



# Wedding Handbook



SUNNYBROOK  
community church



# Christian Marriage

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Your wedding is one of the most joyous occasions in your life and we are honored to be part of this special event. While marriage is a life-long process of merging two distinctive lives, the ceremony is the event inaugurating this process. Your desire to have a church wedding indicates your marriage is a commitment you are making before God.

Sunnybrook Community Church (SCC) believes the Bible is clear... that marriage is to be between one man and one woman for life. We want to come alongside couples to help equip them for a life-long love & commitment. Therefore we require each couple to satisfactorily complete Pre-Marriage Mentoring before the wedding.

A Christian wedding is an act of worship before God in which family, relatives, and friends gather to praise God for His grace and love. A Christian marriage is a joyful covenanting between a man and a woman in which they proclaim, before God and human witnesses, their commitment to live together as husband and wife.

With this understanding of a Christian marriage and a wedding ceremony, we have prepared this booklet and these guidelines to help your wedding to be an occasion to celebrate God's love and to help your wedding ceremony go as smoothly as possible.

# Contact Information

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## Wedding Director

Bonnie Van Holland

☎ 712.276.7915 ext. 29

✉ [bonnievh@sunnybrookchurch.org](mailto:bonnievh@sunnybrookchurch.org)



## Wedding Coordinator

Sylvia Kiel

☎ 712.253.7646

✉ [sylviak@sunnybrookchurch.org](mailto:sylviak@sunnybrookchurch.org)



## Technical Support

Tim Horken

✉ [timh@sunnybrookchurch.org](mailto:timh@sunnybrookchurch.org)





# Checklist

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## **Contact Wedding Director:**

- » Discuss wedding date
- » Schedule an in person meeting to talk through wedding details
- » Confirm date
- » Complete Wedding Information forms
- » Pay deposit
- » Talk about pre-marriage mentoring

## **Begin planning the wedding service:**

- » Approximately 2 months prior to your ceremony, the Wedding Director will notify you of your officiant

## **60 to 90 days before your wedding:**

- » Obtain marriage license
- » Schedule meeting with your Officiant

## **30 to 45 days before your wedding:**

- » Meet with your Officiant
- » Meet with the Wedding Coordinator
- » Meet with the Technical Support person

## **1 week prior to your wedding:**

- » All remaining fees should be paid in full



# Setting the Date & Time



After you have contacted the Wedding Director, Bonnie Van Holland, to check the church availability for your wedding date, also set a time to meet with her. During this meeting you will return the completed wedding forms, and pay your deposit to confirm your date on the calendar. The Wedding Director will also go over the wedding process with you and help you secure your Officiant.

Wedding dates are placed on the church calendar on a first-come, first-served basis and confirmed after making your deposit. No date will be scheduled until it has been confirmed with the church calendar and the Wedding Director.

The wedding party will be allowed a maximum of one hour for the wedding rehearsal which will include going over the movement and placement of the wedding party during the worship service. It is preferred that the wedding rehearsal begin by 5:00 p.m. Please make sure that you stress to all members of your wedding party the importance of arriving on time as the rehearsal will begin promptly at the time specified.

Time available for decoration and photography will vary depending upon the event(s) scheduled before or after the wedding service. However, a window of at least four (4) hours will be scheduled for each wedding for the purposes of overall decoration.



# Roles

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## **Officiant**

Worship and Marriage Services at SCC are ordinarily led by the staff at SCC. We will be glad to share the worship service with an Officiant from another church or denomination, however, approval is required for any Officiant to participate in or to perform the service of worship. Denominational credentials of ordination will be required prior to approval.

Assigning of the Officiant typically won't happen until 2 months prior to your wedding date.

The Officiant will meet with the couple prior to the wedding ceremony to become acquainted with you and to discuss your wedding service. All music and musical selections for the wedding service are to be approved by the Officiant. The Officiant will conduct the wedding rehearsal.

## **Wedding Director**

The Wedding Director, Bonnie Van Holland will be the first person that you meet with to discuss your upcoming wedding. She will assist you in placing your date on our church calendar, arranging an Officiant and assigning your pre-marriage mentor(s). Bonnie can be reached at 276.7915 ext. 29 or [bonnievh@sunnybrookchurch.org](mailto:bonnievh@sunnybrookchurch.org).

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## **Wedding Coordinator**

The Wedding Coordinator, Sylvia Kiel, will assist you in planning and coordinating the details of your service. Sylvia can be reached at 253-7646 or [sylviak@sunnybrookchurch.org](mailto:sylviak@sunnybrookchurch.org). The Wedding Coordinator will be present at the rehearsal and on the day of your wedding. You should schedule an appointment with her 6 weeks prior to your wedding.

## **Technical Support**

Technical Support, Tim Horken, will assist you in areas of sound, lighting, music and wedding graphics. Tim can be reached at [timh@sunnybrookchurch.org](mailto:timh@sunnybrookchurch.org). You should schedule an appointment with him 1 month prior to your wedding.



# *Pre-Marriage Mentoring*

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An important part of the wedding service is planning for marriage. Because we believe as much care be given to the marriage as it is to the wedding, SCC requires that all individuals being married in the church participate in pre-marriage mentoring (3 sessions).

Items covered as a part of pre-marriage mentoring include: Completion of marriage assessment. Review survey results, discussion of strengths and areas of needed growth, including discussion of communication, marriage expectations, personalities, conflict resolution, relationship roles, money management, sexuality and spiritual beliefs.

The Wedding Director will pair the wedding couple with marriage mentor(s). Let her know when you are ready to start the mentoring process.

## *Marriage License*

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It is the responsibility of the couple to acquire a marriage license from the county you are getting married in.

To acquire a Marriage License, you will need the following items:

1. Bride, groom and one witness need to be present.
2. The witness will need to know both the bride and groom.
3. Bride, groom, and witness will each need a photo ID.
4. Bride, groom, and witness all need to be at least 18 years old.
5. Fee for the Marriage License.

There is a 3 day (working) waiting period before a Marriage License can be picked up. The couple must present their Marriage License to the Wedding Coordinator at the rehearsal, so please plan accordingly.



# Components of the Wedding Ceremony

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## **Order of Worship**

The suggested Order of Worship is included on page 12. The Officiant will assist you in planning your wedding ceremony.

Page 13 includes two sample vow forms you may use. You are also free to compose and use your own vows providing they include a lifetime commitment of faithfulness, mutual fidelity, and a sharing of your total life with your spouse. All vows written by the couple require the approval of the Officiant. You can review and finalize your personalized vows at your wedding meeting.

## **Chapel Information & Decorations**

The chapel will seat no more than 150 people.

## **Programs**

It is helpful but not necessary to have a printed Order of Ceremony to outline the order of ceremony and list the names of participants in the wedding. The program also gives you the opportunity to express thanks to those who have come to celebrate with you and to inform them of your new home address. Programs are the responsibility of the wedding couple.

## **Flowers**

We recommend that your floral arrangements be in keeping with the simplicity and dignity of the church. You may place flowers on flower stands, the floor, or on the tables in the Chapel.

## **Candles**

Flame candles are not allowed in the center aisle.





## **Set Up/Take Down of Decorations**

Set up time and unlocking of the facilities will be scheduled through the Wedding Coordinator. SCC cannot be responsible for the safety of any gifts or personal items. Gifts should be removed as soon as possible. The couple is responsible for personal items and wedding decorations. The wedding couple is responsible for all damages incurred through the misuse of the facility. In the event that the couple desires to leave personal items in the church, consent of the Wedding Coordinator is required.

## **Instrumentalists/Special Music**

Should you desire to have a keyboard or piano, please contact the Wedding Coordinator. Fees for musicians are the responsibility of the wedding couple and are not included in the wedding fees. These fees should be negotiated directly with the musicians.

## **Photography**

Photographs provide wonderful, lasting memories of your wedding day. To assist in capturing these precious moments and at the same time maintain the dignity of the ceremony, the following guidelines have been established:

1. Family and wedding photos may be scheduled for 2 hours before the ceremony or immediately afterwards. The church will give you a 4 hour window for your ceremony.
2. Use of the sound and lighting system is limited to the Technical Director and the Wedding Coordinator. Wedding participants and guests are not allowed in the tech booth.
3. No one is allowed to unplug, remove, or shut off any outlets or switches of any kind in the Chapel. For assistance in finding open outlets, please contact the Wedding Coordinator. It is the responsibility of the couple to communicate these guidelines to the photographer and to their guests.
4. Flash photography is not permitted during the ceremony. The photographer is not allowed on stage during the ceremony,

Please make sure to inform your photographer and videographer of these guidelines.

# Facility Use Regulations

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Members of the wedding party and guests are expected to conduct themselves at all times in a manner appropriate to a place of worship. Consuming alcoholic beverages or using any other chemical substance is not permitted on the church property. Smoking will be permitted outside the building with refuse deposited in containers provided. There will be no exceptions to this policy and Church Staff are authorized to contact the Police Department in enforcing this policy. If disrespect is shown to Church Staff and/or local law enforcement, the wedding service will be immediately terminated. Rooms are available for the wedding party to dress and make final preparations. Personal items are to be removed from these rooms immediately following the wedding. The Wedding Coordinator will inform you concerning which rooms, restrooms, and gift areas will be available for your wedding party. The couple is responsible for communicating facility guidelines to the wedding party and the guests.

There are many ways for the guests to share in your wedding and in your joy. We ask that there be NO throwing of rice, confetti, or tissue flowers either inside or outside of the facility.

Anyone serving food at SCC will be expected to leave the facility as they found it. The wedding couple is also responsible for any damages incurred through their misuse of the facility.

# *Order of Ceremony for Christian Marriages*

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- » Prelude
- » Lighting of Candles
- » Seating of Grandparents and Parents
- » Processional
- » Presentation of the Bride
- » Declaration of Purpose
- » Prayer
- » Giving of the Bride
- » Special Music Option
- » Scripture Readings
- » Message
- » Special Music Option
- » Declaration of Intent
- » Exchanging of Vows and Rings
- » Unity Ceremony
- » Prayer of Blessing
- » Kiss
- » Special Music Option
- » Pronouncement
- » Recessional
- » Postlude

# Suggested Scripture Passages

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1 Corinthians 13:1-8  
Genesis 2:22-25  
1 Peter 3:8-9  
Proverbs 24:3-4  
1 John 4:7-12  
Ecclesiastes 4:9-12

Colossians 3:12-17  
Ephesians 5:21-33  
Revelation 21:2,9  
Leviticus 6:13  
Ruth 1:16-17  
Psalm 127

## Sample Vows

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### Form 1:

I, \_\_\_\_\_, take you, \_\_\_\_\_  
to be my wife (husband)  
to have and to hold from this day forward,  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish as long as we both shall live.  
To this I pledge myself truly with all my heart.

### Form 2:

\_\_\_\_\_, I give myself to you in marriage  
and vow to be your husband (wife)  
as long as we both shall live.  
I give you my hands and take your hands in mine  
as a symbol and pledge of our uniting in one flesh.  
I give you my love, the outpouring of my heart,  
as a symbol and pledge of our uniting in one spirit.



# Rings

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## **Form 1:**

With this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit.

## **Form 2:**

I give you this ring as a symbol of our constant faithfulness and abiding love.

You are free to use scriptures, vows and ring exchanges that are meaningful to you. Bring all 3 in written form to the meeting with your Officiant.

# Wedding Fees

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## Deposit

A non-refundable deposit of \$200, completion of Contact Information and meeting with the Wedding Director is required before the wedding date will be confirmed.

## Wedding Fees

Services of Officiant, Wedding Coordinator, Marriage Mentoring, Custodians, and Sound Technician.....\$800

**All wedding fees are to be paid in full to the Church Office at least 1 week prior to the wedding.**





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