



Weddings at
Centre Street Church





Weddings at Centre Street Church

Congratulations!

Centre Street Church would like to congratulate you on your recent engagement and thank you for considering us for your wedding ceremony. Centre Street Church desires that every couple be fully aware of the sacredness of God's design for marriage. No matter what type of wedding you are planning, large or small, simple or elaborate, the main purpose of this event is the uniting of two lives to become one before God. Since your vows are made before God, you should treat this as a form of a worship service, as you celebrate His love for you and your love for one another.

This handbook will assist you in the planning of your wedding ceremony.

Pre-Marriage Ministry:

Our mission is to equip and empower couples with tools to establish and build a Christ-centered, life-giving marriage based on God's design for marriage, thereby leaving a godly legacy to future generations.

"May the God of hope fill you with all joy and peace as you trust in Him, so that you may overflow with hope by the power of the Holy Spirit."

Romans 15:13 NIV

Pre-Marriage Ministry Procedure Checklist

In order to ensure that your wedding rehearsal, ceremony and pastor are confirmed, this process needs to be followed by all couples getting married at Centre Street Church as well as by couples taking a CSC pastor to an off-site location.

_____ Contact the CSC Wedding Coordinator at 403-520-2696 or by email at weddings@cschurch.ca (at least six to eight months prior to your wedding date). A tentative date will be reserved for you.

_____ Please complete the following forms (found in this handbook):

1. "Pre-Marriage Couple's Questionnaire" (p. 25-28) – each of you completes one set
2. "CSC Wedding Guideline" (pgs. 4 - 6)
3. "Love Can Wait Covenant" (only if you agree) (p. 7)
4. "Consent Forms" (p. 31 and 32)
5. If applicable, also complete p. 29 or 30
6. Include a picture of you and your fiancé

Please return within one (1) week to the CSC reception or Information Centre, Attention: CSC Wedding Coordinator. Please use the envelope that's provided at the back of the handbook. Alternately, you can scan and email the forms to weddings@cschurch.ca.

We cannot confirm your wedding date until all paperwork has been received.

_____ Attend the orientation meeting confirmed with you by the Wedding Coordinator and bring full payment to that orientation. At this time you will be registered for the Pre-Marriage Seminar, Finance Workshop and Mentoring Program.

_____ Attend the Pre-Marriage Seminar (full day).

_____ Attend the Finance Workshop (full day).

_____ Complete the Pre-marriage Mentoring Program.

_____ Meet with the Wedding Coordinator assigned to you. She will contact you to set up an appointment at least one (1) month in advance to plan your wedding ceremony.

_____ Meet with your confirmed, officiating pastor **after the pre-marriage mentoring is complete. It is up to you to contact your pastor to set up an appointment.** Please phone the main reception desk at 403-293-3900 for Pastor contact information.

PLEASE NOTE: Any changes made to your wedding ceremony, time or location, home address, phone number, or email should be brought to the attention of the Wedding Coordinator.

Off-Campus Weddings with a Centre Street Church Pastor

If a CSC pastor is officiating for you at a location other than a Centre Street Church campus, the same process applies as above. Your officiating pastor will be there to facilitate and give direction to the rehearsal activities and officiate at your wedding ceremony. There will not be a CSC Wedding Coordinator at off-campus rehearsals or ceremony.

*Pre-marriage Ministry &
Wedding Guideline
Information*



Pre-Marriage Ministry and Wedding Guideline

Our Mission:

To equip and empower couples with tools to help them establish and build a Christ-centered, life-giving marriage based on God's design for marriage, thereby leaving a godly legacy to future generations.

Definition of Marriage:

God instituted marriage as a sacred and honorable institution (Heb. 13:4) for the blessing of companionship (Gen. 2:18) and as a continuation of the divine work of creation in the history of the human race (Gen. 4:1). God intended marriage to be a monogamous, life-long union (Gen. 2:24, Exodus 20:14) between a male and a female who are each living in the physical gender in which they were born (Gen. 1:27; Gen. 2:18, 20-25; Psalm 139:13-16; Mark 10:7-9). Marriage is constituted first in mutual covenant and is a solemn, binding agreement entered into before God and others (Mal. 2:14). God views the breaking of this covenant very seriously (II Sam. 12; Mal. 2:16).

Pre-Marriage Process at CSC

Centre Street Church desires that every couple married at any CSC campus or married by one of our pastors at another location be fully aware of the sacredness of God's design for marriage. A healthy, growing Christian marriage can be a reality. The marriage preparation process helps you to understand what marriage is and what it is not. You will be challenged and encouraged to look at your expectations of your chosen spouse and to evaluate whether God would have you marry your partner at this time. You will also be challenged to take an honest look at some of the possible roadblocks that could cause you heartache in the future if you neglect to deal with present situations.

Building intimacy, trust, and communication are all foundational aspects of building a life-giving marriage that will last. That is why Centre Street Church requires a minimum six months to complete the pre-marriage process. By doing so, you will have sufficient time to work with the Wedding Coordinator in planning for your wedding day (ensuring availability of requested date, officiating pastor, etc.), as well as allowing sufficient time for you to attend the Pre-marriage Seminar, attend the Finance Workshop and meet with your mentoring couple to work through the pre-marriage inventory (Prepare Enrich).

To accomplish this and meet the requirements of the Centre Street Church marriage guidelines, please read the CSC Wedding Guideline carefully.



CSC Wedding Guideline

Basic Principles

We are committed to helping couples embrace the joy of a loving, lasting relationship so that their marriage will be all that God purposes it to be. Therefore, we place strong emphasis on the sacred covenant that a couple makes before God. The Word of God gives us many principles for building strong marriages. Ignoring these principles will weaken the foundation and possibly cause a marriage to end in separation and/or divorce. Because we are committed to doing our part in building strong marriages, the following guidelines have been established. Our purpose is not to condemn or judge anyone, but rather to embrace and advance God's principles and His sacred design for marriage.

Preparing for Marriage

Couples being married at Centre Street Church or by a pastor from Centre Street Church must complete our pre-marriage process which is as follows:

- Contact the Wedding Coordinator at least **six to eight months** in advance of the wedding.
- Complete the Pre-Marriage Couple's Questionnaire and a Prepare Enrich inventory.
- Attend the Pre-Marriage Seminar (full day Saturday).
- Attend the Finance Workshop (full day Saturday).
- Complete the pre-marriage mentoring program wherein a mentoring couple takes you through your Prepare/Enrich inventory. *It is the responsibility of the couple to ensure that they cooperate with the mentoring couple (who are unpaid volunteers) in keeping appointments so that the process is completed at least **one month** prior to the marriage.*
- Meet with the pastor officiating for your wedding at least **one month** prior to the wedding.

Conditions

1. One of our core values as a church is that we value people because people matter to God and need to know Him. Part of knowing God is understanding the good, pleasing and perfect will of God for our lives. Concerning marriage, it is vital for you to understand what Scripture teaches regarding marriage and having a personal relationship with Christ. 2 Corinthians 6:14-18 speaks of the importance of spiritual compatibility, and this especially applies to the marriage relationship. If one person desiring to be married is a follower of Jesus Christ and the other is not then spiritual incompatibility results.

A couple seeking to establish a life-long covenant of marriage need to both be going in the same direction spiritually. If this is an issue in your relationship, you will have opportunity to speak with a CSC pastor. He/She will discuss with you what it means to have Christ at the centre of your life and marriage and determine where your relationship is at in terms of spiritual compatibility. Our desire is to be life-giving in our dialogue and that all concerned will come to a deep understanding of the importance of having Christ at the centre of their marriage and their lives.

2. Centre Street Church pastors embrace the biblical definition of marriage based on the Word of God that clearly states that the union of marriage is between a male and a female, and therefore CSC pastors are not permitted to officiate at a wedding that contradicts this definition.

3. Divorced persons may be considered for marriage at Centre Street Church should they meet one of these biblical criteria:

- former spouse is deceased (Romans 7:2, I Corinthians 7:39)
- divorce occurred prior to conversion (II Corinthians 5:17)
- divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9)
- desertion by an unbelieving spouse (1 Corinthians 7:15)
- former spouse initiated divorce and has remarried (Romans 7:3)

If a divorced person answers negatively in all cases, acknowledging that other extenuating circumstances caused the divorce, a meeting with a pastor(s) may be arranged (if desired by the couple or if recommended by the officiating pastor to consider their individual case).

Please note the following:

- 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.
- The pre-marriage mentoring program, therefore, may not begin until at least **one year** has elapsed from the time the divorce was made legally final (some exceptions may apply). This will be assessed on an individual basis.
- Divorced persons may be required to attend a divorce recovery program such as “Divorce Care” at Centre Street Church. *(This program is designed to help a divorced person process his/her own loss and pain. It allows them time to explore the possibility and/or wisdom of reconciliation, remarriage, or singleness.)*
- Each case of divorce or remarriage may be dealt with on an individual basis from the perspective of God's inexhaustible grace to forgive human sin and to restore broken lives, giving people a hope and a future.

Note: Individuals who have been previously married, including legally recognized common-law relationships, will be required to complete the attached form “Marriage Preparation Inventory” (Appendix A - Groom p. 29, Appendix A - Bride p. 30).

4. No pastor on the Centre Street Church staff will marry a couple if another CSC pastor has refused to perform the ceremony for reasons outlined under ‘conditions’ as noted above.

5. Copyright laws are strictly adhered to. I/We, _____, hereby represent(s) and warrant(s) that any and all intellectual property or media provided to Centre Street Church to be played as part of our wedding ceremony does not in any way infringe upon the intellectual property rights of any third party, including without limitation any copyright, property or privacy rights under any applicable law. I/We, _____, hereby agree(s) to indemnify, defend and hold harmless Centre Street Church from and against any and all claims, damages, losses, obligations, liabilities, debt and expense (including legal costs on a solicitor and client basis) arising from my/our violation of any third party rights, including without limitation any copyright, property or privacy right under any applicable law.

We have read the guidelines and are in compliance with the conditions as noted above.

Signed: _____

Date: _____

6. **We consent to our names and wedding date to be published in the CSC News.**

Signed: _____

Date: _____



Love Can Wait Covenant

All couples, including those who have been physically intimate or who are living together, are invited to prayerfully and seriously consider entering into a covenant with each other, God and Centre Street Church to abstain from all sexual activity until their wedding day. By making such a commitment you are honoring Jesus Christ and the sanctity of marriage throughout your engagement.

Love Can Wait Covenant

We are committed to God's ways in preparing for our marriage. We agree to abstain from sexual intercourse until we share our marriage vows together. We believe it is God's will for our lives and marriage to be sanctified, to be set apart for pure and holy living.

*"It is God's will that you be sanctified; that you should avoid sexual immorality; that each of you should learn to control his own body in a way that is holy and honorable. . . . For God did not call us to be impure, but to live a holy life. Therefore, he who rejects this instruction does not reject man but God, who gives you His Holy Spirit."
1 Thessalonians 4:3-8*

We also understand that God does not look at our past failures. Instead, He looks at us as broken people whom He can make anew. With His forgiveness, we can start all over again. As we ask God to forgive us through Jesus, He will see us as a completely new couple.

*"If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness."
1 John 1:9*

We seek to trust God and honor Him by upholding His parameters of sexual intercourse within the context of our future marriage. We believe that with the help of God, we will be able to keep this covenant and be greatly blessed by our obedience to Him.

Signed: _____

Date: _____

Please note:

This **Love Can Wait Covenant** will be discussed with your officiating pastor or a pastor from CSC and your mentoring couple.

Wedding Coordinator

The Wedding Coordinator is here to assist you in making your wedding day one that will be filled with wonderful and lasting memories. In order to make this as stress-free as possible, the Wedding Coordinator will:

- Collect and process all documentation.
- Book all weddings and rehearsal times at CSC. Pastors of Centre Street Church will direct you to call the Wedding Coordinator to ensure the date and time you are requesting is available.
PLEASE NOTE: We will endeavor to accommodate your wedding date preference, but we cannot guarantee availability.
- Coordinate a date, time, pastor and sound technician for your wedding ceremony.
- Act as a liaison between you and the pastor.
- Assist you in planning your wedding ceremony.
- Confirm all details of your ceremony with your pastor and sound technician, and ensure proper set-up is done by our custodial staff.
- Confirm that pre-marriage mentoring has been put in place for you and completed by you at least one month prior to your wedding.
- Work with you to accommodate your requests for your wedding ceremony within the guidelines of the church or upon approval of the officiating pastor in consultation with a CSC Lead Pastor and/or the Executive Pastor.
- Facilitate and give leadership to your rehearsal and your wedding ceremony, when available. When not available, your coordinator will ensure your officiating CSC Pastor will do this.
- Provide a Marriage Certificate from the church.

We look forward to working with you and getting to know you better. Please have anyone assisting you in the planning of your ceremony address all questions or concerns through you to the CSC Wedding Coordinator. This will help avoid any misunderstandings regarding the church guidelines and your ceremony. Please ask them to read the church facility use agreement carefully. Thank you and have fun planning your special day!

Wedding Coordinator

403-520-2696 or email weddings@cschurch.ca

CSC Central Campus Chapel Information and Wedding Times

Our chapel can seat up to 300 guests. It has double doors at the back that open directly to a wide centre aisle. It is furnished by rows of padded interlocking chairs, a full sound system, power point, a baby grand piano and an organ. The chapel has large windows on either side (east and west) with some natural sunlight shining through. It is beautiful enough left as is or can be enhanced with your own decorations.

There is a large bridal waiting room and a separate groom's room available for your use.

Centre Street Church can only accommodate up to two (2) weddings per Saturday.

PLEASE NOTE: At this time, we are not able to accommodate weddings on any day other than Saturday.

Your time frame for Saturday weddings is:

Wedding Time	Time Frame Available	
<u>11:00 AM</u>	9:30 AM – 12:30 PM	(3 hours)
OR		
<u>2:00 PM</u>	12:30 PM – 3:30 PM	(3 hours)

These times are inclusive of the Chapel and waiting rooms only. You may have a receiving line, visit with your guests in the Atrium or take pictures outside on the Church grounds prior to and after these times.

Please **DO NOT** change your wedding rehearsal or ceremony time without approval from the Wedding Coordinator. These changes **MUST** be previously approved.

PLEASE NOTE: The church is closed on statutory holidays, i.e. Canada Day, Good Friday, Remembrance Day, Christmas day and New Year's day. We cannot accommodate your wedding rehearsal or ceremony on these days.

IT IS VERY IMPORTANT THAT YOU STAY WITHIN YOUR TIME FRAME!

Wedding Fees at Centre Street Church

Fees

Basic Fee - \$700.00. This includes the CSC pastor's honorarium, Pre-Marriage Seminar, Finance Workshop and Prepare/Enrich inventory fees, rehearsal and ceremony time, bridal waiting rooms, sound technician and custodial fees (for rehearsal and ceremony) and administrative costs.

Off-campus location with a CSC Pastor - \$375.00. This includes the pastor's honorarium, Pre-Marriage Seminar, Finance Workshop, Prepare/Enrich inventory fees and administrative costs.

Please Note: If your wedding is outside of Calgary city limits, extra fees for travel (ie. flights / food / accommodation) for the pastor will apply. Extra fees will be determined between you and your pastor and paid directly to him/her. Gas mileage will be determined by the Wedding Coordinator and added to your basic fee and paid to your Pastor with the honorarium.

Receptions

Bookings for receptions are not available at this time.

Showers and Rehearsal Dinners

Bookings for wedding showers and rehearsal dinners must go through our CSC Scheduling Coordinator at 403-520-1248. Extra fees may apply.

Payments

Payments for wedding fees are to be paid in full at the orientation. This will guarantee your wedding date and time. We accept cash, cheques (made payable to Centre Street Church), debit, Visa, Mastercard and American Express.

PLEASE NOTE: Prior to any payment in full, prices are subject to change without notice.

Damage Deposit and/or Additional Cleaning Costs

We require a credit card number for a damage deposit to cover any damages that may occur during your rehearsal or ceremony (i.e. damage to furniture, carpets, burn marks, etc). An inspection will be done after each wedding by our custodial staff, and any damage will be reported at that time. An estimate to determine repair and additional cleaning costs will be obtained, and you will be contacted with this info.

Refund Policy

\$200.00 is non-refundable after your wedding has been confirmed and paid for. Should you cancel your wedding thru CSC after this point, you will be refunded the remaining amount.

Rehearsal Details

Your rehearsal is a very important event. Proper planning and thought beforehand will ensure your rehearsal runs smoothly. You should leave feeling confident and excited about your wedding day.

The CSC Wedding Coordinator (or in some cases the officiating CSC Pastor) will facilitate your rehearsal giving leadership and direction to the rehearsal activities. This will prevent many potential challenges, since the couple and the Wedding Coordinator already have a clear understanding of what the couple desires for their wedding. This will save both time and stress at the rehearsal.

For all off-campus weddings with a CSC pastor, your pastor will be given a complete 'Ceremony Outline' for your wedding ceremony (from your planning meeting with a CSC Wedding Coordinator). He/She will facilitate your rehearsal giving leadership and direction to the rehearsal activities. It is helpful to have an appointed friend/family member available to help with direction/coordination at the rehearsal.

Booking Rehearsal Times

Once you have attended an orientation and your pastor has been confirmed, you will be contacted with your rehearsal date and time. All rehearsals are booked between 3:00 PM – 6:00 PM and will run one (1) hour maximum in length. All rehearsals must start on time. Therefore we recommend that you inform your wedding party and other people involved in your rehearsal to arrive 1/2 hour earlier than scheduled. This will ensure that we begin and end on time.

Please have your entire wedding party present at the one-hour scheduled rehearsal. All ushers should attend as well to take direction from the CSC Wedding Coordinator. We recommend one usher for every 50 guests (although a minimum of two ushers is standard). A great way to include close friends, relatives, etc. is to choose them as ushers.

If there are any children involved in your wedding party, please pre-assign someone who is not already involved in the wedding party to care for them during the rehearsal and during the ceremony. This will help to limit potential distractions.

Sound checks for soloists and other special music should not take place during the rehearsal. Please inform any musicians performing in your ceremony that full sound checks will be done with the sound technician on the day of your wedding one hour prior to the beginning of the ceremony.

PLEASE NOTE: In accordance with Alberta Vital Statistics, any member of your wedding party who is under the influence of alcohol at the rehearsal or wedding ceremony will not be permitted to participate in the wedding.

Smoking is not allowed in the church facility at any time. It is the bride and groom's responsibility to ensure that these requirements are made known to and followed by all members of the wedding party. Thank you in advance!

Please bring your marriage license to your rehearsal!

Please note: You CANNOT legally sign your marriage license prior to your wedding ceremony. This is in accordance with the Marriage Act and Vital Statistics.

You can obtain your license from any Alberta Registries office. For further information and a list of requirements, please refer to the following website:

<http://www.servicealberta.ca/marriage-licence.cfm>

Centre Street Church Licensed Pastors

In accordance with Vital Statistics and the Province of Alberta Marriage Act, no pastor shall solemnize a marriage except as a member of the clergy registered under this Act. Please see the list below of all CSC pastors who are registered with Vital Statistics and therefore are authorized to perform marriages. Your officiating pastor will be responsible for all legal aspects of your ceremony (Declaration of Intent, Exchange of Vows, Exchange of Rings, Signing of Marriage License and Pronouncement).

Ashwin Ramani	Community Pastor - Multi-Ethnic Ministries
Daniel Howard	Central - Young Adults
Greg Grunau	Pastor of Spiritual Development
Grover Bradford	Pastor of Youth Ministry - Airdrie Campus
Henry Schorr	Senior Pastor
Jacob George	Community Pastor - South Calgary
Jared Harrison	Community Leader - Bridgeland Campus
Jonathan Schorr	Lead Pastor - Regional Worship Ministries
Kent Priebe	Central Campus - Lead Pastor
Kervin Raugust	Pastor of Discipleship Ministries
Kevin Trick	Community Pastor - Men's Ministries
Lawson Brown	Lead Pastor - North West Campus
Lucas van Boeschoten	Community Pastor
Mike Schorr	Pastor of Youth Ministry - North West Campus
Pam Wolfe	Community Pastor - Women's Ministries
Tim Hayes	Lead Pastor - Bridgeland Campus
Warren Wiebe	Community Pastor & IMPACT
Wes Gorman	Community Pastor & Support/Recovery Groups
Wayne Smele	Executive Director - Missions & Outreach

Guest Pastors

All weddings held at any Centre Street Church facilities and campuses are to be officiated by a Centre Street Church pastor licensed to perform weddings. If you would like a guest pastor to participate in your ceremony, he/she must first be approved by the CSC Pastor who oversees marriage ministries. .

Guest pastors participating in a service must be recognized and sanctioned by a Christian denomination (carry a current Clergy Registration Number). He/she must agree with the Definition of Marriage as stated by Centre Street Church (see 'Pre-Marriage Ministry and Wedding Guideline Information' pgs. 4-6). The guest pastor needs to complete and submit the form 'Request Letter for Guest Pastor to Participate' which is found on the following two pages. This will be reviewed by the CSC pastor who oversees marriage ministries. We will require this information before we can commit to having the guest pastor participate.

A CSC Wedding Coordinator and / or CSC Host Pastor will facilitate and give leadership at your rehearsal and ceremony at all CSC campuses.



Request Letter for Guest Pastor to Participate

Dear Pastor:

We have been approached by _____ and _____ who have requested that you participate in their wedding. This is an exciting time for this couple, and it is such an honor and a blessing to be able to assist and guide them on their special day. In preparation for that event, we require some information from you. Participating pastors will need to comply with and be in agreement with the teaching of Centre Street Church as it relates to the definition of marriage.

Our Mission:

To equip couples with tools to establish and build a Christ-centered, life-giving marriage based on God's design for marriage, thereby leaving a godly legacy to future generations.

Definition of Marriage:

God instituted marriage as a sacred and honorable institution (Heb. 13:4) for the blessing of companionship (Gen. 2:18) and as a continuation of the divine work of creation in the history of the human race (Gen. 4:1). God intended marriage to be a monogamous, life-long union (Genesis 2:24, Exodus 20:14) between a male and a female. (Genesis 2:18, 20-25; Mark 10:7-9) Marriage is constituted first in mutual covenant and is a solemn, binding agreement entered into before God and others (Mal. 2:14). God views the breaking of this covenant very seriously (II Sam. 12; Mal. 2:16).

As a pastor, do you agree with the biblical position and definition of marriage as stated above?

Yes No If not, please explain.

With which denomination are you ordained, licensed and/or officially recognized by? (Recognition means that you carry a current Clergy Registration Number.)

If you are currently serving as a pastor at a church, with which denomination is it affiliated?

Please provide the full name, address and contact information of the church.

Church telephone no.: _____ Position at church: _____

Your name: _____ Your contact info: _____

Are you registered to perform marriages? No Yes. If yes, in which province or state? _____

Your certification (registration) number: _____

Briefly describe the theological statement of beliefs to which you adhere. (If you have these in printed form, please include with your response.)

Note: Centre Street Church is privileged to have a Wedding Coordinator who works with the couple in preparing the ceremony and facilitating and directing the rehearsal. By signing this document, I am indicating that I have been made aware that the CSC Wedding Coordinator will facilitate and give leadership to the rehearsal.

Signature: _____ Date: _____

Please return the attached as soon as possible as we are unable to commit to your participation until we receive this information. If you have any questions, please call me directly or e-mail me.

Blessings,

CSC Wedding Coordinator
3900 - 2 Street N.E.
Calgary, Alberta T2E 9C1
403-520-2696
weddings@cschurch.ca

CSC Pastor of Marriage Ministries

Date: _____
Comments: _____

Signature: _____



Ceremony Details

Planning Your Wedding Ceremony

Your assigned CSC Wedding Coordinator will contact you approximately four weeks prior to your wedding ceremony to plan the details. We have created a form (see back section 'Wedding Ceremony Planning Sheets') that will be used as a general guideline. Give some thought beforehand to musical selections, scripture readings, and any personalized vows that you may want to make to each other. When the details are completed, your coordinator will create a word document, which she will send to you, the officiating CSC pastor, the sound technician and custodial staff.

Decorating for Your Ceremony

If yours is the first of two weddings to take place on Saturday (11:00 AM), you may come in on Friday to decorate. Exceptions may apply. Please check with the CSC Wedding Coordinator to confirm. Once your ceremony is finished, all decorations must be removed immediately by your decorator. It is important that you are finished in the Chapel and in the bridal waiting room by 12:30 PM to allow 1 hour for the next wedding party to set up.

If yours is the second of two weddings (2:00 PM), you will need to arrange for someone in advance to come in and set up your decorations after the first wedding is finished. Once your ceremony is finished, all decorations must be removed immediately by your decorator. It is important that you are finished in the Chapel and in the bridal waiting room by 3:30 PM to allow Building Services and the Special Needs Ministry to set up for the evening service.

If you are decorating Friday evening, you must be finished by 10:00 PM, as our janitorial staff lock up at this time.

Pew Bows

Absolutely no glue, coat hangers, nails, screws or wires are to be used to attach pew bows or floral arrangements to the chairs. An acceptable option would be to tie a piece of material to drape over the side of the chair or long stick pins (as long as they are removed). No tacks, tape, glue or nails are to be used on the walls.

Candles

Dripless candles only. A tray or item of protection must be placed under all candles to avoid wax spilling on to the carpets and tables. Due to fire regulations, all candles must remain on the stage, out of harm's way and enclosed in a hurricane shade (with the exception of the unity candle, which must be in a secure holder). The flame cannot extend above the lip of the hurricane shade. **Aisle candles are not permitted.**

Sound Technicians

The sound technician will be at your rehearsal and ceremony. He/She will also be given full instructions for your wedding ceremony prior to your rehearsal to ensure that everything runs smoothly. All of our sound technicians are trained and have experience at doing weddings.

Please clearly label and mark all devices (Ipods, CD's, USB's, etc.) that you bring for use at the rehearsal. They will be given to the sound technician for safekeeping. You will need to pre-assign someone to pick up your items from the sound technician after the ceremony is over.

PLEASE NOTE: Copyright laws are strictly adhered to. CSC does require that you sign the 'CSC Wedding Guideline' on pg. 6 of this handbook.

Pictures and Video

The photos/video taken on this special day will be something you have to look back on and to show family and friends. To help ensure the best quality photos/video, please request that your photographers and/or videographers come to your rehearsal. This will give them an opportunity to check the layout and lighting of the chapel for the ceremony, and they may want to discuss lighting and sound issues with the CSC sound technician.

PLEASE NOTE: Time **does not** allow for you and your wedding party to take photographs in the Chapel after the ceremony. You are invited to take a few pictures in the Atrium of Centre Street Church or around the church grounds outside after your ceremony. Please be aware that the CSC Saturday Evening Service begins at 6:30 PM. Therefore you must be finished taking pictures in the Atrium by 5:00 PM. We are not able to book these areas exclusively for you, as there may be other functions or people using them during this time.

Musical Selections

The music you select for your ceremony will make it very special. Thought put into this area will benefit your ceremony for you and for your guests. Remember, your ceremony is a form of a worship service, uniting a man and a woman to become one in the sight of God. Therefore we encourage you to choose songs that honor Christ and the sacredness of marriage. Secular songs chosen (with words) must be approved by the officiating CSC pastor prior to the wedding rehearsal. Please supply a copy of the words to the CSC Wedding Coordinator, and it will be passed along to the CSC pastor for approval.

Musicians

Live music is a nice alternative to CD music. Please contact the CSC Wedding Coordinator at weddings@cschurch or 403-520-2696 for names of CSC musicians who may be available to hire.

A baby grand piano and an organ are available for use during your wedding ceremony.

PLEASE NOTE: The piano cannot be moved unless prior arrangements have been made with Building Services. There will be a \$100.00 fee if moved by a person other than the CSC sound technician.

If you are bringing in a worship band, the musicians will be responsible for supplying their own instruments.

Throwing of Objects

No objects, such as, but not limited to, rice, confetti, and birdseed are allowed inside the church building or on the church grounds. We also ask that no real flower petals be scattered on the floor unless you use an aisle runner. Artificial petals are an option, but please pre-assign someone to pick them up, as they cannot be vacuumed. If CSC custodial staff has to clean up, costs will be billed to the couple.

Pets

Pets are not permitted to be a part of your wedding ceremony. The only exception to this would be a trained and designated service dog.

Alcohol and Smoking

Absolutely no alcohol is permitted inside the church building or on the church premises. Smoking is not permitted anywhere in the church building. Please pass this information along to your wedding party, family and friends prior to your rehearsal and ceremony. Thank you!

Provided Items

We do have the following items for you to use:

- Linens (round/white) for the registry table and guest book table
- Signing pen for registry table
- BBQ lighters for candle lighters
- Communion cups (you provide the juice and the bread)

These items are not available to couples getting married off-site.

Bridal Waiting Room – Central campus only

The bridal waiting room is located directly across the foyer from the Chapel. This is a large room equipped with two full-size washrooms for your convenience. Throughout the week, the room is also used for our Special Needs Ministry. For safety reasons, we ask that you do not bring **pins or staples** into this room. All pinning of corsages etc. must be done in the foyer outside the Chapel doors or in the groom's waiting room. **No food containing nuts** is to be brought into the waiting room. Groups using the room are expected to **leave the room in proper order** (i.e. any tables moved must be put back in their original place). **No items are to be left** in the room following your event.

Suggested Scripture References

Ecclesiastes 4: 8-12

A cord of three strands cannot be broken

1 Corinthians 12:31 and 13:1-13

Love Chapter – Love is patient, love is kind

John 13:34

Mark 10: 6-9

Ephesians 4:26, 31, 32, 5:1-2, 22-33, 6:1-4

Colossians 3:12-17, 18-21, 23-24

Philippians 4:4-9, 12-13

Genesis 2:18, 21-24

Hebrews 10:25

1 John 4:7-18

Galatians 5:22

Fruit of the Spirit

Contract Agreement

Wedding Information Form

Today's date _____

Bride (all given legal names)	
Phone (best available):	E-mail:
Address:	
City:	Postal Code:

Groom (all given legal names)	
Phone (best available):	E-mail:
Address:	
City:	Postal Code:

CSC Pastor (1st choice)		CSC Pastor (2 nd Choice)	
CSC Pastor (3 rd Choice)		Name of Guest Pastor	
Wedding Date		Wedding Time	
Rehearsal Date	(TBD by CSC Wedding Coordinator)	Rehearsal Time	(TBD by CSC Wedding Coordinator)
Location of ceremony (if not at Centre Street Church)			

WEDDING FEES					RATE	AMOUNT
Cost for all bookings at any CSC Campus					\$700.00	
Central Campus Prayer Chapel					\$275.00	
Off campus ceremony, within city limits, officiated by a CSC pastor **Ceremonies outside of city limits may require extra fees, paid directly to the Pastor, to cover additional expenses i.e. Hotel, food					\$375.00	
Method of payment	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex
Credit Card Number					Expiry	V-Code

PLEASE NOTE: The full fee is required at the orientation.



centre street church
 3900 2nd Street N.E. Calgary AB T2E 9C1
 ph: 403-293-3900 fax: 403-520-2698
 www.cschurch.ca

Wedding Contract Agreement

1. We understand that our chapel time/bridal waiting room time is contracted from _____ and to _____. Furthermore, we understand and agree that if we are late and not able to begin **within 15 minutes** of the designated start time, we will adjust part of our ceremony to accommodate remaining within the designated times. Furthermore, we understand and agree that a late fee of \$250/half hour will be charged to our credit card when the ceremony runs beyond the specific time of contract.
2. We understand and agree that, if we choose to have a non-CSC pastor participate, a pastor from CSC will be required to be a part of our ceremony (see guideline under Guest Pastors p. 13).
3. Immediately prior to both rehearsal and wedding, we ask that members of the wedding party refrain from the use of alcoholic beverages. In accordance with Alberta Vital Statistics, no member of the wedding party who is under the influence of alcohol will be permitted to participate in the wedding. No alcoholic beverages may be served on the church premises at any time. Smoking is not permitted anywhere in the church facility at any time. We expect members of the wedding party to conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

The bride and groom must ensure that these requirements are made known to and followed by all members of the wedding party.

We have read the above contract and fully agree with the Centre Street Church Wedding Guideline (p. 4-6).

*We have paid the Wedding Facility Rental costs and understand and agree that, if our wedding is cancelled for any reason, the **'NON-REFUNDABLE PORTION OF THE FEE is \$200.00'**.*

Bride's signature: _____

Print name

Date

Groom's signature: _____

Print name

Date

Wedding Coordinator's signature: _____

Date

PLEASE NOTE: Prices and guidelines are subject to change without notice.



centre street church
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ph: 403-293-3900 fax: 403-520-2698
www.cschurch.ca

Centre Street Church Damage Deposit Form

CAMPUS: _____

In agreeing to the terms set out by Centre Street Church in the "Wedding Information Form," you have agreed to the following conditions for your wedding at Centre Street Church.

- You will be required to leave a credit card number to be held until the week after your wedding date. The Building Services staff will do a thorough inspection after your ceremony. If any damage is found, it will be marked on the Damage Deposit Form.
- If any cleaning is required by Centre Street Church after your event, clean-up costs will be billed to you and will come out of your damage deposit. You must arrange ahead of time for someone (other than a member of the wedding party) to immediately clean up the Chapel and bridal/groom rooms after the wedding ceremony is over. Please supply the name and contact info of the designated person to the CSC Wedding Coordinator.

Couple's names: _____

Wedding date: _____ Wedding time: _____

MC/Visa/Amex #: _____ Exp. date: _____

Name of cardholder: _____
(as shown on card)

Address of cardholder: _____

Home phone: _____ Cell phone: _____

I have read the above agreement and understand that, if there are any damages and/or clean-up costs, I will be charged accordingly. I have read the church contract regarding the use of all facilities and its guidelines. I agree to the terms set out by Centre Street Church.

Name (please print)

Signature

Custodian on duty: _____ Date checked: _____

Inspection report:



centre street church
3900 2nd Street N.E. Calgary AB T2E 9C1
ph: 403-293-3900 fax: 403-520-2698
www.cschurch.ca

Pre-marriage Couples Questionnaire

Pre-Marriage Couple's Questionnaire (each individual fills out one set)

NOTE TO THE COUPLE: These questions are designed so that we can get to know you and to help us serve you as you prepare for marriage. They will be used as a guide for your pastor and/or the mentoring couple.

Full legal name: _____

Age category: 18-25 _____ 26-35 _____ 36-42 _____ 43-50 _____ 51-60 _____ 60-65 _____ 65 or older _____

Phone number: (res.) _____ (bus.) _____ (cell) _____

Email: _____

Date of wedding: _____

Request for Guest Pastor: _____ Denomination: _____

(Please see guideline re Guest Pastors p. 13)

Please include a picture of you and your fiancée for your pastor.

Marriage

1. What strengths will you bring to the marriage?
 - a)
 - b)
 - c)
2. What strengths will your future spouse bring to the marriage?
 - a)
 - b)
 - c)
3. What are some of the growth areas (potential challenges) you will bring to the marriage?
 - a)
 - b)
 - c)
4. What are some of the growth areas (potential challenges) your future spouse will bring to the marriage?
 - a)
 - b)
 - c)

5. Which of the following do you feel could be a potential challenge in your marriage because of either personal or partner involvement?

- | | | |
|---|--|---|
| <input type="checkbox"/> Divorce | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Abortion |
| <input type="checkbox"/> Cultural differences | <input type="checkbox"/> Racial differences | <input type="checkbox"/> Intellectual differences |
| <input type="checkbox"/> Early marriage | <input type="checkbox"/> Parental conflicts | <input type="checkbox"/> Sexual problems |
| <input type="checkbox"/> Physical handicap | <input type="checkbox"/> Personality differences | |

6. Explain items checked under question #5.

Cohabiting

1. My attitude towards living together before marriage is _____

2. My attitude towards sex before marriage is _____

3. At this point in our relationship, my future spouse and I:

- have our own places, do not cohabit; do not have sexual intercourse
- cohabit (live together with no sexual intercourse)
- cohabit (have sexual intercourse)
- have children together
- have children from previous relationships

4. If asked by the Pastor/Pre-Marriage Mentor to cease sexual intercourse from now to our wedding day and while in the pre-marriage process, my reaction would be:

Faith (Spirituality/Religious Beliefs)

1. Briefly describe what form of faith was practiced in your family of origin.

2. Do you have a personal relationship with Jesus Christ as your Savior and Lord? _____
3. Describe what this means to you? _____

4. What does it mean to have a Christ-centred Christian marriage? _____

5. My future spouse and I agree about faith in the following ways:
a)
b)
c)
6. My future spouse and I disagree about faith in the following ways:
a)
b)
c)
7. We have worked on our differences by _____

Re-Marriage (If applicable, please also complete p. 29 and/or p. 30)

(Answer questions 1-5 only if you or your future spouse has been previously married or was in a legally recognized common law relationship.)

1. How long were you married or in a legally recognized common law relationship? _____
2. Are you widowed? _____ Divorced? _____ Ended a legally recognized common law relationship? _____
3. How long has it been since your divorce/end of legally recognized common law relationship? _____
4. Are there children involved on either side of the relationship (between you or from past relationships)?

5a. Have you and your former legal spouse or legally recognized common law partner reached a positive, life-giving arrangement concerning daily care and nurture for your children?

5b. Have you discussed this with your future spouse?

Appendix A - Groom

MARRIAGE PREPARATION INVENTORY

(To be completed by those who have had a legal divorce and/or have ended a legally recognized common-law relationship.)

Name: _____

Date divorce was final: _____ Date legally recognized common-law relationship ended: _____

Please give careful thought to these questions, answering them honestly and thoroughly. Our intention is not to put you through arduous steps, but to insure that you have faced issues that could negatively impact other relationships. Your answers will be addressed as part of the mentoring process.

Problems in Past Relationships and Attempts at Resolution

1. Who filed for divorce and on what grounds? (Or, who ended the legally recognized common-law relationship, and why?)

Is your former legal spouse or legally recognized common-law partner remarried? _____

2. What steps have you taken to work through the pain of your divorce or legally recognized common-law relationship? How long has this taken?

3. On what biblical grounds do you believe you are free to remarry?

Appendix A - Bride

MARRIAGE PREPARATION INVENTORY

(To be completed by those who have had a legal divorce and/or have ended a legally recognized common-law relationship.)

Name: _____

Date divorce was final: _____ Date legally recognized common-law relationship ended: _____

Please give careful thought to these questions, answering them honestly and thoroughly. Our intention is not to put you through arduous steps, but to insure that you have faced issues that could negatively impact other relationships. Your answers will be addressed as part of the mentoring process.

Problems in Past Relationships and Attempts at Resolution

1. Who filed for divorce and on what grounds? (Or, who ended the legally recognized common-law relationship, and why?)

Is your former legal spouse or legally recognized common-law partner remarried? _____

2. What steps have you taken to work through the pain of your divorce or legally recognized common-law relationship? How long has this taken?

3. On what biblical grounds do you believe you are free to remarry?



Consent Form

As part of our Centre Street Church program for couples preparing to be married, couples are provided with a pre-marriage mentoring couple, when available. The mentoring couple serves and acts as an extension of the pastor officiating at your wedding and desires to help you establish key foundational principles upon which to grow your marriage relationship.

Upon completion of the Prepare/Enrich inventory, the mentoring couple, on behalf of the officiating pastor, will spend a minimum of two interactive sessions with you personally discussing the inventory. This provides an opportunity to examine issues and dialogue about several areas that influence the growth and health of a marriage.

Once the mentoring couple has completed going through the Prepare/Enrich inventory with you, they will provide a summary to your officiating pastor. Therefore, we would ask that you sign the bottom of this form giving permission for the mentoring couple to discuss any concerns or questions that may arise with the officiating Pastor.

We give our permission for Centre Street Church to provide our mentoring couple and the officiating pastor a copy of our Pre-Marriage Couple's Questionnaire and the Prepare Enrich Inventory, and for our mentoring couple to share with the officiating pastor information relating to our Prepare Enrich and subsequent mentoring sessions.

Groom's name (please print)

Bride's name (please print)

Groom's signature

Bride's signature

Mentoring couple

Mentoring couple

Date



Consent Form

RE: _____ and _____
(Bride's name) (Groom's name)

As part of our Centre Street Church Pre-Marriage Program, each couple must complete the guidelines as approved by CSC. Exceptions may be permitted, for example, when a wedding is scheduled to occur between pre-marriage seminars. In these cases, couples are required to take a minimum of three counseling sessions, at their expense, with a counselor recognized and approved by CSC. Such exceptions **must have prior approval by the CSC Pastor of Marriage Ministries in consultation with the Wedding Coordinator**. The counselor serves and acts as an extension of the pastor officiating at your wedding. The purpose is to help you establish key foundational principles upon which to grow your marriage.

The counselor may ask you to complete a Prepare Enrich and/or other inventories of his/her choice. Following this, the counselor will spend a minimum of three interactive sessions with you personally discussing the inventory. This provides an opportunity to examine issues and dialogue about several areas that influence the growth and health of a marriage.

Once the designated counselor has completed the pre-marriage process with you, he/she will provide a summary to the CSC officiating pastor. Therefore, we would ask that you sign the bottom of this form.

We give our permission for the counselor recommended to us on behalf of Centre Street Church to share information relating to our pre-marriage counseling with the officiating pastor and the CSC Wedding Coordinator.

Groom's signature

Bride's signature

Name of designated counselor

Date: _____

Please note: Upon completion of the initial three counseling sessions, please direct your report to:

CSC Wedding Coordinator
Centre Street Church
3900 – 2 Street N.E.
Calgary, AB T2E 9C1
weddings@cschurch.ca
403-520-2696

Wedding Ceremony Planning Sheets

Groom's full name: _____

Bride's full name: _____

Wedding date and time: _____

Location:

CSC Central Campus _____

CSC West Campus _____

CSC Bridgeland Campus _____

Off-campus location (name/address) _____

Rehearsal date and time: _____

Officiating pastor: _____

Order of Ceremony <small>(indicate by n/a, 1st, 2nd, 3rd, etc.)</small>	Item	ADDITIONAL COMMENTS
	<p>A. PRELUDE MUSIC (begins about 25 minutes prior to start of ceremony)</p> <p>1. Who are your ushers?</p> <p>_____</p> <p>_____</p> <p>2. What type of music would you like to have?</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ <p>3. Bride's side/Groom's side or mixed seating? (circle)</p> <p>4. Seating via side aisles or N/A? (circle)</p> <p>5. PowerPoint presentation? ___ Yes ___ No</p>	

	<p>B. Lighting of Candles</p> <p>1. Do you have candles to light? Unity candle _____ Candelabras _____ Other _____</p> <p>2. If so, who is lighting them? Ushers / Mothers / Candle lighters / Pre-lit by Coordinator / Other (circle one or two)</p> <p>3. Will you have music for this? ____ Yes ____ No</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ 	
	<p>C. SEATING OF MOTHERS/PARENTS/GRANDPARENTS</p> <p>Will there be special seating arrangements ____ Yes ____ No</p> <p>1. Who will be escorting the bride's parents? _____</p> <p>2. Who will be escorting the groom's parents? _____</p> <p>3. Who will be escorting the grandparents? _____</p> <p>4. Will there be special music? ____ Yes ____ No</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ 	
	<p>D. ENTRANCE OF PASTOR/GROOM/GROOMSMEN</p> <p>1. Who are your groomsmen? _____</p> <p>2. How do you want the pastor, groom and groomsmen to walk into the Chapel? Centre aisle ____ Side aisle ____</p> <p>3. Will there be special music? ____ Yes ____ No</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ 	

	<p>E. PROCESSIONAL</p> <p>1. Who are your bridesmaids? _____</p> <p>2. How would you like your groomsmen to stand and bridesmaids to enter the Chapel?</p> <ul style="list-style-type: none"> <input type="radio"/> Groomsmen and bridesmaids enter separately and go directly to places on stage. <input type="radio"/> Groomsmen stand at front of the Chapel. Bridesmaids walk down center aisle and are met at front row by the groomsmen, who escort ladies to their places. <input type="radio"/> The groomsmen and bridesmaids enter together. <input type="radio"/> Other (please write details in additional comments) <p>3. Will you have a flower girl or ring bearer, and, if so, what are their names? _____</p> <p>4. Would you like the flower girl and/or ring bearer to:</p> <ul style="list-style-type: none"> <input type="radio"/> Sit on the platform <input type="radio"/> Stand on the platform <input type="radio"/> Go directly to the pew and sit during the ceremony <p>NOTE: If they are under the age of 8, we recommend they be seated in the front row with a parent or grandparent (someone who can take them out if needed).</p> <p>5. Will there be special music? _____ Yes _____ No</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ 	
	<p>F. ENTRANCE OF THE BRIDE</p> <p>1. Will there be a change in music? _____ Yes _____ No</p> <p>2. What type of music will be played during the entrance?</p> <ul style="list-style-type: none"> <input type="radio"/> Piano and/or organ <input type="radio"/> CD (please indicate song) _____ <input type="radio"/> Vocals (who will be singing) _____ <input type="radio"/> Musicians (instruments to be played) _____ <input type="radio"/> Other (please specify) _____ <p>3. Song title: _____</p> <p>4. Will someone escort you down the aisle, and, if so, who? _____</p>	

	<p>G. GIVING OF THE BRIDE</p> <p>1. Will there be a “Giving of the Bride”? _____ Yes _____ No</p> <p>2. Which one of the following would you like the pastor to use?</p> <ul style="list-style-type: none"> ○ Ask the bride’s dad/other: “Who presents this woman...?” He replies: “I do” / “Her mother and I do” / “We, her family, do” (circle one) ○ Mom stands to join bride and dad. “Who presents this woman...?” Both parents reply together: “We do” / “We, her parents, do” / “We, her family, do” (circle one) ○ Ask both sets of parents: “Who gives their blessing for this couple to be wed?” Both sets reply: “We do” ○ The pastor addresses each set of parents individually. “Who presents John Smith to wed?” Grooms parents reply. Then: “Who presents Jane Doe to be wed?” Bride’s parents reply: “We, his/her parents do” / “We, his/her family, do” (circle one reply for both sets of parents) ○ Other (please explain in additional comments) <p>3. At this point your pastor will lead you up to your places on stage.</p>	
	<p>H. OPENING REMARKS/PRAYER</p> <p>1. Name: _____</p>	
	<p>I. SPECIAL MUSIC</p> <p>1. Will you have special music at some point in your ceremony? _____ Yes _____ No</p> <ul style="list-style-type: none"> ○ Piano and/or organ ○ CD (please indicate song) _____ ○ Vocals (who will be singing) _____ ○ Musicians (instruments to be played) _____ ○ Other (please specify) _____ <p>2. Song title(s)? _____</p> <p>3. Would you like a time for praise and worship? _____ Yes _____ No</p> <p>If yes, who will be leading and what instruments will be played? _____</p> <p>4. PowerPoint for the lyrics? _____ Yes _____ No</p> <p>NOTE: It will be up to you to provide the PowerPoint.</p>	

	<p>J. SCRIPTURE READING</p> <p>1. Do you have a special scripture that you would like read? _____ Yes _____ No</p> <p>Who will be reading the scripture? _____</p> <p>NOTE: The scripture can be coordinated with the pastor to tie into his/her devotional. Please discuss this with him/her directly.</p>	
	<p>J. PASTOR’S DEVOTIONAL</p> <p>1. The pastor will take 8 - 10 minutes to share a few words of encouragement/wisdom to you, the couple, and to your guests concerning relationships, marriage, etc. Please discuss with your pastor what he/she will be speaking about. Inform him/her of anything specific you would like mentioned, or special circumstances you would like him/her to consider (i.e. outreach focus).</p>	
	<p>K. DECLARATION OF INTENT</p> <p>1. The pastor will ask you to declare why you are here today by asking you a question and then having you respond by saying “I will”. He/She will ask each of you individually.</p>	
	<p>L. Exchange of Vows</p> <p>1. The pastor will ask you to face one another and join hands. Bride passes bouquet to Maid/Matron of Honor. Please indicate which type you will be using (traditional or personal or both).</p> <p>NOTE: Vow samples are available upon request.</p>	
	<p>M. EXCHANGE OF RINGS</p> <p>1. The pastor will ask for the rings.</p> <p>2. Who will be holding them? Ring Bearer / Best Man / Maid of Honor / Other (circle)</p>	
	<p>N. PRAYER OF DEDICATION</p> <p>1. Pastor will say a prayer of dedication and blessing over you.</p>	
	<p>O. PRONOUNCEMENT OF MARRIAGE</p> <p>1. Pronouncement of husband and wife. They kiss.</p>	
	<p>P. UNITY CEREMONY</p> <p>1. Are you having a Unity Ceremony? _____ Yes _____ No</p> <p>2. If yes, what type? (candle, sand, cord, etc.) Ask your Wedding Coordinator for ideas.</p> <p>3. Do you want special music at this time? If so:</p> <ul style="list-style-type: none"> ○ Piano and/or organ ○ CD (please indicate song) _____ ○ Vocals (who will be singing) _____ ○ Musicians (instruments to be played) _____ ○ Other (please specify) _____ 	

	<p>Q. COMMUNION</p> <p>NOTE: You will need to provide the bread and juice. Suggestion: Use <u>white</u> grape juice instead of red.</p> <p>1. Are you having communion between the pastor and you, the couple? _____ Yes _____ No</p> <p>2. Do you want special music at this time? If so:</p> <ul style="list-style-type: none"> ○ Piano and/or organ ○ CD (please indicate song) _____ ○ Vocals (who will be singing) _____ ○ Musicians (instruments to be played) _____ ○ Other (please specify) _____ 	
	<p>R. SIGNING OF THE REGISTRY</p> <p>1. Pastor will lead couple to the signing of the registry table.</p> <p>2. Groomsmen move across the stage to join bridesmaids. If witnessing for you, Best Man will escort the Maid/Matron of Honor to join you at the signing table. Pastor will lead you and your witnesses through the signing. Once finished Best Man and Maid/Matron of Honor will move to stand beside Unity table. Bbridal couple, will remain at registry table until the music is finished. When music finishes, Pastor will lead you back to centre stage, facing guests.</p> <p>3. Will you have special music? If so:</p> <ul style="list-style-type: none"> ○ Piano and/or organ ○ CD (please indicate song) _____ ○ Vocals (who will be singing) _____ ○ Musicians (instruments to be played) _____ ○ Other (please specify) _____ 	
	<p>S. CLOSING REMARKS / BENEDICTION</p> <p>1. The pastor will make any announcements you want him/her to make. Please list:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. Pastor will pronounce the benediction.</p>	

	<p>T. INTRODUCTION OF THE COUPLE</p> <p>1. How would you like the pastor to introduce you as a couple for the first time?</p> <ul style="list-style-type: none"><input type="radio"/> Mr. & Mrs. John and Jane Doe<input type="radio"/> Mr. & Mrs. John Doe<input type="radio"/> Mr. & Mrs. Doe<input type="radio"/> John and Jane Doe<input type="radio"/> John and Jane	
	<p>U. RECESSIONAL</p> <p>1. What type of music?</p> <ul style="list-style-type: none"><input type="radio"/> Piano and/or organ<input type="radio"/> CD (please indicate song) _____<input type="radio"/> Vocals (who will be singing) _____<input type="radio"/> Musicians (instruments to be played) _____<input type="radio"/> Other (please specify) _____ <p>2. Order of exit:</p> <ul style="list-style-type: none"><input type="radio"/> Bride and groom<input type="radio"/> Best man and Maid/Matron of Honor<input type="radio"/> Groomsmen and bridesmaids<input type="radio"/> Pastor will direct family to exit and he/she will follow<input type="radio"/> Notes/Other: _____ _____ _____ _____ _____ _____ _____ _____ _____	

	<p>V. REQUIREMENTS</p> <p>1. Tables (Round)</p> <ul style="list-style-type: none"> ○ Signing of the Registry table ○ Guest Book table? How many chairs? _____ ○ Other: _____ <p>2. Tablecloths (Round/ White)</p> <ul style="list-style-type: none"> ○ Signing of Registry table ○ Guest book ○ Other: _____ <p>3. Communion cups _____ Yes _____ No</p> <p>4. Tech Needs</p> <ul style="list-style-type: none"> ○ Piano ○ CD ○ PowerPoint ○ Mics? How many? _____ ○ Music stands? How many? _____ ○ Please specify what instruments your musicians will be bringing: _____ _____ _____ _____ ○ Will you be having a videographer? _____ Yes _____ No 	
	<p>W. DECORATIONS</p> <p>Will you be doing any decorating for your ceremony? If so, please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>What is your preferred time of set-up? NOTE: This will need to be confirmed by the CSC Wedding Coordinator. _____</p> <p>Estimated time for flower arrival? _____</p> <p>Name of designated clean-up person: _____</p>	
	<p>X. EMAIL ROUGH DRAFT TO:</p>	

Y. ADDITIONAL INFO / SPECIAL REQUESTS:

	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
--	--	--