

GREENBAYFIRST.ORG



WEDDING
POLICY





WEDDING POLICY

GREEN BAY FIRST

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1.0 Overview

We view performing a wedding as a sacred trust, not simply a ritual ministers are empowered to perform. With this in mind, we have certain core convictions and standards that we adhere to regarding a wedding ceremony.

2.0 Core Convictions on Marriage

Violations of these core convictions will result in a request for marriage being denied. Both for the use of the Green Bay First facility, and/or a minister of Green Bay First performing the wedding.

2.1 Pre-Marital Counseling

WE BELIEVE marriage is a commitment between two people, for life. Pre-Marital counseling helps partners improve their ability to communicate, set realistic expectations for marriage and develop conflict-resolution skills.

All couples being married must complete a pre-marital course. Couples can choose a Pastor of Green Bay First (\$150) to lead them through the process or choose another qualified individual of their choosing.

If another qualified individual is utilized, couples must submit a certificate of completion to the Green Bay First office no later than two (2) weeks before the wedding date or risk losing the commitment of Green Bay First to perform the ceremony.

2.2 Gender Identification

WE BELIEVE God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27).

WE BELIEVE the rejection of one's biological sex is a rejection of the image of God within that person and therefore we cannot join individuals in marriage that have chosen to alter their biological sex.

2.3 Same Sex

WE BELIEVE the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25) and therefore we cannot join two individuals in marriage that are of the same sex (i.e., man with man and woman with woman).



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WE BELIEVE God intends sexual intimacy to occur only between one man and one woman who are united together in marriage (1 Cor 6:18; 7:2-5; Heb 13:4).

3.0 Facilities

3.1 Wedding Ceremony

- No wedding equipment/decorations is available. All equipment/decorations must be provided by the wedding party.
- Our main auditorium will seat roughly 800 guests. It has a 75-foot-long aisle that is 6 feet wide with 16 pews on each side. The stage is raised with three steps covering its full length. The basic color scheme is plum and taupe.
- Our chapel will seat roughly 150 guests and seating can be arranged as needed for the ceremony.
- The platform (main auditorium and chapel) will not be altered in its set up (i.e., props and seasonal items). The pulpit is the only furnishing removed from the platform.
- The mother's room in the Nursery is reserved for the Brides Room. The Elementary Kids room is reserved for the women.
- The Family Room is reserved for the men; however, it is recommended that the men arrive completely dressed and ready for the ceremony.
- Smoking is not permitted anywhere in the building. Alcoholic beverages are not permitted anywhere on Green Bay First property.
- No rice, birdseed, or confetti is permitted to be thrown. Helium balloons or bubbles are acceptable as a "send off."
- The wedding rehearsal should be scheduled the evening before the wedding. All decorating must be either complete before the rehearsal or take place the next morning.
- Personal belongings must be picked up in all areas that are used for dressing the bridal party. All decorations should be put away by the wedding party immediately following the reception.
- Nursery care is not provided at any time.

3.2 Reception

- The main lobby and café can be scheduled for receptions. Tables and chairs will be furnished. Check with the church office to verify time for setup and decorating.
- All food, drink, plates, cups, napkins, and utensils must be provided by the wedding party. We recommend using a caterer.
- An estimated number of guests attending is to be given to the church office 2 (two) weeks prior to the wedding so proper set-up arrangements can be made.



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- Weddings and receptions must be concluded within 4 (four) hours of start time.

4.0 Sample Order of Events

- All members of the bridal party should arrive at the church 60-90 minutes before the ceremony, depending on when the photos will be taken.
- **PRELUE**
 - Music begins 20 minutes before ceremony begins – instrumental
 - Lighting of candles (ushers or special designee)
 - Mothers of Bride and Groom are seated – Groom’s mother first (if applicable)
- **THE PROCESSIONAL**
 - Music (instrumental) while the following enter:
 - Pastor/Groom
 - Groomsmen/Bridesmaids
 - Best Man/Matron of Honor
 - Flower Girl and Ring Bearer
 - Bride and her father or other escort
- **THE CEREMONY**
 - Call to Worship – opening remarks (Pastor)
 - SONG
 - Declaration of Intent – “I Wills” (Bride and Groom)
 - Giving of Bride (Father – if applicable)
 - SONG
 - The Marriage Vows (Bride and Groom)
 - The Exchange of Rings (Bride and Groom)
 - SONG
 - The Unity Candle (Bride and Groom and Mothers or other)
 - Prayer for the Bride and Groom (Pastor)
 - The Pronouncement of Marriage (Pastor)
 - The Nuptial Kiss
 - Presentation of the Newlyweds (Pastor)
- **THE RECESSIONAL**
 - Music – instrumental
 - Exit as follows:
 - Bride and Groom
 - Flower Girl and Ring Bearer
 - Best Man and Matron of Honor
 - Bridesmaids and Groomsmen
 - Mothers escorted out by Ushers; Father follows behind – Brides mother first.



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- Grandmother escorted out by Ushers; Grandfathers follow behind.
- Pastor Invitation to Reception
- Ushers dismiss guests row by row.
- **THE RECEIVING LINE**
 - Takes place in the foyer or at the reception.
 - At the minimum, the receiving line should include (in the following order): Groom's Father, Groom's Mother, Bride, Groom, Bride's Mother, Bride's Father.

5.0 Ushers Responsibilities

- Immediate Family
 - Sisters and brothers and their spouses should be in the second rows when possible
 - Grandparents should be seated immediately behind parents.
 - Only immediate family (parents, grandparents, brothers, sisters, children) need to sit on the designated Bride's side (**LEFT**) or Groom's side (**RIGHT**).
- Other Friends and Family
 - Other friends and family should be seated on both sides for even distribution and photographic balance.
- Escorting Guests to Seats
 - Offer ladies your right arm; their male escorts should follow behind.
 - Seat people with small children and babies (unless they are immediate family members) in back two rows, near aisles.
 - When seating a handicapped person, seat on a side aisle.
- Lighting Altar Candles (if applicable)
 - Candle lighter/snuffers are used to light the candelabra.
 - After the Prelude music has begun, our Event Coordinator will cue you to light the candles.
 - After lighting the candles, return down the center aisle and await instructions for when to seat mothers.
- Seating Mothers of the Bride and Groom
 - Offer your right arm to the mother you are designated to seat.
 - Mother of the **GROOM** is seated first, on the **RIGHT** side aisle seat, with her husband following behind, and then sitting next to her.
 - Mother of the **BRIDE** is seated last, on the **LEFT** side aisle seat. The seat next to her will be filled by her husband after he gives the Bride away.
- Unrolling the Aisle Runner (if applicable)
 - Immediately after seating the Groom's mother, the Usher stands on his side of the aisle runner, facing the back of the room and await the seating of the Bride's mother.



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- Immediately after seating the Bride's mother, the Usher takes his place on his side of the aisle runner, facing the back of the room.
- Both ushers bend down, taking the ribbon/cord and pulling the aisle runner slowly and evenly, making sure to always leave the roll on the floor. Do not "loft" it. Check and straighten runner at least every six feet.
- Unroll the entire runner until it runs our or enters the foyer. Remove the cardboard spool and give it to the Event Coordinator and take your seat with the guests.
- Escorting Exits
 - When the Recessional music starts, go into the hallway, and wait until the last member of the Wedding Party exits.
 - Offering the Bride's mother your right arm, escort her towards the Receiving Line. Her husband or escort will follow.
 - After the Bride's mother is out of the main auditorium, both Ushers return down the center aisle and escort the respective Grandmothers. Escort the Bride's grandmother first, then the Groom's grandmother. They are ushered into the foyer, but not into the receiving line.
- Dismissing Guests
 - Following the grandparent's exit, the Pastor will give an invitation for the reception. Then the Ushers return down the center aisle and stand by the same row on each side of the aisle, starting with the front row. Wait until all the guests empty the row before moving to the next one. Continue until everyone has been dismissed.

6.0 Green Bay First Wedding Fees

All prices include both the rehearsal (one day prior) and ceremony unless otherwise negotiated. These fees do not cover any honorariums for the pianist, other musicians, etc.

6.1 Fees

- Facility (Price varies. Please see our Facility Rental Process)
 - No extra charge for dressing rooms – price is included in Auditorium or Chapel rental.
- Pre-Marital Counseling – \$150.00
- Pastor – \$400/non-member (includes rehearsal). Members of Green Bay First is no charge (freewill offering).
- Banquet Tables – \$10 each
- Audio Tech – \$30/Hour



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- Video Tech – \$30/Hour
- Custodian – \$30/Room
- Event Facilitator – \$20/Hour