

WEDDING GUIDE



APRIL 2008

Minister

Dr. Fred Fourie

Administrator

Betty Catalon

WELCOME We are glad that you decided to get married in Cocoa Beach Community Church. [CBCC] You are so welcome! We will do our very best to make this a special day for all concerned. If you are searching for a permanent Church home, you will find a warm welcome waiting.

INTRODUCTION A marriage is a commitment that has its foundation in the faithfulness of God's love. The marriage ceremony is the glad occasion on which two people unite as husband and wife in the mutual exchange of covenant promises. The Presiding Minister is an official representative of the Church and gives the marriage the Church's blessing. Dr. Fred Fourie, our Minister, meets with the couple prior to the marriage ceremony to get to know them, inform them about a Christian Wedding and to answer questions. Marriage counseling is available on request.

MAKE YOUR WEDDING UNIQUE You may include congregational participation, ethnic traditions, and local customs. Discuss your ideas and hopes with the Minister beforehand. Hymns and other music of joy, praise and thanksgiving, non-religious readings, and statements may be included in the service at the discre-

tion of the officiating Minister. Share in the writing and planning of your wedding service! It is possible, if the couple desires to be married within the regular Sunday service of the Congregation. Communion is not part of a CBCC wedding service.

HOW MUCH DOES IT COST?

| | |
|---------------------------------------|-------------------|
| All Included Wedding in Sanctuary | \$500 |
| Sanctuary Only for Small Wedding | \$150 |
| Gazebo Outside Wedding | \$250 |
| Weddings Away From Church | \$350 |
| Sponsler Hall [well equipped kitchen] | \$350 |
| Sponsler Hall for Small Wedding | \$200 |
| Sound & Projection Technician | (Ask for a quote) |

Deposit of non-refundable \$100 towards the Fee to Secure Your Reservation. These prices are based on pre-allotted time schedules for Church staff and facilities. If the wedding requires extra time and effort, please be sure to discuss this with our Church Administrator. Pro-rata increments in fees may apply.

PROCEDURES The first step is to make reservations! Contact the Church Administrator {Betty Catalon 321 783-3961} She will answer your questions and provide you with the latest edition of this Wedding Guide that provides a list of financial costs and other administrative arrangements needed to cover the event. Betty will also provide you with the name and telephone number of the Organist as well as the Coordinator assigned for your wedding. Contact them before your interview with Dr. Fred Fourie. A legal marriage can only take place after handing a valid marriage license to the Minister. Get this formality done in good time; it can take a couple of weeks to obtain this license. Soon as you have met all the administrative requirements, the Church Administrator will arrange for you to meet with the Minister who will officiate at the ceremony. Be ready for an honest, open, and confidential discussion during this meeting.

HOW MANY CAN SIT IN THE PEWS? The CBCC Sanctuary seats at least 150 plus 30 in the balcony. Another 20 more guests can sit in the choir loft. Our Minister normally officiates at marriages. Ask if you desire to invite someone else.

WEDDING COORDINATORS Our wedding Coordinators are mature, friendly, experienced, and well-trained persons. Your Coordinator will officiate at the wedding rehearsal. The Minister will not be present at the rehearsal, but the Coordinator will provide him with all necessary information. Your Coordinator is the Church's representative provided to coordinate all facets of your wedding. She/he will ensure that the Sanctuary is ready for every wedding and will instruct the ushers and photographers. The Coordinator will signal the Minister soon as the ceremony is ready to begin.

ORGANIST BETTY MITCHELL (321) 452-6545 Our Church Organist plays for all weddings at the Church. Exceptions are possible. Discuss with Administrator, Betty Catalon (321) 783 3961. The Organist does not attend the rehearsal, but can be asked (for a fee) to also play at the rehearsal. Be sure to arrange and discuss the music you desire with the Organist in good time before the ceremony.

SCHEDULE WELL & BE ON TIME! CBCC reserves three hours for every wedding. This includes the preparation of the Sanctuary, the seating, the ceremony, the photography and the removal of decorations. One hour for the rehearsal is usually adequate. Pro-rata rate increases may apply if more time is required. This can only happen if there is not another rehearsal or ceremony directly following your event. Ceremonies are most successful when everything takes place according to the prearranged time schedule.

DECORATIONS Our Sanctuary, with its timeless stained glass windows and superb style has a rare and special beauty of its own. Keep decoration at a reasonable level. Attach pew and

rail decorations with ribbon, rubber bands, or a special device that does not harm the furniture. *Tape, nails, or tacks not permitted.* Candles for processions or decor should be contained in lantern-like covers. Do not use a method that allows wax to spill. CBCC provides candles for the altar and side candelabras. You may supply your own unity candle. *(Two 10" white table candles preferably drip-less, and one larger center candle.)* You can also rent (\$20) the Church's beautiful Unity Candle service. Potted plants must have an outer watertight container. You may choose to leave a flower arrangement for use at the Worship service following your wedding. If you decide to do this, and let us know in good time, we will gratefully acknowledge this special gift in our printed Sunday bulletin following your wedding. Discuss the usage of flower petals and the throwing of confetti at the first meeting with your wedding Coordinator. We cannot permit items that would present a danger, leave marks, stains, or are difficult to clean up afterwards. We do want to work with you and can recommend clean and safe methods to enhance the festivity and spirit of your great day.

PHOTOGRAPHY Professional photographers are accustomed to work closely with the Minister and Coordinator in order to get the best possible pictures without intruding or ruining the beautiful ceremony. Please ask all photographers to follow our guidelines.

PROFESSIONAL SOUND & PROJECTION Please ask for details.

RECEPTIONS You can rent our well-equipped Sponsler Hall for receptions. Leave the kitchen in the same condition as found. Remove anything brought into the hall or kitchen at the completion of the reception. We allow the serving of champagne, punch or wine. *We do not allow other alcoholic beverages.* The reception must conclude at 11:00 PM.

IMPORTANT TO REMEMBER

- Before the interview with the Minister can be set, you need to have your wedding license and fulfill all administrative obligations.
- If you wish to have a picture taken with the Minister after the ceremony, you must arrange it beforehand. Take this picture ASAP after the ceremony!
- It is not customary to invite the Minister to the reception and/or rehearsal dinner, unless a special reason exists to do so.
- If the bride arrives late, complications usually set in that can ruin the day for the bride and others. Please be on time!
- Mark the corsages for the wedding group clearly. Confusion can cause distress.

THE REHEARSAL AND WEDDING CEREMONY

1. The men meet and wait with the Minister in the Boardroom adjoining the Minister's office. After seating the mothers, the ushers, if they are part of the wedding party, must go quickly to the Minister's office. The Minister will lead the men into the Sanctuary. The Minister will take his seat and the men will line up to await the women. During the rehearsal, the Coordinator will rehearse the men's entrance and show them exactly where to stand. As the women enter, they will go to their predetermined spot, in balance with the men. **A sloppy lineup results in a poor picture for the audience and photographers.**
2. Coordinators will pay special attention to predetermine the spots where the groom and the bride will stand, awaiting the Minister's question. It looks best if the "handover" takes place between the two front pews, allowing a few paces for the groom and bride to "step-up" to stand one full step away from the Minister who will stand on the middle of the first step.
3. Please pay special attention to ensure that the rest of the party goes through the correct motions during the entire ceremony: During entrance of the bride, the entire party is facing the back door of the Sanctuary to accentuate the

bride's entrance. As soon as the bride and groom arrive at their spot facing the Minister, the different parties turn in unison and face the Minister. When the wedding couple takes hands, the rest of the party also make a half turn in unison to view the exchanging of the rings. Keep this position until after the Benediction. After the benediction, during the kiss and the announcement, the entire party should respond enthusiastically, sharing the joy of the couple, now married. Make the recession as planned and precise as the entrance.

4. Music before and after the ceremony, apart from just the processional and recessional, is standard procedure.
5. We have a kneeling bench, should the couple desire to kneel for the closing prayer and benediction.

MINISTER

Dr. Fred Fourie (321) 750 1108
jff@cfl.rr.com

ADMINISTRATOR

Betty Catalon (321) 783 3961
Betty-Catalon@cfl.rr.com

ORGANIST

Betty Mitchell (321) 452-6545
bettyumitchell@bellsouth.net

WEDDING COORDINATORS

Phyllis Baker (321) 783-7092
singwithphyl@aol.com

Dorothy Copeland (321) 783-7662
dotcope@bellsouth.net

Karen Ostrander (321) 783 2501
karenharry@earthlink.net

Ann Rutishauser (321) 784-1301
joes_garage@yahoo.com

Maureen Walsh (321) -453-6112
maureenahant@yahoo.com

SUMMARY OF RECOMMENDED WEDDING ORDER

Can Be Adapted To Reflect Your Hopes and Desires

You may ask for a separate, more complete copy
Dr. Fred uses the names of the couple in all references to them

PRESENTATION OF BRIDE

WELCOME & INTRODUCTION

SHORT INTRODUCTORY PRAYER

EXPLAINING THE MEANING OF MARRIAGE

QUESTIONS TO THE BRIDE AND GROOM

Are you, **Bride**, ready to enter this holy relationship, and to accept the responsibilities of a wife, to be **Groom's** loving, faithful and supportive wife, for richer or poorer, in sickness and in health; as long as you both shall live? **Bride:** I am

Are you, **Groom**, ready to enter this holy relationship, and to accept the responsibilities of a husband, to be **Bride's** loving, faithful and supportive husband, for richer or poorer, in sickness and in health; as long as you both shall live? **Groom:** I am

ADDED ITEMS SOLOS, POETRY, READINGS, MUSIC.

SCRIPTURE READINGS – CAN BE CHANGED AT INTERVIEW

Proverbs 3:3-6: One Corinthians 13: 4-8; 13

MARRIAGE VOWS

With this ring, I **Bride**, take you, **Groom**, to be my husband. I pledge to share my life with you, loving, and caring for you always.

With this ring, I **Groom**, take you, **Bride**, to be my wife. I pledge to share my life with you, loving, and caring for you always.

ANNOUNCEMENT OF MARRIAGE CLOSING PRAYER & BENEDICTION

Kiss and Introduction of the Now Married Couple

LIGHTING OF THE UNITY CANDLE (OPTIONAL)

RECESSIONAL



COCOA BEACH COMMUNITY CHURCH UNITED CHURCH OF CHRIST

WEBSITE

www.cbcc-ucc.org

E-MAIL

CBCC-Info@cfl.rr.com

126 South Atlantic Avenue

P.O. Box 320009 Cocoa Beach, Florida 32932

Phone (321) 783-3961 Fax (321) 783 0582



