



*Planning a
Wedding
Bridal Packet
Calvary Assembly of God*



COST SCHEDULE

Facility Use:

(See Bylaws for Distinction)

Members	\$250.00
Regular Attendees	\$300.00
All Others	\$1,000.00

*(Fee includes compensation for use of building,
including - heat, lights, air, etc.)*

Members	All
<u>Reg. Attd.</u>	<u>Others</u>

Recommended Honorariums:

Wedding Director (Add add'l \$25.00 for offsite)	\$175.00	\$250.00
Wedding Director (Outside presiding ministry)	\$50.00	\$100.00
Sound Person (Add add'l \$25.00 for offsite)	\$100.00	\$150.00
CD of Ceremony	\$40.00	
<i>(Sound person must be made aware of desire 1 week prior to wedding)</i>		
Keyboardist	\$100.00	\$125.00
Each Soloist & Musician	\$80.00	\$100.00
Custodian	\$75.00	\$85.00
Ministers:		
Presiding (Add Add'l \$100.00 for offsite)	\$400.00	\$500.00
<i>(Includes pre-marriage counseling)</i>		
Assisting (If Requested)	\$75.00	\$100.00
Arch Rental	\$35.00	\$60.00
Total	\$ _____	

****Fees and honorariums are to be left with the
Pastor the night of the rehearsal****

Effective 7/1/10

Planning a Wedding Bridal Packet



WEDDINGS AT CALVARY

We believe marriage is a permanent holy covenant ordained by God between a naturally born man and a naturally born woman (Genesis 1:27; 2:18, 23, 24), which also models the relationship between Christ and the Church (Ephesians 5:23). Therefore, all of the plans for your wedding should reflect the sacredness of that covenant. Matthew 19:5-6)

PRACTICAL WAYS TO PROTECT CHURCH PROPERTY

1. Prior to decisions regarding decorations, contact the Wedding Director who will be your primary resource for what is acceptable in such matters.
2. Only dripless candles may be used. Floors and furniture must be appropriately covered to protect from damage.
3. Do not affix by nail, screw, tape or other attaching device any decoration to walls or furniture. For special decoration problems see the Wedding Director.
4. Fresh flower petals cannot be strewn in the aisle unless an aisle runner is in use to protect carpet from stains.
5. Do not use chemical preservation for flowers. Place protective coverings under all flower containers. No flower container may be placed on any musical instrument.
6. Immediately notify the custodian if water or any other liquid is spilled on the carpet or furniture.
7. The florist or decorator is responsible for damage due to wax or water and is expected to immediately notify the custodian in case of any spills.
8. **All decorations must be removed immediately following the ceremony unless arrangements are made with the Wedding Director prior to the ceremony. All decorations must be removed immediately following the ceremony and pictures.**
9. The wedding party has hired the church custodian to clean the church facilities after the completion of the wedding in preparation for Sunday service. Your consideration with regard to this matter will be greatly appreciated. Please remember to clean up the dressing areas assigned to you.
10. The church reserves the right to restrict the use of the church facilities by florists or decorators who violate the regulations set forth in the wedding policies.

CONCERNING DECORUM. Calvary is a place of worship and Bible study. Actions and activities that uplift the Lord, including weddings, should always be conducted with proper respect for the church facility. No smoking, alcoholic beverages, dancing, questionable language or conduct will be permitted at any time, anywhere within our facilities or premises. Please do not hesitate to call on your Calvary minister or the Wedding Director if you have any last minute requirements. Please be aware that these individuals are representatives of the church and as such have authority to speak for the church in matters of church facilities and decorum.

SCHEDULING THE WEDDING. The first step in arranging for your wedding to be conducted at Calvary is for you to read this Wedding Procedures Booklet. The next step is to complete the Wedding Information Application which is in the center of this booklet. All weddings officiated by Calvary ministers require the use of a pre-approved Wedding Director

At the time of application, the Pastor, church Business Administrator or Wedding Director will schedule an appointment to finalize your wedding plans and respond to any questions you have at that time. At your first meeting, your wedding date and time will be finalized to prevent conflict with church programs.

ENGAGING THE MINISTER. All weddings that are conducted at Calvary will be officiated or co-officiated by one of the licensed or ordained ministers of the church. Any other minister must be approved by Calvary and hold to our beliefs.

PREMARITAL COUNSELING. All couples who desire to be married by one of the licensed or ordained ministers of Calvary will be required to complete a premarital counseling course. This course commences with the initial visit to arrange the wedding. The final session is conducted by your Calvary Assembly of God officiating minister.

FEES. Fees and charges will depend upon the place of the wedding, the use of equipment and personnel involved. A complete schedule of current fees is in this manual. During your initial appointment, plans will be made for the wedding and complete cost schedule will be computed.

Fees payable to the church represent cost for the facility, utility service, and equipment. Fees do not include charges due to the musicians, ministers or other participants. These costs and honorariums are the responsibility of the bride and groom. A list of honorariums is included in this booklet.

THE WEDDING REHEARSAL. Normally, the wedding rehearsal will occur the day before the wedding to accommodate out of town participants. Calvary officiating/co-officiating minister, with the help of the church Wedding Director, will be in charge. **All** members of the wedding party, including musicians, are expected to attend the rehearsal.

FACILITIES AND EQUIPMENT. Weddings at Calvary are usually held in the 300 seat auditorium. Small private weddings may be held in either the Ministry Center or the Pastor's office. Dressing rooms may be supplied upon request. Members of the wedding party must be warned that these spaces are unsecured. It will be the responsibility of the wedding party to make sure their valuables are appropriately taken care of.

MUSIC. The selection of appropriate music is an important part of the wedding ceremony. The Wedding Director will gladly assist in the selection of music, the scheduling of musicians and sound personnel. If you plan to use the main sanctuary piano, the keyboardist must be approved by the Wedding Director. Calvary reserves the right to refuse the use of any music that is not considered in good Christian taste. Music choices must be made and presented for approval one week prior to the wedding. All musicians must be prepared to perform their pre-approved selections at the rehearsal.

PHOTOGRAPHY. The wedding ceremony is a sacred experience, and as such, nothing should detract from the ceremony. The use of flash photography and video taping is acceptable during the ceremony if it does not interfere.

DECORATIONS. No devices, decorations or equipment should be used that will mar or damage the church facilities. The requesting couple must be aware that they are held responsible for damage requiring repair or replacement. A copy of the list of practical ways to protect the finish and fabric of the church is given in this booklet. The couple will need to go over these items with Wedding Director.

FURNITURE AND FIXTURES. Calvary is first and foremost a place of worship and Bible study. Rearrangement or removal of furniture and fixtures is very limited and must be approved by the Wedding Director. The couple is asked to respect the primary purpose of the facility and make their wedding a part of this atmosphere of worship.

REMOVAL OF EQUIPMENT. All florist, family materials and equipment should be immediately removed from the church facilities following the wedding. Some materials may be left over night if prearranged with the Wedding Director. Because of Sunday services, nothing can be left in the building on Sunday.