

*Your Wedding  
At*



*First Assembly of God Church  
Alpena, Michigan*

First Assembly of God Church  
164 N Ripley BLVD  
Alpena, MI 49707  
989.354.2955

[www.alpenafirstassembly.org](http://www.alpenafirstassembly.org)  
Email: [office@alpenafirstassembly.org](mailto:office@alpenafirstassembly.org)

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## *Wedding Ministry*

It is the Wedding Ministry's expressed calling and desire to serve you through all of the logistical steps of your wedding ceremony, from preliminary planning through the actual wedding day. Planning a wedding at First Assembly is designed to be a cooperative effort between the Pastor, the bride and groom, and their families.

### *Statement of Purpose*

A church wedding is a religious service to be conducted (with decorum, in an order and manner that are holy and sacred.) Any use of the church facilities or equipment should honor Christ and should be consistent with the teachings of the church. A wedding is the recognition that marriage is sacred before God and that God holds us responsible for our vows before Him. All weddings conducted in church facilities must be spiritual and worshipful events of celebration. For these reasons, and subject to the policies herein set forth, First Assembly makes its facilities available for weddings.

### *Definition/Relationship*

The term "FIRST ASSEMBLY" as used herein shall mean First Assembly of God Church. Wedding policies set forth in this booklet have been adopted by First Assembly and are in harmony with all other policies and procedures adopted by First Assembly.

### *Independent Coordinators*

Independent bridal coordinators and wedding services must confer with the office and/or pastor of First Assembly. The wedding party will be responsible for all fees as applicable.

### *Premarital Counseling*

To ensure that couples are prepared practically and spiritually before entering into the marriage relationship, premarital counseling is required. The counseling should be scheduled from three to six months in advance of the wedding date. Counseling is scheduled directly through the pastor's office. There shall be a minimum of six sessions and more if the pastor deems them necessary. Outside counseling is permissible as arranged by bride and groom accompanied by a letter of confirmation from counselor/minister. It should be noted that due to the Assemblies of God's biblical belief in the sacred marriage union, and its strong stance against divorce, that the pastor may not be allowed to perform weddings for persons who have been divorced. A preliminary interview with the pastor will be necessary to determine if it is permissible for him to perform the marriage ceremony for divorced persons.

### *Who May Conduct Weddings?*

Weddings are performed by the Pastor of First Assembly. Another ordained minister may conduct the ceremony if he is approved by the Pastor.

### **Scheduled Confirmation**

A request for facility usage may be made by phone or in person, at which time the pastor's secretary will tentatively place the request on the calendar. The requested date is **confirmed only** after administrative approval. Dates will only be held for two weeks without half payment. Fees are refundable **except facility usage** up to 30 days before event. Weddings & rehearsals cannot be scheduled to start later than 7:00 p.m. and the building must be closed at 9:00 p.m.

### *Music & Sound Equipment*

The ceremony of marriage is a religious service, and the music should conform to the highest ideals of the church.

It is the responsibility of the wedding party to inform outside soloists of the guidelines and of the Christian nature of the wedding ceremony.

#### **Usage**

1. Only authorized and trained personnel from First Assembly are allowed to operate the sound/video equipment.
2. Sound technician will arrive at rehearsal 30 minutes in advance.
3. Sound technician will arrive at Wedding 1 hour in advance.
4. Equipment removal or modifications to the system must be pre-approved by the pastor or Sound technician

## *Floral Decorations and Candles*

All florists used or persons decorating the sanctuary are subject to the supervision of the Office or Pastor. The use and placement of all decorations shall have prior approval of the office or pastor.

We request that every effort be made to preserve the dignity, simplicity and atmosphere of this place of worship. No novelty or ostentatious displays allowed in the sanctuary.

1. In the Sanctuary there may be candelabras (with dripless candles only), floral arrangements, and greenery in keeping with wedding ceremonies. We request that decoration be kept at a minimum. Roll plastic or paper must be placed underneath the candelabra to protect the carpet from candle drippings.
2. Aisle candles must have globes. Pew bows may be placed on the end of the aisles by using fabric covered clamps or ribbon wrapped wire. No nails, thumb tacks, staples, tape, or screws are to be used in any part of the building.
3. Removal of all decorations must begin immediately after the service.
4. Florists and their employees are asked to abide by the "no smoking" rule.

## *Photographs*

Instructions to the photographer and videographers: We appreciate the importance of preserving the memory of a wedding ceremony and are grateful for the cooperation of excellent photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the marriage ceremony and reception. Therefore, we respectfully request the cooperation as follows:

1. The photographer should be present at the church to take pictures at least one hour prior to the time of the wedding. The videographer should allow adequate time to set up, test connections, and shoot any pre-service footage.
2. All rules pertaining to the use of church facilities observed by the florists and others are to be observed by the photographers and videographers, They are not to move furniture; they are to observe the "no smoking" rule; and they are not to use furniture as ladders, etc.
3. No flash or artificial lights are to be used during the marriage ceremony proper. Videographers may shoot from the balcony and from the back corners of choir loft. If photos or video is shot from choir loft, persons may not move from one position during ceremony. Above all, photographers and videographers are to be unseen, unheard and unnoticed by the worshipers.
4. After the benediction, the photographer may take pictures of the bride and groom as they make their exit down the aisle. Flashes, at this point of the wedding, may be used.

## *Guidelines*

For a joyful and orderly rehearsal, wedding ceremony, and reception, the following information shall be observed:

1. A First Assembly employee or staff must be on the property when the facility is in use. He or she will unlock and lock the church, turn on lights, etc.
2. **No food or beverage is allowed in the Sanctuary at any time.**
3. Decorators, caterer, etc., can see the building during regular office hours.
4. Any items moved into the building must be moved out immediately following usage of the building.
5. **As our buildings are open to the public, First Assembly can not be held responsible for items lost, stolen or damaged.**
6. Tables and chairs may be arranged within the Fellowship Hall. Church furniture should not be removed from the building or relocated within the building without prior approval.
7. All serving utensils, plates, towels, etc., must be provided by the group using the building, unless otherwise arranged.
8. Alcohol and/or tobacco is prohibited on the church property. It is a state offense to carry a gun (without the permission of the owner/pastor) on the property or facility of a church. (See Michigan Mich. Comp. Laws § 28.425o). The pastor of First Assembly will NOT give permission for guns or any other weapons on church property.
9. Anyone under the influence of alcohol, drugs, etc., will not be allowed to participate in any rehearsals, weddings, or related events.
10. Appropriate dress is required inside the building. No swimsuits or halter-tops.
11. No dancing is allowed in the facilities.
12. Any wall decor, poster, etc., removed must be replaced in its original condition following usage of the building. No tacks are to be used on the walls.
13. The officiating minister and/or pastor /and/or office secretary has the prerogative to approve/disapprove all matters concerning ceremony and sanctuary usages (e.g. photographers, musical instruments, etc.).
14. The party is responsible for placing all disposable trash in tied, plastic bags, (placed in dumpster) as well as general cleanup of building and outside grounds.

15. No rice, rose petals (real), or bird seed may be used in the Facility. Birdseed is permissible outside. Please be aware that if paper or silk flowers are used inside, the custodian will take longer for cleanup.
16. Instrumentalists you desire to use need to be contacted and all arrangements made by party. Names and numbers for people from the church are available upon request. Musicians you secure may use our instruments. Compensation needs to be given by the wedding party directly to instrumentalists/vocalist the **night of the rehearsal**.
17. **Saturday weddings must be concluded by 7:00 p.m. and the reception by 8:30 p.m. to allow time for proper cleanup for the church service.** Because of program activities, the Facility is not available for use on Wednesdays or Sundays. Other days the facility is not available:
  - A. Easter weekend (includes Friday and Saturday)
  - B. Memorial Day (weekend)
  - C. July 4th (closed weekend if holiday falls on a Friday or Monday)
  - D. Labor Day (weekend)
  - E. Thanksgiving through Christmas
  - F. Christmas Eve, Christmas Day, day after Christmas (closed weekend if holiday falls on Thursday through Tuesday)
  - G. New Year's Eve or New Year's Day (closed weekend if holiday falls on Friday or Monday)

*We reserve the right to not allow weddings on specific dates if they conflict with other church events.*
18. Please arrange child care if needed.

### *Church Facilities Desired*

You are entitled to exclusive use of all church facilities **THAT YOU RESERVE**. Facilities you do not reserve may be used by another group during your wedding. Be sure to reserve ALL the facilities you intend to use. Check all the areas that you will be using.

\_\_\_ Sanctuary \_\_\_ Fellowship Hall \_\_\_ Classrooms for dressing rooms

Number of Tables for Rehearsal Dinner

No. \_\_\_ 8' rectangle \_\_\_ Chairs

\_\_\_ Registry Table \_\_\_ 6' rectangle

Time to open building for:

\_\_\_ Decorating \_\_\_ Florist

\_\_\_ Reception decorating \_\_\_ Caterer

\_\_\_ Rehearsal \_\_\_ Wedding

\_\_\_ Nursery Room for Children (you must provide adult supervision at all times)

### *Charges*

**Members** use is free

*Member is defined as a full church member or their immediate family (Mother, Father, Son(s) or Daughter(s))*

1. Sanctuary/all facilities- No Charge

Members of the church support it all year long with gifts of time, service and finances, therefore they are allowed use the facilities at no Charge

There is no charge for an informal wedding held without a rehearsal, without invitations being sent, custodial setup, with only the immediate family in attendance, and being held in the sanctuary.

### **Non-Members**

Whenever the church building is used, numerous expenses (e.g., electricity, heating, or air conditioning, cleaning, readying and use of required equipment, miscellaneous cleanup after event, returning furniture and equipment to proper places, cleaning or touching up floors and carpeting, trash, restocking restrooms supplies locking the building, etc) are incurred. Therefore, nonmembers are charged the following fees to reimburse such expenses:

1. Facilities usage \$200.00

2. Reception/Rehearsal dinners- First Assembly does not allow non-members use of its fellowship hall for rehearsal dinners or wedding receptions. Please contact the church office for a list of rental places.

3. Clean up \$250.00 deposit

The \$250.00 deposit should be a separate check. The check will be held until the event. When the building is sufficiently cleaned the check will be returned to the wedding party.

## *Other Charges*

1. Sound Technician and Equipment - includes use during rehearsal and wedding by the church sound technician. (The sound equipment is very expensive and sensitive). \$75.00
2. Suggested Honoraria - includes rehearsal and wedding.

Organist	\$50.00
Instrumentalist	\$50.00
Vocalist	\$50.00
Minister	\$200.00

## *Payment*

Fees are refundable **except facility usage** up to 30 days before event. Half of the above mentioned costs will be paid when the event is confirmed. (\$100.00 for facility usage and the \$250.00 cleaning deposit) **THE MARRIAGE LICENSE SHOULD BE TURNED INTO THE CHURCH OFFICE THREE DAYS BEFORE THE WEDDING WITH THE REMAINING FEES.** (This includes the remaining \$100.00 for facilities usages and \$75.00 for the sound technician). Any other costs incurred will be billed after the event. The organist, instrumentalist, vocalist, minister, hostess, and your child care workers are paid directly by the wedding party.

## **Rehearsal Dinner (members only if planned)**

It shall be the responsibility of the caterer to plan, prepare, serve, and help clean up after the rehearsal dinner. The kitchen is to be restored to the original condition and all equipment cleaned and in place for Sunday.

## *Check List*

### **Weddings Including Rehearsals**

#### 1. SETUP

##### A. Sanctuary

1. Remove altar furniture - pulpit, communion table, chairs.
2. Place selected wedding equipment in place.
3. Place plastic sheeting under candelabra.
4. Lock building after cleanup.

##### B. Fellowship Hall

1. Set up desired number of tables and chairs
2. Clean the floors, adjust the air conditioner/heater for comfort.
3. Set out all trash so receptacles are ready for use.

## **CLEAN UP**

#### A. Sanctuary

1. Snuff candles-immediately following the ceremony.
2. Restore all furniture to original positions - pulpit, tables & chairs.
3. Return to storage all wedding equipment
4. Sweep or pick up trash in pews, in aisles, on carpet.
5. Vacuum sanctuary - altar area, steps, aisles, Bride's room.
6. Sweep (or mop) foyer and outside walkway of all bird seed.
7. Carry out trash to dumpster, lock all doors, and turn off lights,

#### B. Fellowship Hall

1. Replace all wedding service equipment into storage (taking note of any damage or shortage to give to coordinator).
2. Take down all tables, chairs, and other equipment not necessary for Sunday.
3. Vacuum carpet; clean spots.
4. Damp mop the spills as needed.
5. Sweep floors, mop kitchen, carry trash out to dumpster, make sure all is ready for Sunday, lock all doors and turn lights off.

#### C. Other Areas

1. Halls and foyers - dust mop, vacuum, clean spots
2. Outside - clean up the bird seed from sidewalks
3. Restrooms - remove trash, tidy up, mop or vacuum as needed
4. Kitchen - store away silver and glass dishes and mop floor

**\*\* Tidy up any other rooms the wedding party or guests may have used, including the childcare room.**

**Also see Wedding Guidelines at <http://www.alpenafirstassembly.org/policies/weddingguide/>**