastor performing your wedding. An amount ranging from \$250-\$450 is appropriate, depending on the

number of premarital sessions. If there is a financial hardship, please discuss this with the officiating Pastor.

**Q: What fees are not covered?**

**A:** An additional fee provides a qualified A/V Tech from Hoffmantown to assist with running sound during the rehearsal and wedding. The fee is to be paid directly to the A/V Technician and is required for all weddings in which Hoffmantown A/V equipment will be used. Only Hoffmantown personnel are allowed to operate Hoffmantown equipment.

**Q: Can I have my reception at Hoffmantown?**

**A:** Reception space is only available to couples whose wedding ceremony is at Hoffmantown Church. Availability of space will be determined in coordination with the church calendar.

Hoffmantown's facilities are not designed for large receptions. For this reason, the catering of full meals is strongly discouraged and DJ's and/or dancing are not permitted. The number of guests will be limited based on the room chosen.

**Q: Which rooms are available for a reception?**

**A:** All B Classrooms – See Fee Summary Worksheet (Page 13 & 14)

**Q: What is included in the fee for a reception?**

**A:** The fee for receptions includes set up of the room. For receptions requiring an A/V Tech, an additional \$75 fee will apply. Catering services and materials including utensils, napkins, coffee or tea service etc., are not provided by the church.

**Q: What can be changed in the set-up of each room?**

**A:** Set-up varies by room.

The following items in B Classrooms may be moved: podiums, tables, portable whiteboards, and keyboards.

In B100, the piano may not be moved. Podiums, portable whiteboards, and the sound cart may be moved. If no sound equipment is being used, it is possible to remove the speakers from the front of the room.

In the Worship Center, the chairs may **not** be rearranged to change the position of the aisles. Orchestra chairs, piano, and drum set **may not** be removed from the stage.

Hoffmantown will provide a backdrop that matches the carpet to place in front of these items. Please contact us to see a photo.

**Q: Do I need to have a Pastor from Hoffmantown perform the ceremony?**

**A:** No. If you plan to have another Pastor perform the ceremony, please provide us with contact information on the Pre-Marital Questionnaire so we can contact him to discuss a marriage preparation program. If there is a specific Pastor at Hoffmantown whom you wish to perform the ceremony, please contact him in order to arrange the details. If you wish to be married by a Pastor from Hoffmantown but don't have a specific Pastor in mind, please contact us to discuss the options.

**Q: What does Hoffmantown require in terms of pre-marital counseling?**

**A:** We ask couples being married at Hoffmantown to complete at least 6 weeks of marriage preparation with the Pastor who will be performing the ceremony or a mentor couple trained by the Hoffmantown Pastoral staff. If the officiating Pastor is not from Hoffmantown, one of our Pastors will contact him to discuss and approve a marriage preparation program.

**Q: Who should I contact for more information?**

**A:** Contact us at (505) 858-8620 or *marriageministry@hoffmantown.org*.

## Wedding Process

Although there are many details to organize as you plan your wedding, we want to do our best to walk you through the process of using Hoffmantown's facility. Here is an outline of the steps that need to take place:

1. Schedule an appointment to see potential rooms for wedding/reception.
2. Establish church date availability for rehearsal and wedding ceremony.
3. Read the *Weddings at Hoffmantown* packet. This should answer many of your questions regarding the logistics of your ceremony and reception.
4. Both the potential bride and groom need to individually complete and return a Pre Marital Questionnaire. This is a requirement for all couples getting married at Hoffmantown Church or being married by a Hoffmantown Pastor.
5. Once the Questionnaires have been received, an introductory meeting with Hoffmantown's Marriage Pastor will be scheduled. At that time, the Questionnaires will be reviewed with the couple by the Pastor and Marriage Preparation options will be discussed (see page 7). If your desired officiating Pastor is not from Hoffmantown, our Marriage Ministry will contact him following the introductory meeting to discuss and approve any non-Hoffmantown marriage preparation program.
6. Upon approval from Hoffmantown Marriage Ministry, a \$100 deposit and signed Wedding Policy Agreement (page 11) are necessary to reserve your date on the church calendar.
7. Hoffmantown Marriage Ministry will pair you with a volunteer Wedding Ceremony Liaison who will serve as the church contact for your wedding ceremony. For details on the role of the Wedding Ceremony Liaison, see page 8.
8. About 4 weeks before your wedding, the Pre-Wedding meeting will be scheduled to review the Order of Ceremony, room set-up and A/V requirements.
9. The balance of payment is due to Hoffmantown Church two weeks before the wedding date.
10. You must also secure your marriage license. To do so, please call the County Clerk's office at 505-468-1290 for information. The marriage license should be given to the officiating Pastor at least one week prior to the wedding date.
11. The day before the wedding, your room(s) will be available to decorate prior to your rehearsal.

Please feel free to contact us at any point in the process if we may be of assistance.

Hoffmantown Church Marriage Ministry  
*marriageministry@hoffmantown.org*  
(505) 858-8620

## Marriage Preparation

The wedding day is one of the most precious events in our lives, requiring hours of planning. A covenant ceremony performed before God, family and friends is no small thing. Yet the ceremony only marks the beginning of a union designed by God to stand “until death do us part.” For this reason, it is required of each couple, either being married at Hoffmantown Church or by a Hoffmantown Pastor, to participate in a premarital program.

The Marriage Preparation program of Hoffmantown Church is intended to lay a solid foundation for your marriage based upon the Word of God. The usual topics of premarital material will be discussed: God’s design, roles, love, communication & conflict resolution, finances, and sexual intimacy. Each session will be viewed, however, in light of biblical teaching with a primary focus on your relationship to God, then to one another.

The following expectations are placed upon each couple:

1. *Assignment*—The material used for Marriage Preparation includes various opportunities for the couple to work through questions together. In order to receive the maximum benefit, each couple must willingly and thoroughly complete each assignment.
2. *Sessions*—After an introductory meeting, the premarital program can be completed in six sessions. These sessions will be facilitated either by a Hoffmantown Pastor or a mentor couple trained by the Hoffmantown Pastoral staff.

If a premarital program is to be completed outside of Hoffmantown Church, the process must be approved by the Marriage Ministry of Hoffmantown. Make sure to provide accurate contact information on the Pre-Marital Questionnaire for the Pastor or organization providing the premarital sessions in which you plan to participate.

While the main purpose of Hoffmantown’s Marriage Preparation is to equip each couple, it also allows the Pastoral staff to determine the suitability of the couple for marriage. Please make every effort to answer questions honestly, and plan to be open and transparent in each of the premarital sessions. Hoffmantown Church retains the right to refuse performing a marriage when an unresolved issue, either moral or biblical, arises during any point of the process.

Please contact us if you have any questions regarding the Marriage Preparation program or if you would like to arrange the introductory meeting. We are delighted and privileged to join you in this process.

Hoffmantown Church Marriage Ministry

*marriageministry@hoffmantown.org*

(505) 858-8620

## **Ceremony Policies**

### Reserving a date:

No wedding rehearsals, weddings, or receptions may be scheduled on Sundays, Wednesdays, New Year's day, holiday week-ends, the week before or weekend of Easter, Independence Day, Thanksgiving Day or the day after, the month of December, or during the week of a church-wide event. Weddings will not be scheduled more than 9 months in advance or less than 12 weeks in advance.

In most cases, only one wedding per weekend will be scheduled. Two weddings may be scheduled in the same weekend at the discretion of Hoffmantown Marriage Ministry. An additional fee may be required.

### Time:

Friday weddings must begin no later than 7pm and conclude by 9pm. Saturday weddings and all subsequent clean-up must be completed by 5pm. All members of the wedding party are expected to arrive at the church at least half an hour before the ceremony is scheduled to begin. These time constraints also apply to receptions held at Hoffmantown Church.

Hoffmantown Church allows three and one half (3.5) hours for each wedding. This includes time for the ceremony, a receiving line, and photographs before and after the ceremony. Two additional hours will be allowed for a reception.

### Wedding Ceremony Liaison

Initially, a member of our staff will provide information about church facilities, policies, and fees. Couples may also come to the church during office hours to tour the facility before scheduling a wedding at Hoffmantown. A staff member will be responsible to collect Pre-Marital Questionnaires, the \$100 deposit, signed Wedding Policy Agreement and balance of fees.

Once a wedding has been scheduled, Hoffmantown Church will provide a volunteer Wedding Ceremony Liaison who acts as a contact between the engaged couple and the church. The Wedding Ceremony Liaison will be assigned whether or not the couple has hired a professional wedding coordinator. The Wedding Ceremony Liaison will answer questions regarding the use of church facilities, oversee the wedding rehearsal, and be available before, during, and after the wedding. Any changes should be discussed with the Wedding Ceremony Liaison who will communicate directly with the church staff. Please note that the Wedding Ceremony Liaison does not assist with catering, flowers, or any other arrangements not related to the use of Hoffmantown's facility.

### Rehearsal:

One hour is allotted for each wedding rehearsal, which will be scheduled for the day before the ceremony. It is imperative that the wedding party be at the church on time. All members of the wedding party should be present. This includes: bride, groom, both sets of parents (if applicable), officiating Pastor, attendants, and ushers. Hoffmantown's Wedding Ceremony Liaison will oversee the rehearsal.

### Music:

We recognize that music is an important part of your wedding ceremony, and as such, should be both God-honoring and meaningful to you. We suggest that you choose music with lyrics appropriate for the atmosphere of a wedding. If you will not be using live performers, bring one CD to the pre-wedding meeting of all the music to be played in your ceremony, in the order it will be played.

### Decorations:

Subject to availability, you will have access to the room the day before the ceremony to decorate.

The church has the following supplies available for use: Lord's Supper supplies, candelabras, kneeling benches, and arch. These borrowed items should be returned in their original condition. Any cost incurred in repairing or replacing damaged items will be deducted from your \$100 deposit. You will be invoiced for any damaged items that exceed the \$100 deposit.

Any candles used must be drip less. Nails, tacks, staples, pins, adhesives, or anything that will mark the building or furniture may not be used. Only silk flower petals may be used on the carpet. Throwing of flower petals, rice, birdseed, or confetti is prohibited. Bubbles may be used outdoors only.

All decorations must be removed immediately following the ceremony. Please provide the name and number of a contact person (who is not in the wedding party) who will be responsible to remove these items from the church. This person will also be responsible for any lost and found items.

### Restrictions:

No smoking or tobacco is allowed within the church building or on the church property at the rehearsal, wedding or reception.

No alcoholic beverages are permitted on the church property. Any wedding participants appearing to be under the influence of alcohol during the rehearsal, wedding or reception will be asked to leave. Violations may result in the cancellation of the ceremony.

In the Worship Center, the chairs may not be rearranged to change the position of the aisles. Orchestra chairs, piano, and drum set **may not** be removed from the stage. Hoffmantown will provide a backdrop that matches the carpet to place in front of these items. Please contact us to see a photo.

## **Caterer, Florist, Decorator, Photographer and Videographer Requirements**

Please be sure any professionals who will be assisting with your wedding and/or reception are aware of and abide by the following instructions.

1. A definite time for decorating must be arranged through Hoffmantown Marriage Ministry in coordination with the church calendar.
2. Nails, tacks, staples, pins, adhesives, or anything that will mark the building or furniture may not be used.
3. Plastic material must be under all flower arrangements in order to protect carpets and furniture. Only drip less candles may be used. Preservatives that are harmful to carpet cannot be used in any arrangements or containers. The flower girl may use only silk petals.
4. All florists and videographers must begin tear-down immediately after the wedding ceremony, not after the reception. Caterers must begin tear-down immediately following the reception. The building must be restored to its original condition as approved by the Wedding Ceremony Liaison.
5. Hoffmantown Church reserves the right to restrict the privileges of any caterer, florist, photographer, or videographer.
6. No alcoholic beverages may be served or displayed.
7. All caterers, photographers and videographers should be dressed appropriately for a wedding and perform their duties as unobtrusively as possible.
8. All caterers, florists, decorators, photographers, and videographers who desire to offer their services to those using Hoffmantown Church facilities must comply with the policies contained in this packet.

## Wedding Policy Agreement

*Please sign and return to Hoffmantown Church, Attn: Marriage Ministry.*

We agree to work within the boundaries set forth by these policies. If at any point we have a question regarding a stated policy or a specific issue regarding our wedding, we will seek clarification from the Marriage Ministry of Hoffmantown before deciding on a course of action.

Our wedding cannot be scheduled more than 9 months in advance or less than 12 weeks before the wedding date. Our anticipated wedding date falls within this window. We also understand that our date is considered tentative by Hoffmantown until we provide the \$100 deposit with this signed agreement. If necessary, it is our responsibility to communicate to Hoffmantown the cancellation of our wedding. We forfeit the deposit if our wedding is cancelled within 30 days of the wedding date.

We are required to participate in the Marriage Preparation program of Hoffmantown or another approved premarital program. It is our responsibility to contact the officiating Pastor to make arrangements for the premarital program. We understand that Hoffmantown Church retains the right to refuse performing a marriage when an unresolved issue, either moral or biblical, arises during any point of the process.

Any cost incurred by damage or neglect is our responsibility, whether caused by ourselves, our families, our wedding party, or any professional services we contract for our wedding.

It is our desire to plan a ceremony that is both unique to our relationship and honoring to Christ Jesus and His Word. We will be responsible to communicate the extent of this agreement to those involved in our wedding ceremony.

We have read the above policies and understand the process Hoffmantown has provided for weddings held at Hoffmantown's facilities and/or officiated by a Hoffmantown Pastor. By signing below, we agree to abide by the policies of Hoffmantown Church.

GROOM: \_\_\_\_\_

DATE: \_\_\_\_\_

BRIDE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Hoffmantown Church Wedding Policy

### Wedding Ceremony Fees

Room	Fee*	Capacity**
B Classroom	\$50	50
B100	\$100	100
B209/221	\$150	225
B208/210	\$200	250
Worship Center	\$750	1500
Outdoor Wedding	\$1,000	
<b>Audio/Visual</b>		
Audio Tech	\$75	
Audio Tech: Outdoor Wedding	\$125	
Projector/Screen: B Classrooms	\$75	
Projector/Screen: Worship Center	\$100	
Projector/Screen: Outdoor Wedding	\$100	
<b>Officiating Pastor</b>		
Honorarium	\$250+	

\*\*Room capacity is based on the seating arrangement which allows the most chairs possible in a room. A different arrangement of chairs will limit the capacity.

\*A 50% discount for the Wedding Ceremony may apply for members of Hoffmantown Church.

The Audio Tech fee is to be paid directly to the AV Technician and is required for all weddings in which Hoffmantown A/V equipment will be used.

The use of projector and screen in the Worship Center or outside may incur an additional Audio Tech fee. This will be discussed at the Pre-Wedding meeting.

An honorarium is suggested as a token of appreciation to the Pastor performing your wedding. An amount ranging from \$250-\$450 is appropriate, depending on the number of premarital sessions. If there is a financial hardship, please discuss this with the officiating Pastor.

### AMOUNT

\_\_\_\_\_ Ceremony Room Fee  
 \_\_\_\_\_ Audio Technician Fee  
 \_\_\_\_\_ Projector and Screen  
 \_\_\_\_\_ Honorarium for officiating Pastor  
 \_\_\_\_\_ **TOTAL Wedding Ceremony Fees**

**Wedding Reception Fees**

<b>Room</b>	<b>Fee</b>	<b>Capacity*</b>
B Classroom	\$50	35
B100	\$150	65
B209/221	\$200	100
B208/210	\$250	160
<b>Audio/Visual</b>		
Audio Tech	\$60	
Projector/Screen	\$75	

\*Room Capacity is based on a maximum capacity setup of round tables and chairs.

The Audio Tech fee is to be paid directly to the AV Technician and is required for all receptions in which Hoffmantown A/V equipment will be used.

The use of projector and screen during a reception may incur an additional Audio Tech fee.

This will be discussed at the Pre-Wedding meeting.

**AMOUNT**

\_\_\_\_\_ Reception Room Fee  
 \_\_\_\_\_ Audio Technician Fee  
 \_\_\_\_\_ Projector and Screen  
 \_\_\_\_\_ **TOTAL Wedding Reception Fees**

**Combined Wedding and Reception Fees**

\_\_\_\_\_ Total Wedding Ceremony Fees (from previous page)  
 \_\_\_\_\_ Total Wedding Reception Fees (from above)  
 \_\_\_\_\_ **TOTAL CEREMONY AND RECEPTION FEES**