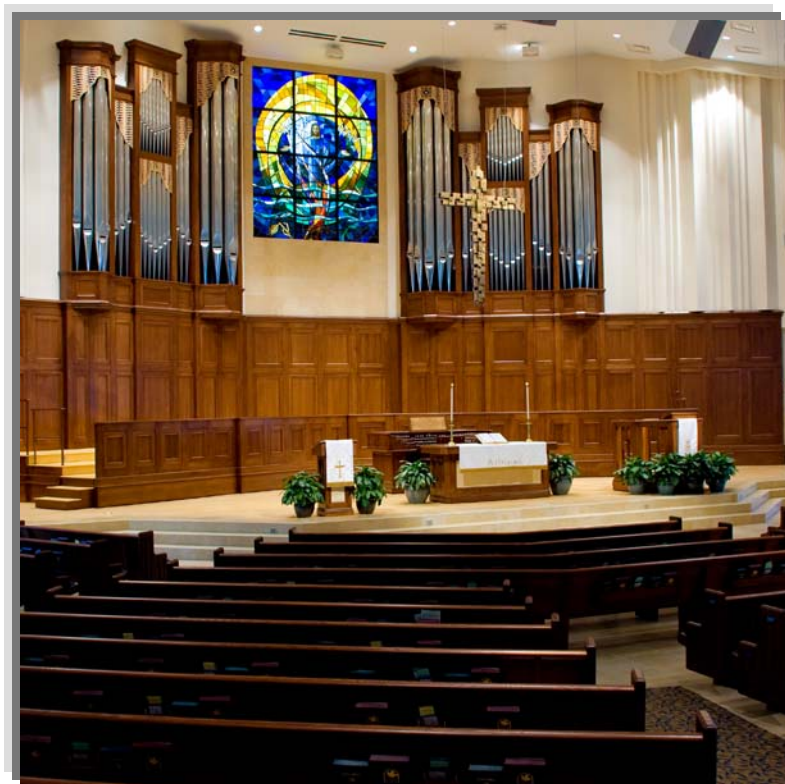


The Celebration of Marriage

at The Community Church of Vero Beach



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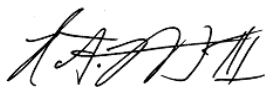
Dear Friends,

The purpose of this handbook is to provide essential guidelines for having a wedding at Community Church. We hope this information helps to make your wedding day a special one for you. In preparation for your wedding, and prior to meeting with the minister who will celebrate your wedding, we invite you to please read this material carefully.

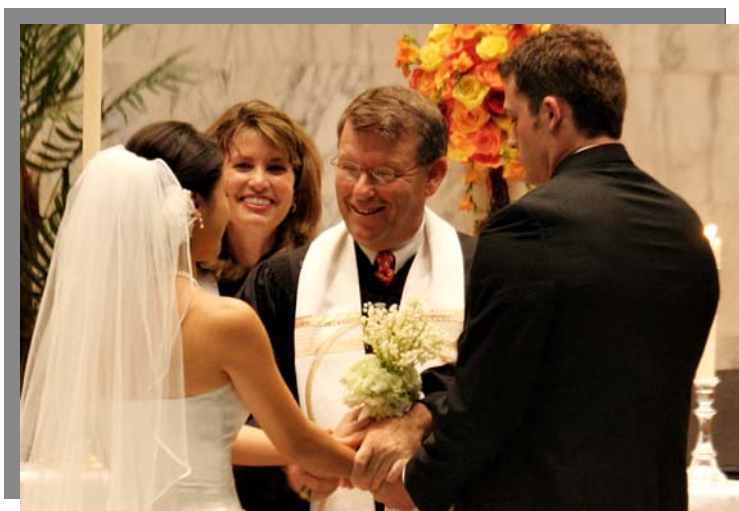
A Community Church wedding is primarily a worship service, a sacred event which reflects the same commitment to dignity and beauty for which we have become known over the years. Community Church's ministers and organist are committed to upholding the highest standards of worship and music.

We at Community Church, look forward to working with you in preparation for your commitment of marriage and helping you celebrate, through worship, the gift of your love.

Blessings to you,



Robert Taylor Baggott III
Senior Minister



YOUR WEDDING

Your marriage ceremony is one of the most important experiences of your life. We are happy that you will be married at Community Church (or offsite with our Church staff's assistance) and we will do everything we can to make this the most enjoyable celebration of your life.

A marriage ceremony is a worship service that is celebrated to bond a loving couple in the sacred institution of marriage. You will meet with the minister not only to plan the ceremony, but also to prepare yourself for this meaningful event.



THE MINISTER

The minister considers his/her relationship with you to be personal. At all wedding services at Community Church, one of our ministers must officiate; guest clergy are welcome to participate with our clergy. The minister takes a deep interest in your marriage and your future happiness. Meeting with him/her is an important aspect of your wedding planning and will give him/her an opportunity to address your needs and concerns. Your minister will meet with you for at least one hour. We strongly support additional professional pre-marital counseling. If you wish further counseling, you will be referred to a professional counselor with whom we have an ongoing relationship.

THE WEDDING COORDINATOR

The Wedding Coordinator is a representative for the church. The minister and she will conduct the rehearsal according to the desires of the bride and groom and the policies of the church. On the wedding day, she will coordinate the procedures and details in order for the wedding to be a meaningful event. The Wedding Coordinator is required at all weddings which occur at the church and any which occur offsite with more than two attendants.

MUSIC/MEDIA

An important part of every wedding is the music. The church organist will meet with you to recommend the music appropriate for this sacred occasion. Only live music is permitted at weddings that occur on the church campus (no CDs, DVDs, or pre-recorded music). All music and guest musicians must be approved by the church organist.

Musical requests should be submitted to the church organist at least six weeks prior to the wedding.

The organist will assist you in obtaining soloists and musicians, if you desire them. He will schedule the necessary rehearsals with these musicians.

A basic fee covers the appointment to select music and the wedding ceremony. Additional fees apply when using additional musicians or when extra rehearsals are required.

PHOTOGRAPHY

Professional photographers and videographers are expected to cooperate fully in maintaining the reverential tone of the service. Please have your photographer speak to the wedding coordinator about where to stand. Flash photography and floodlights are not permitted during the wedding ceremony. There will be time for pictures prior to or following the service. The use of video cameras must have prior approval by the minister and will be limited to designated areas. The operation of video cameras should be as inconspicuous as possible so as not to distract from, nor interfere with, the wedding.

SMOKING and DRINKING

Church policy mandates that the use of alcoholic beverages and smoking are not permitted on church property at any time. The officiating clergy reserves the right to exclude those who appear intoxicated.



FLOWERS AND SETTING

Floral arrangements should be made through the florist of your choice. Any additional items that you need brought in or changes in the setting should be planned far ahead of the wedding day and should be discussed with the Wedding Coordinator.

Flowers and decorations brought in by the florist are to be removed following the wedding, unless other arrangements are made. Flower arrangements for the altar are the choice of the bride and groom. Live flowers are not to be thrown in the aisles, but silk petals are permitted.

Candles, other than those already on the altar, are to be provided by the bride and groom. Consult with the flower shop if you desire floor-standing candelabra. If you desire a Unity Candle or Unity Sand, necessary items must be furnished by the Bride and Groom.

Confetti, rice or birdseed throwing is not permitted inside the building, in the courtyard area or any other place on church property.

An aisle runner is not permitted due to the danger of tripping and the Church's associated liability. Refrain from using tape, nails, tacks, and similar materials on the pews.

The Church has a kneeling bench which may be used, if so desired. Please let the Wedding Coordinator know in advance.



CUSTODIAN

The custodian will do ordinary cleanup of the Sanctuary or Chapel. He/she will open the Sanctuary or Chapel, and other rooms, three hours before the wedding. Additional set up of items is to be arranged through the Wedding Coordinator at least one week prior to the wedding.

SEATING

Traditionally, from the view of the congregation, the bride's family is seated on the left. The groom's family is seated on the right. The first row on the left is for the bride's mother who is later joined by the father. The first row on the right is reserved for the groom's parents. Grandparents sit immediately behind parents.

RINGBEARERS and FLOWER GIRLS

Experience has shown that ring bearers and flower girls below the age of five are frequently unable to fulfill these responsibilities in a dependable manner. Please keep this in mind if you decide to have either one or both as part of your wedding.

PROGRAMS

Your minister and organist will assist you in the order of the service. Before printing your programs, please obtain final approval from the minister at least one week prior to service. Changes after that time are difficult to accommodate. Please bring the completed programs to the rehearsal.

THE REHEARSAL

The purpose of the rehearsal is to acquaint members of the bridal party with their respective roles in the service so that the service itself may be conducted in a relaxed but worshipful manner.

Your rehearsal will take approximately 45 minutes. *Please encourage everyone to be on time* as the rehearsal will end one hour after the scheduled start time. It's very important that ushers, readers, parents, grandparents and all members of the wedding party attend.



LICENSE and FEES

The Bride and Groom obtain their own marriage license. **Bring this license to the rehearsal and give to the Minister.** If there is not going to be a rehearsal, please bring it a day in advance of the wedding.

The Church makes every effort to keep costs at a minimum. Weddings, however, involve extra services that the church is unable to underwrite. Wedding dates will not be reserved until a non-refundable deposit of \$300 is paid. Please make a check payable to the Community Church and give to the Wedding Coordinator. The balance must be paid two weeks before the wedding.

Charges for the services at the Church are as follows:

	<u>Member</u>	<u>Non-Member</u>
Sanctuary	\$655	\$1,200
Chapel	\$625	\$ 900
*Courtyard	\$500	\$ 700

*The Bride and Groom are responsible for renting their own white chairs for services in the Courtyard.

This fee includes payment to the Minister, Organist, Wedding Coordinator, Sound Technician and Custodian only. If additional participants are required, additional fees may be necessary. Please discuss any questions about fees with the Wedding Director.

OFFSITE CEREMONIES

We are often asked about the possibility of holding wedding ceremonies offsite: at the beach, a home, a park, a club, or some other location. We are happy to help arrange for your wedding at a special location. The fee for offsite weddings in the Vero Beach area is \$500. Some travel expenses may be incurred for wedding services outside the area. If a rehearsal is required, it may be held at the Church or at the site. If the Church is asked to help arrange for musicians, or other extra services, additional fees may apply.



CAMPUS ACCESS

The use of the Sanctuary and Chapel will be provided for the wedding and the rehearsal. On the day of your wedding you will have access to the Garden Room and a meeting room in the Education Building for changing clothing. You may be at the church 3 hours before your wedding. Please try to vacate the church by one hour and a half after the conclusion of the service.



You may bring non-alcoholic beverages and snacks for the wedding party to share in the dressing rooms prior to the wedding. Food or beverages are not allowed in the Sanctuary or Chapel.

DAMAGE RESPONSIBILITY

Upon submission of a wedding registration, the bride and groom are agreeing to assume responsibility for their guests for damage or liability of any kind and also agree to hold harmless the Church from any expense or costs in connection with the use of the Church and its equipment.

CONCLUSION

It is the desire of the Church, and its personnel, to serve you as best we can in making your wedding a meaningful and happy occasion. As questions arise, please feel free to contact us.

POLICY INFORMATION

CHURCH MEMBERSHIP (which determines “member rate”) is based upon church records at the time an application for a wedding date is filed. Consideration will be given for a history of active family participation, financial support, and membership at Community Church. If there are any questions about membership status, a member of the clergy staff will meet the couple/family for further consideration and discussion. The entire pastoral staff will consider such matters based on the ultimate criteria of potential ministry to the persons involved. Financial hardship considerations may also be discussed with a member of the clergy staff.