



GETTING MARRIED

at North Shore Alliance Church

Congratulations on your engagement and upcoming marriage! As you begin to prepare for your wedding day, you may feel overwhelmed by a myriad of things to do. We want to work with you to ensure that the details of your church booking, and more importantly, your marriage preparation are taken care of.

Pre-Marriage Preparation

Not only do we want your wedding day to be wonderful, but we'd like your marriage to be solid and fantastic. NSAC requires that you have pre-marriage mentoring if you are married by one of our pastors and/or use our facilities. Our mentor couples are not trained counsellors but church members who have been married at least five years, have a strong and open marriage relationship and have been trained in the Home-Based Pre-Marriage Mentoring Program. This program provides an opportunity to discuss important issues that will come up in your marriage - communication, values, conflict and expectations. It is a six to eight week course and we'd like you to complete your mentoring well before your wedding date, where possible. (Or ideally before you get engaged!)

Please fill out the attached form and submit it to the church office as soon as possible or contact Anne Thicke at 604-984-6422 ext.235 or annet@nsac.bc.ca for more info. Some seasons are busier than others, so the sooner you apply, the sooner you can begin!

Getting Started

If you are interested in getting married at NSAC, please fill out an initial "Wedding Application Form". We will see if your requested date is available and get back to you.

Our Facilities

Our church sanctuary seats approximately 450 people - 325 downstairs and 125 in the upstairs balcony. If you plan to use the lower auditorium for a reception, it can hold approximately 180 people. Please note, you are welcome to use our tables and chairs for a reception but you are responsible for set up and take down.

NSAC is a busy church with events booked most every day of the week. As a result, we usually only allow NSAC members and attendees to use the church for weddings. Our 'busy-ness' may also mean that we have ministry activities or events to consider when booking the date and/or time of the rehearsal, any decorating, clean up etc.

Booking the Church

Once we have confirmed that your date is available, please fill in the "Church Facilities Booking Request form" (attached) and hand it in to the church office as soon as possible. This will ensure your booking. The fees for the church rental and related costs are attached to the booking request form (Facility Rental Fee Schedule.) The church portion of the fees are due within 2 weeks of your booking being confirmed by the front office. Please pay the pastor (and sound tech/musician if applicable) on or before your wedding day.

You will be signed out a front door key and fob and given a temporary alarm code. This will allow you access to the church to set up and decorate. There is a \$20 deposit for the key/fob and it must be returned within 1 week of your wedding.

If at any point you need help with filling in the forms or have questions about anything, please don't hesitate to contact the church office for further clarification or assistance. We want this process to be as easy and enjoyable as it can be for you!

Choosing a Pastor:

We reserve our space for those who are part of our worshipping community or for those who would like to be married by a NSAC pastor. If you regularly attend our church, feel free to directly approach one of our pastors to ask if he/she would be willing to marry you. If, however, you don't personally know a pastor and would like some help, we would be happy to contact the pastors to see who might be available. If you would like someone outside of the NSAC community to officiate your wedding, please request a form for that pastor to complete. Our Discipleship Associate, Anne Thicke, will follow up with the visiting pastor and notify you of approval.

Wedding Rehearsal

The wedding rehearsal is usually about 45 - 60 minutes in length. All members of the wedding party and the parents are asked to be present. Generally the rehearsal is the night before the wedding or two days before. When you book the church facilities, ask about booking the church for the rehearsal. Also check-in with your officiating pastor to confirm that the date and time work.

Ceremony Elements

If you choose to provide your guests with a wedding program, the design and printing of that is your own responsibility.

Decorating the Church

Decorations which cause no disfiguration may be used on the pew ends. We do not provide candles - please make sure that you purchase only dripless candles. Candles must be enclosed or placed on a candle dish or stand. If any damages are made during your event or in setting up or taking down, we ask that you would inform the front office of this. Any damages made will be reviewed and charges may apply.

Please let us know when you plan to start setting-up for the wedding. Also, please let us know who will be responsible for the take-down of decorations (indicate this on the Church Facility Booking form). We prefer this to be done directly after the service as other events may be planned that evening.

We ask that you do not use confetti, rice or bird seed in or around the church building.

Music and Media

You are welcome to use our church piano, we only ask that the person playing it handles it with care. If you do not have a pianist and/or other musicians for your wedding ceremony, feel free to ask us for suggestions of who to contact.

For any sound or video requirements, you must hire a technician from NSAC. Your costs for these services are listed on the Facility Rental Fee Schedule (page 2 of the booking forms). The front office will provide you a list of our approved technicians. If you choose to use pre-recorded music, you must provide this on a MP3 player (ie iPod) or CD. If you would like to have a slideshow or video played during your ceremony, we ask that 1) it must be submitted on a USB memory stick or DVD and 2) that we receive the slideshow 7 days prior to the date of your wedding to ensure it will play properly. If you require the congregation to join in singing we encourage you to insert the lyrics to the songs in your wedding program.

Catering

We do not provide catering for events, but if you need a suggestion, “The Banqueting Table” has provided excellent service in the past. Contact Brenda Snowden at 604-904-6944 for more information. Please take into consideration that we do not permit alcoholic beverages in the church building

Legal Requirements

You are required to obtain a marriage license through BC Vital Statistics. You can visit www.vs.govbc.ca for more information. Bay City Insurance Services Ltd. is a marriage license issuer, located at Lynn Valley Mall (121-1199 Lynn Valley Rd). The license is non-refundable, valid for three months and costs \$100. Please give it to your marrying pastor on or before your wedding rehearsal. **This is very important! The pastor requires the license before the day of the wedding.

Bulletin Announcement:

Some couples like to make a bulletin announcement to extend an invitation to the NSAC church family to attend their upcoming wedding ceremony. Please contact the church office with your wedding details if you are interested in this or if you'd simply like us to put a note of congratulations in the weekend bulletin. The congregation loves to hear of your happy news!

Contacts:

North Shore Alliance Church
201 East 23rd Street
North Vancouver, BC V7L 3E4

Facility Booking:
Gina Kuizema ginak@nsac.bc.ca

Phone: 604-984-6422
info@nsac.bc.ca
www.nsac.bc.ca

Pre-Marriage Mentoring:
Anne Thicke annet@nsac.bc.ca or ext. 235

(***All forms are available on the website under “Ministries/Marriage”)