

# Mountain Park Church Weddings



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[www.mtnparkchurch.org](http://www.mtnparkchurch.org)

# **Your wedding at our church...**

At Mountain Park Church, we want your wedding to be a special day and your marriage to be a joyful, life-long commitment. To attain this, we firmly uphold the Christian principles of marriage and desire them to be reflected in both your wedding ceremony and in your relationship as husband and wife.

In order to achieve these goals, we have the following four requirements for any couple considering a wedding at Mountain Park Church:

Both the bride and groom are to be professing Christians. Only a Mountain Park Church pastor may perform the ceremony.

The couple shall commit to the Mountain Park Church premarital counseling program.

Regular church attendance is expected during the engagement period.

If you are unsure about meeting one or more of the above requirements, please arrange to talk with the pastor, and he will be happy to discuss any questions or concerns.

This booklet is designed to inform you of the people at Mountain Park Church who will be assisting you with your wedding, and it also describes our facilities, policies, fees, and procedures for weddings and receptions.

# **Wedding Personnel...**

## **Pastor**

The pastor desires to develop a relationship with the bride and groom so the ceremony may be personal, worshipful, and meaningful. He will work with you in determining the content and order of the wedding ceremony, and he typically wishes to meet with you at least three times.

## **Premarital Mentors**

Participating in a premarital counseling program has been shown to be invaluable in launching a successful marriage.

Therefore, we require couples to participate in our Mountain Park Church *Marriage Preparation Program*, which includes the Prepare/Enrich premarital inventory and a series of meetings with a trained mentor couple. This couple will help you discuss relationship goals, conflict-resolution techniques, and other relationship issues; they will work hard to accommodate your needs in determining areas of focus and in scheduling meeting dates.

To have adequate time, we recommend at least a four-month period for counseling and preparation before the wedding date.

## **Wedding Coordinator**

The wedding coordinator guides the bride and groom through all the church-related details. This includes arranging for the setup and cleanup of church facilities; helping in planning the flow of the ceremony (ushering, candle lighting, processional, etc.); organizing the rehearsal; and assisting with all the wedding day details.

# **Musicians**

Either the sanctuary piano or organ may be used for wedding music. Often the bride or groom has a family member or friend who will provide the music. If not, the wedding coordinator will be happy to provide names of qualified pianists/organists. Another option is to use recorded music (CDs played through the church sound system) for all or part of the ceremony music. Soloists are a nice addition to the wedding ceremony, although not essential. Since it is much more meaningful to have these musicians be ones you know, they are usually selected directly by the bride or groom, rather than having names provided by the church.

# **Sound Technician**

The wedding coordinator will arrange for someone to run the sound system during the ceremony. This person must be someone who is from Mountain Park Church and qualified to set up microphones, play recorded music, project video, etc. Please submit your video images (in final form) a couple of weeks before the wedding for the sound technician to test the projection.

# **Custodian**

All set-up and clean-up work will be provided by the church. The only responsibility you have is to remove all decorations and return any rented items.

# **Reception Coordinator**

If you are also planning a reception at Mountain Park Church, we provide a reception coordinator. She will work with you in determining the setup of the room, the flow of events for the reception, and the communication with the cake person and the caterer. The reception coordinator also schedules kitchen workers for setting out dishes, making coffee, and washing dishes.

## Facilities ...

Our sanctuary has upholstered, moveable seating and is typically arranged with a center aisle for weddings. It can accommodate up to 275 guests. For summer weddings, please note that there is no air-conditioning.

A large foyer functions as a gathering area before the wedding and provides a place for the guest book and gift table.

Upstairs is a dressing room for the bride and her attendants with a full-length mirror and adjoining restroom. A dressing room downstairs is available for the men, with a nearby restroom.

In addition, adjacent to the sanctuary, there is a spacious private waiting area for the bride, wedding party, and parents prior to the ceremony.

Two gold candelabras (7 candles each), two candle lighters, communion items, a white guest book podium, and lace tablecloths for the communion table and gift table are available at the church.

If you are also holding your reception at Mountain Park Church, we have two options in our Family Center: the Fireside Room for small receptions (fewer than 75) and the Gym, which can accommodate more than 300. A large, well-equipped kitchen adjoins both reception areas.

Round tables (seating 8), chairs, rectangular tables (6' and 8' long), coffee makers, a punch bowl and cups, and dishes and silverware are also available. (Note: There is an extra charge for using the church's dishes.)

# Policies ...

## General

The wedding coordinator and sound technician must be individuals from Mountain Park Church, trained in their roles and approved by the pastor.

Due to extensive cleanup and potential danger, no rice, confetti, or birdseed may be used. Blowing bubbles as the bridal couple departs is acceptable as long as the bubbles are kept outside the church buildings.

Smoking is not allowed on church property.

Alcoholic beverages of any type are prohibited on the church premises.

Saturday weddings cannot be scheduled to start later than 7:00 PM. If the wedding also has a reception at the Mountain Park Church, the wedding cannot start later than 4:00 PM.

Church facilities are not available for childcare during weddings.

Flower girls may only use artificial petals; the crushing of real petals stains the carpet.

Mountain Park Church reserves the right to disallow any actions, behaviors, or functions we deem inappropriate.

The church is not responsible for any items left by the wedding party or their guests.

## **Music**

*Working with your pianist/organist, you will need to make music selections for (typically) five parts of the ceremony: the seating of mothers, candle lighting, attendants' processional, bride's processional, and recessional. Please select themes in all your music (instrumental and vocal) that maintain the sanctity and meaningful worship of the wedding ceremony.*

## **Photographs**

Photographs may be taken before or after the wedding ceremony. If they are prior to the ceremony, the photographer needs to be finished 40 minutes before the wedding begins. We ask that the photographer stay in the back of the sanctuary during the ceremony, and we request that flash photographs not be taken once the bride has arrived at the front of the sanctuary until the presentation of the couple.

If the wedding is to be video recorded, we ask that it be done in a sensitive manner that will not disturb the wedding ceremony. No manned video cameras are permitted at the front of the sanctuary.

## **Receptions**

No alcoholic beverages may be served at receptions held at the church. Wholesome dancing, consistent with the wedding celebration, is permitted with the following conditions: Music selections must have appropriate lyrics, and a play list must be submitted to the wedding coordinator for Mountain Park Church approval at least 2 weeks prior to the reception. Music is to be played at a reasonable volume in view of our church and neighborhood setting. You are responsible for the contract with a disc jockey and the set up of their equipment.

## Fees ...

### Wedding Deposit:

A \$100 refundable deposit is required to secure the wedding date and will be reimbursed within the month after the wedding. Mountain Park Church reserves the right to retain all or part of the deposit should extra cleaning or replacement of any kind be required.

### Wedding Fees:

Listed below is a breakdown of the fees for a wedding at Mountain Park Church. The lesser fee for members reflects their active support of our church through regular giving and service.

#### Wedding only:

	Member	Non-Member
Use of Worship Center	No charge	\$250
Wedding Coordinator	\$150	\$150
Sound Technician	\$100	\$100
Custodian	\$100	\$100
<b>Total</b>		<b>\$350</b>
<b>\$600</b>		

Please note:

Not included above are the expected payments to the pianist/organist, soloist(s), and to the pastor. Your agreed-upon fee for the musicians is to be paid directly to them, and the honorarium for the pastor is at the couple's discretion. Since we are often asked for an appropriate figure, we recommend \$200 (check payable directly to the pastor).

There is no charge for the premarital counseling. A nominal fee, however, is requested for the Prepare/Enrich inventory materials.

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Usually, no sound system is needed at the rehearsal, but if you wish to have a sound technician available, please inform the wedding coordinator, and there is an extra \$25 charge.

### Reception Deposit:

A \$100 refundable reception deposit is required in addition to the wedding deposit (total = \$200 deposit).

### Reception Fees:

The fees below are in addition to the wedding fees.

<b>Reception:</b>	<b>Member</b>	<b>Non-Member</b>
Use of Family Center	No charge	\$375
Reception Coordinator	\$ 150	\$150
Sound Technician <sup>1</sup>	\$ 100	\$100
Custodian <sup>2</sup>	\$ 75-150	\$ 75-150
Use of church's dishes	No charge	\$175
Kitchen Workers(s) <sup>2,3</sup>	\$ 75-\$150	\$ 75-\$150

*1This fee is deleted if you have a disc jockey, providing all of their own equipment.*

*2Our custodial and kitchen fees are based on the size of the reception. We break it down according to the number of guests (correlating to the number of tables you need):*

<i>Guests</i>	<i>Tables</i>	<i>Custodial</i>	<i>Kitchen</i>
<i>Under 112 guests</i>	<i>( 1-14 tables)</i>	<i>\$ 75</i>	<i>\$</i>
<i>75</i>			
<i>113 – 192 guests</i>	<i>(15-24 tables)</i>	<i>\$100</i>	<i>\$100</i>
<i>193 – 272 guests</i>	<i>(25-34 tables)</i>	<i>\$125</i>	<i>\$125</i>
<i>Over 273 guests</i>	<i>(35-44 tables)</i>	<i>\$150</i>	<i>\$150</i>

*3This fee is deleted if the church's dishes are not used.*

### Payment of Fees:

Full payment of all fees is due no later than the Friday two weeks prior to your wedding date. Please mail your check (made out to *Mountain Park Church*) to the wedding coordinator before this date, or deliver it to the church office with your name and the wedding date clearly noted.

# How to Proceed ...

Inform the wedding coordinator of your desire to pursue wedding plans at Mountain Park Church so she can *tentatively* note your date on the church calendar.

Call the church office at 503 635-3443 and ask for Cindy Berger, the administrative assistant for Pastor Gregg Borrer. She will send you the **Marriage Preparation Packet**, containing further information and forms to fill out. Also, she can schedule an appointment for you to meet with the pastor. (Bring your completed forms to this meeting.)

Once the pastor has consented to perform your ceremony, the wedding coordinator will send you a **Facility Reservation Request** form to officially reserve the church for your wedding date. Submit this form along with your \$100 deposit. Note: Your wedding is NOT reserved on the church calendar until the pastor's consent is given and the reservation form and deposit are received.

Begin premarital counseling with your assigned Mentor Couple.

Complete a **Wedding Information Form** (and a **Reception Information Form**, if needed), and return them to the wedding coordinator.

Contact a pianist or organist. (The wedding coordinator can provide assistance if you wish to use one from the church.)

Schedule a meeting at the church with the wedding coordinator.

# Helpful Details ...

## Marriage license

Your marriage license may be obtained in person or by mail from the county courthouse that is most convenient for you. (The license is valid anywhere in Oregon.) Once you have your official license, there is a 3-day waiting period, and the license remains valid for 60 days. These phone numbers provide helpful recorded information:

Multnomah County: 503-988-3027  
Clackamas County: 503-655-8659  
Washington County: 503-846-8786

The marriage license should be given to the pastor at the wedding rehearsal.

### Rehearsal

The wedding rehearsal is usually held on the evening before the wedding. It is important that all members of the wedding party, the parents, the ushers, and the pianist/organist attend. Please encourage all participants to arrive promptly, and allow up to 1½ hours for the rehearsal.

# Directions and Map

Southbound from Portland:

Take I-5 to Exit 295 (Capitol Highway).

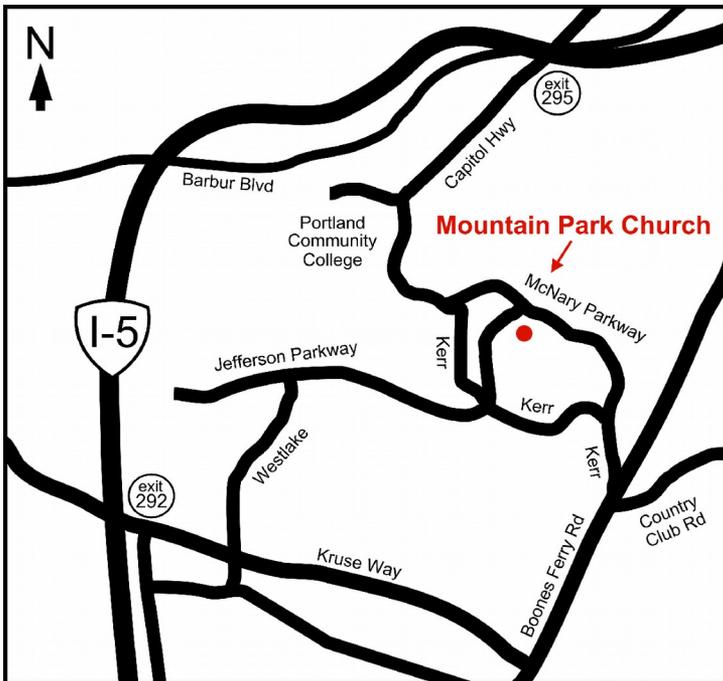
Turn right at end of exit, then right again (follow signs for P.C.C.), heading south on Capitol Hwy.

Continue on Capitol Highway for 1½ miles, going past Portland Community College. (Note: Capitol Hwy becomes 49th Ave and then Kerr Pkwy)

Turn left on McNary Parkway.

Cross Jefferson Parkway.

Mountain Park Church is on the right.



Total  
\$950-\$1100