



West Chester
NAZARENE CHURCH

UPWARD · OUTWARD · FORWARD

Dear Bride & Groom

Congratulations! You are preparing for one of the most important events of your life, your wedding day! The church stands ready to assist you in your preparations. We hope you will find this booklet to be helpful as you make your arrangements.

We want to provide you with as much assistance as you may need in your planning. The policies and procedures contained in this booklet are for your benefit. They are meant to provide the answers to many of your questions and to help you outline a smooth plan of action for this important event. Please feel free to call us with your questions and concerns.

From the very beginning of these preparations, may we encourage you to include God in your plans. He will be the Unseen Guest at your wedding, for marriage is not just a legal transaction, but it is also a spiritual relationship. As the two of you begin life together, please allow God to be your Guide.

May God bless and lead you as you plan for your big day and your life together!

Joyfully,
West Chester Nazarene Church

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Wedding Coordinator

The wedding coordinator handles all arrangements regarding the wedding party, the use of the building and facilities for the rehearsal, and the wedding ceremony. All calls and questions regarding the facilities and details concerning building usage, decorations, deliveries, etc., should be directed to the wedding coordinator. This includes delivery arrangements for the florist and arrival time of the photographer (see Wedding Policy). The counseling sessions, as referred to in Item 6 under “Wedding Policy,” should be scheduled directly with the minister.

Once the deposit has been received, the wedding date is officially entered on the church calendar; the wedding coordinator will schedule a meeting with the bridal couple to discuss their wedding plans and to review the policies and guidelines set forth in this booklet. At this time, they will be given detailed information about set-up and clean-up of the wedding. It will be the responsibility of the bridal couple to pass along these guidelines to those who will be working with them. Subsequent to this meeting, the wedding coordinator will be in regular contact with the bridal couple to answer questions, clarify details, and assist in any way possible.

Wedding Policy

The purpose of these guidelines is to outline the use of our facilities, as well as to serve as a guide to the costs involved for your wedding.

Ministers of the Church of the Nazarene

One of our Ministers would be happy to perform your ceremony. However, you are allowed to use your own Minister as long as their beliefs are in agreement with Nazarene policy. Pre-marital counseling with one of our Ministers is available.

In biblical teaching, marriage is the commitment of male and female to each other for life, reflecting Christ's sacrificial love for the church.

Church of the Nazarene

WCN is a local congregation within the general Church of the Nazarene. As such, WCN facility use will not be permitted for use to persons or groups holding, advancing, or advocating beliefs or practice that are in conflict with the Covenant of Christian Conduct as stated in the manual of the Church of the Nazarene. You may refer to a complete Church of the Nazarene Manual at:

<http://nazarene.org/files/docs/Manual2013-17.pdf>.

Your decision to use our facility should be based upon the desire to be married in a Christian ceremony with God's blessing. Our wish is to help you make your marriage a happy and joyous occasion, but within the framework of Christ's church.

Policy Cont'd...

Membership Not Required

Our facilities are available for members and nonmembers alike, with the approval and supervision of one of our ministerial staff

Couples are asked to contact the church at least (6) months in advance of the planned wedding date.

Scheduling

Because of the heavy use of our facility, it is advised that you try to schedule your wedding day six (6) months prior to your wedding day. Church and district-sponsored services and events will take priority. However, once your initial deposit has been received, your date will be protected.

In order for the church facilities to be prepared for Sunday morning services, it is the church's policy that no Saturday wedding activities in the sanctuary extend beyond 9:00 pm Saturday evening.

Sundays and Holidays: Because of the heavy schedule of regular activities in the church building, formal weddings, rehearsals, and receptions will not be scheduled on Sundays and holidays. This includes: New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Pre-marital Counseling

All couples are advised that premarital counseling is required with one of our ministers, or by an approved Christian counseling organization, prior to your wedding day.

Policy Cont'd...

Wedding Elements

While we honor your desire for your own special and unique wedding service, the planning of the wedding ceremony should be done in consultation with our wedding coordinator.

- Special poetry and readings may be used upon discussion with the wedding coordinator. Such poetry and readings must be in keeping with our Christian beliefs and the Christian wedding ceremony.
- The aisle runner and pew bows are to be furnished by the wedding couple. The length of the aisle is 100 feet from the front of the sanctuary to the back. We request that only floral tape be used to hold decorations in place.
- The bridal couple is responsible for the cost and printing of a wedding program

Music Selections

Music selections must be approved by our wedding coordinator and minister before rehearsal. All music requests should be forwarded to the musicians at least four (4) weeks before rehearsal.

Wedding Rehearsal

The officiating minister and wedding coordinator are in charge of the wedding rehearsal and the wedding day ceremony. All members of the wedding party, as well as musicians, ushers, and sound technicians, should attend the rehearsal in proper attire, and should arrive promptly.

Marriage License

Because the minister will need time to review and sign your marriage license, it must be in the hands of the officiating minister on the evening of the wedding rehearsal.

Building Use

People who use our facilities should always demonstrate the same pride our WCN church family feels for its church by assisting in keeping the building neat and clean after all activities.

Because of the concern for the sanctuary carpet, we ask that no live rose petals be dropped. Only artificial petals may be used on the aisle runner. We ask that no rice, confetti, or birdseed be thrown inside or outside the building. Bubbles may be used outside.

No smoking, alcoholic beverages, loud music, or dancing is allowed on church property. It is the responsibility of the bride and groom to notify members of the wedding party, florists, photographers, etc., of this rule and to post "No Smoking" signs if necessary.

We do not have sufficient storage space for the florist or photographer to leave their equipment. Therefore, we do not assume any responsibility for lost or damaged equipment. Equipment must be picked up immediately following the ceremony. Please instruct your florist and photographer of these guidelines.

If the wedding party wishes to get dressed in our building prior to the wedding ceremony, they may request rooms through our wedding coordinator. These rooms will be assigned depending upon availability and space needed.

Finally, WCN cannot be responsible for any personal property left on the church premises before, during, or after the rehearsal and/or wedding ceremony.

Important Note

Because of the security of the building, we cannot open the building and leave it open all day on the day of the wedding. Therefore, the arrival of the bridal party, florist, photographer, and any other deliveries, must be arranged through the wedding coordinator so that all, or most, will arrive at the church at the same time.

Wedding Photography Guidelines

It is the responsibility of the wedding couple to inform the photographer and/or anyone taking pictures of the following requests concerning photography during your wedding.

The photographer and friends shall use NO flash equipment during the ceremony.

The photographer and videographer are not allowed to be on the stage during the ceremony.

The lighting in the sanctuary will be subdued and the photographer needs to take this into account.

If pictures of the bridal party are to be taken prior to the wedding ceremony, these **MUST** be completed at least one hour before the ceremony begins.

Videotaping equipment **MUST** be set up no less than (30) minutes before the wedding ceremony begins.

Wedding Details

The Wedding Details Form will be sent electronically. This form will request the basic details of the wedding including your Wedding Date, Time, Rehearsal, the Bride & Groom's contact information and more. The Wedding Coordinator will also ask the following:

Responsibilities



- Light Candles
- Seat Guests
- Seat Grandparent(s)
- Seat Mother's
- Bring Back Aisle Runner
- Walk Bride Down the Aisle
- Scripture Reader and more...



- Maid/Matron of Honor
- Best Man
- Bridesmaids
- Groomsmen
- Bride's Parents
- Groom's Parents
- Ushers



- Bridesmaids/Groomsmen Walk in Together or Separate
- Stay on the Floor or Move to Platform
- Order of Events
- Music
- Soloists/Instruments
- And More...

Wedding Fees

What's Included

The fees include the Wedding Coordinator, Sound & Lighting/Projection Techs, Building Use, and Janitorial Services. Musicians are not included in the price and are not supplied by WCN.

Non-Members

The total fee for the use of WCN facilities for wedding rehearsal and wedding is \$1000.00. To secure the wedding date, a 50% deposit of \$500.00 will be required and cleared by the church office at which time the wedding date is officially entered on the church calendar. The remaining balance of \$500.00 is due thirty (30) days prior to the wedding.

Members

Wedding Fees for WCN Members is \$400. To secure the wedding date, a 50% deposit of \$200.00 will be required and cleared by the church office at which time the wedding date is officially entered on the church calendar. The remaining balance of \$200.00 is due thirty (30) days prior to the wedding.

Contract

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Bride Name: _____

Groom Name: _____

I have read and fully understand the Wedding Booklet provided to me by West Chester Nazarene Church regarding the rules and regulations of the use of their facility before, during, and after my wedding. I hereby agree to all terms and conditions printed in the Wedding Booklet.

Print Name

Date

Signature

Print Name

Date

Signature

Wedding Coordinator Signature

Date

Responsibilities

Minister: _____

Instrumentalist(s): _____

Soloist(s): _____

Photographer: _____ Phone #: _____

Picture Times: _____

Florist: _____ Flower Delivery Time: _____

Decoration Setup Time: _____ Estimated No. of Guests: _____

Other Information:

Lighting Candles: _____

Seat Guests: _____

Seat Grandparent(s): _____

Bride's: _____ Groom's: _____

Mother(s): _____

Bride's: _____ Groom's: _____

Bring Back Aisle Runner (100 ft): _____

Walk Bride down the Aisle: _____

Scripture Reader(s): _____

To be discussed with the Wedding Coordinator

Who We Are

OUR VISION

Upward - As followers of Christ, we are called to be transformed into God's image. We will foster that growth in EVERY person we minister to.

Colossians 1:9-10

Outward - Our faith is to be lived and shared. We will make an impact through serving our community and bringing others to Jesus.

1 Peter 4:10

Matthew 28:19-20

Forward - WCN has a great past. It also has a great future. We will invest in our future by reaching and discipling our young people.

Deuteronomy 6:4-9

Contact Us

We are located right next to Kohl's on Tylersville Rd. and across from Chick fil-a:

7951 Tylersville Rd.

West Chester, OH 45069

Phone: 513.777.6300

Email: info@westchesternaz.com

Web: www.wcn.church



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