

CALVARY CHAPEL SACRAMENTO

WEDDING INFORMATION

Updated 2/10/2011

We congratulate you on your marriage decision, and pray God's blessing upon you during this time of preparation! We understand this is one of the most important decisions in your life and want to help in any way we can.

Calvary Chapel Sacramento has established guidelines and responsibilities you need to be aware of if you're considering being married by a Calvary Chapel pastor at a Calvary Chapel facility. ***Please read this entire form carefully.*** If you have any questions, please direct them to the pastor or to the wedding ceremony coordinator.

PREMARITAL COUNSELING

Without exception, Calvary Chapel requires that you meet with a Calvary Chapel pastor for premarital counseling prior to your marriage. It is in your best interest to schedule counseling as soon as you've decided to be married by a Calvary Chapel pastor. Be sure to plan ahead. We will not schedule your wedding until after your first meeting with the pastor (especially if you're planning on using our facility).

SCHEDULING YOUR WEDDING

Calvary Chapel Sacramento is in use several nights a week, although this changes. In general, our facility is not available when church services and Bible studies are regularly scheduled. Check the church calendar for specifics. Saturday weddings and receptions (including clean-up) must end no later than 6 p.m.

We'll make every effort to schedule your wedding on the date and at the hour you wish. However, the on-going Calvary Chapel program will take precedence. Once your wedding date is on our church calendar, we remain committed to it.

OFFICIATION

All weddings held at Calvary Chapel Sacramento must be conducted by a Calvary Chapel pastor. Other pastors may assist the Calvary pastor if approved by CCS' Senior Pastor, 30 days prior to the wedding. Refer to the pastor regarding having non-Calvary Chapel clergy assist in officiating.

It is customary to give an honorarium to the officiating pastor, according to the abilities and wishes of the groom.

WEDDING CEREMONY COORDINATOR

If your wedding will be held at Calvary Chapel Sacramento, you must use our Wedding Ceremony Coordinator. She works with you on the details of your wedding ceremony, helping make the rehearsal and ceremony flow smoothly. There is a fee for this service (*see back page*). She will:

- Supervise the photographer, videographer, florist, and decorator at the Calvary Chapel Sacramento facility
- Guide wedding party regarding when to enter, where to stand, etc.
- Answer questions about wedding protocol
- Provide assistance to the pastor

Please provide the wedding coordinator with names and numbers of your florist, photographer, and decorator. *Advise your wedding party to be on time for the rehearsal and wedding ceremony.*

SOUND TECHNICIAN

A Calvary Chapel sound technician *is required* for both the rehearsal and wedding ceremony. He/she is available for the reception, and is required if using Calvary Chapel Sacramento equipment. There is a fee for this service (*see back page*).

The sound technician can make an audio recording of your ceremony if you wish. We will provide the blank CD.

MUSIC/ MUSICIANS

Usually couples choose special music for the processional/recessional. Burn the songs on a CD in the order you wish them played, and bring that CD to the rehearsal. Indicate which song is to be played when. If you do not provide music, we will play selections from our collection of worship music.

If you want musicians and/or soloists, you arrange the details. They are expected to arrive at least ½ hour earlier than the rehearsal time, so that the sound technician can do a sound check. Fees and payment are between you and the musicians/singers and are not part of Calvary Chapel wedding fees.

Note: all music used before or during the ceremony must be appropriate for church and approved by the officiating pastor prior to the ceremony.

SANCTUARY USE

If the chairs are rearranged or moved for your ceremony, you must return them to original service-ready position. If you will be using the sanctuary for the reception, any food or drink stains that have to be removed will result in a deduction from your deposit (\$200, refundable deposit). Should any damages occur, special clean up or repairs needed, that also will be deducted from deposit.

PICTURES/VIDEO

Flash photography is not recommended during the ceremony—check with the pastor for his preferences.

Videotaping is permitted as long as it is done quietly and without lights. It is your responsibility to advise the photographer, videographer, and guests of these requirements.

POWER POINT SLIDE SHOWS

You are welcome to provide a slide show of your special pictures to show to guests before the wedding. The CD or memory stick must be given to the Wedding Ceremony Coordinator ***at least a week prior*** to the wedding.

DECORATION OF SANCTUARY

Decorating the sanctuary is your responsibility. ***Assign a family member, friend, or professional decorator*** the task of decorating the day before the wedding (*highly recommended*), or the morning of the wedding (*to be finished an hour before ceremony starts*). This person should be reliable and able to remove decorations after the ceremony.

Calvary Chapel Sacramento has few items you may use:

A lighted garden arch

Small table for communion

Clear vases

Columns (two, 3' high)

RECEPTION

If your reception will be held at the Calvary Facility, ***you must provide a reception coordinator.***

The reception coordinator is responsible for the setup and clean up, including:

- Decorations
- Tables and tablecloths
- Chairs
- Plates, cups and utensils
- Decorations
- Delivery and set up of food, beverages, and cake

- DJ's/Emcee
- Removal of decorations
- Cleanup of reception room and kitchen

The Wedding Ceremony Coordinator will oversee your reception coordinator and answer any questions. Please note: Calvary Chapel Sacramento does not have a full kitchen—just a sink, microwaves, and coffeemaker.

NURSERY

The church’s nursery rooms are available for use during your wedding and reception. However, Calvary Chapel does not provide staff for supervising children. You are responsible for providing adult supervision if you use the nursery facility. Also, payment is arranged directly between you and the babysitters.

MISCELLANEOUS

Smoking and alcoholic beverages are not permitted in or near the Calvary Chapel facilities at any time.

Bird seed is the only acceptable substance to be used for the custom of showering the leaving couple. Rice, confetti, and real flower petals are not to be used inside or outside the church facility.

The marriage license is obtained by you prior to the wedding. Give the unsigned license to the wedding coordinator before the wedding. She will make sure the pastor signs it, as well as the witnesses of your choice. Decide who will take the license for safe-keeping.

WEDDING FEES

The suggested donations for weddings held at Calvary Chapel are:

Facility use and custodial:	\$ 100
Reception in Coffeehouse	\$ 30
Reception in sanctuary	\$ 200
Wedding Coordinator:	\$ 75
Sound Technician	\$ 75
Honorarium for pastor	<i>according to the abilities and wishes of the groom</i>

A check for facility use may be made out to Calvary Chapel Sacramento; designate “wedding” on the memo line. Checks to the wedding coordinator, sound technician, reception overseer, musicians or soloists are to be made to the individual. These fees are due by the rehearsal evening.