



CASCADES

PRESBYTERIAN CHURCH

Wedding & Event Guide



Cascades Presbyterian Church

950 NE 86th St. Vancouver, WA 98662
360.892.6613 | office@caspres.org | www.caspres.org

WELCOME!

We are pleased that you are considering Cascades Presbyterian Church (CPC) for your wedding and/or special event. Our sanctuary can comfortably accommodate approximately 250 people while our Fellowship Halls can host 140 seated guests.

This Wedding/Events Planner is designed to provide you with the guidelines and provisions for weddings and events that take place at CPC. It will answer many of your basic questions as you prepare for your event. If you choose to have your special event here, we will treat you and your planning with great care. Our Pastor and the event coordinator will work with you to ensure that your special event fulfills your desires so that it is an occasion of great joy for you, your families, and your guests.

If you have any questions about any of the guidelines, please feel free to contact us.

HOW TO RESERVE THE CHURCH

Please call the church office at 360-892-6613 or contact us at office@caspres.org to inquire about the availability of the facility for your wedding/event date. The church office hours are Monday through Thursday from 8:00am – 12:00 Noon.

THE WEDDING/EVENTS COORDINATOR

The Wedding/Events Coordinator is instrumental in making your special event a wonderful experience, and is required for any event conducted at CPC. The coordinator is familiar with the building, our supplies, and local arrangements and will assist you with the myriad of details and questions that often arise. They will work closely with you as you plan and make arrangements for your event.

The Wedding/Events Coordinator will contact you to arrange a time to meet together at the church. The coordinator will review your plans and get you acquainted with the building and the supplies that are available. They will also answer questions that arise about the church and the special event. The coordinator is your link to the church for all the details related to your event.

WEDDINGS

Marriage is a gift from God that calls a man and a woman to a new way of life, created, ordered and blessed by God. This conviction shapes our practice and policy regarding the weddings that are celebrated here.

Our calling and responsibility is to help couples prepare to enter this new way of life. Our sanctuary was not built simply to provide a “parson and a place” for weddings. Rather, our goal is to help you begin a successful and lifelong marriage journey. We want to ensure that your wedding service will be the culmination of your preparation and the beginning of a life of joy in a marriage journey that is truly blessed by God.

The ceremony and music performed are an act of the worship of God and should be planned and conducted with all due reverence and dignity. This knowledge should guide you in making arrangements for music, floral decorations, and photography.

THE CHURCH

Weddings solemnized in this church are Christian, and thus become worship services. It is a sacred gathering of worshipers invoking God’s blessing and spiritual guidance on those being united in holy matrimony and should be conducted with reverence and dignity. It is in this light that we should plan and arrange for all Christian marriages.

PLANNING THE MARRIAGE CEREMONY

In order that you may have a sacred and dignified ceremony, you are asked to make careful and thorough preparation, practically and spiritually. Please begin to plan your wedding by scheduling an appointment with our Pastor through our Secretary.

The Pastor will work with you to plan all the details of the marriage ceremony. If you live out of town, some of the initial planning can be done by phone or email. Normally, you will meet with the Pastor two to three times prior to the rehearsal and wedding to discuss the details of the service itself, as well as to discuss the insights gained from our premarital work and the significance for your marriage. Normally, the Pastor conducts the rehearsal and works closely with the Wedding/Events Coordinator.

The Pastor will also work with you to select scriptures, songs, or other appropriate readings to be used in worship. Please note that the pastor does reserve the right of final approval to ensure that selections are in keeping with a Christian service of worship.

COUNSELING

We believe strongly in the value of premarital counseling, and require participation in such a program, both for those being married for the first time or for those who are being remarried. We normally require any couple being married at CPC to complete the online PREPARE Premarital and Relationship Evaluation prior to the wedding. This survey evaluates a couples strengths and growth areas and serves as a springboard for approximately eight counseling sessions. Costs for the online assessment are \$35 and are paid by the couple at the time they register through the PREPARE website. More information about this process can be found at www.lifeinnovations.com. There are occasions when other premarital preparation courses will be approved by the Pastor.

Our desire is that you complete the assessment and appointments prior to your wedding date. We believe that this is one of the best investments that you will make in your marriage.

THE PASTOR

A Christian marriage is a covenant in God's sight. No person is more capable or eager to guide you to a truly mature, Christian marriage than the Pastor. With this in mind, the Session (Board of Elders) feels that the Pastor should counsel with each couple and officiate at the marriage service. The Pastor of CPC is considered the officiate for all wedding ceremonies performed at the church.

It is necessary that a couple planning to be married arrange the requisite eight pre-marriage counseling sessions well in advance of the wedding date in order to plan the service and receive counsel. We hope you will welcome the opportunity to visit with the Pastor and talk about the building of a Christian marriage. Following your initial meeting, an appointment should also be made with the Secretary who will discuss the practical details with you and give you a walking tour of the facility.

If a minister other than the Pastor of CPC is requested to officiate, the Pastor of this church must first be consulted. A letter from the outside minister to the Pastor should be written requesting permission to officiate the wedding. The Pastor may then extend an invitation for the requesting minister from another congregation to take part in the service.

However, the Pastor must be involved in the wedding ceremony. Their participation will be determined in consultation with the outside minister. When an invitation is extended, please note that the outside minister and the wedding party are guests of CPC.

MARRIAGE LICENSE

The Marriage License can be purchased at the Clark County Courthouse in Vancouver.

Recorder, Auditor and Clerks Office
Courthouse 1200 Franklin
Vancouver WA

Public Service Center
1300 Franklin
Vancouver WA

Please bring the Marriage License to the church at least two days prior to the wedding so that the Pastor can complete the required information on the license before the ceremony. You will need to decide on two witnesses you would like to have sign your license.

MUSIC SELECTIONS

The marriage ceremony is a worship service, conducted in a manner that gives honor to God and celebrates the joy of the occasion for the couple and their families and guests. The music chosen for the wedding should correspond to the themes that is inherent in a Christian marriage service. Secular selections that are consistent with a Christian worldview may be approved for the ceremony by the officiating Pastor.

We will be happy to assist you in arranging an accompanist and soloist if you desire or you may choose your own.

THE WEDDING REHEARSAL

Everyone participating in the wedding is encouraged, the afternoon prior to the wedding, to be present and on time for the rehearsal. The rehearsal normally takes 45 minutes, depending upon the size of the wedding party. Please be sure to ask the Wedding/ Event Coordinator any questions you may have about your wedding ceremony. This is the time to settle any procedure about which you are unsure or desire to have clarified.

THE RECEPTION

Both of CPC's Fellowship Halls are available for wedding receptions. Please contact the Wedding/Event Coordinator for details.

THE WEDDING & EVENT COORDINATOR, SECRETARY, SOUND TECHNICIAN, AND CUSTODIAN

A Wedding/Event Coordinator is required each wedding or special event. CPC wants to be sure that your special day occurs without incident. To this end, the Wedding/Event Coordinator will see to it that each person in the wedding party is assisted into his or her proper place on time and your guests are welcomed and ushered to their proper seats. The Wedding/Event Coordinator, along with the Pastor, will also direct the rehearsal, which includes the correct placement of each of the wedding party and instructing the ushers on proper escort and seating techniques. ***It is our suggestion that the receiving line be held at the reception, due to time constraints.*** Photography is permitted for only one hour following the ceremony.

The Secretary is assigned to handle all administrative tasks involved with your wedding or event. This includes meeting with the you or your representative to explain the guidelines, give a tour of the building, and assign personnel for the event. All forms and billing will be taken care of by the Secretary.

A Sound Technician is assigned to each wedding or event. The Sound Technician will ensure that all microphones are working properly to provide an excellent listening environment.

Our buildings and grounds crew will see to it that the church is clean and correctly set up for your wedding or event. However, you will be responsible to return the church to its usual formation and condition so that our regular worship services may follow. CPC should not be expected to dismantle your flowers and decorations.

CLEAN-UP EXPECTATIONS

Though a custodian will be present at the end of your event, it is your responsibility to ensure that the facilities are returned properly in the same layout and cleanliness in which you found them. All furniture including chairs in the sanctuary and classrooms must be returned to their original places and straightened out. Please see the diagram posted in each room of the expected layout. All decorations and flowers must be removed. All brochures or bulletins must be collected from the sanctuary floor or pews. Kitchen counters must be wiped down and floors swept. All food must be removed from the kitchen and refrigerator. Restrooms must be picked up with all paper towels in the trash cans. Finally make sure the that trash from the Fellowship Hall and kitchen are taken out to the dumpster. Abiding by these simple standards will ensure that the amount of work required to return the facilities to a worshipful state on Sunday morning is as little as possible. Please note that should the facilities be returned in an unacceptable manner that CPC reserves the right to retain the full security deposit to cover the costs of additional cleaning. Should the fee not cover any costs of repair or replacement we reserve the right to collect from the user the full costs of the damage.

FLOWERS, DECORATIONS AND CANDLES

Your wedding ceremony is the solemnization of a commitment made between the couple before God, all of the accoutrements of the day should be designed as an offering to God and should not detract from the central acts of the ceremony. However, tasteful and elegant floral displays or live greenery are appropriate. Flowers for your wedding or special event are to be provided by the family. There are numerous florists in the area to assist you in decorating for your event. Please remind your florist to have all decorating completed and delivered at least one hour prior to the event. Note that our church offices are closed on Fridays and will not be open for floral deliveries. Those will need to be coordinated with the Wedding/Event Coordinator at their convenience.

Please be sure that following the wedding or event all flowers and decorations are dismantled promptly. It is very possible that another event may follow yours. Because of certain floral and fragrance allergies we are not able to leave live floral arrangements in place for Sunday worship services.

Should you wish early access to the church to setup decorations in advance, these arrangements can be made with the Wedding/Event Coordinator.

Candles and/or candelabra are provided by you.

There are several rules regarding decoration, which are listed under *General Guidelines and Rules* on page 5. Please review them as you are making plans for the decorations for your event.

FURNITURE

It is not permitted to move the pulpit, baptismal font or communion table or any other sanctuary furniture. The symbols of the sacraments may not be removed or covered and no type of covering or attachment may be used that will mar or damage any of the sanctuary or building surfaces or furnishings.

PHOTOGRAPHY AND VIDEOGRAPHY

Pictures provide a continual memory of your wedding or special event and the church will be glad to accommodate you in obtaining your photographs. However, certain guidelines must be followed in order to maintain the reverence and dignity of the occasion. Procedures for the photographer and videographer should be discussed with the Wedding/Event Coordinator and/or the Pastor at least one week prior to the event.

No flash pictures may be taken during a wedding ceremony.

Photographers are not permitted at the chancel (stage) during a ceremony and should not be visible in the nave (congregation) during a ceremony. After a wedding ceremony, one hour will be allotted for the entire party to take any groups shots that are preferred and to restage any shots of the ceremony that are desired.

More common, individuals are choosing to show a power point slide show with imbedded music to document the couples lives. Should you wish to do this please have the file saved on a travel drive and provided to the Wedding/Event Coordinator no later than one week prior to the wedding.

GENERAL GUIDELINES AND RULES

By following certain reasonable guidelines, you may be assured of having smooth sailing on your special day.

Guidelines and rules of the building are regulated by the Session, our governing body. The following guidelines and rules have been established for weddings and the use of the church premises:

1. Weddings are ordinarily conducted in the indoor church sanctuary or our outdoor sanctuary. Approval is required for any other area of the church grounds to be considered for the ceremony.
2. Because of the maximum use of our building on Sundays, Sunday weddings are not permitted.
3. CPC member and active non-members will be permitted to schedule a wedding service as the building is available. Non-members requests will be considered as received.
4. Full payment is expected at least one week prior to the event. See page 7 for the list of wedding fees.
5. Please DO NOT place flowers, candles, or decorations of any kind on the piano.
6. NO rice, confetti, or birdseed is permitted to be thrown inside or outside of the church. If any forms of these materials are used, there will be an additional custodial fee of \$50.00/hr. for cleanup. It is the responsibility of the bride and groom to see that this is made known to the wedding party and guests.
7. NO nails, wires, screws or any other materials that might damage finishes may be used in placing decorations. End bows or bouquets may be placed on the pews along the center aisle and attached with a ribbon loop.
8. NO smoking is permitted in any of the church buildings.
9. NO alcoholic beverages may be served or brought into the church buildings or consumed on the church premises.
10. NO food or beverages of any kind is to be consumed within the church sanctuary.
11. Children must at all times be fully supervised by a responsible adult. There will be no unsupervised playing or running through the building. The school classroom wing is strictly off-limits.
12. Please limit alcohol consumption the night before or day of your wedding as the Pastor reserves the right to cancel or delay the wedding should members of the wedding party be under the influence of alcohol and unable to be of sound mind to participate.

Thank you for faithfully adhering to these guidelines and rules.

DAMAGE OR INJURY

Lessee shall indemnify and hold CPC harmless from any and all damages or injury suffered or incurred in or to the building and grounds by Lessee, its members and guests, ordinary wear and tear excepted. Lessee shall not do or permit anything that might increase the fire hazard to the building nor which would increase the fire insurance rates on the building. Candle usage is limited. Lessee agrees herein to honor room capacity restrictions as set forth by the Clark County Fire Marshall.

PARKING LOT

Use of the parking lot is extended as a courtesy to all building users. Lessee herein agrees to hold CPC harmless in the event of theft of, or damage to, any automobiles or their contents parked in the parking lot.

BILLING POLICIES

A completed Building Use Application and refundable security deposit of \$200 (for non-members) are required to secure the event date on the church calendar. Notice of your application's approval will be provided following that months Session meeting. The deposit will be returned after the event, provided the building is in satisfactory condition and has not sustained any damage.

A bill for the use of the church, church equipment and any other charges incurred while facilitating your event will be mailed to you prior to the event. Full payment is required when the key is issued no more than five days prior to the event.



FACILITIES FEES

Members	Donations welcomed
Non-Members	
Sanctuary, Fellowship Hall, and Kitchen	\$250/4 hrs. \$400/8 hrs.
Main Fellowship Hall	\$125/4 hrs. \$200/8 hrs.
Small Fellowship Hall	\$100/8 hrs.
Recitals	\$50/2 hrs. \$25 each additional hr.
Non-Profits	\$100/event

OTHER FEES

Time Overages	\$50/half-hour
Set-up and clean-up time is included in the event times requested on the Building Use Application.	
Wedding/Event Coordinator	
Members	\$100/event
Non-Members	\$200/event
Reception Fees	
Members	No Charge
Non-Members	Donations to CPC Deacons welcome
A/V Media Operator	\$25/hr. \$50 minimum
Custodial Services	\$50/event
Accompanist	\$75 arranged with/paid to pianist
Soloist	\$50 arranged with/paid to soloist
Pastor for Wedding/Funeral	
Suggested Honorarium	\$200/members \$300/non-members
Pre-Marital Counseling	
Eight 1 1/2 hr. sessions	Included in honorarium

Honorariums are financial gifts to the pastor, accompanist, or musicians for services rendered during weddings, funerals, or special events. These checks are given directly to the individual on the day of the event. Suggested honorariums amounts are listed above. Pastoral honorariums vary based on membership and the amount of time spent with couples counseling or planning special events.

**CASCADES PRESBYTERIAN CHURCH
APPLICATION FOR BUILDING USE**

A \$200 refundable security deposit is required at time of application to secure event date.

Name of Organization _____

Address of Organization _____

Contact Person _____ **Phone Number** _____

Date Needed _____ **Time Needed** _____ **# Guests** _____

Description of Event _____

Space Needed: Sanctuary ___ Kitchen ___ Classrooms ___ Grounds ___
Main Fellowship Hall _____ Small Fellowship Hall _____
Other _____

Does Your Group Carry Any Liability Insurance? Yes _____ No _____

The time needed for your event includes set-up and clean-up. Any time overages will be billed at \$50/half hour. Your organization will be responsible for taking out any garbage, turning off lights and returning the facility to its original order. All event fees must be paid in full when keys are picked up; no more than one week prior to event. Your refundable deposit will be returned after the event provided the building is left in satisfactory condition and has not sustained any damage. Though a custodian will be present at the end of your event, it is your responsibility to ensure that the facilities are returned properly in the same layout and cleanliness in which you found them. All furniture including chairs in the sanctuary and classrooms must be returned to their original places and straightened out. Please see the diagram posted in each room of the expected layout. All decorations and flowers must be removed. All brochures or bulletins must be collected from the sanctuary floor or pews. Kitchen counters must be wiped down and floors swept. All food must be removed from the kitchen and refrigerator. Restrooms must be picked up with all paper towels in the trash cans. Finally make sure the trash from the Fellowship Hall and kitchen are taken out to the dumpster. Abiding by these simple standards will ensure that the amount of work required to return the facilities to a worshipful state on Sunday morning is as little as possible. Please note that should the facilities be returned in an unacceptable manner that Cascades Presbyterian Church reserves the right to retain the full security deposit to cover the costs of additional cleaning. Should the fee not cover any costs of repair or replacement we reserve the right to collect from the user the full costs of the damage.

I understand and agree to abide by the clean up expectations as indicated above.

I have received the Wedding and Event Guide stating the guidelines for use of space at Cascades Presbyterian Church.

Signature: _____ **Date:** _____

PLEASE NO SMOKING IN THE BUILDING. NO ALCOHOLIC BEVERAGES ALLOWED.

If your application is approved we will provide a building orientation for you. Make building usage orientation arrangements between 8am and noon, Monday through Thursday with the Office Administrator by calling 892-6613.

Your application has been approved: YES _____ NO _____

Reasons: _____

OFFICE USE ONLY

Refundable Deposit Received: Date _____ Initials _____ Key Issued: Date _____ Initials _____

Refundable Deposit Returned: Date _____ Initials _____ Key Returned: Date _____ Initials _____