

## PLANNING YOUR WEDDING CEREMONY

Christ Community Church desires to help you begin your life together in a special and meaningful way. We are committed to invest in you and your marriage; although your wedding is important to us, our greatest concern during this time of preparation will be that you are preparing for a marriage rooted solidly in God's design for you as a couple. A wedding performed in our church is a worship service in which both husband and wife publicly commit themselves to each other and to God. This handbook is designed to aid you in planning your ceremony in such a way that it will honor those commitments and will be a joyful occasion for you. **A minimum of 6 months is required to adequately assist you in planning a wedding; 9-12 months is optimal.**

The prospective bride and groom will complete the pre-marital questionnaire, the *Prepare Inventory* and make arrangements with the Marriage Ministry **prior to reserving the wedding date**. Once that information has been turned in please contact the Adult Ministry Administrative Assistant to place the *tentative* wedding date on the church calendar. **The date will remain tentative until premarital counseling is completed**. All questions concerning the wedding ceremony should be directed to the Wedding Coordinator. **Premarital mentoring is required of all couples desiring to be married at CCC or by one of our pastors**. This mentoring relationship is designed to help connect with a more mature couple who can support and help you in a fun and personal format. They will commit to helping you align your relationship with God's will for your marriage and together you will explore common themes of marriage. You will meet with your mentor couple a minimum of 6 times giving you every opportunity to grow together as you learn about how to enter into this new role as husband and wife.

### I. MARRIAGE

We believe marriage is a holy event established by God and intended to endure until death. Because of the sacred nature of marriage we would like to have open dialog regarding pre-marital sex or couples living together. We are deeply committed to developing strong marriages and will do all that we humanly can to ensure success through our premarital process.

Completing the premarital process does not automatically mean the pastor will marry the couple. CCC reserves the right to:

- a. Suggest further counseling before marriage.
- b. Suggest the couple not marry.
- c. Not officiate the wedding.

## **II. FOR THOSE DESIRING A PASTOR AT CHRIST COMMUNITY TO PERFORM THE WEDDING CEREMONY**

### *Requirements:*

- a) Both partners need to take the *Prepare Inventory*. Approximate time: 45 min. **Cost: \$29.95** per couple and will be paid online. If hard copy inventories are preferred, arrangements will be made through the Marriage Ministry Team at a cost of \$35.00 per couple.
- b) Couples will meet with a CCC mentor couple for premarital mentoring for a minimum of 6 sessions. There may time invested outside the sessions. Couples may be required to take an additional relationship profile if deemed necessary to help us understand and support you better.
- c) The services of the CCC Wedding Coordinator must be retained regardless of wedding size (this is due liability issues for our facility and is not negotiable).
- d) After successfully completing premarital mentoring, the arrangement for the permanent wedding date for the use of the church facility can be made through the Wedding Coordinator.

## **III. FOR THOSE DESIRING ONLY PREMARITAL COUNSEL FROM A CHRIST COMMUNITY MENTOR COUPLE**

### Requirements:

- See above requirements for II: a & b

## **PERSONS TO CONTACT:**

### ***Wedding Coordinator:***

Chrissy Menard 353-1159

### ***Worship Pastor:***

Aaron Wooten 353-1159 x 211

### ***Director of Care:***

Cindy Chavez 353-1159 x 218

### ***Adult Ministry Team Administrative Assistant:***

Jenny Hooten 353-1159 x 215

## PLANNING HINTS FOR A SUCCESSFUL WEDDING

These items are arranged in chronological order so that the items that appear at the bottom of each list will fall closer to the wedding date. Allow yourself ample time and enlist the help of friends to get everything done properly.

### THINGS TO DO

- \_\_\_ Announce the engagement
- \_\_\_ Select the wedding date and time
- \_\_\_ Throw an engagement party
- \_\_\_ Choose and reserve the ceremony location
- \_\_\_ Choose and reserve the reception location
- \_\_\_ Make a guest list (don't forget to include the groom's family)
- \_\_\_ Select patterns for china, silver, crystal, etc., and register at stores
- \_\_\_ Decide on music and musicians for ceremony and reception
- \_\_\_ Select readings and/or write vows for ceremony
- \_\_\_ Address and mail invitations
- \_\_\_ Schedule rehearsal, rehearsal dinner, bridesmaid's party
- \_\_\_ Have engagement portrait taken
- \_\_\_ Send wedding announcement and photographs to newspapers
- \_\_\_ Decide on reception menu
- \_\_\_ Prepare reception seating plan, write out place cards

### PEOPLE AND SERVICES TO CONTRACT

- \_\_\_ Hire singer or musicians for wedding
- \_\_\_ Hire band or musicians for reception
- \_\_\_ Hire photographer
- \_\_\_ Hire caterer/food and beverage service
- \_\_\_ Order stationery, invitations, etc.
- \_\_\_ Order wedding cake
- \_\_\_ Order flowers for bridal party, ceremony location, and reception hall
- \_\_\_ Reserve accommodations for out-of-town guests

### PERSONAL

- |   |                                |
|---|--------------------------------|
| ___ Introduce families of bride and groom   | ___ Select wedding rings       |
| ___ Plan a wedding budget                   | ___ Purchase gifts: attendants |
| ___ Select bridal party                     | ___ Purchase gift: groom       |
| ___ Purchase wedding dress                  | ___ Get a marriage license     |
| ___ Select dresses for bridesmaids          | ___ Thank you: gifts rec'd     |
| ___ Arrange for necessary fittings          | ___ Find a place to live       |
| ___ Select groom's and men's attire         | ___ Open a joint account       |
| ___ Select dresses for mothers              | ___ Make appt.: hair, nails    |
| ___ Arrange honeymoon and make reservations | ___ Pack for honeymoon         |

## A SAMPLE WEDDING PARTY LIST

1. Maid of Honor \_\_\_\_\_
2. Bridesmaids \_\_\_\_\_
3. Bestman \_\_\_\_\_
4. Groomsmen \_\_\_\_\_
5. Flower Girl \_\_\_\_\_
6. Ring Bearer \_\_\_\_\_
7. Ushers \_\_\_\_\_
8. Parents \_\_\_\_\_
9. Grandparents \_\_\_\_\_
10. Pastor \_\_\_\_\_
11. Musicians \_\_\_\_\_
12. Guest Book Attendant \_\_\_\_\_
13. Reception Hostess \_\_\_\_\_
14. Gift Table Attendant \_\_\_\_\_
15. Flowers \_\_\_\_\_
16. Photographer \_\_\_\_\_
17. Wedding Coordinator \_\_\_\_\_

The following are orders of service taken from actual weddings. Feel free to use them as guides and examples in planning your wedding.

*Sample 1*

Prelude  
Processional  
Welcome  
Prayer  
Giving away of the bride  
Song  
Meditation  
Vows  
Ring Vows  
Unity candle and song  
Prayer of dedication  
Pronouncement  
Presentation

*Sample 2*

Prelude  
Candlelighting  
Seating of family  
Song  
Entrance of groom's party  
Processional  
Introductory remarks and prayer  
Preliminary vow  
Giving away of the bride  
Song  
Scripture reading  
Prayer  
Song  
Meditation  
Vows  
Prayers of commitment  
Exchange of rings  
Prayer  
Pronouncement  
Presentation

*Sample 3*

Prelude  
Seating of family  
Processional  
Introductory remarks and prayer  
Giving away of the bride  
Song  
Meditation  
Vows  
Exchange of rings  
Lighting of unity candle  
Song  
Prayer of dedication  
Pronouncement  
Song  
Presentational recessional

*Sample 4*

Seating of family  
Processional  
Pastoral greeting  
Song  
Giving away of the bride  
Prayer  
Solo  
Message  
Marriage vows  
Exchange of rings  
Pronouncement of marriage  
Unity candle  
Prayer  
Blessing  
Introduction of couple  
Recessional

*Sample 5*

Prelude

Seating of mothers

Candlelighting

Processional

Introductory remarks and prayer

Giving away of bride

Father's blessing

Song

Meditation

Vows

Exchange of rings

Lighting of unity candle

Prayer of dedication

Song

Pronouncement

Presentation

Recessional

## SUGGESTED SCRIPTURE READINGS

Genesis 1:26-31  
Male and female created by God

Genesis 2:18-24  
God creates man and woman

Psalms 1  
God's Word in your married life

Psalms 23  
God's guidance in your married life

Psalms 127-128  
God's blessing in building your home

Song of Solomon 8:7  
Unquenchable love

Isaiah 63:7-9  
The steadfast love of God

Matthew 19:1-11  
Faithfulness in marriage

John 2:1-10  
The wedding at Cana

Romans 12:1-2  
A loving offering

1 Corinthians 7:1-7  
Your physical sharing in marriage

1 Corinthians 12:31-13:13  
The hymn of divine love

Ephesians 5:21-33  
Marriage and the church

## **SAMPLE PRELIMINARY VOW**

(optional)

Pastor: “(Groom) will you have (bride) to be your wife, and will you pledge to her your eternal devotion, in all love and honor, in all duty and service, in all faith and tenderness, to love her and cherish her, according to the ordinance of God and in the holy bond of marriage?” Groom: “I will”

Pastor: “(Bride) will you have (groom) to be your husband, and will you pledge to him your eternal devotion, in all love and honor, in all duty and service, in all faith and tenderness, to love him, and cherish him, according to the ordinance of God, in the holy bond of marriage?” Bride: “I will”

## **SAMPLE WEDDING VOWS**

The following are examples of wedding vows. We highly recommend that you plan your wedding vows with prayerful consideration before the Lord.

### *Sample 1*

I, (Groom’s name) take you (bride’s name) to be my wedded wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God’s holy ordinance, and thereto I pledge you my faith.

I, (Bride’s name) take you (groom’s name) to be my wedded husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God’s holy ordinance, and thereto I pledge you my faith.

### *Sample 2*

Groom: (bride’s name), as a reflection of God’s unfailing love for us, I express my love for you now. I vow to honor and respect you as a faithful companion, to laugh with you; to mourn with you, to serve you. I will support you and pray for you that God may fulfill all your desires for goodness. I promise you forgiveness in failure; fidelity in hardship. In all the circumstances of our lives, I will seek your best. And I will strive to foster your understanding of God and His will so that you may be holy and blameless on the day of Christ.

Bride: (groom’s name), as a reflection of God’s unfailing love for us, I express my love for you now. I vow to honor and respect you as a faithful companion, to laugh with you; to mourn with you, to serve you. I will support you and pray for you that God may fulfill all your desires for goodness. I promise you forgiveness in failure; fidelity in hardship. In all the circumstances of our lives, I will seek your best. And I will strive to foster your understanding of God and His will so that you may be holy and blameless on the day of Christ.

*Sample 3*

I (groom's name), take you (bride's name) to be my wedded wife, and I do promise and covenant before God and these witnesses to be your loving and faithful husband, in plenty and in want, in sickness and in health, as long as we both shall live.

Bride repeats.

*Sample 4*

“ \_\_\_\_\_, today I promise before God and these witnesses to love you and be your faithful husband/wife. From this day forward, I will walk with you through times of joy and sorrow, happiness and trials. Relying upon Christ's love and strength, I promise to honor and respect you, love and cherish you, support and stand by you and to encourage you in your walk with the Lord for as long as life shall last.”

*Sample 5*

“Believing God has brought us together in His love, I take you \_\_\_\_\_ to be my wife/husband. Before God and these witnesses, I promise with God's help, to love you and to be your faithful husband/wife. I commit my life to you to share in plenty and in want, in joy and in sorrow, in sickness and in health, to serve Christ together, as long as we both shall live.”

*Sample 6* – write your own vows.

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*Sample Joint Vow (optional)*

“We pledge ourselves, God helping us, to a mutual allegiance of life, companionship, and service. We promise always to love each other like we love no one else. We commit to grow in Christ together, to communicate in honesty, to build a home upon the foundation of God's Word. God himself has brought us to this covenant of joy and laughter and love.

## SAMPLE RING VOWS AND PLEDGES

The following are examples of ring vows and pledges. Like the wedding vows, these can be used as written or you may choose to rewrite them or create your own ring vows.

### *Sample 1*

Just as God uses the rainbow to symbolize His faithfulness to us, (groom's name and bride's name) have chosen rings to symbolize their commitment to each other. The ring, designed of precious metal, fittingly represents the preciousness of their relationship, and being endless, it signifies the permanency of their marriage relationship.

(Groom's name), in placing this ring on (bride's name) finger, will you repeat after me? I give you this ring, as evidence of my love, and I pledge you my devotion and loyalty until the Lord comes or death parts us.

(Bride's name), in placing this ring on (groom's name) finger, will you repeat after me? I give you this ring, as evidence of my love, and I pledge you my devotion and loyalty until the Lord comes or death parts us.

### *Sample 2*

(Groom's name) in placing this ring on bride's finger, this ring symbolizes our covenant before God and I give it to you in the name of the Father, Son and Holy Spirit.

(Bride's name) in placing this ring on groom's finger, this ring symbolizes our covenant before God and I give it to you in the name of the Father, Son and Holy Spirit.

### *Sample 3*

The wedding ring is a symbol of marriage in at least two ways: the purity of the gold, a most precious metal, symbolizes the purity and pricelessness of your love for each other; and the unending circle symbolizes the unending vows which you are taking, and the permanency of the marriage union. As a token of your vows, you give each other a ring.

(Groom's name) as you place the ring on (bride's name) finger will you repeat after me? "I give you this ring, (bride's name) as a token of my love. I pledge you my loyalty and devotion until death separates us."

(Bride's name) as you place the ring on (groom's name) finger will you repeat after me? "I give you this ring, (groom's name) as a token of my love. I pledge you my loyalty and devotion until death separates us."

*Sample 4*

(Groom's name), what do you give as a symbol of your faithfulness to (bride's name) and to your vows? Groom: A ring.

Please repeat after me. "This ring symbolizes our covenant before God and I give it to you in the name of the Father, Son and Holy Spirit."

(Bride's name), what do you give as a symbol of your faithfulness to (groom name) and to your vows? Bride: A ring.

Please repeat after me. "This ring symbolizes our covenant before God and I give it to you in the name of the Father, Son and Holy Spirit."

*Sample 5*

You have chosen to seal your vows with rings. These rings are a symbol of your love for each other. They are to be worn as a reminder of the vows and covenant you are making this day.

(Groom's name), take the ring and place it on the hand of (bride's name) your bride and repeat after me. "I give you this ring as a symbol of my love, affection, and commitment to you."

(Bride's name), take the ring and place it on the hand of (groom's name) your bride and repeat after me. "I give you this ring as a symbol of my love, affection, and commitment to you."

*Sample 6- write your own*

Groom: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bride: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# BUILDING USE POLICY

1301 15<sup>th</sup> Street, Greeley, CO 80631  
(970) 353-1159

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- 1) The church is available for weddings, receptions, showers, and other related parties approved through the church office. (Generally a maximum of 250 people for the reception—details for large receptions will need to be discussed on a case by case basis) *Deposit will be required at the time of temporary booking.* Deposit may be given to the Adult Ministry Team Administrative Assist. The church is not available for weddings during the holiday seasons.
- 2) Alcoholic beverages are prohibited on the Church grounds. Smoking is prohibited in the building.
- 3) The person or group reserving the building will be responsible for any damages done to furniture, carpet, kitchen equipment, etc.
- 4) There are coffee pots, punch bowl, glass trays etc. which may be used from the kitchen when you make reservations for a church reception. All items used must be cleaned and returned to their original places in the cupboards. **Normal custodial fees do not include cleaning the kitchen or washing dishes.** Paper products should be purchased by the user.
- 5) A limited amount of refrigerator space will be provided with reception arrangements. No beverages or food are to be left in the refrigerator.
- 6) Please refrain from throwing rice and birdseed **in** or **on** the Church grounds during your celebration. Bubbles or fresh flower petals may be used outside the building.
- 7) The wedding party will have access to the building no earlier than 7:30am on Saturday and no later than 11pm for a Worship Center wedding. The Community Room will not be available for Saturday weddings due to other ministry activities. A wedding party may enter the building no more than 3 hours prior to a Friday or Sunday Wedding.
- 8) The facility will be closed each evening by 10pm. Sunday weddings will start no earlier than 4pm wedding with reception, and no later than 6pm.
- 9) Decorating the Sanctuary and setting up for the reception will be arranged for with the Wedding Coordinator.  
Glitter and/or sequins are not allowed in the church.
  - No open flames may be used in the reception areas. All candles must have globes and wax dip containment.
- 10) Any furniture or other items that must be moved, requires the approval of the wedding coordinator and must be returned to their original location.

## REQUIRED CHARGES FOR WEDDINGS

### WEDDING OPTIONS

	Member	Non-member
<b>WORSHIP CENTER</b>		
Building/Reception Deposit (max. 250 people)	\$100.00*	\$100.00*
(Required to reserve tentative date on the calendar)		
Worship Center Use	\$150.00	\$250.00
Community Room (includes kitchen) and/or Café/Lobby	\$150.00	\$250.00
Wedding Coordinator	\$200.00	\$200.00
Reception Coordination (3 hours max for reception)	\$60.00	\$60.00
Sound Technician	\$100.00	\$100.00
AV Technician	\$50.00	\$50.00
Equipment	\$50.00	\$50.00
Video Recording	\$100.00	\$100.00
Clergy	\$150.00	\$150.00
( <i>Minimum</i> suggested gift of \$150.00 paid directly to the pastor at the rehearsal; For out of town weddings travel costs should be taken into consideration)		

**\*\*Fees for large or elaborate receptions will be determined depending on size and scope of the event.** Please discuss all details with the Wedding Coordinator so that an accurate fee can be calculated.

## WEDDING OPTIONS - continued

### COMMUNITY ROOM

Max. number of people 100. Décor will be limited to paper products; no open flame (other than unity candle); no special equipment.

Deposit	\$50.00	\$50.00
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Room Use (wedding only)	\$150.00	\$250.00
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#### Reception

(Fee to be determined depending upon size of event and whether the additional room in the Café is needed)

Wedding Coordinator	\$100.00	\$100.00
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Reception Coordinator	\$60.00	\$60.00
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A wedding in the Community Room doesn't include a rehearsal, sound, or any other special features. Any sound requests can be negotiated depending on availability of sound technician.

Clergy	\$150.00	\$150.00
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Minimum gift of \$150.00 for the pastor is to be paid directly to him before the wedding.

#### Member

#### Non-member

### PRAYER ROOM

The Prayer Room may be used for very small weddings; a maximum of 15 people (including the wedding party). There will be no special equipment allowed and the furniture must remain as is. The Prayer Room will be used only for the ceremony, it will not be available for a rehearsal or reception.

Room Use	\$50.00
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Wedding Coordinator	\$50.00
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Clergy (Minimum suggested gift of \$100.00)	\$100.00
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## **EQUIPMENT**

\$50 charge for equipment use

Brass & White Candelabra

(several styles to choose from)

Requires 14 *drip-less* candles

(supplied by the wedding party)

Unity Candle Holder

**DRIP-LESS CANDLES REQUIRED  
MUST BE SUPPLIED BY THE WEDDING PARTY**

## EXPLANATION OF WEDDING CEREMONY FEES

Musicians, instrumentalists, sound technician, Wedding Coordinator, Reception Coordinator, custodian, set up person, and clergy are traditionally paid a fee. As you plan your ceremony, keep in mind that it is appropriate to remunerate those who will be a part of the ceremony for the extra effort involved. All person's involved (excluding the pastor and vocalists) will be paid by CCC after your payment in full is received one week prior to the ceremony.

The fees below are required as a minimum. These fees should be given to the Adult Ministry Team Administrative Assistant at the CCC office one week prior to the wedding.

### **Wedding Coordinator** - \$200.00

All calls regarding the wedding ceremony are to be directed to the Wedding Coordinator. Her responsibilities include: Assisting the bride and groom with any questions concerning the wedding, two one (1) hour meetings prior to the rehearsal, assisting the pastor during the rehearsal, coordinating activities on the day of the wedding, and making the building available to the wedding party during the rehearsal and on the wedding day. The coordinator will be available 2 hours for the rehearsal, 3 hours prior to the wedding, and 1 hour after the wedding. If your reception is at the church, the reception coordination will be available for 3 hours at a charge of \$60.00.

**Clergy** - \$150.00 minimum suggested gift to be paid directly to the pastor at the rehearsal.

### **Sound Technician** - \$100.00

In order to utilize our sound system, you must use one of our sound technicians. This service can be requested through the Wedding Coordinator. Sound technicians are present during the rehearsal and wedding.

### **AV Technician** - \$50.00

In order to utilize the front display screens, the church AV Technician must be used. Present only the day of the wedding.

### **Musicians**

If you need assistance securing a pianist, vocalist, or instrumentalist please contact the Pastor of Worship and Ministry, Aaron Wooten for suggestions. Suggested fees for musicians are:

Pianist - \$75

Vocalist or Instrumentalist - \$50 each

The fees for vocalists and instrumentalists vary according to the number of selections to be performed. Currently, \$25 per selection is usually expected.

These fees include one rehearsal and the wedding ceremony. Any additional rehearsals require additional payment, to be determined prior to the first rehearsal.

*Please Note: all fees are due at the church office one week prior to the wedding.*

**WORKSHEET FOR CHARGES**

Building Deposit	\$ _____	
Worship Center	\$ _____	
Community Room (includes kitchen)	\$ _____	
Prayer Room	\$ _____	
Wedding Coordinator	\$ _____	
Reception Coordinator	\$ _____	
Sound Technician	\$ _____	
AV Technician	\$ _____	
Musician(s)	\$ _____	
Equipment	\$ _____	
Video Recording	\$ _____	
Clergy Gift (paid directly at rehearsal)	\$ _____	
TOTAL Payable	\$ _____	
Deposit (due when date goes on calendar)	\$ _____	
Balance Due	\$ _____	Date paid _____

All fees are due one week before the wedding. Please write one check to Christ Community Church for the total of all fees listed above, the check should be given to Jenny Hooten who will be responsible for distributing them to the appropriate individuals. Traditionally, monetary gifts for the clergy are given to him by a member of the wedding party on the day of the rehearsal.

## WEDDING INFORMATION FORM

Date \_\_\_\_\_

If you accurately supply the Wedding Coordinator with the following information, you will help the church and you accomplish your expectations for the wedding.

Bride \_\_\_\_\_ Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Present Address \_\_\_\_\_

Email Address \_\_\_\_\_

Groom Phone \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

Present Address \_\_\_\_\_

Address after Marriage \_\_\_\_\_

Requested Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_ Reception at Church Yes \_\_\_\_\_ No \_\_\_\_\_

Person Responsible for Reception \_\_\_\_\_

Pastor \_\_\_\_\_

Musicians/Names \_\_\_\_\_ Responsibilities \_\_\_\_\_

Number of Bride's Attendants \_\_\_\_\_ Number of Groomsmen \_\_\_\_\_

Number of Ushers \_\_\_\_\_ Guest Book Attendant \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Candlelighters \_\_\_\_\_

Photographer \_\_\_\_\_ Phone# \_\_\_\_\_

Pictures Before \_\_\_\_\_ After \_\_\_\_\_

Florist \_\_\_\_\_ Phone # \_\_\_\_\_