

At the rehearsal, ushers will be designated by the groom to escort his mother (with his father following behind) to the first pew on the right. When the usher returns to the Church Lobby, the bride's mother is escorted to the first pew on the left. Once the mothers are seated, the Wedding Coordinator will notify the Pastor in the Sacristy. The Pastor, groom and groomsmen will then come from the Sacristy to their positions in front of the wedding ceremony area.

For the recessional, each groomsman in turn is to walk to the center of the front aisle, offer his arm to the corresponding bridesmaid and escort her to the church lobby. The designated usher(s) will return immediately to escort the mothers and grandmothers out of the Sanctuary.

Guests are to be released one pew at a time according to the instructions given at the rehearsal.

FINAL REMINDERS

Members of the wedding party should not bring large sums of money or valuables that are left unattended at the Church. All rooms will be locked during the ceremony, but there is no guarantee against theft.

Be sure to arrange for someone to remove gifts, flowers and others personal belongings within an hour after the ceremony or reception.

No food or beverages will be served in the church lobbies or brought inside the Sanctuary and/or Chapel.

A Christian Wedding

*Church of the Valley
20700 Standing Rock Road
Apple Valley, CA 92307
760-247-6494*

1 Corinthians 13:8

INTRODUCTION

ON CHRISTIAN MARRIAGE

We are glad you have contacted Church of the Valley (COV) to inquire about conducting a marriage service here. God established marriage for the welfare and happiness of humanity. While marriage may not be the most desirable goal for everyone, for those who desire to marry someone to live with in trust, faithfulness, hope, and life-long commitment, a wedding is a joyous celebration of that deep and life-changing relationship.

Marriages conducted at COV are to be services of worship of God the Father in the name of God the Son Jesus Christ in the power of God the Holy Spirit. All parts of the wedding service - the decorations, music, readings and messages should reflect this worship of God. This provides the serious yet joyous occasion for "two to become one" according to God's gracious design for intimacy, growth, companionship, fulfillment, and mutual support.

While membership in COV is not a requirement to be married here, marriages will be performed at COV for those who embrace this high commitment to marriage. There should be an openness to listen to and make a commitment to Jesus Christ as the center of that marriage. This will be in effect whether your marriage is conducted here by a minister of COV or by another Christian minister of your choice. This is vital to the success of a marriage, as this trust makes available to the couple the resources of God in every situation they may face. We pray that God will bless you with a joyous and life-long marriage.

Church of the Valley, Apple Valley, CA

INSTRUCTIONS FOR USHERS AND GROOMSMEN

The dignity and the smoothness of the wedding service depend on the courtesy of the ushers and groomsmen in greeting and seating the guests. Members of the wedding party are to refrain from alcoholic beverages prior to the ceremony. Each should be sure to have the right clothes and accessories as prescribed by the groom.

Ushers and groomsmen are to arrive at the Church one hour before the ceremony (1½ to two hours if photographs are to be taken). The Wedding Coordinator will assist with boutonnieres.

Ushers wait in the Narthex for guests to arrive and should have signed the guest book themselves. Guests should be seated as promptly as possible so that the ceremony may begin on time.

The first pews are reserved for the parents and grandparents. Unless other reserved seating is arranged by the bride and groom, the first guests to arrive have their choice of seating beginning with the third pew from the front.

The usher offers his arm to the lady guest and the man walks directly behind. If more than one lady arrives with the group, the usher offers his arm to the eldest lady while the others walk directly behind or the usher may return and escort each lady separately, whichever seems the most comfortable. Ushers walk beside male guests that arrive alone to show them to their seats.

Guests are escorted until the time to start the marriage service. The ceremony starts with the seating of grandparents and parents as rehearsed. When the bride's mother is seated, the main part of the ceremony begins. The side aisle doors are closed and any guests arriving after this time will be instructed to seat themselves using the side aisles.

To not disrupt the service and to protect the eyes of the Pastor during the service, no flash photos are to be taken during the ceremony. Guests arriving with cameras should have this information relayed to them by the ushers.

THE WEDDING REHEARSAL

A wedding rehearsal is required except by the permission of the Pastor. The rehearsal is generally held in the early evening one or two days prior to your wedding day. It is very important that all parties concerned with the wedding, including the parents of the bride and groom, be present at least 15 minutes before the rehearsal. Church of the Valley will set aside a full hour for your rehearsal. Please be prompt so that you may take advantage of the time allotted. The Pastor will direct the rehearsal with the help of the wedding coordinator. **Please bring your marriage license to the officiating Pastor one week before the wedding.**

THE WEDDING CEREMONY

The Pastor will discuss with you the ceremony itself and assist you to make choices about options in the wedding service during the counseling sessions with the bride and groom.

THE DAY OF THE WEDDING

The wedding coordinator should be advised of arrival times for flowers, cake, etc. She will arrange to have the Church facilities open for deliveries. Please notify her of any changes.

Suggested arrival times for members of the wedding party:

- Bride and bridesmaids – at least one hour before the wedding time.
- Ushers – at least one hour before wedding time.
- Groom, best man and other members of the wedding party – one hour before the announced time of the wedding.

Please be certain that the florist is made aware of where the flowers are to be taken. The bride and her attendants will find their flowers in the bridal room. The men's flowers will be in the church's lobby. Items left in the bridal room and wedding gifts must be removed from the church lobby within an hour after the conclusion of the service as well as the flowers after the wedding pictures have been taken.

THE ROLE OF THE PASTOR

Each Pastor serves under the direction of the Lord Jesus Christ. As such, Pastors have a solemn responsibility to insure that each wedding they perform honors God, and that each couple has an excellent prospect to be married in a life-long commitment. It is desired that the bride and groom profess belief in the Lord of the Church, Jesus Christ, and are members in good standing of a Christian church in the community where they live. At a minimum, the bride and groom will commit to placing Jesus Christ at the center of their wedding and their marriage.

No COV Pastor may properly conduct a "quickie" wedding. The minister is required to instruct and discuss the privileges and obligations the groom and bride will assume in a Christian marriage. It is also right that the Pastor, who will be worshipping with them on their wedding day, be convinced of the couples' commitment to Christ, that He will be the binding power in their marriage.

Our Pastors find great delight to celebrate in worship the union of a man and a woman in the holy bonds of marriage. To officiate at a marriage worship service is a wonderful experience. By God's grace, every marriage will be a continual unfolding of joy, fulfillment and a blessing to all. What a privilege it is to praise God for the love He gives every uniting couple.

Because of this important and joyful responsibility, each couple should plan on meeting with the Pastor at least 3 months and 3 times before the wedding ceremony. No weddings will be scheduled by COV unless the Pastor first approves the date after an initial meeting. If the wedding will be conducted by a Pastor not from COV, that Pastor must be approved by Pastor of COV before the wedding will be scheduled here at COV.

Not every couple needs to be married in the Church. It is better for non-Christian couples to have a community ceremony outside the Church than to participate in a Christian ceremony in which they do not believe and affirm faith in the Lord to whom they are not committed.

How to Reserve a Date for Your Wedding

Before setting a date for your wedding or sending out wedding announcements it is important to follow the steps outlined here.

A. Fill out the application form enclosed within this brochure and return it to COV with your deposit. In this form you will be asked to supply names and addresses, the requested time and date, a back-up date, the phone numbers at which you can be reached, and the name, phone, and address of the minister you are requesting to perform the wedding.

B. All times and dates must be cleared with a very busy church calendar of activities. We will make every effort to schedule your wedding at the requested time and date within the limitations of this calendar. Exceptions are that no weddings will be scheduled the two days preceding or on Christmas and Easter, and weddings on Sundays can not usually be scheduled because of worship services. All guest ministers must be approved by Pastor Mike Clark.

C. If you are requesting a wedding performed by a minister of COV, you will need to immediately schedule an appointment with that minister. Evening and weekend appointments are more difficult to arrange. No date will be reserved by the Church without a prior conference with one of the Pastors. The wedding date will, of course, depend on when the Pastor is available, when the Church facilities are available, and whether the Pastor is willing to officiate.

Appointments with the Pastor can be made through the Church Ministry Associate Kathy Bishop. The Church Office is open Monday through Friday, 9:00 a.m. to 5:00 p.m. You will also need to fill out a wedding application form prior to your appointment with the Pastor.

D. You will be notified if your dates are available and approved as soon as possible after receipt of your deposit. Do not make any further arrangements such as ordering wedding invitations, or contacting florists, photographers, etc. until this date has been cleared and confirmed to you by the church office.

2. Photographs without flash may be taken during the service only from behind all pews where guests are seated.

3. During the service no photographic activity is allowed in the area in front of the pews. **No exceptions** will be made.

4. One stationary video camera or camcorder may be placed in the Chancel area. Additional video cameras may be operated during the wedding service, but these must be placed on tripods and remain in place throughout the wedding service. The location of each video camera must be approved before the day of the wedding service by the Wedding Coordinator.

5. The wedding service will not be delayed beyond the scheduled starting time to accommodate video or other photography.

6. The Sanctuary will be available for photographs and video taping two hours prior to the service and one hour after the service. Any additional time required will be charged a \$50.00 an hour overuse rate.

7. Arrangements may be made to have photographs taken in other parts of the Sanctuary, but no furnishings are to be moved.

8. All video or other photography of groomsmen and ushers, customarily taken on the Church grounds before the wedding, must be completed no less than one half hour before the scheduled start of the wedding ceremony. Seating of guests will not be delayed to accommodate photography or video taping.

9. Video or other photography in the bridal lounge must be completed no less than ten minutes before the scheduled start of the wedding service.

10. Standing on the pews is not permitted.

11. All photographs with the Pastor after the service shall be taken before any other photographs are to be taken.

MUSIC

An integral part of the marriage ceremony is music. The appropriate musical selections can help place your wedding in the proper context of worship and give meaningful expression to God's place in this event. All music, whether for organ, piano, instruments, solo voice, band, choir, or CD should reflect the sacred and joyful nature of the service and should be chosen with care and discrimination. The Wedding Coordinator and the Church organist have lists of appropriate music you may choose from. No other music should be planned for use until the Pastor or organist has an opportunity to discuss and review it with you.

ORGANIST or PIANIST

Normally one of our Church organists or pianists will play for weddings. Arrangements for an organist or pianist are made through the Pastor or the Wedding Coordinator. Customarily the organist or pianist will begin to play 15 minutes before the beginning of the wedding service. After the service, the organist or pianist will continue to play for a brief period.

Our Church is prepared to offer the service of soloists with considerable advanced notice. The Wedding Coordinator will assist you in making these arrangements. If you choose your own soloist, be sure he/she is experienced and has a pleasing voice. The vocalist(s) should arrange for rehearsal with the organist or pianist prior to the wedding rehearsal. The vocalist fee is determined by the vocalist and is paid to the vocalist.

Use of Church sound equipment shall be arranged through the Wedding Coordinator.

PHOTOGRAPHY AND VIDEO AND AUDIO RECORDING

Since weddings at Church of the Valley are services of Christian worship, beginning with the Call to Worship and concluding with the Presentation of the Couple, certain requirements are to be observed:

1. The use of floodlights, flash, or other supplemental lighting is prohibited throughout the service. Flash may be used prior to the service and during the processional and recessional.

Wedding Fee Schedule

See the enclosed fee schedule for members, non-members and friends of Church of the Valley. The Pastor will discuss them with you. The deposit check is to be made out to Church of the Valley and submitted when you turn in the wedding application.

What to do Once You Have a Reserved Date

1. Make arrangements to meet with the Pastor to begin planning your wedding service and preparing for your marriage. Appointments should begin at least 2 months before the wedding date. Pre-marital meetings are necessary as a help to all couples.
2. Make arrangements to meet with the organist assigned to your wedding concerning your wedding music. Music should be appropriate to the worship of God. Both an organ and grand piano are available. The wedding organist or pianist of COV or an approved substitute by COV are the only persons allowed to play the organ and piano at COV.
3. Make arrangements to meet with the wedding coordinator assigned to you by COV. The wedding coordinator is required to handle the many details of your wedding service and use of COV facilities.
4. The Pastor officiating at the wedding service shall be in charge of all aspects of the rehearsal in so far as they do not violate any of the use agreements of COV as interpreted by the Pastor of COV.
5. All fees are to be paid in full at least two weeks before the ceremony and turned onto the church business office.

The Wedding Coordinator

Church of the Valley has a wedding coordinator to assist you with the plans specifically involving the use of the Church and its Staff. The coordinator will help the Pastor coordinate the arrangements surrounding the wedding ceremony, including use of the buildings, custodial services, and any other special needs according to the wishes of the bride and groom and within the guidelines of the church.

OUR FACILITIES

All arrangements for Church of the Valley facilities shall be made through the Wedding Coordinator. Set ups for a wedding and reception at the Church will be done only on the day of the wedding. Church of the Valley requires that all wedding related events end by 10:00 PM. On Saturdays wedding events must end by 9:00 pm. so that we can set up for Sunday worship times.

- Old Sanctuary: Seating up to 125 persons
- Main Sanctuary: Seating up to 350
- Hansen Hall: Seating up to 500 for wedding only
- Hansen Hall: Seating up to 324 for receptions

The policies of the Church prohibit the use of alcohol on the premises and smoking in the buildings. Prior to both the rehearsal and the wedding, it is expected that all members of the wedding party will refrain from alcoholic beverages.

The throwing of rice, confetti, flower petals or birdseed is not allowed on the Church premises. The wedding party is asked to communicate this to friends and family. No red-colored punch may be served in any area at the Church.

When COV requires, an extra fee will be assessed for the COV custodial crew work performed to ready facilities for the wedding and for events scheduled after the wedding.

PREPARATORY ELEMENTS FOR THE WEDDING

Flowers and Decorations

The bride will be responsible for any and all arrangements with the florist. To assure that the Sanctuary will be open, call the Wedding Coordinator no later than the day before your wedding to schedule the delivery of your flowers.

Flowers must be delivered and all decorating of the Sanctuary completed no later than one hour before the scheduled start of the wedding. The bride's bouquet, mothers' corsages and bridesmaids' flowers should be labeled and put in the Bride's room. Boutonnieres for the men and hostess' corsages should be labeled and placed on the table in the Church's Lobby.

The following policies should be made known to the florist by the bride:

1. Flowers or other decorations placed on any wood surface need to have protective plastic placed underneath them.
2. Flowers or other decorations placed on the ends of the pews must have protective devices to avoid scratching. It is preferred that these decorations be secured with ribbon or florist's elastic. No tape may be used.
3. Flowers or greenery placed on the floor must have protection under them to keep water and dampness from staining the carpets. Protection should be placed under the candelabra so that wax will not drip on the floor.
4. **No** decorations are to be placed on the piano or organ.
5. All flowers must be removed by one hour after the wedding.

The Church has two candelabras which may be used only in the wedding ceremony area. Bows may be attached to the candelabras with ties only.

Bows may be attached to the ends of pews and secured by ties or plastic clips only. No tape of any kind may be used on the pews or on the candelabras.

If a center aisle runner is to be used, it is to be secured with white duct tape only, no pins.

A small floral arrangement and/or a unity candle may be placed on the Communion Table. No other adornment may be placed on the Communion Table.

All candles must be "drip-less" and are provided by COV. One exception to this is the Unity Candle provided by the wedding couple.

If your florist or you have questions, please discuss them with the Wedding Coordinator.