



*Peninsula Community Church*  
*Planning Your Special Day*  
*a wedding planner*



Dear Future Bride and Groom:

Peninsula Community Church counts it a privilege to join with you in the exciting prospect of a Christian marriage. Believing marriage is a gift from God, we look forward to helping you prepare for this very special celebration.

This is a unique opportunity to demonstrate to your friends and relatives, Christian and non-Christian, the seriousness of your commitment to God and to each other. You have the privilege of glorifying God in your marriage and acknowledging His ability to always give you a divine love that will endure any circumstance you may encounter.

Your pastor will be emphasizing these truths through the reading of God's word, prayer and personal comments. It is our prayer God will lead you as you plan the details of your wedding to emphasize these same concepts so the whole ceremony will harmoniously exalt the One who has brought you together.

Please read this book carefully. It will acquaint you with Peninsula's guidelines and policies for weddings and will be a helpful tool as you make plans for your special day.

It is our desire to make this a joyous occasion for you, your wedding party, and your guests in the name of Jesus Christ, our Lord and Savior, to Him be all the glory and praise.

May God richly bless your life together!

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# Weddings and Receptions

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## **Scheduling**

Scheduling is the first important aspect of your whole wedding process. All the following elements of your wedding must be scheduled with the Office Manager.

### **A. The Wedding**

The wedding request process is initiated when you contact the Office Manager for a wedding packet and return the completed *Request For Marriage* form to the Office Manager.

You (the bride or groom) will need to contact the Office Manager to process the selection of the officiating pastor and contact the Senior Pastor to arrange an initial interview with you (the bride and groom). The purpose of this preliminary interview is to discuss information concerning marriage readiness, spiritual matters, and premarital counseling. A *Request For Marriage* form will need to be completed for this interview. This interview must take place prior to approval of your wedding. Following the preliminary interview, the pastor will recommend to the Church Staff that the wedding be approved.

Upon approval, the wedding date / times you requested will be verified for availability and scheduled on the Church's master calendar by the Office Manager.

It is understood that the bride and groom will not proceed with specific wedding arrangements (the ordering of wedding invitations, final arrangements and / or deposits for location of receptions, etc.) until confirmation is received.

Deposit fees of \$150 are payable within two weeks of confirmation. A 50% refund will be made if the wedding date is canceled and the Office Manager is notified at least three months prior to the scheduled date. No refund will be made after the three-month deadline.

From this point, you will schedule premarital counseling with the officiating pastor and your Wedding Coordinator will contact you to insure proper progress of wedding plans.

Any changes by you to the wedding or rehearsal date / times must be submitted in writing to the Office Manager and a new confirmation verifying the change.

Please be sure of your wedding date before it is scheduled on the Church's master calendar. All dates are subject to approval through the Church office and may not be changed without going through the Office Manager. Failure to keep the Office Manager informed of your plans as they affect the church facilities might result in inconvenience and disappointment.

## **B. The Pastoral Assignment**

Usually, members of our pastoral staff officiate the weddings at Peninsula. A pastor of another church may officiate with the approval of the Peninsula Church Staff. Only male staff members should perform weddings at Peninsula. Women may assist in the ceremony.

## **C. Premarital Counseling**

Peninsula wants to do everything possible to prepare couples for a godly marriage. Weddings held at Peninsula require pastoral counseling by the officiating pastor or a counselor appointment by Peninsula. The counseling must be complete one month prior to the wedding. It is the couple's responsibility to complete the sessions. If the couple fails to do this, the wedding will be subject to cancellation. The purpose of counseling is to affirm readiness for marriage in light of biblical principles. The church believes that this counseling is essential in providing a Christ-centered wedding.

Occasionally, as a pastor counsels with a couple in premarital discussions, he may express a concern regarding marriage readiness and suggest a change in the wedding plans. Should this occur the pastor's decision would take precedence over your confirmation.

From Peninsula's commitment to the teaching of the Bible and its insight into marriage, we have adapted the following Marriage Policy: (these issues will be part of the preliminary counseling)

1. We will not knowingly perform a wedding of a believer and an unbeliever (II Corinthians 6:14; I Corinthians 7:39).
2. We will not knowingly participate in a marriage if there is any possible opportunity of reconciliation of the former marriage (Matthew 5:31-32; 19:3-12; I Corinthians 7:10-16).
3. We will not knowingly participate in a marriage of a couple who are living together or is involved in premarital sexual relationship (I Corinthians. 6:18-20; 1 Thessalonians. 4:3-8; Hebrews 13-4).
4. We will not participate in any same-sex marriage or civil union (Romans 1:26-27).

## **D. The Wedding Coordinator's Assignment**

As soon as your wedding is approved, the Wedding Coordinator will also be notified. She will have two meetings with you prior to your wedding and will direct your wedding rehearsal. She has experience, knows the Church's policies regarding weddings and wants to help make your day as perfect as possible.

The Wedding Coordinator will:

- Contact you after you have your confirmed your wedding date. She will meet you and your fiancée to discuss your wedding plans.

She will discuss the seating of honored guests, your music selections and the planning of your ceremony. She will collect your wedding fees at the time of your second meeting.

- Be the person whom you will contact with all your questions as you plan your wedding ceremony.
- Arrive at your rehearsal early with an *Order of Service* for each key person in your wedding (including pastor, musicians, soloists, etc.). She will conduct your wedding rehearsal informing your attendants of where and how to stand, instructing ushers in seating of guests, as well as anything else needed to assure your wedding proceeds as planned.
- Arrive at the church three hours prior to the wedding and do the following:
  1. Attach bows and organza or ribbon, if you desire.
  2. Replace candles in candelabra / unity candle.
  3. Lay aisle runner.
  4. Coordinate with your photographer and videographer.
  5. Coordinate with the musicians.
  6. Pin on corsages and boutonnières.
  7. Arrange for bride and groom to be alone prior to beginning of picture taking, if you choose to have pictures taken together before your ceremony, if you desire.
  8. Oversee gift and guest book attendants and ushers.
  9. Inform grandparents, parents, and special guests of seating arrangement.
  10. Close guest book(s) and begin ceremony.
  11. Coordinate all aspects of the wedding service.
  12. Direct release of guests after the ceremony.

## **E. Rehearsal**

Rehearsals are normally scheduled on the Friday evening prior to your wedding. Rehearsals are generally scheduled at 6:00 p.m. and last approximately one and a half (1½) hours. Your wedding rehearsal is of utmost importance! In order for you to feel as comfortable as possible on your wedding day, it is necessary for all those participating in the ceremony to be at the rehearsal. This includes: bride, groom, honor attendants, bridesmaids, groomsmen, ushers, flower girl(s), ring bearer(s), parents, grandparents, candle lighters, and musicians. All technicians will attend the rehearsal.

## **F. Reception**

All on-campus wedding receptions are personally planned with the Wedding Coordinator. If you are requesting an on-campus reception, she will contact you for details as soon as your calendar date is approved.

### Contact Information:

Office Manager  
Linda Greenlund • 310-377-4661

Wedding Coordinator  
Karen Sartori • 310-971-0967

# General Wedding Policies

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Peninsula wedding and reception facilities are primarily available to members of the church and other active worshippers. We are glad to make our facilities available to our community friends on a limited basis.

Weddings should be scheduled four months in advance in order to allow for adequate counseling and planning.

The church facilities are available for weddings on Fridays or Saturdays. Saturday weddings may be scheduled no later than 7:00 p.m. If there is to be a reception in the Fellowship Hall following a Saturday wedding, the latest a wedding can be scheduled is 2:00 p.m. Other days than Saturday can be requested and will be approved if available.

The Worship Center will seat approximately 350.

Peninsula will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware, cameras, or video equipment brought to the church for use in a wedding or reception.

The marriage license must be given to the Pastor at the rehearsal.

Please bring your guest book(s), pens, programs and CDs to the rehearsal.

The wedding party may arrive at church two hours prior to the wedding, but may arrive earlier if approved by your Wedding Coordinator.

All members of the wedding party should be at the church, dressed and ready to begin the ceremony, no less than thirty minutes prior to the ceremony.

If you are having a wedding with over 150 guests, it is wise to have two guest books and guest book attendants. This will help eliminate the long lines that occur when there is only one guest book. (Some wedding books are available with loose-leaf pages.)

Dressing rooms are provided for the wedding party. We advise that you take advantage of the dressing rooms so you will look fresh and unwrinkled.

Please arrange for specific persons to be responsible for the following:

- Someone to care for the flower girls(s) and ring bearer(s) prior to the ceremony.
- Someone to be responsible for removing gifts from the lobby and into locked vehicles immediately following the ceremony.
- Someone to remove all floral decorations and non-church owned equipment promptly following the ceremony.

No fresh flower petals may be used down the center aisle. Silk or dried petals will be allowed.

For the farewell of the bridal couple, only bridal bubbles may be used. Rice, confetti, birdseed, etc. is prohibited.

No unsightly or inappropriate materials shall be used to decorate the wedding car (beer cans, for example).

In consideration of Peninsula insurance requirements, smoking inside the church building is not permitted.

Due to diversity of backgrounds and beliefs of Peninsula members, alcohol and dancing are not permitted on the church premises.

Nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, seats and wall finishes may not be used.

The church properties must be left in the condition in which they were found.

# Policies Related To

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## **Wedding Attire**

The attire you choose for yourself and your attendants will play a big part in creating the mood for your wedding. When choosing your dress, remember your wedding is a worship service. Extremely low-cut dresses are not appropriate.

## **Flowers**

Flowers should be delivered to the church two to three hours prior to the wedding. Please ask your florist to mark all corsages, boutonnieres and other special flowers with recipients' names (i.e. user, groom, ring bearer, grandmother, etc.)

## **Photographs**

Your pictures will be a reminder of your special day. Choose your photographer carefully. Know the church's policy on photography and be sure your photographer is willing to work within those guidelines. Arrangements for the photography are the responsibility of the bridal couple.

The photographer may take pictures before, during or after the ceremony. Only your professional photographer may take photos during the ceremony, but must remain toward the rear of the worship center (no closer than halfway down the center aisle). Walking down the side aisles is permitted. No flash pictures may be taken once the wedding procession has begun. When photos are taken prior to the ceremony, the Wedding Coordinator will arrange for the bride and groom to spend a few minutes together privately before the pictures are taken, if the couple so desire. When your pictures are taken before the wedding you should arrive two hours prior to the wedding. All photographers must cease taking pictures 30 minutes prior to the ceremony. This allows the bride, groom and wedding party personal preparation time before the start of the wedding. It is necessary to have everyone out of the worship center 30 minutes prior to the start of the wedding. This will allow the proper time for your guests to be seated. Photographers should keep in mind that the wedding is a worship service and their conduct should be quiet and reverent at all times. Photographers / camera persons are not allowed to stand on chairs. If the worship center is needed longer than 60 minutes after the conclusion of the wedding, the fee will be \$100 per hour.

## **Videotaping**

Videotaping is permitted; however, it may in no way interfere with the worship service. The cameras may be stationed in the back of the worship center and /or on the stage in the worship center.

## **Video Presentations**

Video presentations may be used in the actual wedding service. However, the content must be in keeping with a Christ centered service.

## **Communion**

Because communion is given by our Lord to the church as an act of remembrance, we prefer to celebrate it in the context of the worship of the church. We recommend that it not be included in a wedding ceremony where it is not openly shared with the members of the congregation. It is not to be used as a means of blessing, but as part of a church's remembrance of the finished work of Christ.

## **Child Care**

Child care services can be arranged with the Wedding Coordinator. Keep in mind charges for child care are additional fees and will impact your budget.

Nursery fees: \$50, plus \$10 per child over 5 children.

# Choosing Music for Your Wedding

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Music will play a very special part in your wedding and you will want to choose it in advance of your first meeting with your Wedding Coordinator. The purpose of music during your wedding at Peninsula is to glorify God, edify Christians and to witness to those who do not know Christ as their personal Savior. Please choose your music very carefully with these thoughts in mind. The Wedding Coordinator will be a resource for assisting you in your music selections.

## **Secular Music**

You may have some music that is not specifically church music. Sometimes a couple will have a song that has meant something special to them. Please keep in mind that everything we do should glorify God (I Corinthians 10:31); therefore, your choice of any secular music must not dishonor God.

The choice of any secular music must be discussed with the Wedding Coordinator at your first meeting. The Church Staff will resolve of any areas of conflict.

## **Providing Music**

You will be responsible for contacting organists, pianists, colorists and any other musician that you wish to play / sing for your wedding. You will be responsible to provide all prerecorded music you wish to have played during your wedding.

# Choosing Musicians

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## **Vocalists and Instrumentalists**

You may obtain your own soloist(s) and accompanist(s).

## **Organist / Pianist**

The wedding fee does not include an organist or pianist. You may have an outside organist or pianist if you so desire.

## **Prerecorded Music**

You may utilize music on compact disk, cell phone or USB drive. Music from these devices are available through the soundboard equipment.

## **The Rehearsal**

All musicians must be present at the wedding rehearsal unless previously excused by the Wedding Coordinator. This is to help ensure that your wedding goes smoothly and that details such as placement and timing can be worked out. The technicians do attend the rehearsal.

Suggested places for music:

1. Prelude Music – Prior to the ceremony (15-20 minutes of music)
2. During the seating of the family
3. During the candle lighting
4. Processional for the wedding party
5. Processional for the bride
6. While moving up the steps
7. During unity candle lighting / communion
8. Recessional
9. During dismissal of guests (may repeat Prelude Music)

*Remember  
that fees for  
musicians are  
not included  
with the  
wedding fee.*

# The Cost

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Base fee includes the services of the Wedding Coordinator, the Assistant Wedding Coordinator, sound engineer, stage manager, usual custodian services, the majority of facilities, furnishings and décor, and all wedding equipment listed on the following page.

## Wedding only no reception

Church family	<i>Bride, groom or at least one of their parents must be members at Peninsula</i>	\$800
Community Friends		\$1,950

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Please make checks payable to:  
PCC with “wedding” in the memo line

Wedding and reception fees are due 2 weeks before your wedding.
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It is a common practice and accepted etiquette for you to give the suggested honorarium to the officiating pastor at your rehearsal. If you prefer, you can give it to your Wedding Coordinator in an envelope with the pastor’s name on the outside of the envelope at your rehearsal and she will give it to the pastor on the day of your wedding.

Please make checks for individual musicians payable to each musician. All musicians’ fees should be put in an envelope with the musician’s name on the outside of the envelope and be given to your Wedding Coordinator at your rehearsal.

# Equipment Available for the Ceremony

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The following items are included in your fee. Place a check next to the items you would like to use for your ceremony:

- Bride's Room
- Groom's Room
- Candelabras
- Kneeling Bench
- Aisle Decorations
- Aisle runner
- Guest book stand(s)
- White pedestals

The following items are available for a fee. Please check next to the items you would like:

- Pianist (\$150)
- Organist (\$150)
- Unity candle (\$20)
- Tech crew (\$150/ per person)
- Nursery (\$50 for up to 5 children, additional \$10 per child thereafter)

## Your Florist

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Your florist will help you with your floral selections. He / she will know which flowers will be in season and work best with your color selection. This will help keep the cost down.

When ordering your flowers, bouquets, and boutonnieres for your wedding party, you will want to remember the following special people: parents, grandparents, candle lighters, ring bearer, guest book and gift attendants. The pastor should have a boutonniere if he is not wearing a robe.

## Just for Fun

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Send an invitation to the White House and you will receive a keepsake response.

The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500

The inner envelope should read "President and Mrs. \_\_\_\_\_"

# A License to Marry

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Things you should know:

1. Marriage Licenses are valid for 90 days.
2. Both bride and groom must appear to complete the application, pick up the license and pay the required fee.
3. Both bride and groom need proof of identity and age documents, such as a driver's license, passport or alien resident card. Photo and age verification is mandatory. A birth certificate or baptismal record may be presented along with a picture identification.
4. A blood test and health certificate are NOT required to obtain a marriage license.
5. To obtain your marriage license in Los Angeles County, you may go to:
  - LAX Airport  
11701 South La Cienega Boulevard, 6<sup>th</sup> Floor  
(310) 727-6142  
Monday – Friday 8:30 a.m. – 4:30 p.m.
  - Beverly Hills  
9355 Burton Way – 1<sup>st</sup> Floor  
(310) 288-1261  
Tuesday – Thursday 8:30 a.m. – 4:00 p.m.
  - Van Nuys  
14340 Sylvan Street  
Monday – Friday 8:30 a.m. – 4:30 p.m.
  - Norwalk  
12400 East Imperial Highway  
(800) 201-8999  
Monday – Friday 8:00 a.m. – 5:00 p.m.

Be sure you read and complete all necessary forms. To obtain a certified legal copy of your Certificate of Registry of Marriage, simply complete the proper form included in the Certificate of Registry of Marriage envelope and include it with your check in the amount of \$13.00 (or fee set forth on the form) for each copy you desire.

After your wedding, the pastor will mail the license to the County Recorder for filing.

# Budget Planner

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	<u>Estimated</u>	<u>Actual Amount Paid</u>	<u>Date</u>
Ceremony Expenses:			
Church			
Pastor			
Musicians			
Other related expenses			
Reception:			
Facility Fee			
Cake			
Punch, coffee, etc.			
Caterer			
Musicians			
Other related expenses			
Invitations (include postage)			
Florist			
Photographer			
Videographer			
Bridal Gown			
Veil			
Shoes			
Accessories			
Trousseau			
Gifts (bridal party, etc.)			
Limousine			
Groom's Ring			
Miscellaneous			





*Please fill out as much as possible before your first meeting with your Wedding Coordinator.*

# Our Wedding Party

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Maid or Matron of Honor

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Best Man

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Bridesmaids

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Groomsmen

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Ushers

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---

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---

Flower Girl(s)

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Ring Bear(s)

---

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Candle lighters

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---

Guestbook Attendant(s)

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Gift Attendant(s)

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Please fill out as much as possible before your first meeting with your Wedding Coordinator.

# Planning Our Ceremony

The following is an example of a wedding ceremony "Order of Service"

## Seating of Guests

(15 – 20 minutes of music)

ushers seating guests

(performed by)

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

## Center Aisle Seating

(Name of song)

(performed by)

Groom's grandparents

Seated by:

(father's side) \_\_\_\_\_

\_\_\_\_\_

(mother's side) \_\_\_\_\_

\_\_\_\_\_

Bride's grandparents

Seated by:

(father's side) \_\_\_\_\_

\_\_\_\_\_

(mother's side) \_\_\_\_\_

\_\_\_\_\_

Groom's Parents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bride's Parents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Video Memories

## Candle Lighting

(Name of song)

(performed by)

(candle lighters light candles on stage)

(Will mothers light the side candles on the Unity Candle Candelabra? Yes No)

## Processional

(Name of song)

(performed by)

Entrance of Wedding Party

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bridal Processional**

\_\_\_\_\_

*(Name of song)*

\_\_\_\_\_

*(performed by)*

**Welcome by Pastor**

**Prayer by Pastor**

**Giving of the Bride**

**Scripture Reading**

\_\_\_\_\_

*(Scripture Reader)*

\_\_\_\_\_

*(Scripture Reader)*

**Pastoral Message**

**Declaration of Intent**

**Exchange of Vows**

**Exchange of Rings**

**Pronouncement**

**Unity Candle Lighting**

\_\_\_\_\_

*(Name of song)*

\_\_\_\_\_

*(performed by)*

**Pastoral Prayer** (couple kneels)

**Kiss**

**Presentation of Couple**

**Recessional**

\_\_\_\_\_

*(Name of song)*

\_\_\_\_\_

*(performed by)*

**Ushers will return and dismiss parents and grandparents**

Ushers names: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Parents: \_\_\_\_\_

\_\_\_\_\_

Grandparents: \_\_\_\_\_

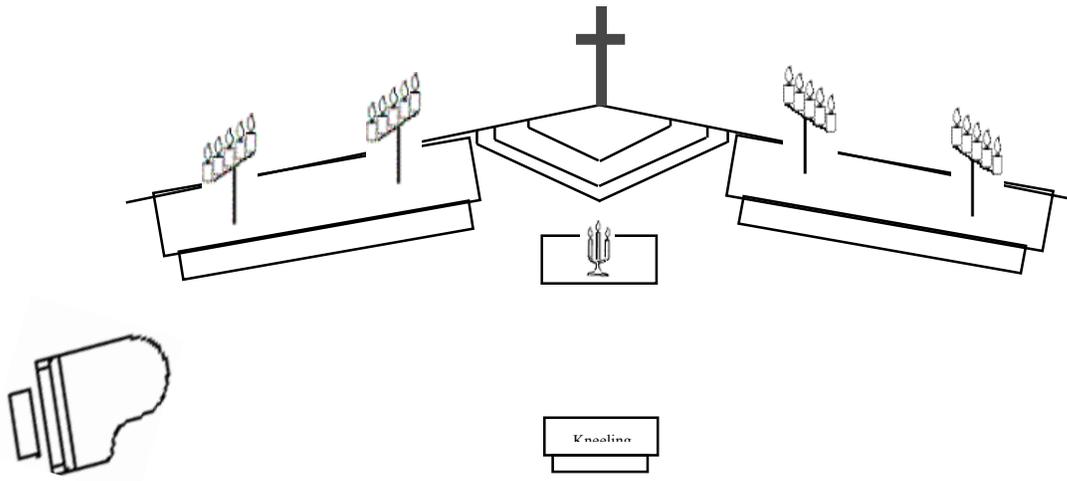
\_\_\_\_\_

**Guests Released by Ushers** music continues

(repeat Prelude Music until all guests are out of sanctuary)

Ushers names: (1) \_\_\_\_\_ (2) \_\_\_\_\_

# Floor Plan



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**PENINSULA**  
COMMUNITY CHURCH

5640 CRESSTRIDGE ROAD  
RANCHO PALOS VERDES, CA 90275  
310 377 4661  
[WWW.PCCPV.ORG](http://WWW.PCCPV.ORG)