

Wedding Planning Worksheet

This is a worksheet for initial planning. Following your first pre-marital session an electronic version of this document will be sent to you which you can then modify to fit your situation, deleting all that does not apply. This corrected document should then be sent by e-mail attachment to the pastor at least two weeks prior to the rehearsal where it will be used by the pastor and wedding coordinator.

The wedding of _____

and _____

Provide full names.

Place _____ Date _____ Time _____

Rehearsal date and time (5:00 p.m. the night before the wedding) _____

Pastor _____

Wedding coordinator _____

FCPC Organist _____

Approximate number of guests _____

Location of reception _____

Photographer _____

Videographer _____

Florist _____

Other Musicians _____

Readers _____

Colors _____

Before the Service

The wedding party arrives at the church at least an hour before the service.

Men at _____ o'clock. Women at _____ o'clock

Organist begins playing about 20 minutes before the service.

Wedding coordinator asks the ushers to light the candles.

The wedding coordinator brings the bride and her party into the Chapel about 10 minutes before the service begins.

Parents, grandparents, ushers, bridesmaids, maid or matron of honor gather in the Narthex.

The wedding coordinator signals the pastor that we are ready.

The pastor goes with the groom and best man to the Sacristy.

Seating

The pastor enters the chancel and takes a seat. This is the signal to the organist and to the wedding coordinator that we are ready to begin seating grandparents then parents. The organist will conclude one piece of music and begin playing

_____ .
The groom's paternal grandparents _____
_____ ushered by _____

The groom's maternal grandparents _____
_____ ushered by _____

The bride's paternal grandparents _____
_____ ushered by _____

The bride's maternal grandparents _____
_____ ushered by _____

The father and mother of the groom _____
_____ ushered by _____

The mother of the bride _____
_____ ushered by _____

When families are not intact through death or divorce and perhaps remarriage, please detail how each of the parties will enter the sanctuary, ushered by whom, and where they will sit. The pastor may be of assistance if needed.

Moms light the unity candle if the unity candle is included in the service.

Aisle runner (if included) is extended by two ushers _____
and _____.

The Processional

The music changes. The pastor takes his place in the front of the chancel. The groom and best man _____ enter the sanctuary.

Ushers enter one by one or two by two down the center aisle.
The number of ushers is optional.

First

Second

Third

Fourth

Fifth

Sixth

Seventh

Ushers and bridesmaids fill in starting with those standing farthest from the bride and groom and ending with those closest. If there are a large number, some may need to stand in the Chancel.

Bridesmaids

The number of bridesmaids is optional.

First

Second

Third

Fourth

Fifth

Sixth

Seventh

Maid or Matron of Honor _____

Ring Bearer (optional)

Flower Girl (optional)

Normally younger children serving as ring bearers or flower girls sit with their parents or another trusted adult in the third pew rather than standing with the wedding party through the service.

The pastor signals the organist that all have arrived at their places and, if there is a separate piece for the bride's entry, the music changes to _____ (otherwise there is a "swell" of the music being played.)

The Bride and her escort enter _____

The Wedding Service

The Call to Worship

Prayer

Hymn (optional)

Statement on the Nature of Christian Marriage

Declarations of Intent – by bride's escort, groom then bride

Secular Readings (if any)

Scripture Readings (1-2 normally)

Homily
Exchange of Vows and Rings
Special Music (optional)
Unity Candle (optional)
Prayer of Intercession and Thanksgiving with the Lord's Prayer
Hymn (optional)
Blessing and Benediction
Presentation of the Couple (optional)
Recessional

The Recessional

The Bride and Groom

Ring Bearer and Flower Girl (*they may remain seated in the pews if they are very young*)

Best Man and Maid or Matron of Honor

Attendants in Pairs

First pair

Second pair

Third pair

Fourth pair

Fifth pair

Sixth pair

Seventh pair

Mother and Father of the Bride

Mother and Father of the Groom

The parents may be either escorted out by an usher or see themselves out, as long as it is consistent.

Grandparents *Frequently grandparents remain seated and are not ushered out.*

Pastor then Congregation

If the congregation is to be released row by row, either by the bride and groom or by ushers, make a note of this in the program so your guests will know what is expected.

Would you like to use the church's aisle runner? Yes No

The church provides, free of cost, a white cloth aisle runner that would be extended by two ushers.

Would you like to use the church's candelabra? Yes No

The church has a number of wrought iron candelabra that you may use.

How many pews would you like reserved on each side of the aisle?

Bride's Side

Groom's Side

At the end of the service will there be:

Posed pictures in the Sanctuary? Yes No

A receiving line in the Atrium? Yes No

Release of the congregation by rows? Yes No

If so, will this be done by the bride and groom

or by the ushers/groomsmen