APPENDIX A

Wedding Service Worksheet

As you read this book, fill out the following worksheet. List the number of each resource you wish to use. If you do not wish to choose an item under a particular category, simply leave the space blank. On some occasions, you may wish to make several selections from a chapter. Mark any changes you wish to make to a particular item. Select only the resources you wish to incorporate in your own unique service. At the end of this process, you will have planned a Christian wedding!

Couple’s names: ______________________________________

and

First names the couple wishes to use during the service: ______________________________________

and

Opening Music

____________________________________

Solos

____________________________________

____________________________________

____________________________________

Gathering/Processional Hymn

Greeting

Charge to the Man and Woman

Declaration of Intention

or Consent

Presentation
Response of the Families, Children, and Congregation

(may be more than one)

Opening Prayer

Hymn(s) and Special Music

(may be more than one)

Scripture Lessons, Psalms, and Poetry

(may be more than one)

Homily

Intercessory Prayer

Exchange of Vows

Taking, Blessing, and Exchanging of Rings

Unity Candle

Declaration of Marriage

Blessing of the Marriage

The Lord's Prayer

Thanksgiving and Holy Communion

Dismissal with Blessing

Introduction of the Couple

Other Special Music

Use the above outline to create a service unique to the couple.
APPENDIX B

Wedding Planning Questionnaire

A pastor or local congregation may adapt the following questionnaire based on local policies.

Names of couple: ______________________________________
Date of wedding: ______________________________________

Many decisions are necessary to make your wedding day a smooth affair that reflects your vision of your wedding service. This questionnaire assists the bride and groom in planning their wedding service in four easy steps.

1. The couple plan their specific worship service with their pastor and musicians. See the “Wedding Planning Worksheet” (appendix A).
2. The bride and groom complete as much of this “Wedding Planning Questionnaire” as possible prior to their first meeting with the wedding director.
3. Together with the wedding director, complete this document at least several weeks before the wedding rehearsal.
4. Provide a completed copy of this document to the pastor(s), musician(s), and other critical persons at the wedding rehearsal.

Key Contacts

Bride’s phone number: ______________________________________
E-mail: ______________________________________
Bride’s mother: ______________________________________
Phone number: ______________________________________
E-mail: ______________________________________
Groom’s phone number: ______________________________________
E-mail: ______________________________________
Wedding director: ______________________________________
Phone number: ______________________________________
E-mail: ______________________________________
Custodian: ______________________________________
Phone number: ______________________________________
E-mail: ______________________________________
Presiding Pastor: ______________________________________

Phone number: ______________________________________

E-mail: ______________________________________

Attending Pastor: ______________________________________

Phone number: ______________________________________

E-mail: ______________________________________

Pre-Rehearsal Planning Meeting
This meeting should take place between the couple and wedding director at least several weeks before the rehearsal.

Date & time of planning meeting ______________________________________

Deposit to be paid to congregation/wedding site? Yes _____ No _____

<table>
<thead>
<tr>
<th>Individual Fees</th>
<th>Amount</th>
<th>To Be Paid at Rehearsal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church/facility fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Pastor(s) fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Director fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Custodian fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Musician fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Sound system fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>Other musician(s) fee</td>
<td>$ _____</td>
<td>Yes _____ No _____</td>
</tr>
</tbody>
</table>

Marriage License
Register no earlier than two months (state laws vary; inquire at the clerk of court or other official) prior to wedding. Bring the license to the rehearsal and give to the pastor.

License given to pastor at rehearsal? Yes _____ No _____

Wedding Bulletin
Preparing the wedding bulletin is the responsibility of the couple. See the “Sample Wedding Bulletin” (appendix C). The bulletin may include some prayers and other acts of worship that enable the whole congregation to participate in the service. The couple should create the bulletin after meeting with the pastor, organist, and other musicians.

Bulletin reviewed by pastor? Yes _____ No _____

Printing/copying by: ______________________________________
Number of guests? ______________________________________

Number of bulletins? ______________________________________

Rehearsal

Date & time of rehearsal ______________________________________

Marriage license given to pastor? ________________________________

Set out bulletins? ______________________________________

Set out directions to reception? _________________________________

Set out guest book? ______________________________________

Maid / Matron of honor: ______________________________________

Bridesmaids:

1. ______________________________________

2. ______________________________________

3. ______________________________________

4. ______________________________________

5. ______________________________________

6. ______________________________________

Best man: ______________________________________

Groomsmen:

1. ______________________________________

2. ______________________________________

3. ______________________________________

4. ______________________________________

5. ______________________________________

6. ______________________________________
Questions to decide:
How to line up: men on one side with women on the other, or alternating men and women?

Where will the bride's family sit? The groom's family?

Are there special considerations because of previous divorces and/or remarriages of members of the wedding party?

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Processional Order
Encourage everyone to participate in both the rehearsal processional and recessional. Please note: not everyone listed is necessarily needed in every ceremony.

1. Cross Carrier

2. Grandparents of groom:
   A. _________________________________ Escorted by _________________________________
   B. _________________________________ Escorted by _________________________________

3. Grandparents of bride:
   A. _________________________________ Escorted by _________________________________
   B. _________________________________ Escorted by _________________________________

Do the mothers need two candles for lighting the candles beside the unity candle? Yes _____ No ____

4. Mother of groom:_________________________________ Escorted by_________________________________

5. Father of groom (if not best man):

6. Mother of bride: _________________________________ Escorted by _________________________________ 5

7a. Presiding Pastor:

7b. Attending Pastor:

8. Groom:

9. Best man:
10. Groomsmen:
A. 
B. 
C. 
D. 
E. 
F. 

11. Bridesmaids:
A. 
B. 
C. 
D. 
E. 
F. 

12. Junior bridesmaid: ___________________________

13. Maid/matron of honor: ___________________________

14. Ring bearer: ___________________________ Pillow? Yes ____ No ____

15. Flower girl: ___________________________ Basket with silk flowers? Yes ____ No ____

16. Bride, escorted by father or: ___________________________
   Bride is on which of the escort’s arms? Left____ Right ____

Wedding Day

Wedding party arrival time: ___________________________

Transportation for wedding party:
   Individual cars ___________________________
   Bus ___________________________
   Limo ___________________________
   Other ___________________________
Refreshments for the wedding party prior to service? Yes ____ No ____

Refreshments provided by: __________________________________________

Does the church or wedding site have a policy about alcohol on the premises? Yes ____ No ____

Guests' arrival time: __________________________________________

Nursery provided? Yes ____ No ____

Nursery location: __________________________________________

Childcare providers: __________________________________________

Bridal dressing room: __________________________________________

Groom waiting room: __________________________________________

Groomsman dressing room: ______________________________________

Ceremony start time: __________________________________________

Ceremony Setup

Unity candle? Yes ____ No ____

Other candles? Yes ____ No ____

Time when candles will be lighted: ________________________________

Person lighting candles: _________________________________________

Will mothers light the two candles beside the unity candle? Yes ____ No ____

Other flowers in sanctuary? Yes ____ No ____

Flowers in narthex? Yes ____ No ____

Flowers on pews? Yes ____ No ____

Flowers left for Sunday worship? Yes ____ No ____

Flower petals for flower girl? Yes ____ No ____

If the primary flowers are left in the sanctuary for subsequent use by the congregation, what is the wording of the flower announcement to be used in the worship bulletin?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Rings carried by: ______________________________________________________

Other signs/items to be exchanged during the service?
   ______________________________________________________

Kneeling bench/pad? Yes _____ No _____

Other items being brought to church: ______________________________________________________

Number of reserved rows on left (bride's side): ______________________________________________________

Who will sit on the first row for bride's family? ______________________________________________________

Who will sit on the second row for bride's family? ______________________________________________________

Number of reserved rows on right (groom's side): ______________________________________________________

Who will sit on the first row for groom's family? ______________________________________________________

Who will sit on the second row for groom's family? ______________________________________________________

Recessional Order

1. Bride and groom

2. Flower girl and ring bearer

3. Maid / matron of honor and best man

4. Bridesmaids and groomsmen

5. Mother and father of bride Escorted by ______________________________________________________

6. Mother and father of groom Escorted by ______________________________________________________

7. Grandparents of bride Escorted by ______________________________________________________ (or remain seated until time for pictures)

8. Grandparents of groom Escorted by ______________________________________________________ (or remain seated until time for pictures)

When will the pastor ask persons to stand and exit? ______________________________________________________

9. Congregation by rows as guided by ushers Directed by ______________________________________________________

Where will the wedding party gather at the end of the recessional for pictures? ______________________________________________________

Receiving line at end of ceremony (exclusive of line at reception)? Yes _____ No _____
Ceremony Music

Musician 1: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

Musician 2: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

Musician 3: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

Soloist 1: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

Soloist 2: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

Soloist 3: ______________________________________________________
  Phone number: ______________________________________________________
  E-mail: ______________________________________________________

How many solos will be sung? ______________________________________________________
When will the solos be sung? ______________________________________________________

Other Set Needs

Guest book table?           Yes _____ No ____
Guest book attendant: ______________________________________________________

Bulletins set out?           Yes _____ No ____
Other needs: ______________________________________________________
Reception Setup

Person in charge of decorations: ______________________________________________________

Phone number: ______________________________________________________

E-mail: ______________________________________________________

Total number of tables: ______________________________________________________

Assigned seating? Yes _____ No _____

Head table? Yes _____ No _____

How many seats? ______________________________________________________

Reserved tables? Yes _____ No _____

How many tables? ______________________________________________________

How many seats per table? ______________________________________________________

Sample Timeline of Ceremony & Reception for a 2:00 P.M. Ceremony

12:00 Floral arrangements finished
12:00 Bridal party arrives
12:30 Photographer arrives
1:00 Pictures with bride and bride’s family and friends
1:00 Groom’s party arrives and pictures
1:15 Ushers in narthex
1:30 Begin seating guests
1:30 Music begins and light candles
1:50 Grandparents seated
1:55 Groom’s parents seated
2:00 Bride’s mother seated
2:00 Bridesmaids and ushers line up
2:03 Pastor, groom, best man enter
2:05 Bridal processional

Details Regarding Timeline

Is there a special send-off after wedding ceremony? Yes _____ No _____

What type? ______________________________________________________

Type of transportation for bride & groom’s exit: Car_____ Limo_____ Other_____

Other notes: ______________________________________________________
Vendor Information

Photographer

Name:

Phone number: _________________________________

E-mail: _________________________________

Aware of church/site policies? Yes _____ No ____

Arrival time: _________________________________

Special needs: _________________________________

Will there be pictures before the ceremony? Yes _____ No ____

Approximate time needed for post-ceremony pictures:

Key policies:
• No flash photographs within the sanctuary once the music begins
• Appropriate attire
• Coordination with videographer

Florist

Name: _________________________________

Phone number: _________________________________

E-mail: _________________________________

Aware of church/site policies? Yes _____ No ____

Arrival time: _________________________________

Setup time needed: _________________________________

Brief description of flowers: _________________________________

Musicians (other than organist / principal musician)

Name: _________________________________

Phone number: _________________________________

E-mail: _________________________________
Name: ______________________________________________________
Phone number: ________________________________________________
E-mail: ______________________________________________________
Name: ______________________________________________________
Phone number: ________________________________________________
E-mail: ______________________________________________________
In contact with organist/principal musician? Yes _____ No ____
Arrival time: __________________________________________________
Special needs: _________________________________________________

Included in guest count for dinner: Yes _____ No ____

Key policy:
• All music coordinated with organist/principal musician

Name: ______________________________________________________
Phone number: ________________________________________________
E-mail: ______________________________________________________
Aware of church/site policies? Yes _____ No ____
Arrival time: __________________________________________________
Special needs: _________________________________________________
Included in guest count for dinner: Yes _____ No ____

Key policies:
• Appropriate attire
• Coordination with photographer
• Location of equipment
Caterer

Name: ______________________________________________________

Phone number: ______________________________________________________

E-mail: ______________________________________________________

Aware of church/site policies? Yes _____ No ____

Arrival time: ______________________________________________________

Special needs: Table(s) ______________________________________________________

Other __________________________________________________________________________________________

_________________________________________________________________________________________________

Key policies:
• Church supplies not to be used
• Responsible for cleaning all food and supplies

Cake Provider

Name: ______________________________________________________

Phone number: ______________________________________________________

E-mail: ______________________________________________________

Aware of church/site policies? Yes _____ No ____

Arrival time: ______________________________________________________

Special needs: Table(s) ______________________________________________________

Other __________________________________________________________________________________________

_________________________________________________________________________________________________

Providing the cutting/serving utensils? Yes _____ No ____

Providing box for the top of the cake? Yes _____ No ____

Number of cakes: ______________________________________________________

Person cutting the cake: ______________________________________________________

Brief description of cake: ______________________________________________________
APPENDIX C

Sample Wedding Bulletin

Wedding bulletins can significantly enhance a service of Christian marriage. The bulletin should at least contain the basic shape of the service. The bulletin may include prayers, poems, Scripture, and other acts of worship that enable a congregation to participate more fully in the worship service.

The bulletin may also provide more information and resemble a helpful playbill at a fine performance. For example, in addition to providing names of wedding participants, include why these persons are in the wedding, such as “John, a first cousin of the groom, introduced Mark to Susan at a business function.” The bulletin may also include the full text of the Scripture reading(s), the words of the hymns, or the text of a poem whether or not the poem is read during the service. This document may also provide details about the reception and the new address of the couple along with their e-mail addresses.

Typically, the bride and groom prepare the wedding bulletin and then share a draft of the bulletin with the pastor(s), musician(s), and wedding director to ensure accuracy and confirm that everyone shares the same understanding about the service. Include only the elements chosen in the ceremony design.

The following is one example of a bulletin and assumes every element will be used. Use it simply as a guide for the particular wedding you are planning.

A Service of Christian Marriage of
[Full Name of Bride] and [Full Name of Groom]
[Day/Month/Year]
[Location]
[Time]

Opening Music
Seating of Grandparents
Seating of Mothers
Processional
Bride's Processional
Greeting
Charge to the Man and Woman
Declaration of Intention or Consent
Presentation
Response of the Families, Children, and/or Congregation
Hymn/Solo

Opening Prayer
Scripture Lesson(s), Psalms, and/or Poetry

Homily
Intercessory Prayer
Exchange of Vows
Taking, Blessing, and Exchanging of Rings
Unity Candle
Hymn/Solo

Prayer of Great Thanksgiving for Holy Communion

Declaration of Marriage
Blessing of the Marriage
The Lord’s Prayer
Dismissal with Blessing
Introduction of the Couple
Recessional
Postlude

[The text(s) and tune(s) may be printed in full; provide the name(s) of the soloist and/or musician(s).]

[Provide the congregational responses to the prayer if used. If Holy Communion is served, be clear about who is invited to participate in the Holy Meal. Also, share briefly the manner in which the Holy Meal will be served: by intinction, by persons kneeling around a common table, or by passing the bread and cup down the rows of the congregation.]

[Provide the text of the version of the prayer used.]

[List title of music to be performed.]

[List title of music to be performed.]

[List here other announcements that facilitate the service, such as “Due to the sacred covenant, the couple requests that no photographs be taken during the service.”]

The Wedding Party

List the names of the following participants as appropriate after their role in the service, plus additional information that may be interesting to the congregation.

Maid/Matron of Honor ______________________________________________________

Best Man ______________________________________________________

Parents of the Bride ______________________________________________________

Parents of the Groom ______________________________________________________

Grandparents of the Bride ______________________________________________________

Grandparents of the Groom ______________________________________________________

Bridesmaids ______________________________________________________

Junior Bridesmaid ______________________________________________________

Groomsmen ______________________________________________________

Flower Girl ______________________________________________________

Ring Bearer ______________________________________________________

Cross Carrier ______________________________________________________

Wedding Book Attendant ______________________________________________________

Wedding Director ______________________________________________________


Soloist(s)

____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Musician(s)

____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Pastor(s)

____________________________________________________

The bride and groom invite you to [location] for a reception immediately following the service. [Provide directions to the reception.] A dinner will be served at [time] P.M. and the dance will follow at [time] P.M. The bridal couple plans to leave on their honeymoon at approximately [time] P.M.
The married couple will be residing at [address].