

# *Bethesda Wedding Planner*



**Bethesda Mennonite Church**  
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**YOUR WEDDING**  
**A Celebration of Worship & Praise!**

**Table of Contents**

A CELEBRATION OF WORSHIP & PRAISE..... 4

1. The Meaning of the Wedding ..... 4

2. The Wedding Service..... 4

    Order of Service:..... 4

    The Vows:..... 4

    Introduction to the Vows: ..... 5

    Exchange of Ring:..... 5

    Legal Statement: ..... 5

    Declaration of Marriage:..... 5

    Congregational Participation: ..... 5

    Family Involvement:..... 5

    Couple Involvement:..... 5

    Prayers: ..... 5

    Processional and Recessional: ..... 5

    Additional Ideas:..... 6

3. Other Considerations and Guidelines..... 6

WEDDING HELPS & POLICIES..... 7

CHECKLIST..... 8

AVAILABILITY OF FACILITIES..... 9

DECORATING..... 11

SOUND SYSTEM..... 12

FELLOWSHIP HALL/ KITCHEN USE..... 13

MUSIC..... 15

CLEAN UP RESPONSIBILITIES..... 16

WEDDING FEES/FACILITY USE FOR BETHESDA MEMBERS ..... 18

WEDDING FEES/FACILITY USE FOR NON-MEMBERS/NON-ATTENDERS ..... 19

BULLETIN ANNOUNCEMENT SAMPLES ..... 20

BETHESDA MENNONITE CHURCH MAP..... 21

WEDDING PLANNING INFORMATION FORM..... 22

NOTES..... 23  
CHURCH RESERVATION FORM..... 24

# A CELEBRATION OF WORSHIP & PRAISE

## 1. The Meaning of the Wedding

At Bethesda Mennonite Church, we believe that God intends human life to begin in families and to be blessed through families. We also believe that God intends marriage to be a covenant between one man and one woman for life (Mark 10:9.) Christian marriage is a mutual relationship in Christ, a covenant made in the context of the church (Ephesians 5:21). According to Scripture, right sexual union takes place only within the marriage relationship. Marriage is meant for sexual intimacy, companionship, and the birth and nurture of children (Genesis 12:1-3; Acts 3:25). (Article 19: Family, Singleness, and Marriage in Confession of Faith in a Mennonite Perspective)

The Christian wedding ceremony is a Christian worship service and should reflect the beliefs of the church. Every couple needs to explore their own beliefs in relationship to church beliefs regarding the purpose and essence of their wedding service.

Couples should keep in mind that marriage is a *covenant* two people make with each other and with God, before friends and family; that the wedding is primarily an act of *worship* where God is praised and God's blessing is asked for; that the wedding is a service permeated by the spirit of *celebration* even while the service is treated with dignity and seriousness; that the wedding is an occasion to welcome and experience the support of a *community* of caring people; and that the wedding is a binding *legal contract*.

## 2. The Wedding Service

There is no particular order of service for a Christian marriage. In fact, there is no biblical record at all of a wedding ceremony. The scriptures do, however, talk a great deal about marriage itself and about covenant making. One task of the wedding is to bring the biblical principles of marriage into a meaningful and worshipful wedding service. In addition, there are no legal requirements for a marriage ceremony. But there is much tradition, locally and culturally, that contributes to marriage services. The following items are basic to a wedding service:

### Order of Service:

This information does not suggest a particular order of service, but instead gathers the individual parts which seem appropriate or necessary to include in the service. The parts need to be interwoven into a format which will best provide a worship setting for all the participants, with the pastor and the couple working together.

### The Vows:

The vows are the heart of the wedding and are intended to reflect the commitment that is being made. Couples may write their own vows or work with one of the pastors in choosing a vow. Whatever the process, the following understandings shall be considered. The vow is a commitment and a covenant which you are making to each other and with God; in which you pledge absolute faithfulness to each other.

The commitment includes the totality of life; the good and the bad, the easy and the difficult.

The covenant is permanent – until death separates you.

The vow may include an elaboration of what love and the marriage relationship mean to the couple.

The commitment is to a growing marriage relationship.

#### Introduction to the Vows:

With this statement, the couple and the congregation are reminded of the sacredness, seriousness, and the joy which surrounds the pledging of marriage covenant.

#### Exchange of Ring:

A double-ring ceremony has long been a meaningful symbol expressing unending and pure love. Some couples choose to have the minister explain the meaning the ring exchange has for them. Other couples wish to express a further commitment to their partners as they exchange rings.

#### Legal Statement:

Traditionally the wedding ceremony has included a formal, public announcement asking whether anyone has a good reason why the marriage should not take place. Most often this question is now omitted.

#### Declaration of Marriage:

This statement, made by the minister, declares in brief fashion that the couple is now husband and wife.

#### Congregational Participation:

The wedding service is a worship service in which the guests are fellow worshipers, not spectators, and more than only “witnesses”. For this reason, couples may consider having the congregation participate in singing, responsive readings (included in the *Hymnal: A Worship Book*), reading scripture, sharing, or communion.

#### Family Involvement:

Family may be involved in a number of ways such as giving a family blessing instead of “giving the bride away”, providing music, reading poetry or scripture, sharing a brief talk of affirmation, including a symbolic act such as giving flowers or a gift, or having a time of prayer surrounding the couple.

#### Couple Involvement:

In addition to the vows the couples also may contribute through music, readings, or prayer.

#### Prayers:

Prayer should be included in the service as an essential part of the worship service. Prayers to include are invocations, prayers of blessing and benediction.

#### Processional and Recessional:

The processional and recessional bring the couple into the church ready for the service, and out again once the service is over. Alternatives to the bride entering with her father include her entering with the groom, mother, brother, brother-in-law, uncle etc.

### Additional Ideas:

The pastor will be glad to visit with you about additional ideas and plans for the wedding service such as lighting the unity candle, communion, having a children's story, suggesting family and friends consider making a donation in the couple's name to charity, having family members make bread for the communion, having friends make banners for display, and other practical and celebrative considerations.

### 3. Other Considerations and Guidelines

a) The wedding service itself should be the central focus of the wedding day. All other events of the day need to be placed in the role of supporting cast, and should not be allowed to overshadow the main act.

b) There shall be a harmony between the beliefs and declarations of the wedding and the celebrating of the marriage. Too often there is a gulf between the values and orientation expressed in the wedding service and those expressed in the reception and other festivities. A Christian couple will want the events of the entire day to reflect their Christian orientation to life.

c) A good, basic principle to keep in mind for the wedding and reception is *simplicity*. To seek simplicity is to resist the idolatry of extravagance. Further, to seek simplicity is to know that celebration is at the heart of the way of Christ. A wedding apart from celebration is lifeless; but a wedding without discipline unto Christ is hollow and artificial. Simpler alternatives to extravagance and alternative ways to celebrate are available from the pastors.

d) The activities following weddings are changing rapidly – even from a few years ago. Couples want more choices and freedom on their wedding day. In some weddings, today couples want to be free to use alcohol or to dance. Are wedding couples free to do this? In 1 Corinthians 10:23 – 11:1, the author Paul frames the issue not in terms of freedom and rights but in love. We stand with Paul in affirming your Christian freedom that does not compromise the glory of God (1 Corinthians 10:25-27, 29b-30).

While we do not suppose that to discourage or prohibit certain activities at weddings will sooner bring you to Christ and the Church, we do declare the excessive and inappropriate use of alcohol and immoral and impure behavior to be sin.

So where does that leave wedding couples? Right at the cross. In the end, Paul says it best when he says, "imitate Christ."

## WEDDING HELPS & POLICIES

**Congratulations on your engagement!!** To help you, your families and the church staff make everything go smoothly during this special time, please read and follow these helps, policies & instructions. We hope you find this document helpful in your planning. Please let any of us know if we can be of more assistance.

Kathy Siebert, Bethesda Wedding Coordinator

### **Statement of Church Policy**

*The activities taking place in any part of our church building should be in agreement with church objectives; to provide a place of worship and prayer, to foster Christian education and fellowship, to promote family unity and develop more family participation in church life, and to be a positive witness in the community.*

(FACILITY USE CC-060 Policy Manual)

*Consultation and participation of a Bethesda Pastor shall be utilized at a wedding of a member when it takes place at Bethesda Mennonite Church. All requests from non-members for use of Bethesda Church for a wedding ceremony and/or wedding reception must also be addressed by a Bethesda Pastor. The couple making the request shall meet with the Pastor and the Bethesda Church Wedding Coordinator prior to making the wedding arrangements according to the written guidelines and policies suggested for weddings at Bethesda. The Pastor has the discretion to approve or not approve any wedding with consultation of the Deacon Board.*

(PASTORAL INVOLVEMENT IN WEDDINGS AT BETHESDA DEA-210 Policy Manual)

# CHECKLIST

## Following Engagement:

- \_\_\_\_\_ Contact the Church Office to tentatively pencil in your wedding date on the Church calendar. You will need to meet with the pastor first, before an official date is reserved on the church calendar.
- \_\_\_\_\_ Meet with the pastor to confirm your wedding date. The sooner, the better as schedules fill up quickly.
- \_\_\_\_\_ At the first meeting with the pastor, fill out a reservation sheet (included) and return it to the church office. At this time, a date for your wedding can be reserved on the church calendar. You will also work out wedding ceremony details, counseling, etc.... with the pastor.
- \_\_\_\_\_ As soon as you have contacted a pastor to officiate your wedding and have the date reserved on the church calendar, the wedding coordinator will contact you to set up the first of three meetings. She will assist you in all aspects and logistics of planning your wedding in a timely manner. The Wedding Coordinator is Kathy Siebert, 402-723-5805 or 402-926-1656.

## The Wedding Coordinator will assist with the following items:

- \_\_\_\_\_ Meet with musicians to determine music selections.
- \_\_\_\_\_ The Wedding Coordinator will contact the Kitchen Supervisor to let them know you plan to use the Fellowship Hall or kitchen for the wedding rehearsal, reception or snacks. If the dishwasher or other large equipment in the kitchen is going to be used, a time will be scheduled by the Wedding Coordinator for the Kitchen Supervisor to check-in on the day of the wedding.
- \_\_\_\_\_ Meet with the Wedding Coordinator to review and finalize plans.
- \_\_\_\_\_ The Wedding Coordinator will contact a person to run the sound system and will fill out the sound system form with the officiating pastor and route to the sound system operator.
- \_\_\_\_\_ The Wedding Coordinator will inform the custodians of the upcoming wedding and plans to use the church facility.
- \_\_\_\_\_ Bring a bulletin announcement to the office no later than Wednesday noon, 1-2 weeks prior to the wedding. Sample bulletin announcements are included in the packet.

\*As a courtesy, the Sound System Manager, Wedding Coordinator, Musicians, Custodians and their spouses/significant other should be invited to the wedding and reception.

## Thursday Before Wedding Date:

- \_\_\_\_\_ At this time, you may pick up a key from the church office which will lock the bride's room, Fellowship Hall and the nursery.

## Monday Following Wedding Date:

- \_\_\_\_\_ Please return the key to the church office.

## AVAILABILITY OF FACILITIES

### **What is Available?**

For weddings of church members/attenders held at Bethesda, the church facilities and furniture are available at a cost of \$300, plus an additional \$75 if livestreaming is requested. For non-members/non-attenders, please see page 19 for fees. It is expected that families use the facilities and items with care and assume full responsibility.

1. Church Sanctuary
2. Fellowship Hall (banquet tables and folding chairs). Fellowship Hall may also be used as an air-conditioned location for the wedding parties to change if you desire.
3. Kitchen (dishes and related service items).
4. Brides Room (dressing room for bride and her attendants).
5. Men's Dressing Room (open Sunday school room may be used).
6. Babysitting Nursery (air-conditioned room available).
7. Candelabras (with candle lighters and snuffers).
8. Kneeling Bench

### **Borrowing Policy**

*Church members may rent folding tables and chairs at a cost of \$10.00 per table and \$2.00 per chair with permission from the church custodian.*

*Church tables and chairs will not be allowed to be used for public sales or by non-members.*

*Arrangements must be made with the custodians prior to removal of any tables or chairs. We ask that those using the tables "handle with care."*

*All other equipment may not be borrowed from the church for outside use without the prior approval of the Board of Business Administration.*

(BORROWING ITEMS FROM THE CHURCH BUS-030, Policy Manual)

### **Sanctuary**

No food or drink, except water, is to be taken into the sanctuary or into the dressing rooms. Food may be served in the Fellowship Hall.

### **Dressing Rooms**

Brides and attendants may dress in the bride's room and the Sunday school room next to it. The groom and groomsmen may dress in the Sunday school room on the 2<sup>nd</sup> floor with couches or in the Powerhouse room. A key that locks the brides room, Fellowship Hall, and nursery is available from the church office. You are expected to return the key to the church office the following Monday. The church facility is locked after 5:00 p.m., however, the family is responsible for the security of personal items.

### **Fellowship Hall**

Please inform the Wedding Coordinator at your meeting regarding your plans for the use of the Fellowship Hall.

**Church Kitchen**

If you plan to use the church kitchen, dishwasher, and/or tableware at any time for rehearsal, snacks or reception, the Wedding Planner will contact the Kitchen Supervisor.

**Ceremony Time**

Saturday weddings shall begin no later than 5:00 p.m. If the Fellowship Hall is not being used for the reception, the wedding shall begin no later than 6:00 p.m.

## DECORATING

### **When is the church available to decorate?**

Please discuss with the Wedding Coordinator a time when you may begin to decorate the church. If a death occurs within the congregation, a funeral will not be scheduled on the day of your wedding. However, please be aware that you will need to work with the pastor and the Wedding Coordinator on the availability of the sanctuary and Fellowship Hall for decorating in the days prior to your wedding.

### **Responsibility**

The family is responsible to arrange for all decorations and arrangements of the church for the wedding service.

### **Candelabra**

Plastic sheets must be placed under the candelabra in the sanctuary to protect the carpet from wax drippings. Plastic must also be placed under the unity candle. Please use plastic if you use candles in the narthex as well. The family is responsible to purchase the plastic for these items.

It is expected that the candelabra will be cleaned and put away by the family following the wedding. To clean the candelabra, please use a hair dryer to melt the wax and wipe clean; please do not scrape.

Per fire code, no one is allowed to transport lit candles within the church.

### **Communion Table**

*The Communion Table of our Lord is to be set apart for the purpose of serving Communion. Therefore, we prefer that only the Bible and the elements of Communion be placed on the Communion Table. For some in the church it is not an issue, but for some it brings distress. Refer to Romans 14:12-19.*

(PROPER USE OF THE COMMUNION TABLE DEA-100 Policy Manual)

## SOUND SYSTEM

### **Who will run the Sound System?**

A list of congregational members (Sound System Managers) who are trained to run the sound system are the only individuals able to run the sound system. The Wedding Coordinator will make arrangements to have a Sound System Manager available for the wedding service.

The Wedding Coordinator will discuss your sound system needs with the Sound System Manager several weeks prior to rehearsal.

### **What do I need to know?**

Due to the expensive nature of sound equipment, sound system personnel respectfully request that only trained personnel handle the equipment. Removal of the pulpit microphone needs to be cleared through the Sound System Manager and only sound technicians can remove the pulpit microphone.

## FELLOWSHIP HALL/ KITCHEN USE

### **What about the reception?**

As soon as the date has been set, the Wedding Coordinator will schedule the use of the kitchen and/or the Fellowship Hall with the Kitchen Supervisor. The current Kitchen Supervisor is listed on the refrigerator in the church kitchen. **ANY USE of the kitchen (for reception, rehearsal or snacks) needs to be scheduled through the Wedding Coordinator and Kitchen Supervisor.** The Kitchen Supervisor must be there if you plan to use the dishwasher.

### **Who will serve? What if I hire a caterer?**

The family is responsible to arrange for the serving of the reception.

### **Weddings During MCC Canner Week**

The Mennonite Central Committee Canner is usually scheduled in late November or early December.

Bethesda Church Council has set the following policy:

*The week of canner (either before or after depending on the set up and clean up schedule) the Fellowship Hall and the kitchen will not be available for any activities. In the event of a funeral, circumstances at the time may dictate the availability of the facilities.*

(ACTIVITIES DURING CANNER WEEK CC-061 Policy Manual)

### **Weddings Following Vacation Bible School Week**

Bethesda Church Council has set the following policy:

*There will be no weddings scheduled the weekend after Vacation Bible School (typically held the first week in June) and no two weddings scheduled on the same weekend.*

### **What items may I use in the kitchen?**

- 1) All kitchen and Fellowship Hall articles are available for use when the reception is held in the Fellowship Hall.
- 2) Questions on available items should be directed to the Kitchen Supervisor or Wedding Coordinator.

### **What else should I know?**

- 1) The host and hostess are responsible for giving servers instructions, as well as for cleaning the candle holders and arrangements used on tables.
- 2) Servers are responsible for cleaning up tables.
- 3) Please bring containers for leftover food (Tupperware for cake and sandwiches; glass jars for leftover punch, etc.) Unmarked items will be disposed of when left in the refrigerator or freezer for more than two days.

- 4) The family is responsible for washing tea towels, tablecloths, etc. and returning them to the kitchen as soon as possible.
- 5) A report of broken articles is appreciated so replacement can be made.

# MUSIC

## **How do I select music?**

Music plays a major role in most wedding services. It is therefore appropriate to give careful thought to the planning of music for the wedding. The first and most important consideration, is that the context of the wedding is worship. The music should be appropriate for worship. The text of vocal and choral music should emphasize a Christian understanding of love.

The selection of musicians should be determined by the context of worship as well. Experienced organists, soloists, and ensemble groups will have suggestions for appropriate wedding music. Please consult with them. The following list is of collections of organ wedding music that may be a helpful reference to begin with as you plan with your organist.

Wedding Music Books I-V Edited by David N. Johnson, published by Augsburg  
Wedding Music Volume I and II published by Concordia Publishing House

\*Copies of these books are available from the Bethesda Director of Music, Rod Drews.

\*\* You will want to meet with your organist 4 to 6 months in advance to listen to a variety of wedding music to select from.

The actual wedding ceremony may be planned in many ways. There is not only one way that is correct. Plan a wedding worship service that reflects who you are as a Christian couple. The pastor and musicians will help you with this aspect.

## **Fees for Musicians**

The experience of the musicians and your expectations of them for your wedding service can help you to determine the proper amount of money to give to your musicians.

## **Policy for Guest Organists**

*Any outside organist used for weddings, funerals or any other programs, must be cleared with the Music Committee and/or Director of Music. The organist needs to make arrangements to meet with one of the regular church organists to be instructed regarding the use of our organ. The Music Committee and Director of Music have the right to deny access to the organ if the request comes for someone who is inexperienced or inadequately prepared to handle a large pipe organ.*

(GUEST ORGANISTS ED-MUS 020 Policy Manual)

## **Placement of Flowers and Plants**

*The pianos and the organ in Bethesda Church are instruments that require careful maintenance. Moisture can do great harm to the finish and workings of the instruments. Therefore, we would encourage the use of plant and flower stands for any plant or flower arrangement. Please keep the pianos and organ free of plants and flowers.*

(PLACEMENT OF FLOWERS AND PLANTS ED-MUS-050 Policy Manual)

## CLEAN UP RESPONSIBILITIES

**It is the responsibility of the family to clean up the church following the wedding. The custodian(s) will be there to assist.**

### **When you leave the church following the ceremony...**

If you have a reception or any activity following the wedding that requires the party to leave, you **MUST ASSIGN A CLEAN-UP COMMITTEE (6-8 people) to STAY BEHIND** and clean up the **changing rooms, sanctuary, kitchen, Fellowship Hall, and any other location that was used for the wedding.** Please be considerate of late hours for the custodians and follow this procedure. It is too late to wait until all the festivities are over to clean up. The Wedding Coordinator will ask you who is in charge of the clean-up committee so they know whom to speak with that evening.

### **Sanctuary**

- Replace pulpit in the center of the stage.
- Communion table should be placed in front of the pulpit.
- The director's riser should be centered in front of the choir loft.
- Replace pastor's chairs on either side of the pulpit against the choir loft.
- Replace banners with the help of the custodian.
- Take down all wedding decorations on stage and pews.
- Church décor will vary by season, but should be returned to its original space.

### **Kitchen**

- Take home any leftover food or drink.
- Please place all trash in the trash cans provided. You do not need to empty the trash cans.
- Wipe down all counters, sinks, tables and chairs.
- Sweep floor in kitchen.
- Wash all plates, utensils and other church kitchen items used.
- Take home tea towels and wash cloths to be washed and returned to the church.

### **Fellowship Hall**

- Move all tables and chairs to their original locations. The custodians will be available following the wedding to assist.
- Remove all wedding decorations.

### **Rooms**

- Most Sunday school rooms and the Fellowship Hall are used on Sunday morning. The family is expected to return the rooms to their original state.
- Please remove any litter left in the rooms.
- Remove all dressing items from each room.

**Litter**

- Please pick up all litter along the sidewalk, street and within the building.
- No rice or birdseed is permitted anywhere in the building. Anything that has been scattered along the sidewalk must be cleaned up.

## WEDDING FEES/FACILITY USE FOR BETHESDA MEMBERS

*Members will pay a fee of \$300.00, plus an additional fee of \$75 if livestreaming of the service is requested. The \$300.00 fee includes the use of a Sound System Operator, Kitchen Supervisor, Custodian(s) and Wedding Coordinator. Checks should be made payable to Bethesda Mennonite Church and given to the Wedding Coordinator WHO WILL IN TURN GIVE THE CHECKS TO THE Church Treasurer to be disbursed to the individuals listed above.*

*It is suggested that the officiating pastor(s) and musician(s) be given an honorarium.*

**Other:**

*There will be no weddings scheduled the week of Vacation Bible School.*

*There will be no two weddings scheduled on the same weekend.*

*Fellowship Hall and the kitchen will not be available the week of canner.*

(WEDDING FEES/FACILITY USE FOR MEMBER'S USE OF BETHESDA CHURCH CC-265 Policy Manual)

# WEDDING FEES/FACILITY USE FOR NON-MEMBERS/NON-ATTENDERS

*Wedding Fee .....\$675.00 (plus an additional fee of \$75 if livestreaming is requested)  
Includes use of candelabras, fans, sound system, communion table, kneeling bench, and other furniture items upon request. Also assumes use of the Bride's room and one other classroom to get ready in. Includes use of sanctuary for rehearsal. Also includes use of Fellowship Hall for a staging area, but tables/chairs/etc.... are not to be rearranged, and individuals must clean up after themselves. Includes fees paid to Wedding Coordinator, Sound System Operator and Custodians.*

*Reception Fee.....\$400.00  
Includes use of Fellowship Hall, tables, chairs, sound system, and linens (plastic table covers are the couple's responsibility to provide). Includes use for rehearsal dinner, however, the couple is required to clean up after themselves. Includes use of kitchen to prepare food and wash dishes. Use of dishes, utensils and other kitchen items are included in this fee as well as a fee paid to the Kitchen Supervisor.*

*Checks should be made payable to Bethesda Mennonite Church and given to the Wedding Coordinator.*

*It is suggested that the officiating pastor(s) and musician(s) be given an honorarium.*

**Other:**

*There will be no weddings scheduled the week of Vacation Bible School.*

*There will be no two weddings scheduled on the same weekend.*

*Fellowship Hall and the kitchen will not be available the week of canner.*

*Couples are asked to provide their own extension cords, tools, tape, tacks, plastic, and any other items to be used to decorate for the wedding and/or reception.*

*A meeting with the head custodian 1-2 weeks prior to the wedding is required.\**

*ALL COUPLES married at Bethesda are required to read and adhere to the Bethesda Wedding Planner Manual. A manual can be obtained at the church office or online at [www.bethesdamc.org](http://www.bethesdamc.org).*

*\*\* This policy refers to the couple getting married or their parents (i.e. if the couple or parents are members, they are not required to pay the additional fees.)*

(WEDDING FEES/FACILITY USE FOR NON-MEMBER/NON-ATTENDER USE OF BETHESDA CHURCH CC-260 Policy Manual)

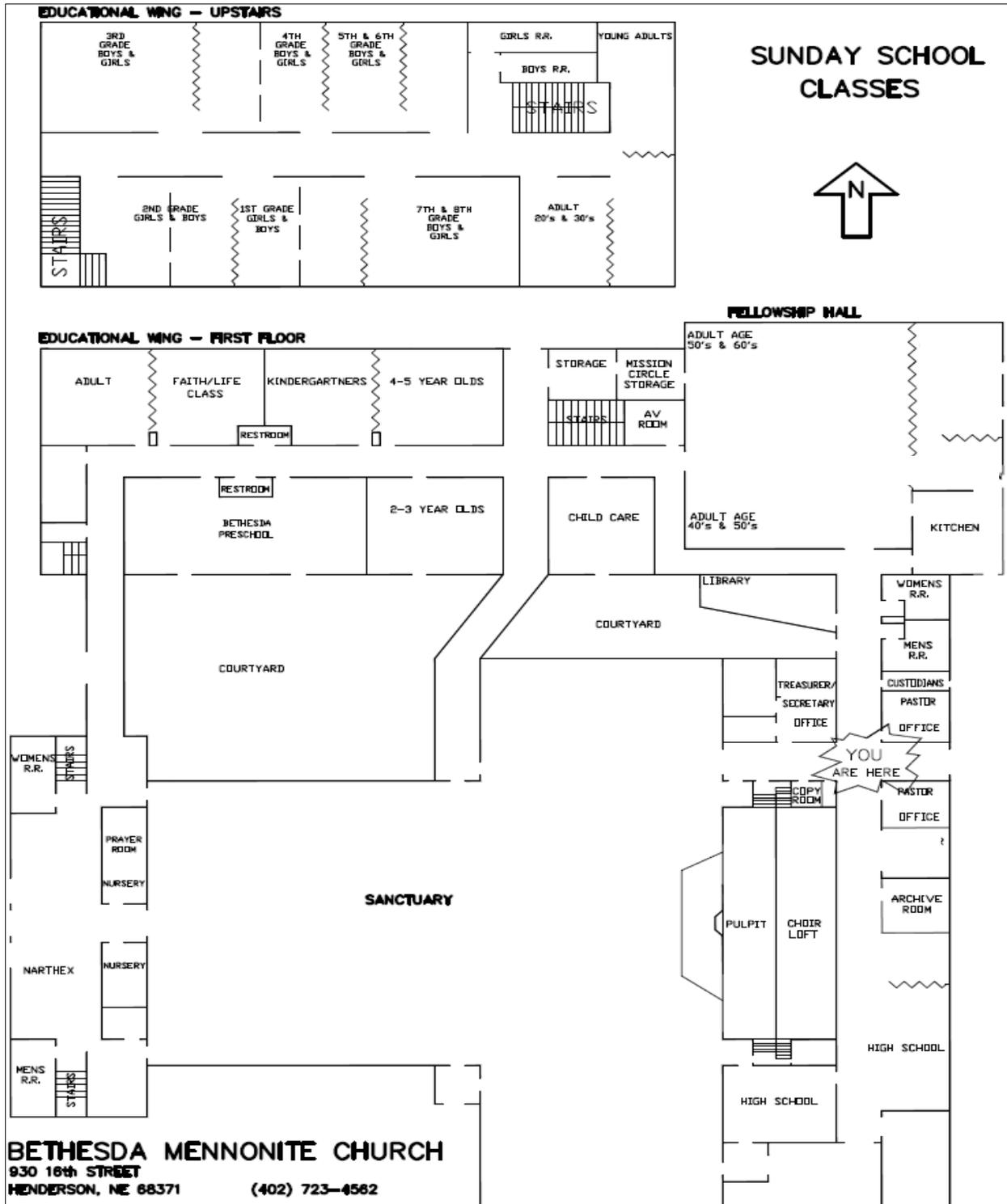
*\*The meeting with the head custodian will be set up by the Wedding Coordinator. The Wedding Coordinator will be present at this meeting.*

## BULLETIN ANNOUNCEMENT SAMPLES

Please feel free to change these to suit your needs and taste, or you may write your own. Bulletin announcements are due in the office 1-2 weeks prior to the ceremony.

1. (Parents of Bride) announce the approaching marriage of their daughter, (name of Bride) to (name of Groom), son of (Parents of Groom) of (town) on (date) at (name and location of church).
2. (Parents of Groom) announce the approaching marriage of their son, (name of Groom), to (name of Bride), daughter of (Parents of Bride) of (town) on (date) at (name and location of church).
3. (Parents of Bride) and (Parents of Groom) announce the approaching marriage of their children, (name of Bride) and (name of Groom), on (date) at the (name and location of church).
4. (Name of Bride) and (Name of Groom) will be united in marriage on (date) at the (name and location of church).

# BETHESDA MENNONITE CHURCH MAP



# WEDDING PLANNING INFORMATION FORM

Name of Bride	
Name of Groom	
Contact Number(S)	
Date of Wedding	
Time of Wedding	
Pastor Choice	
<input type="checkbox"/> Yes – We will use the Sanctuary.	
<input type="checkbox"/> No – We will not use the Sanctuary.	
<input type="checkbox"/> Yes – We will use the Fellowship Hall.	
<input type="checkbox"/> No – We will not use the Fellowship Hall.	
<input type="checkbox"/> Yes – We will use the Kitchen.	
<input type="checkbox"/> No – We will not use the Kitchen.	
<input type="checkbox"/> Women’s dressing room needed.	
<input type="checkbox"/> Men’s dressing room needed.	
Organist/Pianist	
Vocalist	
Sound System	
Photographer	
Videographer	
Caterer	
Rehearsal Time	
Livestream Operator	
Notes:	
<b>To Do:</b>	
Processional/Recessional Songs	
Ceremony Songs	
Programs	
Bulletin Announcement	
Pre Wedding Article	
Post Wedding Article	
Payments for Sound System, Custodian, Musicians, Wedding Coordinator	
<b>Items to Review with Pastor:</b>	
Ceremony Order	
Wedding Party	
Family Lists	
Rehearsal Arrangements	



# CHURCH RESERVATION FORM

This form is to be filled out by the couple and the pastor at their first meeting. It is to be given to the office staff before a date can be reserved on the church calendar.

Name of Bride	
Name of Groom	
Address	
Home Phone Number	
Bride's Cell Phone Number	
Bride's Email	
Groom's Cell Phone Number	
Groom's Email	
Mother's Cell Phone Number	
Mother's Email	
Date requested for wedding	
Pastor requested for wedding	
Time wedding will begin	
Date and time rehearsal will begin	
Facilities requested for wedding:	
<input type="checkbox"/> Sanctuary	
<input type="checkbox"/> Fellowship Hall/Kitchen for Reception (Kitchen Supervisor must be contacted)	
<input type="checkbox"/> Fellowship Hall/Kitchen for Rehearsal (Kitchen Supervisor must be contacted)	
<input type="checkbox"/> Other	

Please inform the custodians at your meeting with them if you plan to use the Fellowship Hall for any activities other than those specified above.

\_\_\_\_\_ Date

\_\_\_\_\_ Officiating Pastor