

TRINITY UNITED METHODIST CHURCH
Wedding Policy and Guidelines
For Private & Community Use

Your wedding day is one of the most important events in your life. The sealing of a love covenant between two people, in the presence of God and their family and friends, should be celebrated with great joy and reverence. The staff and congregation of Trinity UMC are glad to welcome you to our church home and extend to you our assistance and support, as you plan your wedding ceremony. Particularly, the following staff and volunteers offer their services as follows:

Pastor: Several meetings with the pastor will help you to plan a meaningful and holy ceremony, as you explore and make decisions on practical, personal and spiritual matters. Several sessions of premarital counseling are required. Note: a pastor from another church may only officiate by invitation from host church pastor.

Administrative Assistant: The church Administrator will assist you in scheduling the rehearsal, wedding and reception. Please pay all deposits and fees to the Administrative Assistant.

Wedding Coordinator: The wedding coordinator will be able to provide hospitality, assistance and advice regarding the use of the building. She will help you arrange for any other building-use needs (such as set-up or additional visits) and is available at any time to answer your questions. If you do not hire an outside wedding director, our coordinator will be available to assist you with your wedding at the rehearsal and wedding. Our coordinator will be in the church during your wedding activities for assistance.

Music Director: Our Music Director and/or Organist will be happy to assist you in selecting appropriate music. All music must be approved prior to the wedding. The services of the church organist/accompanist are also available to you for a fee, as are vocal and handbell soloists.

Sound/Lighting Operator: This person will help you with any taped/CD music, soloist/other microphone needs and can also make an audio tape or DVD recording if requested (you provide tape/disc). Assistance in desired lighting effects will also be provided.

Wedding Coordination Checklist:

As soon as possible:

- Contact Church Administrative Assistant (trinityumcboro@gmail.com/615-896-0413) to schedule use of facilities.
- Pay weddingIf you wish to leave your flower arrangement for Sunday morning worship, please let the administrator know at least a month prior to the date; your nuptial announcement will be placed in the bulletin.
- Contact the Pastor to begin the planning process and set up pre-marital counseling sessions.
- Contact Wedding Coordinator for church policy review and to make your specific arrangements for building use. (Note: Wedding Coordinator will be present at wedding and will help direct if needed).
- Arrange with Wedding Coordinator for Sound Board/Lighting operation.
- Contact Organist/Accompanist and/or other musicians as needed.
- Contact Caterer, if needed and coordinate with Wedding Coordinator.
- Provide church policies contract to your Florist/Photographer/Wedding Director/Caterer and return (signed) to Wedding Coordinator.
- No later than 2 weeks prior to the wedding: meet with Music Director (Trinity UMC, 615-896-0413) for music approval.

Fees

All fees are due at the time of reserving the date and are refundable upon cancellation of the wedding (up to two weeks before the wedding).

The following fees apply:

	Active Member*	Non-Member & Inactive Member
Use of Sanctuary	\$500	\$1,000
Use of Fellowship Hall	\$200	\$400
Pastor	Honorarium**	Honorarium**
Pianist/Organist	Honorarium***	Honorarium***
Soloist	Honorarium***	Honorarium***
Sound System Operator	Honorarium***	Honorarium***

* Active Member = one of the persons being married or at least one of the parents of persons being married must be a current full member in good standing (or active, regularly participating constituent) at Trinity UMC. (Past members do not qualify for members fee.)

**There is no fixed fee for the services of the Trinity pastor; however, it is customary to give an honorarium to the officiating minister. Checks should be made payable to the individual minister. The trustees suggest an honorarium should start at \$300.

***If the family has planned with an available musician and/or soloist, typical honorariums start at \$300 per person. Checks should be made payable to the individual musician(s) or soloist(s).

Musicians and Minister (As contracted)

Trinity Wedding Policies

Please be sure that everyone who is involved in your wedding is aware and compliant with our policies. A contract of agreement is supplied for your florist, photographer, caterer, and wedding director, as applicable. Please have them sign and return these to our Wedding Coordinator.

Building, General Use

- Weddings/receptions will need to be completed within 4 hours of the scheduled wedding start time, including all cleanups in the sanctuary and fellowship hall.
- No food or drinks are allowed in the sanctuary. Food and drink are limited to the fellowship hall/kitchen only.
- All trash from the kitchen and fellowship hall should be placed in the dumpster.
- Smoking is not permitted anywhere inside the building. Smoking is permitted outside in the designated smoking area only.
- No alcohol/illegal drugs are allowed on church property.

Music

- Because a wedding is a worship service, the worship furnishings (communion table, pulpit and benches) in the sanctuary will not be removed from the dias. The piano will not be moved any way.
- The music should be appropriate to the sacredness of the event, and we expect photographers, video operators, florists, decorators and caterers to treat the wedding service and our facilities with respect and dignity.
- The organ and piano are available for your use during both the rehearsal and the wedding. If an outside organist will be used, please ask them to not disturb the pre-sets on the console as they are set for our organist.
- All music, especially lyrics, must be approved by the church music director no less than two weeks prior to your wedding.

Photography

- Pictures may be taken of the bridal party in the front lobby preceding the wedding processional.
- No flash photography during the wedding, ceremony. (Please also inform guests of this request.)
- Once the wedding music begins, the photographer may not come down the aisle beyond the back row of the congregation.
- Pictures may be taken **without flash** from the rear of the church during the ceremony.
- A video camera may be set up in the rear of the sanctuary. There can be NO MOVEMENT from one location to another during the ceremony, and no use of artificial lighting.
- It is suggested that photographers arrive in plenty of time before the wedding so they can get their equipment in place before the guests arrive.
- Pictures must be completed within one hour of the completion of the wedding. After one hour, we must begin to turn off lights and secure the building.

Flowers and Decorations

- You are encouraged to use the seasonal décor of the church to enhance your plans. Banners or other liturgical pieces will remain in the sanctuary.
- Please contact the church office/Wedding Coordinator with the arrival time of the decorator.
- Please use only dripless candles.
- No tacks, screws, nails, staples, wire, glue or tape shall be used to secure decorations.
- Protection must be placed under all pots, palms and vases so that no dampness seeps through.
- Flower girls should throw artificial petals only, unless a protective carpet runner is used.
- Please remove all decorations from the sanctuary as soon as the photography session is over.

Sending Celebration

- Outside the doors only.
- Please use only birdseed or bubbles, no rice.

Please sign and return to the Wedding Coordinator/church office.

I have received, understand and will adhere to the wedding policies of Trinity UMC.
