



*Planning
Your
Wedding*

at

*College Avenue
Christian Church*



A handbook
for
the Bride & Groom

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Contact Names

A wedding is a Christian service of worship celebrating and witnessing the covenant vows made before God and the company of family and friends. Your request for a Service of Marriage in the church reflects your own Christian faith, your desire for a service of praise to God, your prayerful request for God's grace for your life together and your wish to share the joy and faith with those who celebrate with you.

Our Pastor and church staff will work diligently to enable you to experience your wedding as a true spiritual celebration and will take seriously your own personalities and experiences, while at the same time, striving to maintain Christian integrity in traditions that have enriched marriages celebrated in this church.

The information in this booklet and counsel from the Pastor has been compiled to offer guidance in making your wedding most meaningful.

Contact names, phone numbers and email addresses:

Pastor:	Sue Woods 515-255-0570 swoods@qwestoffice.net 515-577-4543 (cell)
Organist	Neil Johnson 515-255-4869
Secretary	Carol Archer 515-255-0570 Collegeave0068@aol.com
Wedding Coordinator	

Suggested Timeline

6 months to one year in advance of wedding

- Call Secretary and reserve wedding date on the church calendar (**non-members**—a deposit check personally dropped off or mailed to the church office confirms and reserves the rehearsal and wedding date on the calendar)
- If reception will be held at the church, call Secretary to reserve the date on the church calendar
- Contact Organist to reserve date

3 to 6 months in advance of wedding

- Schedule counseling time with Pastor
- Contact Organist to consult about music selections
- Contact Wedding Coordinator to consult about arrangements

2 weeks to one month in advance of wedding

Apply for marriage license

Prior to the start of rehearsal

- Payment of all fees for room and sanctuary usage, Pastor, Organist, Custodian and Wedding Coordinator are due. All fees go to the Wedding Coordinator prior to rehearsal to distribute to appropriate individuals.

Scheduling Your Wedding

Setting the Date

Call the church office (**515-255-0570**) as early as possible to check availability of the church on your preferred date. Your request will be forwarded to the Pastor, who will return your call and confirm that your date will be added to the church calendar.

Pastor

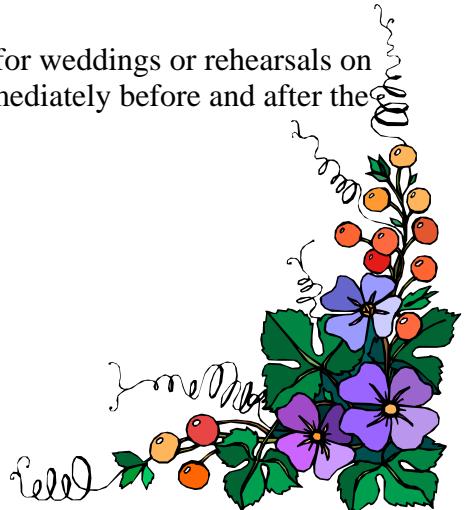
Other clergy are permitted to participate in the wedding, upon request. Outside clergy are asked to contact the Pastor prior to the wedding day.

Times and Dates

Weddings may be scheduled as late as **7 p.m.** if the reception is held at another location. If the fellowship area is reserved for the reception, the wedding may be scheduled no later than **3 p.m.** and receptions will end by **9 p.m.**

Church facilities are not available for weddings or rehearsals on the following holidays or days immediately before and after the holiday:

New Years Day
Easter
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas



Deposit – Wedding Fees

A **deposit** is not required for active members.

Inactive and Non-members: A **deposit of \$100** is due once your wedding date is confirmed with the Pastor. The deposit confirms your use of the church facility for your rehearsal and wedding date. Your deposit is also your agreement that you and your wedding party will accept the policies and guidelines for using the facility.

A wedding fees list is included at the back of the booklet.

Member rates are available to individuals who have been members of the congregation for at least **six months** prior to scheduling a wedding date. These members may use the sanctuary without charge. Should you choose, a Thank Offering would be appreciated.

Honorariums for the Pastor, for time involved with counseling, rehearsal and the wedding and all other charges listed, should be made **payable to the individual** and should be given to the Wedding Coordinator to distribute prior to the beginning of rehearsal.

Following the wedding, a check for the amount of the deposit, minus any remaining fees, will be returned to the wedding couple provided the following guidelines have been followed:

- All room use charges, fees and are paid in full.
- The property is free from damage both inside and outside the church building.
- **No alcohol consumed inside or on the premises of the church.**
- **No tobacco use inside or on church grounds.**
- No rice, birdseed, confetti, rose petals, etc. used due to the danger of slipping and falling, as well as the cleanup problem. Other items, such as bubbles, etc. limited to outside the church building.
- Wedding party used only the rooms assigned to them.

Pastor and Couple Counseling

Counseling opportunities

- Initial phone consultation
- 3 pastor and couple counseling sessions

The Pastor and couple will have at least three opportunities to become acquainted and may schedule additional counseling sessions as needed. These sessions will allow the Pastor and couple time to discuss marriage, relationships and the couple's faith. Your initial phone contact to schedule your wedding on the calendar will offer an opportunity for you to ask any questions you might have regarding the church facility or questions you have regarding the service or marriage in general.

The couple should call the church office and schedule their personal counseling times with the Pastor. The sessions offer an opportunity for the Pastor and couple to discuss the Wedding Checklist and final arrangements for their wedding service and to discuss the couple's new life together.

The Des Moines Pastoral Counseling Center also offers to facilitate marriage preparation with couples to increase awareness of their relationship strengths, acknowledge potential areas for growth and understand important individual and relationship issues identified through their personal life summaries. When there is a second marriage involved, the dynamics of remarriage and stepfamilies are also specifically addressed. The per-session fee is based on a sliding scale and will be determined during the couple's first session. The Center is located at 2929 Westown Pkwy, Suite 110, West Des Moines. For more information or to schedule an appointment, call the Center at 515-274-4006, visit the web side at www.dmpcc.org or via email at info@dmpcc.org.

Wedding License

To be married in Iowa, a wedding license must be secured from the Clerk of Court in any county court house in Iowa. A phone call to the courthouse is advised to confirm wedding license procedure and courthouse hours. Application for a wedding license may be made within six months of the wedding by the bride and groom (accompanied by a witness); or by mail with a signed affidavit by another person verifying age, etc. A blood test is no longer required by Iowa law; however, it is recommended that previous to your wedding you have a blood test along with a physical examination by your physician.

A three-day waiting period between application and picking up the license is required. The day of application is not counted as a day of the three-day waiting period but the day of receiving the license is. (Example: If application is on Monday, the license may be received and used on Thursday.)

The license must be available prior to the start of the wedding. You may deliver the license to the church office prior to the date of the wedding or bring the license with you at the time of the rehearsal.

Wedding Coordinator

1. A Wedding Coordinator is a church member who assists the Pastor and the wedding party in the preparation and implementation of the wedding ceremony.
2. She/he is a part of the wedding rehearsal team.
3. She/he will meet with the couple at least once prior to rehearsal.
4. She/he will be knowledgeable of the Order of Service and assist participants in performing their parts.
5. She/he collects all fees and distributes payment to appropriate individuals.
6. She/he schedules custodian.
7. She/he arranges for heating/cooling and adjusts the lighting of the sanctuary.
8. She/he assists the family in the preparation of the sanctuary—decorations, communion superfrontal, placement of church furniture and candelabra.
9. She/he prepares communion for the wedding couple and ensures that it is in place on the communion table prior to the ceremony and cleans the communion utensils after the ceremony is over.
10. She/he opens the doors for the rehearsal and wedding, assists with questions regarding building and photography before the service.
11. She/he assists in entrance of all wedding party members, supervises candle lighting, and ushering.
12. She/he ensures the use of new candles in the candelabra to avoid insufficient candle functioning during the ceremony.
13. She/he ensures that the ceremony begins on time.

Decorating the Sanctuary

Arrangements may be made for access to the sanctuary prior to rehearsal time and wedding for decoration. All decorations and or changes in the church must be pre-approved by the Wedding Coordinator.

The **sanctuary seats** approximately 240 people.

Pew decorations are acceptable; however, plastic pew bow holders must be used to avoid damage to the pews. The church does not provide these.

There is a **communion parament** for the Communion Table.

The **church's lighting** may be dimmed for softer lighting or for the appearance of candlelight. Arrangements for dimming may be made with the Wedding Coordinator at the time of rehearsal.

Rice, birdseed and similar substances are not allowed as they can be dangerous underfoot, on stairs, and on tile floors,. In addition, confetti, streamers and other paper items are not allowed because of the time involved in cleaning up the church lawn. Please confirm the appropriate use of bubbles, balloons, and other items with the Wedding Coordinator to ensure appropriate use.

If the couple would like to leave **flowers for Sunday services**, please inform the church office so reference may be made in that Sunday's bulletin.

Church items available for use include:

Candelabras— (Drip-less candles for the candelabras provided by couple.)

Tables available for guest book and/or gifts (Table coverings are the responsibility of the couple.)

Wedding Kneeler

Personal items provided by the couple include:

Unity candle and holders

Basket or receptacle for receiving gift cards

Guest book and pen

No food or drink is permitted in the sanctuary.

Music and Sound System

Music for a wedding service should be compatible with music used during worship services. The wedding processional signals the start of the worship service and all music texts used should reflect the uniting of two people in a love that is God-centered.

Music for the wedding may include organ, piano, strings, flute, handbells or other instruments. The role of music is to enhance the wedding-worship-celebration, rather than to entertain. Congregational singing is also appropriate during the wedding ceremony.

Normally the church organist will play either the piano or the organ for weddings. The couple should contact the church organist early in the wedding planning stages to assist in planning and finding appropriate music. The selected music should be provided to the Organist well in advance (60 days) of the wedding day. If there is uncertainty or a question regarding a musical selection, the Organist and Pastor will determine the appropriateness of the music.

Prior to the music consultation with the Organist, the bridal couple should have made decisions regarding:

- Will the processional include one or two selections?
- Will any soloists (vocal or instrumental) be involved in the ceremony? Do they prefer piano accompaniment?
- Are any members of the bridal party also participating in the ceremony as soloists?
- Will there be special music for candle lighting?
- Will there be special music for the seating of the grandparents and parents?
- Will the ceremony include the lighting of a unity candle? Will there be special music during the lighting?
- Will the congregation be involved in the singing of any hymns?

The Wedding Coordinator coordinates the use of lighting, microphones and music. The sound system does allow for playing CDs or taped music to be used during the service. It is important to bring all CDs and music to be used during the wedding service to the rehearsal.

Suggested Musical Selections

and composer/arranger names or hymns might include:

Processionals (wedding attendants)

<i>Jesu, Joy of Man's Desiring</i>	J.S. Bach
<i>Air</i> (Water Music Suite)	G. F. Handel
<i>Air</i>	Bach
<i>Canon in D</i>	Pachelbel
<i>Grazioso</i>	Telemann
<i>Prelude in C</i>	Bach

Bride

<i>Trumpet Tune in D</i>	Clarke (Purcell)
<i>Trumpet Voluntary in D</i> (also known as <i>Prince of Denmark's March</i>)	Clarke (Purcell)
<i>Allegro Maestoso</i>	G.F. Handel
<i>Rigaudon</i>	Campra
<i>Canon in D</i>	Pachelbel
<i>Bridal Chorus</i>	Wagner

Recessionals

<i>Allegro Maestoco</i>	G. F. Handel
<i>Overture</i>	G. F. Handel
<i>Joyful, Joyful</i>	Beethoven
<i>Now Thank We All Our God</i>	Karg/Elert
<i>Wedding March</i>	Mendelssohn
<i>Any of the Trumpet Tunes</i>	
<i>All Creatures of Our God and King</i>	Vaughn
Williams	
<i>Wachet Auf</i>	Bach
<i>Hornpipe</i>	Handel
<i>Spring</i>	Vivaldi

Hymns (From the Chalice Hymnal to be used as solos or for congregation to sing)

<i>I Was There to Hear Your Borning Cry</i>	#75
<i>When Love is Found</i>	#499
<i>Joyful, Joyful</i>	#2
<i>Now Thank We All our God</i>	#715
<i>Be Thou My Vision</i>	#595

General/Unity Candle

<i>Ave Maria</i>	Bach or Schubert
<i>Wedding Prayer</i>	Dunlap
<i>Wedding Song</i>	Heinrich Schuetz
<i>The Lord's Prayer</i>	Malotte
<i>The Unity Candle Song</i>	Raymond H. Haan
<i>Two Candles</i>	Sonny Salsbury
<i>In This Very Room</i>	Ron and Carol Harris
<i>The Gift of Love</i>	Hal Hopson
<i>O Perfect Love</i>	Barnby
<i>Walk With Them, Lord</i>	Besig
<i>Cherish the Treasure</i>	Mohr
<i>And On This Day</i>	English
<i>By My Side</i>	Porter
<i>This Day</i>	Alexander

Photography or Videotaping

The wedding ceremony begins with the processional and ends when all members of the wedding party have recessed from the sanctuary.

Flash and camera noise are distracting and inappropriate during a worship service. Guests are asked to refrain from taking flash pictures during the wedding ceremony.

Professional photographers are instructed to refrain from taking any flash pictures during the wedding ceremony, but may take photos using available light exposure from the rear of the Sanctuary. Many couples arrange with the photographer to take most of their wedding photos before the service, allowing more time during the reception for visiting with family and friends.

A video camera may be placed in the Chancel area. A photographer-operation video camera may be operated from the rear of the Sanctuary.

All pictures taken in the Sanctuary by the photographer and wedding party must be completed and all personnel and equipment removed from the place of the wedding at least 30 minutes prior to the beginning of the wedding service.

Dressing Rooms

Dressing room accommodations are available for members of the wedding party.

Bride and her attendants:

The bride and her attendants may use the Friendship Center.

Groom and groomsmen:

The groom and his attendants may use room the Masters' Classroom.

Light snacks and beverages for the wedding party may be brought to the dressing areas.

(The wedding party will properly dispose of paper, wrappers or unused food.)

Smoking and consumption of alcoholic beverages are prohibited on church property.

IMPORTANT CONSIDERATIONS:

The dressing areas are unlocked and the church recommends an individual associated with the wedding party be designated the responsibility for purses, valuables and any other items left in the dressing areas.

Following the wedding ceremony, and before leaving for the reception, an individual(s) designated by the wedding couple should remove all personal items of the wedding parties from the dressing areas and be certain no clothing or personal items are left behind.

Rehearsal

Time

Wedding rehearsal is generally scheduled for the evening prior to the wedding day and lasts approximately 45 minutes. Discuss with Pastor if another time would be more appropriate.

Attendees

The wedding rehearsal provides the wedding participants an opportunity to become familiar with the order of the service, individual responsibilities during the service, and the physical arrangements for the wedding. Ushers, candle lighters, vocalists, musicians, members of the wedding party, and parents of the couple should be present and punctual. The Wedding Coordinator will be available to discuss lighting and sound system needs.

Music

Arrangements should be made with the Organist to play for the procession and recession at rehearsal.

Be sure all music arrangements, CDs, or taped music is prepared and available at the time of the rehearsal.

Access to the sanctuary prior to the rehearsal for decorating or for musician or vocalist rehearsals can also be arranged.

Because of the number of weddings performed at the church and the coordinating of personal schedules, it is not always possible for the Pastor to attend every rehearsal dinner and wedding reception. Invite the Pastor to your rehearsal dinner and reception, but please be aware she that may not be able to accept the invitation and be present at the events.

The Wedding Service

A church wedding is a Christian worship service and should be planned with the best worship arts and sensitivity.

Communion may be offered during the wedding ceremony. Everyone attending the ceremony will be invited to partake of the sacrament as Disciples of Christ tradition implies that the Communion table is always open to anyone wishing to receive the sacrament. The Communion Chalice will be provided by the church.

SUGGESTED WEDDING SCRIPTURE LESSONS:

Genesis 1:26-28, 31	(Creation of man and woman)
Song of Solomon 2:10-14, 8:6-7	(Love strong as death)
Matthew 5:1-10	(Blessed are you)
Matthew 7:21, 24-27	(House built on a rock)
Matthew 22:35-40	(Love, the greatest commandment)
John 2:1-11	(The marriage feast in Cana)
1 Corinthians 13	(The greatest of these is love)
Philippians 4:4-0	(Rejoice in the Lord)
1 John 3:18-24	(Love one another)
1 John 4:7-16	(God is love)

Order of Worship/Sample Program

A Service of Christian Marriage

Bride's Name

Groom's Name

College Avenue Christian Church

Date

Prelude

Processional

Greeting

Declaration of Intention

Response of the Families and People

Prayer

Scripture Lesson(s)

Sermon

Solo (if desired)

Intercessory Prayer

Exchange of Vows

Blessing and Exchange of Rings

Unity Candle and Solo (if desired)

Declaration of Marriage

Blessing of the Marriage

Sacrament of Holy Communion (if desired)

The Lord's Prayer

Dismissal with Blessing

Presentation of Couple

Recessional

Postlude

Rehearsal Dinner and Receptions

You may schedule rehearsal dinners or wedding receptions at the church in the Fellowship Hall by contacting the church office to reserve the room and by contacting the Wedding Coordinator.

Receptions held in the Fellowship Hall will end by **9 p.m.** to allow time for clean up and resetting of the room.

Food for dinner receptions needs to be prepared off premises or catered in.

Fees

Active Members (at least 6 months membership prior to scheduling wedding)

Security Deposit—not applicable
 Sanctuary—Thank Offering
 Fellowship Hall (reception)—Thank Offering
 Fellowship Hall (rehearsal dinner)--\$25

Inactive and Non-members

(Payable to College Avenue Christian Church)

Security Deposit--\$100*
 Sanctuary--\$200
 Fellowship Hall (reception)--\$150
 Fellowship Hall (rehearsal dinner)--\$100
 Friendship Center (reception) \$75
 Friendship Center (rehearsal dinner) - \$50
 Kitchen (upstairs) - \$25
 Kitchen (downstairs) - \$50

Fees for Everyone (Payable to the individual)

Pastor--\$200
 Wedding Coordinator--\$100
 Custodian--\$50 (\$100 with reception)**
 P.A. Operator--\$35

Optional Fees

Organist/Pianist--\$100
 Soloist \$90 if church secures

*Deposit will be returned within 30 days after the wedding in full if facility is left in satisfactory condition.

**Active members may choose to do custodial work.

Directions

College Avenue Christian Church
4440 College Avenue
Des Moines, IA 50311
Office telephone number: 515-255-0570
Pastor's cell phone: 515-577-4543

Driving Directions:

From Interstate 235

Take the 42nd St. Exit
Turn north
Follow 42nd St. to Forest Avenue
Turn Left on Forest Avenue
Turn north on 44th St.
Proceed to 4400 College Avenue

