



# 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 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 lifelong 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 ceremony:**

- » 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 to check the church availability for your wedding date, you will also set a time to meet with her. During this meeting you will return the completed wedding forms, and pay your deposit to secure your date on the calendar. The Wedding Director will also go over the wedding process with you, help secure your Officiant, and talk to you about Pre-Marriage Mentoring.

The wedding party enjoy one hour for the wedding rehearsal which will include going over the movement and placement of the wedding party during the worship ceremony. It is preferred that the wedding rehearsal begin by 5:00 p.m. Please mention 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 ceremony. A window of 4 hours will be scheduled for each wedding for the purpose decorating, pictures, and ceremony.



# Roles

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## **Officiant**

Worship and Marriage Services at Sunnybrook are ordinarily led by the staff at Sunnybrook. We will be glad to share the worship ceremony 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 ceremony. All music and musical selections for the wedding service should be approved by the Officiant. The Officiant will also 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 ceremony. 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 your wedding is planning for marriage. We believe as much care should be given to the marriage as it is to the wedding. Couples married at Sunnybrook participate in Pre-Marriage Mentoring (3 sessions).

Conversations 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 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.

\*counties may have different requirements.

Please provide your marriage license to the Wedding Coordinator at the rehearsal.



# Components of the Wedding Ceremony



## **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 300 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 ceremony. 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, in flower holders or by the Chapel seating.

## **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. The couple is responsible for securing personal items, gifts, and wedding decorations.

## **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.

## **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 provides 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 should not be in the tech booth.
3. Please do not unplug any outlet or switches of any kind in the Chapel. For assistance in finding open outlets, contact the Wedding Coordinator.
4. The photographer should not be on stage during the ceremony.

Please make sure to inform your photographer and videographer of the above information.

# *Facility Use Regulations*

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Rooms are available for the wedding party to dress and make final preparations. Personal items are to be removed from these rooms following the wedding.

Members of the wedding party and guests should 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 in or on the church property. Smoking is permitted outside the building with refuse deposited in containers provided.

The kitchen is available to serve the food you provide. Please bring your own paper supplies to accomodate your serving needs.

Thank you for informing your wedding party of the above information and for leaving the building as orderly as you found it.

# *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
- » Lighting of the Unity Candle
- » Prayer of Blessing
- » Pronouncement
- » Kiss
- » 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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