



# Congratulations!

I speak for all of us at Threads in saying we are so excited for you and glad to be part of your big day! My name is Sarina, and I am the Wedding Director here @ Threads. I look forward to serving you and helping to make your wedding day a special and memorable occasion.

This booklet is designed as a tool to help in your planning needs. There are ideas and checklists as well as facility information that we hope you find useful. If I can answer any questions or help with your ceremony planning, please let me know. I can be reached at 321-2068.

Happy Planning!

# Planning and Preparation

## Requirements

Here @ Threads, we are passionate about building good marriages, not just planning nice weddings. For this reason, we require that couples go through some form of pre-marriage counseling. In order for a licensed minister from Threads to perform a wedding ceremony, the couple must first complete personal history worksheets, meet with the Lead Pastor, and work through the pre-marriage process. During this time, you will examine God's blueprint for building a successful marriage. (If a pastor from Threads is not performing the ceremony, other requirements may apply.)

## Officiating Minister

Normally the Lead Pastor of Threads will officiate or assist in the ceremony. Threads has additional licensed ministers available to officiate as well. Another minister may officiate at a Threads location provided they are in basic agreement with Threads regarding marriage and approved by the Elders of Threads Church. The Elders from Threads Church may require you to have pre-marriage counseling with the minister performing your ceremony.

## Technicians

An audio technician from Threads is required to operate the sound system and will be secured by the church office when a date is set. If you would like to use slides or video, please let us know so we can also arrange for a video technician.

## Threads wedding Director

Questions or concerns in regards to the church building or the ceremony should be directed to the Wedding Director who will be available to consult on ceremony planning by appointment. The wedding director will be present at the rehearsal and the ceremony to help your day run smoothly. Unless otherwise communicated, the wedding director is Sarina McDougal and can be reached at 269.321.2068.

# Building Use Guidelines

A detailed description of all the guidelines for renting our facility is outlined in the Rental Agreement. Listed here are some guidelines specifically for weddings:

1. No decorations should be thumb-tacked or nailed to any surfaces.
2. Removal of all decorations following the ceremony is your responsibility
3. No rice, confetti, birdseed, or real flower petals are to be used (artificial flower petals are acceptable)
4. All candles must be in an appropriate base or holder and not left unattended once lit
5. No alcoholic beverages are permitted on the premises
6. No smoking is allowed in the building
7. Chairs or other furniture may not be moved. The sanctuary set-up must remain as-is for the ceremony.

## Dressing Rooms:

There are several rooms that may be used as dressing rooms. Couples should meet with the wedding director to determine which rooms are appropriate for their needs. There is one full-length mirror available for the women. If you bring in food or beverages, it is your responsibility to clean-up. All personal items are your responsibility to remove as well, i.e. flower boxes, hangers, toiletries, etc.

## Kitchen:

If you'd like to use the kitchen for food preparation or the refrigerator, please make prior arrangements with our wedding director. Please return the kitchen to a clean and neat condition after use, as it is NOT covered in the custodial fees.

## Other Rooms:

Other rooms in the building are NOT considered available for use during your wedding unless special arrangements are made in advance.

# Rehearsal

The ceremony events are finalized with the actual walk-thru of the entire wedding program by all the bridal attendants, parents, musicians, technicians, and ushers. Staging and cues are given for every ceremony event from the prelude music and seating of the guests through the recessional and the receiving line. Responsibilities, specific staging and timing are usually explained by the pastor and walked through by the participants. The rehearsal requires no more than an hour of instruction and practice. It is very important that everyone is in attendance at the scheduled time.

The rehearsal should give everyone ample opportunity to familiarize themselves and become comfortable with the role they will play down to the smallest detail. Your wedding day is not a day for surprises or confusion, so please do not change the order or add anything that was not practiced.

Following is a list of participants that should be in attendance at the rehearsal:

Bride and Groom	Ring bearer	Musicians
Pastor	Flower girl	Vocalists
All bridesmaids	Bride's parents	Technicians
All groomsmen	Groom's parents	
Ushers	Readers	

It would be good to drop these participants a reminder note indicating the date, time, and location of the rehearsal and the dinner to follow. You should also include what type of attire is appropriate.

# Rehearsal Tips

- If for some reason a wedding participant cannot be in attendance, it would be a good idea to assign another member of the wedding party to be responsible for informing them of their duties. (A stand-in can be used during the rehearsal)
- If you have specific tasks that you wish members of the bridal party to perform, it may be a good idea to have it written down to pass out at the rehearsal.
- You may wish to have a friend or family member photograph or videotape the rehearsal.
- If you plan to take communion during the ceremony, remember to bring the juice and bread or crackers. Threads Church does have dishes you may use if requested in advance.
- The more items you bring ahead of time, the less chance of forgetting something the day of the wedding. (clothing items, programs, toiletries, etc.)
- Let participants know if you plan on having them help with any decorating or church preparation the night of the rehearsal. Bring a checklist and divide the tasks so that it runs more smoothly.
- Remember, this night is also your opportunity to honor those who have helped make your wedding day special.

# Order of Events

Your ceremony should be very meaningful to you; it should be a time of worship as you pledge yourselves to each other and to the God that brought you together. Think of it as that rather than a show or performance. As a part of the pre-marriage process @ Threads, you will be given a wedding ceremony plan worksheet to complete and return to the officiating pastor several weeks prior to the rehearsal. It will help you create an order of ceremony that fits you and is meaningful to you. Following is an example of a typical order of ceremony:

**Prelude:** usually instrumental music that begins about 30 minutes before the ceremony while the guests are being seated. Typically, this is also the time for candles to be lit, grandmothers are seated, then mothers (groom's mother first), and the pastor, groom, and groomsmen enter.

**Processional:** this music change cues the bridesmaids to enter (maid of honor enters last), the flower girl and ring bearer, and then the bride escorted by her father. (A music change is appropriate for the bride's entrance)

**Ceremony:**

- Welcome and congregation seated
- Charge (Pastor's introductory remarks that describe the nature of a Christian marriage, addressed to the couple)
- Presentation of the Bride ("Who gives this woman...?")
- Declaration of Intent ("I Do's")
- Reading/Scripture
- Exchange of Vows
- Blessing
- Exchange of Rings
- Communion (optional)
- Lighting the unity candle (optional)
- Prayer for the couple
- Pronouncement of Marriage
- Kiss

**Recessional:** Music, usually instrumental and upbeat, while the wedding party exits in reverse order of how they entered, but with the groomsmen escorting the bridesmaids

**Postlude:** Music played while the guests are being dismissed after the wedding party has finished exiting the sanctuary. Many couples are choosing to dismiss their guests personally in lieu of having a receiving line.

**Receiving Line:** This is an optional event and may take place after the ceremony or at the reception. In consideration of your guests and wedding participants, it is suggested that you not include your entire wedding party in the receiving line. This would be an opportune time for the wedding party to make sure the dressing rooms are cleared of all personal belongings, and that these things are safely put into their respective cars.

Note: If you plan to leave the building with the wedding party immediately following the ceremony, make sure all of your personal belongings are taken to a vehicle before the ceremony.

# Facts, Stats, and Helps

- Sanctuary, Gallery, and some of the smaller rooms in the building are air conditioned
- Multi-purpose room, hallways, front porch area, and kitchen are not air conditioned
- The aisle from the steps to the doorway is 45 feet long, with a width of approximately 50 inches
- There are 11 rows of seats in the sanctuary
- Sanctuary seats 205, and the Gallery seats 75
- Threads Church does NOT provide candles or candelabras, but bringing them in is permitted for the ceremony
- The wedding director has a few CD's with wedding music available for use, or you may bring in your own
- Microphones are provided by the audio tech for the pastor, musicians, and/or readers
- The church building is available prior to the ceremony for decorating by appointment. Contact the wedding director to coordinate this with the church office.
- Multi-purpose room seats approximately 75 people, but is decorated as a kid's space. Use of this space for rehearsal dinner or reception must be requested in advance and approved on a case-by-case basis.
- Restrictions apply to decorating, please see Building Use Guidelines
- We have one rectangular table and a white linen that may be used on the stage for a unity candle, floral arrangements, communion, etc.

# Clean-up Checklist

## Bride and Groom Rooms:

- All clothes, toiletries, corsages, flowerboxes, etc. removed
- Wash any dishes that have been used
- Remove any food that has been brought in

## Kitchen:

- Clean all items used- wash, dry, and return where found
- Wipe down surfaces
- Remove food from refrigerator
- Rinse out sinks and return cleaning supplies where found
- Sweep floor and wipe up any spills if necessary
- Turn off any appliances and all lights

## Sanctuary:

- Remove any decorations, aisle runner, personal effects
- Remove any tape or fasteners attached to chairs
- Replace dishes if borrowed from kitchen for communion
- Pick up artificial flower petals if used in aisle
- Pick up any programs left behind

# Your Wedding Day

Your special day has arrived! It will be exciting, emotional, and hectic. Having done your best to plan a beautiful ceremony that will honor God, you can now take time to RELAX!

A timetable will help your day flow smoothly. By deciding what time you need to arrive at the church building and what time your ceremony ends, the rest of the day can be scheduled accordingly. Use the following guideline to fill in your own times:

- ⊕ \_\_\_\_\_ Church opens
- ⊕ \_\_\_\_\_ Florist arrives
- ⊕ \_\_\_\_\_ Photographer arrives
- ⊕ \_\_\_\_\_ Wedding party arrives
- ⊕ \_\_\_\_\_ Begin pictures (if taken before ceremony)
- ⊕ \_\_\_\_\_ Musicians/sound techs arrive
- ⊕ \_\_\_\_\_ Prelude music begins
- ⊕ \_\_\_\_\_ Ushers begin to seat guests
- ⊕ \_\_\_\_\_ Altar candles lit
- ⊕ \_\_\_\_\_ Seating of the mothers
- ⊕ \_\_\_\_\_ Processional begins, ceremony takes place
- ⊕ \_\_\_\_\_ Pictures after the ceremony taken
- ⊕ \_\_\_\_\_ Arrival at reception
- ⊕ \_\_\_\_\_ Dinner to be served
- ⊕ \_\_\_\_\_ Reception ends
- ⊕ \_\_\_\_\_ Depart for honeymoon!

# Music, Video, or Slides

The responsibility for providing music/video or slides at the wedding ceremony rests with the bridal couple. We suggest making arrangements at least 2 months prior to the ceremony if you plan to hire musicians or vocalists, and they are responsible for bringing their own musical instruments. The Threads Church sound tech can be used for recorded music. If you choose to have a slide show or any video, you will need a Threads Church video tech as well. There is an added fee for this service, see Fee Schedule for details. The Wedding Director will have the contact information for your sound tech (and video tech if applicable). It is the responsibility of the bridal couple to contact him/her at least a month prior to the ceremony to review your plans. At this time the tech(s) can decide if a meeting is necessary before the rehearsal.

The following are suggestions for times to use music during the ceremony:

1. Prelude: approx. 30 minutes, while guests are being seated
2. Processional: Entrance of wedding party
3. During communion
4. During lighting of the unity candle
5. Recessional: departure of wedding party
6. Postlude: ushering out of the guests

# Contracts

This is your important day and you want everything to be just as you arranged. Contracts are a very important part of that arrangement. Most businesses that you work with will provide you with a contract. If they do not, you can simply make one yourself by writing your name and address, date, time, product or service to be provided (specify any details) and the agreed-upon price. Sign your name at the bottom of the paper and leave a space for the business representative to sign also.

If you have made arrangements with a business or person over the phone, it would be best to immediately send a letter outlining the details discussed and ask that written confirmation be returned promptly. These details will help you if there is a mistake.

Hopefully your wedding day will be perfect, however, if a mistake does arise, immediately call or write the other party, referring to your contract and ask for an adjustment or refund.

# Wedding Participants and Helpers

The bride and groom should honor those participating in the wedding by asking them personally. All participants should have a clear understanding of what is expected of them. They should be asked early enough to be sure they can set aside time for the various rehearsals and other necessary obligations.

All participants should also be thanked personally in an appropriate manner, depending on their relationship, labor, and available resources. Personal gifts, monetary gifts, or an invitation to the rehearsal dinner are a few suggestions.

Don't forget to also honor those who have helped in other ways. A personal thank you and a small gift as a token of your appreciation may be appropriate depending on the time and commitment they made to your day. Beyond your wedding party, look over your list of help.

It could include any of the following:

- ♥ Shopping for needed items
- ♥ Preparing food/cooking
- ♥ Decorating
- ♥ Cutting/serving cake
- ♥ Serving food/drinks
- ♥ Helping with clean-up
- ♥ Guest book attendant
- ♥ Ushers
- ♥ Musician/vocalist/reader
- ♥ Reception host/hostess
- ♥ Gift table attendant
- ♥ Coat check

