



CALVARY
Knoxville

*Wedding
Information
Packet*

Wedding Information Packet

Thank you for your interest in being married at Calvary Knoxville! This packet will provide you with important information to help you understand our wedding policies and pre-marital counseling program. In order to be married at Calvary Knoxville, a couple is required to complete pre-marital counseling with a Calvary pastor/ counselor in order to ensure the couple's readiness to be married. At the Calvary pastor's discretion, this requirement may be waived if another pastor from another congregation will be performing the ceremony. To begin this process, please complete and submit the pre-marital & Wedding Questionnaire forms which will provide us with information we will need to commence your pre-marital counseling.

Here at Calvary Knoxville, we believe that by performing your wedding ceremony, we are saying that you have been Biblically prepared to meet the challenges that you will face as husband and wife in Christ. The purpose of our pre-marital counseling program is to prepare you to meet these challenges and build a marital relationship that will be pleasing to God and to you. Your marital success will be based upon your commitment to live a surrendered and obedient Christian life. The Bible gives us everything we need to understand God's perfect plan for our lives both before and after we are married. Therefore, our pre-marital counseling is based upon Biblical requirements for men and women in marriage. For this reason, it is important that you complete a series of pre-marital counseling appointments.

The remaining pages of this packet explain our pre-marital counseling program in more detail. Please read through this information packet to ensure that you understand it in its entirety. If there are any sections you do not understand, or if you have any questions regarding our pre-marital counseling program, please contact the church office and you will be directed to someone who can answer your questions. You can also write down any questions you have and bring them to your first counseling session.

We pray both of you will be blessed by your sessions and that your marriage will be enriched by them.

Goals of Pre-marital Counseling

“Therefore a man shall leave his father and mother and shall become united and cleave to his wife and they shall become one flesh.” Genesis 2:24 (Amplified)

The purpose of our pre-marital counseling program is to help you build a marital relationship that will be pleasing to God and to you.

The Bible teaches that marriage is an institution created by God for the purpose of meeting one of man’s most basic needs: companionship. It is a relationship between one man and one woman designed to bring deep personal satisfaction and fulfillment to each marriage partner. Therefore, it is our desire at Calvary Chapel of Knoxville to provide a pre-marital counseling program that will prepare each couple with a strong, biblical foundation for their marriage relationship. This will require time and dedication on your part, yet we believe that the life-long commitment you are about to make is one that merits such effort.

The pre-marital sessions will use the book, “Preparing for Marriage,” by David Boehl, et al, and distributed by Family Life. Each of you should purchase a copy since each session will include individual questions and require your own answers. The Calvary Chapel bookstore should have copies on hand.

Session #1 – The first session is designed to help your counselor/couple become acquainted with you and your fiancé. This “opening interview” will focus on your relationship history, spiritual background and moral guidelines.

Session #2 – In this session you will focus on God’s design and purpose for marriage, a spiritual relationship between a man, a woman, and the Lord God.

Session #3 – Building upon Session #2, God’s plan for marriage will be presented and studied. There are four key commitments which will be thoroughly examined: 1) the commitment to receive your mate; 2) the commitment to leave your parents; 3) the commitment to cleave to your mate; and 4) the commitment to become one flesh.

Session #4 – These skills are designed to give each of you some basic communication and conflict resolution. This will help you avoid the “post-wedding letdown.” You will also learn how to listen and how to speak in an appropriate manner as each situation requires.

Session #5 – The purpose of this session is simple – to provide a biblical view of the “core roles” of husband and wife in marriage as well as the “core response” that God requires from a man or woman that will encourage your spouse to fulfill their role.

Session #6 – Financial counselor Larry Burkett said, “If you’re not communicating about money, you’re not communicating about anything.” This session will encourage you to look at finances from God’s perspective.

Session #7 – This final session of your study on marriage will give you a biblical view about sexual intimacy. Many of us need to have our minds renewed as to what the Bible

says about sex and that in the context of marriage, it is good and it is God's gift to a husband and wife.

Once again, this program will require a good deal of time and effort, yet we believe that the investment is well worth it. If you have any further questions, please feel free to call the church office at 865-609-1385.

Pre-marital Counseling Schedule

Typically, you will meet with your counselor/couple every two weeks. This spacing between sessions should give you sufficient time to complete the assignments and special projects. To give you adequate schedule flexibility, the counseling should be started at least four months prior to your planned wedding date. This will allow you to enjoy the final month of wedding preparation without the time constraints of the counseling.

To begin the pre-marital counseling program you will need to complete the Pre-marital Questionnaire.

After the initial interview, your counselor/couple will schedule the next appointment and assign the reading and homework for each subsequent session.

Please complete each assigned portion of your workbook "Preparing for Marriage" and bring your books to your sessions. (Please turn in your completed Pre-marital questionnaires at your first session.)

Congratulations!

Always meant to be a joyous occasion, weddings at Calvary Knoxville are also spiritual ceremonies celebrating the remarkable reality that God joins two people making them one.

Marriage is God's chosen way to illustrate the greatest relationship in life- the personal relationship one is privileged to have with Jesus Christ as Lord and Savior.

We leave it to you whether to have a simple or an elaborate wedding. What's really important is that God is honored through your plans, ceremony, and reception, for He tells us in His Word that He will honor those who choose to honor Him!

The staff here at Calvary Knoxville is glad to help you plan this very special occasion.

Because we want your wedding to reflect the wonderful love that God has given His children through Jesus Christ, we urge you to make full preparations both for the wedding day and the spiritual life you will have together.

With God's Blessings,

The Staff at Calvary Knoxville

Wedding Information

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Wedding and Reception Policies

So that your wedding will go smoothly from start to finish, we ask that you read the policies and procedures carefully. They have been developed to ensure that each rite of marriage held at Calvary Knoxville is in keeping with the standards of godliness and wholesomeness that every Christian couple desires for their special day.

- Although Calvary Knoxville does not require an upfront damage deposit, it is understood that any party using the facility is responsible for leaving the building in the same excellent condition it was in before being used. If any damage occurs to the building, furniture, or equipment by the wedding party or its guests, it will be the responsibility of the party reserving the facilities to reimburse the church for any costs to repair/replace the damaged items.*

- *Smoking and the use of alcoholic beverages are prohibited on the church property. It is your responsibility to let everyone connected with your wedding party and family know of this policy.*
- *In general, all weddings held at this church will be performed by pastors on the staff of Calvary Knoxville. Assisting pastors from other congregations may participate in the ceremony at the discretion of the officiating pastor.*
- *We ask that you do not allow your guests to throw birdseed, rice, or confetti, inside or outside of the church building. Guests may use bubbles outside to celebrate as the bride and groom are leaving.*
- *We ask that you make specific arrangements with those in your wedding party and your family to remove all flowers, food, decorations, and personal property immediately after the wedding and reception. In all the excitement and rush, it's easy to forget to retrieve these items.*
- *We ask that you plan to start your rehearsal between 5:30 and 6:30 pm.*
- *All Saturday weddings must begin no later than 2:00 pm.*
- *Please ensure that children are adequately supervised and not left unattended anywhere on church property.*
- *As a reminder, certain areas of the building are not available for public use. Please stay only in areas designated for your use as discussed with church staff prior to the event.*

Wedding Coordinator

Please notify the staff at Calvary Knoxville of who your wedding coordinator will be. The wedding coordinator oversees all of the weddings, rehearsals, and receptions held at the church. She has the expertise regarding what is proper and customary for every phase of your wedding and reception. She will contact you after you have met with your counselor or pastor and submitted your "wedding event form." She will meet with you to discuss and provide you with information that will be helpful to you during the planning of your tentative wedding.

Appropriate Gowns

Gowns for the bride and her attendants should be godly and modest.

Table and Chair Set-Up

Please have your wedding coordinator work with our facilities pastor to establish a logistical plan for table and chair set-up and traffic flow for each of your wedding events. The facility staff will have your wedding area ready the evening of your rehearsal and will be sure your reception area is set up prior to your scheduled decorating time. The facility will be available from 12:00 -5:00 the day before your wedding for decorating. The facility will also be available 5 hours before your scheduled wedding time on your wedding day for any last minute details.

Flowers and Decorations

Because it is your responsibility to arrange all of the flowers and decorations for your wedding, we suggest that you contact a florist in the early planning stages of your wedding and reception.

We request that all flowers and decorations be removed immediately following the wedding and/or reception. We cannot be responsible for them if they are left unattended in the church. Be sure you have your wedding party collect everything!

Florists' Information~

- *Please don't use too much water in the flower containers on the platform or elsewhere. Please empty all the water except that which is absolutely necessary to keep the flowers healthy during the ceremony. This will prevent spills while being placed and will make transportation of large arrangements much easier and lighter. Please place clear plastic liners under all live potted plants and trees to protect the floor. Evergreen (Christmas) trees must be fire proofed.*

Candles~

- *Any candles used must be drip-less.*
- *It is your responsibility to see that clear plastic is placed under each candle setting. The plastic must proceed out at least 6 inches beyond the furthest placed candle.*

Candle lighters~

- *If you are having candles lit in the ceremony, make sure you pre-test the candle lighters when they are rented. They must not drop wax or burnt wick. You should have at least a foot of wick in them when rented.*

Florist decorations and cake delivery concerns~

- *It is not necessary to turn on the church air conditioning or heating more than two hours prior to the wedding. Please let your florist and baker know this so they can plan appropriate time delivery for your flowers and cake. The building will then be at the proper temperature when your flowers and cake arrive.*

Aisle Runner~

- *Please ask your florist to carefully tack the aisle runner down on each step to insure that it is not lifted up by someone's heel during the ceremony. Please do not use nails. We ask that tape is **not** used on any area of the stage carpet.*
- *If you are bringing and placing the aisle runner please follow the same procedure.*

Other~

- *Please help protect the beauty of our walls by refraining from using tape, tacks, or anything else on the walls which might damage them.*
- *Please do not store any breakable glass items in the children's ministry classrooms or areas.*

Unity Candle and Communion

You will need to provide your own candles (3) and candle holders for your unity centerpiece and a goblet and tray for the communion elements, if you are planning to have communion during the wedding ceremony. We will provide the grape juice and crackers, or you may want to use a small loaf of bread.

Your Photographer and Videographer

We want you to capture the special moments of your upcoming wedding ceremony at Calvary Knoxville, so we ask that you observe the following guidelines when selecting and working with your photographer/videographer.

Photographer Guidelines

- *Because of the serious nature of Christian weddings, we ask that flash photography is not used once the ceremony has begun. This would be from the time the officiating pastor finishes the opening prayer. We want to avoid anything that would turn attention from the true meaning of the ceremony.*
- *Photographs may be taken before and/or after the ceremony. Your photo session needs to begin no earlier than two hours prior to the ceremony and be completed 40 minutes before the ceremony is scheduled to begin. Additional photos may be taken after the ceremony.*
- *Photos may be taken during the processional and recessional. We ask that all other photos during the ceremony be taken from the back and/or the side.*

The wedding coordinator should be available before, during and after the ceremony to answer any questions the photographer may have.

Videographer Guidelines

- *Similar to our photographer's guidelines, we ask that you observe the following guidelines when selecting and working with your videographer.*
- *A video camera on a tripod may be set up on the sides of the sanctuary or on the back of the stage. A hand held video camera may be used from the side seating areas.*
- *Video may be taken prior to the processional and during the recessional.*

Your wedding coordinator should be available before, during and after the ceremony to answer any questions.

Catering Policy

The success of your wedding and reception is important to us here at Calvary Knoxville and we know from experience that your reception caterer plays an important role in that success. As we try to help you, we hope you'll help us by following these simple guidelines. Your wedding coordinator should also be of help to you in the planning process of your catering needs. Once you have decided what your catering needs are, you are free to choose whichever caterer best fits those needs. The caterer you choose will need to follow these guidelines.

Caterer Guidelines

- *If the caterer is paid or has any paid staff on the church grounds, the church needs a **Certificate of Insurance on file in the Church Office at least two weeks prior to the wedding.***
- *Your caterer's insurance company will know what this is as it's a standard form.*
- *The Certificate of Insurance protects the church from any potential problems that could arise as a result of their doing*

business on the premises. Because of that, if the certificate is not on file, your caterer will not be allowed on the grounds for your reception.

- If you or your caterer has any questions, please feel free to contact the church office at (865) 609-1385.*
- Contract catering services are to use their own equipment to prepare and to serve the food.*

These requirements are in place so that your reception will be a celebration that goes smoothly. We want your reception to be just the way you planned it!

Music for Your Wedding

Music is a very important part of every Christian wedding. The music that is played as you walk down the aisle, the songs that are sung by your soloist/s and the music that's played as the guests are seated, are all your responsibility to select and procure.

1. What about songs for the wedding?

Song selections are an extremely important part of your wedding. Most of us have songs that are particular favorites and even some non-Christian songs hold a special place in our heart because of events in our life growing up. However we need to pay particular attention to song selection when planning our wedding. It is important to remember that the marriage ceremony is a "God centered" ceremony. After all, marriage was God's first official institution that He put in to place. Why do I say all of this? Well, although we may have songs from our past that have meant something to us, when it comes to this holy ceremony we need to stick with Christian and God honoring music. Certainly we are free in Christ, but because the ceremony is holy and performed before God and other witnesses, we believe that all songs should reflect this fact.

2. What about songs at the reception?

Songs at the reception are a different matter in some ways but we still encourage Christian based music as a witness and testimony not only to unbelievers but also fellow Christians. Remember, this celebration is based on a Godly and holy marriage before God. Therefore if the reception is held at the church we also ask all music be of a Christian nature and that no alcoholic beverages be served. However, if you decide to have the reception at a different and non-church location we leave the music up to you hoping you will keep in mind the nature of the marriage ceremony.

All music must be approved for your wedding and reception. Please submit a complete list of your selections to the officiating pastor no later than 2-weeks prior to your rehearsal date. If songs are unknown by title, you may need to provide the words to them. Please indicate those that are instrumental.

Your Wedding Rehearsal

Having a wedding coordinator to conduct your wedding rehearsal will take all of the pressure off you! She will help you choose a time for your rehearsal that will best accommodate you and your wedding party. Please inform your wedding party that the rehearsal must start on time. It should last approximately an hour to an hour and a half.

It is best if all members of the wedding party including flower girls, ring bearers, candle lighters, ushers, and family members who will be escorted down the aisle are at the rehearsal. We recommend, but don't require, that any children in your wedding be five years of age or older, and candle lighters be at least 12 years of age due to maturity issues.

Your Wedding Day

At your wedding rehearsal, the wedding coordinator should tell everyone in your wedding party to arrive at the church no later than one and one-half hours prior to the beginning of your wedding. This is the amount of time needed to dress, take care of any last minute details, have photographs taken, and pray prior to your walk down the aisle.

- The church will provide a designated dressing room for the bride and her attendants if they would like to get dressed at the church. We suggest you arrive with your hair and make-up done.*
- We suggest the groom and his groomsmen arrive dressed in wedding attire. We do have a room available for the groom and his groomsmen to assemble in before the wedding.*
- The wedding coordinator should see that everyone who is to receive a corsage or boutonniere has it pinned on properly.*
- The wedding coordinator, with the officiating pastor, coordinates the wedding service. They will cue each person participating in the wedding ceremony. The bride, groom, and wedding party can relax and trust them for the right timing of each entrance.*

The Wedding Processional

This is a standard processional to just give you an idea. We will be glad to make any changes in the processional order that you would prefer.

Candle lighters may begin the ceremony or light the candles once the Bride's mother is seated.

1. *Pastor, Groom, best man enters*
2. *Bridesmaids and groomsmen enter down the center aisle*
3. *Maid of Honor enter down the center aisle*
4. *Flower Girl and Ring Bearer walk down the center aisle*
5. *Bride enters with her father or escort*

The Bride's mother stands up as soon as the bride is first seen, signaling that everyone present should also stand.

Wedding Etiquette

Often asked Questions

- *The left side of the room is traditionally the bride's side and the right is the groom's.*
- *The bride walks on her father's right arm.*
- *One usher is generally required for every 40 guests.*
- *Seating of the parents is in this order during the processional:*
 1. *Groom's Grandmothers*
 2. *Bride's Grandmothers*
 3. *Groom's Mother*
 4. *Bride's Mother- walks down the center aisle (she is always seated last)*

If the parties include blended families, the wedding coordinator will help you decide how best to arrange the seating order.

The order is reserved at the end of the wedding, during the recessional.