



# *WEDDINGS*

---

INFORMATION GUIDE FOR MEMBERS

— CAPE BIBLE CHAPEL —

## *CHAPEL WEDDING POLICY*

The guidelines in this policy have been adopted in order to establish a uniform practice with regard to weddings held at Cape Bible Chapel. These guidelines will remind the wedding couple of many details that will need attention as the ceremony is being planned. Following these guidelines will help minimize stress in the process and make the wedding a time of joy for the bride, groom, wedding party, relatives and guests.

---

Marriage is a gift from God that reflects the relationship Christ has with His church (Ephesians 5). The wedding ceremony is a special event in the life of a man and woman where they publicly ask God to make them one in the bonds of marriage. The commitment made to one another before the Lord in the wedding ceremony is sacred and holy. It is the desire of Cape Bible Chapel that a couple approach marriage according to biblical standards and in a way that is pleasing to God. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:23-25, Matthew 19:4-6). No marriage outside this biblical definition will be performed at The Chapel.

In keeping with biblical teaching, the Church requires the following for any couple seeking to celebrate a marriage at the Church:

- ✦ Faith – Both bride and groom must have a personal relationship with Jesus Christ (2 Corinthians 6:14).
- ✦ Celibacy – The engaged couple must live separately before their wedding day. Sexual intimacy is to be celebrated exclusively within marriage (1 Thessalonians 4:3).
- ✦ Man/Woman Monogamy – Marriage is a sacred union of one man and one woman. Cape Bible Chapel does not recognize, nor will it take part in, any ceremony that does not meet this basic criteria (Genesis 2:24; Matthew 19:4-5).
- ✦ Premarital Counseling – The engaged couple must participate in premarital counseling prior to the wedding ceremony. Please schedule with the pastor officiating the ceremony at least four to six months in advance to allow adequate time for premarital counseling.
- ✦ Church Membership/Attendance – Either the bride or groom must be a member in good standing at the Church. In addition, grown children of Chapel members in good standing may be married in the church if they are participating members in good standing in a like-minded church that maintains a commitment to biblical marriage.



Because the Church believes that marriage is designed to be a life-long union, the Church does not take part in remarriages except under the following circumstances:

- ✦ Death – The former spouse is deceased (Romans 7:2; 1 Corinthians 7:39).
- ✦ Marital Unfaithfulness – The former spouse committed adultery against the spouse seeking remarriage (Matthew 5: 32, 19:3-9).
- ✦ Desertion – The spouse seeking remarriage was deserted by an unbelieving spouse (1 Corinthians 7:15).
- ✦ Divorce before conversion – The spouse seeking remarriage became a believer in Christ after the divorce.

Finally, for any weddings celebrated outside the Church, the pastors and elders of Cape Bible Chapel shall only officiate weddings and solemnize marriages between one man and one woman.

---

## ***GUIDELINES***

### **Pre-Planning for Wedding**

- ✦ The privilege of a wedding ceremony at The Chapel is reserved for members in good standing. Either the bride or the groom must be a member.
- ✦ Pastoral approval is required prior to confirming your wedding date/time.
- ✦ Premarital Counseling is required. Schedule with the pastor officiating the ceremony. Please note: allow for at least four to six months for premarital counseling.
- ✦ When a guest clergy officiates the wedding ceremony, a Chapel pastor must give approval. The guest clergy must also sign a Cape Bible Chapel doctrinal agreement statement.
- ✦ Meet with the office manager to schedule dates and to receive the wedding packet and instructions.

## **Wedding Coordinator**

- ✦ It is the policy of Cape Bible Chapel that all wedding parties use the services of one of our trained wedding coordinators. She will be available to answer your questions once you have met with your officiating pastor. She will also direct your rehearsal and assist the wedding party prior to the actual ceremony. After your wedding has been approved, a coordinator will be assigned to you based on availability.

## **Worship Center**

- ✦ Existing furnishings (with exception of the piano) will be moved by CBC personnel from the stage area prior to the rehearsal and replaced after the ceremony. (For late November and December weddings, Christmas decorations will not be removed from the worship center or lobby.)
- ✦ The bride and groom are responsible for making arrangements to have rented equipment, candle holders, and decorations removed from the Worship Center following the ceremony.
- ✦ No item in the Worship Center may be moved to or used in another part of the building.
- ✦ For protection of church furnishings, only dripless candles may be used.
- ✦ Under no condition shall decorations be attached to pews or walls by pinning, gluing, or nailing.

## **Wedding Program**

- ✦ Cape Bible Chapel does not type, create, or run copies of wedding programs.
- ✦ All wedding programs must be approved by the wedding coordinator prior to printing.

## **Sound, Staging and Lighting**

- ✦ Cape Bible Chapel maintains sole control of the sound system.
- ✦ The Chapel will arrange for a trained technician to attend your rehearsal and assist your instrumentalists and vocalists. Additional fees will be charged for special media (DVD, Video, Power Point) and for special lighting.
- ✦ All music must be approved by the Wedding Coordinator
- ✦ Chapel staff will clear the stage of AV equipment prior to decorating and reset the stage post-wedding. Members of the wedding party are not to move Chapel equipment.

## **Other Information**

- ✦ No rice, bird seed or confetti is allowed. Bubbles are okay as long as they are used outside the building
- ✦ Use of the church facilities for a wedding requires a signed Building Use Agreement & Request Form.
- ✦ When both a rehearsal dinner and a reception are planned, the custodian will only clean once – after the reception. It will be your responsibility to clean up after the rehearsal dinner and re-set the room for the reception.

## **Bridal Showers**

- ✦ A Bridal Shower provides a special time to celebrate one of the biggest moments of our lives: the joining of a man and woman in marriage. They allow us to praise our great God, the Giver of all good gifts, and Jesus, who provided the best gift of all, our salvation. Many times friends, co-workers, or relatives of the woman being honored may not know the Lord or attend church, so it's a great opportunity to point them to Christ as we celebrate in a way that is different from the world.

Download our guide "Hosting a Christ-Centered Bridal or Baby Shower" to help you plan a shower that will help you be intentional in honoring both the bride-to-be and the Lord.

Available online at [capebiblechapel.org/mycbc](http://capebiblechapel.org/mycbc)



## WEDDING FEES

---

### Required Fees

\$200	Use of the Building
\$200	Wedding Coordinator
\$100	Sound Technician
\$75	Custodial Fee
\$50	Stage Clear & Reset

### Optional Fees

\$50	Special Media (video/lyric projection)
\$50	Extra Custodial Fee (if reception held at Chapel)

### Other Fees

Officiating Pastor (Honorarium, payable directly to pastor)\*

Musicians/Vocalists (Honorarium, payable directly to individuals)\*

*\*If wedding is not local, consider an added honorarium for travel and/or lodging expenses of officiant and musicians/vocalists*

---

Make check out to: Cape Bible Chapel

All fees should be paid at least one week prior to your wedding date.

Drop your check at The Chapel office or give to your wedding coordinator.

## WEDDING CHECKLIST

### At Least One Month in Advance:

- ☐ Get wedding program to your Wedding Coordinator (prior to printing)
- ☐ Tell your Wedding Coordinator:
  - ☐ Rehearsal and Ceremony Times
  - ☐ Specific sound and lighting needs
  - ☐ Specific needs for pedestals and furniture on the stage
  - ☐ Special requests for early set up (dates/times you plan to decorate)

### At Least One Week in Advance:

- ☐ Get all media (video, slideshow, CDs, etc.) to church office for preview
  - ☐ Make backup copies
- ☐ Get Marriage License
- ☐ Take Wedding Fees to coordinator or church office
- ☐ Designate your clean up/tear down crew
  - ☐ Make sure they know where things need to be put
- ☐ Prepare honorarium for pastor, instrumentalists, and vocalists
- ☐ Notify everyone involved what time to arrive for rehearsal
- ☐ Designate 4 people (8 if the reception is at The Chapel) to insure all areas used are put back in order
  - ☐ Worship Center
  - ☐ Dressing Rooms
  - ☐ Reception Hall (gym)
  - ☐ Any other areas used

## AV QUESTIONNAIRE

Chapel AV equipment may be operated by trained Chapel personnel only.  
Outside equipment may not be integrated into this system.

Any non-Chapel personnel entering the AV area in the balcony must be accompanied by Chapel personnel.

To properly facilitate your AV needs, fill out the below information and provide to The Chapel office at least two weeks prior to the date of your event:

- ✦ Date & Time of your Event:
- ✦ Is there a rehearsal prior to the event? *(please include date & time)*
- ✦ What instruments will you be using?  
*(A piano, keyboard & electronic drum kit are available for your use. Musicians must provide their own guitars and other instruments)*
  - ☐ Piano ☐ Guitar
  - ☐ Keyboard ☐ Bass Guitar
  - ☐ Drumset ☐ Other (please specify):
- ✦ Will you have singers? If so, how many?
- ✦ Solos, Duets, or Other:
- ✦ Will singer(s) use live accompaniment or pre-recorded tracks?
- ✦ How would you like musicians positioned (as you face the stage)?
  - ☐ Grouped stage right ☐ Grouped stage left ☐ Split
- ✦ If split, please specify how:
- ✦ Will there be a speaker/presenter? If yes, how many?
- ✦ Will they need a stationary mic or a wireless lavalier mic?  
*(For weddings, the officiating pastor & groom will, each, be outfitted with a wireless mic)*
- ✦ Will you have a video presentation\*?  
*(\*Additional fee applies for video presentations)*

Please note: Our screens project a 16:9 ratio.

Presentations should be saved as mp4 files to either a USB drive or a DVD (not emailed or saved to online storage).



## ***REHEARSAL DINNER/RECEPTION GUIDELINES***

- ✦ Caterers may use the kitchen, however; they may not cook meals in the church kitchens.
- ✦ Church members are allowed to cook and/or reheat food in The Chapel kitchens. A brief training is required and a detailed cleaning checklist must be completed after use.
- ✦ Dancing is not permitted at any reception held at the church, but an exception will be made for a father/daughter or bride/groom first dance with the songs being pre-approved by the elders.
- ✦ No alcoholic beverages are to be served or consumed on church premises.
- ✦ No smoking or vaping is permitted inside the church building.
- ✦ No rice, bird seed, or confetti may be used in any part of the building or on the grounds.
- ✦ No food or drinks are permitted in the Worship Center.
- ✦ The bride and groom and their families are responsible for setting up rooms used for the rehearsal dinner and the reception. They are also responsible for replacing tables and chairs to their appropriate locations.
- ✦ The carpet tiles are not available for use for weddings, rehearsal dinners, or receptions.

Please supply your own:

- ✦ Scissors, tape, string, etc.
- ✦ China, punch bowls, cake servers, candle holders, etc.

*(Discuss with your wedding coordinator what supplies are available to you from our wedding storage.)*

## ***CLEAN UP CHECKLIST FOR RECEPTION***

☐ Need 8 people committed for set-up and clean-up

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

☐ All decorations and personal items must be removed immediately following the reception.

- ☐ Worship Center
- ☐ Reception Area
- ☐ Food Area
- ☐ Dressing Area
- ☐ Restrooms

☐ All chairs and tables returned to their proper places.

☐ Trash bags should be tied shut and taken to dumpster outside (located near the playground on the Kage side of the buliding).

☐ Clean and put away any dishes, utensils and coffee pots used.

☐ If kitchen area was used, please clean, sweep and put back in order. Do not leave any leftover food or drink on the premises.

☐ Clean and return all table cloths used (within one week of the wedding).

## *CLEAN UP CHECKLIST FOR REHEARSAL DINNER*

☐ Need 4 people committed for set-up and clean-up

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ All decorations and personal items must be removed immediately following the rehearsal dinner.

☐ All chairs and tables returned to their proper places.

☐ Trash bags should be tied shut and taken to dumpster outside (located near the playground on the Kage side of the buliding).

☐ Clean and put away any dishes, utensils and coffee pots used.

☐ If kitchen area was used, please clean, sweep and put back in order. Do not leave any leftover food or drink on the premises.

☐ Clean and return all table cloths used (within one week of the wedding).



A decorative border of pink and purple flowers and green leaves surrounds the central text area.

## *CHAPEL CONTACT INFORMATION*

**Phone**

573.334.5948

**Email**

[info@capebiblechapel.org](mailto:info@capebiblechapel.org)

**Website**

[capebiblechapel.org](http://capebiblechapel.org)

**Address**

Cape Bible Chapel  
2911 Kage Road  
Cape Girardeau, MO 63701