

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.

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.



PreMarital Expectations

Once you have decided to be married at Westwood or request a Westwood pastor to officiate your wedding, an initial meeting with a Pastor is required.

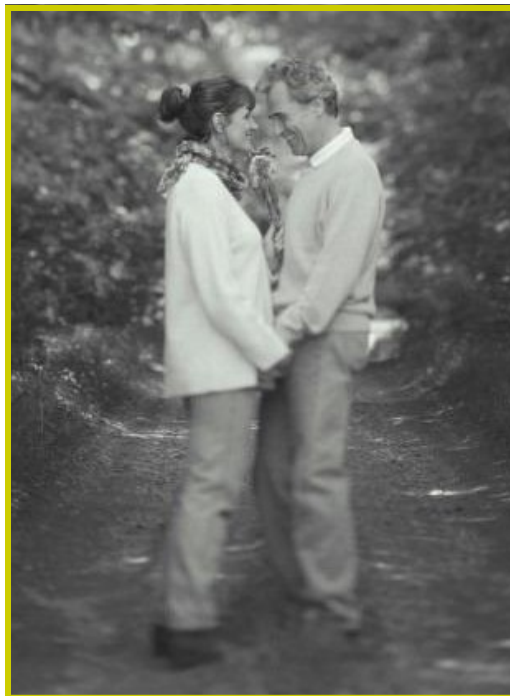
Couples are asked to attend an Engaged Couples course which is offered twice annually or an equivalent course that covers areas of communication and conflict resolution, as well as discussion of spiritual and marital intimacy. Couples will be encouraged to deepen their dependence upon Jesus Christ as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

In addition to or in place of an Engaged Couples course, couples may also pre-marital counseling by a licensed family/marriage counselor who utilizes a pre-marriage relationship inventory such as Prepare, Focus or Thrive. We are able to provide referrals in this area.

After completing an engaged couples course and/or pre-marital counseling, couples will meet with a wedding coordinator to complete the planning of the wedding ceremony and the couple will schedule a meeting with the pastor to review the preparation.

Marriage License

Couples may choose both the engaged couples course and pre-marital counseling in order to obtain The State of Minnesota Reduced Marriage Fee which 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

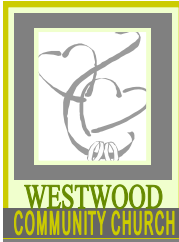
Ceremony Preparation

When the premarital sessions have been completed and a Westwood pastor has agreed to marry a couple, 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.

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 and expenses 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 5:00 pm

Honorariums

Officiating Pastor Onsite \$200.00
Officiating Pastor Offsite \$300.00

Expenses

Wedding Coordinator \$150.00
(for 5 hours day of the wedding, add'l
per hour rate day of wedding \$50)
Sound Technician \$100.00
Second Sound Technician Required
for DVD or PowerPoint \$100.00
Wedding Reception Coordinator \$150.00
Sound Technician for rehearsal or
reception is an additional \$50.00 per hour
upon request.

Facility Fees & Services

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

Reception Package 12:00-3:00 PM

Available only after 11:00 AM Saturday Weddings
(maximum seating available 120).

Set-up is buffet style with self contained caterer
Wedding 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

All fees are due 60 days prior to wedding



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Campus Policies

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

General Facility Information

- Guns, alcoholic beverages, and illegal drugs 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.
- All scenery or props must be freestanding. No nails, screws, tape or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire-retardant.
- No flammable liquids, fire producing chemicals, or other open flames may be used on the property.
- 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 and decorations brought into the facility must be removed immediately following the ceremony.
- 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.
- Curtains, flags, chairs and any affixed decoration may not be removed or altered. Curtains on stage remain closed and cannot be changed.
- Early entrance to the facility and use of rooms is by reservation only requiring an additional facility usage fee at a per hour rate.

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, birdseed, or sparklers is not permitted.
- All decorations must be freestanding & the use of banners, flags or streamers must be approved by the Wedding Coordinator. Decorations must be removed immediately following the ceremony.
- Groups wishing to use the facility around holiday seasons are not permitted to remove or alter decorations.
- 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.
- Flowers may be delivered 3 hours prior to wedding. Flowers and decoration delivery prior to that time must be approved by the Facility Manager. All flowers and decorations must be removed from the worship center immediately after the ceremony.



Hosting a Wedding Reception

Westwood can accommodate a wedding reception after a Saturday 11:00 AM wedding only. 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. The Wedding Reception expense is in addition to the Wedding Coordinator expense.

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 must be approved by the Wedding Administrator. Decorations brought in from outside sources must be approved in advance by the Wedding Coordinator and Westwood Facilities department. Decorations including flowers must be removed from the facility immediately after the reception.

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 Westwood kitchens. Standard set-up is buffet style. All items must be removed from the facility immediately following the reception.





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Information for Florists

- It is advised that your florist and decoration provider visit the Worship Center with you and the Wedding Coordinator to determine your floral selections and set-up.
- Flowers may be delivered up to 3 hours prior to the start of the ceremony.
- If using a runner, you will need a foot runner for the center aisle. (The aisle is 45'6" long and 70" wide). Please use cloth or pelon type material.
- Decorations may not be attached to the candelabra.
- All candles must be contained.
- Live flowers and/or greenery are not permitted on the wall in front of the sound booth or on the piano.
- Decorations being brought in by the florist such as candelabras may also be delivered up to 3 hours prior to the ceremony. Items delivered earlier must have the approval of the facility manager.
- All flowers and decorations must be removed from Westwood immediately after the ceremony.





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Information for Photographers & Videographers



- We encourage formal pictures to be taken before the ceremony and should be completed 45 minutes in advance of the ceremony.
- It is advised that the photographer visit the worship center at least one week prior to the wedding to check light exposure and natural light.
- Movement should be kept to a minimum once the ceremony begins.

If video recording, your videographer will need to know:

- Recording must be done from one of several predetermined, fixed locations.
- If your videographer requires an audio feed from the church's audio console, this must be arranged prior to the wedding day with the Sound Technician.

