***Your Wedding***

***at***

***Community Congregational Church of Chula Vista***

**Welcome!** We are honored to host you, your families, and your guests for this special day as you two make lifetime promises to one another. This guide will give you helpful information as you plan for your wedding day.

Any loving couple presenting themselves for marriage, in accordance with the laws of the State of California and the practices of Community Congregational Church, is welcome to be married here.

One of the Pastors of Community Congregational Church (or their designee) will officiate your wedding and will meet with you at least three times prior to the ceremony to:

1. become better acquainted with you, so as to personalize your ceremony,
2. provide ceremony information and resources from which you may select your particular wording, and
3. using the materials of the Prepare-Enrich Relationship Assessment Program, help you to build a strong marriage. Note: there is a $35 fee for these resources, payable directly to Prepare-Enrich online.

You will also have the assistance of our Wedding Coordinator, who will:

1. meet with you once prior to the ceremony to review details of site, fees, personnel, etc.,
2. help lead your wedding rehearsal, and
3. be present for your wedding to guide family, wedding party, and guests as needed.

**Timeline for Your Wedding**

 As soon as possible: complete the Wedding Application and the Couples Covenant and return them to the church office with a $250 deposit. This deposit reserves your wedding date and will be returned to you after your wedding, providing all terms are met. After your deposit and completed paperwork are received, the Wedding Coordinator will contact you for a meeting.

 8 weeks prior to wedding: Contact the Organist/Pianist to arrange for music

 4 weeks prior to wedding:

* ALL fees are due and payable to Community Congregational Church.
* Apply for a CA Marriage License. You can do this at any County Courthouse in the state. There are two types of licenses from which to choose: a publicly accessible license (with the signatures of 2 witnesses) or a privately recorded license. Your license is valid and can be used at any location throughout the state for a period of 60 days from issue date.
* Finalize your wedding ceremony with the Pastor

 2 weeks prior to wedding:

* Submit a final draft of your printed program to the Pastor for approval. This may be done via email.
* If you are using Bradley Hall for your reception, please submit to the Church Office a drawing of the arrangement of tables and chairs.
* Bring CA Marriage License to the Church Office.

**Music for Your Wedding**

We offer many styles of keyboard music for your wedding ceremony. This may include piano, organ and/or a vocal soloist. Contact the church’s organist/pianist at least 2 months in advance of your wedding. He will assist you in selecting music that will create a memorable and meaningful ambiance for your wedding, and that is appropriate for a sacred service of worship.

 Organist/Pianist: Lionel Jasmin, 619.422.9263

You may be asked to meet with him prior to your ceremony or to handle the musical details of your wedding via telephone. Prior to your meeting or conversation, please prepare the following:

* A list of special music that has meaning for the two of you
* Thoughts about any additional music: e.g. soloist, vocal or instrumental pieces, etc.

Music can be included throughout the wedding ceremony and is especially appropriate:

* As your guests are arriving and being seated
* As your parents, grandparents, and other special guests are escorted to their seats
* As candles are lit prior to the ceremony
* As the wedding party processes into the Sanctuary
* As you, the Couple of the Day, process into the Sanctuary
* During the ceremony itself, at the beginning just after the Pastor’s welcome, during the lighting of the Unity Candle, or at other appropriate times. Both the Organist/Pianist and the Pastor will be able to guide you as to the best places for music.

You may also use recorded music in your ceremony, at the discretion of the Pastor.

**Wedding Spaces at Community Congregational Church**

We can accommodate your large or intimate wedding ceremony.

Our Sanctuary comfortably seats approximately 350 people.

Our Chapel seats 80-100 people.

Bradley Hall—a large meeting room—can accommodate a reception of up to 150 people seated at round tables, which are provided by the Church.

FYI: we cannot allow either aisle runners or the use of birdseed, rice or strewn flowers anywhere on church grounds (including center aisle of Sanctuary).

Bubbles may be used outside only.

Your chosen space is reserved for your exclusive use for up to two hours on the day of your wedding (four hours total if reception is here), and for your 45-60 minute rehearsal as described below. Your deposit will be forfeited if the church is not vacated at the end of these times.

**Scheduling Your Wedding**

The Chapel and the Sanctuary are available for wedding start times on many Sunday afternoons and evenings, Monday through Friday from 11:00am-7:00pm, and Saturdays 10:00am—5:00pm. All these times are negotiable, depending on the existing church calendar. Please ask!

 **Rehearsal** for your wedding may be held either on Thursday or Friday evening prior to your wedding day. It will last approximately 45-60 minutes. The Pianist/Organist will be there only the first 15 minutes to run through the music. The Wedding Coordinator and the Pastor will be there the entire time. Bring the following to your rehearsal, as applicable: Printed Programs, Unity Candle and Tapers (or Sand and Vessels), Recorded Music, Pew Bows (if you are attaching them to the pews yourself), Reception Directions.

**Immediately** **After Your Wedding**: assign someone who is not in the wedding party to remove all items from the church. All items left at the church will be discarded.

**Photographer/Videographer**

Please see the attached special note from the Pastors and Wedding Coordinator written to your photographer(s). Make as many copies as you have official photographers or videographers and be sure they understand the expectations prior to your wedding ceremony.

**Special Touches (optional)**

* Guest Book may be set up in the back of the church. You may assign a guest to be responsible for the guest book. The guest book attendants may also hand out printed directions to the reception before the ceremony. If you prefer, you may also have the guestbook available only at the reception.
* **Greeters** can hand out printed programs and/or oversee the guest book.
* **Printed Programs** – You are responsible for printing your programs. Programs can include 1) the names of people in the wedding party, 2) the order of service for the wedding, 3) any special messages to your guests, 4) poems or other special writings. The Wedding Coordinator has samples for your use…ask! The final draft of your printed program is to be submitted for the Pastor’s approval two weeks prior to your wedding.
* Readers from your group of family and/or friends can participate in the wedding ceremony by reading scripture, poetry or other texts you and the Pastor have selected. These readers are usually seated up front, and then after the readings, return to sit with the rest of the guests.
* **Readings from Scripture** may include the following, or others approved by the Pastor:
* Ecclesiastes 4:9-12
* Psalm 33, 100, 117, 128, 134, 150
* Song of Solomon 2:10-13
* John 2:1-11
* Romans 12:1-2
* 1 Corinthians 13, selections
* Philippians 4:4-8
* Colossians 3:12-14
* 1 John 4:7-12, 16, 21
* **Gratitude Flowers** may be presented to mothers (or other family members) during the ceremony to thank them for their love and support. Your florist prepares these.
* **Additional Flowers** may be placed on the altar/table up front, usually one large or two medium arrangements. A small arrangement or bud vase may be placed on the altar/table to honor the memory of loved ones. Arrange for your flowers to be delivered to the church one hour prior before the ceremony. You may choose to leave the altar flowers at the church for use in the congregation’s worship services. If you are taking photos prior to the ceremony, make sure that any corsages and boutonnières are delivered at an earlier time than the sanctuary arrangements.
* **Unity Candles, Sand in Vase, etc.** may be used to symbolize your unity in marriage. The Unity Candle consists of two 8” tapers and one 9-12” pillar candle, places on a small table set up front. Mothers (or other family members) usually light the tapers when escorted down the aisle before being seated. In the ceremony, you use the two tapers to light the pillar candle together. You provide the candles. The Church has a brass holder for your Unity Candles that you are welcome to use. Colored sand, in two separate containers, may also be used to symbolize your unity as a married couple. Sand is poured together from two smaller containers into a third (larger) vessel. Other such beautiful symbolic rituals may be included. Talk with the Pastor and Wedding Coordinator about your ideas!
* **Pew Bows** may be attached to the pews with clips available from the Church. There are 19 pews on each side, and you may put bows on as many rows as you wish. Most couples use every third row for a bow.
* **Floor Candelabras** are available from the Church (2). These can be lit wither by candlelighters of your choosing, or ahead of time before your guests arrive. They are usually placed up front near the altar.

* **Reserved Seating for Family** usually includes parents in the 1st full pew; grandparents and other close family members in the 2nd full pew. It is usually best for young children in the wedding party to sit with relatives in one of the first two pews rather than stand up front throughout the entire ceremony.
* Receiving Line at the conclusion of your ceremony can be done at the back of the church, outside on the steps of the church, or in the Courtyard (weather permitting). A receiving line at the church usually includes only the married couple and their parents. You may also choose to have the receiving line at your reception venue.

**Wedding Fees**

 $250 Deposit to reserve your wedding date and time, due in the Church Office, with the completed Wedding Application and Couples Covenant. This deposit will be returned to you after your wedding, providing all terms are met.

 $35 Payable directly to Prepare-Enrich (online) for the scoring of the pre-marital assessment

 **Choice of:**

$1000 Chapel Wedding: includes Pastor, Wedding Coordinator, Organist/Pianist, Custodian, the use of space for rehearsal and wedding

 $1100 Chapel Wedding: includes Pastor, Wedding Coordinator, Organist/Pianist, Custodian, Soloist (vocal or instrumental), and the use of space for rehearsal and wedding

 $1400 Sanctuary Wedding: includes Pastor, Wedding Coordinator, Organist/Pianist, Custodian, use of space for rehearsal and wedding

 $1500 Sanctuary Wedding: includes Pastor, Wedding Coordinator, Organist/Pianist, Custodian, Soloist (vocal or instrumental), and the use of space for rehearsal and wedding

 $500 Reception in Bradley Hall (includes space only for reception, for a total of 2 hours after the wedding ceremony ends) and the set up and take down of tables and chairs

**Note to: Photographer and/or Videographer**

**From: Pastors and Wedding Coordinator of Community Congregational Church**

Work Area

Your work area for all photography during the ceremony is behind the last row of guests. Do not come further forward, as this is an interruption to the wedding, and a distraction for the wedding party and the invited guests. No cameras may be set up in the Chancel (stage) area. Once the wedding party has processed to the front of the Sanctuary, you may set up a tripod in the center aisle behind the last row of guests. If there are no guests seated in the balcony, you may work there during the ceremony.

Flash

Flash may be used during the processional and the recessional only. Plan to use only the available lighting—windows and the overhead—during the ceremony.

Staging

The Chancel steps are a great area to set up family and group photos inside; beautiful outside photos can be staged on the front steps of the Sanctuary. You are welcome to use the Courtyard or any available indoor areas for photos.

Photos with the Pastor

Usually the Pastor is not available for any ceremony re-enactment, but will stay for a quick group photo with the couple.

Timing

The wedding couple is instructed to be at the church 30 minutes prior to the ceremony time. This time may be used for pre-ceremony photography. The couple has use of the church grounds for a total of two (2) hours on the day of their wedding. If the wedding reception is held at the church, there is an additional period of two (2) hours allowed the couple and their guests. If these times are not honored, the couple forfeits their deposit. Please do your part to help them stay on time!

Rehearsal

You are welcome to attend the wedding rehearsal to see the space and talk with the Church Staff. If unable to attend the rehearsal, you may call the Church Office to schedule a site visit. Church Office: 619.422.9263.

Questions

If you have questions or need further clarification, please contact the Wedding Coordinator, Ms. Sylvia Campbell at 619.443.3443. Thank you!

Name of Wedding Couple

Date/Time of Wedding Rehearsal

Inclusive time Couple has reserved Church Grounds

**Couple’s Covenant with Community Congregational Church**

We promise that neither we, nor our guests, will bring or consume alcohol on the church property. We understand that we have the use of the church grounds for a period of (select one)

 two (2) / four (4) hours on the day of our wedding / reception (from );

 we and our guests will vacate the church grounds within that time.

We will not use rice or birdseed on church property (bubbles are permitted outside). We will not use aisle runners or strewn flowers in the sanctuary aisle. We will abide by the church’s photography guidelines and we understand that it is our responsibility to communicate these to our photographers ahead of the ceremony. By signing below, we acknowledge that, should this covenant be broken, we will forfeit all or part of our initial deposit.

Printed Name Printed Name

Signature Signature

Date Date of Wedding

**Community Congregational Church Wedding Application**

**Bride/Groom** *(please print)*

Full Name

Email Phone(s)

Residence (after marriage)

Member of which church / faith community

Parents’/Grandparents’ Names

**Bride/Groom** *(please print)*

Full Name

Email Phone(s)

Residence (after marriage)

Member of which church / faith community

Parents’/Grandparents’ Names

**Date and time of Wedding (1st, 2nd, 3rd choices)**

**Church Information** **(this will be set in consultation with the Wedding Coordinator)**

Confirmed Wedding Date and Time

Date and time of Rehearsal

Place: Sanctuary Chapel (fewer than 80 guests)

Pastor (name): Organist/Pianist: Yes No

Soloist: Yes (name) Estimated Attendance

Florist (name)

Check all that apply:

 Gratitude Flowers Unity Candle/Sand Receiving Line Music CD Guest Book Programs Reserved Family Seating (how many pews?) Reception Directions

 Other

 **Attendants for Bride/Groom** *(please print names in the order they will stand with you, starting with the one closest to bride/groom)*

 (Maid or Matron of Honor/Best Man)

**Attendants for Bride/Groom** *(please print names in the order they will stand with you, starting with the one closest to bride/groom)*

 (Maid or Matron of Honor/Best Man)

**Please return application, couples covenant and $250 deposit to:** Office Use Only (date/initial)

 **Community Congregational Church** Dep. Rec’d

 **276 “F” Street** Conf. letter

 **Chula Vista, CA 91910** Balance Paid

Deposit returned