

Your Wedding



**Coastal Community Church
of Port St. John**

Wedding Ministry

7000 Amesbury Avenue
Cocoa, Florida 32927

321-639-7346



Your Wedding

at

Coastal Community Church

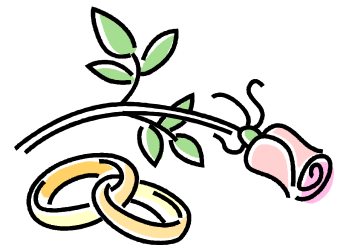
We are honored by your desire to be married at Coastal Community Church. Be assured our staff understands how special you want your wedding to be. To assist you with your special day, this booklet has been prepared to answer questions and offer guidance.

As God's first ordained institution, scriptural marriage should be viewed as sacred and approached with reverence. The quality of your relationship with Jesus Christ is of utmost importance.

Our fervent prayer is that your approaching marriage will be honoring to our Lord Jesus Christ. We look forward to assisting you in this process. If you have any questions please call 321-639-7346.

"Marriage is honorable: let us all keep it so..."

Hebrews 13:4



Coastal Community Church Wedding Coordinator

The Wedding Coordinator oversees all weddings at Coastal Community Church. Upon submittal and approval of your wedding date, the Wedding Coordinator will be available to assist you with your wedding plans. *(All weddings performed at Coastal Community Church must have a Coastal Wedding Coordinator.)* She is your liaison and contact to Coastal Community Church. She will assist you as you plan this special day.

Below is a specific list of the Wedding Coordinator's duties:

1. Wedding Coordinator will arrive 30 minutes prior to and be present to assist at rehearsal. Rehearsal is a very important aspect in planning your wedding and should be treated as such by making sure all wedding party members are prompt and on time. The Wedding Coordinator will wait no longer than 15 minutes from set rehearsal time to begin.
2. Wedding Coordinator **will not** stay following rehearsal for decorating sanctuary. However, she will be available to open the building on a pre-scheduled day to accommodate decorating. All decorating plans should be made in advance.
3. Wedding Coordinator will arrive 2 hours prior to wedding and will remain up to one hour after the wedding ceremony is complete for any pictures and to make sure church has been left in proper order by responsible wedding party designee.
4. Wedding Coordinator is available to communicate with florist, musicians, photographer & etc. to assist with any questions or event planning. She will ensure that the facilities are cleaned, doors unlocked and church is ready for the ceremony.
5. Wedding Coordinator is **not** responsible for cleaning up the Bride's/Groom's Room. It is the responsibility of the Bride and Groom to coordinate a designated person(s) to be in charge of cleaning up and removing all personal items belonging to the wedding party. This cleanup is to be completed no later than one hour after the wedding has ended. This includes sanctuary, foyer and all dressing areas.
6. Wedding Coordinator is available upon request to help with ceremony and reception decoration. This will be discussed in detail with Bride and Groom what all will be included. All decorations must be approved by Wedding Coordinator and agreed upon. An additional fee of \$500.00 will be charged for the extra time spent by the Wedding Coordinator to decorate the wedding for you. A deposit of 50% of this fee will be due upon turning in application along with other deposits.

Bride's Initials _____

Groom's Initial's _____

The Wedding Details

Who can get married at Coastal Community Church?

Members and non-members are both welcome to be married at Coastal!

How do I select the wedding date?

All dates are to be requested at least four weeks, but not more than one year, in advance. The exact date will be confirmed after the Wedding Application has been submitted, the date has been scheduled on the church calendar and the Minister has agreed to officiate.

No dates should be announced until confirmed to you.

Please note that a wedding date will not be scheduled on any holiday weekend (i.e., New Years, Easter, Memorial Day, Labor Day, Martin Luther King, Jr. Day, Thanksgiving, and Christmas).

Is Pre-Marital Counseling required?

Coastal requires that all wedding couples receive pre-marital counseling prior to their wedding ceremony. Coastal Pastors can perform the pre-marital counseling.

If a non-Coastal Pastor is officiating the wedding ceremony, the couple must follow his pre-marital counseling requirement. We request a letter from the minister one month prior to your wedding date outlining his intentions in counseling and preparation for the service.

Is a nursery available?

Church nursery services are not available for weddings or rehearsals.

Who may perform weddings at Coastal?

1. Coastal Pastoral Staff

All pastoral staff at Coastal is available to conduct pre-marital counseling and officiate wedding ceremonies as their schedule permits.

2. Non-Coastal Pastoral Staff

Ordained, evangelical ministers are permitted to perform wedding ceremonies, upon approval by the Coastal pastoral staff. If you desire someone other than a Pastor from Coastal to officiate, please make note on the Wedding Application.

Are dressing rooms available?

Dressing rooms for the bride, groom and attendants are provided two-hours prior to the wedding start time. A designee must be named to clean and removal all personal items from these rooms within one hour following ceremony.

Are animals allowed?

No

What facilities are available?

Gymnasium – Accommodates 480

What music is appropriate?

All music must be submitted for approval to the Wedding Coordinator at least two weeks prior to the wedding. Please do not print a wedding program without prior music approval.

Church musicians are available on request to play for weddings.

Wedding Fee Schedule

	<u>Wedding</u>	<u>Reception</u>	<u>Total</u>
Members of Coastal	\$400.00	\$400.00	\$800
Non-members of Coastal	\$550.00	\$550.00	\$1,100
Kitchen/Dishware Rental		\$125.00	
Decorating Fee for Member (if we do all the decorating)		\$350.00	\$350
Decorating Fee Non-Member (if we do all the decorating)		\$500.00	\$500

(The above fee covers: wedding coordinator, custodial/maintenance, and sound tech*)

*Sound tech is not required.

A 50% deposit of the Wedding Fee is required upon approval of the Wedding Application, with the balance due one week prior to the wedding date.

What about the Pastor’s Fee?

It would be rare for the Pastor to spend less than 8-10 hours preparing for your wedding, often longer. When you consider the pre-marital counseling, rehearsal, and the wedding itself, the suggested honorarium would be a minimum of \$150. The Wedding Coordinator will be happy to assist in passing out your honorariums and or tips.

The Wedding Decorations

1. Decorations must be completed at least one hour before the ceremony begins.
2. If fresh greenery is used, all preparations are to be made prior to arriving at the church.
3. The florist must remove all decorations and equipment promptly following the ceremony. **Nothing** is to be left at the church. Equipment and/or decorations left here two weeks past wedding date, become the property of Coastal. If Facility Team needs to move sound equipment and/or decorations, an additional fee of \$100.00 will be assessed to the Bride and Groom.
4. **No** tacks, pins, nails, glue or tape shall be used to fasten any decorations to the furniture, building, carpet or church candelabras.
5. Only wrapped wire or ribbon that will not mar the chair ends shall be used to fasten bows.
6. All candles used outside the stage/pulpit area must be battery operated. This is a requirement by the State of Florida's Fire Marshall. No exception will be made. Candles on all candelabras that are used on the stage must be metal-sheathed, mechanical candles.
7. Only mechanical candles are used in the Coastal candelabras. **Battery operated** candles are required in any candle stand used in sanctuary/chapel or foyer areas other than the previously stated mechanical candles. For exemption please contact your Wedding Coordinator.
8. Greenery belonging to the church cannot be moved. For exemption please contact your Wedding Coordinator.
9. The church properties must be left in the condition in which they were found. No exceptions will be made to the above regulations. The Wedding Coordinator will do a "Walk-Thru" one hour after the ceremony and will report any damage or personal items left behind.
10. An extra charge of \$100.00 **WILL** be incurred if excessive trash, dripped candle wax, or spilled dirt from potted plants is found by custodial staff or Wedding Coordinator following ceremony. Church is to remain in the condition it was found.
11. Alcoholic beverages are **NOT** allowed in any rooms or buildings on Coastal property.
12. Smoking is **NOT** allowed in any room, building, or front of the church area.

By signing this form, we agree to the requirements listed above and throughout this Wedding Application Booklet.

Bride: _____ **Groom:** _____

Date: _____

Date _____

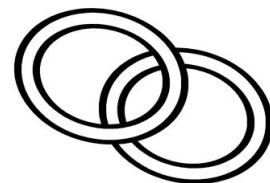
The Rehearsal

The Bride and Groom should insist that all members of the wedding party be prompt and on time for the rehearsal and the wedding. The Wedding Coordinator will begin the rehearsal and wedding **no later** than 15 minutes following the pre-set start time for both events. The rehearsal and wedding will not be held for guests/attendants who have not yet arrived.

1. No smoking anywhere on the church property for wedding party or guests.
2. No alcoholic beverages anywhere on the church property.
3. In order for the rehearsal to move smoothly and quickly, all members of the wedding party should take this time seriously.

The following will help you prepare for your rehearsal:

1. Each rehearsal, unless otherwise agreed upon, will begin **promptly** at the set time the day before the wedding. The rehearsal will require no longer than one hour.
2. Both sets of parents should be on-time and present for the rehearsal.
3. All members of the wedding party should be on-time and present, including ushers.
4. The musicians will not have to be present at the rehearsal, unless other arrangements are made.
5. You will need to bring your **marriage license** to your Wedding Coordinator no later than the evening of the rehearsal.



The Wedding Day

We are thrilled that you have chosen the facilities of Coastal Community Church to use as you are joined together in holy matrimony. By choosing a church wedding, please remember this is a religious service and will be treated and respected as such.

The date and time you choose to have your wedding needs to be discussed with the Wedding Coordinator at least four weeks prior to your desired date.

What time should our wedding begin?

Weddings can have a start time between 10:00am and 8:00pm. Receptions held here must be finished by 9:30pm. Décor and personal decorations must be cleaned and removed by 10:30pm.

Sound

The church has a sound system that is available for your use for wedding and/or reception. It is our policy that only our staff be used to run the sound equipment.

Order of Service

A completed Order of Service needs to be given to your Wedding Coordinator **one week prior** to the wedding service. This will give the name of each song, scripture, family seating, and exact order of your wedding. You will create this document along with your pastor. This is the “script” that your coordinator and sound technician will use to make sure your wedding ceremony goes according to your plans. Make sure you include everything you want to happen during the wedding in this document.

Time limit for Event

From the beginning of the wedding to the end of the Reception there will be an 8 hour time limit. We cannot allow longer than 8 hours because the church staff needs time to prepare the building for the next day's events. Also, we do not want to put too much of a burden on our Wedding Coordinator and their staff. If you do exceed this time limit it must be approved and a charge may apply.

The Reception

Receptions held here must be finished by 9:30pm.

Strict compliance with following these rules are required as a provision for holding the reception at Coastal Community Church.

1. No alcoholic beverages are permitted.
2. Smoking is not allowed in any room, building, or front steps of the church.
3. Rice is not permitted. Birdseed may be thrown outside of the building.
4. Sparklers are permitted outside church facility. Wedding party must remove all used sparklers.
5. Taped or CD music is allowed. The Wedding Coordinator must approve all music at least two weeks prior to wedding date.
6. Dancing at the wedding reception is permitted. However, we do ask that all music and dancing honor and respect Christ, the Church, and the sacred wedding vows that are being celebrated.
7. Kitchen staff is **required** for your reception if kitchen is to be utilized in any way. Your Wedding Coordinator will schedule an appointment for you to make your reception plans. **NOTHING** with red dye. Example: Hawaiian punch, red frosting, red drinks of any kind... are allowed in the church building, no exceptions.
8. An additional charge will be required for use of dishes, glassware, etc. of \$150.00.

For the Caterer

The caterer, who provides the food and drink for the occasion, is asked to abide by certain guidelines.

1. It is mandatory that the church Wedding Coordinator be contacted for use of the kitchen facilities.
2. In the event a caterer is used, the church will provide the facility and tables. The caterer will provide everything else for a complete reception.
3. The use of any church kitchen equipment is discouraged. However, should the caterer wish to use this equipment, arrangements must be through your Wedding Coordinator to the Kitchen Staff.
4. The kitchen facilities must be left in the same condition as upon arrival. If the kitchen is utilized, a representative of the Kitchen Staff must be present; there will be an additional charge of \$75.00.
5. Alcoholic beverages & smoking are not permitted at any time or any place during wedding or reception.

Note: When a couple plans to have a reception without the services of a caterer, careful planning is necessary and important. Someone other than the bride, groom, or immediate family members should be in charge of decorating, mixing the punch, helping the reception to run smoothly, etc. These responsibilities are not those of the Wedding Coordinator

Checklist!

BRIDE: _____ GROOM: _____

Wedding date: _____ Time: _____

Rehearsal date: _____ Time: _____

Matron of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

Flower Girl: _____ Ring Bearer: _____

Ushers: _____

Minister: _____ Counseling completed? yes _____ No _____

Contact information: _____

Wedding Colors: _____

Reception will be: _____ Caterer: _____

Bride/Groom's Room Clean-Up Assistant:

Florist/Decorator: _____

License Received: _____

Deposit Received: _____

Final Payment Received: _____

Special Notes: