

CANYON CREEK CHURCH
9015 S. Gale Ridge Road
San Ramon, CA 94582
(925) 498-9800

Wedding Information Sheet
and Reservation Form



Weddings at Canyon Creek Church

Canyon Creek Church Marriage Ministry

The Purpose of the Canyon Creek Marriage Ministry is to prepare engaged couples for a lifelong marriage that brings glory to God.

We want to assist you in preparing for your wedding ceremony. It will be our privilege to officiate at your ceremony under the authority of the Presbyterian Church in America and the laws of the State of California.

We believe that God has designed the special relationship of marriage between a man and a woman. We believe that the marriage relationship is second only in importance to one's relationship with God through Jesus Christ. We believe that the marriage ceremony is a very special time of worship. We believe that God has clearly communicated to us about his plan for marriage from the Bible, the authoritative Word of God.

Wedding Procedures

1. Request a wedding application, fill it out and return it to the Administrator at the church office. She can be contacted at 925/498-9802, Tuesday-Friday 9:00 AM - 5:00 PM or email pbelzer@canyoncreekchurch.com.
2. After your application has been received at CCC, you will be contacted to set up an initial appointment with the Senior Pastor to complete the approval process. If you are using your own pastor, see item 5.
SPECIAL NOTE: The church or the couple at this point is under no obligation to proceed.
3. After the pastor and couple meet and both agree to proceed, the worship center will be reserved for your wedding with a non-refundable deposit of \$500. The church office must receive final payment of the entire wedding fee (see below) no later than three weeks prior to the wedding.
4. In most cases, couples that desire to be married at Canyon Creek Church are required to participate in the premarital counseling program offered by the officiating pastor. If an outside pastor is performing your ceremony, you are still welcome to take advantage of our counseling sessions in addition to meeting with your pastor. The counseling fee is already included in the overall wedding cost whether or not you decide to use our services.
5. If you desire a pastor of another church to perform the ceremony, a Statement of Faith letter from the guest pastor must be submitted for approval, followed by a meeting by phone or in person between our pastor and the guest pastor. The Canyon Creek Church pastor's fee is already included in the overall wedding cost whether or not you decide to use his services.
6. After the worship center, date and time have been reserved; all communications should be directed to the church administrator, wedding coordinator or the officiating pastor.

Additional Ceremony Considerations

- A minimum of two months notice, prior to the date of the ceremony, is required to allow sufficient time for the counseling sessions to be scheduled and conducted.
- Please plan on arriving already dressed for your ceremony (a brides room is available for last minute touch ups).
- As there is a good probability that weddings will occur prior to and after yours, you may arrive one hour prior to the ceremony and have access to the building for a total of 2 1/2 hours.
- Our sanctuary seats up to 400 people.

Wedding Coordinator

- Our wedding coordinator will contact you to set up a meeting with you approximately 4 – 6 weeks prior to your wedding to discuss your arrangements for set-up and facilities use. The coordinator will be in charge of the rehearsal and will assist the wedding party before and after the ceremony.

General Rules

- No rice, birdseed, seeds etc. may be used to celebrate the new couple.
- There is no smoking in any of the church buildings, including restrooms.
- No alcoholic beverages are allowed on the premises.
- While every effort will be made to prevent the loss or theft of articles belonging to the wedding party, the church cannot assume responsibility if loss or theft occurs.
- The configuration of the worship center is set and cannot be re-configured as this is the best set up for the room.
- The use of candles is not permitted. An exception may be made for unity candles using drip less, well-contained candles.
- All decorations need to be approved by our wedding coordinator.

Wedding Fee

The fee of \$1500 includes the use of the Worship Center, wedding coordinator, four pre-marital counseling sessions, sound & light technician, and the pastor:

The fee does not include the services of musicians, florists, or photographers.

If for any reason the wedding is cancelled, please notify the administrator as soon as possible. The original \$500 deposit is non-refundable.

Thank you for the interest you've shown in having your wedding ceremony at Canyon Creek Church. We look forward to hearing from you and will do our best to accommodate your requests.

CANYON CREEK CHURCH WEDDING RESERVATION APPLICATION

(Please return the completed form to the church office)

Name of Bride: _____ e-Mail: _____

Address: _____

Phone Number (home) _____ (work) _____ (cell) _____

Please indicate your relationship to Canyon Creek Church or other church as:

- Member
 - Regular Attendee
 - Family member of church member or regular attendee
- Please list name of member or regular attendee

Member of _____ (name of your Church)

No church affiliation

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Name of Groom: _____ e-Mail: _____

Address: _____

Phone Number (home) _____ (work) _____ (cell) _____

Please indicate your relationship to Canyon Creek Church or other church as:

- Member
 - Regular Attendee
 - Family member of church member or regular attendee
- Please list name of member or regular attendee

Member of _____ (name of your Church)

No church affiliation

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Requested Rehearsal Date: _____ Requested Rehearsal Time: _____

Requested Wedding Date: _____ Requested Wedding Time: _____

Requested Canyon Creek Church Pastor: _____

Guest Pastor: _____

Name

Church Name

Phone Number

e-Mail address

=====

For office use only

Application received on _____ 20__

Counseling Session 1 _____

Met with Pastor or approval date _____

Counseling Session 2 _____

Deposit received & date confirmed _____

Counseling Session 3 _____

Balance paid _____

Counseling Session 4 _____