

wedding

INFORMATION



WESTWOOD
COMMUNITY CHURCH



wedding INFORMATION

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Welcome,

Thank you for choosing Westwood Community Church as part of your celebration. Our staff knows this day is very important to you and we will strive to serve you with excellence.

This booklet is designed to help make your wedding plans efficient and thorough. You may feel overwhelmed at times, but your wedding coordinator is there to assist you along the way.

Well, you're off and running...



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Preparation

Westwood Community Church seeks to represent Jesus Christ and invite His blessing within the lives of those they marry.



The following criteria are considered prior to a pastor agreeing to reside over a wedding ceremony:

Premarital Preparation: Couples will be expected to complete a minimum of 4–6 hours of premarital preparation offered through Westwood or an equivalent premarital process in addition to pre-marital counseling with a licensed family/marriage counselor.

Spiritual Unity: Couples will be asked to consider the importance of personal faith in Jesus Christ as the surest spiritual foundation for a life-long marriage.

Moral Purity: We affirm the biblical teaching on sexual purity in all relationships. We ask that couples abstain from sexual intimacy prior to being married. Also, we ask that unmarried couples living together consider separating until they are married.

Biblical Grounds for Remarriage: Those who have been divorced, will be asked to share the circumstances of their previous divorce(s). Efforts toward reconciliation and the implications of any previous marriage(s) upon the current relationship will be discussed. Your pastor will provide information regarding Westwood's position on divorce and remarriage.

We understand that complex variables must be weighed in making such decisions and we invite open dialogue with you regarding your personal circumstances.



Meeting with the Pastor

Couples are asked to attend an Engaged Couples workshop or course which is offered twice annually or an equivalent course that covers areas of communication and conflict resolution, as well as discussion of spiritual and marital intimacy. Couples will be encouraged to deepen their dependence upon Jesus Christ as the foundation for their personal life and couple relationship.

It is also Westwood's position that the couple obtain pre-marital counseling by a licensed family/marriage counselor who utilizes a pre-marriage relationship inventory such as Prepare or Focus.

After completing an engaged couples course and pre-marital counseling, couples will meet with the pastor. Once the pastor has agreed to the marriage, the next step is for the couple to meet with the wedding coordinator to complete the planning of the wedding ceremony.

Marriage License

The state of Minnesota provides a \$50.00 reduction in the marriage license fee to couples who complete a minimum of 12 hours of premarital education. This may be a combination of premarital sessions, mentoring with a couple or attending a marriage seminar or class. Information on additional marriage education may be requested from your pastor in order to fulfill the 12 hours.





Wedding Administrator

Premarital Process

The Wedding Administrator is your primary point person for general information and will assist you through the completion of the premarital process. This is the person that will confirm availability of the selected wedding date and officiating pastor and coordinate the premarital sessions.

The Wedding Administrator will set a time to meet with you to tour the facility, go over facility use policies and answer any of your questions.

Wedding Coordinator

Ceremony Preparation

When the premarital sessions have been completed, an assigned Wedding Coordinator will contact you to work with you in preparation for your wedding ceremony. The Wedding Coordinator is your liaison with Wedding Administrator, and the Pastor. Meetings will take place based on necessity.

The Wedding Coordinator will forward the final details of the ceremony on to the appropriate people.

The Wedding Coordinator will coordinate the wedding rehearsal and provide instruction to the family, ushers, wedding party, hosts, greeters, guestbook attendant and personal attendants.

The Wedding Coordinator's main role during the wedding day is to guide the wedding party and to direct the day's schedule. The honorariums are to be given to the Wedding Coordinator to distribute to the appropriate participants.



Scheduled Times

Fridays: Worship Center
Wedding - 7:00 pm
Rehearsal - Thursday, 5:30 pm

Saturdays: Worship Center
Wedding - 11:00 am or 4:00 pm
Rehearsal - Friday 5:30 pm

Facilities & Services Fees

Worship Center Package

Worship Center (seats 900)
2 Changing Rooms
5 Hours (3 pre, 1 hr. ceremony, 1 post)
Fee: \$400.00 Westwood Attenders
\$800.00 Non-Attenders

Terrace Package

East or West Terrace
(56 outdoor chairs available)
2 Changing Rooms
5 Hours (3 pre, 1 hr. ceremony, 1 post)
Fee: \$150.00 Westwood Attenders
\$200.00 Non-Attenders

Honorariums

Officiating Pastor	200.00
Wedding Coordinator	150.00
Sound Technician	100.00
(Ceremony only)	
Second Sound Technician	
for DVD or PowerPoint	75.00
Wedding Reception Coordinator	100.00

Sound Technician for rehearsal or reception is an additional \$50.00 per hour

Reception Package 12:00-3:00 PM

Available after 11:00 AM Saturday Weddings
Room 102 (seats 160 @ round tables)
Use of lower level kitchen only for unpacking.
Standard set-up is buffet style with self contained caterer.
Bridal Party is responsible for contract with caterer.
7 Hours (4 hours set-up, 3 hours for Reception)
Fee: \$300.00 Westwood Attenders
\$375.00 Non-Attenders

Fees are due 30 days prior to wedding



In order to create a positive environment for your wedding, please respect the following guidelines:

General Facility Information

- Alcoholic beverages, illegal drugs or guns are not permitted anywhere in the facility.
- Groups must provide adequate supervision for their activity., including necessary child care.
- Smoking is permitted outside the facility.
- Use of the campus is restricted to those areas as defined in the Facility Use Agreement form.
- Signs, banners, flags, streamers, etc. that are attached or hung from any wall, post or beam within or outside the property requires prior approval of the Wedding Coordinator.
- Westwood is not responsible for any personal property or valuables left on the premises before, during or after the use of our campus. Any property left on the premise after a period of thirty (30) days, will be deemed abandoned and shall become the property of Westwood.
- The wedding party is expected to leave the rooms in the same condition as found.
- Equipment may be brought in for use on the campus only after being approved in advance by the Facility Manager.
- Equipment owned by Westwood is not to be removed from the premises.
- Westwood is not legally responsible for the misconduct of participants at an event not sponsored by Westwood. Any group will be responsible for all liability arising from that event.

Wedding Information

- Wedding facility fees are based on a 5 hour maximum room usage.
- An hourly fee for the use of the facility is applied to each additional hour, contingent upon availability & approval.
- Wedding start times are Friday at 7:00 PM and Saturday at 11:00 am or 4:00 pm.
- Scheduling of wedding rehearsals is determined by space and pastor availability.
- Honoraria for musicians, pastor, sound technician & wedding coordinator are separate from the facility usage fees.
- Bubbles may be used to welcome the couple after the ceremony. The use of rice and birdseed is not permitted.
- All decorations must be freestanding & the use of banners, flags or streamers must be approved by the Wedding Coordinator.
- Groups wishing to use the facility around holiday seasons are not permitted to remove or alter decorations.
- A list of equipment and decorations to use is available upon request.
- All equipment and decorations used must be returned in the same condition. Any damage or loss will be charged to the wedding party based on current replacement cost.
- A specific area will be designated for delivery and un-boxing of the flowers. Floral preparation on-site is not permitted.
- All flowers must be removed from the worship center after the ceremony.



Hosting a Wedding Reception

Westwood can accommodate a wedding reception after the 11:00 AM weddings. Catered wedding receptions may be hosted in Room 102 in the lower level for a maximum of 168 people, with limited use of the lower level kitchen. A separate reservation needs to be made through the Wedding Administrator. Westwood will provide you with a Wedding Reception Coordinator who will help you with design the room set-up, provide direction and assistance to the caterer and oversee your reception as needed.

Because Room 102 is designated for student activity, furniture or wall hangings cannot be removed. Be aware that the amount of furniture present can change at any given time and will determine the final number of tables that can fit into the room. Requests for decorating Room 102 must be approved by the Wedding Administrator.

Arrangements for catering are the responsibility of the wedding couple. It is required that the catering service be fully self-contained, not requiring the use of the main level kitchen. Standard set-up is buffet style in the hall outside Room 102. The lower level kitchen may be used for unpacking only.

