Eastview Christian Church

Wedding Planning Guide
Congratulations on your engagement from your church family! We share your excitement and happiness as you make 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 julieprobst@eastviewcc.org

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Eastview Christian Church performs wedding ceremonies for its members and regular attenders. 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 premarital mentor coordinator. Upon receipt of your names, the premarital mentor coordinator will contact you with your on-line access and password to begin your Prepare-Enrich Assessment. Once you take the initial Prepare-Enrich Assessment, you will meet with the Pastor of Member Care, Sara Thompson, for final ceremony approval. Once approved, the Wedding Coordinator will reserve all necessary rooms for the wedding day and rehearsal on the church calendar according to availability. You will receive notice as soon as possible from the Wedding Coordinator as to the availability of your date and ceremony time for your marriage ceremony if you are requesting a location within our facility. The pastor for your ceremony will be determined by 9 months prior to the wedding date based on pastoral availability. To allow adequate time for premarital mentoring, wedding reservations are accepted for ceremonies three months to one year in advance.

CEREMONIES: Weddings at Eastview will primarily be held in our newly renovated Sanctuary space. Alternate options include the Prayer Chapel in the Upper Well (18 people or less). Use of the Main Worship Center for weddings will be on a limited basis. Weddings are scheduled during the following days and times:

- **Fridays:** 5:00PM-7:00PM (set-up can begin at 9:00AM)
- **Saturdays:** 5:00PM or before*
- **Sundays:** None (due to the timing of our services, no wedding times are available on Sundays)
- **Weekdays:** By request, depending on building availability

*The Sanctuary or Main Worship Center must be vacated by 8:00PM on Saturdays to allow for cleaning and setup for Sunday. A 5:00PM wedding would require most of your photography to be completed prior to ceremony.

RECEPTIONS: If your wedding is hosted at Eastview, you may choose to host your reception in the Sanctuary as well for an extra $200.00 in building services fee.

Sanctuary: This auditorium has a cement floor and elevated stage area and can seat 500+ guests. **Please see additional information on page 8 for details on this option. Receptions must conclude by 10:00 PM for a Friday wedding and 7:00 PM for a Saturday wedding to allow adequate time to reset the space for Sunday morning.

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. Premarital mentoring and the Eastview Wedding Coordinator services are still required. The total fee for an off-site wedding within McLean County is $575. For weddings outside of McLean County, we cannot guarantee the availability of an Eastview pastor, but we are happy to make the pastoral requests and work with you on the ceremony details. Weddings outside of McLean County will incur a mileage charge for both the pastor and wedding coordinator’s travel (standard IRS mileage reimbursement rates apply: $0.53 per mile for 2016).

FEES: The total cost for having a wedding at Eastview is $700.00. $665 of the total is payable to Eastview, $35 will be paid to Prepare-Enrich when you take your initial assessment. A deposit of $50, payable to Eastview, is due with your wedding registration form to hold 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 and initial meeting with the Wedding Coordinator. The $700 includes the following: pastoral honorarium, wedding coordinator
services, technical services and approximately six pre-marital mentoring sessions. All fees
(excluding the initial $50 deposit and Prepare-Enrich fees paid on-line) will be paid to the wedding
coordinator at the final planning meeting or by your rehearsal date. Please make your check payable
to Eastview Christian Church. An additional fee of $200.00 will be charged if you choose to host
your reception at the church. **Note: All musician payments will be the couple’s responsibility.

SELECTING A PASTOR for your wedding ceremony. Eastview Christian church has many pas-
tors that officiate wedding ceremonies. We have included photos and brief introductory infor-
mation 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 to outline your ceremony
and discuss the availability of the pastor you selected. A meeting with your selected pastor may be
scheduled once your ceremony has been outlined with your wedding coordinator.

PRE-MARITAL MENTORING: It is our belief that preparation for marriage provides a solid
foundation on which the marital relationship can be built. Therefore, premarital mentoring ses-
sions are required prior to any ceremony being performed. The Pastor of Member Care will meet
with you and assign you to a trained mentor couple. We utilize an extremely effective curriculum
called Prepare-Enrich. Prepare-Enrich begins with an inventory completed online that identifies a
couple’s strength and growth areas. It is one of the most widely used programs for premarital coun-
seling and premarital education. Based on a couple’s assessment results, a trained mentor couple
provides 6 sessions in which they help the couple to 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.

Your Prepare-Enrich results are kept confidential and are only viewed by the Pastor
of Member Care, your mentor couple and your officiating pastor.

Your pre-marital mentoring should begin as early as possible, up to one year in ad-
vance of your wedding date, to allow for additional sessions as needed and allow
you to focus on the details of the wedding as the date arrives. Your mentor couple
may recommend several weeks between some of the sessions to allow for homework to be complet-
ed. You, the Pastor of Member Care, and your officiating pastor will make any decisions and recom-
mendations together. You will be contacted by the Pastor of Member Care, Sara Thompson, with
instructions to taking the Prepare-Enrich and to set up an initial meeting before the mentoring be-
gins.
CEREMONY PREPARATION MEETINGS:

Initial Planning Meeting: Once your wedding has been approved by the Pastor of Member Care, you and your assigned Wedding Coordinator will meet to outline your wedding ceremony and discuss your plans for your ceremony, music and decorations. The wedding coordinator will then provide you a copy of your ceremony and you and she will discuss any changes or updates that need to be made.

Final Meetings: As needed, a final meeting will be held five to fourteen days prior to the wedding. One meeting may be between the couple and officiating pastor, one meeting between the couple and the Wedding Coordinator. The marriage license and fees are due at the meeting with the wedding coordinator (or by your rehearsal date). At this time, all logistical plans for the wedding will be finalized along with a final decoration plan including which church-owned items will be utilized in the ceremony (see items available on page 10).

WEDDING REHEARSAL: The Rehearsal will be held the evening before the wedding and will take approximately one hour. The rehearsal finalizes the Wedding Ceremony with an actual walk-through of the entire wedding with the Wedding Coordinator. Responsibilities, specific staging and timing details are explained and practiced 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 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 may or may not attend the rehearsal, it will be conducted by the wedding coordinator. The rehearsal takes approximately 1 hour. Punctuality is critical. Please encourage all participants to be on time. No changes in ceremony plans are permitted between the rehearsal and ceremony.

SAMPLE CEREMONY ORDER OF SERVICE
- Prelude
- Processional
- Welcome & Opening Prayer
- Giving of the Bride
- Scripture Reading
- Wedding Message
- Exchanging of Vows
- Exchange of Rings
- Lighting the Unity Candle
- Pronouncement of Marriage
- Introduction of the Couple
- Recessional
All sound technicians will be scheduled by the Wedding Coordinator and she will review ceremony specifics with him/her.

Selection, scheduling and payment of musicians is the couple’s responsibility.

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 arrive 2 hours prior to the ceremony and she will assist in a variety of ways. Her responsibilities include:

- Verifying placement of all staging items (cross, candles, music stands & equipment, flowers, aisle runner, guest book 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 and where 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 or rented items delivered before you plan to arrive, or have someone there to meet the delivery. You must** be sure that your order has been satisfactorily delivered. All personal items and rental property must be removed from the church promptly following the ceremony. We do not have storage space available to store your items following the ceremony.

**SPECIAL NOTES:** Flash photography is permitted by the professional photographer during the ceremony as directed by the couple. You may wish to remind guests not to use flash photography that may disrupt your photographers’ photos. No birdseed, rice, real flowers or confetti is permitted to be thrown inside the building. Bubbles are allowed outside the building for your exit.
Facilities

CEREMONIES: Weddings at Eastview will primarily take place in the Sanctuary. The Sanctuary can seat 500 guests on the lower level and 700 including the balcony. The black stage curtain will remain closed during the ceremony to hide the Sunday morning set-up behind the curtain.

Staging items available for use: Our cross, 6 white columns, candelabras and ceremony table may be used on the stage. (details on pg. 10). We have white or black table cloths available for the unity candle table and guest book table and high-quality flameless candles for use on the black candelabras. Wax candles may be used only in containers or with trays beneath them to contain all wax. As a rule, non-drip candles should be used. 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 Sunday morning communion elements for you. You may provide a chalice or loaf of bread if desired.

Getting Ready: Two rooms are available for dressing rooms. Food and beverages are allowed in both locations. All personal property should be removed from these rooms immediately following your ceremony.

RECEPTIONS:
The Sanctuary: The same room as the wedding is held is available for receptions. This room has a cement floor, a stage with a black curtain behind it. This room will accommodate 300 guests sitting at our six-foot wide round tables. There is professional sound system and 2 large video screens. Eight-foot long banquet tables are also available for serving.

Times: Friday receptions conclude by 10:00pm. Saturday receptions conclude by 7:00 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. The sound tech does not host the reception like a DJ. Cost to be determined based on length of reception. You can hire your own DJ for a reception. This company must provide their own sound equipment for the event.

Set-Up & Decorating: The building services staff will move all furniture as prearranged with the wedding coordinator. **No furniture is to be moved without approval.** All decorations, accessories and candles (if not using ours) are provided by the wedding party and approved by the wedding coordinator. All personal items must be removed following the wedding ceremony. All decorating plans need to be approved by the wedding coordinator by one week prior to the wedding date.

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 beverages are allowed outside of the designated reception area.
Marriage was created by and is a gift from God to be enjoyed by one man and one woman for a lifetime. 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 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:
   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 at Eastview 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. Eastview adheres to the Biblical definition of marriage based on God’s word that indicates marriage is a Holy Covenant between one man and one woman. We will not officiate or host a marriage or marriage-like ceremony outside of this definition.
   c. No pastor of Eastview will marry a couple if one of the other pastors of the church has declined to perform the ceremony for reasons other than scheduling conflict.
   d. All weddings at Eastview will be supervised by a wedding coordinator. An Eastview pastor must officiate the wedding. However, exceptions can be made for family members of the bride or groom who are clergy. In these cases, the wedding coordinator must approve the wedding and have a conversation with the officiating pastor regarding church affiliation and role. The ceremony outline will be sent to the officiating pastor by the wedding coordinator.
   e. Couples who are living together or are sexually active will meet with the Pastor of Member Care for Biblical counsel before a decision is made regarding officiating their wedding.
   f. Couples who have been divorced (either both or one) within the last twelve months will discuss the circumstances in an initial meeting with the Pastor of Member Care and/or officiating Pastor.
   g. In the case of premarital pregnancy, the couple will meet with the Pastor of Member Care and/or the officiating Pastor for Biblical counsel and encouragement before making a decision regarding officiating the wedding.
   h. 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 in the ceremony.
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. Mike loves preaching, writing, sports and hanging out with friends. He and his wife Sara have two adult sons, Michael and Caleb.

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. J.K. and his wife Sue have two adult daughters Lindsey and Chelsea.

Tyler Hari, Executive Pastor of Ministry Operations
Tyler joined the Eastview staff in 2009 after working at State Farm. He graduated from Olivet Nazarene University. Tyler loves all things sports, spending time with his wife Jessica and playing with their four kids Griffin, Drake, Tyson and Jordan.

Charlie Welke, Young Adults Pastor
As the Pastor of Young Adult Ministries, Charlie in previously served in our Senior High Ministries at Eastview. Charlie and his wife Leslie are blessed with two girls. He is convinced that he can dedicate his entire life to studying and following God and still not know the fullness of Him.

Jason Sniff, Small Groups Pastor
Jason has been on staff since 2010 as our Associate Small Groups Pastor. Jason and his wife Nicole have six awesome kids. He enjoys family football games, quiet moments in the house, the outdoors and sun. He also loves mission trips to the Dominican Republic and Haiti, and the Cubs.

Matt Fogle, Pastor of Senior High
Eastview's Pastor of Senior High Ministries since July 2012, Matt did youth ministry in Texas prior to IL. He and his wife Jennifer have 3 kids, Eden, Jackston and Owen. Matt grew up in El Paso, IL and he hopes and prays that by God's grace he can continue to abide in Christ and bear much fruit here for a long time and for His glory!
Pastors Available for Wedding Ceremonies

Jim Probst, Executive Pastor of Ministry Development
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 playing cards and watching their four kids' activities.

Mark Warren, Operations Pastor
In ministry since 1990, Mark has served at Eastview since 1993. Mark began his ministry at Eastview as our College pastor, then our Small Groups Pastor and is now our Executive Pastor. Mark and his wife Rachel love playing cards/games, watching sports/reality TV, and hanging out with their four children.

Pete Wiedman, Assoc. Pastor of Small Groups
A California native, Pete joined the Eastview Small Groups staff in 2013. Pete is passionate about helping other believers find and thrive in Biblical communities. He loves spending time with his wife Nicole, playing with his 3 kids, reading, eating ice cream and being outside.
Items Available for Staging

You are welcome to utilize Eastview’s cross, columns, candelabras or unity candle table for your ceremony.

- There are 6 columns available, 2 tall, 2 medium and 2 short.
- There are 2 sets of candelabras available, 1 set is black and one set is brass.
- We have high-quality flameless candles for use with the black candelabras.
- We have black or white round or rectangular table cloths available.
- All flowers, greenery and candles are provided by the wedding party.
Items Available for Staging
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: http://www.mcleancountyil.gov/DocumentCenter/Home/View/335

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 $38.00 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.
  - 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

Please turn in this page in with your $50 deposit to the church office.

Wedding Date and Time Requested:

Date: __________ Time: __________
(First Choice)

Date: __________ Time: __________
(Second Choice)

Location Requested: ____________________________

Bride’s Name: _____________________________

Address: ____________________________

Preferred Contact Phone Number: ____________________________

Phone type: (Home, Work, Cell)

E-Mail: ____________________________

Church Affiliation: ____________________________

Member or Regular Attendee? __________

Groom’s Name: _____________________________

Address: ____________________________

Preferred Contact Phone Number: ____________________________

Phone type: (Home, Work, Cell)

E-Mail: ____________________________

Church Affiliation: ____________________________

Member or Regular Attendee? __________

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

Number of guests expected to attend: __________

Number of wedding 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:

______________________________

______________________________

Date received: __________

Deposit received: __________

Final pymt. received: __________

Phone (H) ____________________________
## Wedding Planning Check List

1. Pick up and read Eastview’s Wedding Planning Guide.

2. Complete & turn in the Wedding Registration Form & $50 deposit:
   * $50 deposit is refundable until you submit your on-line Prepare/Enrich assessment & meet with Wedding Coordinator

3. Upon receipt of your on-line access, immediately complete your Prepare-Enrich Assessment

4. Upon completion of your Prepare-Enrich, the Pastor of Member Care will contact you to schedule and appointment.

5. Schedule and begin pre-marital mentoring sessions.

6. Schedule & complete an initial meeting with your assigned wedding coordinator

7. File for and obtain your marriage license within 60 days of your scheduled wedding ceremony.

8. Schedule a final meeting with your Officiating Pastor (if desired)

9. Schedule final meeting with Wedding Coordinator.

10. Finalize attendees for Wedding Rehearsal and invite them.

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