

First Assembly of God

Wedding Planner



**First Assembly of God
3000 W. 16th ST
Greeley, CO 80634
970-352-2600**

rev. 11/2008

**PRE-MARRIAGE CLASS SCHEDULE
OFFERED BY GARY EMERY COUNSELING**

January 2008: Timberline Church: Jan. 14, 21, 28, Feb. 4, 11, 18,
(Mondays 7:00-9:00pm) Cost = \$180.00 per couple

January 2008: Crossroads Church: Jan. 16, 23, 30, Feb. 6, 13, 20,
(Wednesdays 7:00-9:00pm) Cost = \$125.00 per couple

April 2008: Crossroads Church: April 9, 16, 23, 30, May. 7, 14,
(Wednesdays 7:00-9:00pm) Cost = \$125.00 per couple

April 2008: Timberline Church: April 7, 14, 21, 28, May 5, 12,
(Wednesdays 7:00-9:00pm) Cost = \$180.00 per couple

June 2008: Timberline Church: June 2, 9, 16, 23, 30, July 7,
(Mondays 7:00-9:00pm) Cost = \$180.00 per couple

Sept. 2008: Timberline Church: Sept. 8, 15, 22, 29, Oct. 6, 13,
(Mondays 7:00-9:00pm) Cost = \$180.00 per couple

Oct. 2008: Crossroads Church: Oct. 8, 15, 22, 29, Nov. 5, 12,
(Wednesdays 7:00-9:00pm) Cost = \$125.00 per couple

To register and find directions for any of the Timberline classes call: Jenny at 482-4387
Timberline Church 2908 Timberline Road, Ft. Collins, CO.

To register and find directions for any of the Crossroads classes call: Judy at 203-9201 Ext 8118
Crossroads Church 5420 North Taft Ave., Loveland, CO.

Explanation of **COST CHANGE:** The Timberline Church class is now \$180.00 per couple as we have added the Prepare/Enrich Inventory with a follow-up session with each couple and one of our counselors.

If you have any questions concerning schedules, costs, etc., please feel free to contact me at
970-490-1309.

MARRIAGE FEES DEPOSITS

ITEM	DEPOSIT	CHECK NUMBER	DATE
Pre-Marital Counseling	_____	_____	_____
"Prepare Inventory"	_____	_____	_____
Wedding Coordinator	_____	_____	_____
Facilities/Custodial	_____	_____	_____
Reception	_____	_____	_____
Sound Technician	_____	_____	_____
Pastor's Honorarium	_____	_____	_____
Use of Wedding Equipment		(No Charge)	



Dear Engaged Couple:

Thank you for considering First Assembly as the place where you wish to seal your marriage vows. We are honored by your interest and want to let you know what is involved in preparing for your wedding, so you can come to an informed decision.

First, please fill out the Wedding Request Form and the Marriage Policy Form and return to the church office as soon as possible. We cannot schedule a wedding until the proper paperwork has been received.

Secondly, you should purchase a good wedding planner guide. They are available in bookstores and well worth the few dollars spent to purchase one. Many are arranged in workbook style, utilizing checklists to help get things done in a timely manner.

After your wedding date has been approved, you will need to contact Pastor Matt Miller at 352-2600 to schedule your premarital counseling sessions. This is mandatory. The six-week sessions will be held in either Ft. Collins or Loveland with Dr. Gary Emery and should begin no less than four months prior to the wedding date. A certificate of completion from Dr. Emery needs to be given to the officiating pastor.

If your wedding is performed at First Assembly, it is mandatory that you use one of our church wedding coordinators. The wedding coordinator will go through the ceremony and reception checklists with you and help you with all other planning details for your wedding. Our wedding coordinator is Nan Popineau. After your date has been approved, the coordinator will contact you to go over your wedding plans.

Wedding Fees:

- | | |
|----------------------------|---|
| * Pre-Marital Counseling | \$100.00 or \$180.00 (paid to Dr. Emery) |
| * "Inventory Preparation" | \$35.00 (consumable supplies used during wedding) |
| * Wedding Coordinator | \$200.00 or \$220.00 (if using aisle candelabra) |
| * Facilities/Custodial | \$185.00 |
| * Reception | \$50.00 |
| * Sound Technician | \$45.00 |
| * Pastor's Honorarium | (Use your own discretion) |
| * Use of Wedding Equipment | No Charge |

A check for wedding fees made payable to First Assembly is due two weeks before your wedding.

First Assembly of God Marriage Policy

It is important for you to understand that we view performing a wedding as a sacred trust, not simply a ritual we as ministers are empowered to perform. Therefore, we consider your request for a pastor from this church to perform your wedding as an invitation to be a pastor to you through the process of beginning your marriage.

To prepare you for the marriage relationship, we make the following request of couples who want to either be married at First Assembly or by a pastor of First Assembly. Before any wedding will be considered, this Marriage Policy must be initialed and signed by the prospective bride and groom.

groom / bride

____ ____ We agree to practice sexual abstinence until our wedding. If we are cohabiting, we agree to change or adjust our living arrangements until the wedding. The ability to control sexual desire is vital to a successful marriage.

____ ____ We agree to a minimum of six pre-marital counseling sessions to begin no less than four months prior to the wedding date.

____ ____ Couples need to have known each other for at least one year before the wedding date.

____ ____ We agree to a minimum four month engagement period to help us better prepare for the marriage relationship.

____ ____ If either person has been divorced, it will be necessary for us to talk to you about the circumstances that led to your divorce. A minimum of 12 months must have elapsed since the divorce became final. Because of the limitation placed on us by the Assemblies of God and our own Pastoral Staff's convictions, there can be circumstances that prevent us from performing weddings.

____ ____ First Assembly Pastors are agreed that Scripture (II Corinthians 6:14-16) prevents anyone marrying a Christian to a non-Christian.

____ ____ If any Pastor of First Assembly has refused to do a ceremony, then all other Pastors will be unavailable until the issue causing the decision is resolved.

We have read this document, and as an investment in the future happiness of our marriage, agree to abide by the terms mentioned above.

Signature of Groom

Signature of Bride

Date

Signature of Pastor

WEDDING REQUEST FORM - FIRST ASSEMBLY

We appreciate both the prospective bride and groom filling out this form. This will help us efficiently expedite an answer back to you. Thanks for your help!

Please check the appropriate box:

Bride Groom
? Yes ? No ? Yes ? No

1. Do you regularly attend First Assembly of God? _____

a. If yes, how long have you attended regularly? _____

b. If not, does some of your family regularly attend here? _____

? Yes ? No ? Yes ? No

If yes, their name: _____

c. If not, do you attend church regularly? _____

? Yes ? No ? Yes ? No

If yes, where? _____

2. Have you made a commitment to Christ as your personal Savior? _____

? Yes ? No ? Yes ? No

3. Have you been previously married? _____

? Yes ? No ? Yes ? No

If yes, are there children from a previous marriage? _____

? Yes ? No ? Yes ? No

4. Please give your 1st and 2nd wedding date preference: 1st: _____ 2nd: _____

5. Name of Pastor to officiate at the wedding: _____

6. Time (hour of the day) of the wedding: _____
(Saturday weddings may be no later than 3:00 pm, or 2:00 pm if the reception is at First Assembly)

7. Wedding Location: _____

8. Reception Location: _____

9. Wedding Coordinator: _____

BRIDE

Your Name: _____

Mailing Address: _____
Street Address City State Zip

Phone Number: Home _____ Cell _____

GROOM

Your Name: _____

Mailing Address: _____
Street Address City State Zip

Phone Number: Home _____ Cell _____

OFFICE USE ONLY:

Wedding Date: _____ Time: _____ Location: _____ Pastor: _____

Bride's Information

Name _____

Address _____ City _____

Zip _____ Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

1. Have you accepted Christ as your savior? Yes No (write a short testimony)

2. Are you a member of First Assembly Church? Yes No

3. How long have you been attending First Assembly Church? _____

4. Are you willing to study God's design for marriage through a six-week pre-marital counseling program?

Yes No

5. Have you already completed a pre-marital counseling program? Yes No

If yes, with whom _____ Date completed _____

6. How long have you known your fiancé? _____

7. How long have you been engaged? _____

8. Have you been married before? Yes No (If Yes) Date of Divorce _____

If previously married, please give details _____

Are children involved? Yes No How Many? _____ Ages? _____

With whom do they live? _____

Briefly explain why you have decided to get married: _____

Please comment on your parents' attitude toward your marriage? _____

Groom's Information

Name _____
Address _____ City _____
Zip _____ Home Phone _____ Work Phone _____
Cell Phone _____ E-mail _____

1. Have you accepted Christ as your savior? Yes No (write a short testimony)

2. Are you a member of First Assembly Church? Yes No

3. How long have you been attending First Assembly Church? _____

4. Are you willing to study God's design for marriage through a six-week pre-marital counseling program?
 Yes No

5. Have you already completed a pre-marital counseling program? Yes No
If yes, with whom _____ Date completed _____

6. How long have you known your fiancé? _____

7. How long have you been engaged? _____

8. Have you been married before? Yes No (If Yes) Date of Divorce _____

If previously married, please give details _____

Are children involved? Yes No How Many? _____ Ages? _____

With whom do they live? _____

Briefly explain why you have decided to get married: _____

Please comment on your parents' attitude toward your marriage? _____

EQUIPMENT AVAILABLE

(Please check all those you intend to use)

WEDDING CEREMONY

___ Guest Book Tables (2 available)
(fitted white covering to floor, lace doily, chairs)

BRASS

___ 2 Spiral Candelabra
(15 candles each)

___ Kneeling Bench
(profile, side by side)

___ Heart-Shaped Arch

___ 3 Piece Unity Candle

___ 10 Aisle Candelabra

___ Flowers and/or Stands

WHITE IRON

___ 2 Spiral Candelabra
(15 candles each)

___ Kneeling Bench
(side by side)

___ Flower Stands

___ Arch

RECEPTION

___ Punch Bowls

___ Dishes for nuts, mints, etc.

___ Silver Coffee Server

___ Serving Table Cloths

___ Lattice

EQUIPMENT YOU PLAN TO PROVIDE

(Please check all you plan to use)

___ Aisle Cloth (65 feet long, 6 feet wide)

___ Pew Bows

___ Programs

___ Flower Arrangements on Arch

___ Flower Arrangements on Communion Table

___ Other Flower Arrangements

WEDDING FACILITIES

The Sanctuary seats 700 guests. It has a 65-foot long aisle that is 6 feet wide lined with 14 pews on each side. The stage is raised with three steps covering its full length. The basic color scheme is plum and taupe.

The platform will not be altered in its set-up (i.e. props and seasonal items). The pulpit is the only furnishing moved from the platform.

The mother's room in the Nursery is used as a Brides Room. This is a room with a dressing table and a large mirror next to a bathroom. The Choir room is reserved for the men as well. 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 on First Assembly property. Dancing is not permitted at any reception at First Assembly.

No rice, birdseed, or confetti is permitted to be thrown. Helium balloons or bubbles are acceptable as a "Send Off".

Only candles provided by First Assembly may be used (with exception of Unity Candles).

The wedding rehearsal should be scheduled the evening before the wedding and cannot begin before 5:30 PM. All decorating must be either completed before the rehearsal or take place the next morning. No decorating will be allowed during the rehearsal.

Personal belongings must be picked up in all areas that are used for dressing by the bridal party. All reception decorations should be put away by the wedding party immediately following the reception.

Musicians are to be paid immediately following the wedding ceremony. Payment is to be given directly to the musicians. Fees are to be negotiated with musicians depending on the amount of preparation and rehearsal time, as well as the number of selections performed. Your wedding coordinator may have suggestions.

A Sound Technician will set up and put away all sound equipment needed for the wedding rehearsal and wedding ceremony. He will be present at the rehearsal and wedding to provide proper lighting and sound. A Compact Disk recording of the wedding ceremony will be provided upon request. (Additional copies are available for \$3.00 each).

The church does not provide nursery care at any time.

RECEPTIONS

The Fellowship Hall can be scheduled for receptions. Tables and chairs will be furnished. The reception room is available to allow time for decorating and placement of all items the couple desires to use. Check with the church office to verify time for decorating.

The Hospitality coordinator of our church will sponsor and serve all wedding receptions in our facility. The reception hostess will work closely with the bride and family and the wedding coordinator to carry out your wishes.

We will provide and make the coffee, keep the serving line supplied, help aid the persons you have chosen to serve and take care of all the kitchen duties and clean up. It is your responsibility to provide the plates, cups, napkins, and utensils for the reception.

An estimated number of guests attending is to be given to the wedding coordinator two weeks prior to the wedding so that proper arrangements can be made.

Size of Guest Tables Available for the Fellowship Hall:	Maximum # used limited to:
Round - 48" seating 6 or 7	20
Rectangle - 6' seating 6-8	16

Weddings and receptions must be concluded within 4 hours of start time.

SAMPLE ORDER OF EVENTS

All members of the bridal party should arrive at the church 60-90 minutes before the ceremony, depending on when photos will be taken.

PRELUDE

- Music while guests are being seated - 15 minutes before the ceremony begins, usually instrumental
- Lighting of candles - Ushers or special designee
- Mothers of Bride and Groom are seated - Groom's Mother first
- Aisle runner unrolled by Ushers*

THE PROCESSIONAL

- Music, usually instrumental, while the following enter: Pastor, Groom, Groomsmen, Bridesmaids, Maid/Matron of Honor, Flower Girl and Ring Bearer, Bride and her Father/Escort

THE CEREMONY

- Call to Worship - opening remarks by Pastor
- Declaration of Intent - "I Wills" by Bride and Groom
- Parental Commitment/Family Affirmation* - Father, Parents, or designated party
- Giving of Bride - Father: "I do" or "Her mother and I", etc.
- Solo*
- Address/Charge to Bride and Groom - Pastor
- The Marriage Vows - Bride and Groom
- The Exchange of Rings - Bride and Groom
- Solo* - optional, but suggested to begin as soon as exchange of rings takes place
- The Unity Candle* - Bride and Groom and Mothers or Parents
- Communion* - Bride and Groom
- Recognition of Parents/Presentation of Roses* - Bride and Groom
- Prayer for the Bride and Groom - Pastor
- The Pronouncement of Marriage - Pastor
- The Nuptial Kiss - Bride and Groom
- Presentation of the Newlyweds - Pastor: Mr. and Mrs. _____
or first name and first name last name

THE RECESSIONAL

- Music - usually instrumental
- Exit as follows:
 - Bride and Groom, Flower Girl and Ring Bearer, Maid/Matron of Honor and Best Man, Bridesmaids and Groomsmen, all in couples
 - Mothers escorted out by Ushers, Father follows behind - Brides' Mother exits first
 - Grandmothers 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

(*) Asterisk denotes optional events

USHERS RESPONSIBILITIES

1. Know which are "Special Guests" requiring specific seating:
 - a. Sisters and brothers and their spouses should be in the second rows when possible
 - b. Grandparents should be seated immediately behind parents
 - c. Family that cannot be placed together due to disharmony (i.e. divorced parties with a less than positive rapport).
2. Only immediate family (parents, grandparents, brothers, sisters, children) need to sit on the designated Bride's side (LEFT) or Groom's side (RIGHT).
3. Seat other family and friends on both sides for even distribution and photographic balance.
4. When **escorting** guests to seats:
 - a. Offer ladies your right arm; their male escorts should follow behind
 - b. Seat people with small children and babies (unless they are immediate family members) in back two rows, near aisles
 - c. When seating a handicapped person, seat on a side aisle
5. **Lighting** Altar Candles:
 - a. Candle lighter/snuffers are used to light the candelabra
 - b. After the Prelude music has begun, the wedding coordinator will cue you to light the candles
 - c. After lighting the candles, return down the center aisle and await instructions for when to seat Mothers
6. **Seating** Mothers of the Bride and Groom:
 - a. Offer your right arm to the mother you are designated to seat
 - b. Mother of the GROOM is seated first, on the RIGHT side aisle seat, with her husband following behind, and then sitting next to her.
 - c. 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
7. **Unrolling** the aisle runner:
 - a. 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
 - b. 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
 - c. Both ushers bend down, taking the ribbon/cord and pulling the aisle runner slowly and evenly, making sure to leave the roll on the floor at all times. Don't "loft" it. Check and straighten runner at least every six feet.
 - d. Unroll the entire runner until it runs out or enters the foyer. Remove the cardboard spool and give it to the Wedding Coordinator and take your seat with the guests

8. Escorting exits:

- a. When the Recessional music starts, go into the hallway and wait until the last member of the Wedding Party exits

- b. Offering the BRIDE'S mother your right arm, escort her into the hallway toward the Receiving Line. Here husband or escort will follow
- c. After the Bride's mother is completely out of the sanctuary, offer the GROOM'S mother your right arm and do likewise, her husband or escort following
- d. After Groom's mother is out of the sanctuary, both Ushers return down the center aisle and escort the respective Grandmothers. Escort the BRIDE'S grandmother first, then the GROOM'S grandmother
- e. They are ushered into the hallway, but not into the Receiving Line

9. Dismissing guests:

- a. Following the Grandparents' 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.

HOW TO GET A MARRIAGE LICENSE

To apply for a marriage license in Colorado, both parties must be 18 years or older and must apply with proof of identification (i.e. drivers license). If divorced or widowed, documentation is needed.

There is a \$10 CASH ONLY fee for the marriage license. The license is valid in the entire State of Colorado and is valid for 30 days from the date of issuance.

To apply, go to:

Weld County Clerk and Recorder

1402 N. 17th AVE

Greeley, CO 80631

353-3480

Hours are 8:00 am to 5:00 pm, Monday through Friday.