

Congratulations on your upcoming marriage! We are honored that you have chosen Church in the Forest (CitF) to share in one of the most sacred and beautiful of all the services of the church, your wedding.

A wedding in a Christian setting is a special event in that it is a service of worship. The staff of CitF wishes you much happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful worship event.

Please use this site, www.churchintheforest.org to familiarize yourself with the policies and procedures of Church in the Forest. It is the responsibility of the bride, groom or the person making arrangements for the wedding, to see that all vendors, family members and members of the wedding party are informed of CitF policies.

If you have any further questions or concerns, please contact our Special Events Coordinator, by calling Church in the Forest office 831.624.1374 or email at weddings@churchintheforest.org

Special Events Director 2
Scheduling of Weddings 2
Wedding Facility details 2
Ministers 2 -3
Music 3
Photography/Videography 4
Rehearsals 4
Flowers and Other Decorations 4 - 5
Other Details and Policies 5 -6
Sample Wedding Ritual 7
Established Fees for Wedding 8
Couple's Checklist 9
Special Event Coordinator Worksheet 10 - 11
Order of Service Worksheet 12-14
Vendor List 15



Special Events Director

Church in the Forest provides a Special Events Coordinator. The Special Events Coordinator is here to help make the event as special and individualized as possible including scheduling the date, contacting church staff, and review with you these policies, as well as explain and collect any associated fees and assist you with your special event. Also, will assist the minister in conducting the rehearsal, and to coordinate all that happens during the event.

If you are working with a private wedding planner, that person must work under the leadership of the Special Events Coordinator and will be responsible to uphold the policies and procedures of CitF.

Scheduling of Weddings

The scheduling of a wedding is arranged by calling the church office and speaking with the Special Events Director. No wedding ceremony will be placed on the church calendar without the couple first contacting the Special Events Coordinator. Church in the Forest is available to both Members and Non-members of the church. Members and their immediate family may reserve CitF facilities as far in advance of the ceremony as they wish. Once the date has been selected by the couple and confirmed by the Special Events Coordinator, a Security Deposit is due, and the wedding contract must be signed to secure the date on the church calendar.

Wedding Facility

Seating Capacity: 250

There are two side aisles and no center aisle in the Sanctuary.

Dressing Room: 10

Weddings and/or rehearsals may not be scheduled to take place on the following days unless authorized by officiating minister:

December 24th, 25th or 26th

New Year's Eve

New Year's Day

Easter

Thanksgiving

Ministers

Officiating Minister: A Church in the Forest ordained minister will be conducting your wedding ceremony. They can explain the elements of your wedding and are available to answer any of your questions about the worship service. You may request a specific CitF minister to officiate at the time the wedding is booked; however, CitF minister not specifically requested by the couple may be assigned because of scheduling or other conflicts.

The Special Events Director will contact you once the CitF is scheduled and will give your contact information to the officiating minister.

You may meet with your minister several times to discuss arrangements for your wedding. It is the responsibility of the couple to contact the minister to schedule these appointments at their earliest opportunity.

Guest Ministers: If you wish to have an outside minister conduct your wedding service, this request should be made to the Special Events Director when the wedding is booked. It is all participants responsibility to know CitF policies and procedures.

Music

Music Director

The music director is here to assist you as you plan your wedding ceremony. The bride and/or groom must contact and meet with the Music Director to select and arrange the music at least thirty (30) days prior to the wedding. . There is a fee for all musicians. Please see fee schedule.

Organist/Pianist: It is the policy of CitF to use our appointed organist/pianist for all weddings. All music will be accompanied by CitF and/or approved instrumentalists. The Organist/Pianist will begin playing the Prelude, no more than thirty (30) minutes before the ceremony begins. The Organist/Pianist will attend the wedding rehearsal and ceremony.

Instrumental Music: Arrangements can be made with our Music Director who will advise you on this matter and handle arrangements on your behalf. The Music Director must approve any outside instrumentalist playing at the ceremony. There will be a charge for extra rehearsals for vocalists and/or instrumentalists; these are not a part of the standard wedding fees collected by CitF. The bride and/or groom are responsible for these fees with payment being made directly to the individual.

Vocalist: If desired, the Music Director can also arrange for a vocal soloist for your wedding. The Music Director must be notified and approve any outside vocalists singing at the ceremony, and the vocalist must provide sheet music for the Organist/Pianist at least two (2) weeks prior to the wedding. Photocopied music is prohibited, so please plan ahead, as it may take several weeks to receive music that has to be ordered. Outside vocalists must schedule a time to rehearse with the Pianist. It is the soloist's responsibility to be sufficiently prepared prior to the rehearsal. Vocalist and instrumentalist rehearsals scheduled on the day of the wedding, must be completed no later than thirty (30) minutes prior to the wedding time.

Sound: The officiating minister will be amplified using a microphone. There is no additional sound equipment available at Church in the Forest. Church in the Forest is located on a school property, in a serene neighborhood, in a forest. If additional sound equipment is required a vendor will be required but must adhere to sound restrictions.

Photography/Videography

Photographs and videos are a wonderful way to commemorate your special day; however, we do ask that the taking of pictures and/or video not distract from the wedding service. No flash photography or videography lighting equipment may be used that would distract from the ceremony. Preceding the ceremony, a flash photography session of the wedding party may be conducted inside the Sanctuary.

Following the wedding ceremony, the wedding party may return for a photography session, at which time flash photography and other lighting equipment may be used. Flash photography may also be taken as the recessional is in progress from the worship space doors. The Special Events Coordinator can assist with specific details. The Photographer/Videographer may arrive one and half (1 ½) before the ceremony starts.

Please advise friends and relatives not to take flash photographs during the ceremony. It is the responsibility of the person making arrangements for the wedding that the Photographer/videographer and attendees are aware of these policies.

Rehearsals

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

Rehearsals are typically scheduled for the day preceding the wedding and last about forty-five (45) minutes. The Event Coordinator will be in charge of the rehearsal and will let you know when to arrive. It is imperative that the wedding rehearsal begin promptly at the scheduled time. Please encourage your wedding party to arrive a few minutes early and allow appropriate time for introductions, as necessary.

Rehearsal time does not include time for the vocalist to rehearse. The vocalist must schedule other rehearsal times with the pianist.

Flowers and Other Decorations

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations may not displace the Christian symbols on the altar or hide from clear view the worship symbols within the chancel, such as the altar table, the pulpit, and the cross. Decorations should not hide the beauty of the chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church, or detract from the simple dignity and elegance that should characterize the wedding service.

Florists may decorate no earlier than one and a half (1.5) hours prior to the wedding.

Please discuss all deliveries of flowers and other decorations with your assigned Special Events Coordinator.

Nothing is allowed to be placed on or removed from the altar. The altar table may be moved Church in the Forest staff ONLY and will incur a reset fee of \$175.00.

Furniture/pews may not be moved or removed.

No floral arrangements and/or decorations may be placed on or hanging from the piano.

Decorations may not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking or taping. Pew bows, bouquets and ribbons will be permitted with the use of padded pew hooks or wire provided by Church in the Forest.

Only dripless candles are allowed in the Sanctuary. A unity candle stand is available upon request at no additional charge. The Wedding Party is responsible for providing their own unity candle.

The florist or designated other will be held responsible for each and every case of damage as a result of decorations to furniture and/or facilities.

Flower girls may only throw silk petals.

A kneeling rail is available upon request.

For seasonal weddings (around Christmas, Easter, Thanksgiving...), it is not permissible to remove CitF decorations or flowers.

All decorations must be removed immediately following the wedding. Flower arrangements may be donated to the church by notifying the Special Event Coordinator. Donated arrangements will be placed where the church deems appropriate for display for Sunday worship with the wedding party dedication printed in that Sunday's bulletin.

The Florist and/or Wedding Party is responsible for all set up and cleanup of any decorations the wedding party brought in.

Other Details and Policies

Church in the Forest will open for your wedding one and a half (1.5) hours prior to the scheduled wedding start time. The Wedding Party, Florist, Photographer, and Videographer may arrive at this time. Each wedding is allotted a contract time of three and one half (3.5) hours. This allows one and a half (1.5) hours before the service, the service and one hour after the ceremony.

- **Dressing Rooms:** A Multipurpose Suite is available for the bride/groom and attendants. The Multipurpose Suite will be available to the party 1.5 hours prior to the scheduled wedding start time.

- **Recessional:** Birdseed, confetti and/or rice *may not* be thrown, and sparklers may not be used. Acceptable alternatives such as bubbles or flower petals may only be used outside the facilities.
- **Food and/or drinks:** Food and drinks are not permitted in the worship space.
- **Drugs, alcohol, and tobacco:** Drugs, alcohol and any kind of tobacco use are forbidden anywhere on the premises of Church in the Forest Church. No one under the influence of alcohol or drugs will be allowed to attend the rehearsal or the wedding ceremony.
- **Pets:** Pets which are in the service of the disabled are permitted inside the facilities. All other pets are at the discretion of the Special Events Director.
- **Responsibility of Safekeeping of Personal Items:** Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. however Church in the Forest cannot be responsible for such items if lost, stolen, or damaged.
- **Deliveries:** The Special Event Coordinator and church staff are not permitted to sign for including flowers or food.

It is the responsibility of the persons making the arrangements for the wedding, to see that all members of the Wedding Party, family members, attendees and vendors are informed concerning these matters.

Sample Wedding Ritual:

Processional

Greeting Declaration of Intention Presentation of the Couple

Scripture Reading

Witness to Christian Marriage

Exchanging of Vows

Giving and Receiving of Rings

Declaration of Marriage

Blessing

Benediction

Recessional

This ceremony is reflective of the two individuals that are being married. A bespoke ceremony will be created by the couple and the officiant.

Optional Sacred Music Selections and/or Unity Candle

If the sacrament of Holy Communion is observed, it must be offered to the entire congregation. All programs must be approved by both the Officiating Minister

Established Fees for Weddings

Weddings are a ministry of Church in the Forest. Fees charged for a wedding cover the church's basic expenses. Cost should not preclude an active church family from being married at CitF. Please contact the Special Events Coordinator for additional information.

Fees are established by member/non-member status.

Member status: Any person who has been a member of Church in the Forest at the time of scheduling their wedding. Wedding fees for Members are to be paid in full no later than thirty (30) days before the scheduled wedding date.

Non-member status: Wedding fees for Non-Members are to be paid in full no later than ninety (90) days before the scheduled wedding date.

A Security Deposit is due at the time the wedding contract is signed. The amount will be deposited into the church account.

Cancelations: The Wedding Administrator must receive written notification, with no less than sixty (60) days from the scheduled wedding date, to receive a full refund of the Security Deposit. If this is not done, the entire Security Deposit will be forfeited.

All fees are to be paid in full by the due date (see member status above) or the selected calendar date will be opened for other weddings and another date will have to be chosen.

Security Deposit (due upon scheduling).

Facilities & Fees include Special Event Director, organist/pianist and honorarium for Officiating Minister, facility use, Pebble Beach gate entrance.

Couple's Checklist

Getting Started

- Familiarize yourself with the Church in the Forest Wedding Guide and Policies.
- Contact the Special Events Coordinator to check on available wedding dates and to tour the facility, if desired.
- Sign the contract and make your Security Deposit. A tentative date is set on the calendar for 14 days until the wedding contract and Security Deposit are received by the Special Events Coordinator.
- The Special Events Coordinator will schedule the wedding date and time as well as the rehearsal time and date with you.
- The Special Events Coordinator will send you the name and contact information for the Minister officiating your wedding ceremony.
- Contact the Minister to set up a time to meet and introduce yourselves.

90 Days Prior to Wedding

- Non-Members: Payment of all wedding fees is due in full to the Special Events Coordinator by this time. You will receive an email reminder and final payment total from the Special Events Coordinator one week prior to this ninety (90) day due date.
- Schedule a time to meet with the Music Director to go over your ceremony music selections.

30 Days Prior to the Wedding

- Members: Payment of all wedding fees is due in full to the Special Events Coordinator by this time.
- Complete and turn in the Special Events Coordinator and Order of Service Worksheets
- Give Vendors their applicable Vendor Page. It is your responsibility to ensure they are familiar with CitF policies.
- Decide what you will do with any flower arrangements after the wedding. If you will be using them for your reception, be sure to assign someone to take them to your venue. If you wish to donate flowers to the church for use on Sunday, please call the church office so that we can place an announcement in the bulletin recognizing your wedding celebration.

Rehearsal Day

- Please bring four (4) copies of your final wedding program to present to the Special Events Coordinator and Minister to work off of during rehearsal.
- Remind all members of the Wedding Party of the rehearsal start time and encourage them to arrive **on time**.
- Assign someone in your Wedding Party or family the following duties for the day of the wedding.
 - Someone to pick up the guest book, unity candle and floral arrangements
 - Someone to bring any gifts to the reception
 - Someone to take care of clothes and personal items of the bride after the ceremony
 - Someone to check for and remove any personal items from the church and dressing rooms.

Special Event Worksheet

Bride Name: _____

Phone number _____ email- _____

Groom Name: _____

Phone number _____ email- _____

Wedding Rehearsal: Date: _____ Time: _____ Wedding

Ceremony: Date: _____ Time: _____

Number of Guests Expected to Attend Wedding: _____

Officiating Minister: _____

Notes:

Wedding Day

Time Wedding Party is expected to arrive at church: _____

Guest Book location: _____ Guest Book Attendant _____

Will there be a Gift Table? _____

Who will take gifts & Guest Book to the reception? _____

Florist: _____ phone # _____

Time of florist arrival _____

Who will distribute flowers to Bride/Groom Party and family _____

What is to be done with flowers after Ceremony _____

Photographer: _____ phone # _____

Time of photographer arrival: _____

Videographer: _____ phone # _____

Time of videographer arrival: _____

Who will be with the Bride in Brides Room prior to the ceremony _____

Who will keep the rings prior to the Ceremony? _____

Are there any special relationships or conditions that require extra attention for seating?

(stepparents, friends, relatives, persons with handicaps or requiring assistance)?

Who will remove any personal items used? (Unity Candle) _____

Who has the marriage license? _____

Special Events Coordinator has received all CitF vendor signatures _____

Notes:

Order of Service Worksheets (total of 3 pages)

Please complete and return these forms to your Wedding Coordinator 30 days prior to wedding date.

Names of Bride and Groom: _____

Wedding Date/Time: _____

Witnesses: _____

(Plan to arrive 30 minutes prior to start of ceremony)

Music Start Time: _____

(Prelude starts no earlier than 30 minutes prior to ceremony)

Prelude Music

Ushers Names: _____

Seating of Family and Friends

(Starts 20 minutes prior to ceremony)

Seating of Grandparents and Parents

(5 minutes prior to or at start time of ceremony)

Grandparents of Groom Seated

Grandparents: _____ Usher: _____

Grandparents: _____ Usher: _____

Grandparents of Bride Seated

Grandparents: _____ Usher: _____

Grandparents: _____ Usher: _____

Grooms Parents Seated

Parents: _____ Usher: _____

Parents: _____ Usher: _____

Will parents light the Unity Candle? Y() N()

Brides Parents Seated

Parents: _____ Usher: _____

Parents: _____ Usher: _____

Will parents light the Unity Candle? Y() N()

Groomsmen Names and Entrance/Locations: (starting farthest from groom)

Best Man: (last, before Groom) _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Minister and Groom Entrance/Location: _____

Processional for Bridal Party

Bridal Party Names and Entrance Locations: (starting farthest from bride)

Maid of Honor: (last, before Bride) _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Ring Bearer: _____

Flower Person: _____

Processional of the Bride

Bride's Escort Name/Relationship: _____

Ceremony

Recessional

Recess Bride and Groom _____

Recess Bridal Party _____

(Send usher(s) back in for recess of family)

Recess Mother and Father of Bride with Usher _____

Recess Mother and Father of Groom with Usher

Invitation to Reception by Minister? Y() N()

Reception Location Information: _____

VENDOR PAGES

The following pages are intended for the couple to distribute to vendors. It is the responsibility of the bride and groom to make certain that vendors are aware of Church in the Forest Wedding Policies.

VENDOR PAGE - PHOTOGRAPHER

This letter is to affirm the use of your services for the wedding of

on _____

at _____

and to familiarize you with the Church in the Forest (CitF) Wedding Policies.

CitF recognizes the value of wedding photographs as a lasting remembrance of this most special occasion, and we trust that you will work with us to ensure a beautiful ceremony.

Please review the following policies for your information:

1. Photographers will have access to the building one and a half (1.5) hours prior to the wedding.
2. Please check in with your assigned Special Events Dir./Coordinator when you arrive at the church.
3. You are encouraged to take photographs in this facility prior to the wedding ceremony.
4. Photographs may be taken during the processional and recessional inside the chapel.
5. During the wedding service, photographs may be taken forward of the piano (5th row) of the sanctuary or balcony. Photography is NOT permitted in front of the first pew of the sanctuary.
6. The party may return to the Sanctuary after the ceremony for photos or the remaining time of the allotted 3.5 hours.
7. Facility and furniture must be always respected. Do not move communion table or pews.
8. The Special Events Dir./Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

Signature: _____

Date: _____

VENDOR PAGE - FLORIST

This letter is to affirm the use of your services for the wedding of

on (date)_____

at _____

and to familiarize you with the Church in the Forest Wedding Policies.

CitF recognizes the value of flowers for this most special occasion, and we trust that you will work with us to ensure a beautiful ceremony.

Please review the following policies for your information:

1. All flowerpots must contain liners.
2. Do not place anything on the Communion Table without prior permission.
3. Facility and furniture must be always respected. Decorations must not be attached to furniture by gluing, stapling, tacking or nailing.
4. Use only dripless candles. Rented candelabras and/or unity candle stands must be placed on plastic and removed immediately following the ceremony. We do not have space to store fixtures and will not accept responsibility.
5. Natural flowers are not allowed to be dropped in the Sanctuary. Silk flowers are permitted.
6. The Chapel will be available one and a half (1.5) hours prior to the wedding.
7. Please check in with the Special Events Dir./Coordinator when you arrive at the church.
8. Ribbon swagging that creates difficulty for the guests to exit or enter pews is not allowed.
9. Delivery vehicles must exit as soon as flowers are delivered.
10. The Special Events Dir./Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

Signature:_____

Date:_____

VENDOR PAGE - VIDEOGRAPHER

This letter is to affirm the use of your services for the wedding of

on (date) _____

at _____

and to familiarize you with Church in the Forest Wedding Policies.

CitF recognizes the value of wedding videos as a lasting remembrance of this most special occasion, and we trust that you will work with us to ensure a beautiful ceremony.

- Please review the following policies for your information:
- Videographers have access to the church 1.5 hours prior to the wedding.
- Please check in with the Special Event Coordinator when you arrive at the church.
- Please remain stationary during the ceremony.
- Only recording equipment that can be operated remotely will be allowed forward of the pews.
- Facility and furniture must be always respected. Pews, table cannot be moved.
- The Special Event Director is available to answer your questions and desires your cooperation in making this a beautiful event.

Signature: _____

Date: