



Wedding Policies and Guidelines

Trinity United Methodist Church
120 West Park Avenue
Tallahassee, Florida

Wedding Policies and Guidelines

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Information for Weddings and Receptions at Trinity United Methodist Church

The Wedding Ceremony

Congratulations! A United Methodist wedding ceremony is a service of worship in which we celebrate God's gift of human love and affirm the covenant between a man and a woman, or two consenting adults, in holy matrimony. Our pastor(s) will use the United Methodist Order of Worship for the Service of Christian Marriage. Changes and/or additions to this service will only be made after consultation with the officiating pastor. Pastors will have full discretion on whom they will marry.

Based upon our long experience, these guidelines have been set forward by the Trustees of Trinity United Methodist Church to aid in the success of your wedding.

Reservations

Please call the church office at 850-222-1120 to make reservations for your wedding. Once the pastor's availability has been confirmed, the availability for use of the sanctuary, chapel, Moor Hall, and/or the parlor will be confirmed. The wedding can then be scheduled after approval by the presiding pastor and wedding staff and receipt of the appropriate deposit by the church office.

The sanctuary seats approximately 750 and should be used for weddings with more than 75 guests. The chapel may be used for weddings with fewer than 75 guests and participants. Weddings are not scheduled on Sundays, Holy Week, the weekend of Easter, or during the month of December.

The Role of the Minister

Our pastor(s) will officiate at your wedding. Other clergy may assist in the ceremony, but our pastor is the principal officiant. He/she is responsible for all activities on the church property. When he/she is not present, that responsibility is delegated to the wedding coordinator. The United Methodist Church requires that couples receive counseling from the pastor regarding the meaning of Christian marriage, preparation for a healthy marriage, and any concerns of the bride and groom. The number and the length of these sessions will be discussed by the couple and the pastor.

Please contact the Church Operations Administrator (850-222-1120) to schedule counseling. While the pastors prefer face to face meetings, geographic reasons and distance may require teleconferencing. All pre-marital counseling should be completed at least two weeks prior to the wedding.

The pastors are also available to officiate at a wedding in a venue other than the church sanctuary. If this is your choice, please contact the pastors directly for availability and a separate fee structure. Pre-marital counseling will still be required.

Wedding Music

Music plays a very important role in all the worship services at Trinity United Methodist Church. The role of music in wedding services has always been to glorify the Lord, celebrate Christian marriage and express the faith of the Christian family. Therefore, when selecting music for the wedding ceremony, we request that you respect the dignity inherent in worship and select music that would be appropriate for this type of service. Please refer to pages 9-11 for well-known and loved selections. The church organist is also a valuable resource to aid in the selection of music.

You will work directly with the Director of Music or the Contemporary Worship Music Leader for selecting your music.

Trinity is blessed with a very skilled organist/pianist who is available for all weddings. The couple should contact the Director of Music or the Contemporary Worship Music Leader and the organist/pianist at least three months prior to the wedding date to coordinate all the elements of music used within the service. The music staff is available to help select music, work with the officiating pastor to develop the flow of the service, and coordinate with any guest singers or musicians. A guest organist can be used if they have sufficient training on the pipe organ. Please contact the organist, who will confirm with the officiating pastor for the approval of the guest organist.

Suggested:

The principal musician for your ceremony will be Trinity's church organist. It will be your responsibility to contact the church organist early in your planning to discuss the date, time, music selections, and any special arrangements with the vocalist, soloist, or additional instrumentalist.

The church organist has the "right of first refusal" to play all weddings at Trinity UMC. The fee is payable to the church organist. Couples must contact the church organist for approval if considering the use of an outside musician as the principal musician for the wedding ceremony. Fees are to be paid in full to musicians/vocalists at the wedding rehearsal.

Wedding Coordinator

Trinity United Methodist Church has a wedding coordinator who will assist families throughout the wedding planning process, during the rehearsal, and on the wedding day. Any and all inquiries must be addressed to and approved by the wedding coordinator. At the rehearsal, the pastor and

wedding coordinator will lead the participants through the details of the wedding ceremony and ensure that each person understands what is to happen on the day of the wedding. The wedding coordinator is not considered a consultant to the couple and their family members when planning a wedding. In cases where a wedding consultant is engaged, the consultant is to work with Trinity's wedding coordinator who represents the officiating pastor and will ensure all policies and guidelines are observed.

Photographers

This policy is intended to balance the interests of the family and the church during the important event of holy matrimony. While the church understands and supports the desire to record this important event, taking pictures potentially violates the sacredness of this service of worship.

To balance the needs of the wedding party with those of the church, photographs may be taken from unobtrusive positions in the church up until the prelude begins, which is considered the start of the worship service.

Once the prelude begins, all photographers hired by the wedding party shall remove themselves from view at the front of the church. Non-flash photos may be taken by a photographer during the ceremony from the rear/side aisles, from rows behind the last row of guests, and from the balcony. Remotely controlled cameras may be placed in the altar side area so long as they are hidden from view by anyone in the congregation and do not flash when taking a photograph.

The church reserves the right to exclude photographers and videographers who fail to observe these rules. The wedding coordinator, primarily, and the officiating pastor, as final arbiter, have the responsibility to interpret and enforce the spirit and intent of this policy. Enforcement includes the power to stop or suspend the ceremony and/or ban the photographer from future events at Trinity. Videographers are required to adhere to rules similar to those governing photographers. Movement and presence at the altar area are not allowed once the prelude begins. Videographers can mount a camera in the side hall near the altar if desired. A video camera can also be placed in the balcony. Of course, videographers can use the side aisles two rows behind guests to film. No movement is allowed once the processional begins. No videographers are allowed in the center aisle once the prelude begins and until the ceremony ends.

Receptions

Moor Hall, the parlor, the Sewell Prayer Garden, and use of the kitchen are available for receptions. The parlor facilities are adequate for serving refreshments to groups smaller than 50 people. Refreshments for larger groups can be served in Moor Hall and/or the Sewell Prayer Garden.

For the use of kitchen facilities, the Church Operations Administrator must be contacted in advance for scheduling purposes. Trinity's Culinary Director may be contacted for your reception to provide food service, facilitate room set-up, and select accompaniments such as place settings, serving bowls, etc. Outside catering services are also welcome. However, Trinity reserves the privilege of approving or disapproving caterers. An approved and engaged caterer is expected to confer with the Church Operations Administrator well in advance of the wedding and schedule an appointment with the church's Culinary Director.

Parking

Parking is available in the church-owned portion of Leon County Library lot, located on the Southwest corner of Duval and Call Streets. There are handicapped spaces on Park Avenue at the front of the sanctuary. Space for limousine parking can also be arranged on Park Avenue. Couples must contact the Church Operations Administrator to coordinate.

Dressing Rooms

Comfortable and spacious dressing rooms are available for both the bride's and groom's parties. The Bride's Room is on the ground floor below the sanctuary entrance. The Groom's Room is located across the hall from the chapel. There are restrooms adjacent to both rooms. Please consult with the wedding coordinator for the use of these rooms. No food or drink (except water) is allowed in these rooms. Please be advised that Trinity United Methodist Church disclaims any responsibility for the loss of personal items.

Rules for Decorating

Trinity believes that both the sanctuary and chapel are well arranged and appointed for beautiful and religiously meaningful wedding ceremonies. Christian art, symbolism, and chancel appointments all combine to provide an adequate and reverent setting for your wedding.

Flower arrangements should be placed on the two flower pedestals next to the altar in both the sanctuary and chapel. The minimum dimensions for altar flowers are 36" wide and 30-36" tall. The use of fresh flowers is encouraged. No artificial or silk flowers can be used. No flower arrangements should be placed on the altars or the altar rails. Two additional containers of flowers, however, may be used if they do not obscure the view of the altar. The view of the altar should be clear of obstruction (by flower arrangements, palms, candelabra, etc.). Mats must be placed underneath any containers set on the carpet in order to protect it.

Floral arrangements from Saturday weddings in the sanctuary are used for the Sunday morning worship services. An appropriate acknowledgement of the wedding will be placed in the church bulletin. Couples should call the church office one month prior to the wedding if they would like

to include a memorial or honorarium with flowers. On Monday, the flowers will be distributed to individuals who are home-bound or hospitalized as part of the care-giving ministry of the church.

If desired, the church has available a unity candle set for use during the ceremony; there is a nominal fee to cover maintenance and replacement of fuel. A kneeling bench to be used by the couple on the chancel also can be provided. If the couple has purchased a Bride's Book or other Keepsake Book, it may be placed in the Narthex on a lectern or small table.

Floral arrangements may be hung on the pews with approved wreath hangers or ribbon. The placement of a carpet runner on the center aisle can be arranged with the wedding coordinator.

Please do not use adhesive material, tacks, nails, pins, screws or any other object driven into walls, floors, pews, or other furnishings to secure decorations. Any damage to the furniture or furnishings shall be repaired to the satisfaction of the church by the party responsible. Florists or other persons decorating shall be responsible for removing all candle drippings and wax from the carpet and furnishings.

All other decorations should be removed promptly after the ceremony. The custodian is not responsible for moving or removing decorations from the sanctuary or chapel, and the church can take no responsibility for decorations or equipment left in the church after the wedding.

Intoxicants and Smoking

The wedding ceremony is certainly a time for celebration. However, it is a sacred time in a holy place. Therefore, we ask all members of the wedding to respect the sanctity of this celebration. No alcoholic beverages shall be served on church property. All members of the wedding party should abstain from the use of intoxicants prior to the rehearsal and wedding. Smoking on church property is also prohibited. The pastor has the right to refuse to officiate at a ceremony should these provisions be disregarded.

Use of Rice and/or Birdseed

Though recognized as a common tradition, the use of rice or bird seed is not allowed. The wedding coordinator can be consulted for appropriate alternatives.

Air Conditioning

The facilities at Trinity are maintained at a comfortable temperature for all activities. When the air conditioning may need to operate at a lower temperature, as requested by florists or family for the preservation of your flowers, we reserve the right to make an additional charge.

Marriage License

To facilitate the proper signing of the marriage license, the couple should bring the license to the church wedding coordinator at the wedding rehearsal.

Financial Costs of Your Wedding

We recognize that a large formal church wedding and reception are quite expensive. Among these expenses are certain charges the church must make simply to meet church costs of building maintenance, utilities, and custodial care. Trinity Board of Trustees has approved two schedules of charges for church use, one for church member families and one for non-member families. These and the custodial fees will be billed and are due one month prior to the wedding. Please note that a non-refundable deposit of \$500 (member) or \$1000 (non-member) is due before a wedding and will be placed on the calendar. All fees, excluding clergy person, organist, and wedding coordinator fees, are to be paid 30 days prior to the wedding date.

Please note, new members are only eligible for the courtesy of church member rates after having been members for one year.

| Church Member Families | |
|-------------------------------|---|
| Sanctuary or Chapel | \$0 |
| Parlor and/or Courtyard | \$0 |
| Moor Hall | \$0 |
| Clergy Person | \$800 |
| Wedding Coordinator | \$300 |
| Organist | \$450 |
| Unity Candles | \$30 |
| Custodial | \$40/hour* - minimum of 4 hours chapel, 8 hours sanctuary |
| Non-Member Families | |
| Sanctuary | \$2,000 |
| Chapel | \$1,000 |
| Parlor and/or Courtyard | \$500 |
| Moor Hall | \$750 |
| Clergy Person | \$800 |
| Wedding Coordinator | \$400 |
| Organist | \$450 |
| Unity Candles | \$30 |
| Custodial | \$40/hour* |

Moor Hall Kitchen

Please contact Culinary Director Betsy Gingery: bgingery@tumct.org

Church Organist's Fee

The organist is a professional musician and worthy of an appropriate stipend. The fee is \$450.00, payable to the organist. The church organist will be at all wedding rehearsals. Should it be necessary for extra consultations or rehearsals with vocalists or instrumentalists, an additional fee for the organist will be billed at \$50 per hour.

Clergyperson's Honorarium

It is the privilege of the pastors of Trinity United Methodist Church to unite couples in marriage. An honorarium of \$800.00 is traditionally recommended.

Selection of Wedding Music and Processionals

Following is a guide for the selection of wedding music processionals and recessionals. A more extensive list can be obtained from the church organist. Please note that the organ prelude should begin 30 minutes prior to the ceremony to allow for seating of guests.

Hymns (taken from The United Methodist Hymnal, 1989)

J. S. Bach

"Jesu, Joy of Man's Desiring"

"Now Thank We All Our God"

"God My Shepherd Walks Beside Me" (tune - Sheep May Safely Graze)

"Sleeper's Awake"

J. Pachelbel

"Canon" in D

Jeremiah Clarke

"Trumpet Voluntary"

G.F. Handel

"Hornpipe" from Water Music "La Marche"

Felix Mendelssohn

"Wedding March" (from "A Midsummer-Night's Dream")

John Stanley

"Trumpet Voluntary" Op.6, No. 5

Louis Vierne

"Finale" from Symphony No. 1

Richard Wagner

"Bridal March" from Lohengrin

Charles-Marie Widor

"Toccata" from Symphony No. 5

Vocal Solos

A short list of suggested solos that can be sung before and during the marriage ceremony follows.

Hymns (The United Methodist Hymnal, 1989)

Be Thou My Vision, pg. 451

Blessed Jesus, at Your Word, pg. 596

Deck Yourself, My Soul, With Gladness, pg. 612

Jesus, Joy of Our Desiring, pg. 644

Love Divine, All Loves Excelling, pg. 384

O Perfect Love, pg. 645

Joseph Barnby

"O Perfect Love"

David Johnson

"The Lord's Prayer"

There are also many collections that provide appropriate music for the wedding ceremony.

Examples include:

Donald Busarow - A Ring of Gold

Paul Bunjes - Wedding Blessings

Antonin Dvorak - Biblical Songs, Vols. I and II

Heinrich Schutz - Five Sacred Songs

Dale Wood - Five Wedding Songs

Rev. Dr. Matthew M. Williams, Senior Pastor

Rev. Anna Brook Opalinski, Associate Pastor

Linda Clark, Wedding Coordinator

Yuliia Billa, Director of Music

Viktor Billa, Organist