

**CALVARY CHAPEL  
SAN JOSE**



*Wedding Policies*

*Dear Prospective Bride and Groom,*

We are delighted to be able to consider the possibility of having your wedding at our church. An event such as this takes a lot of planning, careful thought, and prayerful consideration.

This Wedding Policies booklet will describe how we function and in what ways we are able to serve you. Please read through all the information thoroughly. If you feel comfortable with the guidelines and want to proceed with plans to have the wedding at our church you first must do two things: sign that you acknowledge the policies and agree to abide by them, and fill out the Wedding Request Form. Mail both documents to:

Attention: Wedding Coordinator  
Calvary Chapel San Jose  
1175 Hillside Avenue  
San Jose, CA 95118

Upon receipt of this form, the date will be penciled in on the church's Master Calendar. Ten days after you mail your request form, please call the office at (408) 269-8331 to make arrangements to meet with a pastor for pre-marital counseling. (The counseling will consist of 6 one-hour sessions).

After you have completed at least three pre-marital sessions, and the counseling pastor (whether one of ours or your own pastor) approves the wedding to take place, our Wedding Coordinator will call you to set a date to meet with you. At this time you will discuss dates, fees, and any other details concerning your wedding. Please feel free to ask her any questions you may have regarding our policies. You must then send in your deposit to hold the date for your wedding. Your wedding date will be reserved and confirmed after your wedding is approved by the pastor and we have received your deposit.

Should everything come together agreeably, it will be our privilege to assist you with this very important step in your life. It is not just the joy of being involved in the ceremony itself, but more than that, to have been part of the establishment of a marriage that will be both pleasing and honorable unto the Lord.

May God's Richest Blessings be yours!

## Acknowledgment of Wedding Policies

We hereby acknowledge that we agree to abide  
by the policies discussed in this booklet.

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Officiating Pastor for the Wedding:

Name \_\_\_\_\_

Church \_\_\_\_\_

**PLEASE RETURN THIS PAGE ALONG WITH  
YOUR WEDDING REQUEST FORM TO:**

WEDDING COORDINATOR  
CALVARY CHAPEL SAN JOSE  
1175 HILLSDALE AVENUE  
SAN JOSE, CA 95118  
408-269-8331

# *Some Scriptures* TO REFLECT ON

GENESIS 1:26,27; 2:18, 21-24

RUTH 1:16,17

PROVERBS 5:15-19; 13: 10-31

PROVERBS 18:22; 24: 3-4

ECCLESIASTES 4:9-12

SONG OF SOLOMON 5:16; 8:6-7

I CORINTHIANS 7:1-7; 13

EPHESIANS 5:21-33

PHILIPPIANS 2:5-11

HEBREWS 13:4

I PETER 3:1-7

I JOHN 3:16; 4: 7-19

*Church Office*  
**CALVARY CHAPEL SAN JOSE**  
1175 HILLSDALE AVENUE  
SAN JOSE, CA 95118

**PHONE: 408-269-8331**

**FAX: 408-269-8341**

*"I will greatly rejoice in the Lord.*  
MY SOUL SHALL BE JOYFUL IN MY GOD;  
*For He hath clothed me*  
WITH THE GARMENTS OF SALVATION.  
*He hath covered me*  
WITH THE ROBE OF RIGHTEOUSNESS.  
*As a bridegroom*  
DECKETH HIMSELF WITH ORNAMENTS.  
*As a bride*  
ADORNETH HERSELF WITH JEWELS."

ISAIAH 61:10





## Marriage License

Remember that you need to go together to the County Office to apply for your license within 30 days prior to the wedding. Both the bride and groom sign the license at the County Office. The Best Man and the Maid/Matron of Honor, as well as the pastor, will sign the license the day of the wedding. Please bring the marriage license and any accompanying documents with you the night of rehearsal and give them to our Wedding Coordinator. The paperwork will be mailed by the Wedding Coordinator the Monday after the ceremony. Once your marriage license has been mailed, it will be 6-8 weeks before you receive your copy.

## SERVICES RENDERED

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### Wedding Coordinator

The Wedding Coordinator serves as a representative of our church and is fully aware of all its policies and accepted protocol. She is a very important link between you, the church, the pastor and/or staff, as well as the sound technician, custodians and any other individuals involved in your ceremony. She will provide:

- An introductory meeting to acquaint you with the facility, services and accessories available for your use.
- All necessary phone calls or meetings, as needed, to go over details of the ceremony and use of the church.
- Setup of room for ceremony as agreed upon.
- Supervision of rehearsal.
- On the day of the wedding, she will oversee all the details and be available to you and the bridal party in whatever way needed.

### *Fee Payment Due Dates*

- Deposit of \$200.00 is due at the end of the 3rd counseling session to reserve the room on the calendar.
- Final payment of ALL fees is due 3 weeks prior to the ceremony.

# *Wedding Policies*

## CALVARY CHAPEL SAN JOSE

Marriage is a joyous time when a man and woman come together to profess their love for Christ and each other, and to solidify that relationship through a sacred ceremony. We at Calvary Chapel rejoice with you and pray that your wedding will be one that is both beautiful and pleasing to the Lord. Your wedding will be a lifetime memory. What wonderful memories you will have when you can say that God was glorified in every part. In accordance with the Bible, Calvary Chapel will not perform wedding ceremonies to those individuals who have decided to live together before marriage. Church attendance and/or affiliation is expected.

It is for this reason we have set up guidelines for all weddings performed in our church. We believe marriage is ordained of God, and for that reason we find ourselves responsible to Him in the way weddings are conducted and marriages are established.

It is our desire to assist you in every way possible to enjoy a very special and meaningful wedding; a time before the Lord to make genuine and lasting commitments to one another. Your wedding is an opportunity to present Jesus an offering of your love as you make your plans with Him in mind.

### **Setting the Date and Time**

The very first step is to read through these policies completely. It is important to us that you are in complete agreement with all that is stated. If after reading the policies you are committed to all that is included in them, and desire to proceed, please complete the Wedding Request Form and the Acknowledgement of policies (at the end of this booklet) and mail as directed. The next step is to meet with a pastor. Before we can fully agree to perform the ceremony or to allow the wedding in the church, it is important that we know you, your commitment to one another, your commitment to the Lord and to know that it is your desire to live according to the Biblical principles of marriage.

We recommend that the traditional Rehearsal Dinner be held in a location other than the church. It is important for you to be very clear about who is included in the dinner so the night of rehearsal there are no embarrassing misunderstandings. It may be wise to personally invite all those who will join you by either a telephone call or a hand-written invitation two weeks before the rehearsal dinner. Often it is unclear to members of the wedding party who are married as to whether or not their spouse or children, who are not involved in the wedding, are invited to the dinner.

### **Fees**

Although we would prefer to provide all facilities and services at no charge, that is just not possible due to the expense involved and the time put in by individuals. We have done our best to keep costs reasonable and in keeping with the amount others currently charge. For those individuals who have specific responsibilities at your wedding, they are hired because they do their job well and will help make your day special. We feel it is only fair to offer them remuneration for their services and we have these fees detailed for you. In the event a friend of yours is hired for one of these services, it is still proper to pay for the service and allow your friend the option to keep the fee or return it should he/she desire to give you the service as a wedding gift.

All fees are clearly defined in the contents of this booklet and will be reviewed with you by the Wedding Coordinator. If during the course of your planning you expand your plans or involve events or activities not originally discussed, our Coordinator will make you aware of any costs that could be incurred due to the additions.

All payments are to be made out to Calvary Chapel San Jose and may be given to the Wedding Coordinator or Church Secretary. The church will see that each person involved receives the proper amount.

The minister's fee is handled separately since it is considered a love gift to him expressing your appreciation for his officiating at the ceremony. It may be in whatever amount you wish. Our Coordinator will assist you on what is considered appropriate. Your check will be given directly to him.

## Unity Candle

Through the symbolic use of a unity candle many couples like to demonstrate the principle of the scripture “the two shall become one”. Two side candles are pre-lit before the ceremony, representing the individual lives of the bride and groom up to this day. Following the exchange of vows, the bride will take the candle on the left, the groom the candle on the right, and together they light the candle in the center to represent their new union. At that point the individual candles are extinguished and placed back into the holders unlit. If communion is observed the unity candle is usually lit before communion, while you are at the table together.

If you would like to include the Unity Candle in your ceremony, we can provide candle holders for that purpose.

## Communion

Communion is a unique feature of the Christian wedding. It is beautifully symbolic of marriage in that just as Christ gave His life that we might become one with Him, so you will do by daily laying down your own life for your partner. Communion will focus on Jesus as the center of your wedding and express gratitude to Him for making your marriage possible, as well as being the first and foundational act of your new union.

If you would like communion served at your wedding, please advise our Wedding Coordinator.

## Rehearsal

All Wedding Rehearsals are at 5:00 pm the day before the wedding. The Coordinator will also oversee the details of the rehearsal, giving instruction and following the proper procedures for decisions about the activities of the ceremony. It is important that the bride make her personal wishes known to our Coordinator in a previous meeting so that they can be implemented at the rehearsal. If there are any concerns or changes needed that become apparent at rehearsal, the Coordinator will discuss them with the bride privately so an appropriate decision can be made. Every member of your wedding party, including the bride’s father, should attend the rehearsal. The instrumentalists and soloists will also rehearse with you. Please be certain your wedding party is aware of the date and time of the rehearsal. Much depends upon everyone being there.

Upon completion of three pre-marital counseling sessions, and receipt of your deposit, your date will be permanently secured in the church calendar.

We will do everything possible to give you the date and time you desire, but we ask that you have an alternate date in mind should there be a conflict with other activities occurring on that particular date. We also recommend that you not order your wedding invitations until the date is permanently secured.

## Pre-Marital Counseling

The time you spend with one of our pastors in preparing for your marriage is very important. It will give you the opportunity to talk through some areas of your relationship, your individual needs and expectations, how each of you approach issues, and many other segments of married life that need to be examined. The pastor’s input on the Biblical perspective on each of these issues will be invaluable to you as a couple. Anticipate six sessions to be scheduled, or more if either you or the pastor feel it would be beneficial to continue. Sometimes in the midst of all the planning for the wedding day itself, we can lose sight of the fact that there is more than a ceremony occurring; a marriage is beginning. It is very important that you are prepared for this lifetime commitment to one another.

It will be your responsibility to call the church office (408-269-8331) and schedule your appointments. We suggest you call us as soon as possible to allow time to coordinate your schedules with the pastor’s availability.

## The Wedding Coordinator

The church has selected a Wedding Coordinator to work with you in the aspects of your wedding that involve the church and its policies. She will introduce you to the services we offer, the wedding items we have available for your use, as well as go over the details of your wedding for final approval and help you make decisions on the ceremony itself. If you have someone else helping you with your wedding that is fine, but it is still necessary to use our Coordinator, since she is a representative of the church, in making all the arrangements. The Coordinator will also make you aware of the fees involved in the use of our facility and the costs of those who

have been hired for specific services. If you have questions during the course of the planning, our Coordinator will be very helpful in giving you guidance. She will be with you at your rehearsal to give direction and on your wedding day to oversee the necessary details.

## **The Church Facilities**

We are pleased to offer our facilities for such a wonderful occasion as a wedding. The ceremony can be performed in either the Sanctuary or the Fireside Room depending on the size and needs of your wedding. We will do all we can to accommodate your plans, but also need to make you aware of a few matters that may be of concern.

We consider the ceremony a sacred occasion and for that reason ask that the facility be treated with the respect and reverence due the House of the Lord. It is important to us that there be no drinking of alcoholic beverages in or around the facility at any time. We ask that smoking only be allowed outside the facility. Eating is allowed in designated areas and our Coordinator can go over those specifics with you if you are planning to serve any food items to your wedding party.

The church has a lovely Bride's Room and it is automatically reserved for your use on the day of the wedding. This room has been designed especially for the bride to dress and prepare for the wedding as well as have preliminary pictures taken.

Our policy is not to allow throwing rice or birdseed on the premises. If this tradition is important to you, please talk to our Coordinator about other options.

## **The Photographer**

Pictures are a beautiful remembrance of your wedding and most brides desire to hire a professional photographer. It is important in selecting a photographer that you choose someone who will be sensitive to the sacredness of the occasion. Excessive movement during the ceremony is very distracting so we ask that the photographer be very discreet in how photos are taken and where he or she positions himself/herself for specific shots. We generally recommend he or she stay at the back of the Sanctuary or off to the side and use a zoom lens when needed. Please note that the

lighting in the sanctuary is dimmer than regular indoor lighting. Flash photos are allowed during the processional and recessional, but, to limit distractions, we ask that no flash photography be used during the ceremony. These policies also apply to a videographer and to your family and friends as well.

If there are any specific questions about what may or may not be acceptable, please check with our Wedding Coordinator. It is important that you take personal responsibility to advise your photographer of the church's position on photos during the ceremony. Pictures are to be taken one hour before the ceremony and one-half hour after the ceremony.

## **The Music**

The music used during a wedding is usually selected because of its special meaning to the bride and groom or because it is traditional to the occasion. Since the ceremony is a sacred service, the selection of music to be played or sung must be chosen carefully and needs to be discussed with our Coordinator for final approval. Although many songs may be beautiful, the lyrics may not be suitable. Or, you may have a good friend or relative who can sing or play an instrument (which is fine) but it may be more appropriate to choose someone more experienced and allow family members to attend and enjoy the wedding.

If you have specific musicians you desire to use, please make this known and discuss it with our Coordinator before you hire anyone.

## **Vows**

The pastor will use traditional vows unless you ask for permission to compose your own. If this is something you are considering, please discuss it with the pastor and submit a copy to him of the vows you have written. There are many ways vows can be written, but three specific areas of thought need to be included:

1. Your expression of love to one another.
2. Your scriptural responsibilities as a husband or wife and your commitment to fulfill those responsibilities.
3. The losing of yourself to become one with the other.