

Wedding Planning Guide



Eastview Christian
Church

Congratulations!



Congratulations on your engagement from your church family! We share your excitement and happiness as you formulate your wedding plans and begin the beautiful adventure of marriage. Marriage is a gift from God and we are anxious to serve you throughout your planning process. We will do our best to make your wedding a joyous and God-glorifying day!

The wedding planning guide for Eastview Christian Church is your guide to answering as many questions as possible as you plan your wedding ceremony. If, after reading this guide, you decide to hold your wedding at Eastview or reserve an Eastview pastor for your ceremony elsewhere, please complete the registration form and drop it off with your \$50 deposit at the church office. Julie Probst, Eastview Wedding Coordinator, will then call you to take your next steps.

We look forward to working with you on this joyous occasion!

Sincerely,

Eastview Christian Church Staff

Julie Probst

Wedding Coordinator

Office: 309/451-5000 or

Home: 309/451-8189 or Cell: 309/706-2747

julieprobst@eastviewcc.org

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- Request Forms
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Step One: Reservations and Scheduling

Eastview Christian Church performs wedding ceremonies for its members and regular attendees. Once you have read this Wedding Planning Guide, please complete the Wedding Registration Form (page 15) and turn it into the church office with your \$50 deposit. The form will be processed by the wedding coordinator in conjunction with the officiating pastor and your names will be given to the counseling center. Upon receipt of your names, the counseling center will contact you with your on-line access and password to begin your *Prepare-Enrich* premarital counseling. Simultaneous to you taking the initial on-line pre-marital counseling assessment, the Wedding Coordinator will reserve all necessary rooms for the wedding day and rehearsal on the church calendar according to availability. Within approximately one week of receiving your initial on-line pre-marital assessment, you will receive notice from the Wedding Coordinator as to the pastoral approval of your date and marriage ceremony. In order to allow time for pre-marital counseling to take place, wedding reservations are accepted for ceremonies three months to one year in advance.

CEREMONIES: Weddings at Eastview are typically held in the Main Worship Center and are scheduled during the following days and times:

Fridays: 5:00 PM or later (set-up can begin at 12:00 noon)
Saturdays: 6:30 PM or before
Sundays: 3:00 PM or later

*The Main Worship Center must be vacated by 8:00 p.m. on Saturdays to allow for cleaning and setup for Sunday services. A 6:30 PM wedding would require all photography to be completed prior to the ceremony.

RECEPTIONS: There are two location options for receptions at the church. The Junior High Auditorium or the Big Kidsview Auditorium (rooms 131-136).

Junior High Auditorium: This auditorium has a cement floor and eleven restaurant booths along two walls and can seat 300+ guests.

Big Kidsview Auditorium: This is a set of rooms can seat up to 250 guests or be divided up if a smaller reception is desired. **Please see additional information on page 8 for details on these options. Receptions in either room must conclude by 10:00 PM for a Friday wedding and 5:30 PM for a Saturday wedding.

OFF-SITE WEDDING CEREMONIES: If you are requesting to have an Eastview Pastor officiate your ceremony in another location within McLean County, everything in this booklet still applies. Note: the \$125 technical services fee will be waived. Pre-marital counseling and the Eastview Wedding Coordinator services are still required. If your wedding is outside of McLean County, the Wedding Coordinator services and fees may also be waived.

FEES: The total cost for having a wedding at Eastview is \$700.00 in the Main Worship Center. A deposit of \$50 is due with your application to secure your reservation. The \$50 deposit is refundable if Eastview is unable to perform the ceremony or if your reservation is cancelled before you complete your on-line *Prepare-Enrich* assessment. The \$700 total fee includes the following: pastoral honorarium, wedding coordinator services, technical services and approximately five pre-marital counseling sessions. All fees (aside from the initial \$50 deposit) will be paid to the wedding coordinator at the final planning meeting or by your wedding rehearsal date. Please make your check payable to Eastview Christian Church. An additional fee of \$75.00 will be charged if you choose to host your reception at the church. Total fees for an Eastview Pastor to conduct your ceremony off-site, within McLean County is



Step Two: Preparation for Marriage

2011

\$575.

SELECTING A PASTOR for your wedding ceremony. Eastview Christian church has many pastors that perform wedding ceremonies. We have included photos and brief introductory information about several of our pastors on pages 10 and 11 of this booklet. Once your wedding has been approved, there will be an initial meeting with the wedding coordinator. Please complete the additional forms provided in this wedding planning guide and bring them with you to this meeting. An additional/final meeting(s) will be scheduled as your wedding date approaches.

PRE-MARITAL COUNSELING: It is our belief that preparation for marriage provides a solid foundation on which the marital relationship can be built. Therefore, premarital counseling sessions are required prior to any ceremony being performed. The counseling center utilizes an extremely effective curriculum called *Prepare/Enrich*. *Prepare/Enrich* is a couple assessment completed online that identifies a couple's strength and growth areas. It is one of the most widely used Programs for premarital counseling and premarital education. Based on a couple's assessment results, a trained facilitator provides 4-8 feedback sessions in which the facilitator helps the couple discuss and understand their results as they are taught proven relationship skills. The program helps couples: Explore strength and growth areas, strengthen communication skills, identify and manage major stressors, resolve conflict using the Ten Step Model, develop a more balanced relationship, explore family of origin issues, discuss financial planning and budgeting, establish personal, couple and family goals, understand and appreciate personality differences. You will be asked by the counselor to sign a waiver indicating that the counselor may discuss pertinent information with the pastor officiating your wedding. In the unlikely event that a wedding is cancelled by the couple, services rendered by the counseling center will be billed to the couple.

Your pre-marital counseling sessions should begin as early as possible, up to one year in advance, to allow for additional sessions as needed and allow you to focus on the details of the wedding as the date arrives. The Counseling Center recommends several weeks between some of the sessions to allow for homework to be completed. You, your counselor and your officiating pastor will make any decisions and recommendations together. Counseling sessions can be scheduled at your convenience by calling Eastview's Counseling Center at 309/451-5020.



Wedding Planning Check List

- q 1. Pick up and read Eastview's Wedding Planning Guide.
- q 2. Complete & turn in the Wedding Registration Form (p. 15) including:
 - q Your 1st & 2nd Choice of Officiating Pastor (options on pg. 10-11)
 - q \$50 deposit (refundable until you submit your on-line **Prepare/Enrich** assessment)
- q 3. Upon receipt of your on-line access, immediately complete your initial **Prepare-Enrich** Assessment
- q 4. Schedule & complete initial meeting with the wedding coordinator and submit remaining wedding forms.
- q 5. Schedule and begin pre-marital counseling sessions.

(continued on page 6)

Step Three: Final Preparation

FINAL MEETINGS: Final planning meetings will be held between five and fourteen days prior to the wedding. One meeting will be between the couple and the officiating pastor, one meeting will be between the couple and the wedding coordinator. The marriage license and all fees are due at the meeting with the wedding coordinator. At this time, all logistical plans for the wedding will be finalized along with decorations and which church-owned items, if any, will be utilized in the ceremony (see items available on page 10).

WEDDING REHEARSAL: Typically held the evening before the wedding, the Wedding Rehearsal finalizes the Wedding Ceremony with an actual walk through of the entire wedding program with the Wedding Coordinator. Responsibilities, specific staging and timings are explained and demonstrated by participants.



Attendees at the rehearsal are:

- Bride & groom
- Best man & maid/matron of honor
- All attendants
- Flower girl & ring bearer (if part of the ceremony)
- Musicians and readers (optional, see below)
- Ushers
- Parents of the bride and groom
- Grandparents of the bride and groom (optional)

SPECIAL NOTES:

- While musicians and readers are welcome at the rehearsal for timing and sequence details, their presence at the rehearsal is not required, as a sound technician will not be present at the rehearsal. All sound checks are done one hour prior to the wedding ceremony.
- The officiating Pastor does not normally attend the rehearsal, it will be conducted by the wedding coordinator. The rehearsal requires 45-60 minutes of instruction and practice. Punctuality is critical. Please encourage all participants to be on time. No changes in ceremony plans are permitted between the rehearsal and ceremony.
- All sound technicians will be scheduled by the wedding coordinator.



SAMPLE CEREMONY ORDER OF SERVICE

Prelude
Processional
Welcome & Opening Prayer
Giving of the Bride
Scripture Reading
Wedding Message
Exchanging of Vows
Blessing & Exchange of Rings
Lighting the Unity Candle
Pronouncement of Marriage
Introduction of the Couple

Step Four: Your Wedding Day

Your wedding day is your day to enjoy! Much thought and preparation will have gone into this day, and we want everything to run smoothly. The wedding coordinator will be present to assist in a variety of ways. Her responsibilities include:

- Verifying placement of all staging (candles, music stands and stools, musical equipment, flowers, aisle runner, guest book podium, etc.)
- Distribution of flowers to the wedding party, parents, and special honored guests
- Verifying guest seating arrangements
- Cueing ushers when to begin seating, when to light candles, and when to seat family members
- Closing guest book and cueing guest book attendant when to be seated
- Cueing attendants and bride for processional
- Seating late guests

Please be sure to communicate your needs to the wedding coordinator. She is there to assist you and help make this day a special one. Relax and rely on her gifts of administration and hospitality. Bring all of your concerns to her.

The entire wedding party, photographer and florist should arrive at the church at least 60 minutes prior to the ceremony, depending on your pre-wedding photography session. *Please do not have flowers delivered before you plan to arrive.* You must be there to be sure that all you ordered has been satisfactorily delivered. Do not schedule rental property to be delivered unless you plan to be there to meet the delivery. All personal items and rental property must be removed from the church promptly following the ceremony.



SPECIAL NOTES: Flash photography is permitted by the professional photographer only during the actual ceremony. This does not include entrance/exit of the wedding party. No birdseed, rice, real flowers or confetti is permitted to be thrown inside the building.

Wedding Planning Check List

- q 6. File for and obtain your marriage license within 60 days of the ceremony.
- q 7. Schedule final meeting with Officiating Pastor
- q 8. Schedule final meeting with wedding coordinator
- q 9. Finalize attendees for Wedding Rehearsal
- q 10. Complete counseling sessions
- q 11. Confirm all wedding participants' arrival time for rehearsal and the wedding day of at least 1 hour prior to the ceremony.

Facilities

CEREMONIES: Weddings at Eastview will take place in the Main Worship Center. The Worship Center can seat 2,000 guests but with the lights dimmed in the balcony and side sections, it is suitable for any number of guests. The dark red stage curtain will remain closed during the ceremony to hide the Sunday morning set-up behind the curtain. The main aisle is 100 feet long.

Staging items available for use: Our piano, cross and altar table may be used on the stage. We also have six white columns and candelabras that may be used (see pg. 10). Wax candles may be used as long as they are in containers or have adequate trays beneath them to contain all wax. Non-drip candles are required for the candelabras. All candles and trays should be approved by the wedding coordinator.

Communion: If you choose communion as a couple during your service, we provide standard communion elements for you. You may provide a chalice or loaf of bread if desired.

Two rooms off of the back of the main auditorium are available for dressing rooms. Food and beverages are allowed in both locations. All personal property left in these rooms should be removed after your ceremony.



RECEPTIONS:

Big Kidsview Auditorium: (rm. 131-136): This spacious room will accommodate 250 guests at a stand up reception, or 200 guests sitting in our padded chairs at six-foot round tables. It can be divided to suit your needs. It has a raised, 10'x 20' stage, and a black curtain behind the stage. The room has a professional sound system and four video screens.

Jr. High Auditorium: This room has a cement floor, a raised 15' x 15' corner stage for the head table with a black curtain behind it. This room will accommodate 300 guests sitting at our six-foot wide round tables, or more if you seat additional guests at the eleven restaurant-style booths that line two walls. The room has a professional sound system, a large video screen and a disco ball.

The wedding coordinator will be happy to show you all of your options and help you make a choice that best suits your needs.

Times: Friday receptions conclude by 10:00pm. Saturday receptions conclude by 5:30 pm.

Food: Since Eastview does not have a professional kitchen, all food and beverages must be brought in by you in a ready-to-serve format or be catered in by the caterer of your choice.

Dance: If you choose to host a dance, an Eastview sound technician will be required for use of our equipment. Cost to be determined based on length of reception.

Set-Up & Decorating: The custodial staff will move all furniture as prearranged with the wedding coordinator. No furniture is to be moved without approval. All decorations, accessories and candles are provided by the wedding party and approved by the wedding coordinator. All personal items must be removed when you leave. Unusual decorations requiring room alterations or additional services of the custodial staff must be pre-approved.

Please encourage your guests to respect your church home. Smoking is not permitted anywhere in the building. Alcohol and nonprescription drugs are not allowed on the church premises. No food or bev-

Wedding Policy

2011

Marriage was created by and is a gift from God! He created man and woman and from the beginning has intended that they be joined in marriage to fulfill in the other what each one lacked. Since God ordained marriage and created those involved in it, He desires to be a part of each marriage to add His direction and blessing.

As we read God's Word in the Bible, we are confronted with basic facts and principles which must be understood and applied if joy and fulfillment is to be experienced in marriage. Ignoring these principles is to ignore God and His design and results in marital frustration and/or ultimate failure (divorce).

Because Eastview is committed to God, His principles, and building strong marriages, the following scriptures and guidelines shall serve as principles for marriage. These policies govern Eastview Christian Church's pastors. Some circumstances require discretion regarding implementation.

1. Scriptures concerning marriage which form the basis for the decisions made regarding weddings performed:

- | | |
|----------------------------|-----------------------|
| a. Genesis 2: 18; 2: 21-24 | b. Matthew 5: 31-32 |
| c. Matthew 19: 3-12 | d. Mark 10: 2-12 |
| e. Luke 16: 18 | f. Romans 7: 1-3 |
| g. I Corinthians 7: 1-40 | h. Ephesians 5: 21-33 |
| i. Colossians 3: 18-19 | j. I Peter 3: 1-2 |



2. Who can be married and by whom?

- a. We will marry those who are members of Eastview Christian Church or who have been active in worship attendance for at least six months.
- b. No pastor of Eastview staff will marry a couple if one of the other pastors of the church has refused to perform the ceremony for reasons other than scheduling conflict.
- c. All weddings at Eastview will be supervised by the wedding coordinator. An Eastview pastor must officiate the wedding. However, exceptions can be made for family members who are clergy. In these cases, the wedding coordinator must approve the wedding and have dialog with the officiating pastor regarding church affiliation and role. The ceremony outline will be sent to the officiating pastor by the wedding coordinator.
- d. Couples who are living together or are sexually active will meet with the officiating Pastor for encouragement in biblical counsel before their wedding is approved.
- e. Couples who have been divorced (either both or one) within the last twelve months will discuss the circumstances in an initial meeting with the officiating Pastor.
- f. In the case of premarital pregnancy, the couple will meet with the officiating Pastor for counsel and encouragement before the wedding is approved.
- g. Marriage ceremonies will not be conducted if either the bride or the groom come to the wedding under the influence of alcohol or drugs (other than those prescribed by a physician). Any member of the wedding party who comes to the wedding under the influence of alcohol or drugs will not be allowed to participate.

Pastors Available for Wedding Ceremonies



Mike Baker, Senior Pastor
Senior Pastor at Eastview since 2007, Mike has been in ministry since 1987 when he graduated from Johnson Bible College. Mike joined the Eastview staff in 1995. He has written three books, [Freedom in Christ](#), [Counsel Fit for a King](#), and [How Teens Do Church](#). Mike loves preaching, writing, sports and hanging out with friends. He and his wife Sara have two boys, Michael and Caleb.



Mark Warren, Exec. Pastor
In ministry since 1990, Mark has served at Eastview since 1993. Mark began his ministry at Eastview as our College/Small Groups pastor, then became the Small Groups Pastor and most recently has taken the Executive Pastor role. Mark and his wife Rachel love playing cards/games, watching sports/reality TV, and hanging out with their four children, Natalia, James, Clayton and Britta.



J.K. Jones, Pastor of Spiritual Formation
On staff at Eastview since 2010, J.K. was a professor at Lincoln Christian University for the past 15 years prior to his work at Eastview.



Brandon Grant, FUEL/College Pastor
Brandon has been our College and Young Adults Ministries Pastor since 2006. Brandon has a passion for seeing the timeless depth and truth of the Bible become relevant to people today; and seeing it lived out in missions and service. Brandon spends his free time with his wife Jamie and daughter Elyse. He loves going to movies, hanging out at coffee shops and traveling.



Drew Moore, Sr. High Pastor
Drew joined the Eastview staff in 2006. In all things, Drew hopes to show people that God has invited them to play a role in the amazing things He's doing. He spends most of his free time alongside his wife Layne playing with his son, Luke, and daughter, Nina. He also loves pick-up sports, getting coffee, eating wings and watching movies.

Pastors Available for Wedding Ceremonies



Jim Probst, Pastor of Small Groups

On staff at Eastview since 2008, Jim has been in ministry since 1993 when he graduated from North Central College. Jim spends his free time reading, writing, fishing and hanging out at coffee shops. He and his wife Julie love biking with their family, playing cards, watching their kids' sports and hanging out with their three kids, Collin, Kaylee and Kyler.



Tyler Hari, Missions Pastor

Tyler joined the Eastview staff in January 2009 after working at State Farm. He graduated from Olivet Nazarene University. Tyler loves all things sports, spending time with Jessica, his wife of five years, and playing with their three sons Griffin, Drake and Tyson. Tyler's passion is for people to understand the redemptive heart of God and how they play a role in His greater story throughout the world.



Cedric Williams, FUEL/College Pastor

Cedric has been on staff at Eastview since 2007 serving in the College and Young Adult ministry, Fuel. Cedric graduated from Illinois State University in 2008 and is currently pursuing a Master of Arts in Christian Counseling from Lincoln Christian College. Cedric loves spending his free time with his wife, Hannah. They both enjoy watching movies, being with friends, exercising, and dreaming about life together.



Joel Craig, Jr. High Ministries Pastor

Joel Craig has been on staff at Eastview as our Jr. High Ministries Pastor since 1999. He graduated from Lincoln Christian College in 1998. In addition to leading our Edge and Re-Mix Jr. High ministry, Joel is an avid golfer and movie buff. He loves eating out with his wife Kristie and is a die hard Cubs fan and NC Tarheel fan.

Items Available for Staging



Photo by Whitney Clark



You are welcome to utilize East-view's cross, columns, candelabras and unity candle table for your ceremony.

- There are 6 columns available, 2 tall, 2 medium and 2 short columns.
- There are 6 sets of candelabras available, 2 sets of 3 tall candles, 2 sets of 3 medium candles and 2 shorter candles.
- All greenery, candles and table cloths are provided by the wedding party.

Items Available for Staging



Photo by Whitney Clark

Obtaining Your Marriage License

A marriage license can be obtained from the McLean County Clerk located in the McLean County Government Center at 115 E. Washington Street, Room 102, Bloomington. The telephone number is 309.888.5190.

The website is: www.mcleancountyil.gov/countyclerk/marriage_license.htm

General Information:

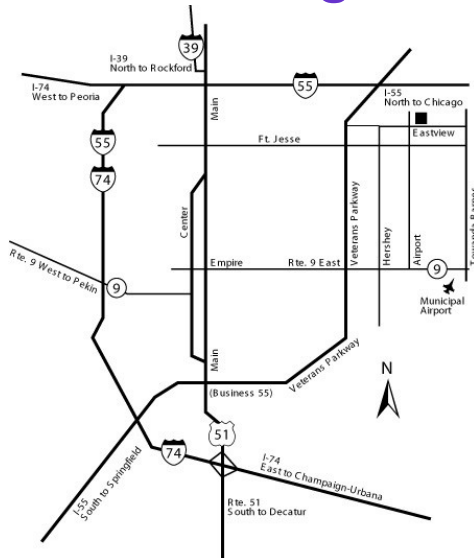
- You need a license from McLean County to get married at Eastview Christian Church.
- An appointment is needed to apply for your license at McLean County.
- The license is valid the following day and is good for 60 days.
- The marriage application process will take approximately 20 minutes.
- The cost is \$29.00 CASH.
- Both the Bride and Groom must be present at the application appointment.
- A valid driver's license, state issued ID, or passport is required for identification. Authorized English translation must accompany all identification that is not U.S. issued.
- If either the Bride or Groom have been married before, the County will need to know how the marriage ended. If it was dissolution, the County will need to know the date and county, and/or state of the dissolution.
- You will need to know your parents' addresses and states where they were born.
- You will need your social security numbers.



Notes:

- No blood tests are required in Illinois.
- Anyone can receive a copy of your Marriage License.
- Only the Bride or Groom may get a copy of the Marriage Application.
- You will need certified copies of your marriage license to change your name on your Social Security Card, Driver's License, and possibly several other places. You may prepay for these copies during your marriage license appointment.
- When McLean County receives the signed marriage license back after your ceremony, they will mail you the number of copies you requested.

Map to the Building *(for invitations etc.)*



Electronic copies of this map are available for you if you want to include this map in your invitations.

Wedding Registration Form

Today's Date: _____

Wedding Date and Time Requested:

Date: _____ Time: _____
(First Choice)

Date: _____ Time: _____
(Second Choice)

Location Requested: _____

Bride's Name: _____ Member or Regular Attendee? _____

Groom's Name: _____

Address: _____

Address: _____

Phone (H) _____

(W) _____

(cell) _____

E-Mail: _____

Church Affiliation: _____

Plan to do pre-marital counseling at Eastview? Yes No Alternate location: _____

Number of guests expected to attend: _____

Number of attendants for Bride: _____ for Groom: _____

Will there be a reception? yes no Location: _____

Pastor you would like to have officiate your wedding:

First Choice

Second Choice

Couple's Address following the ceremony: Bride or Groom's address above? _____ or
New Address:

Phone (H) _____

Wedding Information

Bride _____

Groom _____

Date of Wedding: _____

Time: _____

Rehearsal Date: _____

Time: _____

Number of Guests: _____

Ceremony Location: _____

Reception Location: _____

Name of Florist: _____

Name of Photographer: _____

Video Technician: _____



Sound/Light Technician: _____
(to be scheduled by wedding coordinator)

Pianist/Organist: _____

Soloist/Musicians: _____

Guest Book Attendant: _____

Other: _____

Wedding Participants

BRIDE'S SIDE:

Maid/Matron of Honor _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Jr. Bridesmaid _____

Flower Girl _____ Age _____

GROOM'S SIDE:

Best Man _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Jr. Groomsman _____

Ring bearer _____ Age _____

Ushers 1. _____ 2. _____

3. _____ 4. _____



Wedding Participants (continued)

Who will give Bride away? _____

Plan to write your own vows? _____

Names of Bride's parents _____

—

Names of Groom's parents _____

—

Names of Bride's grandparents _____

Who will seat them? _____

Names of Groom's grandparents _____



Who will seat them?

Special seating instructions: _____

[illegible]

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