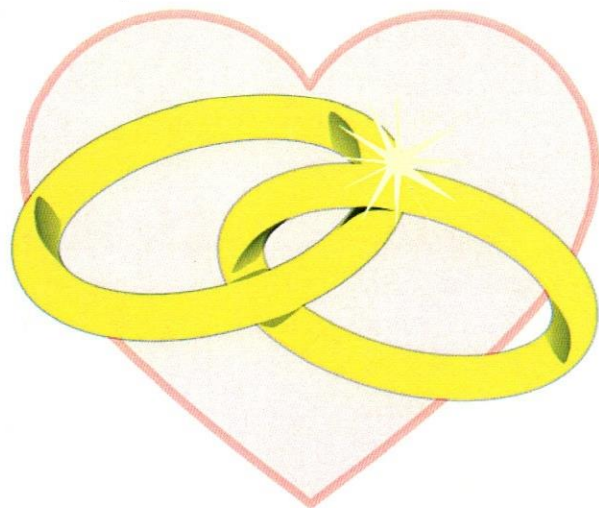


**Trinity United Methodist Church
1602 North Main Street
Hutchinson, KS 67501
(620) 665-5547**

WEDDING AND RECEPTION POLICY



**WEDDING POLICIES & PROCEDURES
TRINITY UNITED METHODIST CHURCH
1602 NORTH MAIN
HUTCHINSON, KANSAS 67501
(620) 665-5547**

Weddings at Trinity United Methodist Church are performed for church members, regularly attending constituents, and family members of church members, as requested.

The Pastors and staff of Trinity United Methodist Church assume that your decision to request our church is your affirmation that the wedding ceremony is a sacred event that occurs in the context of worship.

SCHEDULING

The Church Administrator at Trinity is the initial contact staff person regarding the scheduling of weddings and/or receptions. Final approval of your requested wedding date will be made by Trinity's officiating Pastor.

Trinity's Church Administrator, Faye Summervill, may be reached at the church office (620-665-5547)

(1) The church building and sanctuary must be ready and prepared for worship by 8:00 AM on Sunday mornings. To allow sufficient time for the building to be cleaned and reset for worship services, Saturday weddings *without* receptions held at Trinity are welcome until 6:00 PM.

(2) Saturday weddings *with* receptions held at Trinity are welcome until 4:00 PM with the facility vacated no later than 7:00 PM.

(3) While we will make every effort to avoid such an occurrence, on rare occasions, it may be necessary for the sanctuary to be used on the same day as your wedding – for example, a funeral. If this is the case, we can only ensure that wedding parties have use of the sanctuary four hours before a scheduled wedding. In the event of such an activity, you will be notified at our earliest opportunity.

THE PASTOR WHO OFFICIATES AT YOUR WEDDING

The Pastors of Trinity welcome the opportunity to share with you in the sacred and special moments of planning and preparation for your wedding.

Following your initial conversation with the Church Administrator, Trinity's Pastors will make the final decision regarding his/her availability to officiate your wedding. Once your wedding has been scheduled, you will also be asked to contact the officiating Pastor to arrange for pre-marital counseling sessions. A minimum of three pre-marital counseling sessions are required prior to your wedding date.

YOU CAN EXPECT OUR OFFICIATING PASTOR TO:

(1) Explain the purpose of a church wedding at Trinity and review the details regarding those persons who will share in and participate in your wedding.

- (2) Be available for personal counseling regarding the meaning of the marriage covenant.
- (3) Respond to any questions you may have regarding the ceremonial details of your wedding and review the wedding service, its content, and its purpose.

OUR OFFICIATING PASTOR WILL EXPECT:

- (1) That, if possible, you regularly attend worship services at Trinity prior to your wedding date.
- (2) That you meet with the Pastor for a minimum of three sessions of marriage preparation and ceremony planning prior to your wedding date.
- (3) That you respond promptly to all communication and arrive on time for all scheduled meetings.
- (4) That you affirm a process which emphasizes the wedding as a worship event, select appropriate music and support all other activities which will preserve the sacred element of your wedding.
- (5) That you make every effort to be available for consultation in the daytime hours on a weekday. The weekend and evening time of Trinity's Pastors is limited.
- (6) That you acknowledge that the Pastor has the right to refuse to be a part of the wedding if it is clear that one or both parties are not ready to accept the responsibilities that come with being married or to affirm the sacred, Christian context of the wedding ceremony.

CAN A NON-TRINITY CHURCH PASTOR BE INVOLVED IN THE CEREMONY?

If, for personal or family reasons, you would like to involve a friend who is a Pastor in your ceremony, the invitation to that Pastor must come from the officiating Pastor at Trinity. Trinity's officiating Pastor is to be in charge of the wedding, will plan the ceremony with you, and will work out all sharing of duties with the guest Pastor.

SHOULD THE PASTOR BE PAID?

A minimum fee for the officiating Pastor will be included in the fees for the wedding. A personal honorarium beyond that fee is the decision of the bride and groom.

ORGANIST/PIANIST

It is assumed that our staff Organist/Pianist will play for weddings at Trinity unless arrangements for another musician have been approved by the Church Administrator. The required fee for Trinity's staff Organist/Pianist will be included in the fees for the wedding.

MUSIC AT YOUR WEDDING

Those seeking to be married at Trinity are asked to understand that the Pastors and staff expect wedding service music to be appropriate for worship and a church wedding. Music selections should not be finalized prior to consultation with the officiating Pastor and the Organist/Pianist. The officiating Pastor has final approval of all music involved in the wedding ceremony.

After vocal or instrumental music has been approved, you will need to provide copies of the music to the Organist/Pianist at least two weeks before the wedding date. If you choose to have your wedding music played from a CD, you must provide the CD to the Church Administrator at least one week prior to the wedding date. If the CD does not perform correctly from our sound equipment, you will be notified, and it will be your responsibility to resolve the problem.

ADDITIONAL TECHNOLOGY

Only members of Trinity's technology team are allowed to use the sanctuary audio/visual equipment for your wedding ceremony, with no exceptions.

If you wish to have a video or PowerPoint slide presentation at your wedding, the completed file must be provided to the Church Administrator on a CD, DVD, or flash drive at least one week prior to the wedding date. All video and/or PowerPoint presentations must be professionally prepared. The Church Administrator has final approval of all visual presentations involved with the wedding ceremony and has the authority to deny use if the content is determined to be inappropriate or poorly prepared. (See the fee schedule for additional charges for this service.)

SHOULD THE SOLOIST BE PAID?

It is the responsibility of the wedding party to obtain and pay the soloist(s) for your ceremony.

WEDDING COORDINATOR

The Wedding Coordinator serves as the "right hand" of the officiating Pastor, carrying out his/her requests during the wedding rehearsal and ceremony. Our Wedding Coordinator serves as Trinity's ambassador to your wedding party and guests, answering questions and assisting where appropriate. The Wedding Coordinator has the authority to enforce the policies defined in this document.

For SANCTUARY weddings, Trinity's Wedding Coordinator is required and will be scheduled by the Church Administrator.

The need for a Wedding Coordinator for CHAPEL weddings is left to the discretion of the Church Administrator.

The required fee for Trinity's Wedding Coordinator will be included in the fee for the wedding.

CUSTODIAL SERVICES AND USE OF THE FACILITY

Everything possible is done to make the church attractive for your wedding. The Church Administrator will give instructions to the Custodian regarding special assignments for the wedding. The Church Administrator has final approval regarding decorations and sanctuary set up.

The required fees for the use of our building and for Trinity's staff Custodian will be included in the fees for the wedding.

ADDITIONAL INFORMATION

The Bride and Groom are responsible for informing their wedding party and guests of the following rules. Violation of any of the following requests will result in the loss of your wedding deposit:

- (1) There are to be no alcoholic beverages anywhere on Trinity's property, inside or outside the building, including our parking lots.
- (2) Smoking is prohibited inside the building and proper disposal of smoking trash is required outside the building.
- (3) All cell phones are to be turned off during the wedding ceremony.
- (4) Only silk flower petals may be scattered within the sanctuary.
- (5) No flowers or decorations of any kind may be placed on the pulpit, lectern, organ, or piano.
- (6) Pew bows may be attached to the pews with plastic holders only.
- (7) Furniture, candles, microphones, and other accessories are not to be moved without prior approval of the Church Administrator.
- (8) Upon the Bride and Groom's departure, bird seed, rice or other items are not to be used. Bubbles, light sticks, balloons, or bells may be used outside the building only.
- (9) You are responsible for insuring that the wedding party and/or guests remain only in the areas of the building that have been made available to you for your use during the rehearsal and wedding.
- (10) The wedding party is requested to give care to the clean-up and the placing of trash in appropriate containers provided in each room. Please designate a member of your wedding party or family to be responsible for clean-up. Removal of your personal property is required immediately following the wedding ceremony.
- (11) Please keep in mind that the church will be in its regular use on Sunday morning for worship and church school. Our Custodial staff will be faced with the responsibility of resetting and cleaning after your event. Therefore, your timely departure after the wedding and/or reception is appreciated.

PHOTOGRAPHY

Wedding photographs are important because they give us pictures that preserve priceless memories. It is important that families plan with the photographer ahead of time to decide what pictures are desired and the amount of time needed for picture taking.

In order to preserve the sacred moments of the wedding ceremony, your photographer is expected to perform in a professional and courteous manner. Distractive behavior and/or disregard for the sanctity of the wedding ceremony will not be acceptable.

SIGNED FEE SCHEDULE

Remittance of the *signed fee schedule* communicates your understanding and acceptance of all policies and procedures outlined in this booklet.

Violation of any of the policies defined in this document will result in the loss of your wedding deposit. Damages to church property may also result in additional fees.

If you have any questions, please call the Church Administrator at 620-665-5547.

Revised 07-23-2020