



Wedding Handbook



SUNNYBROOK
community church

CHRISTIAN MARRIAGE

Sunnybrook Community Church believes the Bible is clear... that marriage is to be between one man and one woman for life. We want to come alongside couples to help equip them for a lifelong love & commitment. Therefore we require each couple to satisfactorily complete Sunnybrook Marriage Mentoring before the wedding.

Your wedding is one of the most joyous occasions in your life and we are honored to be part of this special event. While marriage is a life-long process of merging two distinctive lives, the ceremony is the event inaugurating this process. Your desire to have a church wedding indicates your marriage is a commitment you are making before God.

A Christian wedding is an act of worship before God in which family, relatives, and friends gather to praise God for His grace and love. A Christian marriage is a joyful covenanting between a man and a woman in which they proclaim, before God and human witnesses, their commitment to live together as husband and wife.

With this understanding of a Christian marriage and a wedding ceremony, we have prepared this booklet and these guidelines to help your wedding to be an occasion to celebrate God's love, to acknowledge Him as the source of love, and to help your wedding ceremony go as smoothly as possible.

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Wedding Director
Bonnie Van Holland
712.276.7915 ext. 29
bonnievh@sunnybrookchurch.org

Wedding Coordinator
Sylvia Kiel
712.276.0884
sylviak@sunnybrookchurch.org

Technical Support
Larry Dooley
larryd@sunnybrookchurch.org

CHECKLIST

- o **Discuss possible dates for wedding and rehearsal**
 - Contact Wedding Director to check availability of the facility
- o **Pick up and complete wedding packet.**
- o **Arrange to meet with Wedding Director**
 - The Wedding Information & Details Form should be completed and brought with you to this meeting
 - Pay deposit
 - Confirm date
 - Talk about Pre-Marriage Mentoring

Begin planning wedding service

- o **Schedule the following:**
 - Soloists and/or musician(s)
 - Pianist
 - Photographer
 - Videographer
- o **60 to 90 days before the wedding:**
 - Obtain marriage license
 - Schedule conference with the Officiating Pastor
- o **30 to 45 days before the wedding:**
 - Meet with the Officiating Pastor to discuss:
 - Musical selections
 - Order of ceremony
 - Meet with Wedding Coordinator
 - Provide pictures or videos/playlist to Technical Support
 - Color/Background lighting—Technical Support
- o **1 Week Prior to your wedding,**

Credit card will be charged for your remaining wedding fees.
- o **Rehearsal**
 - Begins promptly at the scheduled time
 - Give Marriage License to the Wedding Coordinator
 - Speak with Wedding Coordinator about last minute details

SETTING THE DATE AND SCHEDULING THE TIME

After you have contacted the Wedding Director, Bonnie Van Holland, 712.276-7915 ext. 29, to check the church availability for your wedding date, also set a time to meet with her. During this meeting you will return the completed wedding forms, and pay your deposit to confirm your date on the calendar. The Wedding Director will also go over the wedding process with you and help you secure your Officiating Pastor. After your wedding has been confirmed, contact the Wedding Coordinator, Sylvia Kiel at 276.0884 to set up a meeting for planning the details of your wedding service.

Wedding dates are placed on the church calendar on a first-come, first-served basis, **upon receipt of your deposit**. No date will be scheduled until it has been confirmed with the church calendar and the Wedding Director. You will receive an email confirmation of your wedding date.

If you are planning to hold your wedding reception at Sunnybrook Community Church (SCC), we request that Friday evening receptions conclude by 10:00 p.m. and Saturday receptions conclude by 8:00 p.m. It is also important to note that the by-laws of SCC do not allow alcohol to be served or dances to be held within the church.

The wedding party will be allowed a maximum of one hour for the wedding rehearsal which will include going over the movement and placement of the wedding party during the worship service. It is preferred that the wedding rehearsal begin by 5:00 p.m. Please make sure that you stress to all members of your wedding party the importance of arriving on time as the rehearsal will begin promptly at the time specified.

Time available for decoration and photography will vary depending upon the event(s) scheduled before or after the wedding service. However, a window of at least four (4) hours will be scheduled for each wedding for the purposes of overall decoration.

ROLE OF THE PASTOR

Worship and Marriage Services at SCC are ordinarily led by the Pastoral staff. We will be glad to share the worship service with a Pastor(s) from another church or denomination, however, approval is required for any Pastor to participate in or to perform the service of worship. Denominational credentials of ordination may be required prior to approval.

Assigning of the officiating Pastor typically won't happen until 2-3 months prior to your wedding date.

The Officiating Pastor will meet with the couple prior to the wedding ceremony to become acquainted with you and to discuss your wedding service. All music and musical selections for the wedding service are to be approved by the Pastor. The Pastor will conduct the wedding rehearsal.

ROLE OF THE WEDDING DIRECTOR

The Wedding Director, Bonnie Van Holland will be the first person that you meet with to discuss your upcoming wedding. She will assist you in placing your date on our church calendar, arranging an Officiating Pastor and assigning your Marriage Mentor(s). Bonnie can be reached by calling 276.7915 ext. 29 or bonnievh@sunnybrookchurch.org.

ROLE OF THE WEDDING COORDINATOR

The Wedding Coordinator, Sylvia Kiel, will assist you in planning and coordinating the details of your service by answering questions and giving suggestions for your wedding service. Sylvia can be reached by calling 276.0884 or email sylviaak@sunnybrookchurch.org. The Wedding Coordinator will be available by phone prior to the wedding day and will be present at the rehearsal and on the wedding day.

PRE-MARRIAGE MENTORING

An important part of the wedding service is planning for marriage. Because we believe as much care be given to the marriage as it is to the wedding, SCC requires that all individuals being married in the church participate in Pre-Marriage Mentoring (3 sessions).

Items covered as a part Pre-Marriage Mentoring include:

- Completion marriage assessment.
- Review survey results, discussion of strengths and areas of needed growth, including discussion of communication, marriage expectations, personalities, conflict resolution, relationship roles, money management, sexuality and spiritual beliefs.

The Wedding Director will pair the wedding couple with marriage mentor(s). The fees for these services are included in Appendix B.

MARRIAGE LICENSE

It is the responsibility of the couple to acquire a marriage license from Woodbury County. Application for a marriage license can be made at the following location:

Recorder's Office
Courthouse, Room 106
620 Douglas Street, Sioux City, IA
712-279-6626 (automated recording) or 712-279-6528

To acquire a Marriage License, you will need the following items:

1. Bride, groom and one witness need to be present.
2. The witness will need to *know* both the bride and groom.
3. Bride, groom, and witness will each need a photo ID.
4. Bride, groom, and witness all need to be at least 18 years old.
5. Fee for the Marriage License. (\$35)

There is a three (3) working day waiting period before a Marriage License can be picked up. The couple must present their Marriage License to the Wedding Coordinator at the rehearsal, so please plan accordingly.

COMPONENTS OF THE WEDDING SERVICE

Order of Worship

The suggested Order of Worship is included in Appendix A. The Officiating Pastor will assist you in planning the wedding service.

Appendix A includes two sample vow forms you may use. You are also free to compose and use your own vows providing they include a lifetime commitment of faithfulness, mutual fidelity, and a sharing of your total life with your spouse. All vows written by the couple require the approval of the Officiating Pastor. You can review and finalize your personalized vows at your wedding conference.

Chapel Information & Decorations

The chapel will seat no more than 300 people.

Programs

It is helpful but not necessary to have a printed Order of Worship to outline the order of service and list the names of participants in the wedding. The program also gives you the opportunity to express thanks to those who have come to celebrate with you and to inform them of your new home address. Programs are the responsibility of the wedding couple.

Flowers

We recommend that your floral arrangements be in keeping with the simplicity

and dignity of the church. You may place flowers on flower stands, the floor, in flower holders or by the Chapel seating.

Candles

Candelabra may be rented and used in the service. Note, spring candles (metal encased) are recommended. If wax candles are used, it is helpful to have these frozen prior to use to slow melting during use. Flame candles are not allowed in the center aisle.

Set Up/Take Down of Decorations

Set up time and unlocking of the facilities will be scheduled through the Wedding Coordinator. SCC cannot be responsible for the safety of any gifts or personal property. Gifts should be removed as soon as possible. The couple or their designated individual(s) are responsible for removing all apparatus, masking tape, etc. immediately following the wedding. The wedding couple is responsible for all damages incurred through the misuse of the facility. In the event that the couple desires to leave some flowers in the church, consent of the Wedding Coordinator is required. In the event that candelabras are not removed from the church after the wedding, ask the Wedding Coordinator to direct ushers where to store them.

Music Selection

Since the wedding is a worship service, the music selected should reflect the reverence of the occasion. Wedding music must be approved by the Officiating Pastor.

Instrumentalists/Special Music

Should you desire to have a keyboard, piano, please contact the Wedding Coordinator. You should select and schedule your wedding service with the musicians at the same time you schedule your wedding with the Officiating Pastor. Fees for musicians are the responsibility of the wedding couple and are not included in the Service Fee. These fees should be negotiated directly with the musicians.

Photography

Photographs provide wonderful, lasting memories of your wedding day. To assist in capturing these precious moments and at the same time maintain the dignity of the worship service, the following guidelines have been established:

1. Family and wedding photos may be scheduled for two (2) hours before the wedding service or immediately afterwards. The church will give you a four (4) hour window for your wedding service.
2. Use of the sound and lighting system is limited to the Sound and Lighting Technician and the Wedding Coordinator. Wedding participants and guests are not allowed in the tech booth.
3. No one is allowed to unplug, remove, or shut off any outlets or switches of any kind in the Chapel. For assistance in finding open outlets, please contact the Wedding Coordinator. Please make sure to inform your photographer and videographer of this

guideline.

4. It is the responsibility of the couple to communicate these guidelines to the photographer and to their guests.
5. Flash photography is not permitted during the ceremony.
6. The photographer is not allowed on stage during the ceremony,

FACILITY USE REGULATIONS

Members of the wedding party and guests are expected to conduct themselves at all times in a manner appropriate to a place of worship. Consuming alcoholic beverages or using any other chemical substance is not permitted on the church property. Smoking will be permitted outside the building with refuse deposited in containers provided. There will be no exceptions to this policy and Church Staff are authorized to contact the Police Department in enforcing this policy. If disrespect is shown to Church Staff and/or local law enforcement, the wedding service will be immediately terminated. Rooms are available for the wedding party to dress and make final preparations. Personal items are to be removed from these rooms immediately following the wedding. The Wedding Coordinator will inform you concerning which rooms, restrooms, and gift areas will be available for your wedding party. The couple is responsible for communicating facility guidelines to the wedding party and the guests.

There are many ways for the guests to share in your wedding and in your joy. We ask that there be NO throwing of rice, confetti, or tissue flowers either inside or outside of the facility. We suggest that you consider bubbles after the wedding service.

SOCIAL FACILITIES

SCC can also offer to you the use of facilities for your rehearsal dinner or wedding reception. The Lobby is capable of seating 200 people at round tables. The Gymnasium can be used and accommodates 125 to over 225 people. Should you desire to use the Lobby, Gymnasium or LOFT, you will need to reserve it as soon as possible, preferably at the same time you schedule your wedding service. A kitchen is also available for serving prepared food. The church has tables, chairs, etc. available for your use. Please consult the Wedding Coordinator regarding your specific needs. The Service Fees for the Lobby, Gymnasium and LOFT are shown in Appendix B.

The serving and consuming of any alcoholic beverages, including wine, is not permitted in the church facility or on church property.

Anyone serving food at SCC will be expected to leave the facility as they found it. The wedding couple is also responsible for any damages incurred through their misuse of the facility.

APPENDIX A

Order of Worship for Christian Marriage

Prelude

Lighting of Candles

Seating of Grandparents and Parents

Processional

Presentation of the Bride

Declaration of Purpose

Prayer

Giving of the Bride

Special Music Option

Scripture Reading(s)

Message

Special Music Option

Declaration of Intent

Exchanging of Vows and Rings

Lighting of the Unity Candle

Prayer of Blessing

Kiss

Special Music Option

Pronouncement

Recessional

Postlude

Suggested Scripture Passages:

1 Corinthians 13:1-8

Colossians 3:12-17

Genesis 2:22-25

Ephesians 5:21-33

1 Peter 3:8-9

Revelation 21:2,9

Proverbs 24:3-4

Leviticus 6:13

1 John 4:7-12

Ruth 1:16-17

Ecclesiastes 4:9-12

Psalm 127

Sample Vows

Form 1:

I, _____, take you, _____

to be my wife (husband)

to have and to hold from this day forward,

for better, for worse,

for richer, for poorer,

in sickness and in health,

to love and to cherish as long as we both shall live.

To this I pledge myself truly with all my heart.

Form 2:

_____, I give myself to you in marriage

and vow to be your husband (wife)

as long as we both shall live.

I give you my hands and take your hands in mine

as a symbol and pledge of our uniting in one flesh.

I give you my love, the outpouring of my heart,

as a symbol and pledge of our uniting in one spirit.

Rings

Form 1:

With this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit.

Form 2:

I give you this ring as a symbol of our constant faithfulness and abiding love.

APPENDIX B
Financial Responsibilities

Deposit

A non-refundable deposit of \$100, completion of Contact Information and meeting with the Wedding Director is required before the wedding date will be confirmed. Please include the last names of the wedding couple and the wedding date on the check’s memo line.

Wedding Service Fees

Services of Ordained Pastoral Staff, Wedding Coordinator, Marriage
Mentoring, Custodians, and Sound Technician.....\$750

Facility usage fees for optional rehearsal dinner:

Lobby.....\$350
Gymnasium\$350
LOFT.....\$350

Facility usage fees for optional reception:

Lobby.....\$350
Gymnasium\$350
LOFT.....\$350

All service fees are to be paid to the Church Office at least one week prior to the wedding. Payment for services is to be made directly to Sunnybrook Community Church.

Other Fees

Soloist(s) and musicians are to be arranged for by the couple. The honorarium, which is to be paid directly to the musician(s), will vary.

Authorization for Credit Card Use

COMPLETE THIS AUTHORIZATION FORM

All information will remain confidential

Name on Card: _____

Billing Address: _____

Email Address: _____

Total amount for wedding fees: _____

Credit Card Type: _____ Visa _____ Mastercard
_____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card)

Amount of deposit to charge: \$ _____ (USD)

One week prior to your wedding, your credit card will be charged for the remainder of your wedding fees.

Remaining balance: \$ _____ Date to charge: _____

A receipt for these charges will be emailed to you.

I authorize **Sunnybrook Community Church** to charge the amount listed above to the credit card provided herein. I agree to pay for the wedding fees in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____

5601 Sunnybrook Drive
Sioux City, IA 51106

p: 712 276 5814
f: 712 276 4755

e: info@sunnybrookchurch.org
w: www.sunnybrookchurch.org



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