

YOUR WEDDING AT TRINITY

Policies
And
Procedures

INTRODUCTION:

This booklet has been prepared to help you plan your own very special wedding. If you should decide to be married at **TRINITYalgood**, we would like to help you make this a deeply spiritual occasion. In these pages we will share those things that we feel are important to make this a beautiful and holy event to remember and treasure.

The Staff here at **TRINITYalgood** will be glad to assist you in planning your wedding. We are here to answer your questions and offer any suggestions you might need. We want your wedding to reflect the wonderful love that God has given His children through Jesus Christ. We urge you to make thorough preparations both for the wedding day, and for the spiritual life you will share together for which this day signifies.

POLICIES:

Because the church is where we worship God, we feel it should be so respected. Your wedding will be both a joyous and happy occasion if you remember to keep sacred the church where you take your vows.

We have, therefore, printed for your benefit a few policies and guidelines. The Deacons and Staff of **TRINITYalgood** ask for your cooperation in these requests.

1. Weddings can only be booked by those who are members or currently attend TRINITYalgood.
2. A Church Activities Request Form for the wedding and the rehearsal must be filled out in full and submitted at least three months prior to the wedding, and must be approved by the Senior Pastor or Office Manager prior to any other arrangements being made. Do not make the mistake of announcing your date before it has been confirmed by a phone call from the Wedding Coordinator.
2. Smoking is not permitted in any part of the building.
3. Bird seed or bubbles may **not** be used inside church buildings but you are welcome to use them outside the church. We ask that rice and confetti not be used.
4. Serving of alcoholic beverages in any form will **not** be permitted in any area of the church. The Pastor reserves the right to refuse to conduct the rehearsal or perform the ceremony if it is evident that members of the wedding party have been drinking alcoholic beverages.
5. Payment for facilities requested must be made in full a minimum of one month before the ceremony. You may give it to the Wedding Coordinator or leave it in the church office. If not paid in time, reservations will be cancelled and the deposit will not be refunded.
6. All of the weddings held at this church will be performed by Ministers on the Staff, or other Ministers approved by **TRINITYalgood**.
7. No weddings or receptions can be held on Sundays, Wednesdays or any holiday.

The church facilities must be vacated by 6:00 pm on Saturdays to allow for sufficient preparation for Sunday services.

8. Inform your florist / decorator of our special guidelines:
 - a. Do not use any adhesive tape on the carpets anywhere in the church, even for the white runner.
 - b. Candles used in the church must be “tube” candles.
 - c. Arrange a time with the church when flowers will be delivered and/or decorations will be done.
 - d. All decorations must be in place **before the rehearsal**. **Usually** the sanctuary can be reserved the day of the rehearsal after 8:00 am through the end of rehearsal.
 - e. Use of metal clips or tape on the pews is not permitted.
9. You must attend four counseling sessions with a Trinity Pastor before the wedding will be performed.
10. The Pastors at TRINITYalgood will not perform the wedding of a couple who are living together.
- 11. Use of the Trinity camera equipment is not permitted.**
12. When decorating for the reception, no tape, staples, or nails are allowed on any of the walls or floors.
13. Church-wide services have priority over wedding ceremonies. Your wedding date will be confirmed and scheduled on the church calendar.
14. If you choose to have your reception held at Trinity Place or the Multi Purpose Room:

The church will provide the following for your use: *6 ft. tables and chairs*

You are responsible for all food and refreshments.

You will need to bring the following items on the day before, or the day of the wedding:

Table cloths, decorations, serving dishes, coffee service, punch bowls, utensils
15. Dancing will not be permitted during the reception.

INFORMATION:

Please exercise care in keeping track of your possessions and valuables. It is strongly recommended that valuables should not be left in the dressing rooms during the ceremony or reception. Please have someone pick up all of your belongings after the wedding has finished.

Make sure that each person knows what time he/she must be there. Be sure to tell your wedding party that the rehearsal is a time to go over every detail of the ceremony

in order, and that the Pastor and Wedding Coordinator will tell them what is expected of them.

The church parking lots are available for your guests. Of course, since there is no charge for this service. We cannot assume the responsibility for accidents or lost or stolen articles in the parking area.

SCHEDULING:

Because of the heavy schedule of our church facilities, we cannot schedule a wedding later than **7:00 pm** on weekdays or **3:00 pm** on Saturdays. Buildings must be vacated by 10:00 pm on weekdays and 6:00 pm on Saturdays. The focal point of our church ministry is Sunday and we must prepare for that on Saturday evening.

The Wedding Coordinator will confirm your wedding rehearsal date and time.

The bride should consult with the Wedding Coordinator in regard to the music she desires. The Wedding Coordinator reserves the right to turn down any song she feels is not appropriate for the church ceremony.

FEES:

The following is a list of the fees for a wedding at Trinity.

Deposit \$100.00 due at time the wedding is booked.
If the wedding is cancelled the deposit is non-refundable.

Sanctuary (6 hours of usage)

Members/Adherents	\$100.00
Non-Members	\$300.00

Multi-Purpose Room (6 hours of usage)

Members/Adherents	\$100.00
Non-Members	\$300.00
Janitor Fee	\$100.00

Trinity Place (6 hours of usage)

Members / Adherents	\$75.00
Non-Members	\$200.00

Wedding Coordinator

3 Hour Minimum	\$25.00 / hour (3 hour minimum total-includes rehearsal time)
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Sound Technician

\$25.00 / hour (2 hour minimum per day-includes rehearsal time)
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Projection Technician

\$25.00 / hour



SERVICES AVAILABLE:

Wedding Coordinator:

The Wedding Coordinator is a member of the church. You will find that she has a vast knowledge of what is proper and customary for all parts of your wedding. She will assist you in any way, with the details of your wedding. It is her wish to make your wedding preparations as complete as possible before and during your wedding, to allow you to be able to enjoy your wedding day. She is in charge of communicating details about your wedding to people on staff, and to the Pastor performing the ceremony and the pre-marital counseling.

Staff & Custodial Help:

A staff member will unlock the church for the rehearsal and on your wedding day. They will set up the sanctuary and additional facilities and will see to the cleanup of these facilities afterwards. You will need to remove all of your belongings from the church, we cannot be responsible for any lost items.

The staff is responsible for the heating and/or cooling of the facilities.

They will have designated dressing rooms prepared for your use.

The staff will have a Guest Book Table set up for your use if you so desire.

Pianist & Vocalists:

A church pianist may be available to play for your wedding, according to their own scheduling. If you wish to have a vocalist from the church, please request information from the Wedding Coordinator as to who might be available.

Sound System, Projection System, & Special Lighting:

If you wish to use the sound system and/or special lighting for the ceremony, a qualified Sound Technician from our staff must be used. See the Fees Section of this document for pricing.

Wedding Equipment:

All equipment is available for you to use in your wedding with the exception of video cameras. We do have some arrangements of calla lilies and greenery which is available for use if you desire.

