

## **CedarCreek Wedding Care**

*CedarCreek welcomes the opportunity to provide care and counsel to help couples begin a God-honoring marriage.*

### **Value:**

-Campus Teams are responsible for ensuring their campus' couples are treated like GUESTS during the Wedding Care process.

All steps for Wedding Care are the responsibility of the Campus Pastor and/or their designee. A template will be available on CreekHelp to provide ongoing clarity on the process.

### **Step 1 – APPLICATION SUBMITTED**

-The couple submits an application online.

-Application routes to the Campus Pastor at the selected campus. If no campus is selected, the application would route to the Ministries Team Project Manager who would help route it to the campus closest to the bride as a starting point. \*

-If a couple notes a different pastor in the “Have you already talked to a CedarCreek Pastor about performing your wedding? If so, who?,” then the application still routes according to the steps above, but the CP can get context from the pastor they’ve already talked to, get alignment on whether or not a CedarCreek wedding seems likely, and determine who is best suited for the preliminary meeting with the couple. If it will not be the CP, the CP reroutes the contact to the other pastor.

### **Step 2 – PASTOR AND COUPLE MEET**

- CedarCreek Pastor meets with the couple.

### **Setting up the meeting**

-Based on the wedding date on the application, if the Pastor to whom the application is routed is unavailable for the wedding, he/she is responsible for finding another CedarCreek Pastor who is available. They should align on who is best suited for the preliminary meeting with the couple (for example, a CP may be more comfortable having the conversation about the Wedding Guidelines than another pastor).

-Within one week of the application submission, the Campus Pastor contacts the couple and lets them know which pastor is available to perform their ceremony. (If the couple is not willing to have the available pastor marry them, they will need to take their own steps to find another pastor.)

### **At the meeting**

-Within two weeks of the application submission, the pastor elected for the preliminary meeting arranges the meeting with the couple to process the CedarCreek Wedding Guidelines. This conversation will determine whether CedarCreek endorses the marriage of, and will thereby participate in the wedding of the couple.

#### **1. Get to know each other**

-Ask for more personal information than is covered on the application (things such as: occupations, children, their experience at CedarCreek, who they are connected to at CedarCreek, length of engagement, family support, living arrangements post marriage, etc.)

#### **2. Address CedarCreek Wedding Guidelines**

-Are they both believers? Ask them about their spiritual journey.

-Are they divorced? Ask about that (things such as: How long has it been? Do they have children? Will they be blending a family?, etc.).

-Are they living together? If so, for how long? Do they have any children together?

-Are they living apart, but intimate?

-Are they willing to do Pre Marriage Mentoring (or some form of prep or enrichment that the pastor determines in special cases)?

#### **3. Help them resolve issues that would prevent a CedarCreek wedding**

-If one or both are not believers, share the gospel.

-If one or both were previously married, address any lingering concerns.

-If they are living together, share God’s plan for marriage and about honoring God with their relationship. Ask if they are willing to move apart, or if they have kids together, are they willing to have you marry them in small private ceremony ASAP, and they can have their big wedding later?

- If they do live apart, will they refrain from being intimate until after the wedding?
- If they are unwilling to do Pre Marriage Mentoring, what is holding them back?

#### **4. Determination of participation:**

If NO:

(Options include, but aren't limited to)

- Participate in CedarCreek's pre marriage mentoring, assuming a mentor couple is available.
- Attend weekend services
- Get connected in a Group
- Participate in GrowthTrack
- Inform them of alternative options for finding a pastor (such as a pastor on demand at the courthouse).

*\*The Pastor should create a Care Note*

*to detail the reason for saying no and the next steps provided.*

If YES

- The Pastor commits to officiate the wedding.
- "The Pastor gives the couple a list of "Ceremony Element Options" to choose from (this document is available in CreekHelp). The couple is to highlight/choose elements and return it to the pastor after they have decided.
- The couple is required to participate in CedarCreek's pre marriage mentoring. (Details for the Pastor are included in STEP 3. Essentially, the Pastor contacts the Campus Pre Marriage Coaches. The Coaches assign trained Pre Marriage Mentoring Leaders. The Mentoring Leaders will send the couple an invitation to the SYMBIS test, which should be completed prior to beginning of the mentoring, along with information on the companion book, which they should order before their first mentoring session).

*A Pastor could approve special accommodations for mentoring including:*

- Participating in Pre Marriage Mentoring through another reputable church*
- Utilizing the SYMBIS curriculum with a Christian couple outside of CedarCreek*
- Going through the SYMBIS materials on their own with the corresponding DVD*
- Utilizing another curriculum approved by the Pastor*

The SYMBIS DVD Kit and books are available at [www.lesandleslie.com](http://www.lesandleslie.com)

The SYMBIS books only are also available at amazon.com

*\*If the couple is living together, a CedarCreek Pastor may offer to marry them within a week and then do a public ceremony at the scheduled time. They can do pre marriage mentoring after this private wedding.*

#### **5. Administrative details (if a Wedding Administrator is used, they may cover this information)**

##### **Offsite wedding**

- All offsite wedding fees and details should be negotiated by the pastor/site/family individually. CedarCreek Pastors are welcome to use onsite guidelines as reference points in these conversations (for example, a Pastor = \$250 and an Administrator = \$35 since they have fewer responsibilities than an onsite wedding; the pastor could request extra, based on the distance to the wedding location).
- If an individual is paid directly they can keep the payment. It is their responsibility to correctly report income to the IRS. Alternatively, checks can be made out to the church, in which case payment will be added to their next paycheck through payroll.

##### **Onsite wedding**

- The Pastor confirms or denies the request. If the request is confirmed, the Pastor:

1. Ensures that all facility requests are completed.
2. Communicate the fee that will be charged along with the date that they will be due (these fees are not broken down for the couple, this list is for the Pastor's reference):

Pastor: \$250

Custodian: \$100

Lighting and Sound: \$100

Administrator: \$200

Total Cost: \$650

*-No person should be asked to waive their fee. However, at their own will, any person can waive their own fee. If a pastor wishes to waive the entire fee, they may use their Personal Expense Account and/or a Campus Event Budget to cover other fees. If a fee is waived, it must be decided early in this process and noted in Planning Center.)*

*-Musicians, vocalists, videographers, photographers, etc. are welcome, but they are to be independently retained by the couple.*

### **Step 3 – PRE MARRIAGE MENTORING**

-The Pastor contacts the Campus Pre Marriage Mentoring Coaches, forwarding the couple's application, along with any other pertinent information from the initial meeting, and requesting Pre Marriage Mentoring Leaders for the couple.

-The Campus Pre Marriage Mentoring Coaches secure Pre Marriage Mentoring Leaders.

-The Pre Marriage Mentoring Leaders contact the couple, sending them the link to take the SYMBIS assessment, a link to purchase the SYMBIS materials, and an invitation to meet for the first time.

-Pre marriage mentoring ensues.

### **Step 4 – CEREMONY PLANNED**

-At least one month prior to the wedding, the Pastor (and Administrator) meets with the couple to determine the details of the wedding ceremony.

-The Pastor uses Planning Center to create the ceremony plan and communicate with other staff who are involved.

-The Administrator also posts notes in Planning Center and collects payment to CedarCreek from the couple for all pre-agreed upon CedarCreek fees (see Step 2). The payment is submitted to Accounting using an accounting envelope, including the couple's name and wedding date, circling NON-TAX EXEMPT.

-Accounting will post the amount of payment received in Planning Center.

### **Step 5 - REHEARSAL**

-The Pastor (along with any other hired staff) attends the rehearsal.

### **Step 6 - CEREMONY**

-The Pastor (along with any other hired staff) attends the wedding.

### **Step 7 - WEDDING CERTIFICATE**

-The Pastor makes a copy of the Marriage Certificate and saves it in Rock along with any other wedding details in a Care Note. Then the Pastor mails the pastor portion of the Marriage certificate to the court ASAP. (There is a fine after 30 days)

### **Step 8 – ADMINISTRATIVE FOLLOW UP**

-The Administrator creates a report through Planning Center and submits a report to Payroll of parties to be paid and the amounts.

-All CedarCreek parties who are to be paid via CedarCreek receive payment.

-Pastors record sacerdotal duties

-Pastors complete a Care Note indicating that they have married the couple.

### **Step 9 – COUPLE FOLLOW UP**

-The Pastor follows up with the couple within a month of their marriage to see how they're doing and to provide a next step.

-The Pastor follows up with the couple at their 6 month anniversary and 1 year anniversary. The type of follow up is up to the discretion of the Pastor.