

CONTENTS PAGE

Search [your church] and [your town] to personalize this document.

Your wedding is one of the happiest and most important events in your life. We would love to share in your joy and so appreciate the opportunity to be a part of this special occasion. To assist you as you plan your wedding, and for your ease of reference, we have put together this Wedding Manual. In it you will find all the information you need about conducting weddings at

Please go through this manual carefully. Sections 1-5 are very important. You need to detach, complete and return the pink pages at the end of this manual to assist the church office to expeditiously process your application.

CONTENTS	INSTRUCTIONS	PAGE
1. How To Use This Manual	Follow these simple directions to guide you through the use of this manual	3
2. Qualifications	Read thoroughly before signing Page 45	4
3. Guidelines	Read thoroughly before signing Page 45	5
4. Building Use Policy	Read thoroughly before signing Page 45	6
5. Some Important Information	This contains important directions to help you plan your wedding more effectively. Please read this carefully	7
6. Location	A map of the layout of the Worship Center indicating the location of the other rooms that are available	8
7. Wedding Costs – BCBC	A breakdown of all costs related to the use of the premises and equipment at	9
8. Wedding Costs - Comprehensive	A budget tool to assist you as you plan the total expenses related to your wedding	10
9. Who Pays for What?	Some reflections on the traditional norms.	11
10. Registry Checklist	Some suggestions to stimulate your thinking	12-13
11. Preparation for the Couple	A time breakdown of some of the things that need doing in preparation for the wedding.	14 –17
12. Preparation for the Wedding Director	This will help you understand the role of the Wedding Director	18
13. Preparation of the Sound Technician	This will help you understand the role of the Sound Technician	19
14. The Wedding Ceremony	Some suggestions on what you MAY want to include in the ceremony.	20-22
15. Sample Order of Events	Some thoughts on what order you MAY want things to occur during the ceremony	23-24

16. Order of Events – Worksheet	To help you plan what you WANT to occur during the ceremony	25
17. Sample Ceremonies	A suggestion of 4 different types of ceremonies	26-32
18. The Wedding Party	A listing of names and contact details of the wedding party	32
19. Arrangements for Out of Town Guests	A form to assist you with the arrangements for guests that come from far away.	34-37
20. Wedding Invitation List	Lists to assist you with recording who you decide to invite to the wedding	38-41
<i>THE REST OF THE SHEETS (PINK) NEED TO BE HANDED IN TO THE OFFICE WHEN COMPLETED</i>		
21. Details of the Couple Getting Married	Personal details – please fill out completely	42
22. Wedding Reservation Contract	A form you need fill out to assist the church office with venue bookings and preparation	43
23. 20 Day Confirmation	A form to be completed and returned to the church office not less than 20 calendar days prior to the wedding.	44
23. Rental Fee for Church Dishes	A cost breakdown for those who would like the use of the churches crockery and cutlery	45
25. We Agree	A simple confirmation that you have read and agree to the important documentation in this manual	46

Much of the information within this Package has been compiled from The Pastor's Wedding Manual, by Jim Henry; The New Manners for the '90s, by Letitia Baldrige; and Modern Bride magazine

1. HOW TO USE THIS MANUAL

These directions will guide you as you consider allowing Our church to assist you with your wedding. Following these simple steps will make the decision and the process even easier than you think.

- Step 1 - Carefully read **2. 'Qualifications'** – pg. 4. It is very important that you give mindful consideration to each one of these criteria, as we will not marry anybody who does not meet each of the Biblical requirements we have listed there.
- Step 2 - Carefully read **3. 'Guidelines'** – pg. 5
- Step 3 - Carefully read **4. 'Building Use Policy'** – pg. 6.
- Step 4 - If you qualify and are willing to comply with the standards set there, please sign the pink sheet entitled **'WE AGREE'** - pg. 47, indicating your agreement with the 'Qualifications, 'Guidelines' and 'Building Use Policy'.
- Step 5 - Go to **5. 'Some Important Information'** – pg. 7 and read the 'Notes From The Pastor'. Choose the Staff Pastor you want to officiate at your wedding and indicate your preference on the pink page entitled **'WE AGREE'**. Although serious consideration will be given to your preference, the choice may need to be determined by availability. We will let you know well in advance.
- Step 6 - Fill in all the information on pink page entitled **21. 'Details of the Couple Getting Married'** – pg. 43.
- Step 7 - Now go to **7. 'Wedding Costs - [our church]'**. The set costs are listed for the Wedding Director and there are a number of variables. Fill in the 'Actual Amounts Due' in the right hand column, and copy your totals into the appropriate columns in **8. 'Wedding Costs – A More Comprehensive Breakdown'**. You need to decide whether you require the use of any facilities other than the Worship Center – Building A. If you want to use the church facilities for the reception you would also need to book the Old Frame Building – Building C. Look over the kitchen facilities in Building C to ensure that everything you need is there. **23. 'Rental Fees for Church Dishes'** contains a list of all the crockery, cutlery and other utensils for catering that are available. Should you require the use of these items, you will need to turn the application form in having filled it out and signed it. The Red Brick Building – Building B has a small kitchenette and is ideal for child-care or other such requirements. The premarital counseling fee for non-members is due before the counseling commences.
- IMPORTANT** - If at any stage before, during the course of or after the premarital counseling the counselor believes, at his own absolute discretion, that it is unlikely that the marriage will be founded on sound Biblical principles, he may, without any prejudice to himself, withdraw from both the counseling and officiating at the marriage ceremony. In the case of non-members \$10.00 will be deducted for every counseling session or part thereof completed and the balance of the pre-paid counseling fee returned. Other fees, as per the **Wedding Reservation/Contract** will also refunded.
- Step 8 - Once you have completed your thinking in that regard, complete **22. WEDDING RESERVATION/CONTRACT** and turn it in to the church office. **ALL THE PINK SHEETS NEED TO BE FILLED IN AND TURNED IN TO THE OFFICE.**
- Step 9 - Talk together about the **15. Order of Events – Sample**. Decide what you want to include in the ceremony and complete **16. Order of Events – Worksheet**.
- Step 10 - Decide if you want to go with one of the four samples of vows contained in **17. Sample Ceremonies** or if you would like to produce your own vows. If you choose to produce your own, please consult with the Pastor officiating at your wedding to ensure they are finalized in discussion with him.

Use the other guides and suggestions only in as much as they are helpful. Monies received will be refunded **ONLY IF THE CANCELLATION OF THE RESERVATION IS RECEIVED NOT LESS THAN 15 DAYS** prior to the booked wedding date.

2. QUALIFICATIONS

God has given us many guiding principles in His Word. These are for the protection and enrichment of our lives and especially, in this context, of the marriage relationship. The Bible is His blueprint on how to do the marriage relationship in such a way that it goes the distance. God wants our marriages to succeed, and so He tells us what to do to make that happen. He also guides us as to who may and who may not get married. Contrary to popular understanding there are some people who may not get married. In upholding these principles and in honoring the intention of the Word of God, there are five requirements we recognize for anybody who wants to get married at [our church]. We feel strongly about because of our high regard both for the Word of God as well as for the marriage covenant. It is imperative that those wanting to get married at [our church] qualify according to ALL five points listed below.

1. The couple wanting to be married must both be born again of the Spirit of God, and must satisfy the Pastor marrying them that their marriage will be based on the directives of the Word of God.
2. The couple must be committed to attending the same church once they are married.
3. If the couple is living together, they must be willing to move out of the same dwelling immediately, and if they are sleeping together, they must be willing to stop all sexual/coital contact until they are married.
4. If either of the couple have been divorced, that would disqualify them from being married at [our church]. This is because the Word tells us that God hates divorce. (Malachi 2:16). The only exceptions that will be entertained to this are the two exceptions that the Bible makes:-
 - a) If one spouse commits adultery the Scriptures permits the innocent spouse to be released from the marriage bond (Matthew 5:32).
 - b) If one spouse is a believer, and the unbelieving spouse decides that they cannot live with the believing spouse because of the believing spouse's faith, God permits the believing spouse to be released from the marriage (1 Cor. 7:12-15).
5. The couple must be available to attend the twelve-week premarital counseling course prior to getting married. As part of this counseling the couple must be willing to:-
 - purchase and read one book ('Love Life' by Dr. Ed Wheat),
 - purchase and listen to two tapes (one before and one after they are married)
 - be willing to take the Taylor-Johnston personality-profiling test.

PLEASE NOTE

If at any stage during the pre-marital counseling the Pastor from [our church] is no longer convinced that the proposed marriage will be founded on the Word of God, he may, at his own discretion, and free from any liability whatsoever, discontinue the counseling and decline the use of the premises for the proposed wedding.

If the couple are from another congregation and are interested simply in using the premises of [our church] for their wedding, only the first four points apply on the proviso that their own Pastor takes them through the premarital counseling.

3. GUIDELINES

In order to ensure that there are no unnecessary obstacles in the way of making your special day enjoyable and God honoring, please give careful consideration to the following guidelines:

1. You MUST use one of our Wedding Directors and you MUST use one of our Sound Technicians. (See pg. 7 for a list.) Please discuss your sound needs with the Wedding Director in order to determine if a Sound Technician will be required at the wedding rehearsal.
2. You MUST have a written Order of Events of the entire service, from the Prelude Music and seating of the guests, through the Recessional. On pg. 15, you will find a sample Order of Events that you may want to use, or you may prefer to write your own. You will also find several examples of actual ceremonies.
3. If you wish to have a Pastor officiate at your wedding other than one of the pastoral staff from [our church], you MUST have this approved in writing by our Pastor. Please see, "Notes From Our Pastor" on page 7.
4. You need to meet with the Wedding Director three or four months ahead of time.
5. You need to meet with the Pastor from [our church] who will be counseling and marrying you not less than five months ahead of time.
6. If you are being married at [our church], please complete the Wedding Reservation/Contract on pg. 44 and turn it in to the church office. Buildings are reserved on a "first-come, first serve" basis...so book early!
7. Payments that will be due at least one week before the date of the wedding rehearsal are listed on the Wedding Costs Worksheet on pg.9. Please fill in the amounts and transfer the amounts to the Contract Form on pg. 44.
8. It would be wise to check with **all those who would be needed** to help during your "special day" before finalizing your plans. Remember that the "pink sheet" needs to be filled out completely and turned in to the church office before reservations can be made for church facilities.

4. BUILDING USE POLICY

Our church and all facilities belong to Jesus Christ. We want to glorify Him through the use of His buildings. Therefore, we will not allow the buildings be used for anything that is purely secular, or that compromises the principles we that are important to us.

BUILDINGS AND GROUNDS

Our regular scheduled church activities take priority over special events. Therefore, please be sure to make arrangements well in advance for any rehearsals or trial performances related to your special day. Also, be sure to arrange, through our Office Administrator, for the premises to be unlocked for your use and locked up when you are done.

Please read the FEES/DEPOSITS section thoroughly to see whether any fees apply to your function. Dish rental information is included in this form for your convenience.

EQUIPMENT AND FURNITURE

It is important that you recognize that ONLY one of our approved Sound Technician may operate or move any sound or electrical equipment. An **additional \$50 fee** will be charged to weddings where the Sound Equipment needs to be removed from the stage. This will be paid to the Sound Technician. Our Sound Technician will move furniture ONLY under your Wedding Director's instructions. No equipment or furniture may be taken from the church grounds. Exceptions to this will only be made when approved by the Administrator for church-related events. In such cases, the furniture must be brought back in same condition as it was taken immediately after the event, and returned to the location that it was taken from. Equipment may not be used or operated by anyone other than church staff, Elders or approved volunteers, and may not be used for anything that is purely secular.

Here is a list of what you MUST and MUST NOT do.

YOU MUST . . .

1. Have an approved Wedding Director from [our church].
2. Have a Sound Technician who is approved by [our church].
3. Have all plants and furniture that are moved for the event returned to original location immediately after the event.
4. Use only rooms and locations designated for your use: Auditorium, Foyer, Rooms 105 and 106 (Bride's dressing room), Room 107 (Groom's dressing room), the airlock and the restrooms.
5. If the church facilities are also needed for the wedding reception, use Building C only. Food is not allowed in the Main Building (Bldg. A).

YOU MUST NOT . . .

1. Smoke inside any buildings.
2. Use rice, although you may use birdseed or flower petals instead, and DO NOT throw birdseed or petals inside any of the buildings (a few petals or flowers may be scattered down the aisle for decorative use on the proviso that they are cleaned up after the wedding ceremony).
3. Use wax candles, although you may use "paradise" candles.
4. Have any alcoholic beverages whatsoever on the church grounds.
5. Move any electronic equipment, only the Sound Technicians may move equipment.
6. Move furniture unless under the direction of a Wedding Director.

5. SOME IMPORTANT INFORMATION

STAFF PASTOR	WEDDING DIRECTORS	SOUND TECHNICIANS	CUSTODIANS
Emile Wolfaardt 667-9818	Jeannetta Byas 628-0710	Gary Crockett 669-6452	Dennis Sebring 253-8982
Freddy Johnson 667-9818		Doug Van Wirt 665-1359	Jan Brown 685-2462
Kevin Bennett 667-9818		Aaron	Craig Boesch 685-1841

NOTES FROM THE PASTOR

We at [our church] would be glad to assist you if at all possible.

Right up front, we need to find a date and time that is suitable for your wedding. Please do not make any fixed arrangements until you have that date confirmed in writing. You may call my Administrative Assistant (667-9818) and set a tentative date for the wedding, and then make an appointment with her for us to get together. You need to do this not less than 5 months prior to the wedding.

If you desire a Pastor not affiliated with [our church] to officiate at your ceremony, I would like an opportunity to meet with you to discuss it. I simply want to be sure that the Pastor who is going to marry you is born again and is Word based in His ministry. Again, the reason for this is to ensure your marriage has the strong foundation in Christ that it needs.

If you want one of the Pastors of [our church] to conduct your wedding, please understand that the opportunity will be used to clearly challenge the congregation with the gospel of the Lord Jesus Christ. If the Lord leads, an opportunity will be given them to respond to the gospel.

If there is anything we can do to help you, please do not hesitate to ask. Here are the names of some others (not all from [our church]) who may be able to assist with different aspects of your wedding:

CONTACT	SPECIALIZED AREA	PHONE NUMBER
C & V Florist	flowers	667-2777
Jan Cutshall	wedding cakes	684-5040
Kathy Matthews	wedding cakes	684-1122
Fireside Caterers	reception catering	684-5040 or 665-1830
Randy Cox	photography	645-5514
Gwen View Studio	photography	
[our church]	dish rental	(see enclosed form)

6. LOCATIONS

Building A (Worship Center)

(See diagrams on right)

1. Auditorium – main floor
2. Auditorium - upstairs
3. Foyer
4. Airlock Area
5. Rooms 105 and 106 (*Bride's Dressing Room*)
6. Room 107 (*Groom's Dressing Room*)
7. Stage and pulpit

(The Wedding Director will set up mirrors for the Dressing Areas)

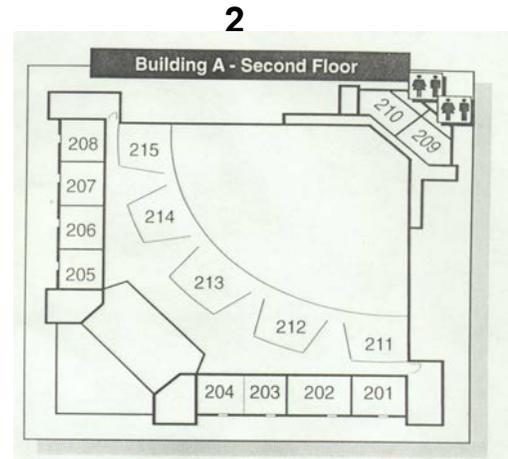
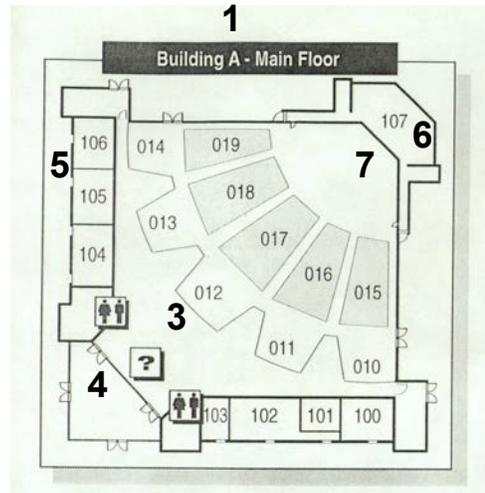
Building B (Red Brick Building)

Kitchen

Building C (Old Frame Building)

Fellowship Hall

Kitchen



7. WEDDING COSTS – [OUR CHURCH]

Worksheet

COSTS			Fill in Actual Amount Due <i>(and transfer to Page 4)</i>
<i>Checks are to be brought to the church at least one week before the wedding rehearsal, and checks written directly to:</i> <ol style="list-style-type: none"> 1. <i>Wedding Director</i> 2. <i>Pastor</i> 3. <i>Sound Technician</i> 4. <i>Custodian</i> 5. <i>[our church] (for dish rental or for non-member fee)</i> 			
Wedding Director		\$100.00	\$100.
Pastor (Non-member fee - \$50.00)			
Premarital Counseling (Non-member counseling fee – \$100.00)			
Sound Technician (Discuss with individual technician, but \$50.00 minimum)		\$25.00	
(Must estimate required time beforehand - \$25 per hour)		\$75.00	
(OPTIONAL) Sound Equipment moving fee:			
Custodian:			
1) Early - If ceremony begins before 2:00 p.m. (Bldg. A)		\$40.00	
Reception (Bldg. C)		Add \$25.00	
Child care facility clean-up (Bldg. B)		Add \$10.00	
2) Standard - If ceremony begins between 2:00 and 4:00 p.m. (Bldg. A)		\$70.00	
Reception (Bldg. C)		Add \$30.00	
Child care facility clean-up (Bldg. B)		Add \$10.00	
3) Late - If ceremony begins after 4:00 p.m. (Bldg. A)		\$100.00	
Reception (Bldg. C)		Add \$35.00	
Child care facility clean-up (Bldg. B)		Add \$10.00	
If Building C alone is required for the wedding then a flat rate of \$50.00 will be charged for the Custodian as well as the child care facility clean-up fee if Bldg. B is used.			
Pianist/Organist (Non member fee if one from the church is used)			
For the ceremony		\$75.00	
For the rehearsal		Add \$25.00	
For the reception – (must estimate time beforehand - \$25 per hour)		Add \$25.00	
Non-members (an add additional overhead fee for non-members)		\$100.00	
Dish Rental (if you use our crockery and cutlery for the reception)			
See enclosed Dish Rental Form on Page 43			
Dish Rental Deposit			
Please make separate check to be returned after wedding.			
TOTAL AMOUNT DUE TO [OUR CHURCH]		TOTAL	
Must be paid before date of Wedding Rehearsal.			

8. WEDDING COSTS – A MORE COMPREHENSIVE BREAKDOWN Worksheet

Below is a worksheet to assist you as you plan for the wedding. Be careful that you do not spend money that you do not have. A budget is one way of making sure that you do not spoil your special day by running up unwise or unnecessary costs on the spur of the moment that you may regret at a later stage. In planning your wedding, there may be many, many expenses that you did not anticipate. This budget is NOT comprehensive, but simply a tool for your use. You may not incur expenses in all the line items listed below, and there may be many areas not listed below that you would need to cater for.

	Budget Item	Anticipated Cost	Actual Cost
1	Wedding Director		
2	Pastor		
3	Premarital Counseling		
4	Sound Technician		
5	Custodian		
6	Pianist/Organist		
7	Non-Member Fee		
8	Dish Rental		
9	Soloist		
10	Caterer		
11	Florist		
12	Bridal Dress		
13	Groom's Attire		
14	Bridal Vehicle		
15	Invitations & Postage		
16	Photographer (Pictures)		
17	Photographer (Video)		
18	'Thank You' Gifts for Attendants		
19	Bulletins		
20	News Paper Announcements		
21	Travelling		
22	Lodging		
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
	TOTAL		

9. WHO PAYS FOR WHAT

There are no rules about who pays for what and one is seeing more and more circumstances and available resources determining what that looks like. Traditionally, however, the bride's family has paid most wedding expenses. While tradition is still an honored part of our heritage, financial obligations must often give way to everyday realities and compromise. The following list includes the traditional assumptions of expenses. However, the final arbiter of who pays for what in a wedding should rest upon those most willing and able to pay.

The Bride	The Groom	The Bride's Family	The Groom's Family	The Attendants
Wedding ring for the groom	The bride's rings	The entire cost of the reception: food (including wedding cake); beverages; waiters; decorations; music and flowers	Clothes for the wedding	Their wedding clothes
Groom's wedding gift	Wedding gift for the bride		Any traveling expenses and hotel bills they incur	Any traveling expenses they may incur
Attendants' presents	Marriage license	Wedding gift for the newlywed couple	Wedding gift for the bride and groom	Gift for the couple
Personal stationery	Gifts for his attendants	The bride's wedding attire and personal trousseau	Optional: the rehearsal dinner or any other expenses they elect to assume	Optional: a bridesmaid alone or together with one or two others might want to give a shower for the bride or the couple. The same is true of the groom's attendants giving the bachelor dinner
Accommodations for her out-of-town attendants.	Flowers: bride's bouquet; corsages for mothers; boutonnieres for the men	The wedding invitations, insertions, announcements, and mailing costs		
Physical examination and blood test.	Accommodations for the best man and ushers if they are from out of town	The fee for engagement and wedding photographs		
	Blood test	Ceremony: rental of sanctuary, fees for organist, soloist or choir, and minister; aisle carpets and/or canopy; and any other additional costs for decoration		
	Gloves, ties or ascots for male attendants	Bridesmaids' bouquets		
	Fee for the minister	Gratuities to policemen directing traffic and any charges for parking cars		
	Honeymoon trip	Transportation for bridal party from bride's home to ceremony and reception		
	Optional: the bachelor dinner	Bridesmaids' luncheon		
		Optional: rehearsal dinner, if the groom's family is not in a position to do this		

Guests are responsible to pay for their own traveling expenses and hotel expenses, and wedding gifts.

10. REGISTRY CHECKLIST

The checklist is a wonderful helpmate for selecting most of your wedding gifts.

First, go to the store you want your registry to be held by.

Secondly, choose the pattern or style of each category that you like best.

Thirdly, include any items not listed here under 'other' in each category. You may be able to arrange with the store to check the box as the items are purchased.

DINNERWARE	
Manufacturer:	
Pattern:	
	Qty
<input type="checkbox"/> Dinner Plate	
<input type="checkbox"/> Dessert/Salad Plate	
<input type="checkbox"/> Tea Cup/Saucer	
<input type="checkbox"/> Coffee Cup/Saucer	
<input type="checkbox"/> Demitasse/Saucer	
<input type="checkbox"/> Mug	
<input type="checkbox"/> Soup/Cereal Bowl	
<input type="checkbox"/> Rim Soup	
<input type="checkbox"/> Cream Soup/Saucer	
<input type="checkbox"/> Fruit Bowl	
<input type="checkbox"/> Salad Bowl	
<input type="checkbox"/> Egg Cup	
<input type="checkbox"/> Service Plate	
<input type="checkbox"/> Buffet Plate	
<input type="checkbox"/> Serving Bowl	
<input type="checkbox"/> Platter	
<input type="checkbox"/> Gravy Boat	
<input type="checkbox"/> Tea Pot	
<input type="checkbox"/> Coffeepot	
<input type="checkbox"/> Sugar/Creamer	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

FLATWARE	
Manufacturer:	
Pattern:	
	Qty
<input type="checkbox"/> Dinner Fork	
<input type="checkbox"/> Dessert/Salad Fork	
<input type="checkbox"/> Dinner Knife	
<input type="checkbox"/> Soup Spoon	
<input type="checkbox"/> Tea/Dessert Spoon	
<input type="checkbox"/> Cream Soup Spoon	
<input type="checkbox"/> Iced Tea Spoon	
<input type="checkbox"/> Demitasse Spoon	
<input type="checkbox"/> Steak Knife	
<input type="checkbox"/> Butter/Pastry Knife	
<input type="checkbox"/> Butter Spreader	
<input type="checkbox"/> Serving Spoon	
<input type="checkbox"/> Pierced Spoon	
<input type="checkbox"/> Serving Fork	
<input type="checkbox"/> Cold Meat Fork	
<input type="checkbox"/> Gravy Ladle	
<input type="checkbox"/> Pie Server	
<input type="checkbox"/> Tea Kettle	
<input type="checkbox"/> Dutch Oven	

<input type="checkbox"/> Cake Knife	
<input type="checkbox"/> Sugar Spoon/Tong	
<input type="checkbox"/> Lemon Fork	
<input type="checkbox"/> Carving Set	
<input type="checkbox"/> Salad Server	
<input type="checkbox"/> Silver Chest	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

GLASSWARE	
Manufacturer:	
Pattern:	
	Qty
<input type="checkbox"/> Goblet	
<input type="checkbox"/> Iced Beverage	
<input type="checkbox"/> Cocktail	
<input type="checkbox"/> Highball	
<input type="checkbox"/> Old-fashioned	
<input type="checkbox"/> Glass Mug	
<input type="checkbox"/> Fruit Juice	
<input type="checkbox"/> Finger Bowl	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

SERVING PIECES/HOLLOW	
Manufacturer:	
Pattern:	
	Qty
<input type="checkbox"/> Serving Bowl	
<input type="checkbox"/> Serving Platter	
<input type="checkbox"/> Covered Casserole	
<input type="checkbox"/> Quiche Dish	
<input type="checkbox"/> Soufflé Dish	
<input type="checkbox"/> Chafing Dish	
<input type="checkbox"/> Soup Tureen	
<input type="checkbox"/> Well & Tree Platter	
<input type="checkbox"/> Gravy/Sauce Boat	
<input type="checkbox"/> Bread Tray	
<input type="checkbox"/> Serving Tray	
<input type="checkbox"/> Tea Service	
<input type="checkbox"/> Coffee Service	
<input type="checkbox"/> Cream/Sugar	
<input type="checkbox"/> Cake Plate	
<input type="checkbox"/> Dessert Dishes (set)	
<input type="checkbox"/> Compote	
<input type="checkbox"/> Salt/Pepper	
<input type="checkbox"/> Trivet	
<input type="checkbox"/>	

HOME EQUIPMENT

<input type="checkbox"/> Cheese Board	
<input type="checkbox"/> Candlesticks	
<input type="checkbox"/> Napkin Rings	
<input type="checkbox"/> Salad Bowl	
<input type="checkbox"/> Bonbon/Nut Dish	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

ENTERTAINMENT	
Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Ice Bucket	
<input type="checkbox"/> Pitcher	
<input type="checkbox"/> Punch Bowl Set	
<input type="checkbox"/> Corkscrew/Opener	
<input type="checkbox"/> Coasters	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

KITCHENWARE	
Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Toaster	
<input type="checkbox"/> Toaster Oven	
<input type="checkbox"/> Coffee Maker	
<input type="checkbox"/> Coffee Grinder	
<input type="checkbox"/> Food Processor	
<input type="checkbox"/> Blender	
<input type="checkbox"/> Standard Mixer	
<input type="checkbox"/> Hand Mixer	
<input type="checkbox"/> Deep Fryer	
<input type="checkbox"/> Slow Cooker	
<input type="checkbox"/> Electric Skillet	
<input type="checkbox"/> Steamer	
<input type="checkbox"/> Wok/Utensils	
<input type="checkbox"/> Hot Tray	
<input type="checkbox"/> Electric Knife	
<input type="checkbox"/> Can Opener	
<input type="checkbox"/> Juicer	
<input type="checkbox"/> Microwave Oven	
<input type="checkbox"/> Microwave Cookware	
<input type="checkbox"/> Skillet sizes	
<input type="checkbox"/> Saucepan sizes	
<input type="checkbox"/> Ice Cream Maker	
<input type="checkbox"/> Stock Pot	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/> Showerhead	

<input type="checkbox"/> Roasting Pan	
<input type="checkbox"/> Bakeware	
<input type="checkbox"/> Baking Dish sizes	
<input type="checkbox"/> Mixing Bowls	
<input type="checkbox"/> Measuring Set	
<input type="checkbox"/> Thermometer/Timer	
<input type="checkbox"/> Utensil Set	
<input type="checkbox"/> Cookbook	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

CUTLERY

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Cutlery Set	
<input type="checkbox"/> Sharpening Tool	
<input type="checkbox"/> Knife Block	
<input type="checkbox"/> Other	
<input type="checkbox"/> other	
<input type="checkbox"/> Other	

ELECTRONICS

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Television	
<input type="checkbox"/> Video System	
<input type="checkbox"/> Stereo System	
<input type="checkbox"/> Telephone	
<input type="checkbox"/> Answering Machine	
<input type="checkbox"/> Radio/Clock Radio	
<input type="checkbox"/> Calculator	
<input type="checkbox"/> Home Computer	
<input type="checkbox"/> Camera	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Iron	
<input type="checkbox"/> Ironing Board	
<input type="checkbox"/> Tool Box	
<input type="checkbox"/> Smoke Alarm	
<input type="checkbox"/> Security Device	
<input type="checkbox"/> Fire Extinguisher	
<input type="checkbox"/> Sewing Machine	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

LINENS

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Formal Cloth/Napkins	
<input type="checkbox"/> Casual Cloth/Napkins	
<input type="checkbox"/> Place Mats	
<input type="checkbox"/> Napkins	
BED SIZE:	
<input type="checkbox"/> Flat Sheet	
<input type="checkbox"/> Fitted Sheet	
<input type="checkbox"/> Electric Blanket	
<input type="checkbox"/> Pillow Case	
<input type="checkbox"/> Blanket	
<input type="checkbox"/> Throw Blanket	
<input type="checkbox"/> Duvet	
<input type="checkbox"/> Comforter	
<input type="checkbox"/> Bedspread	
<input type="checkbox"/> Mattress Pad	
<input type="checkbox"/> Pillows	
BATH	
<input type="checkbox"/> Bath Towel	
<input type="checkbox"/> Hand Towel	
<input type="checkbox"/> Face Cloth	
<input type="checkbox"/> Bath Sheet	
<input type="checkbox"/> Guest Towel	
BATH ACCESSORIES	
<input type="checkbox"/> Shower Curtain	
<input type="checkbox"/> Bath Scale	

<input type="checkbox"/> Hair Dryer	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

DECORATIVE ACCESSORIES

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Vase	
<input type="checkbox"/> Lamp	
<input type="checkbox"/> Clock	
<input type="checkbox"/> Mirror size:	
<input type="checkbox"/> Area Rug size:	
<input type="checkbox"/> Decorative Art	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

LUGGAGE

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Garment Hanging Bg	
<input type="checkbox"/> Suitcase	
<input type="checkbox"/> Duffel	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

STATIONARY

Manufacturer	
Pattern	
	Qty
<input type="checkbox"/> Letterhead	
<input type="checkbox"/> Informals	
<input type="checkbox"/> Address Book	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Preparation for **11. The Couple**

What follows is a suggested list of things that need to be done in preparation for the wedding ceremony and reception. Although the list is fairly comprehensive, every wedding is different and may, therefore, include items not covered below. Use this index as a guide to name the basics and to stimulate your thinking. Not every wedding includes everything suggested here. There will be some items below that you will want to exclude from your arrangements. Also, it is wise to make a record of what responsibilities are delegated to whom for later reference. Brackets appear before each item so that you can mark each item off as it is completed.

1. FIVE OR SIX MONTHS BEFOREHAND

- [] Contact the church office and request a Wedding Manual. Carefully read through the manual giving special attention to the pages on 'Qualifications', 'Guidelines' and 'Policies'.
- [] If you are in full agreement with those stipulations and wish to proceed, call the church office to set an interview up with the Pastor of [our church].
- [] The type of reception must be decided on (whether it be a tea, breakfast, lunch or supper) and caterers must be arranged. If the reception is to be at [our church], please remember that no alcohol is allowed on our premises. This may hold true for other churches as well. Anyway, it is suggested that couples observed this whether the reception is at the Church or not.
- [] On completion of the interview contact the Weddings Director and hand your completed 'Wedding Reservation/Contract Form (the pink one) in to her.
- [] Within two weeks of your handing the pink form in you will receive a written response to your application.
- [] Normally the father of the bride fits the bill for the catering at the reception while the groom's father provides, amongst other things, the mineral refreshments. Sit down with each of them to talk about what type of eats you are going to have and what type of drinks will be made available? The couple and their parents ought to spend time talking about how many guests can be reasonably invited, remembering that it is the bride's father who normally pays the most. That is one of the pleasures of having a daughter. Also remember that whoever is paying for the reception ought to be able to invite some guests of their own to the wedding. It would be expected that both sets of parents would be able to do this anyway.

2. THREE MONTHS BEFOREHAND

- [] Book leave for honeymoon.
- [] Make up the guest list with reference to both sets of parents.
- [] Book a reputable photographer. Make an appointment to discuss the wedding. Talk costs and confirm the price in writing.
- [] Bridesmaids, best men and ushers should be chosen.
- [] Arrange with a floral artist to take responsibility for the wedding flowers. Make sure that both you and the florist know exactly what flowers are expected of her, and how much it is going to cost in total. This could include the bride's bouquet, her head dress, the bride's maids and mothers' flowers, the flowers for the car, the spray and other arrangements at the ceremony and/or reception as well as the pew posies.
- [] If you are going to have music at the reception ensure that the appropriate bookings are made.
- [] The honeymoon bookings must be made.

3. TWO MONTHS BEFOREHAND

- [] Shop for the wedding ring/s.
- [] Choose the flower girls.
- [] Arrange the transport to the ceremony, reception, and place where you will be changing into your 'going away' clothes before you leave on honeymoon.

- [] Order or arrange for the printed programs for the service.
- [] Make sure that photographers, car loaners and car drivers are adequately briefed.
- [] Start thinking about going away clothes.
- [] Make definite arrangements with your hairdresser.
- [] If necessary, arrange accommodation for out of town guests.
- [] Make final decisions on the music for the ceremony and confirm with the musicians.
- [] Confirm with them and any other artists or players in writing? Confirm if they require any special sound equipment that we do not have at [our church].
- [] Food and drink arrangement ought to be confirmed with the caterers.
- [] Draw up a programme for the reception deciding who needs to make what speeches. Try keep the speeches short and inform those who are to make them well in advance so that they can prepare well.
- [] Make sure that the legal side of your marriage is taken care of. See your lawyers or attorneys in that regard.
- [] Design and order the wedding cake assuring a delivery date of not less than a week before the wedding.
- [] Wedding gift lists or registries are becoming more and more the accepted thing. You may want to make a list or visit a reasonable store that will put gifts aside for you and even put them on display. Enquire if the store you would like to have supply your gifts has a "gifts registry." A Registry Checklist has been included in this manual for your convenience.
- [] Invitations are normally sent out four to six weeks prior to the wedding. Keep a list of all the invites sent out and of all the responses that are returned.
- [] Make appointments for each of you to go for a medical check-up.
- [] Make appointments for each of you to go for a dental check-up.
- [] The bride may want to make an appointment with a beautician for the morning of the wedding.
- [] Make arrangement for any pets that need to be looked after while you are away on honeymoon.

4. ONE MONTH BEFOREHAND

- [] Make sure that arrangements for petals or birdseed (confetti) and confetti baskets are finalised.
- [] Two weeks prior to the wedding confirm in writing with the caterers how many they need to prepare for.
- [] Make an appointment with the minister for a ceremony rehearsal one week prior to the wedding for all involved in the service.
- [] Pick up the wedding dress.
- [] Ensure that all catering arrangements (including the wedding cake) are finalised.
- [] You may want to buy small gifts for the Master of Ceremonies, best man, flower girls etc.
- [] Work out, allowing for possible delays, how long the bridal car will take to travel from the place the bride will be getting dressed to where the ceremony is going to be held. If your are going to be married on a Saturday then it may be wise to have a pre-run to try the route on a Saturday as well. You can check with the Traffic Department if there are any expected other events that will slow down traffic significantly on the day.
- [] Nominate somebody to take responsibility for ensuring that the buildings are ready in time for the ceremony, and that they are cleaned up afterwards.
- [] Have you checked that the hymns or songs that you are going to sing are either in the hymn books you will be using, ready for the printers with the rest of the programme or available in some other form for distribution? Do the musicians all have copies of the correct music that you want to use?
- [] Are the bridal outfits ready or almost so? This includes the bridesmaid's dresses as well.
- [] Not later then two weeks prior to the ceremony, ensure that you have settled with the minister the format of your vows. A few different formats are included in this manual for your consideration. Should you want to write your own vows, please discuss this with the minister who will be officiating at your wedding.
- [] Ensure that you have a table to put the cake on at the reception.
- [] Ensure that there is somewhere at the reception to put the gifts that the guests may bring.
- [] Arrange with somebody to remove the gifts after the reception.
- [] Finalise the reception programme.
- [] Appoint stewards and other ushers to assist at the reception as well as the ceremony.

- [] Select a suitable site for the bridal photographs and obtain written permission if required. This is obviously not necessary in a public or a private garden.

5. ONE WEEK BEFOREHAND

- [] One-week prior to the wedding confirm with all participants that they know exactly what is expected of them. It may be wise to make a detailed list of what will be happening on the day and to hand a copy of it to each person who is involved in any way.
- [] Attend the ceremony rehearsal.
- [] The printed programmes for the service should be delivered to the best man at least one week before the wedding.
- [] Two or three days before the ceremony it might help the best man if he is given the telegrams that have come in.
- [] Confirm the arrangements you have made for transporting the bride, the groom and the rest of the bridal party?
- [] Put together a simple First Aid kit to take away on honeymoon.
- [] Ensure that you have worked out the seating arrangement for the reception. Have the lists up on the entrance to the reception, numbers on the tables and one or two ushers to assist where necessary.
- [] Ensure that you have a knife available with which to cut the cake at the reception. Give somebody the responsibility of ensuring that it gets to the reception.
- [] If you are going to be throwing the bride's bouquet or the garter at the reception, then ensure that there is space enough to do so.

6. DIRECTLY BEFORE THE CEREMONY

- [] Ensure that the flowers are in the church and at the reception venue.
- [] An hour before the ceremony the ushers ought to be there to greet and direct the early guests.
- [] Fifteen minutes before the ceremony the best man should ensure that the groom is at the place of worship. A few peppermints in the best man's pocket may bring tremendous relief for the groom's very dry mouth.
- [] All other participants ought to be at the church not less than twenty minutes prior to the commencement.
- [] The bride and her father ought to arrive a few moments before the commencement in order to have a few photos taken without the proceedings being held up.
- [] If you desire photographers and/or video recordings of the ceremony, please check with the minister as to whether he has any objections to photographs been taken during the ceremony? It is also good to let the photographer know what type of pictures you want photographed. If you are having a video it can be awfully drawn out to keep the camera on the minister during the message. You may want to encourage the photographer to try and capture as many of the faces in the pews as he can in order to have a visual record of all the guests.
- [] Ensure that the reception area is safe while you are away at the wedding ceremony.

7. THE CEREMONY

- [] How will you ensure that seats are kept available for the bridal party? Normally the groom and best man sit in front on the right hand side as they face the front of the church. Behind them sits the groom's parents and then the rest of the immediate family. Then comes the grandparents and other relatives and following them, any honoured guests of the groom. From then on it's first come first serve. The same seating arrangements hold true for the bride and her family on the left-hand side of the church.
- [] Who will be giving the bride away? Normally it is her father? If her father is not available then her brother, uncle, godparent or male guardian may do the honours.
- [] General practice has been that the minister walks down the aisle and when he gets to the front he turns and faces the congregation. When the bride is ready, the organist, if she is able to see the bride, or when

the minister gives her the signal, plays the bridal march. The congregation stands and the "processional" begins. Down the aisle comes the bride with her left arm linked through her father's, who is walking on her left, and her face covered with a veil. Behind them comes the chief bridesmaid and behind her the rest of the bridesmaids. When she gets to the end of the aisle she hands her bouquet to her bridesmaid after which her father unveils and kisses her. The bridesmaid then straightens the veil out to tidy things up a little. The groom, who is standing awaiting her arrival at the bottom of the aisle, looking as if the world belongs to him, offers her his left arm and she links in with her right. Are you going to follow this practice and if not, how will you do it?

- [] Are you going to kneel during the exchange of vows or are you going to stand?
- [] Who will have the ring/s and where will they be when they are needed up front?

Preparation for **12. Wedding Director**

- **Prior to 4 Months**
 - Make sure that the Wedding Reservation/Contract Form is initialed by the following people in the order that they appear on the contract (as they are listed here):-
 - a) Pastor
 - b) Wedding Director,
 - c) Business Administrator,
 - d) Custodian,
 - e) Worship Director and
 - f) Sound Technician
 - Make sure that the couple receives written confirmation of their booking. Including the names of the different people listed in a) to f) above. Although the dealings of the couple should always be through the Wedding Director, in the event of them needing to get hold of the other players they may do so through the church office.

- **3 or 4 Months Before Wedding:**
 - Meet with couple to begin discussing the details of their wedding.
 - Go over Building Policy Guidelines.

- **Before Rehearsal:**
 - Make sure order of service is thoroughly planned. Give copies to Pianist, Sound Technician and Pastor.

- **During Rehearsal (45-minute service):**
 - Notify Pastor ahead of time if Order of Service is changed.
 - Direct and place people.
 - Make sure set-up is done properly. Pulpit podium can be moved. If available, drapes or screens may be used to cover items on stage.
 - Make sure mirrors are in appropriate places in Rooms 205, 206 and 107 for the Bride and Groom. (Mirrors are kept in Storage III.)
 - Remind ushers how the mothers are to be escorted out: bride's mother first, fathers follows behind.

- **During Wedding:**
 - Oversee the Order of Service.
 - Pin on flowers.

- **After Wedding:**
 - Coordinate stage return to normal set-up.
 - Reception Coordinator will be responsible for the reception.

* * * * *

Preparation for
13. Sound Technician

- The Sound Technician will need to know the exact stage layout, preferably from the Wedding Director, not less than one week in advance. He will need to know how many musicians and vocalists will be performing, and any special lighting instructions.

- The day of the wedding, the Sound Technician will meet with the Wedding Director one hour in advance of the wedding ceremony to make sure that everything is in order and that lighting and microphone placement is satisfactory.

- All soundtracks must be cued and given to the Sound Technician one hour in advance of the wedding ceremony

- The couple getting married need to ensure that they have discussed the sound requirements for the ceremony with the Wedding Director in order to establish whether a Sound Technician is required at the rehearsal.

14. THE WEDDING CEREMONY

MUSIC FOR THE CEREMONY

You are allowed a free hand in your musical preferences--anything from a chorus of guitars to a harp to a group of trumpets to Aunt Hortense singing "I Love You Truly." This is an important day for you, the couple, and you need to enjoy the freedom of shaping this day with your own personal touch. Although what follows is what many couples do, please feel free to add any changes that you would like to make this 'your' day. You may want to consult with your Wedding Director and Sound Technician on how to plan for the music of your service. Here is a suggested order of events – but please remember, this is your day – these events are not at all meant to be prescriptive.

THE SERVICE IS ABOUT TO BEGIN

The Mothers Are Seated

Five to fifteen minutes before the wedding procession is about to start, an usher escorts the mother of the groom to the right pew second from the front. Her family and husband should follow her into the pews, her husband sitting on her left. Then, a few minutes later, the head usher escorts the mother of the bride into the left pew, second from the front. There is an anticipatory stillness in the church. The music has now ceased, so that when it starts again to announce the procession, there will be a greater dramatic impact.

The place in the pew next to the bride's mother on the aisle has been left vacant, for the bride's father will occupy this seat after escorting his daughter to the altar. The bride's mother is the last person to be seated in the church before the doors are closed and the pageant unfolds.

The Runner is Laid

If the bride has a long train, an optional white runner (usually supplied by the florist) is rolled down from the front of the aisle to the back, to protect her dress when she walks down to the altar. Two ushers roll it on the right-hand side of the aisle, because that is the side the bride will use as she walks down on the right arm of her father. (Going out of the church, she should walk down on the left arm of her husband, so that her dress will once again sweep along the runner.)

THE PROCESSIONAL BEGINS

Out walks the minister, the groom, and best man from the side of the church building. The groom and best man take their seats on the front pew to the right of the center aisle looking toward the front of the church. The minister makes his way back to the vestibule where he pauses for a few moments of prayer with the bride. He then returns to the front of the church, turns to face the back and that is the key for the processional music to commence.

As the music commences the groom stands up and turns to look up the aisle.

The first people to come down the aisle as the processional music is played are the ushers, who march down briskly, hopefully smiling, two by two, and then take their place on the right-hand side of the altar as you face it--next to the groom and the best man. Next, come the bridesmaids, two by two. Then comes the ring-bearer, if there is one; the pages, if there are any; the flower girl, if there is one; the junior bridesmaid, if there is one; then the maid of honor and matron of honor. They group themselves on the left-hand side of the altar in a row--or curve or whatever formation the Wedding Director has decreed is the most efficient and attractive way to do it. They all remain standing.

Now comes the great moment everyone has been waiting for; the appearance of the bride on her father's right arm. If her father is not giving her away, then the family member or friend who fulfills the roles of the father as described here. Hopefully, the bride will be smiling broadly, looking directly at her husband-to-be, who probably will be looking back at her with a dazed and extremely happy, proud expression on his face. (If the bride's father is in a wheelchair, he may be in place at the foot of the altar when the processional begins, and another male member of her family may escort her down the aisle before joining him. Alternatively, she may walk down the aisle alone.

THE ROLE OF THE BRIDE'S ATTENDANTS

The matron of honor walks closer to the bride in the procession down the aisle. (In other words, the maid of honor walks first, then the matron of honor, and finally the bride on her father's arm.) Either the matron or maid of honor holds the bride's bouquet during the ceremony; they both straighten out the bride's train when she turns around at the altar. If one of these attendants is the bride's sister, it is she who lifts the bride's veil for the husband's kiss (if the kiss is part of the service). At the conclusion of the ceremony, when the wedding party starts to walk back down the aisle, the best man escorts the matron of honor, followed by the head usher escorting the maid of honor.

A junior bridesmaid precedes the maid of honor in the procession. She also walks by herself back down the aisle in the recessional--unless there is an extra usher, in which case she has an escort, too.

The flower girl (or the pair of them) wear dresses either in the same color and fabric as the bridesmaids, or they are attired in pretty white organdy or cotton dresses in the summer or velvet dresses in the winter. They often wear wreaths of flowers and carry baskets of flowers. When coming back down the aisle in the recessional, they may scatter some wild flowers or rose petals in the aisle from their baskets. If in the excitement they forget to do this, it is not important!

The ring-bearer, often dressed in satin or velvet shorts (or even knickers with white knee socks) and a silk shirt with a Peter Pan collar, precedes the flower girl or the junior bridesmaid. An option to having a ring-bearer is having one or two little boy pages. (If possible, all the children wear black patent leather or white Mary Jane shoes and white socks.) The wedding ring(s) borne by the ring-bearer on a ceremonial satin pillow are sewn firmly into it, because a little boy could certainly not be responsible otherwise for delivering them safely to the best man and matron (or maid) of honor.

If there is a junior bridesmaid behind the ring-bearer, she will usually keep him from running off in all directions and help him do his job properly.

VARIATIONS ON WHO ACTS AS FATHER OF THE BRIDE

The man who customarily walks the bride down the aisle on his right arm is her father, However:

If her father is ill, deceased, or unavailable, the bride's teenage brother, an uncle, her grandfather, her godfather, a close family male friend, or other friend, may properly do the honors. If the father is dead and the bride's mother has remarried, her stepfather normally acts in her father's place. (However, if the bride's relationship with her stepfather is strained, she may ask another male relative to take her down the aisle.)

If the bride's parents were divorced when she was young and she was raised from early childhood by a loving stepfather, it may be a last act of kindness to her natural father if she consents to be given away by him--or she may prefer to ask her stepfather to take her down the aisle.

GIVING THE BRIDE AWAY

In Protestant ceremonies, the minister asks almost at once, as the bride and her father stand together with the groom, some form of the questions, "Who gives this woman in matrimony?" The father of the bride answers "I do" or "Her mother and I do" and puts the bride's right hand in the minister's. Then, after sometimes giving her a kiss on the forehead, for which he must lift her veil but then replace it, he steps back and rejoins his wife in the front right pew. His place at the bride's side is now taken by her husband-to-be.

Today there are variations on this part of the ceremony. The bride's mother may join the bride and her father when they reach the altar, and may reply "We do," with her husband, in answer to the minister's question. Then both parents go to the front pew to sit down. There is a tremendous opportunity here for creative thinking as the bride is given away.

THE WEDDING RING IS PLACED ON THE FINGER

An important part of the ceremony is when the groom places a wedding ring on the bride's finger, or when both exchange wedding rings. (The bride should not be wearing her engagement ring.) Normally, the best man guards the ring that will go on the bride's finger in one of his pockets until it is needed, while the matron or maid of honor either wears the ring for the bride to give her groom on one of her fingers, keeps it stowed in her dress pocket, or has it tied to her sash on a small, thin ribbon.

If a ring-bearer brings the rings on a pillow up to the altar, the best man should produce a penknife from his pocket to cut the threads that have sewn the ring or rings to the pillow. The best man then puts the bride's wedding ring in his own

pocket for safekeeping, and gives the wedding ring that will go on the groom's finger either to the maid or matron of honor standing nearby.

RECITATION OF THE VOWS

The vows, the choice of prayers, the music playing during the ceremony, and any creative ideas for special words to be spoken during the service should all be discussed well in advance with the minister performing the service.

THE KISS ♥

If and when the groom and bride are supposed to kiss near the end of the wedding service, the matron or maid of honor should lift the bride's veil. Sometimes she forgets and the groom lifts it. Sometimes he forgets and the bride lifts it. It really does not matter!

In some ceremonies, the bride and groom often give each other a kiss and then go down to both front pews to kiss their parents. Sometimes bride and groom stop to kiss their parents in the front pews as the recessional begins at the conclusion of the ceremony.

A nice tender kiss at the altar when the minister says to the groom, "You may now kiss the bride" is enjoyed by everyone present. However, be kind to the rest of the congregation, and do not make it too long.

THE RECESSIONAL

For the recessional, at the conclusion of the services, the positions in line are reversed. The bride and groom walk first, followed by the matron of honor with the best man, the maid of honor with the head usher, the ring-bearer (who may have gone to sit with his parents by now), the junior bridesmaid and the bridesmaids--each paired off with an usher. (As noted, if there are not enough ushers, the bridesmaids walk out two by two.) If there is no runner, the bride may go down the aisle on her husband's right arm; as mentioned earlier, if there is a runner, she would take his left arm in order to walk on the runner.

Sample
15. ORDER OF EVENTS

PRELUDE

- Music while guests are being seated (usually instrumental 30 minutes before the ceremony begins)
- Lighting of Candles - Ushers or special designee (light when music starts)
- Mothers are seated: Mother of Groom first; then Mother of Bride. (Should begin seating Mothers 15 minutes before actual ceremony.)
- Solo (optional)
- Aisle runner unrolled by Ushers (discouraged)
- Pastor, Groom, Best Man, Groomsmen enter, in that order.

THE PROCESSIONAL

- Music (usually instrumental) while the following enters: Flower Girl, Bridesmaids, Maid/Matron of Honor, Ring Bearer, Bride and Father/Escort.

THE CEREMONY

There are four samples of the Ceremony and Vows included in this document. You may choose one of these or a mixture of them or you may create your own. The Pastor needs to know any specifics you want said or any specific Scriptures you would like to use at least two weeks prior to the wedding. Likewise, if you wish to write your own vows FIRST speak to the minister for some guidelines as to what needs to in the vows form a Biblical point of view.

- Statement of Purpose (opening remarks and prayer) – Pastor
- Parental Commitment/Family Affirmation - Father, Parents or designated party
- Solo (possibly immediately after the explanation of candles is finished by Pastor)
- Reading of Scripture (optional) - Friend, relative or designee
- The Marriage Vows - Bride and Groom
- The Exchange of Rings - Bride and Groom
- The Ceremony of Candles/Unity Candle (optional) - Bride and Groom (Mothers or Parents)
- Communion for Bride and Groom (optional)
- Recognition of Parents/Presentation of Roses (optional) - 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

THE CHARGE FORM THE WORD OF GOD

- The Challenge from the Word of God to the couple – Pastor
- The Challenge form the Word of God to the congregation – Pastor

THE RECESSIONAL

- Music (usually instrumental only) exits 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 follow behind (Bride's mother first)
- Grandmothers escorted out by Ushers; Grandfathers follow behind
- Ushers dismiss guests row by row (front rows first)
- Minister invites to reception

THE RECEIVING LINE

The fathers of the Bride and Groom may cut in and out of the receiving line. Even the bridesmaids may cut in and out of it after the first half-hour. However, the Bride and Groom and their mothers should certainly stand through all of it.

- If both fathers stand in line at a very large formal wedding: Bride's mother, Groom's father, Groom's mother,

Bride's father, Bride, Groom, Matron of honor, Maid of honor, Junior bridesmaid, Other bridesmaids (oldest ones first).

- In a receiving line without fathers, the mother of the Bride is first, then the mother of the Groom, then the Bride and Groom and the Bride's attendants.
- Flower girls, pages, and ring-bearers do not stand in the receiving line--they would not have the patience. Nor do the ushers. (The fathers of the couple often do not, either!) Usually, only the father of the bride stands in the line. The father of the groom, if he is not in line, goes around the reception making sure everything is going all right.

PHOTOGRAPHS

- Suggested: One hour before wedding, or after receiving line and cutting the cake.
- Suggested photos:
 - Formal full-length portrait of Bride
 - Wedding Party at reception area
 - Bride and Groom with each set of parents
 - Bride with her attendants
 - Groom with his attendants
 - Bride hugging mother or beloved relatives before leaving church
 - Talking to siblings
 - Talking with father
 - Groom and best man behind the scenes
 - Ushers in action
 - Guests going through receiving line
 - First dance on the floor
 - Bride and Groom in first dance
 - Father dancing with Bride
 - Groom dancing with Bride's mother
 - Bride tossing bouquet
 - Groom tossing garter
 - Couple pelted with rice or flower petals as they leave
 - Kissing parents and friends good-bye as luggage is loaded in car
 - Waving good-bye from back window of getaway car

Please see the next page for a Worksheet for your Order of Events

Sample
17. THE CEREMONY

Listed here are four options concerning the ceremony and the vows. The first one is Formal, the second Semi-Formal, and the third one is Contemporary. If you have other vows you would prefer to use or if you would like to write your own vows, please finalize this with the officiating minister not less than two weeks prior to the wedding date.

EXAMPLE ONE (Formal)

The minister, addressing the congregation shall say: -

"Beloved in the Lord, we are assembled here in the presence of God for the purpose of joining in marriage N_____ and N_____. Since we have received no lawful objection to the proposed union let us reverently call to mind the institution, purpose and obligations of the marriage state.

The holy bond of marriage was instituted by God Himself at the very dawn of history as a holy estate and into this estate these two before us now wish to be entered."

VOWS

"And now, N_____ and N_____, having heard from the Word of God the teaching concerning marriage, do you agree thereto, and do you desire to enter into this estate ordained by God?"

Each answer: -

"I DO"

[Optional "Who gives this woman to this man?"

The father or guardian answers: - "I DO"]

The couple joins hands and the minister says: -

"May the Lord God confirm the desire and purpose of your hearts, and your beginning be in the Name of Jehovah, Who made the heavens and the earth."

To the bridegroom: -

"N_____, do you solemnly declare that as far as you know there is no lawful impediment to your proposed marriage and do you take to yourself and acknowledge as your wife N_____, here present, and do you promise that you will, with the gracious help of God, love, honor and maintain her, live with her in the bonds of marriage according to God's ordinance, and never shall forsake her as long as you both shall live?"

The bridegroom answers: -

"I DO"

To the bride: -

"N_____, do you solemnly declare that as far as you know there is no lawful impediment to your proposed marriage and do you take to yourself and acknowledge as your husband N_____, here present, and do you promise that you will, with the gracious help of God, love, honor and obey him in all things lawful, live with him in the holy bond of marriage according to God's ordinance, and never forsake him as long as you both shall live?"

The bride answers: -

"I DO"

To the bridegroom: "N_____, do you give this ring as a symbol of your constant faithfulness and abiding love?"

The bridegroom answers: -

"I DO" and puts the ring on the fourth finger of the bride's left hand.

To the bride: -

"N_____, do you receive (or in case two rings are used, "do you give") this ring as a symbol of your constant faithfulness and abiding love?"

The bride answers: -

"I DO"

In case two rings are used, she shall then put the ring on the fourth finger of the bridegroom's left hand.

Then shall the minister say: -

"According to the decree of the Church of Christ, I now pronounce you, N_____ and N_____, husband and wife, in the Name of the Father, and of the Son, and of the Holy Ghost. What therefore God has joined together let no man put asunder.

Henceforth you go down life's pathway together, and may the Father of all mercies, Who of His grace has called you to this holy state of marriage, bind you together in true love and faithfulness and grant you His blessing. Amen."

EXAMPLE TWO (Semi-formal)

The minister, standing before the congregation shall say: -

"Marriage is an institute of Divine appointment and is commended as honorable amongst all men. It is one of the most important steps in life and ought therefore not to be entered into lightly or unadvisedly, but discreetly and soberly.

In this state, these two persons come now to be joined. If any person here present can show cause why they may not lawfully be joined together let him now speak or else hereafter forever hold his peace..."

[The parties must now join hands]

To the man:

"Do you, sir, declare that as far as you know there is no lawful impediment to your proposed marriage and that you take this woman to be your lawful wife and do you promise before God and these witnesses, to love her, comfort her, honor her and cherish her, to keep her in sickness and in health, and forsaking all others keep thee only unto her as long as you both shall live?"

The man answers: -

"I DO"

To the woman: -

"Do you declare that as far as you know there is no lawful impediment to your proposed marriage and that you take this man to be your lawful husband and do you solemnly promise before God and these witnesses that you will love and honor him, obey and respect him, and keep him in sickness and in health, and forsaking all others keep thee only unto him as long as you both shall live?"

The woman answers: -

"I DO"

If the parties wish to use rings then the minister shall instruct the man to place the ring on the fourth finger of the woman's left hand and hold as he repeats after the minister: -

"With this ring I thee wed and with all my earthly goods I thee endow, in the Name of the Father and of the Son and of the Holy Ghost. Amen."

If two rings are used then the minister shall instruct the woman to place the ring on the fourth finger of the man's left hand and repeat after him: -

"With this ring [or if only one ring is used, "In receiving this ring"] I thee wed and with all my earthly goods I thee endow, in the name of the Father and of the Son and of the Holy Ghost. Amen."

Then the minister shall say: -

"Inasmuch as this man and this woman have in the presence of God and these witnesses consented together to be joined in the lawful bonds of matrimony and thereto have given and pledged their troth to the other [and if the ring/s are used, "Having declared the same by giving (and receiving) a ring"], I now according to the ordinances of God and in the name of the State, pronounce them husband and wife. What therefore God has joined together let no man put asunder.

And now may the God of peace prosper and bless you in this new relation, and may the grace of Jesus Christ abound to you now and always. Amen."

EXAMPLE THREE (Modern)

The minister shall say: -

"Dear friends, we are gathered here today in the presence of God to witness the joining together in marriage of these two before us. Marriage is one of the most important steps taken in life and should therefore not be taken lightly or indiscreetly.

N_____ and N_____ here present have been preparing themselves for this inspiring day and have now called us together to share in the commitment that they are about to make before God and before man.

Who gives this woman to this man?"

The father or guardian shall stand and say: -

"I DO"

To the couple: -

"Do you, N_____, declare that as far as you know there is no lawful impediment to your proposed marriage and that you promise before God and those here present to take N_____ to be your wife and do you, N_____, declare that as far as you know there is no lawful impediment to your proposed marriage and that you promise before God and those here present to take N_____ to be your husband?"

The man, turning to the woman shall say: -

"N_____, you know that I have come to love you above all things, and I know of no greater way of affirming that love for you than to promise, here in the presence of our God, our families and our friends that I will cherish and love you and you alone, for richer and for poorer, in sickness and in health, until death us do part. From this day on I will make it my task to provide for you and protect you, to honor you and respect you. Relying on God's help I will strive to be the head of our home and to serve you even as Christ is the head of the Church and serves it with a love that knows no end."

The woman, facing the man shall reply: -

"N_____, I respond to your promise with joy and gratitude to God, and I give you my pledge that with His help I will honor and respect you, love and obey you whether in times of plenty or of need, in sickness or in health, keeping myself only for you till death us do part."

Then the couple exchange rings and first the man and then the woman repeats after the minister: -

The man, placing the ring of the fourth finger of the Bride's left hand, says: -

"With this ring, I promise myself to you in marriage and all that is mine I gladly give to you in the Name of God the Father, God the Son and God the Holy Spirit."

Likewise the Bride, placing the ring of the fourth finger of the Groom's left hand, (or if only one ring is used, while he is still holding her hand) says: -

"With this ring, (or if only one ring is used, "In receiving this ring") I promise myself to you in marriage and all that is mine I gladly give to you in the Name of God the Father, God the Son and God the Holy Spirit."

The minister, turning to the congregation shall say:

"Inasmuch as we have witnessed the promises that N_____ and N_____ have made to one another and before God, on behalf of the Church of Jesus Christ, I now pronounce them husband and wife.

Those whom God has brought together, let no one draw apart, in the Name of the Father and of the Son and of the Holy Spirit. Amen"

EXAMPLE FOUR (SPIRITUAL)

Marriage Ceremony - Kenneth Copeland

As I read scriptures from the fifth chapter of the book of Ephesians, I want you both to pay close attention to the words stated here. They are words, from God's Word, that the Holy Spirit will honour as we stand on them in faith.

The world has the idea that marriage is simply a legal contract. It is a legal contract (we don't make light of that): but it is so much more than that. At the same time it is a spiritual contract that a man and a woman, in relationship with God, enter into in the presence of God. When the words of faith are spoken between two born again believers, the power of God goes into operation. An actual miracle takes place when the faith of these two people unleash power from on high as God honours His Word and their faith, and brings them together into marital unity.

With this in mind listen very carefully to these words:→ Ephesians 5:22-32

To Groom: _____, have you accepted Jesus Christ as Lord and personal Savior?

Response: I have.

To Bride _____, have you accepted Jesus Christ as Lord and personal Savior?

Response: I have.

To Bride and Groom:

Now upon public profession of your faith, you have made known to all men that Jesus Christ of Nazareth is your Lord and Savior. I make this announcement before this congregation and these witnesses: When two people join themselves to the Lord Jesus Christ by faith, according to God's own words and God's own statement, they stand cleansed - as clean before God as Adam and Eve were in the Garden of Eden before they sinned. This is not just a forgiveness of sin. The Bible says any man who is in Christ is a new creation; old things have passed away and all things have become new.

A miracle took place when you made Jesus the Lord of your life. The Holy Spirit used the very power of God - His creative power - to cause your spirit to be reborn. It is the same power that God used when He raised Jesus from the dead, and He joined you to Jesus by that power.

When two born-again believers come before God to be joined together as husband and wife, the Apostle Paul calls it 'a mystery' and says, '...but I speak concerning Christ and the church.' When you made Jesus the Lord of your lives, you were joined to Him. First Corinthians 6:17 says you are one spirit with Him. In Ephesians, it says that you have become one flesh with the Lord. You are His. He is yours. You are one together with Him.

I want you to understand that if you rightly discern the Body of Christ, then you rightly discern the miracle that takes place in marriage. Your spirits will be joined together and you will become one. You will not be one just in the eyes of the law. There is something much more powerful that happens. The very creative power of God will join you together. The same power that joined you with Jesus when you made Him your Lord will join you together.

Don't ever tamper with that union. The love of God doesn't say, 'I love you, but do you really love me?' The love of God says very simply, 'I love you.' That's all it ever says. Don't ever tamper with that miracle. Don't ever let the sun go down on your wrath. Something holy, something beyond reproach, will take place by the Spirit of God inside your bosom; and it is a precious thing.

To Witnesses: I want to speak this to the witnesses here:

Jesus said in the 18th chapter of Matthew's gospel, 'Again I say unto you, That if two of you shall agree on earth as touching anything that they shall ask, it shall be done for them of my Father which is in heaven.' You are not here just because of tradition. You are here for a serious purpose - to bear witness forever of the miraculous union that will take place, and to add your agreement before God to that which takes place. Don't ever, ever, ever tamper with that agreement. From this day forward, regardless of what comes, you are in agreement with this union. Don't ever attempt in any way to cause it to be anything other than a happy union.

To Congregation:

In the eyes of Almighty God, these two people are washed in the blood of the Lamb - Jesus Christ of Nazareth. They have prayed and, before the Lord God Himself, they believe with all their hearts that it is the perfect will of God for them to be joined together in the Spirit. They have made their decision, so from now until the end of this age, I charge you to do everything in your power to see that this union remains solid and strong and happy and prosperous. Woe be to any person who would tamper with it and cause it to be anything other than prosperous in the eyes of God. This is a miraculous thing, and it is of God.

PROFESSION OF VOWS

To Groom: _____, do you take _____ as your wife, as your own flesh, to love her even as Christ loves the Church, to protect her and care for her for the rest of your lives?

Response: I do.

Then turn to her and make this profession of your faith:

I, _____, according to the Word of God, leave my father and my mother and I join myself to you, to be a husband to you. From this moment forward, we shall be one.

To Bride: _____, do you take _____ as your husband, submitting yourself to him as unto the Lord, showing reverence to him as the head of this union for the rest of your lives?

Response: I do.

Then turn to him and make this profession of your faith:

I, _____, according to the Word of God, submit myself to you, to be a wife to you. From this moment forward, we shall be one.

PRESENTATION OF RINGS

To Groom: May I have the Bride's ring, please?

A ring is a very precious thing - a token of your faith and your love. This ring is made out of precious metal. It is a never-ending circle that indicates the continuing love of God - a love that never fails, never presents itself haughty nor puffed up. The love of God and the faith of God is what causes His power to move in your lives. I want you to wear these rings as a continual reminder of your faith, a continual reminder of the confession of faith you have made to each other and to God. The Word of God says, 'Above all, take the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked one.' If anyone could break up this union, it would be Satan, so give him no place. Give him no place! This is forever.

To Groom: Take this ring, place it on her finger, and say to her:

With this ring, I thee wed. It is a token of my love for you and a token of my faith that I release now, in Jesus' Name.

To Bride: May I have the Groom's ring, please?

With this ring, I thee wed. I give it as a token of my faith. I believe with all my heart that this is forever. It is my love and my faith, in the Name of Jesus.

PRONOUNCEMENT

To Bride and Groom: Join right hands please.

As a representative of Jesus Christ, before Almighty God and in the Name of the Father, of His Son Jesus, and by the power of the Holy Spirit of God, I now pronounce you one together. You are now husband and wife.

PRESENTATION TO THE CONGREGATION

To Bride and Groom: Please turn an face this congregation.

To Congregation: Ladies and gentlemen, I present to you Mr. And Mrs. _____.

SOME MORE QUESTIONS

- * Are you going to read your vows or recite them?
- * Where will the bridesmaids and best men be during the vows and message?
- * Will the bridal couple stand or sit during the message?
- * Will you have two rings or one, if any?
- * Will there be any solos or other items?
- * Then comes the "recessional". What music will be played during the recessional?

OTHER OPTIONS

Below are some of the options that others have inquired about. Remember that this is your day, and you need to tailor it to suite yourselves. However, be careful not to overcrowd the ceremony program too so much that it becomes complicated and busy. Simplicity and depth of meaning is normally the key to a

Kneeling During the Final Prayer

The minister can add this blessing, the couple kneeling, and the minister putting his hands upon their heads

The Unity Candle Service

As the couple moves toward the unity candles, the minister may say: "Prior to the service the parents lighted the candles which represent the contributions of love and life itself which they have made in the shaping of their children's lives. From the uniqueness of these separate flames, they kindle a larger, brighter flame, which represents the bride and groom's union in Christ. The side candles remain burning to symbolize the continuing importance of family ties and the individual integrity within the marriage relationship. The greater height of the center candle depicts their belief that together in Christ, they can become more than either could alone."

Breaking of Bread

Another popular concept is for the minister to break bread for the couple symbolizing their unity in Christ.

Presentation of Roses to the Parents

Sometimes a couple will present roses to their parents after they have been declared 'Man and wife' as an expression of appreciation to them, and as a commitment to continue in healthy relationship with them.

19. ARRANGEMENTS FOR GUESTS FROM OUT OF TOWN

Name of Guest: _____ **Place of Origin:** _____

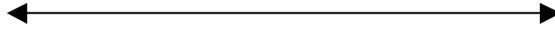
How many others will be travelling with this guest? _____ How many require accommodation? _____

How will they be arriving in [your town]? (ROAD or AIR) _____ Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

How many others will be travelling with this guest? _____ How many require accommodation? _____

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Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____

Name of Guest: _____ **Place of Origin:** _____

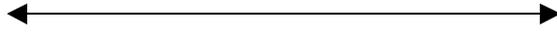
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Name of Guest: _____ **Place of Origin:** _____

How many others will be travelling with this guest? _____ How many require accommodation? _____

How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

How many others will be travelling with this guest? _____ How many require accommodation? _____

How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

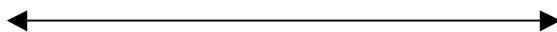
How many others will be travelling with this guest? _____ How many require accommodation? _____

How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

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Do they need to be met somewhere? _____ If so, where? _____

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Where will they be accommodated? _____ Has this been confirmed in writing? _____



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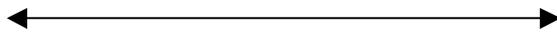
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How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

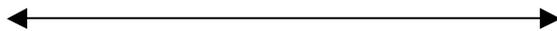
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How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



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Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

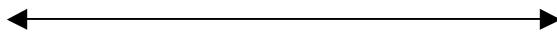
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Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



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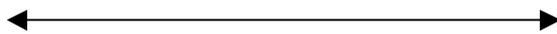
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How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



Name of Guest: _____ **Place of Origin:** _____

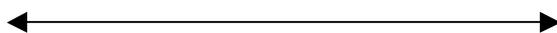
How many others will be travelling with this guest? _____ How many require accommodation? _____

How will they be arriving in [your town]? (ROAD or AIR) Contact details: _____

Do they need to be met somewhere? _____ If so, where? _____

Who will meet them? _____ Has this been confirmed with them in writing? _____

Where will they be accommodated? _____ Has this been confirmed in writing? _____



WEDDING INVITATION LIST

NAME	ADDRESS	PHONE	RELATION

WEDDING INVITATION LIST

NAME	ADDRESS	PHONE	RELATION
	<hr/> <hr/> <hr/>		

WEDDING INVITATION LIST

NAME	ADDRESS	PHONE	RELATION
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21. DETAILS OF COUPLE GETTING MARRIED

THE BRIDE

Name of Bride: _____

Address of Bride: _____

Phone of Bride: (H) _____ (W) _____

Bride's Email: _____ Bride's Cell Phone: _____

THE GROOM

Name of Groom: _____

Address of Groom: _____

Phone of Groom (H) _____ (W) _____

Groom's Email: _____ Groom's Cell Phone: _____

THE WEDDING CEREMONY

Place: _____ Minister: _____

Date ceremony: _____ Time of ceremony: _____

Name (and relationship) of person giving the Bride away: _____

Phone of person giving Bride away: (H) _____ (W) _____

Email: _____

22. WEDDING RESERVATION/CONTRACT FORM

Please fill in the shaded areas if you wish to use the church premises for your wedding.

BRIDE'S NAME	PHONE NUMBER	Name of Minister Performing Service	Phone Number
GROOM'S NAME	PHONE NUMBER	Name of Wedding Director (required)	Phone Number
We have read and agree to the Qualifications, Guidelines and Policies enclosed with the Wedding Package, and have completed this contract. Signature: Signature:		Name of Sound Technician (required)	Phone Number
		Name of Custodian (required)	Phone Number
		Name of Reception Coordinator	Phone Number

	DAY	DATE	TIME TO UNLOCK BUILDINGS	BEGINNING TIME	ENDING TIME	LOCATION (see 8. Location)
REHEARSAL		/ /	: am/pm	: am/pm	: am/pm	
CEREMONY		/ /	: am/pm	: am/pm	: am/pm	
RECEPTION		/ /	: am/pm	: am/pm	: am/pm	

Date

Initials

Date this request was submitted	/ /		<p>The dates you have requested above for the ceremony and the rehearsal will be confirmed in writing by the church office.</p>
Received completed and signed Building Reservation/Contract Form	/ /		
Received completed 'Details of Couple Getting Married'	/ /		
Received completed 'We Agree' form	/ /		
Received completed 'Rental Form For Church Dishes' form	/ /		
Initialed by Senior Pastor	/ /		
Initialed by officiating Pastor	/ /		
Initialed by Weddings Director	/ /		
Initialed by Business Administrator	/ /		
Initialed by Custodian	/ /		
Initialed by Worship Director	/ /		
Initialed by Sound Technician	/ /		
Entered into Master Calendar	/ /		
Copy of Form To Director & Technician	/ /		
Copy of Form to Office Administrator & Custodian	/ /		

	MAKE CHECK OUT TO	AMOUNT DUE	AMOUNT AND DATE PAID
Wedding Director		\$100.00	
Pastor (for non-members)		\$150.00	
Sound Technician			
Custodian			
Non-member Fee	[our church]		
Dish Rental Fee	[our church]		
Dish Deposit (to be returned after wedding)	[our church]		
TOTALS			

23. 20 DAY CONFIRMATION

Not less than 20 days prior to the wedding, please detach and submit this form to the Wedding Director.

Name of Bride: _____

Name of Groom: _____

Name of contact person for the Bridal party: _____

Phone of contact: (H) _____ (W) _____ Email: _____

Name of person to who will hold the gifts after the reception: _____

Phone of holder: (H) _____ (W) _____ Email: _____

THE WEDDING CEREMONY

Place: _____ Minister: _____

Date of rehearsal: _____ Time of rehearsal: _____

Date ceremony: _____ Time of ceremony: _____

Name (and relationship) of person giving the Bride away: _____

Phone of person: (H) _____ (W) _____ Email: _____

TIME to arrive at church:

Groom and best man: _____

Ushers and other attendants: _____

Bride, attendants, and Bride's father: _____

Bride's mother: _____

MUSIC:

Soloists or Group's name: _____

Contact Person: (H) _____ (W) _____ Email: _____

Organist/pianist's name: _____

Phone of organist: (H) _____ (W) _____ Email: _____

Other musician's name: _____

Phone of other: (H) _____ (W) _____ Email: _____

Women's Ministry Committee of [our church]
24. RENTAL FEES FOR CHURCH DISHES

Please fill in the shaded areas if you wish to use the churches crockery and cutlery.

ITEM	QUANTITY IN STOCK	QUANTITY RENTED	DEPOSIT REQUIRED	TOTAL DEPOSIT	RENTAL PER ITEM	TOTAL RENTAL
8" Glass Plates	18 dozen				\$.20 each	
6 oz. Glass Punch Cups	18 dozen				.20 each	
Drinking Glasses	18 dozen				.20 each	
Dinner Plates	200		\$55.00		.20 each	
Cups, Bowls, Salad Plates	200				.20 each	
Knives, Forks, Spoons, Salad Forks	200+				.10 each	
Salt and Pepper Shakers	24 sets				2.00 per set	
55-Cup Coffee Pots	2		None		8.50	
Punch Bowl	1		10.00		8.00	
Glass Kerosene Lamps	24		3.00 each		3.00 each	
White Tablecloths **	22		8.00 each		15.00 each	
Burgundy Tablecloths **	40		4.00 each		6.00 each	
Lace Tablecloths **	40		4.00 each		6.00 each	
Chafing Dish (5-quart)	2		None		11.00 each	
TOTALS						

È Please make a separate check for Deposit Amount. If there are no broken items, this check will be returned to you. If there are any damaged, lost or broken items, the amount will be deducted from deposit amount and any remaining amount will be sent to you. Non-members must please include this deposit amount with the Wedding Reservation Contract (pg. 42). If the church cannot accommodate the application, this deposit will be refunded..

** You will be responsible for laundering Burgundy and Lace Tablecloths. Whites need to be cleaned professionally, therefore the disparity in cost.

- All items are to be washed and returned to original location.
- "Fold soiled tablecloths and place on counter so they can be picked up for cleaning."

I hereby agree to rent the items listed above at the cost specified, including the deposit, where applicable. I realize that my deposit may not be refunded if any rented items are damaged or broken.

BRIDE'S NAME

BRIDE'S PHONE NUMBER

GROOM'S NAME

GROOM'S PHONE NUMBER

PERSON RESPONSIBLE FOR THE RECEPTION

PHONE NUMBER

Please return this page to Office Administrator if dishes are rented.

25. WE AGREE

WE AGREE: -

- We have read 'Qualifications' (pg. 4) and we qualify.
- We have read 'Guidelines' (pg. 5) and we will fully comply.
- We have read 'Building Use Policy' (pg. 6) and we will adhere to them without compromise.
- We have Read 'Some Important Information' (pg. 7) and agree to what we read there.
- We have read 'Wedding Costs - BCBC' (pg. 9) and understand our financial responsibility.

We (would / would not)* like to rent dishes from the church for the reception.

The building we would like to use are:-

Building A – The Main Building

Building B – The Red Brick Building

Building C – The Old Frame Building

The Pastor we would prefer to marry us is _____ . If he is not able to assist us our second choice is _____ .

(If one of your preferred Pastors is not from [our church] please furnish the following details: -

Name of church the Pastors: _____

Denomination: _____

Phone (W): _____ Phone (H): _____

BRIDE'S NAME

GROOM'S NAME

BRIDE'S SIGNATURE

GROOM'S SIGNATURE

DATE