



Swiss Cove
Christian Church

Wedding Guide

Swiss Cove Christian Church
1965 State Road 13
St. Johns, FL 32259

(904) 287-57954
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www.swisscovechristian.com

To the Bride and Groom,

Swiss Cove Christian Church sincerely congratulates you on your engagement and upcoming marriage! We are committed to assisting you in making your wedding day a memorable and worshipful experience. We pray your marriage will be the beginning of a life-long relationship. A church wedding is a natural and joyous way to begin a Christian marriage and can be a wonderful spiritual experience for you as well as for everyone who will participate in the service.

This Wedding Guide is provided to help you plan your wedding at Swiss Cove Christian Church, should you decide to use our facilities and services. It sets forth policies, costs, and facility considerations. If after reading this guide, you wish to have your wedding at Swiss Cove, fill out the necessary paperwork (the Wedding Policy Guidelines and the Wedding Application), then contact Gerri Kinsey at the church (904) 287-5795 ext. 201. Gerri will be the primary contact for your wedding.

At least one wedding counsel session will be held with the Minister performing your ceremony before the arrangements are finalized. Additional sessions may be recommended. The specific elements of your wedding will be planned in cooperation with this Minister. He can offer helpful suggestions to make your ceremony a special one for you.

Obtaining a valid marriage license is required to get married. This is obtained at the Clerk of the Court in the county of your residence. Completing a premarital counseling course will result in receiving a discount on your marriage license. Think about this: most people spend countless hours preparing for their wedding day, and little, if any hours, preparing for their marriage. Invest in pre-marital counseling. It is a wise investment in the life you will be creating.

May God bless your life together,

The Ministry Staff at Swiss Cove

Facilities, Costs, Scheduling

Careful planning is essential for all weddings. Wedding ceremonies must not conflict with regular worship services or any other scheduled event on the church calendar. Weddings on days other than Saturday will be individually assessed, depending on other activities and events that may be planned or in progress at the church. No scheduled church activities will be changed to accommodate weddings.

FACILITIES:

Due to cleaning and preparing for Sunday services, the church must be completely vacated by 6 p.m. (including: all photography, the removal of decorations, and the vacating of all guests and the wedding party). There may be exceptions to this rule, but a cleaning crew must be hired at the wedding couple's expense and this arrangement must have church approval. No alcohol is permitted on church grounds.

THE WORSHIP CENTER: (178 guests with existing seating arrangement). We can accommodate up to 220 guests upon request.

Saturday weddings in the Worship Center can start no later than 4:00 p.m. The wedding party is responsible for arranging the chairs to create a desired center aisle. (This can be done during the wedding rehearsal.) All chairs need to be replaced to their original position immediately following the ceremony.

THE ATRIUM: (100 guests)

The Atrium is available for finger-food receptions but must be vacated by 6 p.m.

THE BRIDE'S ROOM: (10 guests)

Room 115 is available before the wedding for bridal party preparation (hair, make-up and dressing).

THE GROOM AND GROOMSMEN WAITING AREA: (10-15 guests)

The Fellowship Hall off the Worship Center (called the "Blue Room") is available for the men of the wedding.

FEES:

All weddings at Swiss Cove Christian Church are considered "all-inclusive." There is one fee for all the various elements and services we provide (facility use, the Minister and his professional services, sound and light technical services, custodial oversight, wedding coordinator to assist the Minister, the cost of utilities, etc.) The entire fee is required whether or not all these services are used or substituted by the bride or groom. Photographers, videographers, instrumentalists, singers, etc. are not provided services of Swiss Cove Christian Church and must be contracted separately by the bride and groom.

Weddings for Non-Member (Bride or Groom): \$1,500.00 + Security Deposit
 Security Deposit: \$250.00 (*refundable if no damage occurs to facilities*)

To reserve your date and time on the church calendar, you **MUST** provide half of the Wedding Fee and the Security Deposit (totaling \$1,000.00). Until the Office receives these funds, your wedding is not scheduled or reserved.

Weddings for Members (Bride or Groom): \$500.00

To reserve your date and time on the church calendar, you **MUST** provide half of the Wedding Fee (totaling \$250.00). Until the Office receives these funds, your wedding is not scheduled or reserved.

Note: All fees/deposits are to be CASH. No personal checks are accepted. A receipt will be given to you.

SCHEDULING:

	Contact Swiss Cove to get Wedding Policy Information (via the office or the website)	Read through the “Wedding Guide”
ASAP	Contact Gerri Kinsey (287-5795 ext. 201)	Introductions, Facilities Tour, Ask Questions, etc.
UPON DECIDING TO USE SWISS COVE CHRISTIAN CHURCH	Contact Gerri Kinsey (287-5795 ext. 201)	<ul style="list-style-type: none"> • Inform us of your decision to have your wedding at Swiss Cove. • Turn in the completed Wedding Policy Guideline and the Wedding Application. • Provide ½ the Wedding Fees and the Security Deposit.
2 WEEKS <u>AFTER</u> RECEIVING FUNDS	Contact from Gerri Kinsey	Schedule Appointment with Minister Performing Wedding
VARIES	Meetings with the Minister	Varies
1 WEEK <u>BEFORE</u> WEDDING	See Gerri Kinsey in the Church Office	Bring the last ½ of the Wedding Fees
WEDDING DATE	No worries. Enjoy the day!	

VARIOUS CONSIDERATIONS:

Music for Your Wedding

Your desires are of primary importance. Keep in mind, however, that a church wedding is a significant spiritual service, not a secular occasion. If you have special requests for music which may not be readily available, be sure to make your wishes known to your musicians early enough so that the music can be prepared properly. Music selections will be reviewed with the Minister performing your ceremony during your wedding council meeting. Guest musicians and vocalists are welcome to participate in your wedding. It is your responsibility to make contact and arrangements with them.

Rehearsal

If you are planning a wedding that includes music and a processional, a rehearsal is essential. It is important that all members of the wedding party be present for the rehearsal at the appointed time. The rehearsal is directed by the Minister and usually requires 45-60 minutes.

Decorations

Decorations are the responsibility of the wedding party. Many good local florists are equipped to handle all decorations. If candles are used, use only drip-less candles. Birdseed, instead of rice, is recommended as the bride and groom depart. The setup of the Worship Center and Atrium is the responsibility of the wedding party. All church furniture, tables, chairs, kitchen utensils, sound equipment, etc. must be returned to original locations following the wedding. The kitchen must be clean and free of debris. The fellowship hall, restrooms, dressing rooms, Atrium, and Worship Center should be free of any debris from the ceremony.

Recording Your Wedding Ceremony

The taking of photographs during the wedding is up to your discretion, but should be decided upon prior to the ceremony. (Consider the noise, movement, and the use of flash in making your decision.) Posed photographs should be completed immediately prior or immediately following the ceremony. (Video cameras should be used inconspicuously.) Discuss the use of such cameras with the Minister performing the ceremony.

Deliveries

All gowns, floral decorations, reception supplies, etc., should be delivered the day of the wedding. The church has no facilities for storing these items.

NOTE: It is extremely important that the exact time indicated for the rehearsal and wedding ceremonies are observed. Care should be taken to have all members of the wedding party in their respective places at the time indicated.

Swiss Cove Christian Church

Wedding Policy Guidelines

Please read and sign page 7 of this form.
(This page is your copy of this agreement)

1. Divorced persons will be considered for marriage at Swiss Cove Christian Church. Remarriages after divorce of a spouse will, in most cases, be performed if sufficient time has passed from the time the divorce is finalized.
2. In cases of pregnancy, the marriage may or may not be performed depending on the maturity of the people involved and other considerations.
3. Couples should remain celibate and not live together at any time prior to the wedding ceremony.
4. We do not marry couples if either person is under the influence of alcohol or drugs (not prescribed by a doctor) before or during the rehearsal and/or wedding. Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding. We do not allow alcoholic beverages on the church property. Please communicate this to your wedding party.
5. Ministers outside Swiss Cove Christian Church may be used only with prior consent.

We have read the Wedding Guide and agree to the above guidelines:

Groom: _____

Bride: _____

Wedding Date: _____

Swiss Cove Christian Church

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We have read the Wedding Guide and agree to the above guidelines:

Groom: _____

Bride: _____

Wedding Date: _____

WEDDING APPLICATION (Return with page 7)

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

BRIDE

GROOM

Full Name _____

Full Name _____

Address _____

Address _____

Phone #s _____

Phone #s _____

E-Mail _____

E-Mail _____

Birth Date _____

Birth Date _____

Single ___ Widowed ___ Divorced ___

Single ___ Widowed ___ Divorced ___

Occupation _____

Occupation _____

Church Membership _____

Church Membership _____

Parents' Names _____

Parents' Names _____

Permanent address of the couple after marriage:

OTHER PERTINENT INFORMATION

Do you have a wedding coordinator? If so, who? _____

Maid (Matron) of Honor _____ Best Man _____

Number in wedding party: Bridesmaids _____ Groomsmen _____ Flower Girls _____

Others (who)

Bride to be escorted by (indicate name and relationship) _____

Will the reception be at the church? Yes () No ()

Any special arrangements or requests (i.e. preferred minister, sound, media, or special music)?

Soloist: _____ Phone _____

Photographer: _____ Phone _____

Florist: _____ Phone _____