

NORTH WAY WEDDINGS



We are pleased that you have chosen North Way Christian Community for this very special day in your lives as you unite in marriage. As a church, we highly regard Biblical marriage and commit significant time and resources to help you prepare for this most important relationship.

We have found that when we partner with couples and equip them in advance for their wedding, we can improve their success as a couple after the ceremony. You will work closely with your Pastor, a professional Marriage Coach and a Wedding Coordinator. They will each help you personally prior to this important step in your life.

Your wedding ceremony is a spiritual celebration where you will publicly seek God's blessing on your union. The meaning of your wedding will be deepened and strengthened by the preparation you have made, your growing love, and the reverence and sincerity of your ceremony. With this in mind, we as a church body want to partner with you to prepare you for God's best.

Step 1

Wedding Information Form

Complete the Wedding Information Form. Once completed, the Community Care Coordinator will review your information and begin to process your request. You will be notified when a pastor has confirmed availability on your chosen date.

Step 2

Wedding Date Confirmation, Deposit and Hold Harmless Agreement

A \$100 deposit is due within 30 days of confirmation of your wedding date in order to hold your reservation. This will be fully refundable up to 30 days prior to your wedding date. Please send check (made payable to North Way Christian Community) along with your Hold Harmless Agreement to the attention of the Wedding Administrator.

The remainder of your wedding fee (\$300) is due 30 days prior to the wedding date and may also be sent to the Wedding Administrator.

northway.org/weddings

Step 3 Pre-Marital Videos and Questionnaires

Visit northway.org/weddings to gain access to the pre-marital videos.

The pre-marital videos includes a Biblical perspective of relationships in general with an emphasis on God's plan for marriage. They will give you an overview of the pre-marital process at North Way. You will then complete an accompanying short assessment together to gather general information, history and expectations.

Final Steps

Meet with Professional Marriage Counselor

After completing Step 3 (pre-marital videos and questionnaires), contact the North Way Counseling Center (724.935.0680) to schedule your first of three sessions. Completion of this process is required for all couples being married by a North Way Pastor, whether the ceremony is at North Way or elsewhere.

- The cost of these sessions is included in your wedding fee.
- First Appointment (60 minutes): Complete a comprehensive personal assessment of the most common marriage challenges.
- Second Appointment (90 minutes): The Marriage Coach shares the personal marriage challenges that you, as a couple, may face. This would be derived from the first discussion/assessment of the answers to the questions you completed. Together you will discuss how it may affect your relationship and impact your future marriage.
- Third Appointment (90 minutes): The Marriage Coach will wrap up any unfinished issue(s) from the assessment, provide a written "Marriage Success Plan" with recommendations for you to pursue to ensure greater success in your marriage. You will also receive a voucher for one follow-up session (60 minutes) at no cost.

Meet with the Officiating Pastor

Once you have completed the pre-marital videos and questionnaires, contact the officiating pastor. Sessions include:

- Review the "Marriage Success Plan" and talk through the spiritual aspects of marriage
- Customize the wedding ceremony to the particular style and feel desired for your special day

Meet with the Wedding Coordinator

Call the appropriate person below to discuss details, including ceremony specifics, decorations and production needs.

For Wexford and Sewickley Valley members or regular attenders, contact Karen Rose (724.935.6800 x2364 or karenr@northway.org).

For Oakland, East End or Dormont members or regular attenders, contact Christina Shaffer (412.725.3102 or christinaspyn@yahoo.com).

GENERAL INFORMATION

BUILDING USE FOR WEDDING _____

Fee: \$400

Use of buildings for the wedding ceremony include:

- Counseling Center pre-marital coaching sessions
- Bride and groom preparation rooms
- Wedding coordinator
- Sound technician
- Cleaning/maintenance before and after wedding
- Set-up/breakdown of the room for ceremony
- Communion, if desired
- Rehearsal of ceremony
- For smaller gatherings (fewer than 50 people), contact the Wedding Administrator for an alternate pricing structure.
- Honorarium for the Pastor is not included in the fee.

Note: Bridal parties are welcome to use the building no more than 2 hours before the wedding and 1 hour after the wedding.

Building Use Restrictons:

- No alcoholic beverages or drugs/illegal substances are to be used in the building or on church property.
- There is no smoking in the building.
- Rice, confetti, etc., is prohibited inside and outside the buildings.

Days/Times:

Wexford Campus (Upper Atrium or South Venue)

- Friday evening rehearsals (Memorial Day — Labor Day) must conclude by 6pm, otherwise consider a Thursday rehearsal. All other days, rehearsals cannot begin until 5:30pm.
- Friday evening weddings cannot be scheduled Memorial Day — Labor Day. All other days, they can occur in the Upper Atrium, S. Venue or Sanctuary between 5 and 9pm.
- Saturday weddings can occur in the Upper Atrium or South Venue between 10am and 3pm.
- The Wexford Campus Upper Atrium can accommodate up to 150 guests. Adjacent dressing rooms for bride/groom preparation are nearby.
- The Wexford Campus South Venue can accommodate up to 250 guests. Dressing rooms for the bride/groom are nearby.
- The Wexford Sanctuary can be considered for more than 250 guests depending on the time of the wedding ceremony. Dressing rooms for the bride/groom are nearby.

Oakland and Dormont Campuses

- Friday evening rehearsals cannot begin until 5:30pm.
- Wedding times can be scheduled for Friday evenings between 5:30 and 9pm and Saturdays from 10am to 3pm.
- The Oakland Sanctuary can accommodate up to 460 guests. There are nearby dressing rooms for the bride and groom.
- The Dormont Sanctuary can accommodate up to 250 guests. There are nearby dressing rooms for the bride and groom. The Dormont campus does not have air conditioning.

BUILDING USE FOR RECEPTION _____

Fee: Reception: \$100/2 hours, \$200/4 hours

Use of buildings for the reception include:

- Tables and chairs
- Cleaning and maintenance before/after reception
- Set-up/breakdown of the room for reception

Please note:

- *You must have a caterer who will prepare the food offsite, set up and clean up. Our kitchens are not approved for food preparation. Please contact the Wedding Administrator for details.*
- *The building must be vacated no later than 1 hour after the reception.*

Days/Times:

Wexford Campus

- Due to the 5pm, Saturday evening worship service, all receptions must conclude by 4:30pm.

Oakland and Dormont Campuses

- For receptions in the Oakland Lobby, contact the Wedding Administrator.
- For receptions in the Dormont Cafe, contact the Wedding Administrator.

GENERAL INFORMATION

OFFICIATING PASTOR _____

- ✦ Honorarium for the Pastor is not included in the fee.
- ✦ Your first requested pastor will do everything they can to accommodate you but their schedule is limited and your wedding date and time will be a factor in the final decision.
- ✦ For destination weddings (more than 2 hours away) it is a North Way Pastoral Policy to ask the couple to pick up the cost of accommodations and any necessary travel (including airfare) so that the Pastor can officiate and have their wife present (when possible). We are sorry but we cannot accommodate an out-of-town wedding outside of those guidelines.
- ✦ With the consent from a North Way Pastor, a Pastor from another church can participate in the service. Please call the Wedding Administrator for details.

MUSIC _____

Vocalists or instrumentalists are the couple's responsibility to secure and pay. You are welcome to contact the Wedding Coordinator for a list of North Way's talented musicians available for weddings.

FLOWERS AND DECORATIONS _____

The bride and groom are to supply all the flowers and decorations for the wedding. It is their responsibility to secure a florist and to supply all that is needed for wedding decorations. *Please note you are welcome to decorate no more than 2 hours before the wedding/reception. Please contact your Wedding Coordinator for additional instructions.*

Please inform the florist and decorator not to use any nails, tacks or tape anywhere in the church.

Please make specific arrangements to ensure the removal of all decorations (aisle runner, pew bows, special equipment, etc.) immediately after the wedding. The church cannot be responsible for anything lost or left unattended. *The building must be vacated no later than 1 hour after the reception.*

MARRIAGE LICENSE _____

The marriage license should be given to the Officiating Pastor the evening of the rehearsal. The church will handle sending the marriage license to the government office and mailing a copy back to you.

Both the bride and groom must apply for their marriage license in person in the county in which they reside:

Allegheny County Marriage Bureau
City/County Building
414 Grant Street
Pittsburgh, PA 15222

Butler County Marriage Bureau
Court House
290 Main Street
Butler, PA 16001

Washington County Courthouse
1 South Main Street
Washington, PA 15301

There is a waiting period while the records go to Harrisburg and then return to Pittsburgh. The clerk at the County Marriage Bureau will tell you when your marriage license will be available. The marriage license expires within 60 days.

CONTACTS _____

Kathy Bain, Wedding Administrator
724-935-6800 X2300 | kathyb@northway.org

Karen Rose, Wedding Coordinator
(Wexford & Sewickley Valley)
724-935-6800 X 2364 | karenr@northway.org

Christina Shaffer, Wedding Coordinator
(Oakland, East End and Dormont)
christinaspyn@yahoo.com

North Way Counseling Services
724.935.0680 | counseling@northway.org