

Weddings

at North Way



Marriage Guidelines & Procedures

Requirements & Guidelines for Marriage at North Way Christian Community

We have learned over many years that following these steps will result in a meaningful wedding ceremony and greater success in your marriage.

Personal Preparation (approximately 24 weeks prior to wedding)

Watch the North Way Pre-Marital Video

- ◇ The pre-marital video includes a Biblical perspective of relationships in general with an emphasis on God's plan for marriage. It 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.

Meetings with a North Way Professional Marriage Coach (3 Sessions)

- ◇ **First Appointment:** Complete a comprehensive personal assessment of the most common marriage challenges.
- ◇ **Second Appointment:** 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:** The Marriage Coach will wrap up any unfinished issue(s) from the assessment, provide a written "Marriage Success Plan" with recommendations, and will provide you with other documents to help you plan the marriage ceremony. The "Marriage Success Plan" will list important recommendations for you to pursue to ensure greater success in your marriage. You will also receive a voucher for one follow-up session at no cost.

Meeting(s) with the Officiating Pastor (1 or 2 Sessions)

- ◇ 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 this special day.

Meetings with Mentor Couple (Optional)

We hope that you will take this opportunity to meet one time or several times with one of our trained Mentor Couples. You will have valuable conversations with those who have been married ten or more years and have experienced some of the joys and difficulties of marriage. Or if you have a couple in your life who are interested in being your marriage mentors, we'd be glad to provide training for them. Contact Jan and Phil Rogers for more information

Steps in Preparing Your Wedding Ceremony



1. Read this booklet.
2. Promptly return these forms to the Wedding Administrator at North Way.
Wedding Information Form
Hold Harmless Agreement
3. Contact the Wedding Administrator to reserve a date for the church and/or arrange for a pastor to perform your wedding.
4. Contact the following North Way staff as soon as you have arranged for your Wedding Date and Pastor.

Who to Contact:

Susan McAnally
724-935-6800 X2354
susanm@northway.org
12121 Perry Highway
Wexford, PA 15090

Karen Rose
724-935-6800 X 2364
karenr@northway.org

Debbie Uhler
724.935.6800 x1201
debbieu@northway.org

Phil & Jan Rogers
jrogers215@zoominternet.net

About:

Wedding Administrator
Forms, Dates & Deposits

Wedding Coordinator
Coordinates All On-Site Arrangements
Available for Off-Site Weddings

Counseling Center Administrator
Professional Marriage Coaching

Marriage Mentors

Marriage Guidelines and Procedures



Space

- ◇ Atrium - Our newly-built Atrium is a beautiful space for weddings and can accommodate up to 150 guests. It is open and airy with a very modern feel. The balcony is available for ceremonies, while the Starlite Café area can be used for receptions. There are adjacent rooms for bride and groom preparation.
- ◇ South Venue– The South Venue is a beautiful romantic, candle-lit setting for weddings, while also offering high-tech features for viewing media or other special effects. It can accommodate up to 250 guests, and tables can be added for a light reception. There are nearby rooms for bride and groom preparation.

Friday Wedding Times

Friday evening weddings cannot be scheduled Memorial Day through Labor Day. At other times of the year, they can occur in the Atrium or South Venue between 5 and 9 p.m.

Saturday Wedding Times

Saturday weddings may be held in the Atrium or South Venue between noon and 4 p.m.

Sunday Wedding Times

Sunday weddings may be held in the Atrium or South Venue between 3 and 6 p.m.

License

Both the bride and groom must apply for their marriage license in person at:

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

Or in the county in which you reside.

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 sixty days.

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.

Here are several important things to tell your florist and those who will be decorating:

- ◇ Please do not use any nails, tacks or tape anywhere in the church.
- ◇ Aisle runner, pew bows, or other special equipment is the responsibility of the decorator. All such furnishings must be removed from the church building immediately after the wedding.

Officiating Pastor

If you have a personal relationship with a pastor, you may make that request through our Church Office, and we will do our best to accommodate you. Otherwise, we will make arrangements with one of our pastoral team.

Ordinarily, one of our pastors will conduct the marriage ceremony. It is possible, however, with the consent from a North Way Pastor, for a Pastor from another church to participate in the service. You may obtain the correct procedure through the Church Office.

Rehearsal of Ceremony

Your Wedding Coordinator will work with you and the bridal party to make sure that everyone understands his or her part.

Please be aware of the following regarding the rehearsal and the wedding:

- ◇ The rehearsal will begin promptly at the scheduled time, usually the evening before the wedding day.
- ◇ The marriage license should be given to the Wedding Coordinator the evening of the rehearsal.
- ◇ Please do not allow your guests to throw rice, confetti, etc. inside the church building.
- ◇ Please make specific arrangements to ensure the removal of all decorations, property, etc. immediately after the wedding. The church cannot be responsible for anything lost or left unattended.



Marriage Guidelines and Procedures: Fees



Pre-marital Process—\$200—includes:

- ◇ Assessment test
- ◇ Professional Marriage Coach (one 60 min. session & two 90 min. sessions)
- ◇ Marriage Plan for Success
- ◇ Officiating Pastor (one or two sessions: honorarium for pastor is at couple's discretion)
- ◇ 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

On-site Wedding—\$300—includes:

- ◇ Use of the Atrium balcony or South Venue and bride and groom preparation rooms
- ◇ Wedding coordinator
- ◇ Sound technician
- ◇ Cleaning and maintenance both before and after wedding
- ◇ Set-up/breakdown of the room for wedding ceremony
- ◇ Communion, if desired
- ◇ Rehearsal of ceremony
- ◇ For smaller gatherings of fewer than 50 people, please contact Kathy Bain for an alternate pricing structure

On-site Reception—\$150 for 2 hours; \$200 for 4 hours—includes:

- ◇ Use of Starlite Café area of Atrium or South Venue
- ◇ Set-up/breakdown of tables and chairs
- ◇ Cleaning and maintenance both before and after reception
- ◇ Wedding coordinator

Not Included:

- ◇ Music: Vocalists or instrumentalists are the couple's responsibility to secure and pay. You are welcome to contact us for a list of North Way's talented musicians available for weddings. Please contact the Wedding Coordinator.
- ◇ Catering: Caterers are welcome. We have a small food preparation area that will need to be cleaned and returned to an acceptable condition. All trash must be placed in plastic bags and taken to the dumpster and deposited. Please make your caterer aware of the limited food preparation and heating. (No smoking or alcohol is permitted on the premises.)
- ◇ When there is any food or snack served, it is the responsibility of the bride and groom to provide any set up, serving and clean up. Our wedding coordinator will be happy to assist you with determining how many people you will need and how long they should plan on being at the event.
- ◇ Paper products and any additional decorations, equipment or supplies are the responsibility of the couple.

Wedding Fee Due Dates

- ◇ Pre-marital Process Fee: A \$200 fee for professional marriage coaching services will be payable at your first session. Cash, check, or credit cards are accepted.
- ◇ Wedding Fee: A \$50 deposit is due within 30 days of confirmation of your wedding date in order to hold your reservation at the Church. 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 Information Form and Hold Harmless Agreement to the attention of the Wedding Administrator. The remainder of your wedding fee is due 30 days prior to the wedding date and may also be sent to the Wedding Administrator.



North Way : Wexford
12121 Perry Hwy, Wexford, PA 15090 * 724.935.6800 * www.northway.org

North Way : Oakland
120 McKee Place, Pittsburgh, PA 15213 * 724.935.6803 x8487 * www.northwayoakland.org