

**PLEASE RETURN THE APPROPRIATE FORMS FROM THIS WEDDING PACKET TO THE CHURCH OFFICE AT LEAST 4 WEEKS PRIOR TO WEDDING**

## WEDDING COUPLE'S INFORMATION

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

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Parents' Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Parents' Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Couple's future home address: \_\_\_\_\_

\_\_\_\_\_

Couple's future last name: \_\_\_\_\_

# GENERAL INFORMATION

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Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Soloist or other musicians? Yes/No

*Advise the Information Coordinator of any special sound system requests*

Will you need the Unity Candle holder? Yes/No

*Wedding couple must provide the 3" diameter center driplless candle for the holder.*

Will you need to use the candelabras? Yes/No How many? (4 are available) \_\_\_\_\_

Wedding party to dress at church? Yes/No

In the Parlor? Yes/No

In dressing room in the Narthex? Yes/No

Other attendants to dress at church? Yes/No *(If yes, a room that is size appropriate will be selected.)*

Flowers to be left at church for Sunday service? Yes/No

*The office staff will check the church Flower Calendar and let you know the availability of the following Sunday.*

Posed pictures at church prior to wedding? Yes/No

Is wedding party requesting access to church more than 2 hours prior to the service? Yes/No

If yes, what time is being requested for access? \_\_\_\_\_

*If additional time will be needed, make this request through the Information Coordinator well in advance to ensure arrangements can be made.*

Reception place: \_\_\_\_\_ Time: \_\_\_\_\_

If the reception is to be held at the church, are you requesting the assistance of the Presbyterian Women's Reception Committee? Yes/No

*If yes, the couple is to contact the committee to ensure their availability. Contact information is listed on the Wedding Contacts page in this packet.*

Do you wish to invite the congregation to the wedding in the church bulletin? Yes/No

*This would be placed in the church bulletin the Sunday prior to the wedding*

# PRESBYTERIAN WOMEN'S RECEPTION COMMITTEE

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If you are requesting the assistance of the Presbyterian Women's Reception Committee for a wedding reception to be held at New Providence, please contact the committee coordinator listed on the Wedding Contacts page in this packet. The coordinator can further explain what supplies and services the committee can provide. Please complete this form and return it to the committee contact person or to the Information Coordinator.

Date of reception: \_\_\_\_\_ Time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Couples' names and phone numbers:

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

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

Other contact person:

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

## **Fees**

For use of reception committee services and supplies

- A flat fee of \$150 (\$100 of this fee is non-refundable if the wedding is cancelled within 30 days of the scheduled date)
- A \$50 refundable damage deposit
- \$1.00 per person charge for each guest, regardless of number
- \$20/hour if a dishwasher is needed

If caterer/vendor is providing services and supplies

- If an outside caterer/vendor is used and provides all services and all supplies, a member of the reception committee will be present at no charge to provide guidance in the use of the facility.
- However, if the caterer/vendor requests to use the women's reception committee supplies, a fee of \$75 will be charged.

## **Caterer**

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

Will the caterer provide all supplies?  Yes/ No

(If no, please specify below what items the catering service will provide)

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If the catering service uses their own dishes, they must take these off-site to clean. The New Providence dishwasher cannot be used for this purpose.

### **Table requirements**

Specify which tables will be required and how many:

- Serving tables: Yes/No If yes, how many\_\_\_\_\_
- Toasting tables: Yes/No If yes, how many\_\_\_\_\_
- Wedding book tables: Yes/No If yes, how many\_\_\_\_\_
- Gift tables: Yes/No If yes, how many\_\_\_\_\_

### **Supplies**

The following is a list of supplies the Presbyterian Women's Reception Committee can provide. Please mark the ones that will be needed and specify how many. Do not include any items that may already be provided by the caterer.

- Table cloths: Yes/No If yes, how many\_\_\_\_\_
- Candelabras: Yes/No If yes, how many\_\_\_\_\_
- Punch bowl: Yes/No If yes, how many\_\_\_\_\_
- Dessert forks: Yes/No If yes, how many\_\_\_\_\_
- Plates: Yes/No If yes, how many\_\_\_\_\_
- Glassware: Yes/No If yes, how many\_\_\_\_\_
- Silver service for coffee: Yes/No If yes, how many\_\_\_\_\_
- Serving platters: Yes/No If yes, how many\_\_\_\_\_
- Dishes for mints/nuts: Yes/No If yes, how many\_\_\_\_\_

### **Refreshments**

Specify the items the wedding party plans to serve:

- Cakes
  - Wedding cake: Yes/No
  - Groom's cake: Yes/No
  - Who will deliver the cakes:

○ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

○ Date and time cakes are to be delivered? \_\_\_\_\_

- Coffee ? Yes/No
- Punch ? Yes/No
- Other foods? Yes/No

### **Flowers/decorations**

Will flowers or other decorations be delivered for the reception? Yes/No

Date and time flowers are to be delivered? \_\_\_\_\_

Florist' Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Color scheme: \_\_\_\_\_

### **Important Notes:**

On a separate sheet of paper, please give details on how the tables need to be arranged. Also include any details for placement of flowers and /or candles.

The Presbyterian Women's Reception Committee contact person can advise you how many round tables and how many 6' or 8' tables are available for use.

# CEREMONY PLANNER

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Bride: \_\_\_\_\_ Ceremony Date: \_\_\_\_\_, 20 \_\_\_\_ at: \_\_\_\_ : \_\_\_\_ AM PM  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_  
Groom: \_\_\_\_\_ Ceremony Location: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_  
Officiant/Minister: \_\_\_\_\_ Musical Artist(s): \_\_\_\_\_  
Wedding Rehearsal Time: \_\_\_\_\_ Reception Location: \_\_\_\_\_

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## Wedding Party – Who Will Be Walking with Whom?

Parents of the Bride: \_\_\_\_\_  
\_\_\_\_\_

Grandparents of Bride: \_\_\_\_\_  
\_\_\_\_\_

Parents of the Groom: \_\_\_\_\_  
\_\_\_\_\_

Grandparents of Groom: \_\_\_\_\_  
\_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Ushers: \_\_\_\_\_  
\_\_\_\_\_

**Requirements:** Candelabra - Yes/No      Unity Candle - Yes/No      Parlor - Yes/No      Library - Yes/No

Will you be receiving guests at the church? Yes/No

If yes, where? Atrium\_\_\_\_ Narthex \_\_\_\_\_ Westminster Hall \_\_\_\_\_ Lawn \_\_\_\_\_

Photographer \_\_\_\_\_ Videographer \_\_\_\_\_

# WEDDING CONTACTS

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The following people may be helpful in planning your wedding.

<b>Pastor</b>	The Rev. Dr. Emily J. Anderson	983-0182 emily@newprovidencepres.org
<b>Associate Pastor</b>	The Rev. J. Steven Musick	983-0182 steve@newprovidencepres.org
<b>Organist</b>	Peggy Rogers	982-6527
<b><sup>1</sup> Wedding Assistant</b>	Linda Brakebill	679-5877 lindagams@gmail.com
	Kristy Weatherbee	805-3382 Kristibee128@aol.com
<b>Information Coordinator</b>	Karen Vogt	983-0182 karen@newprovidencepres.org
<b>Wedding Reception Committee</b>	Sally Daley	984-3772 Tsdaley1956@gmail.com
<b><sup>2</sup> Communications Coordinator</b>	Coco Everett	983-0182 coco@newprovidencepres.org

<sup>1</sup> The couple is to contact the wedding assistant 4-6 weeks prior to the wedding.

<sup>2</sup> New Providence will provide, at no additional expense, wedding programs. You must contact the Communications Coordinator to select the cover and to finalize the text of the program. This must be ready for printing no later than 5 days prior to the wedding. If you prefer to purchase your own program covers for New Providence to print, please purchase covers that are expressly made for this purpose. Please discuss this with the Communications Coordinator prior to purchase.

# WEDDING CHECKLIST

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## Have you:

- Read the Wedding Guidelines and contacted the Information Coordinator and wedding assistant with any questions you may have?
- Confirmed the date and time of the rehearsal and wedding with the church office and minister?
- Contacted the officiating pastor to schedule pre-marital counseling.
- Returned the appropriate forms from the Wedding Packet to the church office?
- Contacted the wedding assistant 4-6 weeks prior to the wedding?
- Contacted the Presbyterian Women's Reception Committee (if they are being asked to assist with a reception at New Providence) and returned the information forms in the Wedding Packet?
- Coordinated music with church musicians, subject to the approval of the pastor?
- If a soloist is to be a part of the service, has that person contacted church musicians to discuss choice of music and rehearsal times?
- Contacted the church office if any special arrangements need to be made?
- Contacted the Information Coordinator at least one month prior to the date of the wedding to confirm the wedding fees and date due?
- Completed the detailed order of the wedding worship service with the pastor?
- Confirmed with the church when floral deliveries will be made?
- Advised the photographer and wedding guests of church policy on photography?

# ORDER OF SERVICE FOR MARRIAGE CEREMONY

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## Seating of Guests, Seating of Mothers

### Processional

[Following processional, couple stands facing minister]

### Welcome

### Opening Statement

We gather in the presence of God  
To give thanks for the gift of marriage  
To witness the joining together of \_\_\_\_\_  
To surround them with our prayers,  
And to ask God's blessing upon them,  
So that they may be strengthened for their life together  
And nurtured in their love for God.

God created us and gave us marriage  
So that partners may help and comfort each other,  
Living faithfully together in plenty and in want,  
In joy and in sorrow, in sickness and in health,  
Throughout all their days

God gave us marriage  
For the full expression of the love between two people.  
In marriage partners belong to each other,  
And with affection and tenderness  
Freely give themselves to each other.

God gave us marriage as a holy mystery  
In which two people are joined together,  
And become one,  
Just as Christ is one with the church.

In marriage, a couple is called to a new way of life,  
Created, ordered, and blessed by God.  
This way of life must not be entered into carelessly,  
Or from selfish motives,  
But responsibly and prayerfully.

We rejoice that marriage is given by God  
Blessed by our Lord Jesus Christ,  
And sustained by the Holy Spirit.  
Therefore, let marriage be held in honor by all.

Who gives their blessing to \_\_\_\_\_?  
*Her \_\_\_\_\_ and I do.*

### Blessing of the Families

[ask family members to stand]

Do you give your blessing to \_\_\_\_\_, and promise to do everything in  
your power to uphold them in their marriage? If so, please say, "We do."  
*We do.*



## **Affirmation of the Congregation**

[ask congregation to stand]

Will all of you witnessing these vows do everything in your power to uphold \_\_\_\_\_ in their marriage?

*We will.*

## **Prayer**

Gracious God, you are always faithful in your love for us.

Look mercifully upon \_\_\_\_\_,

who have come seeking your blessing.

Let your Holy Spirit rest upon them

so that with steadfast love

they may honor the promises they make this day,

through Jesus Christ our Savior. Amen.

## **Scripture Reading**

## **Hymn**

## **Declaration of consent**

\_\_\_\_\_, will you have \_\_\_\_\_ to be your wedded wife, to live together according to God's will in the holy relationship of marriage? Will you love her, comfort her, honor and keep her in sickness and in health; and forsaking all others, keep yourself only unto her, so long as you both shall live?

\_\_\_\_\_, will you have \_\_\_\_\_ to be your wedded husband, to live together according to God's will in the holy relationship of marriage? Will you love him, comfort him, honor and keep him in sickness and in health; and forsaking all others, keep yourself only unto him, so long as you both shall live?

## **Scripture Reading**

## **Sermon**

[Bride passes flowers to maid of honor, couple & attendants walk to kneeler; couple faces each other]

## **Exchanging of vows**

I, \_\_\_\_\_, take you \_\_\_\_\_, to be my wedded wife, and I do promise, before God and these witnesses, to be your loving and faithful husband, in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

I, \_\_\_\_\_, take you \_\_\_\_\_, to be my wedded husband, and I do promise, before God and these witnesses, to be your loving and faithful wife, in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

## **Exchanging of rings**

What do you bring as a sign of your promise?

These rings are outward and visible signs of an inward and spiritual grace, signifying unto all the uniting of this man and this woman in holy marriage, through Jesus Christ our Lord.

Bless, O Lord, these rings, that those who give and wear them may abide in Your peace and continue in Your favor to their life's end, through Jesus Christ our Lord.

This ring I give you / as a token and pledge / of our constant faith / and our abiding love.

[couple kneels?]

## **Prayer for the couple**

### **Lord's Prayer** (spoken)

### **Pronouncement of Marriage**

Before God and in the presence of this congregation  
\_\_\_\_ and \_\_\_\_ have made their vows to each other.

They have confirmed their promises by the joining of hands  
And by the giving and receiving of rings

Therefore, I proclaim that they are now husband and wife.

In the name of the Father, and the Son, and the Holy Spirit, one God, now and forever.

Those whom God has joined together, let no one separate.

### **Benediction**

The grace of Christ attend you,  
the love of God surround you,  
the Holy Spirit keep you,  
that you may live in faith,  
abound in hope,  
and grow in love,  
both now and forevermore. Amen.

### **The Kiss**

### **Presentation of the Couple**

### **Recessional**

# SUGGESTED SCRIPTURE READINGS FOR CHRISTIAN MARRIAGE

The following readings are particularly appropriate for use in the service of Christian marriage.

## **Old Testament**

Gen. 1:26-31	Humankind created in the image of God
Gen. 2:18-24	Bone of my bones and flesh of my flesh
Song of Sol. 8:6-7	Set me as a seal upon your heart
Prov. 3:3-6	Trust the Lord with all your heart
Isa. 54:5-8	Your Maker is your husband
Jer. 31:31-34	The Lord will make a new covenant

The following psalms are appropriate for singing or reading in the service.

## **Psalms**

Ps. 8	Mortals crowned with glory and honor
Ps. 67	May God be gracious to us
Ps. 95:1-7	O come, let us sing to the Lord
Ps. 100	Make a joyful noise to the Lord
Ps. 103:1-5, 15-18	Bless the Lord, O my soul
Ps. 117	Great is God's steadfast love
Ps. 121	Lift up my eyes to the hills
Ps. 128	Happy is everyone who fears the Lord
Ps. 136:1-9, 26	O give thanks, for God is good
Ps. 145	I will exalt you, O God my King
Ps. 148	Praise the Lord
Ps. 150	Everything that breathes praise the Lord

## **Epistles**

Rom. 12:1-2, 9-18	A living sacrifice...let love be genuine
1 Cor. 13:1-13	Faith, hope, love...greatest is love
Col. 3:12-17	Clothe yourselves with love
1 John 4:7-12	Let us love one another...God is love
Rev. 19:1, 5-9	Rejoicing at the marriage of the Lamb

## **Gospels**

Matt. 5:1-10	The Beatitudes
Matt 5:13-16	Salt of the earth...light of the world
Matt. 19:3-6	No longer two, but one flesh
Matt. 22:35-40	Love the Lord with all your heart, soul, mind
Mark 10:6-9	What God has joined, let no one separate
John 2:1-11	The wedding Cana
John 15:1-17	Jesus, the true vine