

*Congratulations!*

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## Wedding Guidelines & Information

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# Your Wedding at Pathway Church

Pathway Church believes in The One True God as He is described in the Bible. We believe that God's Son, Jesus Christ, is humanity's sole hope for eternal life in heaven, purpose, fulfillment, and happiness. As a church, then, our mission is to introduce people to Jesus Christ so that they may find new life and become the people God truly intended them to be and become as we all "follow Jesus, in community, for others." Matthew 28:19-20 summarizes the mission of the church, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."

Part of our mission and purpose as a church is performing wedding ceremonies, providing Christian counseling, and upholding and encouraging the sacredness of marriage in the church and in the community.

The Bible clearly describes marriage as:

- A creation of God between a man and a woman (*Genesis 2*).
- An ongoing work of God's grace and a picture of Christ's love for the Church (*Ephesians 5*).
- A gift God oversees to be honored by all (*Hebrews 13*).

Our goal is to perform wedding ceremonies between a man and a woman that are consistent with these beliefs, values, purposes and ideals, helping couples to establish a foundation of faith in Jesus Christ for their marriage, and to promote and help Christian marriage. These are primarily spiritual ceremonies but are currently recognized by the State of Kansas as also meeting the requirements for legal unions as defined by Kansas law.

# Wedding Policies

## **Conduct**

The wedding ceremony is a sacred assembly of worship. Therefore, reverence is expected of all that participate. Smoking and drinking alcohol are prohibited. It is understood that any wedding party member who comes to the rehearsal or wedding under the influence of alcohol or drugs will not be allowed to participate.

## **Personal Relationship with Jesus Christ as Lord**

A Christian is one who has come to know Jesus Christ as his/her personal Savior and is committed to living in accordance with Scriptural principles. Weddings will be performed only for couples who demonstrate this same spiritual commitment to Christ.

## **Biblical Integrity**

Weddings will be performed for couples who are seeking to maintain sexual purity in their relationship.

## **Regular Attenders of Pathway**

We are committed to those who are partners and active regular attenders of Pathway.

## **A Dating Relationship**

There is no shortcut to building intimacy, trust, and communication. While some people have skills and maturity which enable them to build an intimate relationship faster than others, we believe that a one-year dating relationship is a reasonable length of time.

In the case of pre-marital pregnancy, the marriage may or may not be performed. This time requirement may be modified depending on the maturity of the persons involved. The decision rests with the pastor being asked to officiate and any other pastor or elder he calls upon for counsel.

### **In cases of Divorce**

At least one year of legal divorce must pass before consideration for remarriage. We believe a new relationship should not be pursued until the potential of a healthy reconciliation has been exhausted. Divorce is a process and so is recovery. A time of grieving and healing is necessary before considering remarriage. Finishing that process and resolving the issues will set the stage for a healthy new relationship. We recommend attendance in the Divorce Recovery Support Group.

### **Attendance at Premarital Counseling**

The counseling focuses on helping engaged couples evaluate and strengthen their relationship according to sound biblical truths. Biblical roles for marriage communication, intimacy, sexuality, and other topics are addressed in an understanding and practical style.

All couples married at Pathway or by a Pathway pastor must attend premarital counseling. Counseling will consist of up to 5-6 one-hour sessions and should be scheduled directly with the recommended counselor. **We ask that you have chosen a counselor by the time you turn in your paperwork.** Counseling should be started within four months prior to the anticipated date of the wedding to ensure the proper time to complete all sessions.

Once you have completed your premarital counseling, an appointment will be set up with the officiating pastor. At this meeting, the pastor will finalize the ceremony and review the premarital counseling.

## **Offsite Weddings**

Below are the requirements for an offsite wedding. The rest of this packet will not apply:

### **Requirements**

Complete the Wedding Paperwork and schedule a meeting to turn in the completed forms and meet with the Wedding Coordinator.

Final payment is due the day of the meeting with the wedding coordinator or before the date can be reserved on the calendar. This fee applies to the total cost and can be refunded due to cancellation.

### **Pre-Marital Counseling**

Paid directly to the counselor.

### **Pastoral Fee        \$150.00**

This covers the fees for the Pastor officiating the wedding.

**We accept major credit cards (pay at Receptionist's desk) or checks payable to "Pathway Church".**

# On-site Weddings

## **Reserving the Church Facilities**

A meeting with the Wedding Coordinator will be held to go over all details of your wedding.

As you plan for your wedding, please keep in mind that Church ministries always have priority over special private events, which includes weddings. We gladly provide facilities for these events as we're able and staffed to do so, primarily for families who actively participate at Pathway Church. Since most weddings take place on weekends, it is important to remember that weddings will be scheduled so as not to conflict with weekend services and spaces needed for those services.

Weddings are scheduled on a first come, first served basis. Weekday and Friday weddings may be scheduled at 6:00pm, 7:00pm, or 8:00 pm at our Westlink and Goddard Campuses. Saturday weddings are permitted for regular attenders at the Westlink Campus no later than a 10:00am start time; however, no receptions are allowed on site due to the Saturday evening services. Our Goddard Campus is available to hold weddings on Saturdays for both regular and non-regular attenders. We do not allow receptions for non-regular attenders.

**No weddings are permitted during the last two weeks of December.**

# Facilities

As you plan your wedding date, you need to be aware that there are themed sets/decorations in the Atrium, Worship Center and IGNITE Center that cannot be moved, this includes the drums.

## **General Terms and Conditions:**

- While on Pathway Church property, all injury liability is the responsibility of the user or their attendees' private insurances or as limited by Pathway Church as a secondary insurer only.
- No food or drink is allowed in the Worship Center at any time other than by Pathway ministries with special permission.
- Food and drinks (non-alcoholic) are allowed at the reception (IGNITE Center). However, please take care to keep all rooms in a clean and orderly condition to help keep potential custodial fees at a minimum.
- No open flame or flame producing object is permitted within any structure or building of Pathway Church or on the property of Pathway Church without prior approval. Use of candles, fireworks, etc. is strictly prohibited. Smoking of any kind is prohibited on all Pathway Church property. All exit doors must always remain unblocked and proper egress passages and room capacities will be strictly enforced.
- Please do not use tape or attach anything to the walls or ceilings in meeting rooms to avoid any potential repair costs. All decorations must be free-standing and removed immediately upon the completion of your event. Damage to walls, ceilings, etc. caused by users or their responsible parties will result in an appropriate additional fee.
- Children under 18 are required to be under the direct supervision of a parent or legal guardian at all times for all non-Pathway Church ministry events. Assistance for Nursery/Childcare services may not be provided by any outside person, group or organization using any Pathway Church facility or grounds.

## **Decorations**

You may schedule a 4-hour session to decorate the Worship Center and



IGNITE Center the day of the wedding. Please keep in mind the following when decorating:

- Flowers or decorations may be placed on the pews using plastic flower clips only.
- Candles with flames can only be used in Candelabras and Unity Candles but are not provided by Pathway Church.
- Flameless candles can be used elsewhere but are not provided by Pathway Church.
- No tape can be used on the walls.
- No glitter or confetti inside or outside. No bubbles. No inflatables.
- No furnishings, equipment or supplies can be used or moved without prior approval from the wedding coordinator.
- Damage to walls, ceilings, etc. caused by users or their responsible parties will result in appropriate repair fees.

# Wedding and Ceremony

## **The Pastor**

Once you have completed your premarital counseling, an appointment will be set up with the officiating pastor. At this meeting, the pastor will finalize the ceremony and review the premarital counseling.

## **Visiting Pastor**

The following conditions must be met before a visiting pastor can perform a wedding at Pathway Church:

Before being allowed to officiate in the church, a visiting pastor must sign the visiting pastor form, agree to the doctrinal statement of the church, and be approved by the Team Designee. Those not in agreement with what Pathway Church believes and teaches will not be allowed to officiate. This matter must be cleared up before a date for the wedding will be confirmed and put on the church calendar.

## **Wedding Sound & Light Tech**

The sound & light tech will attend the rehearsal and direct any special sound or lighting requests including musicians and videos. If arrangements are made, they are available to do sound checks with musicians. All information regarding sound & light tech for your wedding **MUST** be turned in **1 week prior** to the wedding.

On the day of the ceremony, the sound & light technician will arrive 1 hour prior to the ceremony. During the ceremony, the sound & light technician will take care of sound, light & video needs for the wedding.

Payment should be made directly to the technician on the day of the ceremony.

## **Photography and Videography**

Photographers and videographers must not be a distraction during the

wedding ceremony. Please contact the Wedding Coordinator for clarification.

# Receptions

## **Reception facilities**

The IGNITE Student Center is available for receptions when not being used for other events. All receptions must end by 10:00pm with a clean up immediately following.

## **Westlink Campus IGNITE Student Center**

This facility can accommodate a maximum of 270 people with a dance floor, and a maximum of 320 people without a dance floor.

## **Goddard Campus IGNITE Student Center**

This facility can accommodate a maximum of 196 people with a dance floor, and a maximum of 240 people without a dance floor.

## **Reception Sound & Light Technician**

The sound & light technician will interface with your DJ to determine their technical needs. Your DJ cannot use Pathway Church equipment. As soon as you book your DJ, please have them send you and the Pathway Church Wedding Coordinator a list of the equipment they will be bringing.

All information regarding sound & light technician for your reception **MUST** be turned in **1 week prior** to the wedding.

On the day of the reception the sound & light technician will get all the applicable sound and programming completed prior to the beginning of the reception. Additional technician fees may apply as determined based on the reception needs/requests.

## **Technician Support for Reception**

Pathway will provide sound, overhead lights and play prepared video if requested. Payment should be made directly to the technician, not through Pathway.

## **Wedding Coordinator**

The Wedding Coordinator will schedule a meeting with the bride to plan the details of the wedding and reception. The Wedding Coordinator will supervise the rehearsal, wedding, and reception.

On the day of the wedding, the coordinator will ensure all facility preparations are complete, including the placement of amenities. They will assist in giving directions to guests as they arrive, especially those arriving early. She will be available for consultation with the wedding participants and will cue the wedding party for entrance to the Worship Center. Following the wedding, they will assist in directing guests to the reception.

For the reception, they will coordinate with the caterer, if necessary. They will also be available to coordinate clean-up at the end of the reception. However, you are responsible for cleaning of the decorations, food, kitchen, and facility rooms used.

Payment to the wedding coordinator should be paid directly to the coordinator and not through Pathway.

# Wedding License

The wedding license can be applied for at:

The Sedgwick County Courthouse

Probate Department located on the 6<sup>th</sup> floor 525 N Main, Wichita KS  
316-660-5787

They are open 8:00 AM – 4:00 PM Monday – Friday, excluding holidays.

No blood test is required, but there is a three-day waiting period between the time you apply for the license and the time you go back to the courthouse to pick it up.

Since it is a state license, the wedding license can be purchased at any courthouse in Kansas for \$85.50. It can be obtained up to 6 months prior to the wedding. Bring your wedding license for the pastor to sign. Once it is signed it will then be given back to you. You are responsible for sending it back to the courthouse.

Once you are married, you may order a certified marriage certificate at [www.kdheks.gov/vital](http://www.kdheks.gov/vital).

# Wedding Fees

Payment for Pastor is due once your wedding is approved by the campus pastor. Once the payment is received, your wedding date is guaranteed.

## **Tier 1**

Wedding at Pathway. No reception, no decorating, and no rehearsal.

Pastor	\$150
Technician fee (discretionary) <small>(Paid directly to technician day of wedding)</small>	\$125
<b>Total Wedding Costs</b>	<b>\$275</b>

## **Tier 2**

Wedding at Pathway with decorating & rehearsal (no reception). Coordinator is required. Any décor is the responsibility of the wedding party to set up and tear down.

Pastor	\$150
Wedding Coordinator <small>(Paid directly to wedding coordinator at first meeting)</small>	\$215
Technician Fee <small>(Paid directly to technician day of wedding)</small>	\$125
<b>Total Wedding Costs</b>	<b>\$490</b>

## **Tier 3**

Wedding at Pathway with decorating, rehearsal, & wedding. The wedding party is responsible for cleaning, set-up, tear-down (including décor) and trash removal (coordinator to oversee).

Pastor	\$150
Tablecloth laundering (if used) <small>(To be billed by Pathway after wedding)</small>	\$TBD
Wedding Coordinator <small>(Paid directly to wedding coordinator at first meeting)</small>	\$425
Ceremony Technician Fees <small>(Paid directly to technician day of wedding)</small>	\$125
Reception Technician Fees <small>(Paid directly to technician day of wedding)</small>	\$125
<b>Total Wedding Costs</b>	<b>\$825</b>

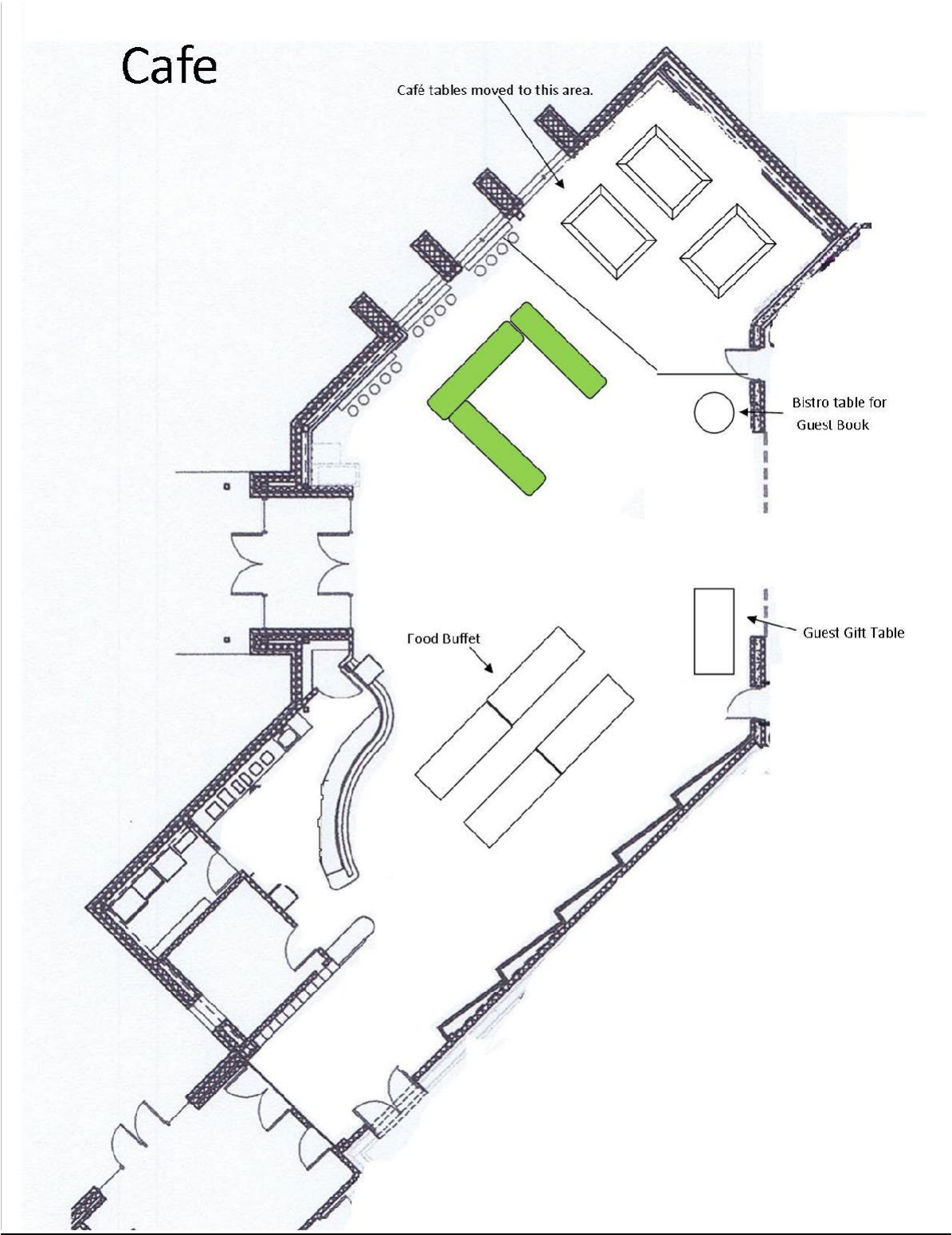
**We accept major credit cards or checks made payable to “Pathway Church”.**

# Attachments

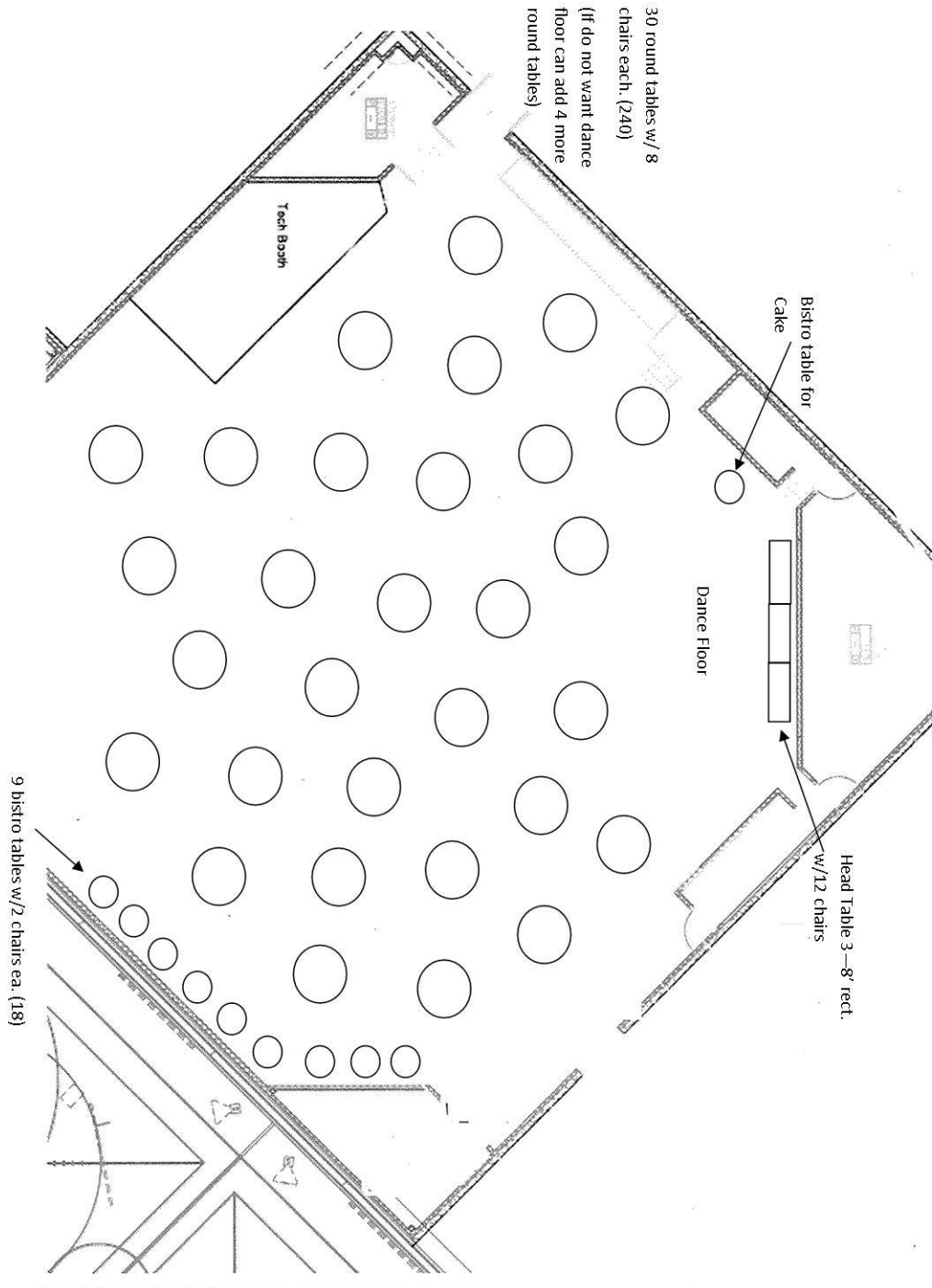
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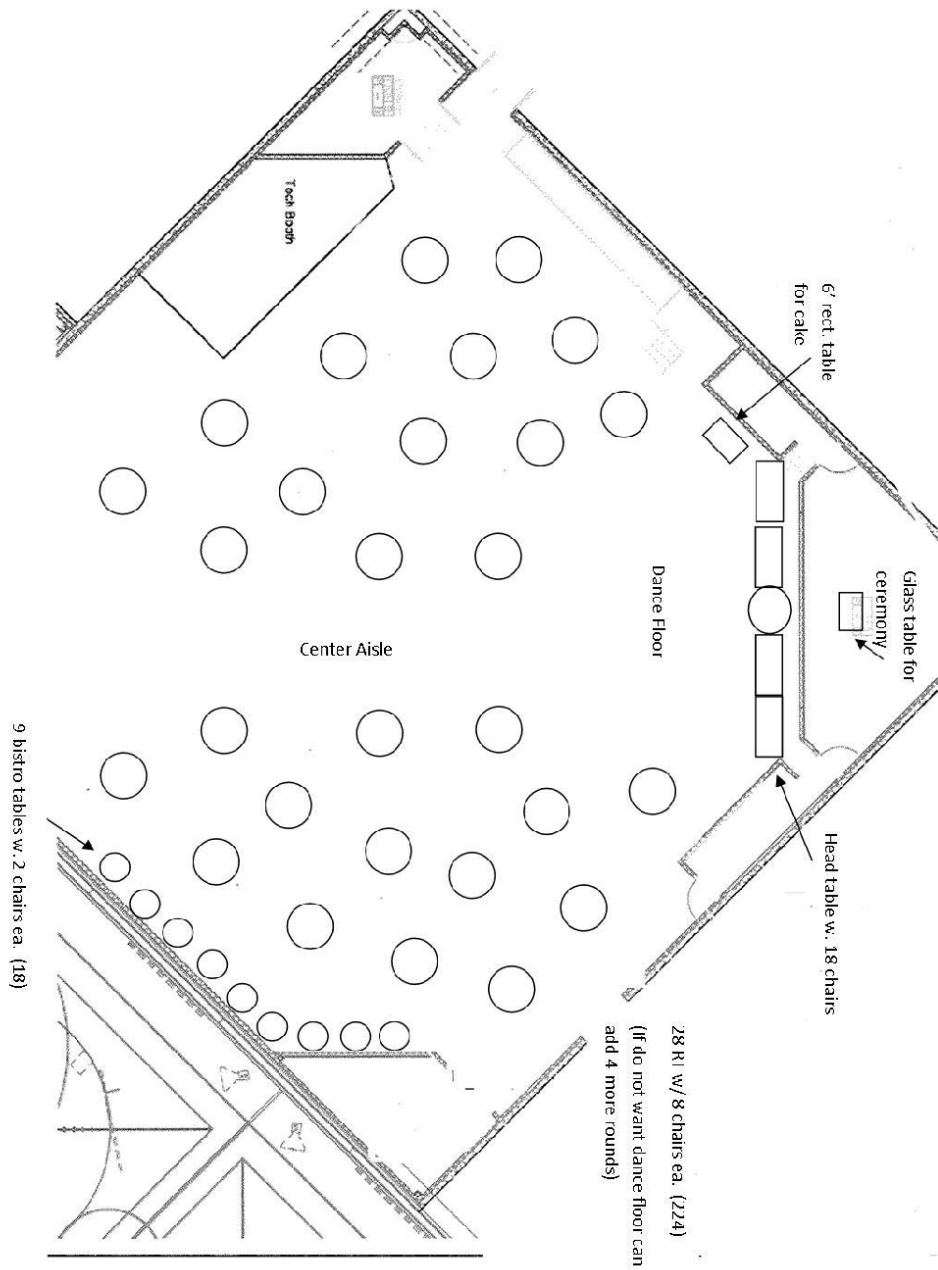
# Wedding Café Setup (Westlink Campus)



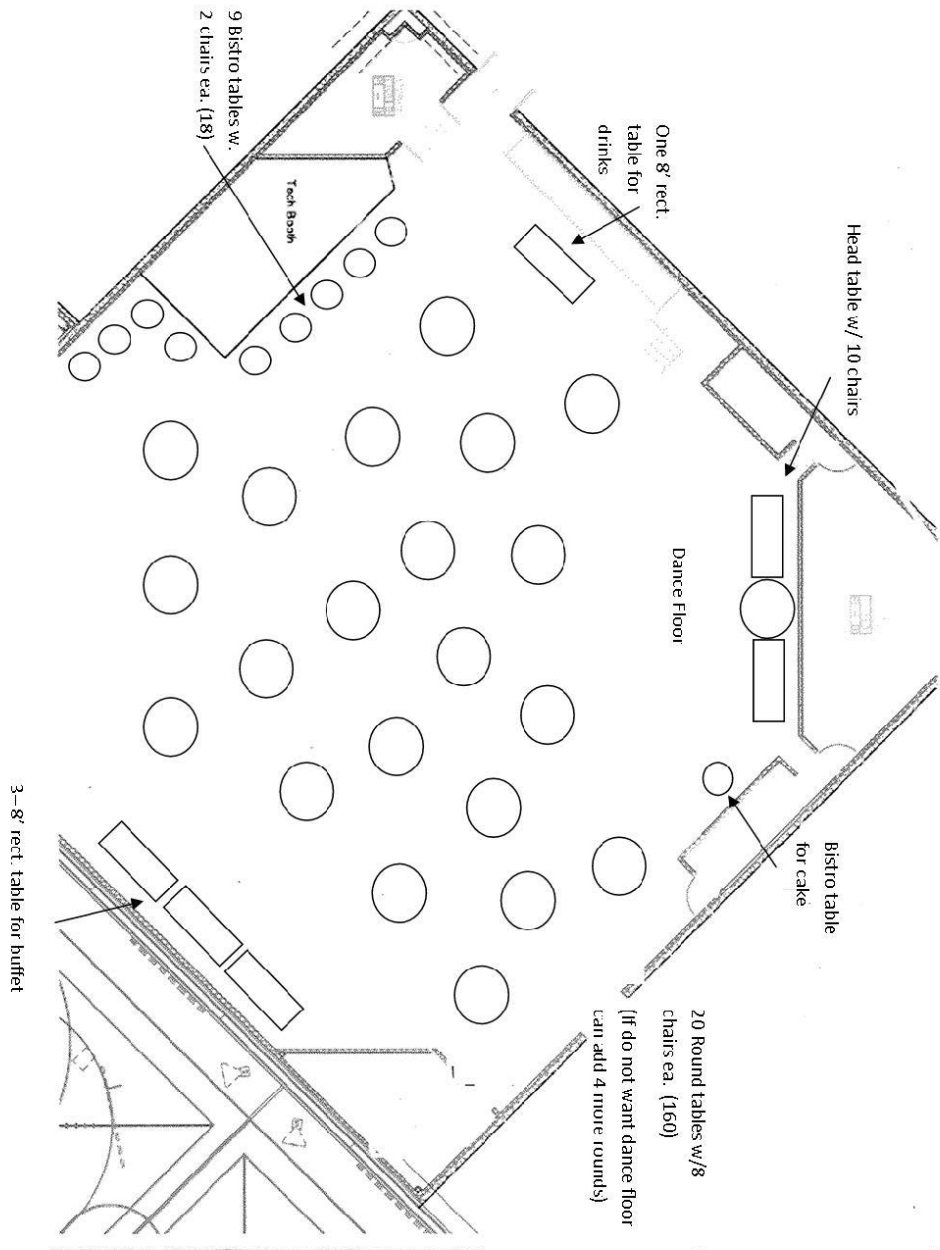
# IGNITE Center Reception Setup 1 (Westlink Campus)



# **IGNITE Center Reception Setup 2 (Westlink Campus)**



# **IGNITE Center Reception Setup 3 (Westlink Campus)**



**IGNITE Center Reception Setup (Goddard Campus)**

