

Wedding Policies and Guidelines

Calvary Bible Church

Congratulations! We are pleased that you have chosen to be married at Calvary Bible Church. We will do our best to help you plan a wedding that meets your needs and fits your own tastes. We want this to be a memorable occasion and a pleasant experience throughout the whole process of planning your wedding.

We want your ceremony to be a meaningful time for you and your family and guests. There are certain etiquette guidelines that will insure that your wedding is tasteful, courteous and considerate of all who participate, whether you choose a traditional approach, or want to tailor the ceremony to your own wishes.

Planning a wedding can be a stressful, frustrating experience that can lead to exhaustion, irritability and many sleepless nights. We will do all we can to assist you so that you can remain calm throughout the planning period and most importantly, on your wedding day. You can help yourself by being organized and planning for all details.

We hope that this packet of information will not only give you help in planning your wedding at our church, but also guidance in planning for the unexpected details that might arise. Our church wedding coordinators are experienced in assisting with many weddings and can help you as much, or as little as you need.

Please keep in mind that as you design your ceremony and celebrations, that you are blending the wishes of not only the bride and groom, but also your families. We will do our best to assist you with this process.

Before making any arrangements, please spend time going over the Board Wedding Policy on the next page. All weddings at Calvary Bible Church will abide by the board policy. After doing so, if it is still your wish to be married at Calvary Bible Church, please fill out the application form. There is a place for you to sign that you have read, and will abide by the board policy.

We look forward to celebrating this happy occasion with you.

The Wedding Committee

Getting Started

Consult with the Pastor – Please arrange a time to meet with the Pastor to discuss your plans. He will look forward to meeting with you and discussing your “big day.”

Pre-marital Counseling – This is a necessary ingredient to lay the groundwork for a Godly marriage and home. The Pastor will meet with you to give you Biblical guidance and instruction as you prepare to become husband and wife.

Setting the Date – You must consult the Pastor’s schedule and the church calendar before making any of your plans. Previously scheduled church events will take precedence and church members will be given priority on available dates. Please make your request in writing with the church secretary and confirm your date before your other arrangements are made. An application form is included in this packet.

Rehearsal – A wedding rehearsal should be planned before the wedding day in order that all members participating can have an idea what to expect at the ceremony. You should insist that all people participating in the wedding be present and punctual. Your rehearsal should last approximately 1 – 1 ½ hours once everyone has arrived and is ready to begin. Please set this date and time with the church secretary as well. The pastor will run the rehearsal and explain all the ceremony components in detail.

Church Wedding Coordinator – Calvary Bible Church has a committee of women who serve as church wedding coordinators. These women are here to assist you with the details of your wedding. This will allow the Pastor to focus his time on giving you counsel. She will give you a tour of the facilities and discuss your needs with you, your fiancé’, and your family. The church wedding coordinator will be available for all of your in-house church needs. Please do not expect them to make other arrangements for you (flowers, photographer, etc.) The church wedding coordinator will be present at the rehearsal and the ceremony to oversee your plans and facilitate their success. You may request someone specifically from our committee, or you may be assigned someone to assist you. If you have already asked to perform some of these tasks, our coordinator will work with them to make sure that things run smoothly. You should schedule a meeting with the church wedding coordinator at least 1-3 months before the wedding.

Church Usage Policies

Use of the Facilities is limited to church members and will conform to the General Use Policy of Calvary Bible Church. (Church facilities may be available to non-members with special circumstances only at the discretion of the Pastoral staff, the Elder Board, and the Wedding Coordinator. Wedding dates for non-members will not be “locked in” earlier than 3 months before the wedding. These weddings will abide by all of the wedding policies and guidelines.)

Dates for Use: In order to respect the time of our staff, no weddings will be scheduled on Christmas Eve, Christmas Day, New Years Eve, New Years Day, or Easter Weekend.

All weddings will utilize the services of the church wedding coordinator, the church custodian, and the sound technician. These people should be paid at the rehearsal. The fee schedule is as follows:

Wedding Fees

Church Wedding Coordinator:

Wedding	\$125.00
Wedding w/ reception at church	\$175.00

Custodian:

Wedding in Sanctuary	\$75.00
Wedding w/ reception in Foyer	\$125.00
Wedding in Foyer	\$150.00
Wedding in Foyer w/ reception in Sanctuary	\$200.00

(You may be billed for custodial time for clean-up of areas that are the responsibility of the Bridal Party that are not left in a clean manner at the overtime custodial rate)

Sound Technician:

Wedding	\$75.00
Wedding w/ reception	\$125.00

Video Technician:

\$25.00

Pastor's Honorarium:

The Pastor does not charge a fee. It is traditional for the Groom to give him a “thank you” card with a monetary gift in the amount of the couple’s choice at the rehearsal.

Sanctuary Specifics: The sanctuary can seat up to 375 people. The foyer can seat up to 180 people. There are 3 aisles. The center aisle is approximately 65 feet long. Our pews consist of a series of interlocking comfortable chairs. Bows or flowers may be attached with decorator straight pins. Please, no tape.

Rehearsal Dinner: The Small Reception Room and the Foyer Reception Area will be available for use for the rehearsal dinner. The Small Reception Room seats up to 60 people. The Foyer seats up to 100. We will provide tables and chairs. Currently we have rectangular tables and 16 round tables available. Use of church service items, decorations, tablecloths, dinnerware and silverware is available by request. Any items broken/damaged or missing will be your responsibility to replace. Clean-up is your responsibility. A sound system is available in either room. Please discuss your needs with the sound technician. He may charge an additional fee to run sound at the rehearsal dinner.

Custodial Fee..... \$25.00

Receptions: Currently we can seat up to 100 people in the foyer and 150 in the sanctuary at round tables. We will provide tables and chairs. Currently we have rectangular tables and 16 round tables available. Use of church service items, decorations, tablecloths, dinnerware and silverware is available by request. Any items broken/damaged or missing will be your responsibility to replace. Clean-up is your responsibility. A sound system is available in either room.

Time Limits: We have set the following time limits for each activity. Any activity exceeding this time limit will be charged an additional custodial fee of \$12.00/hour. All activities on Friday night must be completed by 10:00 p.m. and activities on Saturday must be completed by 8:00 p.m. unless prior arrangements have been made with the custodian for set-up on Sunday morning. If the Sanctuary is being used for a reception, the reception needs to end by 7:00 p.m. in order for cleaning and set-up to take place for Sunday Services.

- Rehearsal: 2 hours
- Wedding: 4 hours (including pictures)
- Rehearsal Dinner: 2 hours
- Reception: 4 hours

Clean-up: The custodian will take care of tables, chairs, and trash removal. You are responsible for making sure that any decorations that you use are removed before Sunday. Any church furniture, plants and/or equipment that you use by special request needs to be put back before Sunday. Please make sure the dressing rooms and Kitchen area are left in a neat manner. All trash should be placed in the trashcans provided.

Rice, Birdseed, etc: Rice and birdseed shall not be used on church property. Helium filled balloons may be used inside for table decorations provided they are attached to a weight. We discourage the launching of balloons outside due to their effect on the environment. We would recommend that you choose white rose petals or bubbles.

Food/beverages: The service and consumption of food and beverages is limited to the Kitchen, Foyer, Small Reception Room, and the Women's Dressing Room. Please no red beverages.

Candles: All taper candles must be drip-less. Candles used in centerpieces for table decorations must be votives or contained in a "hurricane" chimney.

Babysitting: The church cannot provide babysitting for your event. You must make your own arrangements. The nursery area is not available for your use.

Damage: All church property and equipment must be used only for their intended purpose. You may not put holes in the walls, or use tape to secure things to the walls or furniture. Repairs for damage will be the responsibility of the wedding party.

Valuables: The church cannot be responsible for your valuables at any time during the rehearsal, wedding, or reception. Please secure your valuables in a safe place.

Smoking is not permitted in the church building at any time.

The use of drugs or alcohol on church property is strictly prohibited.

Decorations

All decorations need to be removed following the wedding and reception. It is your responsibility to make sure the items you use, (including church decorations) are taken down and put away. Please assign someone to take care of this task. This should be taken care of the day of the wedding. Please do not move existing church flower arrangements, decorations, or potted plants without prior approval.

Flowers - Flowers add a nice touch to a wedding ceremony. You may also want to consider the use of potted plants. Please choose your florist and arrange a time for them to come and visit the church. You may not put holes in any of the walls or use tape to secure things to the walls or furniture.

Please arrange for the removal of your flowers. You may wish to use them at your reception to decorate. If you wish, you may leave an arrangement for decoration on Sunday morning. This, however, is only optional. Please advise the secretary if you will be leaving your arrangement so that we can put it in the bulletin.

Please have the florist pin names to bouquets, corsages, and boutonnieres. The coordinator will assist in the distribution of your flowers if you have need.

Pew bows/flowers may be fastened using florist/decorator straight pins. There are 30 pew ends down the center aisle.

We have 4 shelves located on the north wall of the sanctuary that can accommodate floral arrangements. Their dimensions are: 4' wide and 8" deep.

We have 2 pedestals available for flower arrangements. They are 30" high.

Candles - The church has a pair of brass candelabras that each holds 7 candles. We have crystal candles that run on candle oil. We have found these to be preferable to regular candles. They last longer, aren't as messy, and are less of a fire hazard. We have a Unity Candle holder in gold (brass) and silver. You need to provide the candles. Please purchase 12 in. drip-less candles for your unity candle display. We also have 2 brass candle lighters if you wish to use them. It is helpful to pre-light your candles before your ceremony, even if your lighters will be lighting them later. You are also free to rent larger candelabras if you so wish.

Electrical Lighting - You may use electrical lighting if you wish. You will need to provide your own extension cords. Please do not place lights on the palms in the sanctuary.

Unity Candle - A table will be available for your unity candle setting. We have candle holders or you may choose to provide your own.

Aisle Runner - The length of the aisle in the sanctuary is 65 feet. If you choose to use one, please rent or purchase one that will accommodate this length.

Music

Music is a key element to making any ceremony beautiful and memorable. We do not have a specific list of required music that you need to use at your wedding; however, since a wedding ceremony is a worship service, we do ask that your choices be appropriate and tasteful. A list of frequently used pieces is included in this handbook. Titles of music selections used during the ceremony should be included in your program. Please confirm your musical choices with the Pastor.

Instrumentalists - We have a couple of organists and several pianists who attend our church who are experienced in playing for weddings. It is your responsibility to contact one of them if you wish to use their services and set up a time to meet and discuss your musical needs. You are not required to use someone from our church; however, the church wedding coordinator can provide you with a list of names. You may also wish to include other instrumentalists as well (flute, violin, harp, brass). There are several wonderful players in the area that are available for hire. Please keep in mind that each of these people usually charge a fee for their services. It is up to you to ask what they charge and make sure they are paid at or before the rehearsal. We have 20 music stands available for their use.

Vocalists - Some people also choose to have a vocalist at their wedding. Again, you may choose someone you know, or our church has many talented singers. The church wedding coordinator can provide you with a list of names. You should arrange a time to meet with your vocalists and discuss how they will be accompanied – whether they will use the organist/pianist, or an accompaniment track. It is not generally recommended that your vocalists perform unaccompanied. Your vocalist(s) should arrive at the rehearsal about 30 min. earlier than the scheduled time to rehearse with the sound operator. These people should also be paid. Please ask them what they charge and make sure they are paid at or before the rehearsal.

Recorded Music - It is increasingly popular to utilize recorded music at a wedding. If this is your wish, please provide the sound operator with a CD that is labeled with the songs you will be using. If you wish, the sound operator can assist you with making a CD that contains only the songs you wish to use during the ceremony.

Sound Technician - We have a trained staff of skilled sound technicians. One will be assigned to be at your rehearsal and wedding. You can obtain the name of your sound technician from the church wedding coordinator. Because of the intricacies of our sound system, you may not provide your own operator. Please arrange a time to meet with the sound technician to discuss your personal needs for microphones and music at least 1 week before the ceremony. He will be happy to assist you. The fee for the sound technician is \$75.00 and he should be paid at or before the rehearsal.

Photographs and Video

Photographer - It is your responsibility to hire a photographer for your wedding. Please make sure you plan adequate time to allow for pictures to be taken. Your photographer should be able to tell you how long to plan for; depending on what kind of pictures you wish to have taken. Please provide your photographer with a list of pictures so that he/she can work efficiently and smoothly. The church wedding coordinator will assist you in making sure the appropriate people are in the sanctuary at the right time for pictures. This is a part of your day that will go smoothly if everyone in your wedding party understands what time they need to be ready for pictures to be taken. Please insist that they be punctual and prepared to follow the time line you have given them. It is a good idea to taking as many photos as possible before the ceremony. Please consider your guests and how long they will be waiting for you after the ceremony. It is also important that you communicate with your photographer and ask him/her to be discreet while taking photographs during the ceremony.

Videographer - If you wish to have a video of your ceremony, it is up to you to hire someone. We have a “balcony” – like view that is accessible for him/her. He/she may also use the main floor of the sanctuary, provided they are discreet and do not detract from the ceremony. Our sound system has the capability to provide your videographer with “house” sound. Please discuss this option with the sound technician when you meet with him.

Lighting

We have many lighting options available in the sanctuary. We have the capability to use dimmed lights for a more intimate setting. We also have several different spot lights available. Please discuss your lighting wishes with the sound technician when you meet with him. He can show you the different possibilities and make suggestions.

Multi-Media Presentations

Our sanctuary is equipped with a state-of-the-art video projection system. This system allows you to make multi-media presentations with sound, video, and computer generated files (media-shout/power point). If you wish to make a multi-media presentation, you must use one of our trained operators at Calvary Bible Church. There is a fee of \$25 for the operator. Payment should be made at or before the rehearsal. Please contact the wedding coordinator if you would like to include this in your ceremony or reception. Please have all computer files on a CD disk ready to go and schedule a meeting with the media operator at least 1 week before the rehearsal.

Dressing Facilities

Bride's Dressing Room - We have chosen the library for the Bride's dressing room. It is a large room that has its own access to the women's restroom. It allows for privacy to take care of your dressing needs. The room is large enough for all your Bridesmaids to dress as well. (We will provide you with full-length mirrors for your convenience). The room is just a short walk from the sanctuary.

Men's Dressing Room - We have chosen a room for the Men's dressing room. It is also conveniently located near a restroom and is far away from the Bride's room. (It will also have a full-length mirror).

Calvary Bible Church cannot be responsible for your valuables before or during the ceremony. Please make arrangements to secure your own valuables.

Please arrange for someone to be responsible for each dressing room. This person would make sure that all articles are removed, trash is placed in the trashcan, and the room left in a neat manner. If you are leaving the church before everyone else, you should also make arrangements for someone to take care of removing your change of clothes and other items.

Nourishment for the Bridal Party

Please encourage everyone participating in the wedding to eat something before they come to the church. With dressing, pictures, and the ceremony, not to mention time before the reception, it could be a long time before anyone has something to eat. This is particularly important when considering young children who are in your wedding party. It will also help to calm nerves and prevent fainting. You may wish to provide a light snack and/or beverage for your wedding party (please, no red beverages). There is a small sink and counter area located in the Women's Dressing Room and the kitchen is conveniently located near the Men's Dressing Room. Please keep food items in these two areas. Clean-up is your responsibility. Please arrange for someone to take care of this task.

Odds and Ends

License Information - It is your responsibility to apply for a marriage license in Kankakee County. This can be done at the Kankakee County Clerk's Office located at 189 E. Court St. Their hours are 8:30-4:30M-F. The license costs \$20.00 and is valid for 60 days after application. You must bring the license with you to the rehearsal.

Guest Book - If you choose to have a guest book, please choose an attendant. The guest book should be located somewhere in the foyer. A stand will be provided.

Program - You may wish to have a printed program for your ceremony. Local Christian Bookstores have a supply of samples for purchase. Many invitation companies also have programs for purchase. You will need to provide your own program cover. If you want the church secretary to print your program for you, please have the program cover and the information to her by one week before the wedding. Please go over the contents of the program with the coordinator to see that no one is overlooked.

Gifts - You will need to decide whether or not to have a gift table in the foyer of the church. Sometimes people will bring a gift to the ceremony because they aren't attending the reception. Please arrange for someone to be responsible for the care of these gifts and the transportation of the gifts to the reception (if it is not at the church). It is helpful to provide that person with a roll of scotch tape to secure cards to the gifts and a basket or box to hold cards.

Receiving Line - You may wish to have a receiving line after the ceremony. Some people choose to have one at the reception, while others prefer to have it at the church. It is your choice. You will need to decide who will participate. Minimum participation includes the Bride and Groom and their parents. You may also wish to include your entire wedding party. Instead of a receiving line, you may wish to excuse your own guests. Please see below.

Ushers - Please consider the number of guests you are expecting when planning for ushers. A good figure to go by is 1 usher for every 50 guests. Your groomsmen can also perform this task if you wish. You will also need to let your ushers know how many rows to reserve up front for family and special guests. Please inform them ahead of time if they are to escort special guests (mothers, grandmothers) down the aisle. It is becoming more popular for the Bride and Groom to excuse their guests from the sanctuary. If you wish to do this, please inform your musicians so that they can prepare for extra time in the recessional music or provide the sound operator with appropriate music selections. Music should be played until all the guests have been excused.

Planning Your Ceremony

The wedding ceremony is a worship service and should be planned in a manner that will glorify God. It will also be unique and include some of your personal preferences and desires. Every ceremony should contain the following items:

- Prelude
- Processional
- Invocation
- Giving of the Bride
- Message
- Exchange of Vows
- Exchange of Rings
- Prayer
- Pronouncement of Marriage
- Recessional
- Postlude

Other items to consider:

- Seating of Mothers and other honored guests
- Lighting of Candles
- Declaration of Intent
- Special Music (instrumental or vocal solos, hymns)
- Scripture Reading(s)
- Unity Candle
- Communion

Readers - It is customary, however not necessary, to have scripture read during the ceremony. If this is your desire, please choose a family member or close friend to read the passage. The Pastor can also read the scripture for you during his message. Include the passage in your program and give it to the reader ahead of time so he/she has time to practice before the ceremony.

Communion - Some couples are choosing to have communion for the Bride and Groom during the ceremony. If this is your wish, please discuss it with the Pastor and inform the church wedding coordinator so that she can make arrangements to have the elements on hand.

Please discuss your ceremony wishes with the Pastor during your counseling sessions. He will assist you in the planning of your ceremony. Likewise, if you are having difficulty dealing with special circumstances involving your ceremony, the church wedding coordinator will also be able to assist you with your planning. She will be in the Foyer to assist your wedding party with the processional

Music Suggestions

Processionals:

Canon in D - Pachelbel
Jesu Joy of Man's Desiring - Bach
Sheep May Safely Graze - Bach
Prelude in C - Bach
Trumpet Voluntary - Purcell
Largo - Handel
Air from "Water Music" - Handel
Rondeau - Mouret

Recessionals:

Trumpet Tune - Purcell
Ode to Joy - Beethoven
Allegro from "Water Music" - Handel
"Spring" from the Four Seasons - Vivaldi
Rondeau - Mouret

There are many great selections. This is just a list of commonly used pieces. Do not feel obligated to use only things from this list.

**Application for Wedding Use
Calvary Bible Church**

Name of applicant_____

Phone number of applicant_____Email Address_____

Date_____

Member of Calvary Bible Church?_____

Bride's Name_____

Groom's Name_____

Date of Wedding request_____

Time of Wedding request_____

Pastor request_____

Date of Rehearsal_____

Time of Rehearsal_____

Wedding in the Sanctuary _____ Wedding in the Foyer _____

Reception in the Sanctuary _____ Reception in the Foyer _____

Rehearsal Dinner request _____

Please fill out the attached Church usage form for tables/chairs, etc.

Church Wedding Coordinator request_____

Sound Technician request_____

We have read the Wedding Policy set by the board of Calvary Bible Church and the guidelines in this packet and will abide by its contents.

Signature of Bride_____ Date_____

Signature of Groom_____ Date_____

Wedding Specifics

Please fill out this form and bring it with you when you meet with the church wedding coordinator

Date _____ Time _____ #guests _____
Rehearsal Date _____ Time _____

Personnel:

Bride _____ Groom _____
Address _____ Address _____
Phone# _____ Phone# _____

Attendants:

Maid of Honor _____ Best Man _____
Bridesmaids _____ Groomsmen _____

Flower Girl(s) _____ Ring Bearer _____

Parents of Bride:

Grandparents of Bride:

Parents of Groom:

Grandparents of Groom:

Pastor _____ Assistant Pastor _____

Guest Book Attendant _____ Ushers _____

Gift Table Attendant _____
Personal Attendant _____ Candlelighters _____

Musicians:

Organist/Pianist _____ Soloist(s) _____
Other Musicians _____ Reader(s) _____

Church Wedding Coordinator _____ Assistant Coordinator _____
Sound Technician _____ Custodian _____
Florist _____ will arrive _____

Photographer _____ will arrive _____
Pictures begin at _____ pictures before _____ pictures after _____
Videographer _____ Multi-media operator _____

Sanctuary Requests:

Candelabras _____
Candlelighters _____
Unity Candle table _____
Flower pedestals _____
Music Stands _____
Chairs for musicians _____
Microphones
 Pastor _____
 Groom _____
 Vocalist(s) _____
 Reader(s) _____

Foyer Requests:

 Guest Book stand _____
Gift Table _____
 Sound System _____

Dressing Room Requests:

 Women's _____
 Men's _____
 Mirrors _____

Usher Assignments:

 Mother of the Bride _____
 Mother of the Groom _____
 Grandmother(s) of the Bride _____
 Grandmother(s) of the Groom _____
 Other honored guests _____
 Pull Aisle Runner _____
Excusing of guests after the ceremony:
 Ushers _____ Bride/Groom _____

Receiving Line _____

 Bride/Groom _____
 Parents of the Bride _____
 Parents of the Groom _____
 Bridesmaids _____
 Groomsmen _____
 Flower Girl _____
 Ring Bearer _____
 Grandparents _____

Processional Order:

 Men - enter from side _____ walk with the bridesmaids _____
 Bridesmaids _____
 Flower girl(s)/Ring bearer _____
 Bride with Father _____ Bride with someone else _____

Bridal Party will arrive at _____
Women will dress at church _____ Men will dress at church _____