

# Wedding Application Request Form



# Welcome to Christ Fellowship Wedding Ministry

We are honored that you have chosen Christ Fellowship as the place to hold your wedding.

We are committed to helping couples enrich their marriage in every possible way. Because of this, our main concern with the wedding ceremony is with its spiritual significance. Our central responsibility is to increase your understanding of your wedding and the significance of the marriage commitment.

Our pastors and staff will extend our assistance in making your wedding a memorable experience and, more importantly, encourage you in this life-long and unbreakable marriage relationship.

## Getting Started

In order to help you plan the perfect wedding here at Christ Fellowship, there are important steps that you, as a couple, need to take together before walking down that aisle.

1. Fill out this Wedding Application Request Form completely.
2. Return your completed Wedding Application Request Form to the Christ Fellowship Palmetto Bay church office.
3. Please wait for a phone call from the Christ Fellowship Wedding Facilitator.

## Use of this Packet

There will be many questions regarding the wedding ceremony and all the arrangements to be made. We want to make this occasion as meaningful as we possibly can. Therefore, Congregational Care staff has prepared this packet with that goal in mind. Because of our many experiences with weddings, we are setting forth, in the following paragraphs, information that we trust will answer many of your questions. We feel we can direct you, as you use this packet, to better plan your wedding. Please read the packet carefully and follow the policies set forth to enable you to make your arrangements with efficiency and ease.

Bride \_\_\_\_\_ Groom \_\_\_\_\_ **(please initial)**

## Who may use the Church

Christ Fellowship will only perform ceremonies for church members and regular church attendees. Due to time constraints, it makes it impossible to offer this service to the public. For those who are church members or immediate family members of church members, who desire a marriage in the Christian tradition and will use the building reverently, the church is pleased to make its facilities available under the direction of the Congregational Care Ministry. It is the desire of Christ Fellowship to make every ceremony a beautiful and worshipful event.

**Please note: Our worship center set and color scheme is designed around the message series at that time. Much of the set design at all campuses is stationary and cannot be altered for weddings.** However, every effort will be made to create an occasion of worship, admiration, and joy. The church, in return, asks the same cooperation for all who participate in the wedding ceremony. The final responsibility for this rests with the bride and groom.

We encourage the use of our chapel at our Palmetto Bay campus or the worship center at the Redland campus for small weddings. The chapel will seat approximately 90 people. The Redland campus will seat approximately 200 people. Our Downtown and Palmetto Bay Worship Center(s) are for weddings with attendance larger than 90. The Fellowship Hall at our Downtown Campus and the Middle School room at Palmetto Bay are available for receptions.

Our Congregational Care Pastor, or one of his designated associates, performs all weddings. If you wish your wedding to be performed by another pastor, the Congregational Care Pastor must approve that individual. If the pastor you select is not from Christ Fellowship, please submit a letter stating denomination and credentials to the Congregational Care Pastor.

All couples must attend pre-marital counseling. The pastor performing the wedding will determine the nature and extent of the counseling (3-session minimum). After your initial meeting with our Wedding Facilitator and basic requirements are met, the Wedding Facilitator will contact the Congregational Care office. The Congregational Care office will then contact you to set up your first counseling session.

Bride \_\_\_\_\_ Groom \_\_\_\_\_ **(please initial)**

## Basic Guidelines

Scheduling weddings during the month of December at all campuses is contingent on the schedule for set design for our Christmas services. For weddings with fewer than 100 in attendance, the Palmetto Bay chapel may be used. We are unable to schedule weddings during Easter weekend.

- Saturday wedding ceremonies at Palmetto Bay campus must **begin by 12:00 noon and be finished by 2:00 p.m.** in order to accommodate preparation for our Saturday evening worship service.
- Wedding ceremonies at the Redland and Downtown campuses must begin by 2:00 p.m.
- If the reception is at Christ Fellowship, the wedding must begin earlier and the reception **must be completed by 3:00 p.m.** to accommodate set up for weekend events. Receptions at the Downtown campus must end by 4:00 p.m.
- All members of the wedding party **must be** in place **one hour prior** to the start of the ceremony.
- The wedding ceremony **must start on time.**
- **Smoking is prohibited** in the church building or on church grounds.
- **No alcoholic beverages** are allowed on the church premises.
- No rice, birdseed, or confetti will be thrown inside or outside any of the church buildings. Bubbles may only be blown outside of the buildings.

Bride \_\_\_\_\_ Groom \_\_\_\_\_ **(please initial)**

## Photographers/Videoographers

- Photographs and videos taken during the processional, ceremony and recessional must be taken from the church foyer or balcony and must be done in a silent, professional and reverent manner.
- Pictures and videos may be taken before and after the ceremony and during the reception as desired; flashes may also be used.

Bride \_\_\_\_\_ Groom \_\_\_\_\_ **(please initial)**

# Wedding Information Sheet

**Bride's Name** \_\_\_\_\_ Birthdate \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Parent's Name \_\_\_\_\_  
Member/Regular Attendee of Christ Fellowship Yes \_\_\_\_\_ No \_\_\_\_\_

**Groom's Name** \_\_\_\_\_ Birthdate \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Parent's Name \_\_\_\_\_  
Member/Regular Attendee of Christ Fellowship Yes \_\_\_\_\_ No \_\_\_\_\_

**Location** of Wedding \_\_\_\_\_

Date of Wedding \_\_\_/\_\_\_/\_\_\_ Time of Wedding \_\_\_\_\_ # attending \_\_\_\_\_

**(Date and time must be approved before finalizing plans.)**

Location of Reception \_\_\_\_\_

If offsite, are you planning a rehearsal? \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Requested Pastor** Performing the Ceremony \_\_\_\_\_

**(Congregational Care Pastor approval needed before finalizing plans.)**

Wedding Facilitator \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

# Bride

## Congregational Care Pastor Questionnaire

### God And Church

1. Have you come to a place in your life where you know for certain that you have embraced Jesus Christ as your Lord and Savior?

Yes \_\_\_\_\_ (Please write a brief testimony of your conversion.)

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\_\_\_\_\_ No, I have not excepted the Lord as my Savior

\_\_\_\_\_ I am not sure

2. Are you a member or regular attendee of Christ Fellowship?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. How often do you attend Christ Fellowship?

\_\_\_\_\_ Once a Month

\_\_\_\_\_ 2 to 3 time a month

\_\_\_\_\_ Weekly

4. Do you attend a Small Group?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which one \_\_\_\_\_

Would you like to connect to an engaged couples group? \_\_\_\_\_

### Personal

1. Are you currently living with or have you ever lived with your fiancé?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you divorced? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain the circumstances.

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# Groom

## Congregational Care Pastor Questionnaire

### God And Church

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\_\_\_\_\_ Yes (Please write a brief testimony of your conversion.)

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\_\_\_\_\_ No, I have not excepted the Lord as my Savior

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3. How often do you attend Christ Fellowship?

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\_\_\_\_\_ 2 to 3 time a month

\_\_\_\_\_ Weekly

4. Do you attend a Small group?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which one \_\_\_\_\_

Would you like to connect to an engaged couples group? \_\_\_\_\_

### Personal

1. Are you currently living with or have you ever lived with your fiancé?

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If yes, please explain the circumstances.

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## Wedding Fee Schedule

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_  
Date of Wedding \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Wedding \_\_\_\_\_

### Facility Fees (Palmetto Bay & Downtown Campuses)

#### Chapel at Palmetto Bay

Facility Use  
Wedding Facilitator Services  
Sound Tech  
Custodian

**Total \$400.00**

#### **Palmetto Bay & Downtown** Worship Center

Facility Use  
Wedding Facilitator Services  
Sound Tech  
Custodian

**Total \$800.00**

Security – (Downtown Campus Only) \$150.00 extra  
**Downtown Campus Total \$950.00**

### Facility Fees (Redland Campus)

#### Worship Center

Facility Building Use  
Wedding Facilitator Services  
Sound Tech  
Custodian

**Total \$500.00**

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**Palmetto Bay Youth Room/Downtown Reception Hall**

1/3 Hall (Approx. 50-100 people) .....**Total \$350.00**

2/3 Hall (Approx. 100-150 people) .....**Total \$425.00**

3/3 Hall (Approx. 200-250) .....**Total \$575.00**

Includes Wedding Facilitator Services  
Custodial Service  
Sound Tech

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**Grand Total:** \$ \_\_\_\_\_

**Total Amount Rec'd:** \$ \_\_\_\_\_

**Balance Due:** \$ \_\_\_\_\_

Pastor _____	Wedding Facilitator _____
Sound Tech _____	Custodial Service _____

***All fees must be paid in full one week prior to the ceremony.***

Revised 3/29/12