

APPENDIX A

# Wedding Service Worksheet

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As you read this book, fill out the following worksheet.

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

Couple's names:

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and

---

First names the couple wishes

---

to use during the service:

and

---

Opening Music

---

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Solos

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Gathering/Processional Hymn

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Greeting

---

Charge to the Man and Woman

---

Declaration of Intention

or Consent

---

Presentation

---

Response of the Families, Children, and Congregation <i>(may be more than one)</i>	<hr/> <hr/> <hr/>
Opening Prayer	<hr/>
Hymn(s) and Special Music <i>(may be more than one)</i>	<hr/> <hr/>
Scripture Lessons, Psalms, and Poetry <i>(may be more than one)</i>	<hr/>
Homily	<hr/>
Intercessory Prayer	<hr/>
Exchange of Vows	<hr/>
Taking, Blessing, and Exchanging of Rings	<hr/>
Unity Candle	<hr/>
Declaration of Marriage	<hr/>
Blessing of the Marriage	<hr/>
The Lord's Prayer	<hr/>
Thanksgiving and Holy Communion	<hr/>
Dismissal with Blessing	<hr/>
Introduction of the Couple	<hr/>
Other Special Music	<hr/> <hr/> <hr/>

*Use the above outline to create a service unique to the couple.*

APPENDIX B

# Wedding Planning Questionnaire

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

Names of couple: \_\_\_\_\_

Date of wedding: \_\_\_\_\_

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

*1. The couple plan their specific worship service with their pastor and musicians. See the “Wedding Planning Worksheet” (appendix A).*

*2. The bride and groom complete as much of this “Wedding Planning Questionnaire” as possible prior to their first meeting with the wedding director.*

*3. Together with the wedding director, complete this document at least several weeks before the wedding rehearsal.*

*4. Provide a completed copy of this document to the pastor(s), musician(s), and other critical persons at the wedding rehearsal.*

## Key Contacts

Bride’s phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bride’s mother: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Groom’s phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Wedding director : \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Custodian: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Presiding Pastor: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attending Pastor: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Pre-Rehearsal Planning Meeting

*This meeting should take place between the couple and wedding director at least several weeks before the rehearsal.*

Date & time of planning meeting \_\_\_\_\_

Deposit to be paid to congregation/wedding site? Yes \_\_\_\_\_ No \_\_\_\_\_

Individual Fees	Amount	To Be Paid at Rehearsal?	
Church/facility fee:	\$ _____	Yes _____	No _____
Pastor(s) fee:	\$ _____	Yes _____	No _____
Director fee:	\$ _____	Yes _____	No _____
Custodian fee:	\$ _____	Yes _____	No _____
Musician fee:	\$ _____	Yes _____	No _____
Sound system fee:	\$ _____	Yes _____	No _____
Other musician(s) fee:	\$ _____	Yes _____	No _____

### Marriage License

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

License given to pastor at rehearsal? Yes \_\_\_\_\_ No \_\_\_\_\_

### Wedding Bulletin

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

Bulletin reviewed by pastor? Yes \_\_\_\_\_ No \_\_\_\_\_

Printing/copying by: \_\_\_\_\_

Number of guests? \_\_\_\_\_

Number of bulletins? \_\_\_\_\_

**Rehearsal**

Date & time of rehearsal \_\_\_\_\_

Marriage license given  
to pastor? \_\_\_\_\_

Set out bulletins? \_\_\_\_\_

Set out directions to  
reception? \_\_\_\_\_

Set out guest book? \_\_\_\_\_

Maid / Matron of honor: \_\_\_\_\_

Bridesmaids:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Best man: \_\_\_\_\_

Groomsmen:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**Questions to decide:**

How to line up: men on one side with women on the other, or alternating men and women?

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

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

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**Processional Order**

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

1. Cross Carrier \_\_\_\_\_

2. Grandparents of groom:

A. \_\_\_\_\_ Escorted by \_\_\_\_\_

B. \_\_\_\_\_ Escorted by \_\_\_\_\_

3. Grandparents of bride:

A. \_\_\_\_\_ Escorted by \_\_\_\_\_

B. \_\_\_\_\_ Escorted by \_\_\_\_\_

Do the mothers need two candles for lighting the candles beside the unity candle? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Mother of groom: \_\_\_\_\_ Escorted by \_\_\_\_\_

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

6. Mother of bride: \_\_\_\_\_ Escorted by \_\_\_\_\_ 5

7a. Presiding Pastor: \_\_\_\_\_

7b. Attending Pastor: \_\_\_\_\_

8. Groom: \_\_\_\_\_

9. Best man: \_\_\_\_\_

10. Groomsmen:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

11. Bridesmaids:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

12. Junior bridesmaid: \_\_\_\_\_

13. Maid/matron of honor: \_\_\_\_\_

14. Ring bearer: \_\_\_\_\_ Pillow? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Flower girl: \_\_\_\_\_ Basket with silk flowers? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Bride, escorted by father or: \_\_\_\_\_

Bride is on which of the escort's arms? Left\_\_\_\_ Right \_\_\_\_

### Wedding Day

Wedding party arrival time: \_\_\_\_\_

Transportation for wedding party:

Individual cars \_\_\_\_\_

Bus \_\_\_\_\_

Limo \_\_\_\_\_

Other \_\_\_\_\_

Refreshments for the wedding party prior to service? Yes \_\_\_\_\_ No \_\_\_\_\_

Refreshments provided by: \_\_\_\_\_

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

Guests' arrival time: \_\_\_\_\_

Nursery provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Nursery location: \_\_\_\_\_

Childcare providers: \_\_\_\_\_

Bridal dressing room: \_\_\_\_\_

Groom waiting room: \_\_\_\_\_

Groomsmen dressing room: \_\_\_\_\_

Ceremony start time: \_\_\_\_\_

**Ceremony Setup**

Unity candle? Yes \_\_\_\_\_ No \_\_\_\_\_

Other candles? Yes \_\_\_\_\_ No \_\_\_\_\_

Time when candles will be lighted: \_\_\_\_\_

Person lighting candles: \_\_\_\_\_

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

Other flowers in sanctuary? Yes \_\_\_\_\_ No \_\_\_\_\_

Flowers in narthex? Yes \_\_\_\_\_ No \_\_\_\_\_

Flowers on pews? Yes \_\_\_\_\_ No \_\_\_\_\_

Flowers left for Sunday worship? Yes \_\_\_\_\_ No \_\_\_\_\_

Flower petals for flower girl? Yes \_\_\_\_\_ No \_\_\_\_\_

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



Rings carried by: \_\_\_\_\_

Other signs/items to be  
exchanged during the service? \_\_\_\_\_

Kneeling bench/pad? Yes \_\_\_\_\_ No \_\_\_\_\_

Other items being brought to church: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

**Recessional Order**

1. Bride and groom

2. Flower girl and ring bearer

3. Maid / matron of honor and best man

4. Bridesmaids and groomsmen

5. Mother and father of bride Escorted by \_\_\_\_\_

6. Mother and father of groom Escorted by \_\_\_\_\_

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

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

When will the pastor ask persons to stand and exit? \_\_\_\_\_

9. Congregation by rows as guided by ushers  
Directed by \_\_\_\_\_

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

Receiving line at end of ceremony (exclusive of line at reception)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Ceremony Music**

Musician 1: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Musician 2: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Musician 3: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Soloist 1: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Soloist 2: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Soloist 3: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

How many solos will be sung? \_\_\_\_\_

When will the solos be sung? \_\_\_\_\_

**Other Set Needs**

Guest book table? Yes \_\_\_\_\_ No \_\_\_\_\_

Guest book attendant: \_\_\_\_\_

Bulletins set out? Yes \_\_\_\_\_ No \_\_\_\_\_

Other needs: \_\_\_\_\_

## Reception Setup

Person in charge of decorations: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Total number of tables: \_\_\_\_\_

Assigned seating? Yes \_\_\_\_\_ No \_\_\_\_\_

Head table? Yes \_\_\_\_\_ No \_\_\_\_\_

How many seats? \_\_\_\_\_

Reserved tables? Yes \_\_\_\_\_ No \_\_\_\_\_

How many tables? \_\_\_\_\_

How many seats per table? \_\_\_\_\_

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

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

## Details Regarding Timeline

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

What type? \_\_\_\_\_

Type of transportation for bride & groom's exit: Car \_\_\_\_\_ Limo \_\_\_\_\_ Other \_\_\_\_\_

Other notes: \_\_\_\_\_

## Vendor Information

### Photographer

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Aware of church/site policies? Yes \_\_\_\_\_ No \_\_\_\_\_  
Arrival time: \_\_\_\_\_  
Special needs: \_\_\_\_\_

Will there be pictures before the ceremony? Yes \_\_\_\_\_ No \_\_\_\_\_  
Approximate time needed  
for post-ceremony pictures: \_\_\_\_\_

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

### Florist

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Aware of church/site policies? Yes \_\_\_\_\_ No \_\_\_\_\_  
Arrival time: \_\_\_\_\_  
Setup time needed: \_\_\_\_\_  
Brief description of flowers: \_\_\_\_\_

### Musicians (other than organist / principal musician)

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

In contact with organist/principal musician? Yes \_\_\_\_\_ No \_\_\_\_\_

Arrival time: \_\_\_\_\_

Special needs: \_\_\_\_\_

Included in guest count for dinner: Yes \_\_\_\_\_ No \_\_\_\_\_

Key policy:

- All music coordinated with organist/principal musician

### Videographer

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Aware of church/site policies? Yes \_\_\_\_\_ No \_\_\_\_\_

Arrival time: \_\_\_\_\_

Special needs: \_\_\_\_\_

Included in guest count for dinner: Yes \_\_\_\_\_ No \_\_\_\_\_

Key policies:

- Appropriate attire
- Coordination with photographer
- Location of equipment

**Caterer**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Aware of church/site policies? Yes \_\_\_\_\_ No \_\_\_\_\_

Arrival time: \_\_\_\_\_

Special needs: Table(s) \_\_\_\_\_

Other \_\_\_\_\_

Key policies:

- Church supplies not to be used
- Responsible for cleaning all food and supplies

**Cake Provider**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Aware of church/site policies? Yes \_\_\_\_\_ No \_\_\_\_\_

Arrival time: \_\_\_\_\_

Special needs: Table(s) \_\_\_\_\_

Other \_\_\_\_\_

Providing the cutting/serving utensils? Yes \_\_\_\_\_ No \_\_\_\_\_

Providing box for the top of the cake? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of cakes: \_\_\_\_\_

Person cutting the cake: \_\_\_\_\_

Brief description of cake: \_\_\_\_\_

APPENDIX C

# Sample Wedding Bulletin

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

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

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

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

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

Opening Music	[List the music in order of performance.]
Seating of Grandparents	[List title of music to be performed.]
Seating of Mothers	[List title of music to be performed.]
Processional	[List title of music to be performed.]
Bride’s Processional	[List title of music to be performed.]
Greeting	
Charge to the Man and Woman	
Declaration of Intention or Consent	
Presentation	
Response of the Families, Children, and/or Congregation	[Provide the words that the participants will use.]
Hymn/Solo	[The text(s) and tune(s) may be printed in full; provide the name(s) of the soloist and/or musician(s).]
Opening Prayer	[Print text of prayer if the congregation will pray it together.]
Scripture Lesson(s), Psalms, and/or Poetry	[The text(s) may be printed in full; provide the name(s) of the persons reading the text.]
Homily	
Intercessory Prayer	
Exchange of Vows	
Taking, Blessing, and Exchanging of Rings	
Unity Candle	

Hymn/Solo

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

Prayer of Great Thanksgiving for Holy Communion

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

Declaration of Marriage

Blessing of the Marriage

The Lord's Prayer

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

Dismissal with Blessing

Introduction of the Couple

Recessional

[List title of music to be performed.]

Postlude

[List title of music to be performed.]

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

**The Wedding Party**

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

Maid/Matron of Honor

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Best Man

---

Parents of the Bride

---

Parents of the Groom

---

Grandparents of the Bride

---

Grandparents of the Groom

---

Bridesmaids

---

Junior Bridesmaid

---

Groomsmen

---

Flower Girl

---

Ring Bearer

---

Cross Carrier

---

Wedding Book Attendant

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Wedding Director

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Soloist(s)

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Musician(s)

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Pastor(s)

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