

The logo features the word "weddings" in a large, black, serif font, centered horizontally. Below it, the text "at GBCC" is written in a smaller, black, sans-serif font. The entire text is framed by a delicate, black line-art laurel wreath that curves around the top and sides of the words.

weddings
at GBCC



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Congratulations!

We are thrilled to congratulate you on your upcoming wedding.

We hope to make your wedding day flow as smoothly as possible and will do what we can to work alongside you to make that happen. While we get very excited about the wedding, we are even more passionate about your marriage.

With that in mind, we want to invest in you as a couple before, during and after the wedding. We've developed a process that we hope will provide a firm foundation for a strong and lasting marriage for you.

We require that all couples go through a premarital process with a mentor couple from GBCC. We will assign you to a mentor couple as soon as we have one available. They will use the SYMBIS (Saving Your Marriage Before It Starts) assessment and curriculum over 4-5 meetings.

We will assign a wedding coordinator to you who will assist with the rehearsal and wedding. You can expect to hear from her soon. In the meantime, this wedding planner is provided to assist you as you plan your wedding at Green Bay Community Church. ***Please bring this planner with you when you meet with your wedding coordinator.***

As you begin your life together, please know that we are here to serve you. Please do not hesitate to give us a call.

Marriage Team at GBCC
920-434-9225

Sheri App
sheria@gbcc.me

WEDDING PROCESS – KEY PLAYERS

Bride and Groom – Kind of obvious but we want to make sure you feel special on this day!

Premarital Mentors – A marriage mentor couple will be assigned to you as part of the premarital process. Most of these couples are volunteers and they are passionate about helping you prepare for a successful marriage.

Wedding Coordinator – She will be your liaison with GBCC and help you coordinate all details that pertain to the ceremony and the church campus. You will be expected to meet with her initially and then again 2 weeks prior to your wedding. She will be available for any questions from here on out and will be present at your rehearsal and wedding ceremony.

Officiant – An officiant from GBCC will be available to perform your ceremony. Please let us know if you will be providing a pastor other than a pastor or elder from GBCC. They will be in contact ahead of the ceremony to go over details and will also be present at the rehearsal and ceremony.

GBCC Sound Tech – This person will make sure everything runs smoothly from a technical standpoint. They will be present at your rehearsal as well as your wedding.

Wedding Party, Ushers and Parents – This is up to you! Please have them be on time for the rehearsal. The wedding coordinator will make sure everyone knows what they are doing.

Wedding Fees

Wedding Coordinator	\$250
Sound Tech	\$150
Equipment (tech)	\$ 25
Facilities – Chapel or Outdoor Garden*	\$110
Facilities – Chapel Lounge & Brides Room	\$ 60
Premarital books & Assessment	<u>\$ 65</u>
Total	\$660

Optional Additional Fees

Facilities – Room 216	\$ 50
Facilities – Room 218	\$ 50
Keyboard	\$ 50

We do not charge a fee for an officiant from Green Bay Community Church. An honorarium may be paid directly to the officiant from the bride and groom.

A deposit of \$250 is necessary to reserve the rooms needed for your wedding. Full payment must be received 6 weeks before your wedding date. The wedding party is responsible for any damage, extra clean up or extra charges attributed to the facilities during usage.

TWO WEEKS PRIOR TO THE WEDDING

You will meet again with your wedding coordinator two weeks prior to the wedding to determine last-minute details. Please come prepared with a plan for when you would like to decorate, what time you will need doors open on the day of the wedding for the wedding party or for flower delivery, as well as tech needs, and any facility questions.

MARRIAGE LICENSE

You must apply for a marriage license in Brown Co. one full week before the wedding date but no earlier than one month before. You can find current information here: www.co.brown.wi.us

Please bring your marriage license to the rehearsal.

THE REHEARSAL

Your rehearsal will be at 5 pm the day before your wedding. If a different time is desired, please contact your wedding coordinator to see if this is a possibility. Your coordinator and officiant will conduct the rehearsal. This will include a “walk through” of the entire ceremony, including seating of parents, the processional, and the recessional.

To ensure a smooth and productive rehearsal, please note the following:

- It is helpful if all members of the wedding party, including parents, attendants, flower girl, ring bearer, ushers and scripture readers participate in the rehearsal.
- It is important to begin on time so that we can end in a timely manner for all involved.
- The rehearsal will usually last around 1 hour.
- This is primarily a staging practice, designed to ensure wedding party members are comfortable with the logistics of the ceremony. There will not be time for practice by musicians during this time. (Musicians may schedule time to rehearse prior to the doors opening the day of the ceremony.)
- Please bring your Spotify/Apple music playlist or thumb drive with music, to the rehearsal.
- Please bring your marriage license to the rehearsal and give it to your wedding coordinator.
- If you would like, you may bring your wedding dress to the church, and we will lock it in the bride's room overnight. Arrangements should be made with your coordinator.

YOUR WEDDING DAY

On your wedding day, you will have use of the chapel, chapel lounge, bride's room and East lobby. If one is available, and you desire it, a classroom for use by the groomsmen will be assigned to you for an extra fee. Arrangements can be made with your coordinator.

The doors to the church as well as the bride's room door will be unlocked at the previously agreed upon time.

The Chapel

- Seating for 250 guests
- If you would like an aisle runner, it is 67 feet from the first step to the doors so plan accordingly when purchasing. A cloth or polyester runner is preferable to the vinyl or plastic variety.
- There are typically 11 rows of 8 chairs on each side of the center aisle.
- There are 2 side sections with about 35 chairs in each section.
- Raised platform stage with 3 full length stairs.
- If you desire an altar table, we have 2 different tables to choose from.
- There are two large wooden doors at the front of the chapel. We do not allow anything to be hung on the doors.
- A sound technician will be present on your wedding day to coordinate lighting and sound, including any playlists or thumb drives provided.

The Bride's Room

The bride's room is just outside the chapel, specially designed for the bride and her attendants. It is attached to the women's restroom and is equipped with floor to ceiling mirrors and wall mounted hooks for hanging the wedding dress.

The Chapel Lounge

We recommend that the men in the wedding party arrive dressed and ready for photographs. The Chapel Lounge is just outside the chapel and will provide seating and a place to gather for the men and any family members.

Care of the Facility

We ask that you, your families, attendants, and guests treat the church campus with care and respect.

You are welcome to bring refreshments for your attendants to enjoy prior to the ceremony. Please keep food and drink out of the lobby and chapel, but you are welcome to have it in the chapel lounge, bride's room, or extra classroom. It is a good idea to bring bottled water.

- **Please refrain from any alcoholic beverages, as these are not allowed on the Community Campus, including the parking lot.**
- **Animals are not permitted in the building.**
- **Smoking is not permitted in the building. An ashtray is located outside near the lobby doors.**

You are responsible for cleaning up all personal items and making sure that all garbage is thrown into trash cans after the ceremony. It is a good idea to designate someone from your party to take care of this so that you do not have to worry about it.

Music

You are responsible for arranging musicians and vocalists for your wedding and will need to work out their fee with them.

If you decide not to have live musicians, please provide a Spotify/Apple music playlist that is clearly labeled for the sound technician. We suggest that you have a 30-minute playlist for the seating of your guests, songs for the processional and recessional and a playlist for after the recessional.

Audio and Technical Needs

We require and will provide a trained GBCC technical support staff to facilitate your wedding tech needs. Please provide clear communication in a timely manner about what your tech needs are as this will make your ceremony flow smoothly.

Typically, a wedding will include the following:

- Microphone on pastor
- Microphone on groom
- Podium microphone for any readings
- Support for any live musicians
- Music track playback (Spotify/Apple music playlist, thumb drive)

A keyboard is available for use in the chapel. There will be an extra \$50 fee charged if you would like to use it. Please let the wedding coordinator know.

Decorations

You are responsible for any decorations on your wedding day. We ask that you do not move any plants or decorations from other parts of the facility to use for your wedding. Your wedding coordinator will have information about available decorations, if there are any at the time.

Any candles used are only allowed on the stage, on a table. They must be contained in a bowl, plate, or hurricane. Please have your wedding coordinator approve any candles you wish to use.

Flowers

If you are having flowers delivered to the church on your wedding day, please let your wedding coordinator know so that she can be sure to have the church doors unlocked at the appropriate time. Direct any deliveries to the *Chapel entrance* of the building. If you are dropping flower petals in the chapel, we ask that you use only fake petals as real ones will stain the carpeting. Please designate someone from your party to pick up the petals after the ceremony.

Photography

Both still photography and videography are permitted. The wedding coordinator will work with you as a couple and your photographer on your wedding day to help facilitate your needs and desires.

If you are taking photos before the ceremony, please plan to finish no later than 30 minutes before the ceremony begins, as guests will begin arriving at that time. We have a balcony in the chapel if your photographer or videographer would like access, the wedding coordinator will be able to coordinate this. Drone photo or video recording is only allowed outdoors.

Receiving Line

If you would like to do a receiving line at the church, here are some things to consider: Some couples like to come back into the chapel after the recessional and dismiss guests row-by-row.

Another option is to stand in the lobby as guests exit the chapel and greet them. This option could also include parents of the bride and groom. Tip: if you include parents, it may be a good idea to place the groom's parents next to the bride and the bride's parents next to the groom so that guests of the groom's family that don't know the bride can be introduced and vice versa.

(This would be a convenient time for the bridal party to clean up the bride's room and chapel lounge.)

Send Off

If you would like to have a festive send-off such as bubbles or flower petals, please check with your wedding coordinator regarding facility guidelines. We do not allow rice, confetti, streamers, or bird seed. Clean-up of the send-off is the responsibility of the wedding party.

Suggested Scripture Selections

Old Testament

Genesis 1:26-27; 2:4-7
Ruth 1:16-17
Psalm 127, 128
Proverbs 3:5-6; 18:22; 24:3-4; 31:10-31
Ecclesiastes 4:9-12
Song of Solomon 2:11-13; 5:16; 6:3; 8:6-7a
Isaiah 61:10; 62:5
Jeremiah 33:11; 32:38-38
Hosea 2:19-20

New Testament

Matthew 5:3-11	Beatitudes
Matthew 19:4-6	Christ's statement on marriage
John 2:1-11	Christ at the marriage in Cana
John 15:9-17	Christ's command to love
John 17:22-23	Christ's prayer for love and unity
1 Corinthians 7:1-7	Marital duty of husband and wife
1 Corinthians 13	Great love chapter
Ephesians 5:21-23	Roles of husband and wife
Philippians 2:5-11	Attitudes to build marriage
Colossians 3:12-17	Loving attitudes
Hebrews 13:4	Sex in marriage
1 Peter 3:1-7	Teaching for wives and husbands
1 John 3:16; 4:7-19	Teachings on love

Wedding Agreement

With this agreement, I accept responsibility for the following:

- We will complete the premarital process offered at GBCC. If this is not a possibility, we will coordinate with the marriage team to take a course elsewhere.
- We will meet with the wedding coordinator at least twice (initial meeting and 2 weeks prior to the wedding) and to keep in contact throughout the planning process.
- We will clean up all personal items and put garbage in the proper containers after the wedding.
- We will make sure that our wedding party and guests treat the church campus with care and respect.
- We will have the wedding coordinator approve any candles we use.
- We will not bring alcoholic beverages onto the church campus.
- We will not bring animals onto the church campus.
- We will not smoke inside the building.
- Payment to GBCC will be paid in full at least 6 weeks prior to the wedding.

Printed Names of Bride and Groom

Date of wedding

Signature of Bride and/or Groom

Date

Signature of wedding coordinator

Date

Green Bay Community Church
600 Cardinal Lane
Green Bay, WI 54313
Phone: 920.434.9225
Fax: 920.434.6460
www.gbcc.me

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