

Calvary Presbyterian Church

Wedding Policy

“Therefore what God had joined together, let man not separate” Matthew 19:6

As you begin to consider the many plans and details that lay ahead for your wedding day, the most precious gift you will both receive is the one given by God. Your wedding day will be the unwrapping of that gift; in it you will find blessings such as encouragement, support, and companionship. We as a church wish for you God’s abundant joy and lasting peace, as you both work towards establishing this relationship.

God has established and set apart the institution of marriage for the welfare and happiness of the human family. For this reason, our Savior has declared that a man shall leave his father and mother and be joined to his wife, thus the two shall become one. By His apostles, He has instructed those who enter into this relationship to cherish a mutual esteem and love; to share each other’s infirmities and weaknesses; to comfort each other in sickness, trouble and sorrow; to provide for each other and for their household; to pray for and encourage each other; to live together as heirs of the grace of life; and to raise children, if there are any, in the knowledge and love of the Lord. In Malachi 2:13-16, we read that God hates divorce and in Ephesians 5, the image of marriage reflects the relationship of Christ and His Church. In other words, we at Calvary take marriage seriously as our Lord took it seriously.

Calvary is concerned with establishing strong and healthy families. Almost 90 percent of all marriages are performed in churches, and we are troubled by the 50 percent divorce rate, even among professing Christians. Therefore, our desire is to encourage couples to build their relationships upon a solid foundation that will be lasting and unshakable. In order to accomplish this, we stress the importance of and need for premarital counseling. Your wedding will last only a few hours; your marriage must endure for a lifetime. As you plan for both in the coming months, you will find the following guidelines helpful. One of our pastors will work with you on all details pertaining to the ceremony itself as well as to mandatory premarital counseling. For all other details, your contact person will be one of our wedding coordinators.

I. Marriage Preparation and Wedding Planning

- A. When we receive your completed application, your requested date will be penciled in on our calendar and our pastor will contact you regarding counseling. Final approval for the wedding will be at his discretion upon completion of the counseling. You will also be assigned a wedding coordinator who will contact you regarding business details of the wedding.

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- B. The couple will be required to attend counseling sessions with the pastor (generally four to six). The curriculum could include outside reading, listening to tapes, and completing assignments. As some materials will be yours to keep as an ongoing resource throughout your marriage, we will ask that you purchase them at a minimal cost.
 - C. Because a wedding is a service of worship to Almighty God, we require that you regularly attend church so as to best appreciate the significance of such a service. If you are not presently attending church, the pastor will require your attendance at ours during your engagement.
 - D. Be aware as you make plans and preparations that any difficult issues that could have a significant negative impact on your marriage relationship must be resolved to the minister's satisfaction before a wedding can take place. For this reason, we recommend that you allow sufficient time before your wedding for the counseling to take place.
- II. Wedding Rehearsal, Ceremony and Reception
- A. **Rehearsal:** Your wedding ceremony will long be remembered as a special occasion. In order to provide a quality service and meaningful occasion, we require that the entire wedding party as well as all parents be present at the rehearsal if at all possible. The church will be open for your use 30 minutes prior to the rehearsal. The pastor will officiate with the help of the coordinator. If you choose to use an outside Wedding Director, he or she must contact our director prior to the rehearsal so they can coordinate. The pastor and / or the coordinator will have final authority in decisions involving the service.
 - B. **Ceremony:** We desire that every ceremony be of the highest quality and pleasing to God. The pastor will be happy to work with you as a couple to design a ceremony that fits your style and is appropriate for a worship service.
 - C. **Music:** It is our belief that music at a wedding should serve to display for you and your guests the grace, love and peace that our Savior has for His own bride, the Church. For this reason, we have the following guidelines and suggestions. Please look them over and discuss any questions you may have with your coordinator.

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1. We recommend no more than 3 solos, though you don't need to have any unless you so choose. Texts of any solos or hymns should reflect the following:
 - a) Commitment
 - b) Christian service
 - c) Biblical understanding of the church as the Bride of Christ
 - d) Edification of the name of God
 - e) Depth and significance of Christian marriage (Be aware that not even all Christian music does this, so be careful.)
2. Congregational hymn singing is encouraged.
3. We encourage everyone to find qualified musicians (including soloists) for their wedding. Please be careful in making requests, especially of friends and family. Your wedding coordinator will be glad to give suggestions and guidance.
4. We do not permit recorded music. Quality is often not good and accuracy in cuing is very difficult. A malfunction could be devastating and we are determined to avoid that.
5. We require that you hire one of our sound technicians to run the board at both the rehearsal and ceremony.
6. Prayerfully consider the true meaning of the ceremony: it will serve as a witness and reminder to all present of your commitment before God. Do not seek to entertain your guests. The content of your wedding will speak volumes about your commitment to God and one another.

D. Flowers, Photography, Videography

1. Please advise your florist to arrive with all flowers at least 2 hours prior to the ceremony so there is time to set up and get pre-wedding pictures taken before seating begins. Your wedding coordinator will have a list of wedding equipment available for your use.

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2. You may put flowers on the pews, windowsills, and various places at the front of the church. We only allow artificial flower petals to be thrown in the aisle. Any flowers or other decorations left after the wedding will be considered donations to the church.
 3. Please instruct photographers to arrive in plenty of time to get pictures as you dress and before the seating begins. Flash photography is allowed in the sanctuary during the processional and recessional, but not during the service itself. All equipment must be out of the sanctuary and stored in an office 15 minutes before seating begins.
 4. Videography is permitted, but during the ceremony (from the time the guests are seated) the videographer must be stationed in an unobtrusive part of the sanctuary or balcony and the camera must remain in one place.
- E. Church Building / Cleaning Policy: No structural or permanent physical changes (such as paint) may be made to the building. We require that you hire our wedding cleaning crew, who will arrive to put the church in Sunday Worship order one hour after the wedding and/or reception is scheduled to end. Any decorations or flowers that you are not donating to the church, as well as any personal items, must be removed by that time or the crew will put them in our storage closet.
- F. Reception: Our fellowship hall and kitchen are available for receptions at additional cost (see fee schedule that follows). The following regulations and restrictions do apply:
1. The use of alcoholic beverages is forbidden
 2. No smoking is permitted within the church building
 3. Music at receptions must be appropriate and in keeping with church standards. (See coordinator with questions)
 4. Access to tables, chairs and kitchen must be arranged in advance through your coordinator.

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5. Again, all personal items must be removed by one hour after the reception ends
 6. All weddings and receptions must be completed no later than 9 pm so that we can prepare for worship the next day.
- G. General Regulations: Any special or unusual requests and procedures must be discussed with the coordinator well in advance. Anything regarding the service **MUST** be cleared through the pastor.

III. Schedule of Fees and Gratuities -

Rental fees are listed below as typical and are drawn from the rental policy of 2009. Please look at the current year's rental policy to ensure that you are viewing the most current rate schedule. The Church reserves the right to adjust fees on a case-by-case basis to accommodate special arrangements. The final fees will be those listed in your own contract.

FEES:

	Church Member	Non-Members
Use of the Sanctuary (including cleaning fees)	\$0	\$300
Use of the Fellowship Hall (Maximum occupancy: 125)	\$0	\$200
Use of the Kitchen	\$0	\$100
Use of Linens	\$50	\$50
Sound Technician (Minimum of two hours)	\$35/hr	\$35/hr
Honorarium for CPC Pastor	Honorarium is considered voluntary, and is at the discretion of the renter. It is customary to give at least \$100 to a pastor who serves as the officiant. Please make your check out to the pastor.	
Fee for Music Director	Please consult music director for fee and make check out to him/her.	

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Wedding Application

Bride's Information:

Full Name: _____

Member of Calvary: Yes No

If not, where: _____

Home Address: _____

Home Phone: _____

Work / Cell Phone: _____

Email Address: _____

Single Widowed Divorced

Parent's Names: _____

Member of Calvary: Yes No

Groom's Information:

Full Name: _____

Member of Calvary: Yes No

If not, where: _____

Home Address: _____

Home Phone: _____

Work / Cell Phone: _____

Email Address: _____

Single Widowed Divorced

Parent's Names: _____

Member of Calvary: Yes No

Wedding Information:

Primary Contact for wedding details: _____

Requested Wedding Date & Time: _____

Rehearsal Date & Time: _____

Do you wish to have your reception at the church: Yes No

Maid (Matron) of Honor: _____

Best Man: _____

Number in Wedding Party: Bridesmaids: _____ Groomsmen: _____ Flower girls: _____ Other: _____

Bride to be escorted by: _____

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Do you wish to have an outside pastor: Yes No

If yes: Name, phone and Church Affiliation: _____