

NEW PROVIDENCE PRESBYTERIAN CHURCH

703 WEST BROADWAY, MARYVILLE, TN 37801

PHONE – (865) 983-0182

**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: _____

Age: _____ Date of birth: _____

Parents' Name(s): _____

Address: _____

Name: _____

Address: _____

Phone: _____

Email Address: _____

Age: _____ Date of birth: _____

Parents' Name(s): _____

Address: _____

GENERAL INFORMATION

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Approximate number of guests: _____

New Providence organist requested? _____

Soloist or other musicians? _____

Advise the church office of any special sound system requests. (See page 6 for contact information)

Request to use Unity Candle holder? _____

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

Request to use candelabras? _____ How many? (4 are available) _____

Wedding party to dress at church? _____ In Parlor? _____ In dressing room in the Narthex? _____

Other attendants to dress at church? _____

If yes, a room that is size appropriate will be selected.

Flowers to be left at church for Sunday service? _____

The office staff will check the church Flower Calendar and let you know if anyone has already signed up to leave flowers for that Sunday.

Posed pictures at church prior to wedding? _____

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. Be aware that there is a \$55 charge for every hour over 2 hours.

Reception place: _____ Time: _____

Are you requesting the assistance of the Presbyterian Women's Reception Committee if the reception is at the church? _____

If yes, the couple is to contact the committee to ensure their availability. (See page 6 for contact information)

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

Future residence address _____

Couple's future last name: _____

PRESBYTERIAN WOMEN'S RECEPTION COMMITTEE

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 list in this packet. The coordinator will explain what supplies and services the committee can provide.

Complete this form and return it to the committee contact person or to the church Information Coordinator.

Date of reception: _____ Time: _____

Couples' names & phone numbers: _____

List name & phone of any others contact persons:

Number of guests: _____

Fees

For use of reception committee services and supplies

- \$1.00 per person charge for each guest, regardless of number

OR

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 number of caterer: _____

Will the caterer provide all supplies? _____

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

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

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: _____	Candelabras: _____	Punch bowl: _____
Dessert forks: _____	Plates: _____	Glassware: _____
Silver service for coffee: _____	Serving platters: _____	Dishes for mints/nuts: _____

Refreshments

Specify the items the wedding party plans to serve

Wedding cake: _____ Groom's cake: _____

Name and phone number of who will deliver the cakes:

When are cakes to be delivered? _____

Coffee ? _____ Punch ? _____

Other foods? _____

If requested, the Presbyterian Women's Reception Committee can purchase the ingredients and prepare the punch, but they must be reimbursed for this expense at the time of the reception.

It is suggested that family bring containers to take away any leftover food or punch.

Flowers / decorations

Will flowers or other decorations be delivered for the reception? _____

If yes, delivery date & time: _____

Color scheme: _____

Table requirements

Specify which tables will be required and how many

Serving tables: _____ Toasting tables: _____

Wedding book tables: _____ Gift tables: _____

Important: 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. *(See page 6 for contact information)*

A copy of the *Wedding Guidelines* brochure was provided to you. This brochure contains very useful information. If you did not receive the brochure or need another copy, please contact the church Information Coordinator.

Ceremony Planner

This planner should be provided to the wedding assistant one week prior to the rehearsal.

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: _____

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 _____ Unity Candle _____ Parlor _____ Library _____
Will you be receiving guests at the church? ___ If so, where? Atrium _____ Narthex _____ Westminster Hall _____ Lawn _____
Photographer _____ Videographer _____

Wedding Contacts

The following people may be helpful in planning your wedding.

Pastor	The Rev. Dr. Emily J. Anderson	983-0182 x107 emily@newprovidencepres.org
Organist	Peggy Rogers	982-6527
¹ Wedding Assistant	Kate Clabough	256-2329 Kate.clabough@gmail.com
Information Coordinator	Janice Campbell	983-0182 x 101 janice@newprovidencepres.org
Wedding Reception Committee	?	? ?
² Communications Coordinator	Coco Everett	983-0182 x102 coco@newprovidencepres.org

¹The couple is to contact the wedding assistant 4-6 weeks prior to the wedding.

²New 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. Ordinary stationery may not print well.

Wedding Checklist

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 FOR MARRIAGE CEREMONY

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.

Blessing

Who gives their blessing to _____?

Her _____ and I do.

OR

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 (Optional)

Hymn (Optional)

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 (Optional)

Sermon (Optional)

[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.

Unity Candle (Optional)

[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

SCRIPTURE READINGS FOR CHRISTIAN MARRIAGE

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

Suggested Readings

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