

Trinity Presbyterian Church Wedding Policy

INTRODUCTION

We are pleased you have chosen Trinity Presbyterian Church for your wedding. We are eager to help you make your wedding the beautiful and meaningful ceremony you want it to be.

Here's what to do:

1. Set a tentative date for your wedding.
2. Contact the Church Office to confirm that the date you have selected is available on the church calendar.
3. Complete all necessary forms for reserving your wedding date and turn them in to the church office along with your deposit of \$100*.
4. If one of our ministerial staff will be performing your wedding ceremony you will need to schedule your first meeting with the pastor.

***Deposits are non-refundable after 30 days. The balance of all fees is due one month prior to your wedding date.**

Carefully read through this booklet and mark any items you have questions about. Feel free to call any of us here at Trinity Presbyterian Church; we will be happy to supply the information you need. We are here to help you with your plans.

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REQUIRED PROCEDURES

Counseling

The ministerial staff of Trinity Presbyterian Church requires three counseling sessions be completed prior to your wedding date. Your first counseling session will be scheduled with the church secretary or the pastor at the time your completed forms are turned in and your deposit is made. The following two sessions will be scheduled by you and the pastor at your first session. Sessions will last approximately one hour.

During your first session, you will be given a packet to outline your ceremony and several resources to help plan your wedding. This packet needs to be filled out and returned by your second counseling session.

The Rehearsal

The wedding rehearsal is important in ensuring a beautiful and orderly ceremony. The wedding party should be present for the rehearsal.

The Ceremony

It is the belief of Trinity Presbyterian Church that your wedding ceremony is a Christian worship service. In addition to this belief, we also want this day to be the memorable service you desire.

Ordinarily a minister of Trinity Presbyterian Church shall officiate all weddings conducted in the church. When requested and approved by the Session, it is permissible to have another minister officiate the ceremony. Your request must be submitted in writing to the Session a minimum of 60 days prior to the wedding date. Our sanctuary will seat a maximum capacity of 250.

Music

A wedding ceremony is, first and foremost, a Christian worship service. With this in mind, the church's request is that music be in good taste to create a joyous, atmosphere for the ceremony.

It is customary to use our church organist to play the organ. At the time your forms are filed and deposits made confirming your wedding date, the church will contact our organist to schedule the date.

If the wedding couple wishes to invite a guest organist/pianist or other musicians to play for the wedding, this may be done at no charge for the equipment. The bridal couple and the organist, if playing, may decide on the music to be used. Our sound system may also be used to play prerecorded music. **However, the Minister will have final approval of all music.**

If desired, you may select a vocalist for your ceremony. If you need assistance with a selection, the Pastor or Organist may be contacted for a list of musicians.

Photography

We realize you want to capture your day in pictures. You may select the photographer of your choice. You will want to go over the church's guidelines with them.

Please make clear to your photographer that you do not want anything to detract from your ceremony. They are to be unobtrusive at all times. Flash photography is only permitted before and after the ceremony and during the processional and recessional.

Time exposures may be made from the back of the sanctuary during the service provided there is no intrusion to the ceremony. Videotaping of the ceremony is also allowed as long as it is done in an inconspicuous manner.

Flowers & Candles

Select the florist of your choice and confer with them about decorating the church. Please advise your florist that no decorations may be fastened to pews, chairs, or walls that could cause defacing. Flowers may be fresh or silk in the colors of your choice.

The church has standing candelabras which you may use. **Please use dripless candles.** Most florists can provide dripless candles along with additional candelabras. Protective covering for the floor must be provided if additional candles/candelabra are used.

Other Equipment

If mixing church equipment with equipment from your florist, it is your responsibility to ensure the florist removes only their items following the ceremony. It will be the responsibility of the couple to replace any missing or damaged church equipment.

The church is pleased to provide the following items for your use upon your request:

- Kneeling bench
- Guest book stand
- Gift tables and other miscellaneous items

If you have a specific need, please contact the church office and a staff member will be happy to assist you.

Miscellaneous Information

Some brides elect to use a wedding consultant to help them prepare the details of the wedding. While the suggestions of such a consultant are welcome, **the decision of the minister in reference to the conduct of the wedding will be final.**

Weddings shall not be scheduled that conflict with regular or special church services. All seasonal decor and liturgical symbols in the church shall remain in place. **There will be no exceptions to this.**

The wedding work crew will be available to open the building up to three hours prior to the scheduled time of the ceremony.

The marriage license shall be delivered to the minister at the rehearsal. The minister will complete the license and return the appropriate portion to the couple and the Recorder of Deeds Office.

Trinity Presbyterian Church provides dressing rooms for the wedding party to dress prior to the wedding and following the wedding. All articles brought into the rooms need to be removed following the wedding/reception.

The Trinity Presbyterian Church does not provide an aisle runner. You are welcome to supply an aisle runner for use during your ceremony. **No fresh flowers may be dropped down the center aisle without an aisle runner.**

Trinity Presbyterian Church does not provide wedding bulletins. It is the responsibility of the wedding couple to contract for bulletins if desired.

No rice may be thrown. Birdseed or bubbles may be used **outside** the building only.

No smoking or drinking alcoholic beverages is allowed in the building.

SCHEDULE OF FEES FOR WEDDINGS

MEMBERS

When at least one family member is on the active role of Trinity Presbyterian Church the wedding fees are as follows:

Facility Use Fee	\$0
Wedding Work Crew	\$75
Fellowship Hall Work Crew (if used)	\$50
Minister's Fee (Includes three required counseling sessions)	\$200
Prepare and Enrich Inventory Fee	\$30
Organist (Wedding and rehearsal)	\$125

Down payment of \$100 is required to reserve the date.
All fees are normally due one month prior to your wedding date.

NON-MEMBERS

When no family member is on the active role of Trinity Presbyterian Church, the wedding fees are as follows:

The following fees are based on the use of Trinity's staff officiating the ceremony for non-members

Facility Use Fee	\$200
Wedding Work Crew (Wedding only)	\$ 75
Use of Fellowship Hall for Rehearsal Dinner	\$100
Fellowship Hall Work Crew	\$ 50
Minister's Fee (Includes three required counseling sessions)	\$250
Prepare and Enrich Inventory Fee	\$ 30
Organist (Wedding and Rehearsal)	\$175

Down payment of \$100 is required to reserve the date.
All fees are normally due one month prior to your wedding date.

The following fees are based on the use of visiting clergy

Facility Use Fee	\$300
Wedding Work Crew	\$75
Organist (Wedding and Rehearsal)	\$175

The following fees are for off-site weddings

Minister's Fee (Includes three required counseling sessions)Members.....\$200
	..Non-members...\$250

This fee is normally due at the end of the 3rd or last counseling session.