

## **WEDDING POLICIES AND FORMS**

Revised, 8/2016



Congratulations! We share in your happiness as you prepare for your wedding and begin the beautiful lifelong adventure of marriage. We are anxious to serve you and to do our best to make your wedding day one that will glorify God and celebrate your commitment to each other.

While a wedding celebration lasts a few hours, marriage lasts for a lifetime. For this reason, we encourage you to make an investment of time, not only preparing for your wedding day, but also for a lifetime of committed marriage. This handbook has been developed through prayer, experience, and careful planning. We sincerely hope that these guidelines and premarital steps will help prepare you for your day of celebration and a meaningful lifetime relationship.

This packet contains pertinent information on what we offer and how we desire to help you build a solid foundation for your marriage relationship.

Please read this packet in its entirety and return to us the information required to continue the process.

Again, congratulations!

*The Leadership of Calvary Christian Church*

## **STEP 1: REVIEW THE ELDERS' STATEMENT**

We want to do everything possible to help you develop a solid and healthy foundation for your marriage. We view the agreement to perform your wedding to be more of a partnership than a one-time event. Our responsibility is to a) give you the necessary tools for building a strong marriage and b) teach the scriptural guidelines that God has established for marriage.

We believe that God created marriage and has given us basic principles and guidelines that will help us experience joy and fulfillment in marriage. This wedding policy is based on the application of these principles and other guidelines that will help you to not only have a wonderful wedding but also help you build the foundations for a strong and healthy marriage. Please read these policy guidelines carefully. Your responsibility is to determine if you choose to follow these guidelines so that we can enter into a partnership with you in your marriage preparation.

We ask that you commit to our marriage preparation program. Our premarital coaching sessions through the UNITE ministry, will match you with a trained married couple who will guide you through materials (6-8 sessions) that will enhance and enrich your relationship and understanding of marriage and its challenges.

We recommend that you allow at least four months preparation time for your wedding. This will allow the time to go through the premarital coaching sessions as well as time to plan out your wedding.

We ask that you faithfully attend worship services at Calvary during the four months of preparation. Again, we want to be in partnership with you and not just perform a wedding ceremony. We feel it is important for you to know who we are and what we stand for.

We ask that, if you are divorced, a reasonable time of legal divorce must pass before consideration for remarriage. We believe a new relationship should not be pursued until the potential of a healthy reconciliation has been exhausted and time for personal recovery has passed. (1 Corinthians 7:10-11)

We believe that a follower of Christ should only marry another follower of Christ. Scripture is very clear that those who have given their lives to Christ and live in an authentic relationship with Him, should also be seeking to be joined together with someone who is also being transformed by Jesus Christ. For this reason we will not conduct a wedding that joins a Christian together with a non-Christian. (1 Corinthians 7:39, 2 Corinthians 6:14-16, 1 John 5:1-5)

We believe the Bible clearly declares that legitimate sexual relations are exercised solely between one man and one woman who have been united in marriage. Therefore we believe that marriage consists of one man and one woman and that there are no exceptions. Calvary

staff and elders shall not perform or participate in an official capacity in any same sex unions or ceremonies of any kind and our facilities shall not be used for that purpose. (Mark 10:59, Genesis 2:24)

We ask that you commit to sexual purity prior to marriage. Couples who are currently sexually active are asked to abstain from sexual intimacy until after marriage. The principle of sexual purity prior to marriage is very clear in scripture. (1 Thessalonians 4:3-8, 1 Corinthians 6:18-20, Hebrews 13:4)

The choice to follow these guidelines in order to be able to be married at Calvary is up to you. Whether or not you choose to get married at Calvary, we sincerely hope that you will choose to follow these principles as they will lead to many blessings in your relationship and marriage. May God richly bless you as you begin this new journey together!

## **STEP 2: REVIEW FACILITIES INFORMATION**

### *Our Facilities*

- Our Venue will accommodate weddings with up to 250 guests. Saturday weddings in the Venue must start no later than 4:00pm and the building must be vacated of all wedding decoration and attendees by 7:00pm to facilitate cleaning and setup for Sunday programming.
- Our Activity Center will accommodate weddings over 250 guests up to 600 guests. Saturday weddings in the Activity Center must start no later than 2:00pm and the building must be vacated of all wedding decorations and attendees by no later than 6:00pm to facilitate cleaning and setup for Sunday services. Seating in the gym will be setup for Sunday services and cannot be altered for the wedding.
- Our facility at Shadow Lake will accommodate weddings with up to 300 guests. Saturday weddings at Shadow Lake must start no later than 4:00 pm and the building must be vacated of all wedding decoration and attendees by 7:00 pm to facilitate cleaning and setup for Sunday programming.

### *Regarding Receptions*

- The Venue is available for receptions. It can hold up to 150 at tables. The Venue must be vacated of all wedding decoration and attendees by 8:00pm to facilitate cleaning and setup for Sunday programming.
- Neither the Activity Center nor Shadow Lake are available for receptions.

Weddings scheduled on other days may be scheduled at times that do not conflict with regular church programming. No weddings may be scheduled on Sundays.

## Facility Guidelines

- No drinking of alcoholic beverages on the church property. Anyone who is inebriated may not be allowed to participate in the wedding. This is at the discretion of the officiating pastor.
- We respectfully ask that there be no smoking on the church property.
- Due to music's variety of content, Calvary Christian Church does not allow on-site dances or DJ's for receptions. Background music will be allowed for receptions if its content is appropriate for a church facility.
- We ask that no rice, confetti, or bird seed be thrown on the church property due to the amount of cleanup involved.
- Decorating Venue and foyer of the North building or Activity Center is permissible. Make arrangements with the wedding hostess and/or office secretary regarding scheduling for decorating.
- Please keep food and drink in Venue and kitchen only in north building. Because of severe staining, we would ask that there be no red drink in the buildings.
- It is the responsibility of the wedding party to make sure dressing rooms are clean following their use.
- It is the responsibility of the wedding party to arrange for and rent additionally needed chairs and tables for receptions. Reception set-up is the responsibility of the wedding party. Tear-down and clean up is included in the custodial fee. It is the responsibility of the renter to arrange for pick up of rented supplies. This must be done during regular operational hours of the building and not conflict with scheduled Church events.
- Stage set ups and backdrops in all facilities will not be altered for weddings. Risers with instruments on them will remain "as is" on the stage for the wedding. Auxiliary equipment will be removed at the discretion of the Audio/Visual Technician.

## STEP 3: REVIEW FEES

We welcome all to begin the marriage preparation process at Calvary Christian Church. Regarding fee structure, you will notice that our wedding fees are divided into two categories.

1. **Members.** For those couples that are members of Calvary's family, we provide lower fees as a service to them. To receive member rates, either the prospective bride and/or groom must be a member of Calvary Christian Church. We consider members of Calvary as those who have formally placed church membership and have been faithfully attending, growing, giving, and serving within our church family.
2. **Non-Members.** To those who are not members we offer fees comparable to other churches within the metro.

There is a \$500.00 refundable deposit that is required payment at the time of scheduling the facilities. The refund of this deposit is at the discretion of the office manager and facilities technician. If Calvary's property is damaged by the wedding party or guests or there is alcohol on the premises of the church or parking lot of Calvary's facility during rehearsal or the wedding preparation and service, it will automatically disqualify a refund of the deposit. Otherwise a refund check will be issued in the month following the wedding. It is the responsibility of the couple to provide a current mailing address for this check.

Wedding costs are based on the value of the time and resources that are required of the facilities and individuals involved.

- **Facility Usage** - Covers heating/cooling, electricity, plumbing, equipment/supply use, etc.
- **Officiating Minister** - Works with couple to plan ceremony. Writes wedding message. Leads rehearsal. Conducts ceremony.
- **Wedding Hostess** - Serves as contact person for bride. Assists minister with ceremony needs. Coordinates set-up and tear-down with custodian. Available at rehearsal to answer questions that arise. Unlocks/locks doors for rehearsal/wedding.
- **Audio/Visual Technician** - Available for rehearsal (2 hours) and wedding day (3 hours). Responsible for set-up and tear-down of necessary equipment. Runs necessary equipment for microphones, music, and visual aids (slideshows/dvds/etc.).
- **Custodian** - Does necessary clean-up prior to/following rehearsals and weddings (auditorium, hallways, bathrooms, trash cans, etc.)

## WEDDING FEE STRUCTURE

<b>Facilities</b>	<b>Member</b>	<b>Non Member</b>	<b>Amount</b>
Ceremony: Venue - Up to 250 Guests	Waived	\$300.00	_____
Ceremony: Activity Center - 250-600 Guests	\$200.00	\$1000.00	_____
Ceremony: Shadow Lake - Up to 300 Guests	Waived	\$400.00	_____
Reception: Venue (18 Tables/150 Chairs)	\$200.00	\$500.00	_____
		<b>TOTAL</b>	_____
<b>Required Supplies</b>			
Marriage Preparation Materials	\$30.00	\$30.00	_____
<b>Required Personnel</b>			
Wedding Host/Hostess	\$125.00	\$125.00	_____
Audio/Video Tech	\$100.00	\$100.00	_____
Custodial Fee: Ceremony - Venue	\$75.00	\$75.00	_____
Custodial Fee: Ceremony - Activity Center	\$150.00	\$150.00	_____
Custodial Fee: Ceremony - Shadow Lake	\$75.00	\$75.00	_____
Custodial Fee: Reception - Venue	\$200.00	\$300.00	_____
Ministerial Honorarium	\$250.00	\$250.00	_____
		<b>TOTAL</b>	_____
<b>TOTAL ALL SECTIONS</b>			
<b>REFUNDABLE DEPOSIT</b>			<b>\$500.00</b>

\* Calvary does not schedule the use of Nebraska Christian College for events. If you are requesting use of their facilities, please make all arrangements, including payment, through them.

## **STEP 4: FILL OUT & RETURN DOCUMENTS TO CHURCH OFFICE**

As soon as you know you are interested, return these forms to the Calvary Church Office:

1. Request for Wedding Reservation
2. Wedding Fees Worksheet

The Wedding Reservation form gives you the opportunity to request your preferred officiating pastor and your preferred wedding date and time. The wedding fees worksheet contains information on your financial responsibility for a wedding at Calvary Christian Church.

**IMPORTANT!** The process for getting married at Calvary begins with the Wedding reservation and fee payment.

## **STEP 5: SCHEDULE AND PAYMENT TO RESERVE FACILITIES**

Once we receive your "Request for Wedding Reservation," your information will be reviewed, the date will be considered and the requested pastor contacted as to his availability. The total amount due will be expected before we can reserve your wedding date on our church calendar. The information will then be given to our UNITE hosts to contact you and to set up an appointment to begin pre-marital coaching.

## **STEP 6: BEGIN PRE-MARITAL COACHING**

One of our most important and exciting roles as a partner in your wedding comes in helping you prepare for your lifetime commitment of marriage. That's why we require all couples to participate in 6-8 sessions of pre-marital UNITE coaching. You will be paired with a married couple who will guide you through the materials in a very relational setting. We hope to discuss the key areas of your relationship so that we might affirm your lifelong union with integrity and blessing before God. It is our hope that you will utilize the wisdom, training, and experience of those involved in your pre-marital coaching as you begin a marriage that will be God-glorifying, mutually satisfying, and lifelong.

The material fee is \$30.00/couple there is no cost for the actual coaching sessions.

In preparation for your first pre-marital session, each of you will be required to complete the "UNITE Pre-Marital Questionnaire" available at [www.calvary.ch](http://www.calvary.ch). Click on "Media + Resources" and "Downloads ", "UNITE Pre-marital Questionnaire"

There you will find the printable forms that will be necessary for completion prior to your first pre-marital coaching session.

## **STEP 7: PLANNING YOUR WEDDING CEREMONY**

As soon as a wedding date is confirmed and pre-marital coaching is complete, your coaches will guide you to set an appointment with the officiating minister to start making arrangements for your wedding ceremony. Once the order of ceremony is finalized, the wedding hostess will be contacted and will then serve as your point of contact for physical and logistical questions related to the ceremony. Contact information for the officiating minister and wedding hostess will be available through the Church office at 402-293-1700.

## **STEP 8: REHEARSAL & WEDDING DAY/CEREMONY INFORMATION**

### Rehearsal Day

- Rehearsal times will be scheduled with the office manager when the wedding date is established.
- Rehearsals may be scheduled to start no earlier than 6:00 pm on weekdays.
- Doors will be opened 30 minutes before the wedding rehearsal, unless coordinated otherwise with the wedding hostess.
- The wedding hostess will show you the separate dressing rooms that will be available before the wedding. It is the responsibility of the wedding party to clean dressing rooms of all personal belongings after their use. Calvary cannot be responsible for items left in dressing rooms either prior to or following the wedding.
- Please present the marriage license to the minister on the day of the rehearsal.
- All musical/video selections must be brought ready to use by rehearsal time.

### Wedding Day/Ceremony

- Saturday weddings must start no later than 4:00pm in the Venue and Shadow Lake, and no later than 2:00pm in the Activity Center. The buildings must be vacated of all wedding decorations and attendees by 7:00pm in the Venue, and 6:00 pm in the Activity Center and Shadow Lake facilities following Saturday weddings to facilitate cleaning and set-up for Sunday services.
- The building will be unlocked 4 hours prior to wedding time for pictures and flower delivery. If this is not sufficient, there will be a \$25 charge/hour assessed to the total package.
- Calvary does not provide any wedding accessories for stage decoration.
- Photographers/videographers should visit with officiating minister(s) as to what is/is not allowed during the ceremony.
- It is the responsibility of the wedding party to clean dressing rooms of all personal belongings after their use. Calvary Christian Church will not be responsible for security or loss of any personal possessions.



We hope this wedding packet/policy is useful to you as you consider your desire to be married and to use our facilities as a location to be married. May God bless your wedding celebration as you have been faithful to build upon His foundation and design for your marriage. Please call us with any questions you might have at 402-293-1700.

If you're ready, please begin preparation by filling out the following two pages of this packet.

# REQUEST FOR WEDDING RESERVATION

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

**Bride's Name** \_\_\_\_\_

Address \_\_\_\_\_

Best Phone to Contact \_\_\_\_\_

Email \_\_\_\_\_

**Groom's Name** \_\_\_\_\_

Address \_\_\_\_\_

Best Phone to Contact \_\_\_\_\_

Email \_\_\_\_\_

## **Couple's Address after Marriage**

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

There are many variables when determining a wedding date and we would like to accommodate your first choice. However, if the building is already being used on that date and time we may need to try your second choice. For this reason, no wedding date is confirmed until we have compared this request form to Calvary Christian Church's master calendar and you have made your payment in full.

**First Date Choice** \_\_\_\_\_

Time of Ceremony \_\_\_\_\_

**Second Date Choice** \_\_\_\_\_

Time of Ceremony \_\_\_\_\_

We know that you may have a preference for a minister that you would like to perform your ceremony, but many times our ministers have their weekends scheduled far in advance. Please write your choices in the following blanks, and we will find out who is available and do our best to schedule the minister of your choice. Ministers who perform weddings: Scott Beckenhauer, Andy Turner, Drew Scates, or Rusty Miller:

**Requested Minister First Choice** \_\_\_\_\_

**Requested Minister Second Choice** \_\_\_\_\_

**Requested Campus for wedding:**

**Bellevue Venue**

**Bellevue Worship Center**

**Calvary Shadow Lake**

*Calvary does not schedule the use of Nebraska Christian College for events. If you are requesting use of their facilities, please make all arrangements, including payment, through them.*

**Reception**

Are you planning on using Calvary Christian Church's Venue facilities for your reception?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Time of Reception \_\_\_\_\_

**Rehearsal**

Time of rehearsal \_\_\_\_\_ (Rehearsals may start no earlier than 6pm.)

**OFFICE USE ONLY**

Member of Calvary? Yes \_\_\_\_\_ No \_\_\_\_\_ Date/Time \_\_\_\_\_

Reception? Yes \_\_\_\_\_ No \_\_\_\_\_ Date/Time \_\_\_\_\_

Completed Marriage Preparation Sessions? Yes \_\_\_\_\_ No \_\_\_\_\_

Wedding Planning Consultation Date with Pastor \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Deposit Refunded Yes \_\_\_\_\_ No \_\_\_\_\_

# WEDDING FEES WORKSHEET

<b>Facilities</b>	<b>Member</b>	<b>Non Member</b>	<b>Amount</b>
Ceremony: Venue - Up to 250 Guests	Waived	\$300.00	_____
Ceremony: Activity Center - 250-600 Guests	\$200.00	\$1000.00	_____
Ceremony: Shadow Lake - Up to 300 Guests	Waived	\$400.00	_____
Reception: Venue (18 Tables/150 Chairs)	\$200.00	\$500.00	_____
		<b>TOTAL</b>	_____

## Required Supplies

Marriage Preparation Materials	\$30.00	\$30.00	_____
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## Required Personnel

Wedding Host/Hostess	\$125.00	\$125.00	_____
Audio/Video Tech	\$100.00	\$100.00	_____
Custodial Fee: Ceremony - Venue	\$75.00	\$75.00	_____
Custodial Fee: Ceremony - Activity Center	\$150.00	\$150.00	_____
Custodial Fee: Ceremony - Shadow Lake	\$75.00	\$75.00	_____
Custodial Fee: Reception - Venue	\$200.00	\$300.00	_____
Ministerial Honorarium	\$250.00	\$250.00	_____
		<b>TOTAL</b>	_____

**REFUNDABLE DEPOSIT                      \$500.00**

Reservations are guaranteed when the church has received payment in full. The bride and groom assume responsibility for any damage, loss or breakage to CCC's buildings and grounds or non compliance to the wedding policy. This will negate the deposit being refunded.

- Checks should be made payable to Calvary Christian Church.
- It is the responsibility of the wedding party to rent additionally needed chairs and tables for reception use if necessary.
- In the event of a wedding cancellation, your fees will be refunded, minus \$150.00. If your wedding requires more than 5 hours (2 hours rehearsal and 3 hours wedding day) of Audio-visual/ Tech time, you will be charged an additional \$25/hr.