

WEDDING POLICY & PROCEDURE

POLICY:

- The bride and groom (woman and man, as specified in Article VIII, Section 1 of the Bylaws of The General Council of the Assemblies of God) are required to attend a minimum of three (3) premarital counseling sessions held with a pastor and/or marriage counselor prior to the date of the wedding.
- If the church is to give its blessings upon a marriage, the place to begin is at the point of full surrender to Christ as Savior and Lord. The church must stand firm on the conviction that it is not scriptural to unite a believer and an unbeliever in marriage. It is realized that God is the Author of marriage, and believe that the full joy of marriage can only be known through the God who created marriage.

PROCEDURES:

PREMARITAL COUNSELING

- Regardless of the pastor or officiant you have chosen to perform your ceremony, your initial session will be with the Lead Pastor. The primary purpose is to discover your personal relationship with Christ. The Lead Pastor has final decision on the use of the facility and who will conduct the ceremony. Preferably, counseling is to begin at least eight (8) weeks prior to the ceremony. Contact the office to set up your initial appointment.

WEDDING DATE

- BEFORE SETTING YOUR WEDDING DATE, please take into consideration ALL things pertaining to your schedule (your work, vacation, prior commitments, etc.).
- CONFIRM your wedding date with the office and the minister you have chosen to perform the ceremony. Also take into consideration the extremely busy schedule that our facilities and the ministerial staff is under in regards to weddings, funerals, and other scheduled events. Rescheduling of a wedding date will be considered only in cases of emergency situations. There is the possibility that we may not be able to accommodate your change of date. It is possible that other activities may have been scheduled previously on your desired new date. For weddings taking place on a Saturday, you must have everything back in its original condition and out of the building by 7:00 p.m. to give our staff enough time to prepare for Sunday morning service.

MARRIAGE LICENSE

- The marriage license must be brought to the officiating minister at least 48 hours prior to the ceremony. This is to be given to him or his administrative assistant only.

FACILITIES

- **SEATING CAPACITY:**
Sanctuary = 250 maximum

- **SMOKING AND ALCOHOLIC BEVERAGES NOT PERMITTED**

SMOKING AND/OR ALCOHOLIC BEVERAGES ARE NOT PERMITTED ANYWHERE ON THE PREMISES. Anyone smoking in the facility will be asked to leave the building.

Please Inform all members of your wedding party that they are to **abstain from any form of alcoholic beverage prior to the rehearsal, the wedding ceremony, and reception (if held within our facility).**

Anyone Seen With Alcoholic Beverages Inside the Building Will be Asked to Leave Immediately.

FINANCIAL OBLIGATIONS

Obligations for the use of The Gateway Church's facilities:

- **Facility** services include: custodial set-up of the sanctuary, bathrooms, hallways and dressing rooms, accessing building, etc. **You are** responsible for removing any decorations that were brought in for your event. If the members of the wedding party will be dressing at the church prior to the ceremony, we ask that you use the rooms designated for that purpose. (Bride and bridesmaids use Nursery Room) (Groom and Groomsmen use Pre-K Room). Again, you are asked to return the rooms back to their original condition. If any of the rooms are not left in satisfactory condition after the ceremony, you will forfeit the Cleaning Deposit.
- **Platform** tear-down and set-up. If you will need the platform cleared for your ceremony, please see the fee schedule. (NOTE: The drum cage cannot be moved).
- **Audio & Visual Technicians** Only TGC Technicians will be allowed to operate the equipment for audio or visual. If you have special music planned and/or are using the microphones, please see the fee schedule and contact the church office to discuss your needs and obtain the fee amount specific to your event.

HONORARIUMS

- **Minister's Honorarium**

It is customary for the minister to receive a **minimum** honorarium of \$250.00 for performing the rehearsal and the wedding ceremony (pay directly).

- **Musician's Honorariums**

It is customary for the musicians and soloists to receive a **minimum** honorarium of \$150.00 each, depending on the involvement in the ceremony. (pay directly).

REHEARSAL

- One (1) hour is the amount of time scheduled for the ceremony rehearsal. Please call the office to reserve the day and time of the rehearsal. If you would like your Rehearsal Dinner at our facility, it will be treated as a separate event and will require a separate Request For Use Of Building form.

RECEPTION

- If you would like your Reception at our facility, it will be treated as a separate event and will require a separate Request For Use Of Building form.

CANDLES

- If candles are to be used during the ceremony, they **must be dripless** and should be **unscented**.

BIRD SEED, RICE, CONFETTI, BUBBLES

- **No rice or confetti** will be allowed to be thrown in or outside the church facilities. You may use **bird seed** in the parking lot.
- **Bubbles** may be used inside or outside. Please be sure to clean up any containers or decorations from the bubble bottles left by your guests after the ceremony.

SOUND SYSTEM-AUDIO RECORDINGS

- All microphone and speaker systems will be in operation for your wedding ceremony. If you choose - a complimentary CD of your ceremony will be provided. Please inform your sound technician if you wish to have a recording of your service and provide them with a USB drive for the recording file. Video recording and live streaming are available at an additional cost. Please contact the church office to discuss your needs.

PHOTOS DURING CEREMONY

- Flash Photography during the ceremony is the decision of the Bride and Groom. (Please inform the Pastor of your decision regarding photography prior to the ceremony.) The photographer should be present at the rehearsal to be able to plan for their shots and coordinate lighting needs for photos.

VIDEO RECORDING

- If you plan to have your wedding videorecorded, the person doing the recording **must be present with his/her equipment at the rehearsal**. The sound technician will be responsible to advise concerning the best location, lighting, etc. at that time. Arrangements for video must be made prior to rehearsal. Video equipment will **NOT be permitted on the platform during the ceremony**.

Remember that you are required to return the building back to its original state, or cleaner, after the ceremony.

If you have any questions, please speak with the Office Manager at 231-799-2141.

WEDDING INFORMATION

BRIDE: _____ GROOM: _____

Date of the Wedding: _____ Time of the Wedding: _____

Time entering the building the day of the wedding: _____

Date of the Rehearsal: _____ Time of the Rehearsal: _____

Officiating Minister:

Estimated Attendance: _____ Sound/Video Techs: _____

Plans for Music(soloists, etc):

Plans for Decorations: _____

When will you be decorating - Date: _____ Time: _____

Plans for clean-up (Sanctuary, Gateway Kids Area, etc.) - Be very detailed on who will be handling each section

How many Bridal Attendants: _____ How many Grooms Men: _____

Other:

Ushers: _____

Special Features of the Ceremony (communion, unity candle, record ceremony, etc.)

Guestbook? _____ Where do you want it placed? _____

Rehearsal Dinner - Place: _____

Time: _____

Reception Location: _____

Time: _____

Name of the Maid of Honor _____

Best Man _____

Rooms needed

Photographer/Videographer Name & Phone #

Additional Information

Contact Person's Name & Phone Number
