

CHRISTIAN LIFE CENTER

# **Wedding Manual & Guide Book**

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## Wedding Process Overview

*This guidebook is to assist you in planning your wedding at CLC.*

**Getting married** is an exciting life mile-stone. We want you to have the best experience possible and help with the “load” of handling all the details and planning. If you have any questions during your marriage preparation and planning process, please let us know!

### ICON KEY

 Valuable information


 Things to Do

 Cost

 Meeting Required

**Icons throughout this guidebook** will be helpful in indicating the most important information and information that requires action.


### “Preliminary Qualifiers”

There are a few qualifiers that we use to determine your eligibility to be married here at Christian Life Center (CLC). **First**, when do you want to get married? We do not schedule weddings CLOSER than six months out. The reason for this is that it takes 4-6 months to get through the Marriage Preparation Process. **Secondly**, do you, your finance’ or one of your parents regularly attend CLC?  Due to the size and busyness of our congregation, we record and have the ability, to check the attendance of each congregant. Until we can verify (using our data) that attendance is at least twice a month for at least four months, we can not start the wedding/marriage planning process. You receive attendance at CLC by signing the connection pad when passed during worship services.



### The Beginning

You will start this whole process by speaking with the Wedding Ministry Administrative Assistant (898-8811) or filling out the Premarriage form on the CLC website ([www.clcdayton.com](http://www.clcdayton.com)). You will be asked several questions that will be used to build your profile sheet, i.e. name, address, previous marriages, etc.

Once you have answered all the questions and meet the qualifiers listed above, the Wedding Ministry Administrative Assistant will contact your requested pastor(s) and/or another pastor to verify their availability and set a date for you to meet. 

## Meeting with your Marrying Pastor


At your meeting with the Marrying Pastor, you will go through several things. Some of the elements they will discuss with you are:

- Pre-marriage related issues
- Examine your remarriage plans in context with Biblical Guidelines
- Set dates of future premarital counseling sessions, should they be needed
- Discuss your view of marriage and how you decided to get married
- Discuss your expectations of marriage
- Discuss the place of your faith in God within your relationship
- Discuss the reactions of your family and friends
- Discuss your expectations of premarital counseling and mentoring

## Securing Your Wedding Date

In order to secure your wedding date, you will need to have a signed agreement and security deposit on file with the Wedding Ministry Administrative Assistant. There are two ways to complete this step.

 You can meet with the Wedding Ministry Administrative Assistant during regular office hours Monday through Friday.

 You may receive the agreement through the mail, sign it, and return it with deposit through the mail to the Wedding Ministry Administrative Assistant.

Because of the difficulties in securing adequate help, no wedding ceremonies or rehearsals will be scheduled on these holidays or the weekends they are observed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (including the weekend following Thanksgiving), or in the month of December. Also, no wedding may be scheduled the second weekend of November.

### Note:

Saturday weddings may be scheduled no earlier than 11:30 am and up to and including a start time of 1:30 pm. If your reception is in the gym, you must have your wedding no later than 12:30 pm so you can be out of the gym and Ministry Center Kitchen by 4 pm. Friday evening weddings may also be arranged and work nicely when you want to have your reception here at CLC.

## Mentoring Process Begins

Once you and the marrying pastor have been able to discuss the biblical foundation of your marriage, your names will be given to the Marriage Mentoring Ministry Leaders. A mentor couple will be assigned and you will be contacted by the mentor couple.



FIGURE 1 these are resources that are used in the mentoring process.

**As a church we hold the highest view of marriage and will do everything we can to enhance and protect your marriage throughout your life at CLC.** A prerequisite to getting married at Christian Life Center is a marriage preparation process which is designed with your input and coordinated through a pastor and the Marriage Preparation Division of the church's Marriage Builders Ministry. 📖 There is a combination of 6 to 8 sessions with the pastor and with a mentor couple during your marriage preparation process. Appointments, and additional assignments from below, will be handled through your mentor couple as appropriate. 💻 There is a \$40 fee for the resources used in this process. This fee is due before you start your mentoring preferably at the signing of your contract.

**The marrying pastor and your mentor couple work as a team to prepare you for marriage success.**

You will be required to participate in premarital counseling sessions with a pastor, consisting of a minimum of two, the beginning and the end of the marriage preparation process, with additional sessions at the pastor's discretion.


### FOCCUS assessment

This is not pass/fail test; it is simply a tool to aid you in developing or affirming your relationship building skills as a couple. A trained couple from the CLC Marriage Builders ministry team will administer your FOCCUS assessment. As your mentor couple meets with you, they will discuss the findings of this assessment.

#### 📁 Note

The books Intended for Pleasure and Personality Plus will be required reading by both the bride and groom-to-be, as part of the marriage preparation process. In addition, at least one other book on the subject of the marriage relationship of you and the pastor's choice will be requested.

### Other Beneficial dates


It is very beneficial that the marrying couple attend a CLC or other convenient Engaged Encounter weekend.  Another meeting you should consider is meeting again with your mentor couple approximately three months after the wedding to share about the beginning months of your marriage, and to set up further mentor sessions over the next nine months, if deemed appropriate and potentially helpful.




Each couple's marriage preparation period at Christian Life Center will last until the mentioned

**When a man takes a new wife, he is not to go out with the army or be given any business or work duties. He gets one year off simply to be at home making his wife happy. Deuteronomy 24:5**


preparation process has been fulfilled and the marrying pastor has approved the couple's readiness to enter into their sacred covenant of marriage. Normally, this process will not take less than four months. A pastor provides oversight to the couple's marriage preparation process, and may, in consultation with the couple and the leadership of the Marriage Builders ministry modify any provisions of the process.

## Meeting with your Wedding Coordinator

 **Your Wedding Coordinator will aid in making this special day run as smoothly as possible.**

Your Wedding Coordinator will be assigned to you, or you can choose one. The Wedding Coordinator will help you in the planning stages of your wedding.  Your first meeting is usually four months before your wedding. At this point, your wedding date should already be approved and on the church calendar secured with your refundable deposit. At this first appointment, the coordinator will review your wedding plans with you and review the contents of this wedding guidebook to aid you in making this day as special as possible. The Wedding Coordinator will be responsible in supervising your rehearsal and ceremony.  A second meeting with your wedding coordinator is usually scheduled for two weeks before the wedding. You may choose to meet with your coordinator more. This can be discussed at your first meeting.  For your information a copy of the Facility Rental Agreement will be included.

## Wedding Rehearsal


Your rehearsal will be organized and led by the Wedding Coordinator.  At least two weeks before your wedding, you should have the final details of your wedding necessary for the coordinator to efficiently direct your bridal party. Everyone participating in the wedding, i.e., musicians, ushers, attendants, should be at your rehearsal. The best times for rehearsal are either 6 pm or 8 pm on the day before your wedding. This allows sufficient time for a rehearsal dinner before or after the rehearsal.

## Your Wedding Ceremony

There are many items you will need to purchase for your wedding. Your wedding attire, invitations, reception food, and more! We want to lighten your load in the decorations area!


The items below are things that we have available for you to use and are included as part of the rental agreement:

- Kneeling Bench with Communion elements
- Brass Candelabras (2) with candles and globes
- Pew Candles with globes – (8) and candles
- Unity candle table with white or cream cloth
- Brass Archway
- White Bows

 Items that you need to provide are:

- Unity Candle
- Aisle runner (if using) needs to be at least 55' long – note we do not have a center aisle
- Flowers, bows, greenery, or decorations for sanctuary and reception if not using the church's.
- Marriage License – within 60 days before the wedding

### Sample Vows

One of the choices you need to make for your wedding ceremony is the choice of what vows you will say to each other.  We have three selections for you to choose from:

Since it is your desire to take each other as husband and wife, join your right hands and repeat after me.

#### 1. Choice One:

**Groom:** \_\_\_\_\_, do you take this woman to be thy wedded wife, to live together after God's ordinance in the holy estate of matrimony? Will you love her, comfort her, honor her, and keep her in sickness and in health, and forsaking all others keep you only unto her, so long as you both shall live?  
(Answer: I do.)

**Bride:** \_\_\_\_\_, do you take this man to be thy wedded husband, to live together after God's ordinance in the holy estate of matrimony? Will you love him, comfort him, honor him, obey him, and keep him, in sickness and in health, and forsaking all others keep you only unto him, so long as you both shall live?  
(Answer: I do.)

(Please join right hands and repeat after me).

**Groom:** I, \_\_\_\_\_, take thee \_\_\_\_\_ to be my wedded wife, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, so long as we both shall live, according to God's holy ordinance; and thereto I give thee my pledge.

**Bride:** I, \_\_\_\_\_, take thee \_\_\_\_\_ to be my wedded husband, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, so long as we both shall live, according to God's holy ordinance, and thereto I give thee my pledge.

## **2. Choice Two:**

**Groom:** I thank God for you and receive you as my helpmate, complete as God intended from the beginning. I will love you as Christ loved the church and gave Himself for it; I will defend you against physical and spiritual harm; I will pray for you daily and be loyal to you; I will share with you in honesty, my joys as well as my heartbreaks, my strengths and my weaknesses; my ambitions and my downfalls. For I desire to give you all that I am, and together, we may create life in reverence; I desire to build with you a home where God is honored and where the Holy Spirit is free to minister to us and through us for as long as we both shall live.

**Bride:** I, too, desire to become a part of you as God intended from the beginning. I will love you and honor you; I will submit myself to you as unto Christ. I will pray for you daily and be loyal to you; I will share with you in honesty, my joys as well as my heartbreaks, my strengths and my weaknesses; my ambitions and my downfalls. For I desire to give you all that I am, and together, we may create life in reverence. I also desire to build a home with you where God is honored and where the Holy Spirit is free to minister to us and through us for as long as we both shall live.

**Groom:** I, \_\_\_\_\_, take thee \_\_\_\_\_ to be my wedded wife, to have and to hold from this day forward; for better or worse, for richer or poorer, in sickness and in health; to love and to cherish, so long as we both shall live, according to God's holy ordinance; and thereto I give thee my pledge.

**Bride:** I, \_\_\_\_\_, take thee \_\_\_\_\_ to be my wedded husband, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health; to love and to cherish, so long as we both shall live, according to God's holy ordinance, and thereto I give thee my pledge.

## **3. Choice Three:**

**Groom:** \_\_\_\_\_, do you take \_\_\_\_\_ to be thy wedded wife, to live together after God's ordinance in the holy estate of matrimony? Will you love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, keep you only unto her for as long as you both shall live?  
(Answer: I do.)

**Bride:** \_\_\_\_\_, do you take \_\_\_\_\_ to be thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Will you love him, comfort him, honor and keep him, in sickness and in health, and forsaking all others, keep you only unto him as long as you both shall live?  
(Answer: I do.)

Scripture reading: I Corinthians 13.

(Please join your right hands and repeat after me.)

**Groom:** In the presence of God, I take thee \_\_\_\_\_ to be my wedded wife, promising with divine assistance to be unto thee a loving and faithful husband as long as we both shall live.

**Bride:** In the presence of God, I take thee \_\_\_\_\_ to be my wedded husband, promising to be unto thee a loving and faithful wife as long as we both shall live.

## **Sample Order of Ceremony**

Your wedding will follow a similar format:

### *Preliminaries*

Background music played (30 minutes before start time)  
Lighting of the candelabras/aisle candles

### *Ushering/Seating*

Grandparents seated  
Groom's Parents seated  
Bride's Mother seated

Mother's Candles lit

### *Processional*

Pastor  
Groom/Groomsmen  
Bridesmaids  
Maid/Matron of Honor  
Ring Bearer  
Flower Girl  
Bride/Father

### *Ceremony*

Opening Remarks  
Prayer  
Giving of the Bride  
Message/Vows  
Rings  
Communion (kneel, prayer, song) stand  
Candle Ceremony  
Pronouncement  
Kiss  
Introduction as Mr. and Mrs.

### *Recessional*

Bridal Party  
Bride's Parents  
Groom's Parents  
Grandparents  
Guests

### *Instructions by Pastor*

### *Receiving guests*

### *Reception*

## Music for Your Wedding



Because music is a vital part of a wedding ceremony, please keep in mind that a church wedding is a religious ceremony and music should be in keeping with the reverence that is observed upon entering God's house.

Songs can be used as transitions from one part of the ceremony to the next. The music may be live or taped, piano or keyboard if you are using the sanctuary. ✎ You will need to make selections of music for the pre-wedding background music, the bridal attendant's processional, the bride's processional, the recessional, and the solos or duets, if there are to be any. 📁 (All music should be practiced prior to the rehearsal of the ceremony. The sequence of the service, with music, will be gone over during the rehearsal. Songs generally are not sung in their entirety during this time.)

All music you select for your wedding must be approved by the minister performing the ceremony. Your wedding coordinator can give you a list of people available for your assistance in this area. ✎ You will be responsible for contacting and scheduling these performers. 💻 The fees for these services are to be worked out between you and the performer. The cost varies depending on how much you use them, and is usually between \$50 – \$100.

## Your Reception

📁 Your wedding reception may be held at Christian Life Center provided a Saturday ceremony begins no later than 12:30 pm (reception in gym) or 1:30 pm (reception is in the Fireside Room, 110-111). (Keep in mind Friday Weddings meet fewer conflicts for receptions.) This is because of the need for the gym for our Saturday café and service time. Due to scheduling and holidays, no weddings or receptions will be allowed at Christian Life Center during the month of December. \*Set up for reception in gym may be only available after 5 pm on the day before ceremony.

The church will provide coffee and set-up/break-down of tables and chairs. The below items are additional items that we have available for you to use and is included in the agreement:

- 7 Gallon fountain punch bowl
- Coffee Urn and Coffee
- White skirting for tables
- Mirror tiles and fish bowls
- 2 regular punch bowls
- Wishing Well or mailbox for cards

✍️ You will need to bring anything else you will need for the reception.

For a reception in the Fireside Room you can fit 66 people seated at 11 tables. ✍️ If you choose to have a fire in the fireplace, you need to supply a *Duraflame* log.

✍️ We suggest that you make arrangements for someone to take the top of your cake, flowers, gifts, leftover cake, etc. from the reception area when the reception is over. You are responsible for removing all plastic ware, cups, and table coverings to the trash, as well as anything else you brought with you. Our custodial staff will put tables and chairs in order and straighten up the rooms.

If you are having a reception at CLC, you will need to be aware there are regulations and policies in place for using the kitchen. We will need to know if you are using an outside caterer for the event or if you will use one of the CLC approved caterers 📄 (see Wedding Coordinator for list). We will need to know this information when you are reserving your date, or your reception will only be tentatively accepted until this information is provided. It is your responsibility to reserve and schedule your caterer.

## Honorariums

Christian Life Center (CLC) is available for weddings to those who, themselves or their parents, are in regular attendance at our worship services. You will be given the usage/rental fee information upon completion of the rental agreement.

### USAGE/RENTAL FEES:

*Fees: (Made payable to CLC)*

Sanctuary Package (Sanctuary, Bridal Room, 105 & 106, Fireside 110-111)	\$200 + deposit
Reception Package (Ministry Center Kitchen and Gym)	\$200 + deposit
Chapel (Wedding/Vow Renewal)	\$100 + deposit
Kitchen (Daycare or Ministry Center for Fireside Room Reception)	\$50 + deposit

Your date is NOT reserved until the Rental Agreement/Contract and security deposit are turned in to the Wedding Ministry Administrative Assistant. The security deposit is half of the usage fee. (i.e. it would be \$100 for the Sanctuary Package)

All rental fees, with the exception of the security deposit due at contract signing, are due 30 days prior to your wedding. If you have any questions, please feel free to give the Wedding Administrative Assistant a call at 937-898-8811.

### ADDITIONAL GRATUITIES:

*Fees: (Made payable to the appropriate party)*

Minister	\$100
Wedding Coordinator	\$100 (+\$25 for reception)
Sound/Lighting Technician	\$100
Pianist	per your agreement
Vocalist	" "
Video	" "

The additional gratuities checks/monies should be given to your Wedding Coordinator the night of your Rehearsal.

### ADDITIONAL FEES:

*Fees: (Made payable to CLC)*

Mentoring Supplies/Resources fee (including assessments & books)	\$40
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This fee is to be paid before your first mentoring session. The easiest time is to pay it when signing your contract to reserve your wedding date. The Wedding Ministry Administrative Assistant can turn it in when submitting your deposit.

## Other Useful Information

Here are some other questions/information that we often are asked.

1. What florist does the church use? Furst the Florist - 937-223-1213
2. Are there restrictions on what I can do here at the church? Please see our "Wedding Rental/Use of Facility and Property Policy," or contact your Wedding Coordinator with specific questions.
3. Can we build a fire in the Fireside Room fireplace? Yes; however, it is your responsibility to supply a *Duraflame* log.
4. Please call the county you live in for details on how to acquire your marriage license
  - Clark – 328-2458
  - Greene – 427-2883
  - Miami – 332-6823
  - Montgomery – 225-4613
  - Shelby – 498-7265
  - Warren – 885-8183

## After the Wedding

Marriage is a marvelous union and it comes with many joyous feelings. Know that after you are married and "things settle down," there will be times of doubt and struggle. CLC wants to be here to support you and your marriage. Here are some ways that we recommend that you take part in to help give you the support you will need.

1. Get "plugged" into a Sunday Morning class together. We offer two specifically for married couples.
  - Young Marrieds – Sundays at 10 am in Room 106. This class offers discussions and teachings on many issues that face young or newly married couples: finances, communication, the in-laws, and other Christian growth areas. They also offer many events throughout the year, some for families and some just for couples!
  - Married Life Class – Sundays at 8:30 am in Room 107-109. We meet to discuss topics of interest to married couples of all ages and stages.
2. It is also important to be connected individually in a small group or Bible Study. You can check out our website or call our small group coordinator at 898-8811 for help on choosing the right group for you.
3. Lastly, we do have Marriage Mentoring available for married couples who are looking for enrichment and those who are in trouble. Don't hesitate in supporting the union and commitment you made to God and to each other!