



# Wedding

## INFORMATION

A COMPLETE GUIDE TO PLANNING  
YOUR WEDDING AT CALVARY ASSEMBLY

The Pastors and staff of Calvary Assembly desire that your wedding be a wonderful and memorable event.

We hope that this information will assist you in planning your special day.

Our prayer is that you will have a Christ-centered marriage.

# **Contents**

Prior to Scheduling a Wedding.....	3
Requirements for Scheduling a Wedding.....	4
Wedding Fees and Deposits.....	5
Responsibilities.....	6-8
Calvary Pastors Who Officiate at Weddings.....	9
Frequently Asked Questions.....	9
Guidelines.....	10
Sample Wedding Program Schedule.....	11
Sample Wedding Ceremonies.....	12-20

## **Please note the following prior to scheduling a wedding at Calvary Assembly:**

1. Calvary Assembly desires that both the bride and groom have a born again experience according to John 3:3. It is our firm conviction that a marriage between two individuals of like faith will have a solid foundation on which to build.
2. Previous marriages will be evaluated by biblical standards.
3. Couples living together prior to marriage will be asked to live separately until after the wedding.
4. Engaged couples wishing to be married at Calvary Assembly should first contact the Pastoral Care Administrative Assistant at (407) 644-1199 to schedule a tentative date (a minimum of six months in advance) and to complete a General Wedding Information Form.
5. An initial interview with Pastor Jack Cain in Pastoral Care Ministries must be also scheduled by calling (407) 644-1199, ext. 228 for an appointment.

## **Requirements for Scheduling a Wedding at Calvary Assembly:**

1. Upon completion of the initial interview and approval by Pastor Jack Cain, couples wishing to confirm a specific date should contact the Wedding Coordinator at (407) 644-1199. A wedding guideline contract will then be signed and a non-refundable deposit given, payable to Calvary Assembly. Please note: Calvary Assembly does not book any weddings on major holidays which include the following: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, New Year's Eve, New Year's Day or during the month of December. We also reserve the right to prohibit weddings that conflict with large events at the church such as concerts, conferences, and worship services because we do not have adequate facilities staff to accommodate multiple events. All wedding dates will be confirmed by Calvary's Calendar Coordinator.
2. All couples must be currently undergoing or have already completed premarital counseling sessions with Pastor Jack Cain in the Pastoral Care Ministries (407) 644-1199, ext. 228.
3. Couples being married at Calvary or using a Calvary pastor for an off-site ceremony are responsible for contacting the pastor of their choice to officiate.
4. Couples wishing to have a pastor other than a member of Calvary Assembly's pastoral staff officiate at their wedding, must provide a copy of the pastor's ministry credentials as well as a letter from that pastor stating that the couple has gone through premarital counseling.

# Weddings Fees & Deposits

Room	Capacity	Member	Non-Member
Wedding Chapel	185	250.00	550.00
Wedding Coordinator		195.00	195.00
Sound Technician	\$35.00 per hour	175.00	175.00
<b>Total</b>		620.00	920.00
<b>Deposit (Non-refundable)</b>		50.00	100.00

<b>Receptions</b>			
Room	Capacity with Tables	Member	Non-Member
Hall Family Life Center (GYM)	280	600.00	1200.00
Johnson Hall	175	375.00	550.00
Prayer Room	100	300.00	450.00
Room 104/108	85	100.00	150.00
Room 100	64	100.00	150.00
Sound Technician Hourly Rate		35.00	35.00
Honorariums Pastors, Musicians, Soloists		150.00 per person minimum	

Please note: Membership prices are only given to those who have completed membership classes at Calvary Assembly and been members for a minimum of six months prior to their wedding. All fees must be paid in full and received by the Wedding Coordinator no later than 30 days prior to the wedding date.

# Responsibilities

## **The Pastor**

The Pastor will discuss the requirements of premarital counseling in the initial interview/meeting. Three to four weeks prior to your wedding, he/she will want to discuss the details of the ceremony. The minister's honorarium is your donation to him/her for his/her time and ministry to you, and should be given to him/her immediately following the ceremony. This is above and beyond any facility/personnel cost.

## **The Sound Technician**

There will be a technician assigned to facilitate all technical arrangements needed for the ceremony. Non-employees are not authorized to use the church's equipment.

## **The Wedding Coordinator**

The Wedding Coordinator is the **primary** church facilitator as you plan your wedding. She is available to show you the facilities, answer any detail-related questions, reserve the facility, inform the technician of your needs, oversee the rehearsal and wedding ceremony, and advise you of clean-up responsibilities following the ceremony/reception. She will also acquire the appropriate signatures for the marriage license, which will be photocopied and mailed to Orange County Clerk of the Courts Office within 10 days of the ceremony, so that the marriage can be officially recorded.

## **The Rehearsal**

Three or four weeks before your wedding, a second appointment with the Wedding Coordinator should be scheduled, as well as with the officiating pastor, to review the details of the ceremony.

The rehearsal is customarily the day before the wedding and should take approximately one hour. A \$50 charge will be levied for each half hour that the rehearsal is late in starting or for each half hour that runs longer than the allotted one hour time period. Everyone participating in the ceremony (i.e. musicians, ushers, and attendants) should be at the rehearsal. Pastors are encouraged to take part, but are not required to be present.

Calvary Assembly's Wedding Coordinator will oversee the rehearsal. If at all possible, a sound technician will be available to familiarize him/herself with the technical details of the ceremony.

## **The Wedding**

Services and equipment that are available for weddings include:

- Communion table with Communion elements
- Kneeler (wood with burgundy which matches the Chapel)
- Podium for Guest Book
- Piano
- Traditional and Classical music for seating guests, processional, and recessional
- Two Candle Lighters for candelabras
- Two Brass Spiral Candelabras and Non-Drip Candles are provided by Calvary Assembly for a \$30 rental fee.
- Brass Unity Candle Stand (**Non-drip candles needed for the stand are the responsibility of the bride/groom.**) Wax drippings on the carpet will require an additional cleaning fee.

Outside arrangements will need to be made by the bride/groom for all other decorations and/or equipment. The Bride/Groom will be responsible for all other wedding services, including florist, musician(s), soloist(s), photographer, videographer, and caterer.

The Bridal Ready Room is available to the bride and her attendants on the day of the wedding. The room must be cleaned back to its original state after the wedding. Ushers and groomsmen are encouraged to arrive at the church wearing their wedding attire.

Please note: A \$50 fee will be charged for every 1/2 hour that the wedding is late in starting, which will be collected the day of the wedding.

## **The Reception**

Church facilities available to rent for wedding receptions include:

- Hall Family Life Center (Gym)
- Johnson Hall (Education Building)
- Worship Center Prayer Room
- Room 104/108 (Education Building)
- Room 100 (Education Building)

There is an upright piano in Room 100 and a grand piano in Room 104/108, which **cannot be moved**.

The Hall Family Life Center (GYM) is equipped with a sound booth for a Calvary staff technician, should you desire to have background music for your reception at a minimal cost. (Please see Fees and Deposits) Please Note: The Sound Technician is not a D.J. Any D.J. hired for a wedding reception must have his/her own equipment.

Calvary Assembly's Housekeeping staff will be responsible for the set up of tables and chairs. Please provide a detailed diagram for the Wedding Coordinator of how you would like the room to be arranged.

The guest table sizes are as follows:

- Hall Family Life Center (GYM) - 4 foot round (seating 7)
- Johnson Hall - 6 foot round (seating 10)
- Room 104/108 - 5 foot round (seating 8)
- Worship Center Prayer Room - 4 foot round (seating 7)
- Room 100 - 5 foot round (seating 8)

Head tables and buffet rectangular tables are also available in 6 foot and/or 8 foot lengths. Please Note: Calvary Assembly does not furnish any table dressings, paper products, and/or utensils.

Calvary Assembly offers limited use of the kitchen, which is located in Johnson Hall. A **\$50.00 refundable deposit** is required which will be voided and returned if the kitchen is left clean. The ovens and stove are for warming purposes only. **No cooking is permitted.**

Caterers are expected to provide their own equipment (coffee pots, pots, pans, plates, silverware...) as well as ice. The church's ice bin may be used for storing ice only.

## **The Following Calvary Pastors Are Available to Officiate at Weddings:**

Jack Cain—ext. 228

Jim Dycus—ext. 208

Wally Gilmour—ext. 262

Mike Martin—ext. 204

---

## **Frequently Asked Questions**

**Q: Can we have our own pastor officiate at the ceremony?**

A: Yes, but we will need a copy of his/her pastoral license and a letter of confirmation of your premarital counseling.

**Q: Can we have just the reception at Calvary?**

A: Yes. However, a reception by itself would be considered an outside event and would need to be booked through the Facilities Office at (407) 644-1199, ext. 238. The Wedding Coordinator would not be required to attend, however Calvary's guidelines regarding use and care of the facility will be applied, including a refundable deposit for the use of the kitchen.

**Q: Do we have to have a coordinator and a sound technician?**

A: Yes, both roles are crucial to the success of your wedding.

**Q: Does Calvary provide music?**

A: Calvary can provide appropriate pre-recorded music for the ceremony. Live music (vocalist(s), piano, organ, flute, harp...) will need to be arranged by the bride and groom.

# Guidelines

You are responsible to leave the facility as you found it.

Flowers may be left at the church or taken with you.

Kindly check all locations used to ensure that you have collected all of your belongings, including rental items, accessories, and equipment brought in for the wedding and/or reception. If something is overlooked, the Wedding Coordinator will attempt to contact you for return.

Calvary Assembly's campus (all buildings and parking lots) are designated as non-smoking areas and alcoholic beverages are prohibited.

Please plan to conclude your reception no later than 3 hours after the end of your ceremony, with an additional hour allotted for clean-up.

Only silk flowers may be used for the procession in the Worship Center Chapel.

Flower petals, potpourri and/or bubbles may be used outside the church. However, no rice or birdseed will be permitted.

Protection of gifts received at the wedding or reception are the responsibility of the wedding party.

Due to the celebratory nature of weddings, dancing is permitted, but must be in keeping with the church's desire to do all things decently and in order, showing good taste and moral respect.

Limousines and "going away" vehicles must remain in the parking lot even in the event of rain and may not be driven into the covered mall area.

I have read and understand the contents of this booklet  
and will meet the stated guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample of Wedding Program Schedule

This outline is that of a “traditional” wedding ceremony. Many variations of the ceremony can be accommodated.

## **Pre-service Activities**

(Lighting of candles, Musical Prelude, Aisle runner placed)

**Honored Guests Seated** (Relatives)

**Mothers Seated** (Includes Grandmothers)

**Pastor Enters with Groom** (Groomsmen entering)

**Processional** (Arrangement optional—Bride’s Maids,  
Maid of Honor/Matron of Honor, Ring  
bearer, Flower girl, Bride and Father)

## **Ceremony**

Opening

Giving of Bride to Groom

Vows

Rings

Pronouncement of Husband and Wife

Unity Candle (optional)

Communion (optional)

Embrace

Introduction of Couple

**Recessional** (Same as processional but in reverse order)

Songs, prayers, or desired lyrics can be used as transitions from one part of the ceremony to the next. The music may be live or on CD or DVD. Selections of music need to be made for pre-wedding background music, the bridal attendants’ processional, the bride’s processional, Communion/Unity Candle (if applicable), and the recessional. Additional selections, if desired, should be brought to the rehearsal.

# Sample Wedding Ceremony No. 1

## Opening

God's special day has arrived for \_\_\_\_\_ and \_\_\_\_\_ . The day in which they are to exchange their marriage vows, witnessed by both you and God.

\_\_\_\_\_ and \_\_\_\_\_ have asked me to share with you the true meaning of marriage as expressed through the wedding ceremony.

When God created man, He saw that it was not good for man to live alone, so God said, "I will make a helper suitable for him."

So the Lord God caused a deep sleep to fall upon the man, and he slept; then He took one of his ribs and closed up the flesh at that place. And the Lord God fashioned into a woman the rib which He had taken from the man and brought her to man. And the man said, "This is now bone of my bone, and flesh of my flesh. She shall be called woman, because she was taken out of man."

God did not make man after the order of the lower animals, but in His own image. Neither did He choose man's companion from some other order of beings, but made her from the same substance. And He took this substance not from the feet that he might have an excuse to degrade, enslave, or trample upon her; nor from man's head, that woman might assume authority over man; but from the man's side, over his heart, the seat of affection, that the woman might stand at his side as man's equal, and side by side with him together under God, work out the purpose and destiny of the race.

God chose a woman as the means to bring His Son, Jesus Christ, into the world. Jesus, the Messiah, was sent to die as the sacrifice for our sins, because God loves us. Before Jesus died, He gave to us the ordinance of the Lord's Supper.

This ordinance symbolizes His body, that was broken and His blood which was shed for the remission of our sins. The Lord's Supper is a communion of God and man, reminding us that God lives within those person who put their faith and trust in Him.

In this sense, God and man are one.

And now, \_\_\_\_\_ and \_\_\_\_\_ can become one in Him. For they find themselves in discovering each other, drawing close to each other as they draw near to God.

Together they become complete in God's purpose for a man and a woman, to be one in Spirit, and Soul, and Body. "For this cause a man shall leave his mother and father and shall cleave to his wife; and the two shall become one flesh."

### **Giving of Bride to Groom**

Who then on behalf of our Heavenly Father come to give \_\_\_\_\_ to \_\_\_\_\_? Marriage is the most intimate and personal of all human relationships, second only to our relationship to Christ Himself. Marriage means intimacy, openness, tenderness, respect, appreciation, self-giving, and at times, self-sacrifice for each other's welfare and happiness.

While it is true that a home must be built on a foundation of love and faith in each other, it is also true that a home needs to love and have faith in God. Two individuals enter a marriage relationship by faith; for without faith it is impossible to please God. You two are about to pledge yourselves to each other, to love each other as God has loved you. "Love is very patient and kind, never jealous or envious, never boastful or proud, never haughty or selfish or rude. Love does not demand its own way. It is not irritable or touchy. It does not hold grudges and will hardly ever notice when others do wrong. It is never glad about injustice, but rejoices whenever truth wins out. If you love someone, you will be loyal to him no matter what the cost. You will always believe in him, always expect the best of him, and always stand your ground in defending him. All the special gifts and powers from God will some day come to an end, but love goes on forever.

### **Vows**

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

**His** – 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 her; 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 with you 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.

**Hers** – 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 with you create life in reverence. I also desire to build a home with you were 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.

Would you join right hands and repeat after me:

I, \_\_\_\_\_ (His), \_\_\_\_\_ 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.

### **Rings**

\_\_\_\_\_ (His) and \_\_\_\_\_ (Hers), what token do you give in commemoration of your vow? (A ring) Would you pass the ring to \_\_\_\_\_.

\_\_\_\_\_ would you pass the ring to me. This ring is a symbol of the never-ending love mutually given and received.

May God's blessing rest upon this relationship. In passing the ring one to another and then to me, ministering in the name of the Lord, we formed a triangle to symbolize the Trinity: Father, Son, and Holy Spirit, knowing it is not the minister who performs the ceremony.

Notice this ring; it is a perfect circle, no beginning and no end, a symbol of God and a symbol of love. As you place this ring on each other's finger, may it remind you first of God's love to you and secondly, of your unending love for each other.

(HE PUTS THE RING ON HER FINGER AND REPEATS VOW.)

VOW: "With this ring I pledge my love to you and receive you as my wife. I give you this ring as a token of our marriage vows, in the name of the Father, Son, and Holy Spirit. Amen."

(SHE PUTS THE RING ON HIS FINGER AND REPEATS VOW.)

VOW: "With this ring I pledge my love to you and receive you as my husband. I give you this ring as a token of our marriage vows, in the name of the Father, Son, and Holy Spirit. Amen."

### **Pronouncement of Husband and Wife**

And now heaven and earth have heard your vows. Therefore, by the high authority vested in me as a minister of the Gospel, I pronounce you husband and wife. Whom God hath joined together, let not man put asunder.

### **Communion**

\_\_\_\_\_ and \_\_\_\_\_, is it your desire to acknowledge your commitment to God as well as your covenant to each other by partaking of the Lord's Supper? (YES) Come then to the Lord's table. (KNEEL)

### **Prayer and Blessing**

God the Father, the Son, and the Holy Spirit, bless, preserve and keep you; the Lord graciously with His favor look upon you; and so fill you with all spiritual benediction and love that you may so live together in this life that in the world to come you may have life everlasting. Amen.

## **Unity Candle**

The Unity Candle represents the union of that love between you, \_\_\_\_\_ and \_\_\_\_\_. The individual flames symbolize the surety of faith that forever shall burn in your hearts. The flames blend, as you light the center candle, as a sign of your oneness as husband and wife. His blessings will light up your lives as you cling to one another, allowing nothing to shake the steadfastness of your love. You may now light the center candle.

## **Embrace**

(You may now kiss your bride.)

## **Introduction of Couple**

I now present to this gathering of family and friends (or I present to you): Mr. and Mrs. \_\_\_\_\_.

# Sample Wedding Ceremony No. 2

## Opening

When our Savior was upon the earth, He deigned to grace the marriage feast in Cana of Galilee with His presence. When the apostle Paul sought a fit emblem to set forth that wonderful union that exists between Christ and His Church, it was the relationship of marriage that was chosen by him. Although this state brings so many joys, it is also attended by many grave responsibilities. The Word of God teaches that the husband must love and cherish his wife, and that she in turn must love and cherish and reverence her husband, that each one forsaking everyone else, must cleave to the other in sickness and in health, in poverty and in wealth so long as they both shall live.

## Vows

\_\_\_\_\_ **His** \_\_\_\_\_, will you have 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? (I WILL)

\_\_\_\_\_ **Hers** \_\_\_\_\_, will you have 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 and keep him in sickness and in health; and forsaking all others, keep you only unto him, so long as you both shall live? (I WILL)

## Giving of Bride to Groom

Who giveth this woman to be married to this man?

## Individual Vows

(Please join right hands, and repeat after me:)

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.

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.

## **Rings**

What is the token of your love? (A RING) Will you \_\_\_\_\_ and \_\_\_\_\_ take these rings, the emblem of the purity and the perpetuity of your love, and place them upon each other's finger and repeat after me: "With this ring... I thee wed... with all my heart's affections... I thee endow... in the name of the Father... and the Son... and the Holy Spirit. Amen."

By giving and receiving of these rings, an emblem of purity and endless devotion, you do each the other wed, and these marriage vows you do here and now forever seal.

## **Prayer**

### **Pronouncement of Husband and Wife**

I do by virtue of the authority vested in me as a minister of the Gospel, by the laws of the State of Florida, and by the authority of God our Father, pronounce you husband and wife, henceforth in life and interest, as in affections, one.

## **Embrace**

### **Introduction of Couple**

Ladies and Gentlemen, I introduce to you Mr. and Mrs.

---

# Sample Wedding Ceremony No. 3

## Opening

Dearly Beloved, we are gathered here in the sight of God and the company of this people to join together in holy marriage \_\_\_\_\_ and \_\_\_\_\_. Marriage is more than your love for each other, it has a higher dignity and power, for it is God's ordinance, through which He wills to perpetuate the human race till the end of time. In your love you see only your two selves in the world, but in marriage, you are a link in the chain of generations which God causes to come and pass away to His glory, and calls into His kingdom. In your love you see only the heaven of your happiness, but in marriage you are placed at a post of responsibility towards the world and mankind. Your love is your own possession, but marriage is more than something personal – it is a status, an office. Into this holy estate, \_\_\_\_\_ and \_\_\_\_\_ now come to be joined.

## Giving of Bride to Groom

Who comes to give this woman to this man?

## Vows

\_\_\_\_\_ His \_\_\_\_\_ will you have \_\_\_\_\_ to be your 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?  
(I WILL)

\_\_\_\_\_ Hers \_\_\_\_\_, will you have \_\_\_\_\_ to be your 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 for as long as you both shall live?  
(I WILL)

(Four move up on to platform) Scripture I Corinthians 13.

## Repeat

\_\_\_\_\_ His \_\_\_\_\_ "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."

\_\_\_\_\_ Hers \_\_\_\_\_ "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."

### **Rings**

Just as it is the crown, and not merely the will to rule, that makes the King, so it is marriage, and not merely your love for each other, that joins you together in the sight of God and man. As high as God is above man, so high are the sanctity, the rights, and the promise of love. It is not your love that sustains marriage, but from now on the marriage sustains your love.

Take this ring \_\_\_\_\_ and place it on the finger of your bride and let it be the symbol of your unending love, and the seal of your mutual affection.

"Take this ring \_\_\_\_\_ and wear it as a symbol of my love and fidelity."

Take this ring \_\_\_\_\_ and place it on the finger of your groom and let it be the symbol of your unending love, and the seal of your mutual affection.

"Take this ring \_\_\_\_\_ and wear it as a symbol of my love and fidelity."

### **Pronouncement of Husband and Wife**

God makes your marriage indissoluble. He protects it against every danger which threatens it from without or within. By the authority vested in me by the laws of our Government, and by the church of Jesus Christ, I pronounce that you are husband and wife, and no longer twain, but one in the name of the Father, Son, and Holy Spirit. No temptation, nor human weakness can dissolve what God has joined together.

### **Embrace**

#### **Introduction of Couple**

I now present Mr. and Mrs. \_\_\_\_\_.



1199 CLAY STREET  
WINTER PARK, FL 32789  
(407) 644-1199

[WWW.CALVARYORLANDO.ORG](http://WWW.CALVARYORLANDO.ORG)