

Wedding Policies

Premarital Coaching Process:

- Schedule a consultation appointment with the Marriage and Family Pastor at PCC.
- Complete and return all forms along with the appropriate payments.
- During your initial consultation, you will be given information about the Prepare and Enrich Assessment.
- Upon completion of your assessment, you will be contacted to schedule a pastoral appointment to go over the results of the assessment and to answer any questions.
- Complete your 9-week Merge class prior to your wedding. Please note this class is only offered four times a year: twice in the winter and twice in the fall.

For additional information or to schedule your consultation, please contact Daphne Austin at daustin@pccfw.org.

Date: _____ Bride: _____ Groom: _____

Officiating Pastor Policy:

If you have met all requirements outlined in the premarital coaching process, PCC will provide a qualified and licensed pastor to perform your ceremony. The church office will schedule pastors based on availability. The determination of the pastor will be made 3-6 months prior to the wedding date.

There is a minimum of a \$100 honorarium for the pastor. Depending on the location of your wedding, mileage rates may be added.

- Within a 25-mile radius of Pathway Community Church there is no additional charge.
- A radius of 25-50 miles will incur a \$50 travel charge.
- A radius of 51-75 miles will incur a \$75 travel charge.
- A radius of 76-100 miles will incur a \$100 travel charge.
- Anything over 100 miles will need to be assessed with the wedding coordinator and officiating pastor.

If you prefer, you may choose a pastor outside of the PCC staff, even if you are using the PCC facility. If you choose this option, you will need to provide the name and church of the officiating pastor.

Because of time involvement with pastoral responsibilities, the officiating pastor will not personally direct weddings and rehearsals. If your wedding is at PCC or you are utilizing one of our officiants, you will be required to have a wedding coordinator. We will provide you with one if you don't have one for an additional fee. Our Wedding Coordination Director will work with you and the Wedding Coordinator assigned to secure the date.

Date: _____ Bride: _____ Groom: _____



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Wedding Coordinator:

You are required to have a preliminary meeting with the PCC Wedding Coordination Director to assess your needs and to secure your wedding coordinator. There is a \$50 charge for this meeting, and you must pay it directly to the director when you meet with them.

If your wedding is at PCC, you are required to use one of our wedding coordinators. If you are using another venue for your ceremony but one of our pastors for your ceremony, you will be required to have a seasoned wedding coordinator but are not required to use one of ours.

The fee for one of our wedding coordinators is \$200.00. You can expect the coordinator to:

- contact you within three months of your wedding date
- be the contact person for questions/concerns regarding décor, facility usage, ceremony details (audio/tech needs), timing of the rehearsal and ceremony with regard to PCC policies and procedures
- be familiar with your wedding party and be present during the rehearsal and ceremony to assist in making sure all runs smoothly and according to plan.

You will meet with your wedding coordinator four weeks prior to your wedding to make final decisions for the service and program. Our wedding coordination director will work with you and the wedding coordinator assigned to secure the meeting date. You will need to be ready to discuss the order of service, persons participating, and special requests you have for the wedding.

Date: _____ Bride: _____ Groom: _____

Technical Personnel:

Technical personnel will provide basic set-up for sound, lighting, and presentations. A minimum of two technicians will be needed for your ceremony and there is a \$100 charge for each of them. You will be required to have a phone meeting with the Technical Director to assess your needs and expectations. They will then let you know if more than two technicians will be required.

Date: _____ Bride: _____ Groom: _____



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Facility Usage Policy:

- There is a \$750 fee to use this space, but \$350 is refundable if all criteria is met.
- All weddings will take place in The Venue space.
- You will be offered two separate rooms for the bridal party to get ready in.
- The facility may not be reserved more than 6 months in advance.
- Pathway will not schedule more than one wedding in one day.
- Wedding ceremonies may only take place on Friday evening or Sunday afternoon/evening.
- For Friday weddings, Thursday rehearsal times must fall between the hours of 5-7pm. Please note the rehearsal will take place downstairs in the Gathering.
- For Sunday weddings, Friday rehearsal times must fall between the hours of 5-7pm.
- We are unable to provide space for a rehearsal dinner and/or wedding reception at our facility.
- No alcohol of any kind will be permitted on the PCC grounds; this includes the parking lot. Any abuse of this policy will automatically result in a forfeit of your deposit.

Please note: All persons and/or groups using our facilities are expected to exercise caution and reasonable care and judgment in order to prevent defacement, damage, or breakage.

The persons signing the application shall be responsible for costs incurred by the church for cleaning, repairing, or replacing any part of the building or its furnishings that have been carelessly or irresponsibly subjected to more than normal wear and tear by the wedding party and/or guests as determined by our Executive Pastor. If PCC property is damaged, you will lose your deposit and you are responsible for any additional costs incurred as a result of the damage. All damage fees are required to be paid within two weeks after your wedding date.

Date: _____ Bride: _____ Groom: _____

Décor Policy:

- Decorating the facility must fall within the time period scheduled on the Wedding Reservation Form. Provisions must be made to have everything taken down and cleared out within one hour of the conclusion of the ceremony.
- If your ceremony is on a Friday, you may not begin any type of decoration or set-up until 9:00 am that day.
- If your ceremony is on a Sunday, you may not begin any type of decoration or set-up until 1:30 pm that day.



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- The custodian and/or wedding coordinator will not be responsible for flowers and other articles that remain after the wedding ceremony. Arrangements for the care of all furnishings must be made between the wedding party and florist or others to provide this service for the wedding.
- All flowers, bows, garlands, etc., must arrive or be delivered between the scheduled wedding hours.
- If extra time is needed for set-up, it must be arranged through the Wedding Coordinator. There will be an additional \$25 fee per hour charged.
- When the Venue is decorated for a special service or a holiday season, those decorations cannot be removed or changed in any way.
- Do not tape, tack, or nail decorations to the walls or doors. Doing so will be an automatic forfeit of your deposit.
- You must provide your own aisle runner if you choose to use one.
- Dripless candles may be used in the ceremony. They can be used on stage and on stands down the aisles. No candles for individual guests will be allowed.
- Real flower petals are not allowed to be thrown during the ceremony. Please use silk petals.
- Because the stage will have been set for the weekend worship services, you may not move or disconnect any equipment located in the Venue.
- If you are planning a “send-off” from Pathway, please discuss the details of this with our wedding coordinator.

Date: _____ Bride: _____ Groom: _____

Date: _____ Wedding Coordination Director: _____

