

**CALVARY CHURCH**  
**WEDDING APPLICATION PROCEDURE**

1. Read this page as well as the attached Calvary Church Wedding Policy and fill out all applicable forms. Keep the wedding policy for future reference.
2. Both the bride and groom need to individually fill out the online Personal Questionnaire form, which includes the Premarital Covenant form. These forms will be reviewed by the Wedding Approval Committee. Please note, the committee meets on the 2<sup>nd</sup> Friday of each month so allow time for the approval process.
3. Due to facility scheduling considerations and the time required for completion of pre-marital course requirements and pastoral appointments, weddings must be booked at least 6 months ahead of the wedding date. Exceptions require approval by the Wedding Approval Committee.
4. When a decision is made regarding approval of your wedding, you will be contacted by a member of the Calvary Church staff. We will then check the church calendar and the availability of the date you requested, and will schedule your wedding with you based on what is available at that time. *Approval of your application does not necessarily mean that the date you requested is available.*
5. When the staff member contacts you regarding approval for the wedding and scheduling the date on the calendar, they will also direct you to the person who can sign you up for the ***Preparing for Marriage*** Course, which is required for getting married at Calvary Church.
6. If you choose to have a reception here at Calvary Church, you will be given contact information for Calvary's Catering Coordinator, as Calvary's catering must be used for on-site receptions (no outside food is allowed).
7. After the wedding date has been officially scheduled on the Calvary Church calendar, you will be sent a letter with your confirmed dates, the name and phone number of our wedding coordinator, and payment schedule.
8. If you have any questions, please call the church office at (630) 851-7000.

**CALVARY CHURCH**  
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## CALVARY CHURCH WEDDING POLICY

### WEDDINGS AT CALVARY CHURCH

We believe marriage is a permanent holy covenant ordained by God between a man and a woman (Genesis 1:27; 2:18, 23, 24), which also models the relationship between Christ and the Church (Ephesians 5:23). Therefore, all of the plans for your wedding should reflect the sacredness of that covenant (Matthew 19:5,6).

In addition, the leadership of Calvary Church has determined the following qualifications, based on Biblical truths:

1. **Bride and groom must individually confess a personal commitment to Jesus Christ as Lord and Savior.** Calvary Church will not marry unbelievers, or join an unbeliever to a believer in marriage (2 Corinthians 6:14-18). God's Word is clear about the necessity of spiritual compatibility between marriage partners. We understand the common biblical meaning of "believer" as a reference to a "born-again" believer (John 3:3). Therefore, we will not marry a believer to an unbeliever.
  
2. **Bride and groom must abstain from physical intimacy or living together.** The Bible says that if anyone is "in Christ" they are being made "new" as their "old" life "passes away" (2 Corinthians 5:17). One important aspect of our new life in Christ is that of our sexuality. Sex is a gift from God, for He is the one who created it! Therefore, we must follow God's directions regarding our sexuality. The Bible gives us clear instructions for sex within the parameters of the marriage relationship (2 Corinthians 6:3). God's Word also gives us clear warnings and consequences when sex is used outside of the marriage.

While many couples that come to Calvary Church are honoring God through abstaining from sexual intimacy, there are many couples that do not fall into this category. Couples who are physically intimate or are living together are asked to temporarily move apart into separate residences and covenant with Calvary Church to abstain from sexual relations, remaining chaste, until their wedding day. We would like the opportunity to encourage you to make this commitment with us, understanding that this is God's best for your marriage relationship. In order for their wedding to take place at Calvary Church or be officiated at by a Calvary pastor, the couple must sign the Premarital Covenant (see separate sheet), thereby agreeing to abstain from sexual intimacy before marriage.

### PRIOR MARRIAGES:

**Remarriage of divorced persons** – remarriage may be permitted by a pastor from Calvary Church if the Wedding Approval Committee approves and pastoral evaluation of the circumstances in light of God's Word determine that the reason for divorce was a pattern of adultery (Matthew 5:32, 19:9) or desertion by the unbelieving ex-spouse (1 Corinthians 7:15). If the divorce occurred because of abuse, where the former spouse refused to turn from actions of abuse, the principles of 1 Corinthians 7:12-15 permitting divorce would possibly apply. The Wedding Approval Committee will evaluate all potential remarriage situations on a case-by-case basis. Recognizing the time needed for healing and restoration, persons who fit the above criteria should have been divorced no less than two years prior to their wedding.

## MARRIAGE APPROVAL POLICIES:

### What are the specific requirements to be married at Calvary Church or by a Calvary pastor?

1. **PERSONAL QUESTIONNAIRES AND COVENANT:** The church provides you with this Wedding Policy and Personal Questionnaires, with a Covenant form. The prospective bride and groom must each fill out online the questionnaire along with the Covenant form. These will then be submitted to the Wedding Approval Committee for review. A wedding date can be booked only after you have received formal approval for your wedding by the Wedding Approval Committee.

**Note:** If a particular pastor is preferred, it is the responsibility of the couple to contact that pastor and confirm that he is available on the dates they wish to schedule their wedding and rehearsal. If no pastor is chosen, one will be assigned.

2. **PREMARITAL PREPARATION:** After the couple has received approval for their wedding, they will be required to complete the Calvary Church pre-marriage preparation listed below:
  - a. Meet with the officiating pastor for an initial interview.
  - b. Enroll in and complete Calvary's eight-week pre-marital class (if you have not done so already), which is offered three times each year (Winter, Spring, and Fall). The cost of the class is \$100 per couple and includes the *PREPARE Personal and Relationship Evaluation*. For information regarding the pre-marital class, please call the church office at (630) 851-7000.
  - c. During the eight-week class each couple will be assigned a Mentor Couple and will meet with them a minimum of three times.
  - d. After completing the class and mentoring process, the couple will meet with the Wedding Coordinator and officiating pastor one final time to coordinate the details of the ceremony.
3. **ENGAGEMENT PERIOD:** The couple must have been engaged no less than six months before the proposed marriage ceremony.
4. **WEDDING CEREMONY:** All music and parts of the ceremony must be submitted to the Wedding Coordinator and approved by the officiating pastor. You may contact the Wedding Coordinator anytime after receiving formal approval for your wedding.

## FACILITIES POLICIES:

1. **PROCEDURES** – After receiving approval for the wedding, the couple will be contacted by a member of the Calvary Church staff in order to schedule an available wedding date on the calendar.
2. **FACILITY AVAILABILITY** – Due to the high demand for, and use of, our facilities, we need to give preference to members and regular adherents (who have attended at least 3 months) for the use of our facilities.
  - Time slots are booked on a first come/first served basis.

**Friday Night Weddings:**

- Friday weddings will be scheduled within a four-hour time slot.
- All Friday weddings and/or receptions must be finished before 10 p.m.
- Rehearsals for Friday weddings will generally be on Thursday evening if there are no scheduling conflicts. Rehearsal time slots will normally be:
  - 5:00-7:00 p.m.
  - 7:00-9:00 p.m.

**Saturday Weddings:**

- For Saturday weddings, we offer two time slots from which to choose, either morning or afternoon. These will normally be:
  - Morning: **8:00 a.m. to 11:45 a.m.**
- Afternoon: **12:15 p.m. to 4:00 p.m.**  
All Saturday weddings and/or receptions must be finished by 4:00 p.m., due to the fact that we have Saturday evening Worship Services.
- Rehearsals for Saturday weddings will be on Friday evening or on Thursday if there is a Friday wedding or other event. Rehearsal time slots will normally be:
  - 5:00-7:00 p.m.
  - 7:00-9:00 p.m.

**Sunday Weddings:**

- Sunday weddings will take place within a 4-hour time slot and are only available on days when our Small Groups meet—usually the second and fourth Sundays of each month.
- **Due to facilities considerations, we are unable to host receptions on Sundays.**
- Sunday weddings may start no earlier than 2:00 p.m. (decorating no earlier than 1 p.m.)
- All Sunday weddings must be finished before 10 p.m.
- Rehearsals for Sunday weddings will normally be on Friday evening (or on Thursday if there is a Friday wedding or conflicting event). Rehearsal time slots will normally be:
  - 5:00-7:00 p.m.
  - 7:00-9:00 p.m.

**3. DECORATIONS** – Calvary Church offers the following decorations:

- Two spiral candelabras
- Kneeling bench
- Unity table
- Pew bows
- Ten roman columns

Requests to use any additional decorating items will be considered by the Wedding Coordinator.

4. **RECEPTIONS** – We urge couples to carefully consider ALL of what you would like to do at your reception in light of the following biblical principles, regardless of where the reception will be held:

- **Regarding the use of alcoholic beverages**, we would remind the wedding party that the Bible clearly calls drunkenness a sin (1 Corinthians 6:9-11; Galatians 5:19-21; 1 Samuel 1:12-17; Luke 21: 34-36; Romans 13:13-14; Romans 14:21; Ephesians 5:18), and that we are to avoid all appearances of evil (1 Thessalonians 5:22). Therefore, we will not permit the use of alcoholic beverages at receptions in our church facilities.
- **Regarding the practice of dancing**, to avoid any hint of lust and lasciviousness (Ephesians 4:22-24; Colossians 3:5-6; I Thessalonians 4:3-7; Ephesians 5:3-7; I Corinthians 6:18; Galatians 5:19-21; Romans 12:2), we will not permit dancing at receptions in our church facilities.

Regarding Reception catering – *No outside food is allowed*; Calvary Catering must be used for receptions that are held in our facilities.

Receptions are limited to a 3-hour time period.

## 5. FEES

A. **WEDDING FEES** – The fees listed below include:

- Services of the Wedding Coordinator
- Standard\* sound support for ceremony and rehearsal
- Use of the Chapel, Bride’s Room, and Groom’s Room (Note: The Chapel has a comfortable seating capacity of approximately 250 people.)
- Use of the various wedding furniture and décor that we have available

**If one of the couple is a Member or a parent is a Member of Calvary Church: \$500\***  
*(Member: Has completed the church Membership Class and other membership requirements and has been received into Membership by the pastors and deacons)*

**If one or all parties are adherents of Calvary Church: \$700\***  
*(Adherent: Calvary Church is your home church. You attend services on a regular basis, but you are not yet an official, voting Member)*

**\*Note:** If sound support requirements go beyond the standard needs for your wedding or rehearsal, or if sound support will be needed at a reception held here, there will be additional hourly charges for this which would be billed to you after the wedding.

**WEDDING FEE DUE DATES**

*We require 50% of the wedding fee in order to finalize the date you wish to reserve. This should be submitted to the Wedding Approval Committee Administrative Assistant **within 14 days of receiving your confirmation letter**. The remainder of the wedding fee is due to the Wedding Approval Committee Administrative Assistant **one month prior to the wedding**. Please make checks payable to Calvary Church and mail or bring to the church office Monday through Friday, between 8:30 a.m. and 5:00 p.m. (please be sure to indicate "Wedding Payment").*

**B. RECEPTION FEES**

Reception-related details, pricing, and payments are handled by Calvary Catering. Please contact the Catering Coordinator at (630) 851-7000 for information.

**C. HONORARIUM**

It is usual for the pastor officiating at the rehearsal and ceremony to receive an Honorarium (payment.) Please ask the Wedding Coordinator for suggestions.