

# **Guidelines for celebrating your wedding at Trinity Lutheran Church Wedding Manual Introduction**

A Christian Wedding is a time to celebrate God's love for us through Jesus Christ and to ask him to make your marriage a strong, loving, lifelong partnership. We want your marriage and life together to be a testimony to God's faithfulness and for you to be able to display a model of respectful love. The character of all worship events taking place at Trinity must always reflect the identity of this congregation and our esteem for Jesus Christ's authority and surpassing grace. Your understanding of and respect for these values and principles is appreciated. We at Trinity are honored to serve couples at this exciting time in their lives. We want to share in this joy while helping to guide you in creating a memorable event of worship and trust in our Lord Jesus Christ.

The purpose of these guidelines is to free you from questions, to allow you to celebrate your special day without worry and to erase any indecision or frustration that might occur.

## **Wedding scheduling**

To assure availability of the Worship facilities for your service and for regular worship services, it is important to discuss the scheduling of your Wedding with the Pastor as soon as possible. Once your fees have been received, your wedding can be scheduled and the Pastor and Director of Music will help you plan your service. The Pastor will also schedule the required Pre-Marital Counseling.

## **Pre planning visit**

Before you meet with the Pastor and Music director, it is requested that time be spent with the Wedding Coordinator who will walk you thru the Sanctuary and Memorial Hall and discuss options for flowers, photography and many other details. She will be able to answer your questions and make suggestions based on experiences with other wedding services. This visit can easily be scheduled to coordinate with later appointments with the Pastor and Director of Music.

## **Wedding License**

A wedding is also recognized by the state, which has its own requirements before the ceremony can be celebrated. The laws of the state of Maryland must be satisfied. A license to perform the marriage must be delivered to the office no later than one week prior to the wedding date.

### **Building Use**

The church facilities will be open and available three hours before your service. It is important to communicate closely with the Sexton/Wedding coordinator who can assure that the needed doors are unlocked and deliveries are coordinated. Memorial Hall will be available for the gathering of the wedding party and their family and friends. There is a Bride's Room on the second floor of Memorial Hall for your use. The Groomsmen will use the Parlor in the Educational Building. Both rooms have restrooms, large mirrors and good lighting. It is requested that all supplies and personal property be removed no more than one hour after the completion of the service and the area be left in good order.

### **Sanctuary Use**

The Sanctuary at Trinity accommodates 515 people in the nave and balcony. There are 20 rows of pews. Ribbons and flowers may be tied to the end of the pew with ribbon or chenille pipe cleaners. No tape or tacks may be used. The altar, pulpit lectern and altar paraments are always the color of the church season and cannot be changed. When a wedding date is considered, the Pastor or wedding coordinator will know what color will be in place on your day.

The use of rice, confetti, birdseed or rose petals are prohibited for environmental reasons. Only bubbles can be used outside the building. Silk rose petals may be used in the Sanctuary during the processional.

The Sanctuary aisle is seventy-two feet long. However, aisle runners are not recommended for safety reasons as our aisle is carpeted.

An information sheet for you, your Photographer/Videographer and Florist is included in this guideline

### **Candle Light Weddings**

The candles on the altar are lit for every service at Trinity. There are two additional candelabras of seven candles each which may be added. All candelabra will remain unadorned.

Trinity has two Unity Candle stands, one silver and one brass for your use if you desire to provide a Unity Candle Ceremony during your service.

Weddings which are scheduled for evenings occasionally wish to use additional candles. The Fire Marshall's regulations do not permit candles on the floor or attached to pews. Candles can be placed in the windows using the church's candleholders. There are 8 windows which can accommodate a candle shelf that holds 9 candles. The cost of the candles for candle light weddings must be assumed by the bridal party. The church office will order the candles.

Because of the time involved in preparing for and cleaning up after a candle light wedding an additional \$50 will be added to the Sexton's honorarium.

**Wedding Bulletins**

A wedding bulletin is not required for your service but many couples find them to be a valuable addition. You may choose to have them printed professionally, print them yourselves or have the Trinity office print them at an additional charge. You may also choose and provide your own covers for use in the preparation of the bulletins in our office. A worksheet is provided in this packet for your use in planning your bulletin. The Pastor and Music Director will provide information regarding scripture references, order of service and music selections. All bulletin content and covers must be approved by the Pastor and Music Director and must be provided to them no less than one month prior to your service.

**Street Parking Reservation Information**

If you would like the parking places in front of the church on Potomac Street reserved, you will need to make arrangements with the City of Hagerstown. Information regarding those arrangements will be included in this packet at a later date.

# Trinity Lutheran Church Wedding Worksheet

Name of Bride

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

Preferred phone number \_\_\_\_\_

Alternate contact number \_\_\_\_\_

Current church membership \_\_\_\_\_

Baptized? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Confirmed? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Name of Groom

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

Preferred phone number \_\_\_\_\_

Alternate contact number \_\_\_\_\_

Current church membership \_\_\_\_\_

Baptized? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Confirmed? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Date requested for wedding \_\_\_\_\_ Time \_\_\_\_\_

Fees Received? \_\_\_\_\_

Date for rehearsal? \_\_\_\_\_ Time \_\_\_\_\_

Notes:

# MARRIAGE SERVICE PLANNING WORKSHEET

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding date and time \_\_\_\_\_

Rehearsal date and time \_\_\_\_\_

Location of service: Sanctuary \_\_\_\_\_ Memorial Hall \_\_\_\_\_

Approximate number of guests \_\_\_\_\_

Number in wedding party: Bridesmaids/Maid of Honor \_\_\_\_\_

Groomsmen/Best Man \_\_\_\_\_

Pastor/Officiant \_\_\_\_\_

Additional Assisting Ministers? Name and Title? \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Is a bulletin desired? \_\_\_\_\_

Trinity to provide? \_\_\_\_\_ Bride and groom to provide? \_\_\_\_\_

Will altar servers be needed? \_\_\_\_\_

Crucifer \_\_\_\_\_ Name of those assigned \_\_\_\_\_

Acolyte(s) \_\_\_\_\_

Bible/ Torch bearers \_\_\_\_\_

Will this be a candlelight service? \_\_\_\_\_

(Additional fees will be charged for candles and sexton clean up)

Will musicians be used? \_\_\_\_\_ Soloist? \_\_\_\_\_

Hymns \_\_\_\_\_

(Consultation with Trinity Director of Music is required)

Unity Candle ceremony? \_\_\_\_\_ (Candle to be provided by the bride and groom)

Will rings be exchanged? \_\_\_\_\_ Double\_\_\_\_\_ Single\_\_\_\_\_

Will the Eucharist be celebrated? \_\_\_\_\_

Method: Common Cup\_\_\_\_\_ Intinction\_\_\_\_\_

Will there be a lector? \_\_\_\_\_ Name\_\_\_\_\_

Sanctuary flowers: Trinity to provide\_\_\_\_\_

Bridal party to provide\_\_\_\_\_ (Informational worksheet included for florist.)

Name, address and phone number of Florist

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Professional Photographer?\_\_\_\_\_ (Instructions for photographer included in packet)

Name, address and phone number of Photographer

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Videographer?\_\_\_\_\_ (Instructions for videographer included in packet)

Name, address and phone number of Videographer

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# **Trinity Lutheran Church**

## **Guidelines for Photographers and Videographers at Wedding Services**

Photographs and video recordings of your service are the longest lasting memory of this important day. They will be enjoyed over and over for many years to come. We want to help you create these memories within some guidelines. During the planning of your service, it is requested that the wedding party, the photographer and videographer meet with the Wedding Coordinator in the Sanctuary to discuss locations of camera angles and timing of photography and videography.

Wedding time \_\_\_\_\_ Set up time \_\_\_\_\_

Before the service:

Upon arrival at the church, photographers are requested to contact the Sexton or Wedding Coordinator who will help them find the wedding party and orient them to our facility. Photographs may be taken in the dressing rooms, Memorial Hall or the Parlor at any time during preparations. You may move furniture and set up backdrops as needed but it should be returned to the original location before you leave. Photographs may be taken in the sanctuary up to 40 minutes before the service is scheduled to start.

During the service:

The service begins with the Invocation and ends with the Benediction. We ask that there be no flash photography during the service. It is our expectation that your guests will be informed of this. Photographs/video without flash may be taken unobtrusively during the service from the Sacristy and the balcony. Small cameras or recording devices may be placed and started before the service. There are several points in the Sanctuary where cameras with remote triggers can be placed in order to obtain different points of view. Moving about with a camera or hand held video recorder is not allowed at any time during the service.

After the service:

If the Pastor is to be included in Wedding Party photographs, we ask that those pictures be taken first. The cross on the altar may cause some "flashback" in your photos. It may not be removed but the Wedding Coordinator or Sexton may turn it slightly to prevent this.

# Trinity Lutheran Church

## Guidelines for Florists at Weddings

The following guidelines are to be used by florists at all weddings at Trinity Lutheran Church.

We are happy to work with any florist in order to make a couple's wedding ceremony memorable and beautiful.

Wedding time \_\_\_\_\_ Set up time \_\_\_\_\_

The color of the Paraments on the Altar are set according to the church calendar. They cannot be changed. Any seasonal decorations such as Christmas or Easter cannot be changed.

1. Florists should check with our Wedding Coordinator to determine the size, number and placement of flowers in the sanctuary. There are only a certain number of arrangements allowed and their placement is specified.
2. Floral arrangements on the Altar are to be placed in our urns. We are happy to provide liners. Any arrangement on the altar must not be higher than the cross which measures 36 inches. If the Wedding Party wishes to take the arrangements to the reception, our liners must be returned by the next day or alternative containers must be used.
3. Tape, tacks, wires may not be placed on the pews. Ribbon or chenille "pipe cleaners" should be used. There are 20 rows of pews at Trinity.
4. Aisle runners are not recommended for safety reasons as our aisle is carpeted.
5. Only silk flower petals may be used in the aisle.
6. Anyone arriving to deliver items such as flowers, runners or other supplies should check with the Sexton or Wedding Coordinator to see where they are to be delivered and placed. Your contact person is \_\_\_\_\_
7. Any items belonging to your business should be removed from the church at your earliest convenience following the wedding.
8. It would be very helpful for the Wedding Party and the Florist to meet with the Wedding Coordinator during the planning stage of the wedding.



**Trinity Lutheran Church**  
**Wedding Bulletin Information**  
**Wedding Party**

As they are to be listed in bulletin:

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Best Man

Relation to Bride or Groom

\_\_\_\_\_

\_\_\_\_\_

Groomsmen/Ushers

\_\_\_\_\_

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Maid or Matron of Honor

\_\_\_\_\_

\_\_\_\_\_

Bridesmaids

\_\_\_\_\_

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Ring Bearer

\_\_\_\_\_

\_\_\_\_\_

Flower Girl/s

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Trinity Lutheran Church

## Wedding Fees

	Members	Non-members	
Pastor	Honorarium	\$500	_____
<p>This includes four, two hour premarital counseling sessions beginning six months prior to wedding date. Couple will also be required to purchase a book for use during these sessions at a cost of \$18.</p>			
Minister of Music	\$175	\$175	_____
Use of Sanctuary	-0-	\$150	_____
Use of Chapel	-0-	\$75	_____
Sound Manager	\$75-125	\$75-125	_____
Wedding Co-coordinator	\$125	\$125	_____
Sexton			
With reception	\$150	\$175	_____
No reception	\$100	\$120	_____
Candle light service (+cost of candles)	\$50	\$50	_____
Memorial Hall and Parlor	\$50	\$50	
Bulletins	Actual cost +\$25	Actual cost +\$50	_____
		Total due:	_____

All fees are due to time of arrangement and your date will be reserved. Should cancellation occur before 30 days prior to your date, all monies will be returned. Within 30 days of date, 25% of fees will be retained by the church.