



Trinity
United Methodist Church
Guest Wedding Policy
2008 Edition

I, the undersigned, have received the *Wedding Policy for Trinity United Methodist Church*.

Furthermore, I have read, understood and agree to abide by the guidelines stipulated in this policy.

Bride's Signature

Groom's Signature

Wedding Coordinator's Signature

Officiating Pastor's Signature

CHURCH COPY

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FAMILY COPY

TRINITY UNITED METHODIST CHURCH WEDDING POLICY

Congratulations on your upcoming wedding. We hope that by the grace of God, you will have a long and full life together.

The marriage service is one of the most sacred and beautiful of all the services of the church. It is always a Christian service in which two persons in the company of their loved ones and friends pledge themselves to each other under the blessing of God and are united by God in Holy Marriage.

A service of Christian marriage should explicitly and symbolically emphasize the Christian view of marriage. You come to be married on the church's terms. Customarily, "the marriage service" found in *The United Methodist Book of Worship* will be followed. Any proposed alteration or addition to the service should express the Christian understanding of marriage set forth in that service. The Trinity clergy in charge of the service will be happy to discuss the service with you. The Trinity clergy must approve all changes.

Your wedding is one of the happiest moments of your life, and it is our wish to do everything possible to make this the joyful, Christian experience it should be. Please remember that this is a Worship service and is subject to maintain a specific set of guidelines set by the United Methodist Church. Church members and staff assisting you desire that all your relationships here be warm and friendly. However, these people do not make the Church policies and they cannot decide to waive them.

Trinity Church and its staff recognize the importance of your wedding to you and your family. The following policies are designed to help make the occasion a memorable and happy one for all. It is the responsibility of the bride and groom to become familiar with these policies and to see that the wedding party observes them. The bride and groom also assume the responsibility of delivering the church's policies to their florist, caterer, photographer, and musicians. They will need to sign and return the policy to Wedding Coordinator or Director prior to the wedding. Failure to remit the signed agreement may result in denial of privilege. The policies cannot be waived on the wedding day because the bride and groom did not consider them in their plans.

The guidelines of this policy take effect for any wedding booked after **January 16, 2008**

SCHEDULING AND FACILITIES

Weddings at Trinity are open to members and non-members. The Wedding Coordinator must place a reservation on the church calendar for use of the facilities for a wedding ceremony. The church does not hold weddings on holidays, nor on other designated days. Saturday weddings will be scheduled from 11:00 a.m. - 2:00 p.m., and from 4:00 p.m. to 7:00 p.m. To ensure proper set-up and preparation, four (4) hours must be allowed between the conclusion of the early service and the start of the late service. If the Sanctuary is set up or decorated for a special service, it will remain as is and cannot be changed.

Scheduled church activities will take priority over a wedding. Because of the increased amount of activity and services, weddings will not be scheduled during Holy Week and Advent.

On the day of the wedding, facilities will be made available for pictures three hours prior to the time of the wedding. All pictures in the Sanctuary must be completed one hour prior to the wedding and thirty minutes after the wedding. Sanctuary furnishings and wedding decorations may not be moved for pictures.

We have a special room for the bride to use for dressing and waiting for the wedding hour. Other rooms will be assigned for the bride's attendants, the groom and groomsmen. Any other rooms must be requested and approved. A time they are to be used also needs to be specified. These rooms should be cleared of any and all personal belongings as soon as the wedding is over.

It is important for the bride and/or groom to provide current contact information to the wedding coordinator. If the wedding coordinator is unable to contact the bride and/or groom, or if payment for use of the facilities has not been received six weeks prior to the wedding date, the reservation will be cancelled.

All requisite paperwork for use of the church's facilities for a wedding must be completed and received by the wedding coordinator one (1) month prior to the wedding date.

If it becomes necessary for you to cancel your wedding, you will need to contact the wedding coordinator immediately.

NURSERY

We are able to provide and highly recommend a nursery for your wedding. Due to liability issues, Trinity childcare workers must be employed; therefore, there is an additional fee. The Wedding Coordinator will be glad to schedule this service for you. Childcare arrangements must be made one month prior to the wedding.

Fee Payment Schedule:

A non-refundable deposit of \$400 is due at the initial meeting with the wedding director. Upon receipt, the date of your wedding on the church calendar will be confirmed. All requisite paperwork for use of the church’s facilities for a wedding must be completed and received by the wedding coordinator one (1) month prior to the wedding date. All payments must also be received by then. These payments can be delivered to the church office staff. Please make all checks out to Trinity United Methodist Church.

The Wedding Director reserves the right to approve, clarify or refuse any request(s)/issue(s) not specifically addressed in this policy.

IMPORTANT TELEPHONE NUMBERS

- Trinity United Methodist Church (256) 883-3200
- Worship & Fine Arts Coordinator(256)883-3200, ext. 290
- Worship and Fine Arts Coordinator – Scott McCauleyext. 278
- Organist Contact(256) 883-3200, ext. 290
- Wedding Coordinator – Nancy McPherson (256) 881-1497
- Audio/Video – Foothills McCauley (256) 881-5660

OTHER WEDDING GUIDELINES

Each person is responsible for the safekeeping of personal items. **Do not leave the items in an unattended dressing room.** The church will not be liable for dresses, silver, handbags or personal items lost, stolen or damaged during the wedding.

All wedding processions will enter from the rear of the Sanctuary and proceed down the center aisle to the chancel. The procession will include the crucifer, acolytes, minister, and the wedding party. The crucifer and acolytes will be selected only from the list provided by the church. There can be no exceptions.

Smoking is prohibited within the church building including the restrooms, and outside the church entrances.

No alcoholic beverages may be brought onto the church premises.

The audio, video, and lighting equipment in the Sanctuary and Wesley Hall are highly technical systems that require trained personnel to operate. There are no provisions for audio, video or special lighting in the Anne Howard Chapel or the Sanctuary East Transept. Acoustics are such that sound enhancements should not be needed.

No video equipment is allowed in the Sanctuary. Trinity has a professional video system, consisting of four cameras, permanently installed in the Sanctuary. Therefore, Trinity personnel can provide a DVD of your wedding.

For safety reasons, rice, birdseed, confetti or anything else cannot be thrown in the building, immediately in front of the doors or on steps or sidewalks. These things are hazardous to churchgoers.

Aisle runners are not permitted.

FEES

The fee for all weddings at Trinity is an inclusive one. The room rental fee includes the Sanctuary, the bride's room, the bride's attendants room and the groom and groomsmen's room. The fee also includes the minister's honorarium, the organist, director/coordinator, altar guild, acolyte, crucifer, sound/lights and custodial fees. A video of the service is also available for an additional fee. The Wedding Director will be happy to discuss these options and their assigned fees with you. Other rooms are also available for a fee. All fees must be paid one month prior to the wedding. Checks are made payable to Trinity United Methodist Church. The Financial Secretary will distribute checks to the appropriate individuals after the wedding. Soloist(s) and musician(s) fees are to be handled by the bride and groom.

MINISTERS

The ministers of Trinity Church will officiate all wedding services. Other clergy may assist at the invitation of the officiating minister. Please submit to the wedding director the name, address, phone number, or e-mail address, and church of the visiting clergy.

The Book of Discipline of the United Methodist Church requires that couples preparing to be married have pre-marital counseling sessions with the officiating minister. It is the responsibility of the bride and groom to schedule these meetings with the minister. There may be additional fees for pre-marital counseling.

LICENSE

The marriage license must be in the possession of the minister before the wedding can be performed. Remember to bring it to the church five days before your wedding.

MUSIC AND ORGANIST

The Trinity staff organist is compensated to coordinate music used during the wedding service, and to play at the service. These prices are based on the salary guide as set by the *American Guild of Organists*. The organist can also be available for the rehearsal for an additional fee, based on availability.

The organist will play for all weddings held in the Sanctuary. The staff organist is in charge of all music used during the service. The organist will approve any requested music or musicians. The bride and groom need to schedule a consultation with the organist to discuss music and performers immediately following the consultation with the wedding coordinator.

All music requests for weddings must be submitted to the staff organist two (2) months prior to the wedding. No secular music is used for the wedding service.

Once the organist has approved all music and performers, it is the performer's responsibility to arrange rehearsal times with the organist and a sound check, if necessary with the church's technical staff.

WEDDING COORDINATOR

The Wedding Coordinator is responsible for all planning phases of the wedding including, but not limited to facilities, ministers, the wedding director, etc. The Wedding Coordinator will determine the availability of the facilities requested, and then schedule to meet with you at the church to discuss the wedding policies and to show the facilities.

WEDDING DIRECTOR

The church provides a Wedding Director. It is required that the bride contacts the Director at least two months prior to the wedding date. The Wedding Director will direct the rehearsal and the wedding. She will instruct the wedding party in carrying out the bride's plans in accordance with church policy. No other wedding consultant or director may be present.

REHEARSAL

The purpose of the rehearsal is to review the process of the service, and placement of the wedding party. Those customarily in attendance from the church will be the minister(s) officiating the service, the wedding's director and the audio/video director. One hour will be scheduled for the wedding rehearsal. So, all participants in the wedding must be on time for the rehearsal. The rehearsal will begin whether the entire party is present or not. Ask your wedding party to arrive fifteen minutes earlier than the scheduled time of your rehearsal.

DECORATIONS

The overall effect of church decorations (flowers, bows, greenery, candles) should always lead the eye to the Lord's Table. They should blend in with and complement the environment without dominating it.

The church furnishes the brass appointments used in the Sanctuary: a pair of Paschal candles, a pair of seven branch candelabra, a unity/trinity candle, flower urns, memory candle, and the center aisle pew torches.

No tape, nails, tacks or staples may be used to attach decorations to the pews. No decorations may be attached to the brass candelabra or communion rails or pew torches.

No candles may be carried.

No church furnishings may be moved to accommodate decorations.

Seasonal decorations placed in the Sanctuary/Chapel by the Altar Guild may not be removed.

The Sanctuary can accommodate a maximum of two (2) flower arrangements.

Only live flowers may be used in the arrangements on the flower pedestals. Cut greenery and potted plants (ferns, peace lilies, etc.) may be used in place of flower arrangements. Silk flowers may be used ONLY in bouquets and corsages.

Flowers are to remain for the Sunday worship services. Neither the flowers nor the brass urns used to hold them may be removed from the Sanctuary after the service. If the calendar has memorial flowers planned for the Sunday following the wedding, the wedding flowers will be placed in the Narthex.

The flower girl may only drop artificial flower petals.

FLORIST RESPONSIBILITIES

The florist is responsible for any leftover debris or damage to the church building, furniture, floors, carpets or property due to decorations that are used. Should there be any damage, the florist will be responsible for all repairs or cleaning, subject to the church's approval. Any bows you wish to save need to be collected immediately after the service. Further regulations regarding florists can be found in *The Wedding Policy for Florists* which all florists using Trinity's facilities are required to follow. Any deviation from the policy by the florist could result in removal of the arrangements.

PHOTOGRAPHERS

Photographers selected for weddings at Trinity are responsible for reading and agreeing to the guidelines put forth in *The Wedding Policy for Photographers*. Any photographer failing to respect these guidelines may be asked to leave the church premises.

Pictures can be taken up to one hour before the service.

No flash pictures shall be made at any point during the ceremony by either the photographer or the wedding guests. During the ceremony the wedding photographer may take one **non-flash** picture from the rear center of the Sanctuary.

BUILDING PERSONNEL

A building custodian will be assigned to the wedding and rehearsal for set-up and clean up. He is also available to help the Wedding Director in any way needed.