

weddings AT NORTH WAY

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, if using a North Way venue, 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 for God's best.

step 1: Wedding Information Form

Complete the wedding information form. Once completed, the wedding administrator 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 \$50 deposit is due within 30 days of confirmation of your wedding date to hold your reservation. This will be fully refundable up to 30 days prior to your wedding date. The wedding administrator will send you the link to make this payment. If your wedding is onsite at a North Way campus, please complete and submit the hold harmless agreement at this time and note that your \$300 balance is due 30 days prior to the wedding date.

step 3: SYMBIS Enrichment Tool

Your assigned marriage coach will send you a link to sign up and complete the SYMBIS tool prior to your first counseling session. The cost to complete this assessment is \$35 and will be paid for through the SYMBIS website. SYMBIS (Saving Your Marriage Before It Starts) is an online assessment we use at North Way to kickstart your premarital counseling. This tool gathers information about your expectations for marriage, the experiences you're bringing to the table, and finds where you and your fiancé can keep working to build the best foundation possible. One of our certified SYMBIS facilitators will send you your unique link to take the assessment, they will receive your results, and then you'll schedule to meet with the facilitator to go over the results together for a few sessions. We're excited to start this process with you!

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step 4: Meet with Professional Marriage Coach

After completing the above steps contact the North Way Counseling Center (724.935.0680) to schedule your session. 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 the session(s) with the marriage coach is included in your wedding fee.
- The SYMBIS report will be discussed in the session(s).
- A summary of the session(s) will be sent to the officiating pastor along with the SYMBIS report.

step 5: Meet with the Officiating Pastor

Once you have completed all the above steps contact the officiating pastor. When you meet with the pastor you will review the SYMBIS report and talk through the spiritual aspects of marriage. You will also customize the wedding ceremony to the style and feel desired for your special day.

step 6: Meet with the Wedding Coordinator

If your wedding is to be held onsite at a North Way campus, call the appropriate person below to discuss details, including ceremony specifics, decorations, and production needs.

- For Wexford, Sewickley Valley and Beavery Valley attenders contact Karen Rose (724.935.6800 or karenr@northway.org).
- For City or Dormont attenders contact Christina Shaffer (412.725.3102 or christinaspyn@yahoo.com).
- For Robinson attenders contact Jessica Sherwood (412.721.6893 or jessicas@northway.org).

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Building use for the wedding

Fee: \$350

This fee includes:

- Premarital coaching
- Bride and groom preparation rooms
- Wedding coordinator
- Sound technician
- Cleaning/maintenance before and after the wedding
- Set up/breakdown of the room for ceremony
- Communion, if desired
- Rehearsal of ceremony
- For gatherings under 50 people, please contact the wedding administrator for an alternate pricing structure.

The honorarium for the pastor is not included in the fee. Please consider the amount of time the pastor dedicates to your ceremony.

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 restrictions

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

Days/times

Wexford Campus:

- Friday rehearsals can occur in the upper atrium or south venue between 4pm and 8pm.
- Friday weddings can occur in the upper atrium or south venue between 5pm and 8pm.
- Saturday weddings can occur in the upper atrium or south venue between 10am and 2pm.
- The Wexford campus upper atrium can accommodate up to 150 guests.
- The Wexford campus south venue can accommodate up to 250 guests.
- The Wexford sanctuary can be considered for more than 250 guests depending on the time of the wedding ceremony.

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Days/times (continued)

City, Dormont, and Robinson Campuses:

- Friday rehearsals can't begin before 5:30pm.
- Wedding times can be scheduled for Friday evenings between 5:30 and 9:00pm.
- Wedding times can be scheduled for Saturdays between 10am and 3pm.
- The City sanctuary can accommodate up to 270 guests. There are nearby dressing rooms for the bride and groom.
- The Dormont sanctuary can accommodate up to 175 guests. There are nearby dressing rooms for the bride and groom.
- The Dormont campus does not have air conditioning.
- The Robinson sanctuary can accommodate up to 250 guests.

Sewickley Valley Campus:

- Friday evening rehearsals can be scheduled for 4pm or later.
- Wedding times can be scheduled for Friday evenings between 5:30 and 9:00pm.
- Wedding times can be scheduled for Saturdays between 10am and 3pm.
- There are nearby dressing rooms for the bride and groom.
- The Sewickley Valley sanctuary can accommodate up to 400 guests.

Beaver Valley Campus:

- Friday evening rehearsals can be scheduled for 4pm or later.
- Wedding times can be scheduled for Friday evenings between 5:30 and 9:00pm.
- Wedding times can be scheduled for Saturdays between 10am and 3pm.
- There are nearby dressing rooms for the bride and groom.
- The Beaver Valley sanctuary can accommodate up to 550 guests.

Any building use for a reception is on a limited basis.

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General Information

Officiating Pastor

- Please feel free to bless your officiating pastor accordingly. Their services are not included in the wedding fee.
- Your 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 two 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 can't 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 contact 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 two hours before the wedding/reception. Please contact the 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 immediately after the wedding. The church will not be responsible for anything lost or left unattended. The building must be vacated no later than one 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:

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General Information (continued)

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 license will be available. The marriage license expires in 60 days.

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

Contacts

General Inquiries:

weddings@northway.org

Karen Rose, *Wedding Coordinator*

Wexford, Sewickley Valley and Beaver Valley Campuses

724.935.6800

karenr@northway.org

Christina Shaffer, *Wedding Coordinator*

City and Dormont Campuses

412.725.3102

christinaspyn@yahoo.com

Jessica Sherwood, *Wedding Coordinator*

Robinson Campus

412.721.6893

jessicas@northway.org

North Way Counseling Services

724.935.0680

counseling@northway.org