

Coastal Community Church

101 Village Avenue, Yorktown, VA US 23693

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757.867.5683

**Wedding Packet**

Congratulations on your engagement and your upcoming marriage! We are excited for you and the opportunity to help prepare you for your future. If you desire to have a Coastal Community Church pastor officiate your ceremony and/or use the Coastal facilities for your wedding, please complete and return the attached Wedding Application. The following information will be helpful as you plan for your special day:

Premarital Counseling

- All of our pastors require that you and your future spouse complete our pre-marital counseling program. Pre-marital counseling at Coastal is designed to give you and your future spouse an understanding of God's design for marriage and a realistic picture of what marriage is like. The program consists of a minimum of 3 to 4 counseling sessions, each lasting between 60 and 90 minutes, during regular Coastal office hours (Monday -Thursday, 8:00am – 4:00pm). Your first pre-marital counseling appointment must be scheduled at least four months prior to your wedding date.
- Please list your preferred pastor on the attached Wedding Application. Pastors will be determined based on the availability of their schedule. The premarital counseling program is a ministry of Coastal Community Church and is, therefore, our gift to you.
- Before meeting, you will need to take an online assessment, Prepare Enrich. This online assessment will be used during your counseling appointments. Cost for this assessment is \$30. We will send you a link via email.

Facility Usage

- Applicants must agree to all terms and conditions listed in Coastal Community Church Building Usage, Policies and Procedures Manual.

- A Coastal pastor must perform any ceremony which takes place in our facility.
- Coastal facilities are only available for use by Coastal attendees. Availability is limited to one (1) wedding each month, except May, June, July, and August when availability opens to two (2) per month.
- Coastal Community Church will not schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, Easter, July 4, Labor Day, and Memorial Day weekends.
- Weddings will only be scheduled on Fridays and Saturdays.
- Weddings may be scheduled as late as 8:00pm on Fridays in the Worship area.
- Weddings must be finished by 5:00pm in the Worship Area on Saturdays.
- Applications for use of Coastal Community Church facilities must be made at least two months prior to the wedding date, but no more than six months in advance. Reservations will be made with the Office Manager by completing the Wedding Application. *Anything less than 60 days requires special approval.*
- Coastal will provide a Sound Technician, for an additional fee, if equipment is needed for musicians and soloist or the ability to play a soundtrack for the rehearsal or ceremony.
- Rooms that can be used for the wedding rehearsal or on the wedding day will be limited to the Worship area, the lobby, the Children's Ministry room, and the restrooms.
- No rehearsals can take place on Tuesday or Wednesday or Thursday evenings due to current Coastal schedules.
- Facilities are only available for a maximum of 2 hours for the rehearsal and 4 hours on the day of the ceremony. An additional hour may be scheduled on the day of the rehearsal for an extra fee paid to Coastal Community Church.

Auditorium

- The wedding ceremony will be performed in the Worship area.
- The stage will not be cleared of music equipment or stage design by Coastal Community Church or otherwise. No furnishings may be moved from other parts of the building. Nails, tacks, screws, pins, tape, or anything that will mar the walls or floors may not be used.
- All decorations and equipment must be removed promptly following the ceremony. Coastal staff will not load or off-load equipment or decorations to be used in the wedding.
- Coastal Community Church property must be left or returned to the condition in which it was found. Any damage to the building or additional cleaning required to return the building to a usable state will be deducted from the damage deposit.
- Because they stain, real rose petals are not permitted to be thrown inside the building; artificial petals are allowed. In addition, neither confetti nor birdseed is permitted to be thrown anywhere on church grounds. Please consult a Coastal staff member before using any related supplies.

Sound and Production

- It is your responsibility to contact an approved sound technician, and reach an agreement regarding services based on their availability. Please contact the Coastal Community Church Administrator for a list of approved Sound Technicians. There is an additional fee if a sound technician is used.
- Once you have contracted with an approved Sound Technician, Coastal will provide microphones for musicians and soloists and the ability to play a soundtrack for the event.

Facility/Wedding Coordination

- Coastal pastors are not Wedding Coordinators. It is your responsibility to provide a Facility/Wedding Coordinator for your rehearsal and ceremony, who will manage the facilities and oversee all activities. The Facility/Wedding Coordinator will direct all activities pertaining to the rehearsal and wedding ceremony.

- If at any point, the rehearsal or ceremony goes outside the bounds of these expectations, our Church Administrator has the authority to cancel the use of Coastal facilities.

Additional Instructions

- The wedding party is strongly urged not to leave wedding dresses, bridesmaid dresses, or tuxedos at the church following the rehearsal. Coastal Community Church will be in no way responsible or liable for personal items such as dresses, wraps, purses, silver, glassware, cameras, etc. brought to the church for use in the wedding.
- No smoking or alcoholic beverages are allowed in any of our church facilities.

Fee Schedule

Deposit – 50% of room rental. Fees are payable at the time reservations are made.
 Date will not be reserved until building fee is paid.

Officiating Pastor	\$300 for members, \$500 for nonmembers (separate check)
Facility Coordinator	\$300 without reception \$400 with reception
Building Usage Fee	\$500 for members, \$1000 for nonmembers
Cleaning Fee	\$175
Damage Deposit	\$500 (separate check)
Sound Technician	\$150 for members, \$250 for nonmembers (separate check)
Video Technician	\$150 for members, \$250 for nonmembers (separate check)
Computer Technician	\$150 for members, \$250 for nonmembers (separate check)
Worship Music Pastor	\$150 for members, \$250 for nonmembers (separate check) (if you choose to use a Music Pastor)

Coastal will provide a list of technicians upon request. Our Building Usage fee is due upon approval of your application. All other checks payable to Coastal Community Church and to individuals list above must be finalized one week before the event. For confirmed weddings, your security deposit will be mailed to you the week following your wedding date.

You must meet with our Director of Operations within 1 week of completion of forms.

Receptions

- CANNOT be in the Worship Center.

Should you have any questions regarding the Wedding Guidelines, please contact Sandy Gibson, Executive Assistant, 867-5683 or sandy.gibson@gocoastal.org. We look forward to receiving your application and will contact you within 1 week.

Wedding Application

General Information

Bride's Name

Groom's Name

Current Address

Current Address

City State Zip

City State Zip

Home Phone

Home Phone

Cell Phone

Cell Phone

Email

Email

Date of Birth

Date of Birth

Wedding Location: _____ Date ____/____/20__ Time ____:____am/pm

Address: _____

Rehearsal Location: _____ Date ____/____/20__ Time ____:____am/pm

Address: _____

Reception Location: _____ Date ____/____/20__ Time ____:____am/pm

Address: _____

Campus Requested

Yorktown

Gloucester

Deer Park

Facilities Requested

Worship Area

Lobby

Room Number: _____

Room Number: _____

Children's Ministry

None

Room Number: _____

Preferred Pastor – If Available

- Shaun Brown Joey Tomlinson
- David Wilson Andrew Oates
- Tito Tirado

Wedding Agreement

I have read all wedding policies and agree to comply with Coastal Community Church Wedding Policy, including facility usage, counseling requirements and payment of all fees directed by the policy.

Bride Signature: _____ Date: _____

Groom Signature: _____ Date: _____

After Wedding Information:

Address

Phone

City

State

Zip

For Office Use Only

Approved Not Approved

Reason For Decision:

Wedding Coordinator _____ Phone Number _____

ServiceMaster Scheduled: []

(Authorized Signature)

Date

Personal Questionnaire – Bride – Fill out thoroughly.

1. Are you a Christian? If so, explain your testimony. _____

2. How long have you been attending Coastal Church? _____
3. Are you a member? _____
4. Are you in a small group? If so, which group (s) do you attend?

5. Do those in your Christian community at this church approve of your relationship? If yes, please list names and contact information.

6. Are you willing to take steps given to you by a pastor? _____
7. Are you willing to study God's design for marriage and meet with a pastor for counseling? Yes No
8. How long have you known your fiancée? _____
9. How long have you been dating your fiancée? _____
10. How long is the engagement period? _____
11. Do you live together? _____ (disclaimer – if you claim to be a Christian and live with your fiancée, the pastors at Coastal Community Church will not perform your wedding until you move out)

12. Have you been married before? Yes No
If previously married, please give details, including when your divorce was final: ____

Are children involved? Yes No
If so, how many and what age? _____

With whom do they live? _____

13. Why do you want to marry this person? _____

14. Why is this the right time in your life and relationship to get married?

15. What do you expect out of marriage?

Personal Questionnaire – Groom – Fill out thoroughly.

1. Are you a Christian? If so, explain your testimony. _____

2. How long have you been attending Coastal Church? _____
3. Are you a member? _____
4. Are you in a small group? If so, which group (s) do you attend?

5. Do those in your Christian community at this church approve of your relationship? If yes, please list names and contact information.

6. Are you willing to take steps given to you by a pastor? _____
7. Are you willing to study God's design for marriage and meet with a pastor for counseling? Yes No
8. How long have you known your fiancé? _____
9. How long have you been dating your fiancé? _____
10. How long is the engagement period? _____
11. Do you live together? _____ (disclaimer – if you claim to be a Christian and live with your fiancé, the pastors at Coastal Community Church will not perform your wedding until you move out)

12. Have you been married before? Yes No
If previously married, please give details, including when your divorce was final: ____

Are children involved? Yes No
If so, how many and what age? _____

With whom do they live? _____

13. Why do you want to marry this person? _____

14. Why is this the right time in your life and relationship to get married?

15. What do you expect out of marriage?
