

WEDDING POLICY
for
Trinity Evangelical Lutheran Church
1600 Kanawha Boulevard, East
Charleston, WV 25311
Phone: 342-5212

The Purpose

The purpose of this policy is to establish guidelines for weddings at Trinity Evangelical Lutheran Church and to clearly outline the roles and responsibilities of the individuals involved in the wedding.

General Comments

A wedding in a liturgical church is considered a worship service of the church. The wedding service is a time to worship and to celebrate God's love towards us. Therefore, the main reason for having a church wedding rather than a civil ceremony at the courthouse is that the bride and groom want to acknowledge the importance of the marriage in their lives as Christians.

We believe the Church has much to offer in enabling a strong, growing marriage relationship. It is appropriate that marriage begin in the Church, which is the community of faith gathered around God's Word and Sacraments. When a couple is married in the Church, the community shares in asking God's blessing on this union and thanks God for that blessing.

The pastor and congregation wish to be a resource to help prepare for a life-long commitment. What follows in this document are guidelines set forth by the Council of Trinity Evangelical Lutheran Church to help couples prepare for an orderly and joyous life together. Questions concerning these policies shall be directed to the Church's Wedding Coordinator or the pastor.

Weddings shall not be scheduled during Holy Week. Other regular church functions shall take precedence over dates chosen for weddings.

What is a CHURCH WEDDING?

A wedding is first of all, as stated above, a service of worship. The marriage service is a reflection of the relationship of the parties to their Lord. The service should be an act of joyful worship. As such, it should not become a display or production to impress friends or to conform to social customs.

The service may be performed with or without the Sacrament of Holy Communion. The wedding ceremony and its ritual will reflect the theology and practices of the Lutheran Church.

The PASTOR

All weddings performed in connection with this congregation will be performed by the pastor of this congregation unless other arrangements are approved by the pastor and church council. The pastor meets with every couple prior to the actual marriage. Couples who wish to marry at Trinity should meet with the pastor as soon as they know they wish to marry. Couples need to work with the pastor in setting the wedding date to allow ample time for counseling and preparation.

The FACILITIES

The Council may appoint a Wedding Coordinator to oversee the preparations and makes sure the church is prepared for the ceremony. If the Social Hall is used, the arrangements for set up and cleaning must be made with the church's Wedding Coordinator. If an outside wedding consultant is used by the family, that person shall be provided with a copy of this policy and shall be expected to work within its guidelines. If there is a question as to the appropriateness of an activity or event, the church's representatives shall consult with the pastor of this congregation, whose decision will be final.

There is a room available (Lounge) for the bride and her attendants to dress at the church, if she so desires. The room contains a full length mirror.

*Alcoholic beverages are NOT permitted on the premises, including the parking lot
Smoking is not permitted inside the building.*

Confetti, bird seed or rice is not to be thrown inside or outside the building.
Bubbles may be used outside the building.

There is no fee for the use of the church sanctuary for members of Trinity. If neither party is a member of Trinity, the fee schedule at the end of this policy shall apply. Donations for use of the church's facilities are accepted from members, if they so choose. The Nave seats approximately 200 people.

The church and its facilities are expected to be treated with respect at all times. A damage deposit is not required, but parties are responsible for the cost of cleaning and/or repairs of any items of church property that are soiled or damaged as a result of their use of the facilities.

The church cannot be responsible for lost or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental or borrowed property.

The MUSIC

All music used in the wedding service should evoke the spirit of prayer and praise and any vocal texts should be God-centered rather than human-centered.

The couple should contact the Organist as soon as possible after the wedding date is selected. If the bride or groom would like to have someone other than the church Organist, the church Organist should be consulted.

The WEDDING BULLETIN

A wedding bulletin is recommended. The couple shall be responsible for purchasing the bulletin and providing the necessary information about the members of the wedding party, musical selections, etc. If the bulletin is done by the church office, this information must be provided no less than two weeks prior to the date of the wedding.

Samples are available.

The DECORATIONS

Decorations, appropriate for a Christian wedding, are permitted as long as they are not attached to woodwork, walls, candelabra, pew end hurricanes, or flower stands with tape, tacks, staples, nails or putty. Delivery and removal of rented items, flowers, etc. should be discussed with the church's Wedding Coordinator and may be delivered during regular office hours, 9:00 a.m. to 2:00 p.m., Monday through Friday. All items, except flowers left for the church's use, must be removed immediately after the wedding service.

The FLOWERS

Flowers are not required. If flowers are used, they should be in good taste to maintain the integrity of the worship space. The florist will need to make arrangements through Trinity's Wedding Coordinator to schedule time for decoration. Fresh flowers should be used for the altar vases.

Flowers are not placed on the altar, pulpit or baptismal font. Flowers may be left for Sunday worship service, if desired. Flowers that are not being left for the Sunday service must be removed immediately following the ceremony.

The CANDLES

The two altar candles will be lighted for the wedding service.

Trinity has two 9-branch candelabra stands, a unity candle holder, and hurricane candle holders for the end of the pews (5 for each side) available for use. Candles are always white. Candles for the candelabra are provided by Trinity. However, candles for the hurricanes (6" or 7") and the unity candle (if used) must be provided by the bride or florist.

The AISLE RUNNER

An aisle runner may be used by the bridal party for the procession. The aisle is approximately 50 ft. in length.

The PHOTOGRAPHS

Photographers and videographers will meet with the Pastor to discuss appropriate placement for photography during the ceremony.

The CLEAN-UP

The bride and groom and/or their families must assume responsibility of leaving the church in the same condition as it was found. This is to include, but is not limited to, removal of all boxes, decorations, wrappings and all miscellaneous litter.

Arrangements shall be made with the janitor to clean the premises after the wedding and before the Sunday morning service. This can be done through Trinity's Wedding Coordinator or the church secretary.

The REHEARSAL & WEDDING

The time of the rehearsal will be set in consultation with the pastor and the Organist. It is important that the entire wedding party and ushers be present at the scheduled time. The wedding license should be brought to the rehearsal and given to the pastor. The church will be kept open no longer than 3 hours for the rehearsal.

The FEES AND DONATIONS

To reserve the date for your wedding complete and return the Wedding Information form. For non-members, if a postponement should occur, \$250 of the fee is refundable upon receipt of a written request. Fees/honorariums for those serving at the wedding may be given directly to them or given to the church's Wedding Coordinator for appropriate distribution.

FEE GUIDELINES

	Members	Non-members
Use of Church (including Nave and Lounge, etc.) The Lounge must have everything removed immediately after the wedding. The Church is not responsible for anything left		\$350.00

Use of Social Hall & Kitchen (for Rehearsal Dinner or Reception) If the Social Hall and/or Kitchen are used, they must be left in as good condition as they were found. Janitor will empty trash, clean floors and set room back in order.		\$150.00
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Separate payment is required to the church janitor.

Wedding (Sanctuary, Lounge, Restrooms, etc.)	\$50.00	\$50.00
Social Hall & Kitchen (additional)	\$35.00	\$35.00

Minister (Rehearsal & Wedding)	Honorarium	\$250.00
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Organist (Rehearsal and Wedding)

An honorarium is suggested which the organist can adjust according to the circumstances for church members. Non-members are expected to work through the organist when choosing musicians and musical selections.

No Soloist	\$200.00	\$250.00
Soloist	\$250.00	\$300.00

Instrumentalists and Vocalists
Fees to be determined by musicians

Wedding Coordinator

Honorarium \$100.00

Revised 08/09/15

WEDDING PLANNING FORM

Bride: _____

Address: _____

Phone: _____

Email: _____

Groom: _____

Address: _____

Phone: _____

Email: _____

Wedding Date: _____ Time: _____

Place: _____

Rehearsal: _____ Time: _____

Bride's Party (including flower girls)

Groom's Party (including ring

bearer) _____

Bride's parents: _____

Groom's parents:

Music: Processional: _____

Recessional: _____

Other: _____

Musicians: _____

Unity Candle: Yes: _____ No: _____

Communion: Yes: _____ No: _____
