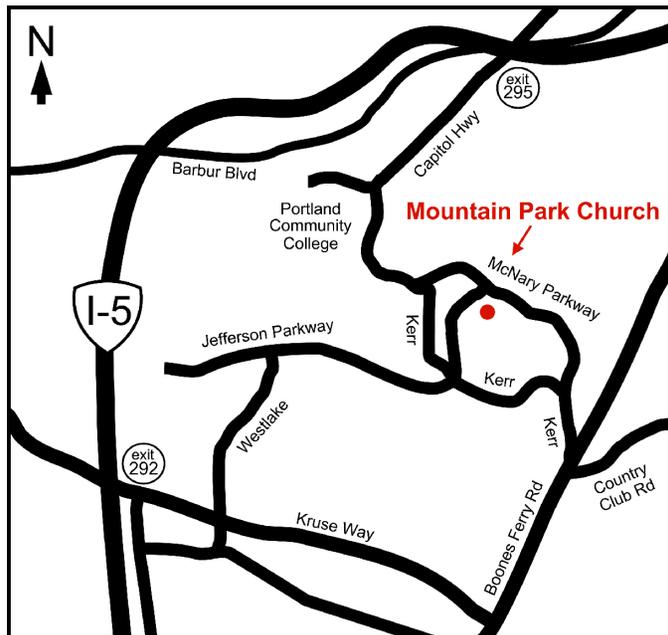


Directions and Map

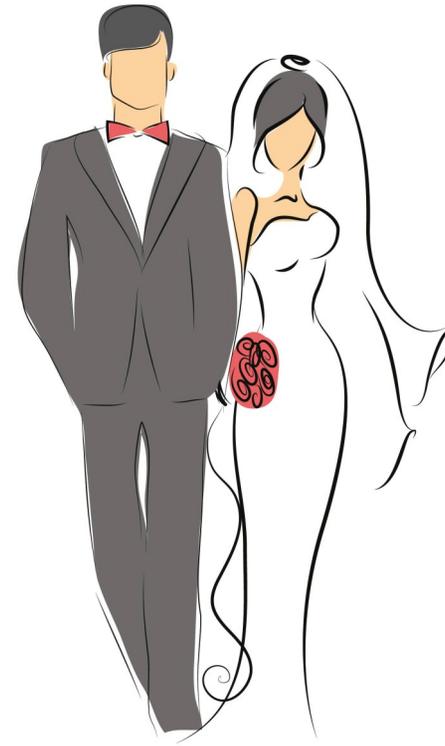
Southbound from Portland:

- 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.



Mountain Park Church Weddings



40 McNary Parkway
Lake Oswego, OR 97035
(503) 635-3443
www.mtnparkchurch.org

Weddings at Mountain Park Church

We are committed to marriage! It is God's great plan for humankind and we are excited to be with you in the plans for getting your marriage underway. From the time Adam looked at Eve, marriage has been complicated. Our hope is that we can give you the tools and surrounding community for the kind of marriage God intends for you. In order to have a Christ-centered marriage, there are a few commitments that we hold as essential:

- Both of you have to be on the journey of following Jesus
- You both need to be a regular part of a faith community
- You will both work to make the beginning of your marriage strong by working with our Marriage Mentor Team.
- To insure these commitments, your wedding guidance and officiating will be with one of our Pastors.

The way to get started is to make an appointment with one of our pastors at (503) 634-3443 and start the conversation about your marriage.

This booklet can answer a lot of your questions.

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.

Moving Forward

Contact MPC administrative office to make arrangements to meet with a Wedding Coordinator. (503) 635-3443.

Once the Coordinator agrees to the date, time and her availability, call MPC to make arrangements to meet with a Pastor and get the Marriage Preparation Packet.

Once a Pastor has agreed to officiate your ceremony you can reserve the date with the Coordinator and submit your \$100 deposit.

You will then be assigned to Marriage Mentors and begin your pre-marriage counseling.

Schedule a meeting with the Wedding Coordinator to start the plans for the ceremony.

Obtain a marriage license at least 5 days prior to your ceremony, it is valid for 60 days.

Our Wedding Team

A Pastor

All of our pastoral team love to be part of weddings, but our first goal is not the marriage ceremony. Our plans are to connect with you, get you connected with a Mentor Couple, and then start the fun of planning your ceremony.

Mentor Couples

We have several trained couples who have been married a good long time, have raised children and are in a place of life where their wisdom can become yours. Utilizing the “Prepare/Enrich” materials, they will customize your conversations based on what is discovered by doing the online inventory. This can usually be accomplished in 6-8 meetings spread over 12-16 weeks, so allow plenty of time.

Wedding Coordinator

In order for your ceremony to be as perfect as possible, a Wedding Coordinator will be assigned to you and guide you through all the preparation and execution of your plans. Our goal is for the ceremony to be everything you want it to be and more, and she is ready to make that happen. She will help coordinate: set-up, clean up, ceremony flow (ushers, lighting, processional etc.), organizing the rehearsal, and managing all the details so the two of you can relax and enjoy your big day.

Musicians

Music is an important part of every wedding, so we want to help get your chosen musicians connected to our technicians, or to help guide you toward our regular musicians.

Audio/Video Technician(s)

We have trained individuals who are available to enhance your ceremony and only our trained personnel are allowed to use our systems. The Wedding Coordinator will work directly with the technician(s) for your service.

Custodial

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 your reception is going to be at MPC, we will assign a coordinator for that event separate from your ceremony. She will help coordinate set-up, flow, communication with caterers and all kitchen staff and use.

Usually, no sound system is needed at the rehearsal, but if you wish to have a sound technician available, please inform the wedding coordinator. There is an extra \$50 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.

	Regular Attender	Non-Attender
Use of Family Center	No charge	\$375
Reception Coordinator	\$ 150	\$150
Sound Technician ¹	\$ 100	\$100
Custodian ²	\$ 75-150	\$ 75-150
Use of church's dishes	No charge	\$175
Kitchen Workers(s) ^{2,3}	\$ 75-\$150	\$ 75-\$150
Total	\$ 400-\$550	\$950-\$1100

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):

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

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.

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:

The lesser fee for regular attenders reflects their active support of our church through regular giving and service.

Wedding only:

	Regular attender	Non-Attender
Use of Worship Center	No charge	\$250
Wedding Coordinator	\$150	\$150
Sound Technician	\$100	\$100
Custodian	\$100	\$100
Total	\$350	\$600

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 \$150 (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.

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, note that there is no air-conditioning.

A large lobby 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 kneeler, 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.)

Guidelines

In order to remain consistent with our mission as a faith community, there are certain understandings with which we must agree so that this is a wonderful experience for everyone.

General

- The Wedding Coordinator, Pastor and Technicians must all be from MPC and trained for their specialty.
- No rice, confetti or birdseed may be used. Sorry, it is just a mess!
- No smoking at all on church grounds.
- No alcohol of any kind can be on the church premises. This policy is strictly enforced and can result in the cancellation of your event.
- Saturday weddings (use what's there)
- Flower girls can only use artificial petals as real ones stain our carpet.
- MPC reserves the right to disallow any actions, behaviors or functions inconsistent with our ministry.
- The church is not responsible for any items left by the wedding party or guests, though we will do our best to help return personal items.

Music

You will need to choose all music and it must maintain the dignity and reverence of the Worship Center.

We have trained, skilled musicians in our community to whom we can refer you, if needed.

Any other musicians must act cordially and in accordance with our trained technicians.

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.

Reception

Weddings are a time for fun and celebration balanced with dignity and the decorum of the formal ceremony. To that end:

Any and all dancing will be consistent with the wedding celebration, not lewd or suggestive.

Music selections must have appropriate lyrics. If there are any doubts, the Reception Coordinator must be consulted at least 2 weeks prior.

Music and all events must be amplified at a reasonable level as we are part of a neighborhood.

You are responsible for contract and the behavior of a DJ.