

Getting Married at Trinity Presbyterian Church

Revised 2/16

Congratulations on your engagement! Please read the following guidelines carefully and complete the application at the end of this document. Upon receipt and approval of this application, the wedding date will be reserved and a pastor on our staff will be appointed to officiate. The pastor will arrange a date and time for a series of wedding planning sessions that will guide you in issues of faith, marriage relationships, and the wedding ceremony.

Music:

1. It is understood that the resident church organist or a substitute provided by the church will be used. If the resident is available, but an outside organist is requested by the family, the church organist is entitled to the regular fee. Each **rehearsal** (whether with wedding party, soloist or instrumentalist) will be an additional **\$50**.
2. The bride or groom should contact our organist by calling the church office at 428-2050 well in advance of the wedding to arrange a meeting to select the music.
3. Only music of religious or classical nature shall be used.
4. If a soloist is desired, arrangements must be made through the organist. (The church will provide a soloist if requested).

Photography:

1. Wedding photographers are not permitted to take pictures in the sanctuary until after the ceremony. This restriction also applies to wedding guests.
2. Arrangements should be made in advance with the pastor for video taping of the ceremony from the balcony. NO extra lighting for videotaping is permitted.
3. The photographer/videographer is not permitted to roam the sanctuary during the wedding ceremony.
4. All wedding photography may be restaged after the service has ended.
5. The church building will be open for one hour following the ceremony for photography.

Flowers and Candles:

1. The church building will be open one hour prior to the scheduled time of the wedding. Please arrange to have your flowers delivered to the church at that time.
2. Unusual floral displays must be approved by the pastor performing the ceremony.
3. All floral arrangements will be removed immediately following the service.
If flowers or bows are used to decorate the pews, they must not be attached with tape. They should be hung using a plastic hook or ribbon tied around the end of the pews. The ends of the pews are 17" wide and 2" deep.
5. If an aisle runner is desired, arrangements should be made through your florist. The center aisle is 81 feet long. A runner 100 feet long will end just inside the sanctuary entrance door.
6. If rose petals will be used during the ceremony by flower girls, only artificial rose petals are permitted.
7. No extra candelabra other than those already in the sanctuary are permitted.
8. If there is to be a candle lighting ceremony in the wedding, the couple is responsible for obtaining the unity candle. The unity candle consists of one pillar candle and two taper candles. The holders for the pillar and taper candles may not be connected.

Other Restrictions:

1. The throwing of rice, rose petals, confetti or birdseed is not permitted in the sanctuary or on the church premises.
2. Use of the Social Hall for wedding receptions is limited to church members.
3. No alcoholic beverages are permitted on the church premises.
4. All members of the wedding party are expected to arrive at the church at least 30 minutes prior to the wedding.
5. No food or beverage is permitted in the sanctuary at any time.

Honorarium Guide:

1. The honoraria for the organist and sexton are required. No honorarium for the pastor is required **for a church member**. If you would like to, you may. The honorarium recognizes the specialized professional skill offered by the pastor through premarital counseling, service planning and spiritual guidance. These services are offered during the pastor's personal discretionary time, and therefore, are above and beyond the pastor's normal activity of pastoral care to this congregation.

Organist Rebecca Sayer Kain: \$250 (includes pre-wedding music consultation)

Sexton Larry Hall: \$150 (preparing sanctuary before and afterwards)

Minister Gregory Faulkner: \$500 (includes pre-marital conferences and rehearsal – **non-members only**)

Trinity Presbyterian Church: \$400 (use of church facilities – **non-members only**)

2. If a soloist is provided by the church, an extra charge is required. **This charge may be \$175 depending on the soloist chosen.**
3. Separate checks should be brought to the church office for the honoraria of the persons listed above. The Marriage License, building use fee and honoraria for staff should be brought to the office **one week before** the date of the wedding.

More Information:

Please direct any questions about your wedding or the church restrictions above to the pastor conducting the service by calling the church office at 428-2050.



MUSIC

Organist needed? _____ (yes) _____ (no) Contact the Organist/Director of Music at Trinity: (856) 428-2050 or music@trinpres.org.

Will receiving line be at the Church? _____ (yes) _____ (no)

Will flowers be left for Sunday Worship? (yes) _____ (no)_____

Florist Name/Phone_____

I understand that flash photography and lighted video recording are not permitted during the wedding service. Any photography during the service must be taken from the balcony **without** flash or lights.

Name and address of Photographer: _____

Name and Address of Videographer: _____

Candelabra, Unity Candles and carpet runners: please see Wedding Guide for information.

Wedding Programs are an option but not a requirement. I understand that programs are to be reviewed by the officiating pastor and organist prior to final printing. (yes) _____ (no) _____

Name of bride after ceremony (e.g., Jane Smith Jones; Jane Smith-Jones) _____

Reception Location: _____

I understand Trinity requires **the marriage license and any staff honoraria be submitted to the Trinity Church office one week prior to the wedding.** (yes) _____ (no) _____.

PLEASE KEEP A COPY OF THIS FORM.

I have read and understand the “Wedding Guidelines”:

Signature _____

Date _____

Fee and Honoraria Guide

Organist: \$250

Custodian: \$150

Pastor: \$500

Church: \$150 (**member**)

Church: \$600 (**non-member**)

Fees and honoraria are due in the church office 1 week before the wedding date.