



*Weddings*  
at ccde/co

# WEDDING INFORMATION PACKET

## Calvary Chapel

Congratulations on your decision to marry! Enclosed are the forms to be completed by both bride and groom and important information to help you plan your wedding at ccdelco.

Enclosed you will find:

#~ Congratulations letter from Pastor Bob Guaglione **cZ~&**

\$~ *Your Wedding Day*: A four page document outlining ccdelco wedding protocol/procedures and includes: **pg 4**

- Bride and Groom Premarital Questionnaires **pg 8, pg 12**
  - Return as soon as possible to begin the process
- Wedding Information Form **pg 16**
  - Fill out as much as possible and return
- Sample Ceremony format **pg 17**
- Wedding Music and Sound Worksheet **pg 18**
  - This form can be completed when you meet with the Sound Tech

Please read carefully, and if you have any concerns or questions, please contact [Lisa Annino](mailto:lannino@ccdelco.com) at [lannino@ccdelco.com](mailto:lannino@ccdelco.com).



Congratulations! Next to your decision to receive Jesus Christ as Lord and Savior, marriage is life's most critical choice. The decision to spend the rest of one's natural life with another human being should never be taken lightly.

At ccdelco we believe that the marriage covenant is one of the great gifts that our Lord has bestowed upon mankind. This beautiful arrangement whereby two individuals become one is a mystery, one that the Apostle Paul likened to the Church's relationship with Jesus Christ. As it is His desire for the Church, it is God's desire that our marriages be fruitful and bring glory to His name.

In consenting to Christian marriage, you are declaring that God, through His sovereignty, has brought the two of you together. Our desire is to see that you are prepared for what lies ahead and that your marriage is built on a firm and strong foundation.

God Himself, the Creator and Sustainer of all things, reveals to us His plan for the marriage covenant in Scripture. The Book of Proverbs tells us that wisdom cries out to us from our Creator, and that if we heed this wisdom we "will dwell safely, and will be secure, without fear of evil" (Proverbs 1:33). It is our prayer that you would listen to wisdom's call throughout your relationship and apply the principles of God's word to your marriage.

In the Bible we are told that there is wisdom in a multitude of counselors. (See Proverbs 11:14.) Seek godly marriage mentors in your life. We believe that you will glean different insights from the relationships of each of these couples, and see a deeper picture of God's plan for marriage.

As I pastor, I love to marry people. Marriage is a wonderful gift that God has given us, something to be cherished and enjoyed. It is my firm belief that good marriages build good families, good families build strong churches, and strong churches build great nations.

I pray that ccdelco's wedding requirements will equip and encourage you to build your marriage upon the Rock, Jesus Christ, for "unless the Lord builds the house, they labor in vain who build it" (Psalm 127:1).

A handwritten signature in black ink that reads "Robert M. Lynch".

## YOUR WEDDING DAY

Congratulations on your decision to marry! Next to your decision to receive Jesus Christ as Lord and Savior, marriage is life's most critical choice. The decision by a man and a woman to spend the rest of their lives together should never be taken lightly.

At ccdelco, weddings are Christian worship services. We believe that the marriage covenant is one of the great gifts that our Lord has bestowed upon mankind, and is a major vehicle whereby we can bring glory to His name. 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* attached and return them to the church office 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 make 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.

## 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 (the wedding coordinator, 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.

### 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 meet with the music/sound tech no later than 30 days prior to your wedding date. You will need to bring the completed *Wedding Music & Sound Worksheet* form attached

with you when 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.

### Wedding Coordinator

A Wedding Coordinator, provided by ccdelco, is not required but is encouraged. She will help you organize the details of your wedding and walk you through the use of the building. The cost of her assisting you on your wedding day is covered in the facility use fee previously mentioned.

Should you choose to have a Wedding Coordinator, she will be contacting you a month before your wedding date to set up a meeting with you.

### 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.

Finally, you are required to take *Premarital classes* offered at ccdelco one time a year on Thursday evenings in February. It is also strongly advised that you take *Dave Ramsey's Financial Peace University* course which is also offered at ccdelco. Please check out the web for information regarding these classes.

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

# Calvary Chapel of Delaware County

## BRIDE'S FORM

### PREMARITAL QUESTIONNAIRE

(For office use.)

Interview Date \_\_\_\_\_

Approved \_\_\_\_\_

Requesting Pastor:

1. \_\_\_\_\_

2. \_\_\_\_\_

Today's Date \_\_\_\_\_

Please hand deliver or mail to: Calvary Chapel of Delaware County, 500 Brandywine Drive, Chadds Ford, PA 19317.

#### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ \* Best

Fiancé's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ \* Best

#### CHURCH AFFILIATION

Do you attend church at Calvary?  No  Yes If yes, how long? \_\_\_\_\_

If no, please specify which church you attend: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

How often do you attend church? \_\_\_\_\_

#### ENGAGEMENT PERIOD

How long have you known each other? \_\_\_\_\_ How long have you been dating? \_\_\_\_\_

When were you officially engaged? \_\_\_\_\_ What is your projected wedding date? \_\_\_\_\_

#### MARITAL HISTORY

Have you been married before?  No  Yes If no, go on to the Beliefs section. If yes, complete this section first.

How many times have you been married? \_\_\_\_\_ Are you (check all that apply):  Separated  Divorced  Widowed

If divorced, is the divorce final?  No  Yes If yes, when? \_\_\_\_\_

Why did the marriage terminate? \_\_\_\_\_

Were you a Christian at the time of your divorce?  No  Yes Was your spouse a Christian?  No  Yes

Did you try to reconcile?  No  Yes If yes, what was the result? \_\_\_\_\_

Do you have children?  No  Yes What, if any, are the custody/visitation arrangements? \_\_\_\_\_

# BELIEFS

Are you a "born-again" Christian?  No  Yes  Unsure

Describe in your own words what it means to be born again.

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Have you accepted Christ as your Lord and Savior?  No  Yes  Unsure

Briefly describe or give your views on the following:

*Your Christian faith*

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*Authority of the Bible and its place in your life*

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*2 Corinthians 6:14 states, "Do not be unequally yoked together with unbelievers." With this in mind, is your fiancée a born-again Christian?  No  Yes  Unsure* Briefly describe your fiancé's conversion (if any):

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## GENERAL QUESTIONS

As you approach marriage, what do you believe is the greatest challenge you will encounter as husband and wife?

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What are some challenges you will experience in relation to friends and family regarding your marriage?

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What is your opinion concerning premarital sex, and how does it agree or disagree with Scripture? (See Gal. 5:19; Eph. 5:3.)

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Have you ever, or are you now living together?  No  Yes Are you or have you been sexually active together?  No  Yes  
If yes to either, are you willing to move out and/or remain sexually pure from this point until you are married?  No  Yes

What are your short and long-term career goals? \_\_\_\_\_

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Have you and your fiancé worked on a budget?  No  Yes What differences in money management have you discovered?

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Are either of you currently involved in a home group fellowship?  No  Yes If yes, who is the leader? \_\_\_\_\_

What is your commitment as a couple to reading the Bible and praying together? \_\_\_\_\_

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## GENERAL QUESTIONS (cont.)

What are your views on the roles and responsibilities of the husband and wife?

HUSBAND:

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WIFE:

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In regard to having and raising children, what are the goals you have discussed together?

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## REFERENCES

Please provide the names of two people who know you well. If possible, one should be a staff member or ministry leader at CCDC or your former church. Please do not list any close relatives. A pastor from CCDC will contact these references.

**Reference 1:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How do you know this person? \_\_\_\_\_ For how long? \_\_\_\_\_

**Reference 2:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How do you know this person? \_\_\_\_\_ For how long? \_\_\_\_\_

**Please return your completed questionnaire to the church office, Attention: Wedding Administrator.**

### Next steps:

- **Premarital Interview.** The church office will contact you to schedule a meeting with a pastor to discuss your questionnaire responses. *Note: We cannot guarantee the availability of the church or a pastor until after this meeting takes place.*
- **Premarital Classes.** You are required to take Financial Peace University and a premarital preparation class. *Payment for both classes must be made before your wedding.*

# Calvary Chapel of Delaware County

## GROOM'S FORM

### PREMARITAL QUESTIONNAIRE

Today's Date \_\_\_\_\_

(For office use.)

Interview Date \_\_\_\_\_

Approved \_\_\_\_\_

Requesting Pastor:

1. \_\_\_\_\_

2. \_\_\_\_\_

Please hand deliver or mail to: Calvary Chapel of Delaware County, 500 Brandywine Drive, Chadds Ford, PA 19317.

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E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ \* Best

Fiancée's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ \* Best

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Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

How often do you attend church? \_\_\_\_\_

#### ENGAGEMENT PERIOD

How long have you known each other? \_\_\_\_\_ How long have you been dating? \_\_\_\_\_

When were you officially engaged? \_\_\_\_\_ What is your projected wedding date? \_\_\_\_\_

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# WEDDING INFORMATION FORM

*(Please complete and return along with questionnaires)*

Wedding Date: \_\_\_\_\_ (Day): \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ (Day): \_\_\_\_\_ Time: \_\_\_\_\_

## Groom

Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

## Bride

Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Pastor Requested to Perform Ceremony

Name: \_\_\_\_\_

## Location

Calvary Chapel Delaware County

Offsite Place Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

# SAMPLE ORDER OF CEREMONY FOR A WEDDING

Prelude

(Seating of the Mothers) *(optional)*

Processional/Presentation of the Bride

Welcome

“Who gives this woman?”

Be Seated

Introduction (“*We’re gathered here today...*”)

Scripture Reading 1

Declaration of Intent

Scripture Reading 2 *(optional)*

Pastor’s Remarks (*Message: 7-10 minutes*)

Exchange Vows & Rings

Pronouncement

Kiss

Recessional

# WEDDING MUSIC & SOUND WORKSHEET

## Calvary Chapel of Delaware County

Music plays a great part in setting the tone for your wedding. The purpose of this worksheet is to help you think through some of your music and sound decisions, in order to help the sound tech know what he should do.

What mood are you trying to set with your music? \_\_\_\_\_

What style of music do you prefer? \_\_\_\_\_

Do you plan to use live or recorded music, or a combination? \_\_\_\_\_

Below are typical musical elements in a wedding service. You may use all, some, or none for your wedding.

- **Prelude:** Sets the tone for your wedding. Usually begins 20 minutes before start of ceremony. You may want to allow a 10-minute cushion in case the start of the wedding is delayed. You will need to give the tech and/or musicians a start time, and instructions of what to do if you are delayed.
- **Seating of Mothers or Other Honored Guests:** This may be part of the prelude, or separate. You will need to give a start time or a cue to the tech/musicians.
- **Processional:** Music as the bridesmaids and bride walk down the aisle. Usually the bridesmaids walk to one piece of music, and the bride to another. You will need to give the tech/musicians a cue for both.
- **Recessional:** Bride and groom exit down the aisle, followed by wedding party. Usually upbeat and celebratory. Cue needed.
- **Postlude:** Begins after wedding party has exited, while guests are waiting to be dismissed.

## READINGS

Readings are optional. Your pastor can help you with suggested readings, and you can find lots of ideas online. These are things to think about as you plan.

Where do you picture people standing as they read? \_\_\_\_\_

Do you want podiums, music stands, microphones, etc.? \_\_\_\_\_

You will need to make an appointment with the sound tech by 30 days before your wedding. 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.