

# *Wedding Policies and Procedures*

## *Colorado Christian Fellowship*

Updated March 2025



**COLORADO CHRISTIAN FELLOWSHIP**  
A Place To Call Home

## ***Please review this policy statement***

*Please adhere to the policies and procedures established in the booklet. The Colorado Christian Fellowship (CCF) wedding policies are in place to ensure that all weddings held at CCF are performed in the spirit of excellence and create lasting memories for the bride, groom, and their families. The policies also ensure the CCF facilities remain a safe environment for all who attend our church and its events and activities. These policies and procedures set forth all guidelines as to what is permitted and not permitted, as well as what services are available to wedding parties and what services are not available. Those (wedding parties) who do not adhere to the policies will be asked to move their wedding to a different venue.*

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***Updated April 2025***

# STATEMENT OF FAITH

## What We Believe

The Bible is God's bold and loving message to the world. We believe it is the instruction manual for all of life and reveals the lives of real people and the heart and character of a real and loving God. **Specifically, we believe:**

**1)** The Bible reflects the story God wanted to tell about his relationship with the world. It is "inspired" by him. The truths presented in the Bible are the supreme authority over all things in life.

**2)** God eternally exists in three persons who are equal in divine perfection. They have different roles, but they work in harmony as one. God the Father is a personal Spirit who is perfect in holiness, wisdom, power and love. He hears and answers prayers and welcomes all those who come to him in the name of his son. Jesus Christ is the Father's son and we believe that his death on the cross, his resurrection, and his return to heaven allow those who believe in him to experience eternal life with him. The third person of the Godhead is the Holy Spirit, whose role is to show the world where it has fallen short of God's right way of living and to teach those who believe in Jesus how to live.

**3)** Everyone, by nature, has fallen short of God's right way of living. We have not followed God's right way of living and therefore sinned, or committed wrong actions. Sin separates people from God. But the good news is that God reached out to us to end that separation. He invites all people to come home to him! To fix the sin problem, God sent his son, Jesus. His son paved the way for a relationship with God by dying for all people on a cross and rising to life again. To receive this gift



of relationship, every person must believe that Jesus died for them, confess their wrong actions and ask Jesus to live in them.

**4)** There is a universal church, a living spiritual body which Jesus cares for and oversees. In this universal church, everyone has received, by faith, the gift of a relationship with God. They have “come home” to the Father and will experience the abundant life he has planned for them. The local church, which is a group of believers who have a relationship with God, is a local representation of that larger universal church.

**5)** Baptism is a physical demonstration of a person identifying with the death, burial, and resurrection of Jesus Christ. When a person, by faith, identifies with what Jesus did, faith is the means by which that person experiences a vibrant relationship with God.

**6)** Jesus commanded his followers to remember his death by hosting a special meal called communion, also known as the Lord’s Supper. Colorado Christian Fellowship hosts communion once a month so as to commemorate what Jesus did for the entire world.

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to

each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; Romans 1:18-27)

We believe that in order to preserve the function and integrity of Colorado Christian Fellowship (CCF) as the local Body of Christ, and to provide a biblical role model to CCF members and the community, it is imperative that all persons employed by CCF in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; 1 John 1:8-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of CCF.

## **WEDDINGS AT COLORADO CHRISTIAN FELLOWSHIP**

We at Colorado Christian Fellowship (CCF) believe that your wedding begins the first day of a new and wonderful journey in Christ.

It is our goal at CCF to assist you in making this experience one you will cherish forever. In the spirit of excellence, this wedding policy booklet represents the policies and guidelines for all weddings approved and performed at CCF.

It also sets forth the guidelines for use of our facility and will assist you in achieving your wedding goals. It is our hope that the majority of your questions and concerns surrounding your wedding will be addressed in this booklet.

Any questions about our wedding policy may be addressed to Congregational Care at 303.368.7105, Ext.224.

## **PRE-MARITAL REQUIREMENTS**

The following are requirements couples must meet to be married at Colorado Christian Fellowship and have the use and benefits of the church facility.

1. Both individuals must have accepted Jesus Christ as their personal Lord and Savior and one of the individuals must be a member of CCF.
  - A member is one who has accepted Christ as their personal Lord and Savior, and has completed the *CCF Membership Process*.
2. The couple *must* attend CCF's Pre-marital Counseling program.
  - Pre-marital classes are once a week for ten (12) weeks. All pre-

marital counseling classes must be completed no later than 30 days prior to the wedding. Contact Christian Vocational Training School (CVTS) for more information about pre-marital classes.

- If pre-marital counseling is not conducted by CCF, the alternative source of counseling must be approved by Congregational Care, if the wedding is being conducted at CCF, or by a CCF minister.

3. Couples living together must separate until they are wed.
4. Couples must vow to abstain from sexual contact until they are wed.
5. The ceremony may be performed by *an ordained CCF minister* of the couple's choice or an approved minister. If not, any other minister outside of CCF must be approved by the Congregational Care Coordinator.
6. Upon meeting the above requirements, the couple will then meet with the minister performing the ceremony, three weeks prior to the wedding date to discuss any concerns, i.e., other courses of action (if required), vows, rehearsal(s), and other wedding needs and desires.
7. Please be advised, if at any time during the pre-marital process, the Cornerstone Marriage Instructor, pre-marital counselor, or the officiate, makes the determination that the couple is not ready to be married, the ceremony will not be held at CCF.
8. Please practice the wedding format prior to the rehearsal. Visualize how you, your brides' maids, groomsmen, and the entire wedding party will process into the ceremony. Discuss and plan where everyone will stand, etc. Ask Father God to show you the flow, the program, and his plans for you and your spouse.

## **PREPARING FOR YOUR WEDDING**

To begin making preparations for your wedding, please contact Congregational Care for an appointment. At the initial meeting, available dates and times for your ceremony will be discussed, along with the scheduling of your pre-marital class.

Reservations for your wedding and rehearsal dates are not entered permanently on the church calendar until the bride and groom have met with the Congregational Care Coordinator and completed the Cornerstone Marriage class.

No weddings will be performed at CCF on Sundays or recognized church holidays such as New Year's Eve, New Year's Day, MLK Day, Resurrection Sunday, Memorial Day weekend, Juneteenth, July Fourth, Labor Day Weekend, Thanksgiving Weekend, Christmas Eve, and Christmas Day.

CCF can accommodate a cake and punch reception catered by the wedding party. Clean up is the responsibility of the wedding clean-up crew. CCF cannot accommodate rehearsal dinners, other receptions, wedding showers, parties, etc. Please make other arrangements for these events.

## **OFFICIATING MINISTER**

We consider a marriage ceremony as a service of worship. Only a person approved by CCF can perform the wedding ceremony unless otherwise approved by Congregational Care.

## **PRE-MARITAL COUNSELING**

Pre-marital counseling is a requirement for marriage at CCF. A certifi-

cate of completion will be presented to each participant upon completion of the class.

It is important for the couple to start pre-marital counseling as soon as possible as classes become available. ***Please do not put this off until the last minute!*** Failure to comply will result in the wedding being delayed or canceled.

## **CONGREGATIONAL CARE RESPONSIBILITIES**

A meeting with Congregational Care will be scheduled for the couple to review wedding procedures at Colorado Christian Fellowship. Congregational Care is responsible for the oversight of all wedding procedures and activities at CCF, but *not* responsible for the coordination of the wedding.

Therefore, the couple will need to employ the services of an outside wedding coordinator. The outside coordinator must also meet with Congregational Care regarding church policies, logistics, and times of arrival and departure for bridal parties and supplies.

Congregational Care will prepare a detailed Request Form stating the requirements for the event. This form must be returned to Congregational Care 4 weeks prior to the wedding and approved by the Director of Ministry Services. Therefore, you must get all details of your event in on time for preparation and submission of the CCF Services Request Form. If the form is not submitted according to these guidelines, your ceremony may be delayed or you may have to change your date.

The program of the ceremony must be approved by Congregational Care. This script will be used by the officiating Minister, sound tech,



and your wedding coordinator for the rehearsal and wedding ceremony.

Congregational Care is responsible for coordinating the arrival of all suppliers with the Lead Custodian.

Congregational Care will be available at the rehearsal and will be onsite 2 hours prior to the wedding ceremony, and will remain on duty until the bride leaves the facility.

## **WEDDING FEES**

- Colorado Christian Fellowship **does not charge** members for use of the facility.
- Fees for the services of the minister, vocalist and/or any other person involved in the planning or participation of the ceremony are the sole responsibility of the bride and groom. *A donation for the officiating minister is a matter of prayer for the groom and bride.*

## **THE WEDDING DAY**

Weddings are performed at 11 a.m., 12 p.m., or 1 p.m. on Saturdays. Times will be determined on an individual basis. All services must end and the premises must be vacated by **2 p.m.**

The bride and her wedding party may wish to dress at the church, thus arrangements must be made with Congregational Care to have a room available for the wedding party's use.

Normally, the groom and his attendants dress at home. However, if they also wish to dress at the church, arrangements must be made with Congregational Care to have a room available for the wedding party's

use. The groom and his attendants must arrive 1 hour before the ceremony.

**Please note:** If the bride and/or photographer choose to take pictures of the wedding party in the sanctuary before the service, please confirm with Congregational Care for a time allotment (see page 11).

CCF is not responsible for lost, damaged, or stolen items. The bride, groom, attendants, and or clean up crew, assume all responsibility for personal property or articles left in the bride's room and/or groom's room.

## **THE REHEARSAL**

The rehearsal is scheduled at Colorado Christian Fellowship for a maximum of 1 1/2 hours. The wedding party should arrive at least 15 minutes prior to the rehearsal's scheduled time. The rehearsal will begin promptly at the designated time, even if all members of the wedding party *are not* present. It is the responsibility of the Bride and Groom to inform all participants of this requirement.

All participants, including dancers, musicians, vocalists, must also attend the rehearsal. ***See CCF Media Protocol for Events for acceptable forms of media.***

## **DECORATING FOR THE CEREMONY AND CLEAN UP**

The sanctuary will be available for decorating on the rehearsal day before the wedding, from 3 to 5 p.m. All decorations must be approved by Congregational Care prior to decorating. Glitter, confetti, sparkles, etc., are not permitted.

Church equipment and décor must not be disturbed or removed without the prior approval of Congregational Care.

Candelabras are permitted, using only dripless candles. Care must be taken to avoid wax on the floor. Aisle markers and bows are permitted without the use of tape, tacks or nails. The use of safety pins is permissible to support pew décor. Aisle candles are not permitted. Only silk petals may be thrown inside the sanctuary. No décor may be placed on any instruments or equipment on the platform.

At the conclusion of the ceremony, the wedding party bears total responsibility for removal of all decorations used for the ceremony. The spaces used must be restored to their original condition. This includes the removal of all ceremonial favors and any debris.

**CCF MEDIA PROTOCOL FOR EVENTS (*Acceptable Forms of Media*):** All materials you plan to submit to the Media Arts Department for use during the service must be reviewed and approved by Congregational Care.

## **VIDEO**

**Format:** MP4, .mov, MPEG-4 (Codecs-H264, H265)

**Delivery methods:** Uploaded to the provided link Dropbox Folder, client provided downloadable video link, USB drive/stick delivered to CCF at least a day in advance (*absolutely no later than 1 hour before event begins*). **No DVDs.**

## **GRAPHICS**

**Format:** JPEG, PNG, TIFF, HEIC (no PDF unless at least a day in advance)

**Graphics Size:** 1280x720. (Please note if graphics are desired on stage LED screen in the CCF Sanctuary, required size is 1152x480)

**Delivery method:** Uploaded to provided linked Dropbox Folder, client provided downloadable video link, emailed to ccfmedia777@gmail.com , or a USB drive/stick delivered to CCF at least a day in advance (*absolutely no later than 1 hour before event begins*).

**POWERPOINT** presentations must be uploaded to Dropbox, or emailed at least a day prior to the event to ensure correct formatting and allow for corrections.

## **AUDIO**

**FORMAT:** MP3, .WAV, AAC, M4A (MP3 preferred)

**DELIVERY METHOD:** Uploaded to provided linked Dropbox Folder, client provided downloadable audio link, USB drive/stick, Spotify playlist and/or YouTube links (*No licensed YouTube Music*) with specified versions and specified lengths with fade in/fade out cues/instructions, delivered to CCF or emailed to ccfmedia777@gmail.com , at least a day in advance (*absolutely*

*no later than 1 hour before event begins*). No CDs, licensed YouTube Music, or Apple Music files. Client provided devices, on the day of the event such as phones or other players, will not be accommodated.

All media elements must be formatted, modified, and adjusted to match our video output and audio environment and need to be obtained in advance for best results.

- Please confirm that the final program for the event and desired media cues match.
- NO DVDs or CDs. Delivery of DVDs or CDs on the day of the event will not be accommodated.
- Streaming event requests must be communicated well ahead of time. A Stream URL and Stream Key must be provided.

### **FOR SPEAKERS, PRESENTERS AND LIVE MUSICIANS :**

**MICROPHONES:** Two wireless handheld microphones will be provided for the main speaker, and an additional microphone for a vocalist or additional guest speakers. Additional microphones for speakers, vocalists, or instrumentalists must be requested at least a day in advance, and emailed to [rhetherington@ccfword.org](mailto:rhetherington@ccfword.org). Requests for an ear set/head worn microphone (Countrymen E6) must be made at least a day in advance.

This person must be onsite at least an hour prior to the start of the event, to be fitted with the microphone.

**INSTRUMENTS:** One 88 key keyboard will be provided for the event (Yamaha P-115). A Yamaha ES8 is available upon request; musician must arrive at least an hour prior to event to locate and test the desired sound patch. All other instrumentalists , or requests for additional stage patching must be communicated prior to the event. Patching and setting up instruments within the 30 minute time frame before the event begins will not be accommodated.

**BACKING TRACKS/MUSIC:** Please see protocol above for sharing and exchanging media. All necessary details concerning backing tracks, cues, fades, and other specifics for vocalists and speakers must be discussed by email, prior to the event.

Rhetherington@ccfword.org

## **UPLOADING MEDIA**

[ccfyourhome.org/specialevents](http://ccfyourhome.org/specialevents)

[ccfyourhome.org/wedding](http://ccfyourhome.org/wedding)

[ccfyourhome.org/funeral](http://ccfyourhome.org/funeral)

## **SPECIAL EVENTS**

**WEDDINGS**

**FUNERALS**



If you would like the service live-streamed, please consult with Congregational Care/Congregational Care Coordinator during the planning process.

## **FLORIST POLICY**

- The church hours at Colorado Christian Fellowship on Saturdays are from 8 a.m. to 3 p.m.
- Florists are required to pick up their equipment immediately after the wedding or up to two (2) hours after the scheduled start time of the wedding.
- Equipment *must be* picked up on the wedding day.
- CCF is not responsible for lost, damaged, or stolen items. In the event of lost, damaged, or stolen items, the responsibility rests with the contractual parties.

*Thank you for your help in removing all equipment as soon as possible.*

## **VIDEOGRAPHER POLICY**

- The Videographer must check in with Congregational Care to ensure proper positioning for camera set-up during the ceremony at Colorado Christian Fellowship.
- An unmanned stationary video camera on a tripod may be positioned on the platform area.
- All equipment must be ready and in place no less than 30 minutes prior to the wedding.

- *All equipment must be removed within one (1) hours of the start of the ceremony.*
- The videographer is responsible for providing all required lighting extension cords and electrical connectors. All wiring must be kept out of the aisles at all times in the areas designated for the ceremony.

## **PHOTOGRAPHER POLICY**

- The photographer must check in with the Congregational Care Department to ensure proper positioning for camera set-up during the ceremony at Colorado Christian Fellowship.
- Pictures may be taken from the aisle when the processional begins.
- During the ceremony, pictures may be taken from a location onstage or on the steps around stage with available lighting.
- Pictures are permissible during the recessional.
- Should the bride request pictures in the sanctuary before the ceremony, all photographic equipment must be removed no later than 45 minutes before the ceremony is scheduled to begin.
- All photography must be completed no more than one (1) hour after the ceremony is completed.

## **MISCELLANEOUS RULES**

- Colorado Christian Fellowship's church facility will be made available for wedding preparations two hours (2) prior to the scheduled start time for the wedding.

- *No food or beverages are permitted in the sanctuary or foyer. Only bottled water is permitted.*
- **Cake receptions are permitted following the wedding ceremony.** CCF does not accommodate rehearsal dinners, wedding showers, parties, etc. Please make other arrangements for these events.
- Absolutely no alcoholic beverages or smoking will be allowed in or around the facility.
- **Only one (1) wedding per day will be scheduled.**

- No one is allowed to throw rice, confetti or bird seed on the CCF campus. Bubbles are also not allowed inside the church, but may be used in the parking lot.
- The wedding party assumes *total* responsibility for damages to the building and/or property that may occur from the wedding.

## **MARRIAGE LICENSE INFORMATION**

A marriage license may be issued and used in any county in the State of Colorado. However, the license must be used within 30 days from the date of issue.

**Age Requirements:** The legal age to marry without parental consent, in Colorado, is 18 years of age. Individuals 16 and 17 years of age require consent from both parents. If one parent is the sole custodian of the minor, a divorce decree stating custody rights or a death certificate must be presented at the time of applying for the license. If one or both of the parents cannot appear at the time of application for the license, an absentee application may be completed and notarized ahead of time. This is to be presented when the marriage license is issued. If these do not apply, judicial approval is then required.

**Identification:** Acceptable forms for proof of age are: driver's license, passport, visa, birth certificate, military ID or state-issued ID card.

**Social Security Number:** A Social Security Number must be provided when applying for a license. If either party does not have a Social Security Number, they must sign an affidavit when applying for the license.

**Application Form:** Both male and female applicants must appear in person to complete and sign the marriage application. The license expires at the end of the 30-day period immediately following the date that the license was issued. If one party cannot appear due to illness, is

out of state, or is incarcerated, he or she must obtain an absentee application from the Clerk and Recorder's office.

The party applying must bring the absentee application along with identification for the absent party. Applicants need not be residents of Colorado. *Absentee applications must be notarized.*

**Previous Marriages:** If either party has finalized a divorce within 30 days of applying for the marriage license, the final decree must be produced. This decree must be signed by the judge or court referee. If the divorce has been final more than 30 days, divorce information must be given regarding date of divorce, place of divorce, and court in which the divorce was finalized.

## **COUNTY CLERK LIST**

### **Arapahoe County Clerk**

Arapahoe County Government  
Administration Building  
5334 S. Prince Street, Littleton, CO 80120  
303.795.4520

### **ARAPAHOEGOV.COM/CLERK&RECORDER**

Marriage licenses are \$30 cash only inside of 30 days of divorce or death-certificates must be presented.

### **Arapahoe County Clerk**

1654 S. Lima, Centennial, CO  
Phone: 303-795-4500

### **Clerk & Recorder Aurora Branch**

Clerk Center Market  
490 S. Chambers Road, Aurora, CO 80017  
Phone: 303-795-4200, Fax: 303-636-1331, TTY: 711



**Denver County Clerk**

1437 Bannock, Room 200, Denver, CO 80202

303.640.2628

It is Colorado Christian Fellowship’s desire to work with you to the best of our ability as you plan for your special day.

These outlined policies have been developed over time, and we believe that they will aid you tremendously in coordinating a beautiful wedding ceremony where everything will run smoothly.

**WEDDING REQUEST FORM**

**Today’s Date:** \_\_\_\_\_

To help you with the first step in planning your wedding at Colorado Christian Fellowship, please call:

Congregational Care at 303.368.7105

*or*

Please complete the Wedding Request Form, tear it out and return to Colorado Christian Fellowship c/o Congregational Care. You will be contacted to schedule your initial meeting.

**PLEASE PRINT**

Bride’s Name \_\_\_\_\_

Member (Yes) (No)

Phone Number \_\_\_\_\_

Groom's Name \_\_\_\_\_

Member (Yes) (No)

Phone Number \_\_\_\_\_

Wedding Date \_\_\_\_\_

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