

Wedding or Commitment Packet



Guidelines for Weddings or a Commitment Ceremony at East Woods Presbyterian Church

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Congratulations! Our Best Wishes to You!

We are so glad that you are considering East Woods Presbyterian Church as an ideal venue for your ceremony. Our location, inclusive atmosphere, serene landscape and flexible sanctuary make it a welcoming choice for couples seeking a small-to-mid size, community-oriented ceremony. The church focuses on “celebrating Jesus by connecting with and caring for all people.”

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As a part of the Presbyterian Church (U.S.A.), the congregation is recognized for being LGBTQIA+ inclusive including the performance of same-sex marriages in church buildings. We also understand that certain commitments preclude a licensed marriage, but a couple may wish to covenant before God and witness in regard to the vows they desire to keep. We want to support every effort to build strong covenantal relationships.

Please review this packet.

STEPS IN THE PROCESS

1. **Packet:** Read the Packet and complete the interview worksheets. Return the completed worksheets to the church office and make an appointment for your pre-ceremony interview.
2. **Pre-Ceremony Interview:** Meet the pastor at your interview. At this meeting we will confirm the date and place of your ceremony, explain the Prepare/Enrich Inventory process, and set a schedule for counseling sessions.
3. **Counseling:** Complete the counseling sessions assigned before your ceremony.
4. **Ceremony:** We offer a Christian worship ceremony. You will choose appropriate music and vows and other pieces of the service that will speak to your desire to forge this covenant. Our music staff will be available to help you with the music. Additional musicians will require an additional fee.
5. **Marriage or Commitment.** Take your vows and honor them.

SCHEDULING THE WEDDING

- Ceremony Date: The interview with the pastor should take place at least six months prior. The ceremony date will be set at the interview. Ceremonies may not be scheduled near major holidays or major church events.

- **The range of cost for the use of the building and associated personnel ranges from \$2100 to \$3,050 depending on the desires of the couple.** This includes a cleaning deposit of \$500.00 which is fully refundable.
- **Cleaning Deposit:** We ask for a \$500.00 deposit to ensure the cleaning of the building after the wedding and the reception have concluded. It is necessary that there are people pre-assigned to the task of cleaning. You will need to provide EWPC with a sufficient number of people to help with the clean-up. At the back of this packet, you will find a list of all necessary cleaning duties. The EWPC Coordinator will direct the team of cleaners and make sure the cleaning checklist is covered. If all cleaning is done by the designated team of cleaners, the full \$500.00 will be returned the following week. If the cleaning is not completed by the assigned cleaners, there is a risk of losing your deposit.

EWPC CEREMONY TEAM MEMBERS

- **Pastor:** Ceremonies will normally be conducted by an EWPC pastor. Requests to have the ceremony conducted by a minister outside of EWPC must be approved by the pastor of EWPC.
- **EWPC Coordinator:** EWPC has a designated Ceremony Coordinator (mandatory for all ceremonies at EWPC even if you have your own coordinator/planner working with you) who will work to facilitate smooth preparation and ceremony for all involved. This person will help you in any way possible. Prior to the ceremony, you will meet with the coordinator and the pastor to plan the rehearsal and the ceremony. On the day of ~~the day of~~ the ceremony the EWPC Coordinator will assist in the preparations, advise the photographer, guest book attendants, cue the processional, work with ushers, seat late guests, and help to make things run smoothly.
- **Sound and Video Technician:** EWPC will provide a Sound and Video Technician to take care of all your needs for running the sound system and your projection needs (videos, slide shows, music slides, livestream and recording, etc.)
- **Janitor:** A point person from EWPC will direct the team of volunteers that you supply to complete the cleanup and prepare the building for weekend worship services. (see "Clean Up" above).

THE CEREMONY REHEARSAL

- **Rehearsal:** The rehearsal is held the night before the ceremony unless different arrangements are made well in advance. All ceremony party members are expected to be present. The entire ceremony will be rehearsed. The Pastor, EWPC Coordinator, Sound and Video Technicians will all be present for the rehearsal.

- **Rehearsal Dinner:** The rehearsal dinner may be held at EWPC if desired. The couple is responsible for all set up and clean up.

THE WEDDING DAY

- **Marriage license:** The marriage license must be presented to the Pastor at least 3 days before the wedding. The marriage license can be obtained through the Clark County Auditor's office. This step is essential! Without the marriage license the wedding will be not be legal.
- **Flowers/Decorations:** Decorations of the sanctuary and reception area are the responsibility of the couple. If you would like to donate the flowers to the church, they will be used in worship the next Sunday and the couple will be named.
- **Pictures:** Please negotiate a schedule that is appropriate for your party.
- **Receiving Lines:** Guests can be greeted immediately outside the sanctuary door or outside (weather permitting). Another option is for the bride and groom to return to the sanctuary and dismiss each row of guests, greeting them there rather than in a formal receiving line. We ask that bubbles be used in lieu of birdseed or rice.
- **Conduct:** There will be no smoking or alcoholic beverages permitted on the church premises. Wedding attire and music should be respectable.

AFTER THE CEREMONY

- **Wedding reception:** Holding the reception at EWPC is challenging due to limited space. However, it is possible for the couple to recruit enough people to help with the necessary logistics (setting up and taking down tables and chairs, etc.).
- **Reception Consumables:** The couple is responsible for providing all food, drink, and certain key consumables for the reception. These include coffee, and creamers. The couple is welcome to use the dishes, pitchers, utensils and other kitchen supplies provided they are washed and returned afterward. We do have silverware for 80-100.
- **Alcohol:** Our congregation is committed to keeping a "dry" church, meaning that we do not wish to provide any chance for anyone to be tempted who is struggling with an addiction. Therefore, if a reception is held, no alcohol will be served.

THE FOUNDATION

Thank you for allowing us to be involved in this special day. We believe that your ceremony is a sacred covenant and not to be taken lightly. God created the institution of marriage and provides love, grace and forgiveness to sustain it. Vows matter.

CLEANING CHECKLIST

Please list below the people and their phone numbers that you have confirmed to be on your cleaning team:

_____	_____
_____	_____
_____	_____

- Pick up all decorations and equipment that you brought
- Wipe down all tables (if applicable)
- Put away tables (if applicable)
- Sweep church sanctuary and narthex
- Return chairs to standard rows
- Clean all dishes used in kitchen
- Clean kitchen counters
- Mop kitchen floor
- Empty the trash cans in the kitchen, sanctuary, foyer and bathrooms and take all trash and recycling out to dumpsters
- Replace trash bags in emptied trash cans
- Make sure auxiliary rooms used as changing rooms are clean; vacuum/sweep if needed

PLEASE COMPLETE THE FOLLOWING FORM **INDEPENDENTLY**

AND RETURN TO THE OFFICE **BEFORE** SCHEDULING YOUR INTERVIEW WITH THE PASTOR

PRE-CEREMONY INTERVIEW

(To be completed by each applicant)

Do you wish to have a pastor other than East Wood's pastor officiate your ceremony? _____

If yes, then please supply the following information on the back of this form: Pastor's name, address, phone number(s), e-mail address, name of the church they pastor, church address, church phone and church website address.

Desired Ceremony Date _____

Fiancées/Partner's name : _____

Your Name _____ Age _____ Occupation _____

Address _____

City/State _____ Zip _____

Home or Cell Phone _____ Work Phone _____

Email Address _____

1. Are there any children that will be included in this ceremony? _____ (If yes, names and ages)
2. How long have you known each other? _____ If seeking a covenant of marriage, how long have you been formally engaged? _____
3. Are you or your partner/fiancé currently attending a church?
4. We offer a Christian ceremony that allows you to commit to the covenant of marriage or receive God's blessing for your commitment. Please share why this is meaningful to you.

5. These are our expectations as we plan to journey together to this important milestone in your life.

- Each: Take the Prepare/Enrich pre-marital inventory separately online (\$35)
- Discuss results with East Woods Pastor and set a course for relational health
- Faithful and prompt attendance at 2-3 check-up sessions.
- Agreement with the guidelines of the EWPC wedding packet.
- Eager to explore the covenant of marriage or the joy of a commitment ceremony

6. Are there any specific concerns you have?