

YOUR WEDDING DAY

At ccdelco, weddings are important, community celebrations. We believe that the marriage covenant is the foundation by which the Lord has chosen to build strong families, churches, and cultures at large. Thank you for letting us play a part in your wedding!

Depending on where you plan to hold your wedding, *certain guidelines apply*. Please read the appropriate sections below so you know all legal and church requirements.

FOR ALL WEDDINGS

Marriage License

You must apply for your marriage license *in the state in which you plan to get married*. Many jurisdictions require a waiting period, so do not wait until the last minute to obtain your license. For most jurisdictions, the license is good for thirty days. Please contact a county courthouse in the state in which you plan to get married to make sure you understand and follow all legal requirements.

Bring the license with you to the wedding rehearsal. The church office will complete all license information and mail it to the county.

Questionnaires

The wedding process begins about *six months* prior to the desired wedding date. Please complete the *Groom and Bride's Premarital Questionnaires* online found on the Hub (you can login from ccdelco.com under the "Connect" tab) no later than sixty days from the wedding date. Once we receive this information you will be contacted by the Wedding Administrator to schedule an interview with one of our Pastors. Thank you!

The Ceremony

Once approved you should schedule an appointment to meet with the pastor performing the ceremony no later than 30 days prior to your wedding. During your appointment, a large portion of time will be spent to sketch out an order for the ceremony. A *sample ceremony* format is included in this packet. You can alter the ceremony in any way you desire. The only part of the service that is *not* your responsibility is the pastor's sermon. Pray that the Lord will lead and guide him by the power of the Holy Spirit.

Premarital Classes

Couples are required to take premarital classes offered at ccdelco one time a year for four weeks. Since marriage is biblical, topics covered in class include: God's plan for marriage, role of a wife/husband, finances, communication, sexuality, and everyday things (in-laws, etc.). Curriculum will be provided.

Please check the web (ccdelco.com/weddings) for our next premarital class offerings and information regarding these classes.

ONLINE FORM CHECKLIST

Once you've decided to get married at ccdelco, the first step in our process is to fill out various forms online. We've provided a checklist below to ensure that each form is filled out in order to start the process and schedule in-person appointments.

1. Premarital Questionnaire (there are forms for BOTH the Bride & Groom) — *IMPORTANT: You must get the questionnaires submitted first to start the process.*
2. Wedding Information Form
3. Wedding Music & Sound Form

Forms are found on The Hub, our church database (www.ccdelco.ccbchurch.com).

Please create an account with us to fill out the information. Another way to access The Hub is to visit our church website these forms is to visit ccdelco.com/weddings.

OFFSITE WEDDINGS

Times and days for weddings not held at ccdelco are based on the pastor's availability. *If you choose to hold your wedding ceremony offsite, coordination with and compensation for that facility falls solely upon you.*

WEDDINGS AT CCDELCO

Because we are a large congregation with a multi-use facility, in order to serve you best we have found it necessary to put into action some guidelines to assist you on your wedding day. Although the significance of the wedding ceremony is that God be glorified, we believe, as the apostle Paul declared, "that all things be done decently and in order."

Wedding Times

- Weddings at ccdelco must be scheduled *well in advance* due to our various ministry activities. Weddings will be held upstairs in *The Chapel* based on availability. *There are no Sunday wedding options.*
- Any decorations must be put up and fully taken down within a three-hour window on the day of the wedding.
- Rehearsals are held the day before the wedding with time determined at the performing Pastor's discretion.
- Other alternatives, such as having an outdoor wedding will be considered.

Facility Use and Costs

Although use of the building itself is free for members of ccdelco, to cover the time for support personnel who are required to be here for all weddings (cleaning crew, and the music/sound tech), we require a flat fee of \$375.00 — check made payable to Calvary Chapel once the wedding date has been approved by the Pastor. *The pastor's honorarium is not included in the fee.*

The following will be provided:

- The full use of the *second floor* including the Chapel, auxiliary area, and restrooms.
- The groom and ushers also have use of the upstairs conference room.
- The bride and her attendants have use of the following on the lower level of the building: large center room, and ladies' and staff restrooms. Some classrooms may be made available, on a case-by-case basis.
- The bride and her attendants also have use of the elevator to get to the second level.

The wedding program is your responsibility.

Pastor's Honorarium

Services provided by the Pastor are performed on his own time. It is customary to show appreciation for this service through the giving of a monetary gift. A general guideline for a pastor's honorarium would be a minimum \$150.00

Facility Use Guidelines

To keep the building in good repair and to facilitate our preparation for Sunday morning services and other ministry activities, we ask that you honor the following guidelines:

- No rice, confetti, balloons, seeds, artificial snow, or real flower petals may be distributed in any manner on the church grounds or in the building.
- Artificial flower petals may be scattered on the aisles, if desired.
- Bubbles are permitted outside the building, if desired.
- You may have your flowers delivered to the church on the morning of your wedding. If you will be using pillars or any other items that your florist will be providing, all items will need to be removed from the platform and taken from the church on the day of your wedding.
- We cannot store any items here. Ccdelco cannot be responsible for these items.
- Please designate someone in your wedding party to remove all your decorations, as well as all belongings from anywhere else in the building, e.g., bride's room.
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Music and Sound

The sample ceremony format suggests places for music and/or special songs, but feel free to insert music wherever you feel it appropriate.

We do not provide musicians. We can make suggestions as to whom you could hire, but it is up to you to make private arrangements with them.

To ensure that all elements of your music and sound are coordinated, you will need to make an appointment with the music/sound tech no later than 30 days prior to your wedding date. You don't need to know every detail by then, but should have a general idea of what you want. Hiring of, payment to, and confirmation with all musicians is your responsibility. Please speak with the tech about rehearsal time for musicians. You will need to complete the *Wedding Music & Sound Form* online before you meet with the tech.

Once you decide on specific music, you are responsible to provide musical arrangements or accompaniment tapes for singers and musicians. Remember, contacting and coordinating musicians is your responsibility.

Pictures and Video

Either or both may be taken during the ceremony. We recommend the use of professionals who understand wedding protocol. The photographer and/or videographer should consult with the officiating pastor at least one hour before the service.

If you have any other questions, please contact Lisa Annino at the church office:
610.459.8111 or lannino@ccdelco.com.