



Wedding Policy

Approved by the Session on August 29, 2023

Dear Bride and Groom,

Congratulations on your engagement! We are very happy for you and excited that you want to have your wedding at Trinity Presbyterian Church.

This Wedding Packet is designed to give you the information you will need to have your wedding here at Trinity. After carefully reading through the entire packet, please (1) schedule your "Preliminary Counseling Appointment", (2) fill out pages 1-4 of the "Forms" section, and (3) return the forms to the Senior Minister's Office. After the "Preliminary Counseling Appointment", we will "pencil in" a date for your wedding on the church calendar. This date will be contingent upon approval of the wedding by our Session. Please do not finalize your wedding date until the wedding is approved by the Session and the date confirmed on the church calendar. We will then refer you to a TPC minister for premarital counseling and to the Coordinator of Ministries for coordination of the details of your wedding with the church. It will be up to you to schedule these appointments.

Please call us if you have any questions.

Sincerely,

The Ministry Staff

Preparing for Your Marriage

Congratulations on your engagement! We are very happy for you and excited that you want to have your wedding at Trinity Presbyterian Church.

The Ministers and Session of Trinity Presbyterian Church believe strongly that marrying a couple is much more than performing the ceremony. Vows, the most important promises we make in this world and the heart of the wedding ceremony, are oftentimes lost in the ceremony itself. We believe that you should have every opportunity to be prepared for a Christ-centered and biblically grounded marriage, one which has the potential of being everything our God intends marriage to be. We also believe that it is our responsibility to ensure each wedding at Trinity is conducted in accordance with God's word and to serve His glory. In other words, our goal is to help prepare you not only for the *wedding* but also, and most importantly, for *marriage*.

The Preliminary Counseling Appointment

Marriage is God's idea and that means it is far more important than you may have thought. To build a marriage according to God's design, you cannot ignore the spiritual foundation. And, because we are committed to your success, we cannot ignore God's design for marriage either. Therefore, our ministers may not perform weddings for a couple: when one is a Christian and the other is not (1 Corinthians 7:39); when the couple is of the same sex (1 Corinthians 6:14; Genesis 2:22); or when the couple is closely related (Leviticus 18:6ff). Additionally, our ministers may only marry a divorced person in the event the divorce was for biblical reasons.

During your Preliminary Counseling Appointment, you will be asked to affirm and/or satisfactorily answer the following questions by the Senior Minister (or his designee).

1. "Are you believers in the Lord Jesus Christ?" As we have noted already, Christians may only marry "in the Lord" (1 Corinthians 7:39). Because marriage is God's institution, any successful marriage must be based on a common faith in Christ as Lord and Savior. During your Preliminary Counselling Appointment, you will be asked to share briefly about your personal faith as a Christian. Please provide us with a brief statement of your personal testimony/faith in Jesus Christ, and give evidence of your commitment to Him as Savior and Lord
2. "Where is your church membership, and to what church will you belong when you marry?" A common spiritual life is essential to the success of any marriage. Therefore, we ask all couples to commit to a church together. Ideally, it is best for the bride and groom to be members of the same church before they marry. When for practical reasons this is not possible, we ask you to make a decision before marrying on which church you will join. This decision will not become easier after the wedding, and it is our experience that settling this issue before the wedding is not only wise but relieves unnecessary stress surrounding the wedding.
3. "What are your current living arrangements? Are you committed to sexual abstinence until married? Where will you live when you marry?" God designed sex to be enjoyed only within the context of one man and one woman in marriage. Therefore, we ask that couples commit to sexual abstinence until married.
4. "Have either of you been divorced?" If so, see "Divorce and Remarriage at TPC" below. Marriage is a sacred institution. We will only perform a wedding if the divorce was for biblical

reasons.

5. "Are you willing to meet for premarital counseling, and fulfill not only the necessary reading requirement, but also homework exercises and a questionnaire?" We are committed to the success of your wedding AND your marriage. Therefore, we ask that couples commit to the required pre-marital counseling sessions before marriage.

In preparation for your Preliminary Counseling Appointment, please fill out pages 1-4 in the "Forms" section of this packet and return it to the Senior Minister's Office. Your wedding will be *tentatively* added to the Church calendar after this appointment. **Please do not finalize your wedding date until our Session has given final approval of the wedding and wedding date.** This step is also necessary to receive approval for using an outside minister. Because a date cannot be secured until after this approval, please schedule your Preliminary Counseling Appointment as far in advance as possible.

Divorce and Remarriage

Divorce is always painful and the discussion of it is likely to open old wounds. We wish to be sensitive to your feelings, while at the same time be faithful to the Scripture. In the midst of an epidemic of divorce, the church has a responsibility to stand firm on the sanctity of marriage. Jesus said,

...everyone who divorces his wife, except for the cause of unchastity (*porneia*), makes her commit adultery; and whoever marries a divorced woman commits adultery (Matt. 5:32; cf. 19:3-10).

The traditional Protestant understanding of Jesus' teaching has been to regard divorce for any other reason than sexual sin or desertion as sinful and forbidden. Likewise, remarriage is only allowed when the divorce has been a sanctioned one (for reasons of sexual sin or desertion). Remarriage under any other circumstances is forbidden. The *Westminster Confession of Faith* reads,

In the case of adultery after marriage, it is lawful for the innocent party to sue out a divorce, and after the divorce, to marry another, as if the offending party were dead.

...nothing but adultery, or such willful desertion as can no way be remedied by the Church, or civil magistrate, is cause sufficient of dissolving the bond of marriage (XXVI. 5,6).

What can be done if you wrongly divorce another? Repentance, faith, and restitution are the necessary responses to any sin. In this case it would mean acknowledging that the divorce was wrong, renewing your faith in Jesus Christ, and being reconciled to your former spouse. If reconciliation is now impossible (E.g., because of death, remarriage or his/her unwillingness to reconcile) it means an attitude of sincere repentance for the sin committed. In either case, we must see evidence of a new regard for the sanctity of marriage.

You can see then that we must ask a number of questions about your divorce before it can be determined if you may be remarried by a church which is trying to be both sensitive to you and faithful to a Christian understanding of marriage. All information will be held in confidence and will not be discussed beyond the confines of the Session of this church. If you have been divorced, please fill out page 3 of the "Forms" section prior to your Preliminary Counseling Appointment.

The Date and Time

Once the Premarital Counseling Appointment is completed and the Session has approved the wedding, the date will be confirmed on the church calendar. The scheduling of a second ceremony, on the same date as a previously scheduled ceremony, may be approved only after the Church Office is confident there is no conflict. Rehearsals or weddings are not scheduled on Sundays, Wednesday evenings, Christmas Eve, Christmas Day, Thanksgiving Eve, Thanksgiving Day, Independence Day, Labor Day, Holy Week, or at any time that interferes with worship services or the regularly scheduled events in the church. Evening weddings are not scheduled for later than 7:00 p.m.

Once the wedding date is approved, we will then refer you to the TPC minister of your choice for premarital counseling and to the Coordinator of Ministries for coordination of the details of your wedding with the church. It will be your responsibility to schedule these appointments.

Weddings for Members and Non-Members

Ordinarily, only members of Trinity Presbyterian Church (either the bride or the groom) may have weddings at the church. In some cases where there is a prior relationship between the bride or groom and the Church, the Session may grant "member status" to those who are not members, however this will be decided on a case-by-case basis.

Weddings in which neither bride nor groom are members of Trinity Presbyterian Church may be held at the Church only by approval of the Session. Because Trinity Church members have priority to use the church, we will only confirm the date for a non-member wedding 90 days prior to the wedding.

Premarital Counseling

We require each couple to complete a premarital counseling course with one of our ministers. This course will cover such issues as the biblical foundation for marriage, finances, communication, conflict resolution, and physical intimacy. Each couple will be asked to take the *Prepare/Enrich* premarital assessment. If either the bride or groom is unable to attend the premarital counseling presented by Trinity Presbyterian Church, then either or both may attend another premarital course pre-approved by the Senior Minister and Session.

The Wedding Coordinator

A Wedding Coordinator is required for all weddings at Trinity Presbyterian Church. A list of approved coordinators will be furnished for your convenience. Coordinators from outside Trinity Presbyterian Church may not be used unless approved by the Session. Additionally, the Coordinator of Ministries and the rest of the church staff will assist you in any way we can.

The Wedding Planning Conference

After the wedding has been approved by the Session, the bride and her parents should arrange a conference with the Coordinator of Ministries to discuss the costs, the ceremony, and use of the church property. All forms should be completed and returned **at least 30 days prior to the service** in order for the church staff to carry out your desired plans. The Sacrament of Communion cannot be a part of any wedding ceremony.

The Music and Readers

Because we believe that a wedding is a divine institution sanctioned by our Lord (though not a Sacrament), all aspects of the ceremony, including music, should be of an appropriate sacred character and consistent with the music played and sung during the Lord's Day morning worship services. All service music must be planned in consultation with the Organist. The Director of Music will have final approval for all music and musicians used in the ceremony. This final approval must be made no later than 3 months prior to the wedding date. Choir robes or modest apparel are required for all soloists and readers. No taped or recorded music is allowed. If desired, the Director of Music or Organist is able to suggest vocal soloists and instrumentalists and assist in contracting musicians for the ceremony. If the music requested requires more than normal preparation, an additional fee may be required (see "Other Charges" section). The bride should contact the Organist soon after the wedding is approved by the Session.

The Final Counseling Appointment, the Ceremony and the Program

After the premarital counseling is completed, you will be asked to meet with the Senior Minister for a Final Counseling Appointment. At this meeting you will discuss the ceremony and the program. A sample ceremony is included in this packet. Whether or not a formal program is printed, the Senior Minister must approve the order and content of the ceremony at the Final Counseling Appointment. Prior to his final approval, all details must be completed with the Coordinator of Ministries, the Wedding Coordinator, and the Director of Music.

The Ministers

A Senior Minister of Trinity Presbyterian Church will officiate at all weddings. Non-staff ministers may assist with prior approval from the Session.

The Marriage License/Affidavit

You will need to obtain your marriage license/affidavit and present it to the minister at the rehearsal. In Montgomery County call the Probate Judge's office at 334-832-1235.

Rehearsals

A definite date and hour for the rehearsal must be arranged with the Wedding Coordinator and the Coordinator of Ministries. Please be sure that the rehearsal begins on time. Rehearsals require about one hour, so please alert your party to allow enough time. The bride and groom should insist that members of the wedding party be as prompt for the rehearsal as for the wedding. The Minister and the Wedding Coordinator will be in charge of the rehearsal. Both sets of parents, ushers, groomsmen, and bridesmaids should be present. The marriage license/affidavit should be delivered to the Minister at the rehearsal. The rehearsal should be conducted in a quiet, dignified and reverent manner as befits any ceremony conducted in a place dedicated to the worship of God. No food or drink is allowed in the Sanctuary at any time. No one who is using or under the influence of alcohol or drugs will be allowed on church property.

Modest clothing is required at the wedding rehearsal. We understand that casual dinners often follow the rehearsal, but appropriate attire should always be worn in the sanctuary. We also ask that gentlemen remove their hats while in the sanctuary. Please inform your wedding party of these guidelines.

Wedding Day Timeline

The church building will be opened three hours before the ceremony, or earlier if requested, at which time the wedding party, the florist, and others may arrive. The bride's dress may be delivered on the Friday before during normal church hours (8:00 A.M. – 5:00 P.M.).

The Parlor will be available for the bride and her wedding party. The room has an adjoining bathroom and is equipped with a full-length mirror. The Spires Room will be available for the Groom and his party.

Audio

Sound equipment and a sound technician are provided to place microphones properly. The technician will supply you with a complimentary digital recording of your ceremony.

Wedding Attire

In keeping with our belief at TPC that the celebration of a wedding is a worship service, we require that the wedding party be dressed modestly.

Wedding Pictures

Trinity Presbyterian Church recognizes the value of wedding photographs and videos as a lasting remembrance of your wedding. This requires cooperation of all parties involved. Therefore, we ask that you carefully read the policies below and sign the "Photographer/Videographer Policy Agreement" in the "Forms" section of this packet as an indication that you understand and will abide by these policies.

The use of flash cameras is not allowed in the Sanctuary from the time the guests begin to arrive and throughout the ceremony. The photographer may take pictures before or after the ceremony in any part of the church building or grounds. No pictures may be taken in the Sanctuary during the ceremony except time exposures from the rear of the Sanctuary or balcony and only 2 flash pictures of the bride and groom as they leave. The wedding party may return to the Sanctuary for pictures after the ceremony if they desire.

Videotape recording of the ceremony may be done using available lighting. The positioning of video cameras and cameramen should be discrete and should not detract from the beauty of the wedding and the decorum observed by the wedding party and guests. The positioning of the video camera and cameraman must be in the balcony.

Decorations

The parties planning to be married may arrange for decorations with their florist, or they may do their own decorating. Decorations must not detract from the natural beauty of the Sanctuary or the spiritual nature of the wedding.

Florist Policy

We want your wedding at TPC to be a meaningful and beautiful experience. This requires cooperation of all parties involved. Therefore, we ask that you carefully read the policies below and sign the "Florist Policy Agreement" in the "Forms" section of this packet as an indication that you understand and will abide by these policies.

The Session of Trinity Church has adopted certain rules for the use of flowers and other decorations in the Sanctuary. These rules are intended to protect the property against abuse, prevent misunderstanding and possible embarrassment, and promote mutual satisfaction for all who may be concerned.

The simple dignity of the Sanctuary of Trinity Presbyterian Church does not require elaborate decorations for effectiveness. All decorations should enhance the spirit of worship and the dignity of the wedding ceremony. The ceremony must not be impeded in any way by plants, greenery, or by any floral arrangements. Nothing outside of the guidelines should be done without discussion with and consent of the Church Administrator who will be responsible for the physical placement and arrangement of church equipment.

- Contact the Coordinator of Ministries at the earliest opportunity and go over arrangements for decorating the church before any decorating is done.
- Wax paper or other transparent material should be used to cover the floor beneath any candles to protect the floor covering.
- No candles are permitted on the Sanctuary balcony rail. Nothing may be placed on the organ console, pianos or harpsichord.
- No carpentry work will be permitted in the building and no temporary construction may be brought in for use without approval of the Church Administrator.
- No appointments in the foyer may be removed or rearranged. The Sanctuary vases and appointments may not be used elsewhere in the buildings. Arrangements are permitted on the pedestals in the Narthex.
- Florists or those decorating must provide their own supplies (oasis, tape, wire, candles, etc.)
- All decorations must be in good taste, and not detract from the beauty of the Sanctuary or the sacred nature of the ceremony.
- Florists and employees must not use improper language, discourteous actions, and must not smoke in the Sanctuary or in any part of the church building.
- Removal of decorations must begin immediately after the service and post-service pictures. A crew adequately sufficient to remove the decorations must be provided by the florist. Please refer to "Decorations" for guidelines on making the flowers suitable for the Sunday worship service.
- The Sanctuary must be left "broom clean." Any accidental drippings of tallow, wax, or other materials must be cleaned from the pews, floors, woodwork, carpet, and other furnishings. The church's staff on duty is available for the rearranging of the furniture, mopping the floor after it is "broom clean" and for lockup. The Church Administrator may be called upon to adjust the heating, air conditioning, and lighting, or to bring or replace church property, which may be needed or used in the ceremony.
- The florist should arrange with the bridal party beforehand for the disposition of decorations and candles after the ceremony.
- Wax candles are not permitted in the memorial candelabra or the window candlesticks. The church will furnish oil-filled candles for these locations.

The bride is invited to leave the wedding flowers for the following Sunday worship service, provided there is a vacancy on the church floral calendar for that particular Sunday. It is the bride's responsibility to check with the Chancel Guild for calendar availability. Wedding flowers left in the Sanctuary following the ceremony must be appropriate for the Sunday morning worship services. It is the duty of the wedding party's florist to make the necessary alterations.

If an arrangement is left on the reredos (shelf) it must not interfere with the choir, and it must not be over five feet in width. It must be altered so that it does not fall forward against the heads of choir members in the top row of the choir. It may not be any taller than the lowest portion of the pipe organ.

It is also possible to leave two arrangements on the floor on the pedestals instead of, but not in addition to, the one on the reredos. They must be arranged in Sanctuary containers. Nothing is to be left in the windows, choral chairs, or on the piano. Two arrangements may be left in the foyer. They should be placed on either side of the center doors leading into the Sanctuary and not interfere with the opening and closing of these doors.

Those wishing to marry during the Christmas season may do so provided decorations already in the sanctuary are not disturbed.

Church Dimensions and Available Furnishings

There are two columns of 18 pews with a center aisle on the floor level of the Sanctuary with additional seating in the balcony. The Sanctuary will seat approximately 500 when filled to capacity. The following items are available for your use:

- Organ, piano, music stands.
- Kneeling bench, candelabras, and two candle lighters.
- Pew markers
- *The Hymnal*, *The English Standard Version* Pew Bible
- Hurricane lamps for the windows
- Pew candelabra
- Lecterns for guest books

Trinity Hall is a 10,000 sf dining and banquet hall with a stage and audio/visual system. It also has a complete commercial kitchen and serving area. Trinity Hall has 50 round (72") tables and accompanying banquet chairs. Dining capacity for Trinity Hall is 500.

The Westminster Room is also available for smaller receptions. It is approximately 1,300 sf and dining capacity is 60-70.

Receptions

Receptions are permitted on the Church property when the wedding is at Trinity Church. Only members may use the Church for receptions when the wedding is not at Trinity Church.

The use of glitter, rice, confetti, popcorn, beans, or birdseed as a farewell shower is prohibited within the church or on church grounds. Rose petals are acceptable. Under no circumstances are any alcoholic beverages to be brought on church property nor is smoking permitted in church buildings at any time. No temporary construction can be allowed in any part of the church facilities without approval of the Church Administrator.

Live or recorded classical chamber music performed by chamber ensemble or pianist is permitted during receptions. Dancing is prohibited except for traditional dances such as Bride and Groom, Bride and Father of the Bride, etc.

Catering

The church kitchen facilities are available only to a professional caterer for final food preparation for the reception. The caterer must be "ServSafe" certified and adhere to the following rules:

- A member of the staff of Trinity Presbyterian Church must be present during the reception and a fee will be required.
- Caterers are expected to meet with the Coordinator of Ministries at least two weeks prior to the wedding to plan for the use of church property and equipment and to discuss any charges for its use. Use of the silver and linen closet is restricted to members only. These items may not be used as flower containers. The caterer must furnish the Coordinator of Ministries with a list of specific church items to be used. All items must be returned to the kitchen staff representative following the reception.
- Caterers will be responsible for full replacement value of any church property damaged or lost.
- Caterers must bring all their own personnel and supplies including tablecloths, dishes, serving pieces, silver, knives, etc. No church supplies (foil, oil, etc.) will be available to the caterer except by prior arrangement.
- For very small receptions, church plates, cups, and flatware may be used provided no additional plates, cups, and/or flatware are rented. In case of breakage, full replacement is required. The Church's fine china is not available for weddings.
- The church will not be responsible for the inspection and counting of rented items.
- The kitchen must be properly cleaned after the reception, and proper arrangements must be made for the cleaning of Trinity Hall and any other areas used.

If you are using the church for a reception, we ask that you read and sign the "Caterer Policy Agreement" in the "Forms" section of this packet as an indication that you understand and will abide by these policies.

Security

Every possible effort will be made to protect personal items such as wedding dresses, purses, gifts, etc. However, the church cannot be responsible for such items if lost, stolen, or damaged. It is imperative that money, jewelry and other valuables not be left unattended in the bride's parlor or groom's room.

Trinity Presbyterian Church requires "outside of building" security for parking area and street parking for weddings. Security for rehearsals is optional. The Coordinator of Ministries will arrange for security, and this will be included in your invoice. Trinity Presbyterian Church cannot be responsible for personal property at any function.

Nursery

The Coordinator of Ministry can provide a list of personnel for a nursery; however, it is the responsibility of the person being married to hire and pay the nursery workers directly.

Wedding Fees for Members and Non-Members

The fee schedule for members and non-members is different. For members, there are no fees required for a basic wedding at the Church. There are fees required, however, if members have special requests and/or set up and if their reception is held at the church. Non-members are charged fees for all activities held at the church based on the fee schedule below.

Facility Use	Member	Non-Member
Sanctuary Use (basic) ¹	-	\$2,000
Sanctuary Use (special) ²	\$500	TBD
Trinity Hall (basic) ³	\$500	\$2,000
Westminster Room (basic) ⁴	\$200	\$1,000
Audio Visual for Trinity Hall or Westminster Room	\$100	\$100
Kitchen (light use)	\$25+\$25/hour	\$50+\$25/hour
Kitchen (heavy use)	\$100+\$25/hour	\$200+\$25/hour
Custodial	\$50+25/hour	\$50+25/hour
 Professional Services		
Minister (wedding)	-	\$350
Minister (pre-marital counselling)	-	\$250
Organist (basic)	-	\$300
Organist (special)	up to \$250	TBD
Wedding Coordinator	-	\$250
Assistant Wedding Coordinator (if needed)	-	\$150
Security (day of wedding)	-	\$120
Security (rehearsal) – if desired	\$120	\$120

Honoraria

We are often asked about giving an honorarium to the Ministers. We suggest that you consider what you are paying other vendors as a guide to determine the appropriate amount to show your appreciation.

Other Charges

If there are special requests for the wedding or reception that require more than normal labor or expertise, any extra charges will be the responsibility of the bride. Any extra charges such as linens, tablecloths, rental or cleaning, or damage to church property will be the responsibility of the bride.

Payments

All forms and plans for the wedding are due to the church office thirty (30) days prior to the wedding and an invoice will be generated for the costs of the wedding. All fee payments are to be made by check to Trinity Presbyterian Church. Honoraria to be paid by checks made payable to each individual provider. All payments are due in Trinity Presbyterian Church business office fifteen (15) days prior to wedding.

¹ Basic set up of the Sanctuary includes Table with white paraments, Chancel rails, kneeling bench, lecterns, and candelabra.

² Special set up includes additional set up required in the sanctuary beyond the basic set up.

³ Basic set up of Trinity Hall includes use of Trinity Hall tables and chairs

⁴ Basic set up of The Westminster Room includes use of Westminster Room tables and chairs.

Wedding Service Format

The service example below represents what would be considered a *very full* wedding, and should be thought of as a typical wedding. Printed programs are not required or expected.

<i>The Order of Worship</i>	
<i>Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.</i>	
<i>Colossians 3:12-14</i>	
THE ORGAN VOLUNTARY	
Song	Composer
Song	Composer
SEATING OF THE GRANDMOTHERS AND MOTHERS	
Song	Composer
THE SOLO (optional)	
Song	Composer
THE CHIMING OF THE HOUR	
THE BRIDAL PARTY PROCESSIONAL	
Song	Composer
THE BRIDAL PROCESSIONAL	
Song	Composer
THE CALL TO WORSHIP	
THE PRAYER OF ADORATION AND INVOCATION	
THE HOMILY (optional)	
THE DECLARATION OF INTENT	
THE MINISTRY OF THE WORD	
THE MARRIAGE VOWS	
THE EXCHANGE OF RINGS	
THE PASTORAL PRAYER	
THE LORD'S PRAYER (optional)	
THE DECLARATION OF MARRIAGE	
THE BENEDICTION	
THE RECESSIONAL	
Song	Composer
Song	Composer
THE VOLUNTARY	
Song	Composer

The Wedding Party

MATRON OF HONOR
Name

BRIDESMAIDS
Name
Name
Name

BEST MAN
Name

GROOMSMEN
Name
Name
Name

BEST MAN
Name

PARENTS OF THE BRIDE
Names

PARENTS OF THE GROOM
Names

GRANDPARENTS OF THE BRIDE
Names

GRANDPARENTS OF THE GROOM
Names

MINISTER
Name

INSTRUMENTALISTS AND SOLOISTS
Names

Conclusion

Finally, we hope that this information has been helpful to you in preparing for your wedding. If you have questions concerning any part, please contact the Coordinator of Ministries, Wedding Coordinator, or the Minister who will perform your wedding. We wish you God's blessings in a rich and full life together and that Jesus Christ will be exalted in your home.

FORMS

TRINITY PRESBYTERIAN CHURCH

Preliminary Counseling Information

*Please complete and return to the Senior Minister's Office prior to your Preliminary Counseling Appointment.
This information will be treated with confidentiality.*

Bride's Information

Name: _____ Phone: _____

Email address: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Member of Trinity Presbyterian Church? Yes No If not, where? _____

Parents' Name(s): _____ Parents' Phone: _____

Email address: _____

Parents' Address:(Street) _____

(City) _____

(State, zip) _____

Members of Trinity Presbyterian Church? Yes No If not, where? _____

Groom's Information

Name: _____ Phone: _____

Email address: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Member of Trinity Presbyterian Church? Yes No If not, where? _____

Parents' Name(s): _____ Parents' Phone: _____

Email address: _____

Parents' Address:(Street) _____

(City) _____

(State, zip) _____

Members of Trinity Presbyterian Church? Yes No If not, where? _____

Wedding and Rehearsal Information

Requested Wedding Date: _____ Requested Wedding Time: _____

Requested Rehearsal Date: _____ Requested Rehearsal Time: _____

Requested TPC Minister(s): _____

Requested Assisting Minister (from another church): _____

Minister's Church: _____ Minister's Phone: _____

Questions for Bride and Groom

What books or other materials on marriage have you read in the last two years?

Groom:

Bride:

Are your parents supportive of your marriage plans?

Groom: Yes No

Bride: Yes No

If you are not a member at TPC, why have you requested to have your wedding ceremony here?

What are two or three areas you hope will be covered in pre-marital counseling?

Groom:

Bride:

Have you ever been married before?

Groom: Yes No

Bride: Yes No

If so, what ended the marriage?

Groom:

Bride:

If you have been divorced, please answer the following questions:

- What were the circumstances of your divorce (i.e. what were the grounds, who initiated it, etc.)?

- What is the current marital status of your former spouse? Has he/she remarried? Has reconciliation been attempted?

- What are your current convictions regarding marriage and divorce? Under what circumstances would you initiate divorce?

- If you previously divorced your spouse for grounds other than sexual or desertion, how do you now regard that action?

Please note – In assessing your request for marriage at Trinity Presbyterian Church, it will be necessary for the Minister to contact your former spouse (s). By returning this questionnaire, you are consenting to our making such contact.

In the space below please tell us about your Christian faith and personal relationship with God. Please include any details about your spiritual growth and present practices as a Christian.

Groom:

Bride:

TRINITY PRESBYTERIAN CHURCH

Wedding Information

*Please complete and return to the Coordinator of Ministries.
This information will be treated with confidentiality.*

Today's Date: _____ Wedding Coordinator: _____

Bride's Information

Name: _____ Phone: _____

Email address: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Member of Trinity Presbyterian Church? Yes No

Parents' Name(s): _____ Parents' Phone: _____

Parents' Address:(Street) _____

(City) _____

(State, zip) _____

Members of Trinity Presbyterian Church? Yes No If not, where?

Groom's Information

Name: _____ Phone: _____

Email address: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Member of Trinity Presbyterian Church? Yes No

Parents' Name(s): _____ Parents' Phone: _____

Parents' Address:(Street) _____

(City) _____

(State, zip) _____

Members of Trinity Presbyterian Church? Yes No

Bride and Groom's Address after the wedding:

Wedding and Rehearsal

Minister's Name: _____

Minister's Church (if not TPC Minister): _____

Minister's Phone (if not TPC Minister): _____

Wedding date: _____ Wedding Time: _____

Rehearsal date: _____ Rehearsal Time: _____

Rehearsal Dinner Place: _____

Rehearsal Dinner Time (at least 1.5 hours later): _____

Attire for Rehearsal: _____

Florist's Information

Florist: Yes No

(If "yes" please complete the attached "Florist Policy Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address: (Street) _____

(City) _____

(State, zip) _____

Time of Decorating on Rehearsal Day: _____ Time of Decorating on Wedding Day: _____

Time flowers arrive: _____

Photographer's Information

Photographer: Yes No

(If "yes" please complete the attached "Photographer/Videographer Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address:(Street)_____

(City) _____

(State, zip) _____

Set up time: _____

Videographer's Information:

Videographer: Yes No

(If "yes" please complete the attached "Photographer/Videographer Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address:(Street)_____

(City) _____

(State, zip) _____

Set up time: _____

Caterer's Information:

Caterer: Yes No

(If "yes" please complete the attached "Caterer Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address:(Street)_____

(City) _____

(State, zip) _____

Set up time rehearsal day: _____

Set up time wedding day: _____

Service Information

Will there be a printed program? Yes No (If "yes," please submit the draft copy to the Minister, Director of Music, and the Coordinator of Ministry prior to printing for approval.)

Approximate number of people who will attend the wedding? _____

Time seating of guests begins: _____ Time Music begins: _____

Time Bridesmaids arrive: _____ Time Groomsmen arrive: _____

Time Bride arrives: _____ Time pictures begin: _____

Will the bride be dressing/hair/makeup at the Church? Yes No

Will there be candles to light? Yes No

Would you like the church staff to light the candles prior to the service? Yes No

If no, name two Groomsmen to light the candles: _____

Will Bride and Groom see each other before the ceremony? Yes No

Will the Bride's Mother stand at the entrance of the Bride? Yes No

Will the Bride enter on her father's right arm or left arm?

Will there be pew markers? Yes No

If so, floral pew markers or the Church's needlepoint pew markers? _____

If so, on which pews? _____

Will you use the kneeling bench? Yes No

Will you use the candelabras? Yes No

Kyser Straight Floor Full Tree Partial Tree Full Arch

If so, where will they be placed? _____

Will you use lecterns in the front of the church for registry? 1 2

Music Information

Organist (If not TPC Organist)? _____

Other musicians including vocalists: _____

Will you use the grand piano? Yes No

List all musicians and soloists.

Please describe any special music.

Wedding Planner Information

Name: _____ Phone: _____

Email address: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Wedding Party Information

Please list maid/matron(s) of honor and bridesmaids and any physical characteristics (tall, short) that would affect placement, and indicate if she is a member of the bride's family or the groom's family.

Maid/Matron(s) of Honor:

1. (Name) _____(Height) _____ Bride's family Groom's family

2. (Name) _____(Height) _____ Bride's family Groom's family

Bridesmaids:

3. (Name) _____(Height) _____ Bride's family Groom's family

4. (Name) _____(Height) _____ Bride's family Groom's family

5. (Name) _____(Height) _____ Bride's family Groom's family

6. (Name) _____(Height) _____ Bride's family Groom's family

7. (Name) _____(Height) _____ Bride's family Groom's family

8. (Name) _____(Height) _____ Bride's family Groom's family

9. (Name) _____(Height) _____ Bride's family Groom's family

10. (Name) _____(Height) _____ Bride's family Groom's family

Type of Bridesmaids' Flowers (arm bouquet, traditional, etc.): _____

Color of Bridesmaids' Dresses: _____

Best Man:

1. (Name) _____(Height) _____ Bride's family Groom's family

2. (Name) _____(Height) _____ Bride's family Groom's family

Groomsmen:

3. (Name) _____(Height) _____ Bride's family Groom's family

4. (Name) _____(Height) _____ Bride's family Groom's family

5. (Name) _____(Height) _____ Bride's family Groom's family

6. (Name) _____(Height) _____ Bride's family Groom's family

7. (Name) _____(Height) _____ Bride's family Groom's family

8. (Name) _____(Height) _____ Bride's family Groom's family

9. (Name) _____(Height) _____ Bride's family Groom's family

10. (Name) _____(Height) _____ Bride's family Groom's family

Flower Girl(s) and Ring Bearer(s) and ages: _____

Who will escort the Mother of the Bride in and out? _____

Who will escort the Mother of the Groom in and out? _____

Bride's Grandparents and escorts? _____

Groom's Grandparents and escorts? _____

Are there any pairings or placement of bridesmaids or groomsmen that need to be considered? _____

Will there be any Honorary Bridesmaids? Yes No

Please list their names: _____

Are there specific guests you wish to be seated in family pews? Yes No

Please list their names and be sure to notify them: _____

Will you provide/cater snacks for the wedding party? Yes No

Please describe the general use of the candelabra and flowers:

Are there any special considerations or circumstances?

Is there anything else concerning the service the church should know?

Reception

Place of reception: _____

If you are having a reception at Trinity Church, please fill in below:

Florist Information

Same florist as for wedding? Yes No

(If "no" please complete the following and the attached "Florist Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address: (Street) _____

(City) _____

(State, zip) _____

Time of Decorating on Rehearsal Day: _____ Time of Decorating on Wedding Day: _____

Time flowers arrive: _____

Caterer Information

Same caterer as for wedding? Yes No

(If "no" please complete the following and the attached "Caterer Agreement" in the "Forms" section.)

Name: _____ Phone: _____

Address:(Street) _____

(City) _____

(State, zip) _____

Set up time rehearsal day: _____ Set up time wedding day: _____

Person in charge of tablecloths: _____ Phone: _____

Musicians: _____ Phone: _____

Number expected at reception: _____

Attach sheets showing places for the reception, including the floor plan and rentals.

TRINITY PRESBYTERIAN CHURCH

Florist Policy Agreement

Please complete and return to the Coordinator of Ministries

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. The following instructions pertaining to decorations and flowers are for your information. Strict adherence to these instructions is requested or denial of the use of the church facilities may be given in the future.

In the interest of a uniform practice in the use of the Sanctuary, the Session of Trinity Church has adopted certain rules for the use of flowers and other decorations in the Sanctuary. These rules are intended to protect the property against abuse, prevent misunderstanding and possible embarrassment, and promote mutual satisfaction for all who may be concerned. Your cooperation in making this wedding a sacred and meaningful occasion will be appreciated and expected.

The simple dignity of the Sanctuary of Trinity Presbyterian Church does not require elaborate decorations for effectiveness. All decorations should enhance the spirit of worship and the dignity of the wedding ceremony. The ceremony must not be impeded in any way by plants, greenery, or by any floral arrangements. Nothing outside of the guidelines should be done without discussion with and consent of the Church Administrator who will be responsible for the physical placement and arrangement of church equipment.

- Contact the Coordinator of Ministries at the earliest opportunity and go over arrangements for decorating the church before any decorating is done.
- Wax paper or other transparent material should be used to cover the floor beneath any candles to protect the floor covering.
- No candles are permitted on the Sanctuary balcony rail. Nothing may be placed on the organ console, pianos or harpsichord.
- No carpentry work will be permitted in the building and no temporary construction may be brought in for use.
- No appointments in the foyer may be removed or rearranged. The Sanctuary vases and appointments may not be used elsewhere in the buildings. Arrangements are permitted on the pedestals in the Narthex.
- Florists or those decorating must provide their own supplies (oasis, tape, wire, candles, etc.)
- All decorations must be in good taste, and not detract from the beauty of the Sanctuary or the sacred nature of the ceremony.
- Florists and employees must not use improper language, discourteous actions, and must not smoke in the Sanctuary or in any part of the church building.
- Removal of decorations must begin immediately after the service. A crew adequately sufficient to remove the decorations must be provided by the florist. Wedding flowers left in the Sanctuary following the ceremony must be appropriate for the Sunday morning worship services. It is the duty of the wedding party's florist to make the necessary alterations. If an arrangement is left on the reredos (shelf) it must not interfere with the choir, and it must not be over five feet in width. It must be altered so that it does not fall forward against the heads of choir members in the top row of the choir. It may not be any taller than the lowest portion of the pipe organ. It is also possible to leave two arrangements on the floor on the pedestals instead of, but not in addition to,

the one on the reredos. They must be arranged in Sanctuary containers. Nothing is to be left in the windows, choral chairs, or on the piano. Two arrangements may be left in the foyer. They should be placed on either side of the center doors leading into the Sanctuary and not interfere with the opening and closing of these doors.

- The Sanctuary must be left "broom clean." Any accidental drippings of tallow, wax, or other materials must be cleaned from the pews, floors, woodwork, carpet, and other furnishings. The church's staff on duty is available for the rearranging of the furniture, mopping the floor after it is "broom clean" and for lockup. The Church Administrator may be called upon to adjust the heating, air conditioning, and lighting, or to bring or replace church property, which may be needed or used in the ceremony.
- The florist should arrange with the bridal party beforehand for the disposition of decorations and candles after the ceremony.
- Wax candles are not permitted in the memorial candelabra or the window candlesticks. The church will furnish oil-filled candles.

Name: _____ Phone: _____

Address: (Street) _____

(City, State, Zip) _____

Bride's Name: _____ Wedding Date: _____

Day of Decorating: _____ Time of Decorating: _____

I have read Florist Policy Agreement and agree to abide by these guidelines.

Signature of Florist: _____ Date: _____

Signature of Bride: _____ Date: _____

TRINITY PRESBYTERIAN CHURCH

Caterer Policy Agreement

Please complete and return to the Coordinator of Ministries

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. It is the caterer's responsibility in supplying the needed services for the wedding reception to leave the church's facilities in the same good order in which they are found.

The church kitchen facilities are available for final preparation of the reception. The name of the caterer should be given in advance to the Coordinator of Ministries. The following rules must be adhered to by the caterer:

- A member of the staff of Trinity Presbyterian Church must be present during the reception.
- Caterers are expected to meet with the Coordinator of Ministries at least two weeks prior to the wedding to plan for the use of church property and equipment and to discuss any charges for its use. Use of the silver and linen closet is restricted to members only. These items may not be used as flower containers. The caterer must furnish the Coordinator of Ministries with a list of specific items to be used. All items must be returned to the kitchen staff representative following the reception.
- Caterers will be responsible for full replacement value of any church property damaged or lost.
- The caterers must bring all their own personnel and supplies including tablecloths, dishes, serving pieces, silver, etc. No church supplies (foil, oil, etc.) will be available to the caterer.
- For very small receptions, church plates, cups, and flatware may be used provided no additional plates, cups, and/or flatware are rented. In case of breakage, full replacement is required.
- The church will not be responsible for the inspection and counting of rented items.
- The kitchen must be properly cleaned after the reception, and proper arrangements must be made for the cleaning of Trinity Hall and any other areas used.

You are to provide all: tablecloths, tableware, glasses, cups, serving ware, dishes, utensils, pots, pans, bowls, etc.

Anything you bring to use is to be removed from the church facilities during the allotted time of the activity you are catering. We are not responsible for items not removed on time.

The standard time allotment for the kitchen and Trinity Hall is four hours before the hour of the wedding until two hours after the hour of the wedding. If this time allotment is not adequate, more time must be requested at the time of scheduling the wedding.

Name: _____ Phone: _____

Address:(Street)_____

(City, State, Zip) _____

Bride's Name: _____ Wedding Date: _____

Time of Arrival: _____

I have read Caterer Policy Agreement and agree to abide by these guidelines.

I am ServSafe certified – Certification #: _____

Signature of Caterer: _____ Date: _____

Signature of Bride: _____ Date: _____

TRINITY PRESBYTERIAN CHURCH

Photographer/Videographer Policy Agreement

Please complete and return to the Coordinator of Ministries

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families.

The use of flash cameras is not allowed in the Sanctuary from the time the guests begin to arrive and throughout the ceremony. The photographer may take pictures before or after the ceremony in any part of the church building or grounds. No pictures may be taken in the Sanctuary during the ceremony except time exposures from the rear of the Sanctuary or balcony and only 2 flash pictures of the bride and groom as they leave. The wedding party may return to the Sanctuary for pictures after the ceremony if they desire.

Videotape recording of the ceremony may be done using available lighting. The positioning of video cameras and cameraman should be discrete and should not detract from the beauty of the wedding and the decorum observed by the wedding party and guests. The positioning of the video camera and cameraman must be in the balcony. Remote videoing may be done with approval from the Facilities Director.

We shall appreciate your full cooperation in this matter. If you have any further questions or if we can be of help to you in any way, please let know.

Photographer's Information

Name: _____ Phone: _____

Address:(Street) _____

(City, State, Zip) _____

Bride's Name: _____ Wedding Date: _____

Time of Arrival: _____

Videographer's Information

Name: _____ Phone: _____

Address:(Street) _____

(City, State, Zip) _____

Bride's Name: _____ Wedding Date: _____

Time of Arrival: _____

I have read Photographer/Videographer Policy Agreement and agree to abide by these guidelines.

Signature of Photographer: _____ Date: _____

Signature of Videographer: _____ Date: _____

Signature of Bride: _____ Date: _____

TRINITY PRESBYTERIAN CHURCH

Chancel Diagram

