

Wedding Guide



For weddings at Calvary Pentecostal Assembly



TABLE OF CONTENTS

Introduction

How to Get Married in 9 Easy Steps

Premarital Counseling

Wedding Checklist

Policies & Forms

i. Church Wedding Policy

ii. Divorce & Remarriage Policy

iii. Building Use Policy

iv. Wedding Party Request Form

Weddings! So many decisions to make – when, where, how much? And so much to do! Showers to attend, dresses and tuxedos to choose, invitations to send and lists, lists and more lists!

So often we prepare for the Big Day without preparing for a whole life.

At Calvary we want to help you do both.

A.) A number of people will help make your Big Day a success. We'll help you find them. As well, there are a number of details concerning the church of which you should be aware. This booklet contains all the information you'll need to plan a wedding at Calvary.

B.) We also want to prepare you for a lifetime together. It's our custom to share a number of counselling sessions with any couple that wish to be married here. These are mainly practical, informative times that we're sure you'll find helpful.

We hope this booklet will guide you through the process in a positive way. If you have any questions, please don't hesitate to ask.

Have a lovely wedding and a great life together.

David Courey
Senior Pastor

Eccl. 4:9–11

HOW TO GET MARRIED IN 9 EASY STEPS

1. You've obviously taken the first step by obtaining this booklet. Now read it thoroughly and ask any questions that arise from it.
2. If you intend to be married by a Calvary pastor, make an appointment at least 2 – 6 months prior to the wedding date to meet and discuss your plans. If you intend to be married by a visiting minister, please clear this through the church office before booking your wedding.
3. Once the pastor has agreed to the wedding, make the booking through the church office. **(No booking is confirmed without payment.)**
4. Set a series of counselling appointments with the pastor or marriage counsellor. These are most beneficial within two to three months of the wedding.
5. As your date approaches, set meetings with the church secretary, the soloist(s) and the accompanist. If you need help, the church can provide these according to the fee schedule. These should be booked no later than a month before the wedding.
6. A wedding license must be obtained from your local municipal office (*found in the Blue Pages under Municipal Government*) no later than three days before the wedding. The current fee is \$100.00 cash/debit/MC/Visa . Please bring the license into the church office the week of the wedding.
7. Set a date and time for your wedding rehearsal. In your counselling sessions discuss the kind of wedding you would like and go over the service with the pastor before the wedding rehearsal.
8. Have all the bridal party, musicians, and soloists arrive promptly for the rehearsal.
9. Make sure you show up on the Big Day... and enjoy!

Premarital Training

Relax! This is not a pass or fail test. It can actually be fun, it's often helpful, and it's always worthwhile!

Truth is, discussing marriage with a caring third party is a really wise idea. You'll discover new things about each other, get to know your minister, and find all kinds of grist for great conversation.

Recent statistics released by the government indicate that divorce rates are currently at a historic high. It is now estimated that 40% of all first marriages will end in divorce. Of the one million marriages that ended in divorce back in 1981, the average marriage lasted less than six years, and nearly two out of ten ended before the second anniversary.

These findings suggest that many married couples experience serious marital conflicts very early in their relationship. In addition, many couples do not have the communication skills necessary to resolve these conflicts. These findings underscore the need to assist couples preparing for marriage and to provide programs in which couples are able to enrich their marriage relationship. Along with the counselling, Calvary offers a relationship inventory called PREPARE. It gives a helpful profile of strengths and growth areas and can help shape the discussions we have. There is a fee of \$250.00 for the inventory and the sessions with PREPARE counsellor Maureen Grant.

All in all, premarital counselling is what you make it. So come prepared to talk and expecting a positive experience.

A Wedding Checklist

Your wedding will be the most complicated and important event that you will ever have the responsibility to plan. If you do not plan carefully what will be the best expression for that day, all of the details will have a way of making what can be a day of beauty and joy into a day of nervousness and perpetual motion! This sheet will help you in planning. Please use it thoroughly and adjust it to suit your own needs.

Place an X before each item that you do not wish to utilize and the check off each item that you complete planning for as you do.

Plan ahead... it is a key to great memories!

1. Announcing the Great Event

- Bride's parent's approval
- Groom's parent's approval
- Contact with minister & beginning of counselling
- Selection of date
- Securing church or wedding site
- Securing reception site
- Plans for rehearsal & potential dinner
- Drawing up of wedding announcements... order them early
- Select a photographer
- Plans for newspaper announcement
- Check with provincial laws relative to license and medical requirements
- Both bride & groom should schedule a complete physical checkup with a doctor
- Secure time for a honeymoon from employers
(Note: Arrange for more than a weekend... even if you have to rough it!)
- Decide together on who will be in the wedding party and contact them well in advance
- Arrange for the basic style of the wedding in dresses/tux/flowers etc.
- Make arrangements for the purchase of rings
- Arrange for music (honorarium suggested)
 - organist, soloist
 - soundman

2. Rehearsing for the Wedding

- Selecting the time
- Informing everyone of the time
- Arranging for a dinner with the wedding party or families prior or after
- Arranging for the building to be opened and closed

Note: It is helpful if you are using a wedding bulletin to have it on hand that night. Please plan to introduce your families and friends to one another.

- Gifts for the wedding party to be given that night
- ALL members of the wedding party should be present including musicians. It is advisable to go through everything including PA system, lighting, etc. As Pastor I will be there to take charge of the actual ceremony rehearsal. Any questions you may have or adjustments you may want to make can be done by mutual agreement at this time.
- Informing everyone as to when they should arrive at the church the next day... and where they should change if it is on location
 - Informing all concerning the arrangements about photographs
 - Making sure everyone is taken care of for the night...hospitality

Note: ... it is vital that you get a good night's rest. It will make a great difference to you on the wedding day if you do. NOTE... what's going on is NOT a family gathering but the family gathering for your wedding!

3. The Wedding Itself

(There are many options here, select those which best portray what you desire to be expressed on that day.)

A. The Arrival of Guests...

- Host/hostess to greet people and receive gifts
- Guest book/ pen/ table/ chair/ person their to record the guests
- Ushers guide people in (do they know how?)... wedding bulletin handed out
- Musical prelude 15 minutes in advance
 - * organist/pianist – arrange for person to play and music to be played
 - arrange for honorarium to be given
 - * folk ensemble or string groups – arrange as with organist
- Secure a person to tape the ceremony if you so desire don't do it yourself
- Will photographs be taken prior? /during?/ after?... arrange
- Secure a person to make sure the PA system is on and functional
- Would you all like to sing together? — music to be provided/ power point presentation needed?
- Flowers for special people – who will oversee?
- Special light or effects – place someone in charge
- Other facility items to option on:
 - Carpet to roll out
 - Flowers or ribbons on family pews

B. The Ceremony

- Lighting of candles... persons appointed to do so/ candle tapers
- Groom's parents are seated (who will seat them?) (Music?)
- Bride's mother is seated (by whom?) (Are grandparents to be seated?)
- Aisle runner is laid down
- Minister/Groom/Best Man enter... and other men

Procession Proper

with Bridesmaids

- Flower girl – (arrange for basket and flowers)
- Ring Bearer – (arrange for pillow & rings... real rings or not?)

Note: someone should be assigned to care for these two, if they are young, during the ceremony.. So their antics will not disturb.)

- Bride and father of the Bride (or someone chosen to represent the family)
- Special music
- A rose to the Bride's mother

The Ceremony... these parts can be rearranged

- Words of welcome
- Prayer of Invocation
- Parental commitment
 - with vows
- reading of scripture while Bride steps up
- Words of reflection from the Pastor
- Special music (where it seems to fit best)
- Public vows (to be written out & memorized by the Bride & Groom)
- Exchange of rings
 - with brief explanation
 - with vows to be read
- Commitment in prayer
 - singing of the Lord's Prayer
 - use of kneeling bench
 - various people to pray/with laying on of hands
 - reception of communion – for wedding party/bride & groom /congregation
- Pronouncement of husband & wife
- Lighting one candle
- Embrace
- Benediction
- Introduction to congregation

C. **The Recessional**

- Giving of rose to Groom's mother
- Embracing family?... and walking out with them

Order of Recessional... Bride & Groom
 Maid & Best Man
 Flower Girl & Ring Bearer
 Attendants

Then the Minister Exits

- Ushers to usher people out systematically
(Bride's /Groom's parents /Grandparents)
- Recessional music... to continue until all are out

D. **The Reception**

- Formation of the receiving line... assign who and where
- Signing of documents – can be given to the minister at the rehearsal
- Assignment of someone to:

*make sure everything gets cleaned up and locked up at the very end.

* People to oversee:

- punch/drinks
- food that will be provided
- cakes – cutting (NB... This is something to order early)
- picking up and washing dishes
- opening and recording of gifts
... what do you want done with them

Reception items to order...

- napkins
- nuts & mints
- cake – knife to cut – ornaments for table
- plates & cups
- punch container
- coffee makers & servers
- table covers
- toasting glasses for Bride & Groom
- wedding favours
- candles & flowers
- Assignment to someone to oversee distributions of any gifts or honorariums to organist, pastor, wedding party
- Assignment of someone to make sure that all rented clothing gets returned on time
- Is there any need to pay for janitorial clean-up for the facility? Check with the church policy
- It would be very courteous to send a thank you letter to the church that you use

4. **The Honeymoon and Beyond**

- Groom has secured a place for the first night and has planned for the duration of our time away
- We have someone assigned to take care of any details that might arise during our absence... including storage of gifts, etc.
- Thank you notes – can be specially ordered... should be sent out within two weeks... but don't work on them on your honeymoon!

Final Word

Your wedding is a most special time in your life. People you ask to help you will feel honoured to do so. Ask a lot of people to help you... spread the honour around!... and come to the day with eager anticipation. The more that you involve with in the day, the greater will be the celebration!

Remember, you only do this once, so do it right. Do it in a way that will bring chuckles and smiles and warmth to you lives years down the road!

Church Wedding Policy

In order to be married at Calvary Assembly, the following must be observed:

- 1.) Someone approved by the Senior Pastor and/or Board must officiate.
- 2.) The couple must go through counselling sessions with one of our staff members or someone approved by the Senior Pastor and/or Board. We do incur a processing charge for the use of the "Prepare/Enrich" computer. We simply ask you to pay a \$250.00 fee that goes toward the cost of this service.
- 3.) The remarriage of divorced persons may only take place in our sanctuary as dictated by our Divorce and Remarriage Policy.
- 4.) The date required must not cause a serious conflict with scheduled church activities.
- 5.) A modest fee is required for the use of our facilities (please see table below). This will help cover the cost of the caretaker. Any set up or clean up however, are your responsibility. You should meet with the secretary in advance to discuss any special needs and to arrange a suitable time for set up.

Room	Cost
Fellowship Hall/Gymnasium & Kitchen	\$100.00
Sanctuary	\$100.00
Lower Sanctuary	\$50.00

No part of the building will be considered booked until the appropriate fee is paid. Please make cheques payable to Calvary Pentecostal Assembly and leave with the church secretary.

- 6.) No alcoholic beverages, smoking or dances are permitted at any room booking event at Calvary.
- 7.) Confetti is not allowed to be thrown inside the church building or on the church property at any time.
- 8.) The church will provide a sound man at a fee of \$100.00 to be paid with the booking fee.
- 9.) Several people will help to make your wedding a success. If you need help in finding a soloist, or pianist, please advise us. Please keep in mind that the sooner we know the easier it is to book with these people. Below are set fees to be paid to the church office on booking:

Service	Set Fees
Pianist	\$75.00
Soloist	\$75.00
Sound man (mandatory)	\$100.00
Powerpoint slide	\$100.00

- 10.) It is customary to offer the minister an honorarium as well. (\$100.00 is the usual amount)
- 11.) Calvary Assembly will not officially sponsor or promote a wedding or baby shower or a bachelor party. However, if a member or adherent to Calvary wishes to sponsor such an event, the facilities can be reserved under the guidelines for building use.

Divorce and Remarriage Policy

At Calvary Assembly no minister shall knowingly, after proper investigation, perform any marriage ceremony where either party has been divorced and the former spouse is still living except in those instances where the minister is satisfied that the following conditions exist:

- 1.) All reasonable efforts at reconciliation with the former partner have been exhausted.
- 2.) There have been sexual immorality on the part of the former partner or the former partner has remarried.
- 3.) There is evidence of repentance for any personal failures which may have contributed to the breakup of the previous marriage.
- 4.) There has been no marital unfaithfulness on the part of either partner seeking remarriage.
- 5.) A legal divorce has been obtained.

Building Use Policy

1. Once you have booked the sanctuary for your wedding you will have access to the room at noon the day before the event for decorating, provided there are no conflicting church functions. Please make arrangements with the church secretary with your time for decorating.
2. Calvary does not provide any decorations other than the floral and greenery arrangements that *may* already be on the platform.
3. All decorations must be removed before leaving the building for your reception. Please designate a guest at your wedding to remove all decorations immediately following the wedding service.
4. At no time will Calvary permit the use of tape of any kind on the pews in the sanctuary. Please arrange with your decorator a suitable way of attaching your decorations to the pews.
5. Dropping flower petals in the sanctuary is not permitted unless you are using silk flower petals.
6. Throwing rice or confetti is not permitted on the premises. Bubbles must remain outside the building.
7. Under no circumstances is the piano to be moved.
8. When decorating the sanctuary please remember that nothing can be hung from the ceiling or lighting fixtures.
9. If you require a tablecloth for the registry table or the unity candle table you must provide one.
10. Due to insurance reasons no one is permitted to climb a ladder any higher than eight feet.
11. If you are planning on using candles please ensure that they are dripleless. You will also need to provide your own candelabras.
12. No food or drink is permitted in the sanctuary.
13. If you will be having a powerpoint presentation during the ceremony, which will require a technician to run, it is your responsibility to create.
14. The doors to the building will be open one hour prior to your service time.
(Please make sure that the office is aware of the correct time of the ceremony.)

15. Please notify the custodian if you are planning to go back into the sanctuary after the service for photographs. Failure to notify the custodian will prompt him to immediately begin to dismantle the platform while you are having a receiving line or your guests are mingling.
16. Wedding and baby showers held by and for members and adherents of Calvary Assembly must be scheduled through the church office and must be promoted in the church bulletin accompanied by sponsor's names and phone numbers. Personal invitations are discouraged. Room preparation and clean up will be the responsibility of the sponsors. There is no fee.
17. Weddings to be held at Calvary Assembly must conform to the church's policy for weddings, whether or not they are performed by Calvary clergy. Suitable officiants must be discussed with a Calvary pastor. Applications must be made through the church office. Payment follows the schedule set out in Calvary's Wedding Policy.

NOTE: Non-adherents who wish to be wed at Calvary Assembly must conform to the church's Wedding Policy.

WEDDING ROOM BOOKING FORMS
Calvary Pentecostal Assembly

ROOM BOOKING POLICY:

1. All weddings must be booked through the main office and are not confirmed until all fees are paid to the church.
2. All weddings must be approved by the Senior Pastor and/or the Pastoral staff.
3. Please tear out this form and return to office.

FEES:

Sanctuary/Gym/Coliseum	\$100.00 (each room)
Lower Sanctuary	\$50.00
Sound Technician	\$100.00
Powerpoint Slide**	\$100.00
Soloist **	\$75.00
Pianist **	\$75.00

*** If you need a pianist or soloist or would like to make a powerpoint presentation please notify the church secretary **three months** prior to your wedding date. If you need an officiating minister, please notify the church secretary **at the time of the room booking** and arrange for counselling appointments.*

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name of Bride: _____

Phone # work _____ Phone # home _____

Name of Groom: _____

Phone # work _____ Phone # home _____

Other contact (eg. Parents) _____ Phone #'s _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Officiating Minister: _____

Sound Technician: _____ Date Confirmed: _____

Soloist: _____ Date Confirmed: _____

Pianist: _____ Date Confirmed: _____

ROOMS REQUIRED

Room #	# Chairs Needed	# tables needed & size	Other equipment

ADDITIONAL INFORMATION:

(Please note the church will be open 30 minutes prior to the rehearsal and 1 hour prior to the wedding) Any special arrangements for decorating, flower delivery are to be worked out with the church secretary. If the bridal party wish to dress at the church, rooms can be provided but this must be arranged with the church secretary prior to wedding date.

** Please follow the Health Board Regulations for cleaning instructions that are posted in the kitchen.

The custodian will leave chairs and tables out for you to set up, and he will store them for you. Please stack them to the side of the room you are using.

No smoking, alcoholic beverages or dancing is permitted at any room booking event held at Calvary.

PLEASE READ & SIGN & RETURN TO OFFICE

I hereby agree to the above mentioned regulations and am committed to fulfilling the responsibilities of the setup and cleanup of the rooms that I have booked. I hereby release Calvary Pentecostal Assembly from all claims for damages to personal property arising from any accident or injury to persons caused by or arising from participation in the above mentioned event(s).

Signature of Contact Person: _____ Date: _____

Office Use Only

Date booking made: _____ Date given to custodian: _____

Total Fees due: _____

Deposit received: _____ Date Received: _____

Balance Due: _____ Date Received: _____

Payment made to Pianist _____ Soloist _____ Sound Technician _____

Powerpoint Slide Technician _____

So... What's the Bottom Line?

Everyone seems to want to know what the bottom line is when it comes to fees and prices for their wedding. Here is a list of all of the expenses that you could have when holding your ceremony at Calvary Assembly.

Item	Fee
Sanctuary Rental	\$100.00
Gym & Kitchen Rental	\$100.00 (if reception is here)
Pianist	\$ 75.00
Soloist	\$ 75.00
Sound Man	\$100.00
Powerpoint Slide	\$100.00
Pastor	\$100.00
Premarital Counselling	\$250.00

All fees are to be paid prior to the wedding date. Generally, the Pastor is given his gift in a card at the rehearsal. The Sanctuary Rental fee must be paid at the time of booking. If this fee is not paid then the sanctuary is not booked. Please do not expect the Pastor to book your wedding on the church calendar. You must contact the office and fill out the appropriate paper work.