

Castle Rock Christian Church

Wedding Couple :

Name: _____

Address: _____

Phone: 360-_____ (name) _____

Cell Phone: 360-_____ (name) _____

Wedding Date : _____

Rehearsal Date: _____

Time: _____

Pre M 1 _____ Time _____

Pre M 2 _____ Time _____

Pre M 3 _____ Time _____

Church Fee :

Includes: Marriage Prep Materials, Administration, Wedding Coordinator, Sound, Multi-Media, Janitorial & facility costs.

\$ _____

Please make check payable to **Castle Rock Christian Church**

Pastoral Honorarium:

Includes: Minimum 3 Pre-Marital Sessions, 1 Rehearsal, 1 Wedding ceremony, registering your license with the county.

Please make check payable to **John Leffler**

Payment due by the 2nd Pre Marital Session.

Wedding Program

Candle lighting (names)

Escorting of Candle lighters (music)

“ Family

“ Grandparents

“ Parents

Processional of Attendants (music)

Entrance of Bride (music)

Greeting and Opening Prayer

Musical special (music)

New Testament Reading : 1st Letter of Peter 4:8-11 (name)

Devotional Message

Uniting in Marriage :

Recitation of Vows

Exchange of Rings

Lighting of Unity Candle & Signing of Document, *Communion for the Couple*
“ instrumental/song “ (music)

Concluding Acts :

Signing of the Document

Presentation of Couple

Recessional (music)

(Ushers release guests)

Wedding Party :

List names of Ushers,

Candle lighters,

Bridesmaids,

Groomsmen.

Maid/Matron of Honor,
Best man

List names for the following (all optional)

Parents

Grandparents

Instrumentalist

Vocalist

Readers

Wedding Ceremony Coordinator:*Diane Spencer*

Guest Book

Florist

Photographer

Videographer

Reception Coordinator*Jaynee Kahler*

Wedding cake

Cake Servers

Catering

Directions to the reception site
(if all guests are invited)

Couples new address

Thank you's

Date : Time: Arrival:
Rehearsal time : Reception :
PreMarital Session Dates:
 1. Time:
 2. Time:
 3. Time:

How many invited:
Wedding policy Handbook: (www.castlerockchristianchurch.org)
Colors: &
Florist: Locations:
Pew Bows:
Candelabras: Lighters:
Unity Candle:
Sign Certificate:
Photographer: Rules:
Videographer: Rules:
Music Selection Permission
Instrumentalist:
Vocalist:

Church Wedding /Building Fees (Handbook) Pastoral Honorarium \$250.00 Musicians/Vocalists: \$35-50 * Sound man: \$25 * <i>*Suggested gifts</i>
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Guest book table: Y/N Table for gifts: Y/N
Attendants : #
 Bridesmaids M of H: # BM & Groomsmen: #
 Flower girl: Y/N Ring bearer: Y/N
 Candle lighters: Ushers:
Receiving line: Y/N (if yes: B/G only ___ whole party
 ___ In Entryway ___ Coffee Area ___ Reception area
Alcohol/Drugs & Smoking : Rules:
No Flash Photography during service

Time for Pictures Before (without B/G together Y/N)
Responsible for the couple's belongings:

Decorate Date: _____ Time: _____

Time the florist is scheduled to arrive: _____

Time for the Photographer: _____

Time for Cake Delivery _____

Decorations you are requesting from the church

_____	_____
_____	_____
_____	_____
_____	_____

Book Attendant _____

Who is responsible for removing gifts _____

Are you using bulletins? Who will pass them out?

Will you need a lattice screen to "hide" choir pews and musical instruments
Y/N

What other modifications do you want in the Sanctuary?

Music:

Live ___ CD ___

You will need to bring words to Pastor for approval. (It is a good idea to have a back up choice in mind.)

What modifications are you wanting for the entryway?

Wedding Music Planner

Instrumentalist : _____

Vocalist : _____

Prelude Music : _____

Candle Lighting Music : _____

Seating of Family : _____

Seating of Grandparents : _____

Seating of Mothers : _____

Procession of Men: Pastor-Groom Pastor-Groom-Men

Grooms Music _____

Procession of Attendants : Bridesmaids (Bridesmaids & Groomsmen)

Attendants Music _____

Music Bridal March / Bride's Song _____

Entrance of Bride : and father

Introduction, Opening Prayer, Seat Audience, "Give-A-Way"

Give-A-Way" Song _____

Devotional Message:

Switch positions on the Stage

Pastor moves to the floor--back to audience, Groom/Bride face audience

Vows, Rings

Unity Candle Selection/Signing of Wedding License/Certificate :

Unity C Music _____

Final Blessing, Introduction of couple and Kiss

Recessional Music : _____

Wedding Ceremony Checklist/Planner

Arrival time : _____ Ceremony time : _____

***Announcement of no photos (except during the kiss) (Video may be taken from the balcony and photos without flash)**

➤ *Prelude before ceremony* : _____

- Ushers _____ & _____ will seat guests.

Special Guests :

Usher _____ seat guest : _____ Pew _____

Usher _____ seat guest : _____ Pew _____

➤ *Instrumentalist will play* _____ (*Candle lighters March*)

- Candle lighters : _____ & _____ will proceed down the aisle to light the candelabras and bring them back to the entryway. (*Only if Candle lighters are not Groomsmen*)

Usher _____ will escort _____ 3rd Pew _____

Usher _____ will escort _____ 3rd Pew _____

- The two Mothers : B- _____ & G - _____ will go to the altar and light the two taper candles to the Unity Candle and return the lighters to the Entryway.

- Usher _____ will seat Groom's Grandparents _____ & _____
Usher _____ will seat Groom's Grandparents _____ & _____
second pew on the **right**.

- Usher _____ will seat Bride's Grandparents _____ & _____
Usher _____ will seat Bride's Grandparents _____ & _____
second pew on the **left**.

- Usher _____ other _____ Pew _____

- Usher _____ will seat Groom's Mother _____ & Father _____
_____ second pew on the right.

Usher _____ will seat Bride's Mother _____ second pew/left.

* Ushers are seated

➤ *Instrumentalist will play _____ (Groom's March)*

• Pastor John and Groom : _____ Best Man : _____
Groomsmen : will enter from the Behind Stage (Baptistry). (A signal will be sent through an intercom when men are ready to come out)

• Procession of attendants :

(A) _____ Bridesmaids will greet groomsmen up front and they both will stand up front or

(B) _____ Bridesmaids and groomsmen will proceed down the aisle together.

(1) Maid of Honor _____	Best Man _____
(2) Bridesmaid _____	Groomsman _____
(3) Bridesmaid _____	Groomsman _____
(4) Bridesmaid _____	Groomsman _____
(5) Bridesmaid _____	Groomsman _____
(6) Bridesmaid _____	Groomsman _____

Flower girl _____ age ____ Ring bearer _____ age

_____ Flower girl and Ring bearer will be seated with
_____ pew _____ (Right/Left)

➤ *Instrumentalist will play _____ (Wedding March)*

• Bride _____ and her Father _____ will proceed down the aisle.

Bride (*walks on the left side*) takes her Father's left arm. (Bride may greet her Father up front) and walk the aisle to the front and stand together just past the first pew.

• **Introductory words / Prayer** : Pastor will do the greeting and opening prayer

- Pastor will ask, “**Who gives this woman to be married to this man?**”
- B- Father (and Mother) “**Her Mother and I / Her Mother and Father**”
- Groom steps down to greet bride and father.

B- Father gives her hand to the Groom. Her Father will sit next to the Bride’s Mother in the second/ pew /left.

- Bride and Groom will step up to the top of the stage.
- Wedding Party move towards the Bride.
- Bride gives her bouquet to her Maid of Honor.
- A Song is sung at this point. This is a moment for the Wedding party to relax. (bend knees)

- Pastor will share words explaining the purpose of marriage
- Devotional

The Switch: Pastor will move to the aisle in front of the couple (his back facing guests).

Bride and Groom will face each other and hold hands.
Attendants will face the couple.

- Vows : Couple will be told by the Pastor to face each other and hold both hands.
 - Exchange of vows
- Exchange of rings.
 - Best Man is holding the Bride Ring / MH are holding the Groom ring.
 - They hand their ring to (Bride/Groom)

➤ *Instrumentalist will play _____ for the Unity Candle song.*

- The couple will proceed up to light the Unity Candle.
- After the Unity Candle is lit the couple/witnesses then signs the Wedding Certificate and then the pastor signs
 - **Communion:** *If communion is to be taken by couple, the couple will take part in sharing the Bread and Juice at the Unity Candle Table*

The couple and witnesses now return to their position standing facing the audience while the Pastor’s back is to the audience

The Maid of Honor gives the Bride back her bouquet.

- The Pastor shares the 1 Corinthians 13 passage on Love

- Best Man and Maid of Honor retrieve gifts for parents and give them to the couple.
- The couple takes their gifts and gives them to their parents.
-
- The audience and couple repeat the Lord's Prayer together.

- Presentation of the Couple as Husband and Wife.
- Pastor congratulates the couple and introduces them and they kiss.

➤ *Instrumentalist will play _____ for the recessional.*

- **Recessional** :
- Bride and Groom
- Maid of Honor and Best Man
- Flower girl and ring bearer
- Bridesmaids and Groomsmen
- Pastor will leave towards the Entryway/.

- Order of Escorting honored Guests :

Usher _____ escorts Bride's parents
 Usher _____ escorts Groom's parents
 Usher _____ Bride's Grandparents
 Usher _____ Bride's Grandparents
 Usher _____ Groom's Grandparents
 Usher _____ Groom's Grandparents
 Ushers pew by pew for guests

Have the Bride, Groom, Maid of Honor, Best Man sign the certificate immediately after the ceremony, if it was not done during the ceremony.

- Receiving line Yes / No where _____ who _____

Limo _____ time _____

Reception in the Fellowship Hall _____ or _____

(If Reception is at another location, _____ will be in charge of taking personal items / taking gifts, clothes, anything that belongs to the Wedding party.)

Corsage and Boutonniere List

- | | |
|---|--|
| <input type="checkbox"/> Groom | <input type="checkbox"/> Father of the Groom |
| <input type="checkbox"/> Maid <i>of Honor</i> _____ | <i>Grandparents</i> |
| <input type="checkbox"/> Best <i>Man</i> _____ | <input type="checkbox"/> _____ - Bride GP |
| <i>Bridesmaids</i> | <input type="checkbox"/> _____ - Bride GP |
| <input type="checkbox"/> _____ - Bridesmaid 2 | <input type="checkbox"/> _____ - Bride GM |
| <input type="checkbox"/> _____ - Bridesmaid 3 | <input type="checkbox"/> _____ - Bride GM |
| <input type="checkbox"/> _____ - Bridesmaid 4 | <input type="checkbox"/> _____ - Groom GP |
| <input type="checkbox"/> _____ - Bridesmaid 5 | <input type="checkbox"/> _____ - Groom GP |
| <i>Groomsmen</i> | <input type="checkbox"/> _____ - Groom GM |
| <input type="checkbox"/> _____ - Groomsman 2 | <input type="checkbox"/> _____ - Groom GM |
| <input type="checkbox"/> _____ - Groomsman 3 | <u><i>Additional Family Member/Friend</i></u> |
| <input type="checkbox"/> _____ - Groomsman 4 | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ - Groomsman 5 | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ - Flower Girl | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ - Ring Bearer | <input type="checkbox"/> _____ |
| <i>Parents</i> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Mother of the Bride | <u><i>Extras</i></u> |
| <input type="checkbox"/> Father of the Bride | <input type="checkbox"/> - <u>Pastor John Leffler</u> |
| <input type="checkbox"/> Mother of the Groom | <input type="checkbox"/> <i>Instrumentalist</i> _____ |

Instrumentalist _____
 Instrumentalist _____

Vocalist _____
 Vocalist _____
 Vocalist _____

Guest Book _____

Coffee Server _____

Tea Server _____

Photographer _____

A SAMPLE WEDDING BULLETIN IS AVAILBLE IF YOU WOULD LIKE ONE.
[JL-Sample Wedding Bulletin.doc](#)