

GUIDELINES & INSTRUCTIONS

for a

FAITH TABERNACLE WEDDING

1. The most important thing to remember in planning a wedding and wedding reception is that a wedding is not a regular church service. Therefore, it is the full responsibility of the bride and the groom to make all wedding arrangements and to personally contact each individual they desire to participate in their wedding and reception.
2. To ensure that there are no serious conflicts in schedules, a "tentative" wedding date should be set by the bride and the groom. This tentative date should then be discussed with your Pastor for his approval. After you have his approval and the permanent date set, you need to contact Bro. T. Young as soon as possible for the availability of the Colbert Hall for a reception site and the use of the kitchen (see paragraph #5). He will have you to fill out an Activity Approval Form to confirm your Date and Place! He is the schedule Coordinator. You may drop the form in the drop box when it is completed. He will get back with you upon confirmation.
3. Once a definite wedding date has been established, the bride and the groom should personally contact all desired participants and request their participation and assistance. They should also get a commitment from them. This should be done a minimum of three (3) weeks prior to the wedding, but one or two months of advance planning is even better. Each wedding is based upon the specific wishes of the bride and the groom in this day and age. Whatever they desire is socially acceptable (in a Church wedding, there must be compliance with the holiness standards of the Bible and Church). Following is a list of participants generally found in a Church wedding. The Pastor requests that you be moderate and have a maximum of three (3) Brides attendants excluding the flower girl or miniature Bride.

Bride

Bride attendants: Maid or Matron of Honor
Bridesmaids (2 max)
Flower Girl or Miniature Bride

Groom

Groom attendants: Best Man
Ushers (*May have two groups if so desired: one group to seat guests and one group to stand in the wedding party during the actual ceremony*).
Junior Best Man or Miniature Groom

Candle Lighters
Minister(s)
Vocalist(s)

Musician(s)
Guest Book Attendant
Servers at the reception

4. Flowers are normally used for Church decorations as well as for the wedding participants listed above. Flowers are also required for the Mothers of the Bride and Groom, and if so desired, servers at the wedding reception. Flowers may be used to decorate the altar, family pews, candelabra, etc., whatever the bride and the groom desire and can afford.

WEDDING CLEANUP CHECKLIST

Check items as they are completed. Turn this sheet in to the Administrative office when complete.

1. The minimum required amount of people for cleanup is as follows.

- a. Sanctuary use only - 2 women and 6 men.
- b. Sanctuary and Colbert Hall both used - 3 women and 9 men.

2. Wedding Cleanup Team responsibilities for the Sanctuary area:

- a. Clean Restrooms-empty trash/sweep/mop/clean all sinks & toilets/clean mirrors and inspect your work.
- b. Pick-up paper and trash laying around inside all buildings that are used. Check the pews for food and lost or left items.
- c. Check the Pulpit and Platform area and make sure things are neat and left in their proper order.
- d. Vacuum the Sanctuary and hallways.
- e. Clean and vacuum the nursery (*remove boxes, clothing, etc. left by bride*).
- f. Clean all entrance door windows.
- g. Sweep all entrance area floors and mop if needed.
- h. If classrooms are used as a dressing area, clean them also.
- i. Check the outside yard area for trash and paper -Clean and pick up so the yard will be left looking nice.
- j. Follow up to make sure the building is left clean and check the sinks and toilets for running water before the building is locked up.
- k. Make sure all wedding pieces-candles/candle holders / decorations / microphones / decorating stands / and any items brought from home or upstairs are put back where they were taken from, or taken home.

3. Wedding Dining Hall Cleanup:

- a. Clean all tables and stack them in the proper places.
- b. Sweep and mop the dining hall floor.
- c. Clean the restrooms in the same manner listed in # 2a.
- d. Pick up and place all lost and found items in the box in the cloak room.
- e. Set up the dining hall furniture following the diagram posted by the south double glass entrance doors. It is posted on the wall beside the door.
- f. Take out all trash-put it in the dump Site and be sure the bags are tied.
- g. Clean the kitchen. Get with Bro. Mitch Anderson on instructions.

WEDDING CHECKLIST

Three (3) weeks prior to the wedding date contact Bro T. Young so he can check your progress with this checklist and to help if needed.

Complete this form and return it to Sis Westberg two (2) weeks prior to the wedding date.

1. Your Wedding Date & Time: _____ : _____ AM or **PM**

2. Flowers for the Wedding party (*Please Check*):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Attendants | <input checked="" type="checkbox"/> Musicians |
| <input checked="" type="checkbox"/> Bride | <input checked="" type="checkbox"/> Singers |
| <input checked="" type="checkbox"/> Groom | <input checked="" type="checkbox"/> Servers |
| <input checked="" type="checkbox"/> Ministers | <input checked="" type="checkbox"/> Ushers |
| <input checked="" type="checkbox"/> Mothers | |

3. Flowers for the Church (*Please Check*):

- | | | | |
|----------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Altars | <input checked="" type="checkbox"/> | Guest Book | <input checked="" type="checkbox"/> |
| Candelabra | <input checked="" type="checkbox"/> | Family Pews | <input checked="" type="checkbox"/> |
| (A Large Branch of Candlesticks) | <input checked="" type="checkbox"/> | Tables (Reception & Etc.) | <input checked="" type="checkbox"/> |

4. How many attendants: _____ **Please list them below:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. How many Ushers? _____ **Please list them below:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Who is the Head Usher? _____

Bro King

7. Have you contacted Bro. ~~Ward~~ for sound arrangements? YES | NO

8. How many singers? _____ Please list below your singers:

_____	_____
_____	_____
_____	_____
_____	_____

9. How many songs? _____ List their titles below:

1	_____
2	_____
3	_____

10. Have all the singers been asked to sing? YES | NO

11. Were the singers told to practice with the Organ player prior to the rehearsal? YES | NO
(Soft playing and singing are appropriate for weddings)

12. Has the Organ player been asked to play for your wedding? YES | NO Who is your organ player? _____

13. Was the Organ player advised as to what song(s) will be sung by whom? YES | NO

14. When do you plan a rehearsal? _____

Please Note: **All members of the Wedding Party should be at the rehearsal for rehearsing, there should also be a time limit established. See Bro. Young, Schedule Coordinator for available times.**

15. Have you contacted Bro. Young to confirm your rehearsal time? YES | NO

16. Who is the Director for the rehearsal? _____

Candidates for Directors are: Bro. King, Bro. Matos or Bro. Wild. *(Prior to the rehearsal, give the director a list of all Wedding Participants and identify their rolls in the ceremony)*

17. Who are your candle lighters? _____

18. Have you asked them to participate? YES | NO

19. Do you plan to have a reception? YES | NO

20. have you made arrangements for a room?

YES | NO

21. List your servers:

_____	_____
_____	_____
_____	_____

22. Who is your Head Server?

23. Have you ordered the following items?

- Cups
- Forks
- Mints
- Napkin
- Nuts

- Plates
- Punch
- Punch Bowl & Ladel
- YOUR CAKE

24. Have you talked to your Pastor as to what kind of ceremony you want performed? YES | NO

VERY IMPORTANT:

Make an appointment with the Pastor and Have this settled at least 3 weeks prior to your Wedding Date.

25. Have you made arrangements for an individual to pin all the flowers on the right people before the ceremony? YES | NO

26. Who will be pinning on all the flowers?

27. Who is your official Photographer?

28. Have you contacted Bro. Young for unlocking and lock-up arrangements? YES | NO

29. Who is the Lock-Up Man for the Rehearsal?

30. Who is the Lock-Up Man for the Wedding?

ACTIVITY APPROVAL FORM

Date Submitted: _____

Date of Activity: _____

Bus Needed? - Which One(s) ? _____

Bus Driver(s) Names? (Must get with Bus Captain) _____

Buildings Needed - Which one(s)? _____

Do you need to use the Kitchen?*

YES || NO .

Do you need to use the Sound System? **

YES || NO .

Starting Time of Activity: _____

Ending Time of Activity: _____

Group Name: _____

Person in Charge (Should be the one that fills out form) _____

What activities will be conducted? Please be detailed. Thank you!

Is the time available? _____

Schedule Coordinator

Approved if time is available? YES | NO _____

Bro Young, Pastor

* If your activity is approved and you need to use the Kitchen, notify Sis Gardner IMMEDIATELY.

** If your activity is approved and you need to use the Sound System, notify Bro. King immediately.

If activity is approved, do you need Liability Release Forms? YES || NO || If yes, how many? _____ By what date? _____ | _____ | _____