

WELCOME

Trinity United Methodist Church is happy that you desire your wedding to take place here. We hope you will find the information contained here to be helpful as you consider celebrating your wedding at Trinity UMC.

THE SERVICE OF CHRISTIAN MARRIAGE

A Christian wedding is a service of worship, proclaiming Christian marriage as a sacred covenant. During the service, the bride and groom give thanks for the love that has brought them together, bind themselves to one another by solemn vows, and are surrounded and supported by the presence and prayers of loved ones and the community of faith. A deep and lasting marriage needs prayers not only at the beginning, but also throughout your life together. The church can help you grow spiritually as individuals and a couple, and also provide a community of friendship, grace, and support. You are welcome here.

GETTING MARRIED AT TRINITY

Trinity is a congregation of the United Methodist Church. We are bound by the *Disciple* of our denomination to follow certain guidelines, including the performance of Christian weddings.

The congregation's pastor is given the responsibility to assure that each couple be thoughtfully and prayerfully prepared for the blessing and challenges of marriage. Each couple is expected to meet with the pastor to determine a schedule of pre-marital counseling.

The pastor is also given the authority to discern the suitability of a couple for marriage within the sphere of the church. If, on rare occasion, the pastor determines the unsuitability of a couple to marry in the church, the wedding may not be performed at Trinity United Methodist Church.

Because of the responsibility and authority the pastor has for the appropriateness of weddings being performed, it is an expectation that the pastor of Trinity UMC will be the officiating clergy. Another ordained clergy may assist or officiate if approved and invited by host pastor.

SCHEDULING THE WEDDING

Weddings may be scheduled up to one (1) year in advance. It is preferred that weddings not be scheduled any later than ninety (90) days prior to the event.

Weddings are discouraged from being scheduled during holy weeks such as Christmas and Easter. If a wedding is scheduled during the seasons of Advent or Lent (4-6 weeks prior to Christmas and Easter), the seasonal church decorations are expected to remain in place.

Wedding dates are reserved on a *first come, first served* basis determined by full deposits and/or fees being paid.

The Scheduling Process:

1. Receive and read this wedding policy to determine if our facility will meet your needs.
2. Contact the church administrative assistant to determine if the facility is available on the date you choose. The administrative assistant will submit your request to the pastor for further determination of availability.
3. If your request is approved, complete the Reservation and Wedding Information forms. By submitting the Reservation Form, you agree to follow the Trinity UMC wedding and building use policies. Please return the Wedding Information form to the office at least ninety (90) days prior to your wedding date.
4. Your wedding date is confirmed upon receipt of the Reservation Form. Non-members are required to accompany the form with a \$150 deposit within seven (7) days of wedding date approval.
5. Any remaining fees are due in the church office at least thirty (30) days before the wedding date.
6. If you have not selected a church consultant, one will be assigned to you. It is considered proper that you contact the church consultant at least ninety (90) days to the wedding date to schedule a meeting to determine your wedding day needs.
7. It is also deemed proper for you to initiate contact with the pastor to schedule a meeting to discuss pre-marital counseling sessions and wedding service plans. This should be done no later than ninety (90) days before the wedding date.

MUSIC

Musical selections, both instrumental and vocal, should express praise, joy, love, and marriage themes appropriate for a worship service.

It is expected that the Director of Music ministries (or the church accompanist) will play for weddings held at the church. *Any other arrangements must be approved by the Director of Music Ministries.*

The Director of Music Ministries will be consulted about selection of wedding music. If there is any question or concern regarding musical selections, final approval rests with the pastor.

You are encouraged to have musicians to perform during the wedding, as opposed to the use of pre-recorded selections. The Director of Music Ministries and/or accompanist may be able to assist you in locating competent musicians. If there is any question or concern regarding the use of pre-recorded music during the wedding, the pastor has final approval.

THE SANCTUARY

Seating Capacity

The seating capacity of the sanctuary (including the balcony) is 260. The lower level is estimated to seat 200 people comfortably. Extra chairs are permitted to be set up in the narthex (lobby), however no extra seating is permitted in the aisles.

Furnishings

No sanctuary furniture, equipment, banners, or seasonal decorations, may be removed or rearranged. Exceptions are the Christian flag and American flag, which must be returned to their places following the service. The piano may not be removed.

Heating and Air Conditioners may be turned on at a reasonable time prior to the wedding or rehearsal. You should discuss any concerns you may have with the church wedding consultant.

Decorations/Flowers

In planning decorations for the sanctuary, please keep in mind the architecture of the space. Simple decorations may enhance the beauty more effectively than elaborate ones.

The altar is a sacred space, therefore only the altar candles and other altar ware and/or materials used during the service may be placed upon it (i.e. paraments, communion ware).

Flowers/Decorations are permitted, however, no flowers, candles, ribbons, or anything else is to be placed on the chancel rail, the balcony railing, or in the outside aisles. This follows fire and safety codes. Flowers and greenery should be kept below the arms of the cross.

Thumb tacks or defacing tape may not be used to secure decorations to walls or any other church furnishings.

The only appropriate altar flower arrangements are created with fresh cut flowers or greenery. You are welcome to leave the flowers from a Saturday wedding in place for use during the Sunday services. However, you must inform the church consultant at least two (2) weeks in advance. A statement may be placed in the Sunday bulletin, if desired.

Pew adornments may be placed on those reserved for family members. However, such adornments may not be attached using anything that will damage the pew.

Candles and candelabra may be used. Only dripless candles are allowed. Care should be taken to ensure there is no wax damage done to the flooring or those furnishings.

The church provides two candles on the altar. No other candles are to be placed on the altar. You are encouraged to use stands for other candles, including ones placed in memory of deceased loved ones or candles used to symbolize the unity of marriage. The pastor may permit such symbolic candles to be placed on the altar.

Photography/Videography

Photographs and videos are important ways to remember your wedding day. However, neither should be done in a manner which is disruptive, intrusive, or disrespectful to the sacred activity occurring.

It is your responsibility to instruct the photographers and videographers of the following rules:

1. No flash pictures are permissible during the actual ceremony. A flash picture of the bride entering and leaving is permitted.
2. Videographers may not use lights and must remain in an out-of-the-way place during the entire service. It is strongly suggested that the service be video-recorded from the balcony.

DRESSING AT THE CHURCH

Classrooms and/or the Trinity Life Center will be provided, if requested, for the bride and groom, along with their attendants, to dress for the wedding ceremony. The church consultant will inform you of the rooms reserved for your use.

All articles of apparel, boxes, and other personal items must be removed before leaving the premises.

While refreshments are allowed in these rooms, it is your responsibility to take care of any spills and to remove all refreshments and related trash from the rooms before leaving the premises.

RECEPTION AT THE CHURCH

The Fellowship Hall and/or Welcome Center are available for receptions, church calendar permitting. The use of these additional spaces may require a fee.

It will be your responsibility to make arrangements for the reception, such as setting up, catering of food, cleaning up afterwards.

BUILDING USE GUIDELINES

You will be expected to follow the guidelines found in the attached [Building Use Policy](#).

In addition to the guidelines for general use of the church facilities, please observe the following as they pertain to weddings and/or receptions held at the church:

- For safety and appearance, rice, birdseed, confetti, or anything else may not be thrown at the couple. You may blow bubbles outside.
- No alcohol or drugs will be permitted nor improper conduct.
- All rooms and facilities used must be cleaned and placed in order on the same day as the wedding is held. Please delegate a responsible person.

FEES FOR OFFICIATING CLERGY & PERSONNEL

Officiating Clergy: \$200.00 for members \$350.00 for non-members

An honorarium is permitted and customary. This can be discussed with the pastor. Listed above is the recommended honorarium amounts. *Officiating clergy should be paid at the rehearsal.*

Musicians: \$125.00 for members and non-members \$150.00 rehearsal w/ soloist or other musicians

Fees should be paid directly to musicians. Any outside musicians are required to meet with the church music director or accompanist before being approved. *Musicians should be paid at the rehearsal.*

Wedding Consultant: \$75.00 for members \$100.00 for non-members

All persons must use the service of a Trinity United Methodist Church wedding consultant. Our wedding consultants are not wedding directors. You should not expect the consultant to be your director unless engaged to do so. A wedding director may be used, however, the church consultant has authority in matters pertaining to the use of the church facilities. Wedding consultant fees will be paid to the church, and be included in the balance payment for facilities use.

Church Wedding Consultants:

Joyce Albertson, Michelle Freeman, Lynn Gaskins, Marty Gilgo

Custodian: \$50.00 for members \$100.00 for non-members

This is a cleaning deposit. The balance (-actual cleaning costs) may be returned after all cleaning is completed.

FEES FOR FACILITIES USE

Fees are optional for active church members. Members are defined as individuals who desire to live as disciples of Jesus Christ and are actively involved in the life of the church through their prayers, presence, gifts, service, and witness. Donations are welcome to assist with utility expenses.

The following fee schedule applies to those desiring to use the facilities at Trinity United Methodist Church:

Sanctuary \$350
w/ dressing rooms \$500

Fellowship Hall/Kitchen \$300
w/ Welcome Center \$400

A deposit of \$150 shall be paid within seven (7) days of having wedding date approved. The deposit will be applied to the total amount of fees owed.

The balance of the facility fees shall be paid no later than seven (7) days before the date of the wedding. Checks for facility use fees should be made payable to "Trinity United Methodist Church."

Please complete this form and return it to the church office with the building use reservation form. A deposit of \$150 (if required) should either accompany this form, or be received by the church office within seven (7) days of wedding date approval.

Bride's Information:

_____ () _____ () _____ () _____
 Bride's full name cell phone home phone work phone

_____ _____ _____
 street address city, state ZIP code

_____ _____ _____
 e-mail address birth date birth place

Groom's Information:

_____ () _____ () _____ () _____
 Groom's full name cell phone home phone work phone

_____ _____ _____
 street address city, state ZIP code

_____ _____ _____
 e-mail address birth date birth place

Wedding Information:

_____ _____ _____
 wedding date set-up time ceremony time

_____ _____
 rehearsal date rehearsal time (allow for one hour)

Would you like your reception at our church following the ceremony? yes no

Will you be using classrooms TLC for dressing? (Please check)

Would you like our custodian to clean up after the wedding yes no

Will you be having the church musicians play at your wedding? yes no

If no, you must obtain approval from the Director of Music.

Do you have a preference of which church wedding consultant to be assigned to you? yes no

Name of wedding consultant: _____

I would like the wedding consultant to also be our wedding director. yes no

Additional musicians: _____

Photographer: _____ Florist: _____