



Trinity Church

United Methodist

®

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Wedding Policy

2019-2020

Table of Contents

Welcome.....Page 3	Wedding Rehearsal.....Page 17-18
Church's Letter to the Couple	Wedding Rehearsal Dinner
Your Wedding at Trinity Church	
Scheduling the Wedding and Phases.....Page 4-6	Liability.....Page 18-19
Officiating Minister	Cancellation Policy
	Security Deposit
	Lost and Found
Wedding Information Form.....Page 7-9	Trinity Wedding Services.....Page 19
Additional Check Off Items	Trinity Wedding Host
	Sanctuary Technology
	Office Support for Programs
Wedding Fee Schedule.....Page 10-11	Independent Wedding Providers...Page 20-21
Worksheet for Estimating Fees	Wedding Coordinator
	Photographer
	Videographer
	Nursery
Wedding License.....Page 12	Reaffirmation of Vows.....Page 21-24
Alcohol and Illegal Controlled Substances Use.....Page 12	
Wedding Service.....Page 13-17	Appendix.....Page 25-30
Programs and the Order of Service	Wedding Information Form
Scripture Readings	Worksheet for Estimating Fees
Music	Photos of Sanctuary
Building	Facility Usage Agreement
Flowers, Candles, Decorations	
Animals	
Attire	
Wedding Outside the Church Facility.....Page 17	



Letter to the Couple

Dear Friends,

Trinity Church – United Methodist has been celebrating marriage for decades, with countless couples joined together before God at this church. Our pastors, staff and members of Trinity Church – United Methodist celebrate with you on this occasion of your own upcoming wedding. You will be joining the many couples who have embarked on this next step of your life journey into a sacred union through Christian marriage.

Your wedding ceremony is one of the many services of worship conducted by our pastor. As with all worship services, various aspects of your wedding ceremony will include music, scripture readings and prayers. Throughout the ceremony, God's presence in our lives will be affirmed. As the wedding liturgy proclaims, marriage is a gift given by God so that we may live joyously in loving relationship. In the presence of God, family and friends, and by your promises through your wedding vows, you will declare your intentions to enter into this sacred union with one another.

The guidelines, policies and procedures in this handbook have been established in order to preserve the sanctity of our facilities and the wedding ceremony. We offer this handbook to guide and assist you during the many preparations you will make in anticipation of this special day. This will help to ensure that the sanctuary and other areas of church property are respected and the ceremony proceeds with reverence.

In Christ's name,

Trinity Church – United Methodist

Beaver Dam, WI

Your Wedding at Trinity Church

We look forward to working with you for this exciting and deeply meaningful event in your lives! When two persons enter into holy matrimony, they not only pledge faith to each other, but they also enter into a covenant with God. Therefore, a wedding ceremony is a service of worship. It is not primarily a social event, though it may be supported by certain time-honored social customs that bring joy and celebration to the event. We hope that this will be a time of great blessing for you! It is our hope that this Wedding Policy will give you the guidelines needed to make your wedding plans and ceremony go as smoothly as possible. Please read this policy carefully and ask any questions you might have.

Scheduling the Wedding Date

To schedule a wedding at Trinity Church, please use this checklist:

- Call Trinity's pastor, to check on available dates and times for your wedding on the church calendar. Also, regardless of where you are being married, the pastor will need to check his/her calendar for availability.
- At that time, an appointment can also be made for an initial consultation about your wedding.
- Receive a Wedding Policy packet from the church office and read it completely.

At the initial consultation, the pastor and office staff will:

- Introduce the *Wedding Information Form*, provide you with a *Wedding Fee Schedule* with a list of fees involved for weddings at Trinity Church – in the sanctuary or in the prayer garden, and the *Worksheet for Estimating Fees*. Please return completed forms to the Pastor.
- Provide you with information for taking the online premarital inventory that will be used for counseling you as a couple to prepare for your marriage and planning your wedding.

You may later change the date or time of your wedding and/or rehearsal, but you must consult with the church office first to make sure that there are no conflicts on the church's calendar and consult the pastor to make sure that there are no conflicts on the pastor's calendar. Wedding services and rehearsals will not be scheduled on holidays, nor on dates or times which would conflict with regular or seasonal worship services. Examples of dates and times which are unavailable include Saturday evenings, Sunday mornings, the weekend before Christmas, Christmas Eve, Christmas Day, Palm Sunday weekend, Holy Week, Easter

weekend, Thanksgiving, and weekends when concerts or Children's Programs are planned at the church.

Weddings scheduled for Saturday are normally at 2:00 p.m., but a different time can sometimes be arranged. Since time is needed to clean the sanctuary and be prepared for Sunday morning worship services, a Saturday wedding cannot be scheduled after 4:00 p.m. The building usage fee includes 4 hours in the church upon arrival. Therefore, all activities for the wedding must be planned to fit the 4 hour timeline.

No Membership Requirement

Our church performs ceremonies for a) members of our congregation or b) persons who do not have a current relationship with a church, but give evidence of their desire to be part of Trinity Church by attending worship and getting involved in the ministry of the church for at least six months before the wedding.

Trinity Pastor as Officiant

Our wedding ministry focuses on couples who want something more than the use of our building. Our pastor will conduct all weddings, including for non-members. In accordance with the Book of Discipline of the United Methodist Church, the appointed pastor of this church shall counsel the couple, guide preparation of the service and officiate at the ceremony.

The initial consultation session(s) with the pastor will include an explanation of the wedding ceremony, discussion of the responsibility of marriage vows, and guidance on relationship challenges for couples. The number of consultation sessions required will be determined by the pastor.

In some cases, the couple may have a close friend or relative who is a licensed Christian minister they want to be involved in the ceremony. Though a pastor of Trinity Church will officiate at the service, a guest minister can assist in some other way, by reading a scripture lesson or offering a prayer. Please note that the invitation to the guest minister to assist with the ceremony must be made by the pastor of Trinity Church, and the decision of whether or not to extend that invitation is solely at the discretion of the pastor of Trinity Church.

Overview of Wedding Planning Process Form

This form has been designed to guide you through the process of planning your wedding. The couple will give necessary considerations to all parts of planning the wedding.

(PHASE ONE)

Contact and meet, in person, with TCUM Pastor to discuss wedding preparations. Plan on discussing your preference on marriage site and review Worksheet for Estimating Fees. When you receive the Wedding Policy packet from Pastor, please make sure you read ALL policies and procedures to ensure your wedding ceremony is a meaningful and joyous celebration.

(PHASE TWO)

The couple must complete the online Premarital Inventory (or Remarital), and a copy of the **results should be e-mailed to the Pastor**. This inventory is a nonrefundable payment.

(PHASE THREE)

Attend the first premarital counseling appointment with the Pastor. A minimum of two counseling appointments will take place. The couple will need to process, approve, and sign the dates for the

rehearsal and wedding ceremony (page 6). They should be submitting a nonrefundable personal check for the Security Deposit made payable to Trinity Church United Methodist to save the date on the church calendar.

(PHASE FOUR)

Schedule follow-up meetings with the Pastor to:

- continue planning the Christian service
- review Wedding Policy packet

(PHASE FIVE)

Ensure that all necessary paperwork for Services/Venues is completed and follows the Trinity Church Wedding Policy packet. Services include, but are not limited to: musicians, DJ, photographer, videographer, florist, caterer, wedding coordinator, etc. (see wedding folder).

(PHASE SIX)

The rehearsal is an integral preparation for your wedding. It is usually held the evening before the wedding day and will be put on the calendar at the same time you schedule the wedding. It will include practice of processional, recessional, seating, ushering, and other details. All members of the wedding party, including children, are expected to participate in all aspects of the rehearsal.

Please remember to bring your marriage license with you to the wedding rehearsal to present to the Pastor. The Pastor is responsible for submitting your marriage license to the Register of Deeds.

(PHASE SEVEN)

After your wedding ceremony, please keep in mind that the building use fee for the sanctuary includes a total of 4 hours on the wedding day. An additional fee will be charged for additional hours of church use (see the Wedding Fee Schedule for more information). An example of typical timeline on the wedding date includes; 12pm Arrive at Church, 2pm Ceremony, 3pm Pictures in Sanctuary, 4pm Departure. Think about who will serve as designated individual for collecting all wedding items after the service.

Reminders from Trinity

1. TCUM is not responsible for personal items lost, stolen, and/or damaged.
2. Please pay fees in a timely manner.
3. **The couple should remember to convey important information to the wedding party and guests including:** (1) members of the wedding party will at all times conduct themselves in a manner befitting the atmosphere of a place of worship, (2) refrain from consuming alcoholic beverages, smoking, vaping, chewing tobacco and/or other tobacco substances before the rehearsal and wedding ceremony. **Being in possession of, consuming and/or under the influence of alcoholic beverages or illegal controlled substances is not permitted on or in any property of Trinity Church United Methodist.** Properties of TCUM include the parking lot, dressing rooms, and bathrooms.

Trinity United Methodist Church

Wedding Information Form

Couples Personal Information

Date Submitted: _____

+ Full Name _____

Age _____ Address _____

Trinity Church Member? Yes No Church Affiliation (if not Trinity) _____

Cell Phone Number _____ Best time to reach AM PM

Email Address _____

Parents' Names _____

Parents' Address _____ Parents' Cell Number _____

Children: _____

+ Full Name _____

Age _____ Address _____

Trinity Church Member? Yes No Church Affiliation (if not Trinity) _____

Cell Phone Number _____ Best time to reach AM PM

Email Address _____

Parents' Names _____

Parents' Address _____ Parents' Cell Number _____

Children: _____

+Circle One (from the Marriage Inventory): Premarital Inventory Re-marital Inventory

+ Date Preferences: Wedding _____ Time _____

Rehearsal _____ Time _____

Decorating for wedding

After Rehearsal Before Service

Reception (if held at Trinity) _____ Time _____

Number of attendants in the wedding party (state numbers):

___ Bride's Attendants ___ Ringbearer
___ Groom's Attendants ___ Junior Bride and Groom
___ Flower Girl ___ Ushers
___ Readers: (Names) _____

Approximate number of guests expected (state numbers):

___ For the wedding worship service (capacity of 275) ___ For the reception (if held at Trinity)

Music: _____

Selected Symbol of Unity: _____

Method of Guest Dismissal after ceremony: _____

Church facilities needed (check appropriate spaces):

Wedding Location: ___ On-Site ___ Off-Site, location: _____

- Sanctuary (seating capacity 250-275, 28 pews not including balcony)
- Sanctuary Technology: ___ sound system ___ projector ___ video ___ microphone
- Fellowship Hall for a reception if held at Trinity (seating capacity 150)
- Dressing area for bride and attendants
- Dressing area for groom and attendants
- Nursery
- Others: _____

Timeline of photography at the church:

Rehearsal _____ am pm Wedding Ceremony _____ am pm
After Ceremony _____ am pm Signing of Marriage License _____ am pm

Method of Payment: ___ Check for total ___ Payment Plan

Name of Party financially responsible: _____

List of Outside Vendors

~Florist Name: _____	~Musician(s) Name: _____
Cell phone: _____ email: _____	Cell phone: _____
~Photographer Name : _____	Email: _____
Cell phone: _____ email: _____	~Videographer Name: _____
~Wedding Coordinator Name: _____	Cell phone: _____
Cell phone: _____ email: _____	Email: _____

To secure a wedding date, this form must be completed, dated, and returned to the church office along with a deposit of \$100.00. Couples are required to attend pre-marriage sessions. All fees must be paid at the church office at least 4 weeks prior to rehearsal. For questions call and/or email the church office.

Additional Check Off Items

- Time of arrival on wedding day _____
- Requested Guest Minister's Name: _____
- Who is making or providing the wedding programs? _____
- Music Selections
 - Live Musician _____
 - Pre-Recorded (in which the couple will take care of licensing) _____
 - Professional DJ _____
- Sound technician knows that microphones are needed for music
- Will the nursery be needed for the wedding rehearsal? Yes No
- Who is cleaning up wedding items after the ceremony? _____
- Guest book attendee: _____
- Who will be pinning boutonnieres and corsages? _____
- Directions for special seating of the couples' family _____
- How will the wedding attendants enter the sanctuary? _____
- Will any flowers from the Wedding Ceremony be left at the church the following Sunday?
 - Yes No
- Paperwork provided to (see wedding folder)
 - Florist
 - Soloist
 - Musicians
 - Photographer
 - Videographer
 - Wedding coordinator
 - Trinity host
 - Other: _____

The following Wedding Information Form is completed and accurately submitted:

Signatures (dated) _____

Wedding Fee Schedule

Waiver Statement: Prices may go up due to unforeseen circumstances. All fees will be nonrefundable if cancellation is made in less than 30 days before the wedding date.

We understand that sometimes it is necessary to change or cancel an event. If the date can be rebooked to another date, the payment will be applied to the new date. All cancellations must be made in writing.

Pre-marriage fee:

Computerized Marriage Inventory.....\$50.00
www.intercompub.com
 · Go to Couples Section.
 · Select Shopping Cart for couples.
 · Then select Inventory to purchase
 § PMI if this is your first marriage.
 § RMI if you have been married before.

Building Fees (paid to TCUM):

Security Deposit (Non refundable)\$100.00
 Sanctuary (4 hrs).....\$200.00
 Additional hour(s).....\$50/hour
 Prayer Garden (4 hrs).....\$100.00
 Fellowship Hall for Rehearsal Dinner
 Under 50 people.....\$45.00
 Over 50 people.....\$75.00
 Fellowship Hall for Wedding Reception
 Under 50 people.....\$45.00
 Over 50 people.....\$75.00
 On Saturday night.....\$250.00
 Nursery Room Usage\$50.00

Pastoral Fees (paid to Pastor):

Member using Sanctuary or

Prayer Garden.....\$200.00-\$250.00
 Non-member using Sanctuary or
 Prayer Garden.....\$300.00-\$400.00
 Off Site wedding.....\$400.00

Musician Fees (paid to musicians playing for service):

Piano, Organ, or Clavinova Playing.....\$100.00
 Accompanied Solos.....\$10/solo

Custodial Fees (paid to custodian(s):

Onsite wedding setup.....\$50.00
 Reception.....To be discussed
 Set up/Take down of Prayer Garden.....\$200.00

Sound System Technician Fees (paid to tech.):

Onsite weddings.....\$50.00
 Includes sound board and microphones

Wedding Programs (If prepared and printed by the church).....Varies

Trinity Wedding Host (paid to host):

Rehearsal and Wedding.....\$ 150.00

Wedding fees are to help cover church costs of maintaining our church building.

Example of Worksheet for Estimating Church Staff and Building Fees

Actual worksheet in folder

	Member	Non-Member	Estimated Fee
Online Premarital Inventory Cost:			
Security Deposit Fee: Paid to Trinity Church			
Pastoral Fee: Paid to Pastor			
Musician Fee: Rehearsal and Wedding Day Paid to Musicians			
Building/Custodial Fee: Paid to Custodian			
Sound Technician Fee: Paid to Sound Technician			
Trinity Wedding Host Fee: Paid to Wedding Host			
Total:			

Guidelines for Trinity Wedding Events

Wedding License

Wisconsin has numerous requirements for securing a wedding license including a waiting period. We recommend that the couple should check with the Dodge County Clerk well in advance in order to meet all the requirements. The license should be brought to the wedding rehearsal and given to the pastor, in order for rehearsal and wedding to proceed. The pastor will return the paperwork enclosed with the license to the couple to apply for a certified copy of their marriage license. The pastor will have the couple and two witnesses (usually the best man and maid/matron of honor) sign the license following the wedding ceremony and prior to any photographs being taken. State law requires the pastor to submit the completed license directly to the County Register of Deeds – so that they can later supply the certified license to the couple.

The wedding license must be issued for the county in which the wedding will occur, and must specify a) the name of the county, b) the name of the city, village, or town, and c) whether the location is classified legally as a city, village, or township. The couple will need to provide this information when applying for their marriage license. The boundary lines of a city, village, or township can be unusual, so check this information out very carefully. Failure to report this information accurately can cause significant legal difficulties for the couple.

Alcohol, Illegal Controlled Substances, Tobacco, Vaping, etc.

It is expected that members of the wedding party will at all times, conduct themselves in a manner befitting the atmosphere of a place of worship. Therefore, the couple are required to inform all members of the wedding party and guests that they must refrain from consuming alcohol beverages, and any illegal controlled substances before the rehearsal and wedding ceremony. Being in possession of, consuming, and/or being under the influence of alcoholic beverages or illegal controlled substances is not permitted on or in any property of Trinity Church-United Methodist. Also, smoking, vaping, chewing tobacco and/or other tobacco use on or in any property of TCUM is not permitted. This includes the parking lot, dressing rooms, and bathrooms. If these policies are violated, the Pastor has the authority to delay the rehearsal and/or remove members of the wedding party from the wedding event. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed regarding these matters.

Order of Services and Wedding Programs

There are basic components for a wedding in the United Methodist Church. Planning any variation will need to first be discussed with the pastor. The wedding service must meet with the approval of our pastor and follow within the guidelines of our wedding policy and traditions of TCUM. A typical "Order of Services" includes; Welcome and Announcements, Processional, Greeting, Declaration of Intention, Response of Families and People, Prayer, Scripture Readings, Message, Intercessory Prayer, Exchange of Vows, Blessings and Exchange of Rings, Symbol of Unity, Declaration of Marriage, and Recessional. The couple is welcome to discuss any variations in the ceremony with the pastor.

Options:

Vows: The couple is welcome to write their own vows in collaboration with Pastor.

Music: The couple and the pastor will discuss whether or not music will be included in the ceremony.

Symbol of Unity: The couple and the pastor will discuss whether or not a symbol of unity will be included in the ceremony. Unity candles, sand ceremonies, and a three strand cord are some rituals that symbolize joining two persons in marriage, yet each person remains a unique individual. The couple must provide all necessary wedding materials related to use of a symbol of unity.

Wedding programs: Programs can be printed at Trinity Church for a set fee, if arrangements are made at least six weeks in advance. The couple is welcome to make arrangements for printing any programs outside the church as well, after the pastor and the couple have agreed upon the order of service.

Wedding programs may be ordered through the church office six months before the ceremony, when an arrangement has been made for the church to print the programs. Payment for the programs needs to be made 4 weeks before the wedding ceremony. Program design selections can be found at:

§ cokesbury.com § anchorwallace.com § concordiasupply.com.

Scripture Readings for Your Wedding

Customarily, at least one Bible passage is read at a wedding, and often two or three. You are welcome to pick a scripture passage(s) yourself, or you may request the pastor to do it for you. The following Bible passages are suggested passages for a wedding:

Old Testament

Genesis	1:26-31 2:18-25
Psalms 33 (selection)	67 103 (selection) 121 127 128 145 (selection) 148 (selection)
Ecclesiastes	4:7-12
Song of Solomon	1:15-16a; 2:2-3a,8-14,16a 4:1a,9-10 5:10,15b-16; 6:3a 8:6-7
Jeremiah	31:31-34
Hosea	2:16-23

New Testament

Matthew	5:1-10,13-16 7:21,24-29 22:35-40
Mark	10:6-9
John	2:1-11 15:9-16
Romans	12:1-2,9-18
I Corinthians	12:31 - 13:8a
Ephesians	3:14-21 5:2a,21-33
Colossians	3:12-17
I Peter	3:1-9
I John	3:18-24 4:7-16
Revelation	19:1,5-9a

This is not an exhaustive list - you are welcome to search for other readings from the Bible; the pastor will assist you if you need help. It is permissible to have a friend or family member read from the scripture lessons for your service. This is a wonderful way to involve persons in your wedding.

Music Options

Marriage is a covenant made with God. Music used within the service should invite all persons present to experience the presence of God. All music for the wedding ceremony should be of keeping in the sacred character and appropriate dignity of the wedding ceremony. To this end, all music must have approval from Pastor. Special music being performed by enlisted musicians and soloists must be submitted 4 weeks prior to the ceremony. The following guidelines apply:

- Please be prepared to discuss your plans for music during the service with the pastor in the early stages of planning your wedding.

- The pastor will help you discern the best options for music during the service; if you have musicians in mind for your service, please state this as the planning process begins. If musicians are to be paid, the couple should arrange for this directly.
- The musician for your wedding will need to participate in the rehearsal for the ceremony.
- You will need to submit any vocal texts (lyrics) to the officiating pastor for approval at least four weeks prior to the ceremony.
- If you want a soloist, the choice of soloist is up to you, make sure the soloist arranges for a rehearsal time with the musician for your wedding at some time before the wedding rehearsal. If the soloist is to be paid, the couple should arrange and pay for that directly.
- If additional musicians are to be part of the wedding ceremony the couple should also arrange and pay for that directly.

Note: It is easiest to accompany the processional with live music rather than recorded.

Building Use

The church building will normally be unlocked two hours prior to the time of the wedding, for decorating the sanctuary and for members of the wedding party to get dressed. Any other special arrangements need to be discussed on a case by case basis.

The dressing area for the bride and bridesmaids is located in the Memorial Room. A restroom with mirror is located in this room. The dressing area for the groom and groomsmen is located in the Youth Lounge (Room 102), near the foot of the north staircase. A restroom with mirror is located across the hall.

In accordance with the doctrine of the United Methodist Church, *smoking, vaping, and alcoholic beverages are not permitted in the church nor anywhere on the church grounds.* It is the responsibility of the persons making arrangements for the wedding to inform the wedding party and guests of this policy.

To ensure the safety of your guests and to assist our custodial staff in proper care of the building, you are asked **not** to allow your guests to throw rice, bird seed, silly string or confetti on the premises. Bubbles are permitted. Chairs, tables, and equipment cannot be removed from the church for use at other locations.

Parking: Trinity Church--United Methodist prohibits overnight parking in their parking lot. Inform all wedding party members to make the necessary vehicle relocations after the wedding.

Flowers, Candles, and Decorations

A beautiful sanctuary requires very simple decorations and does not lend itself to elaborate decoration. Discretion must be used in your wedding ceremony decorations. The sanctuary may be decorated by a responsible florist or wedding party members who will strictly abide by the following policies:

- The building will be available for decoration two hours before the wedding ceremony, or arrangements can be made to decorate for the 30 minutes preceding the rehearsal.
- The officiating pastor (or TCUM wedding host) should be consulted by the florist or decorator prior to setting up, preferably a couple of weeks in advance. The pastor shall have final say as to whether any decorations are inappropriate and may request removal or relocation.
- Flowers, candles, and other decorations should enhance the beauty of the sanctuary.
- Symbols of the Christian faith are not to be moved, nor hidden by any decorations; decorations should not obstruct worshipers' view of the pulpit, altar, or cross.
- Church furnishings (such as pulpit, altar, cross, candles, musical instruments, chairs) cannot be relocated without the explicit approval and direct supervision of church staff.
- Floral arches for a wedding in the sanctuary shall not be used. (works well in prayer garden)
- Fresh flower petals may not be strewn in the aisles.
- Glitter and confetti are not allowed in the sanctuary.
- Lighted candles are not to be carried by participants.
- Tacks, pins, nails, glue, or tape shall not be used to fasten any decorations to the furniture or the building. Only wrapped wire or ribbon that will not mar the pew ends shall be used to fasten bows.
- No flowers may be placed on the piano.
- Please discuss any symbols of unity that may be used during the ceremony with the pastor before making a decision about how your symbol of unity will be used during the service.
- With the exception of a unity candle set, all other candles must be furnished directly by the church. The church has this requirement in order to assure the use of quality, dripleless candles. Requests for candles must be made at least four weeks in advance.
- Candles are not allowed near stained glass windows or walls, nor in any location where they would be hazardous.
- Due to fire safety regulations, no seats may be blocked with ribbons or ropes at any time.
- Additional electrical lighting may not be used, nor may windows be backlit for evening weddings. Decorations cannot be placed in the window areas.
- All decorations and equipment must be removed immediately following the wedding and final photograph.

The following decorations are available from the church: two altar candles at no additional charge which shall not be removed from the altar; four flower vase stands which are available at no charge. These can be located where you wish, but should be moved carefully, The sanctuary is decorated during portions of the Advent and Christmas seasons, and those seasonal decorations must remain as they are through the end of December.

Occasionally it is possible to leave one or two flower arrangements for use during Sunday worship services. Please consult the church well in advance if you are considering doing this, since other people may have signed up to provide flowers on that day.

Animals

The sanctuary is not an appropriate place for pets of any kind. Only registered service animals for visually, hearing and/or physically impaired are permitted in the sanctuary in most circumstances.

Attire

A wedding ceremony is a holy service of worship which blesses the marriage of a couple. Attire, or clothing worn during the service, should reflect respect for God. Attire should not distract from the purpose of the ceremony.

Weddings Outside the Church Facility

For outdoor weddings, the bride and groom should have a backup plan for inclement weather, and this plan should be made clear to the pastor and all invited guests in advance.

Wedding Rehearsal

The rehearsal is an integral preparation for your wedding. It is usually held the evening before the wedding day and will be put on the calendar at the same time you schedule the wedding. The following will help you prepare for the rehearsal:

- Everyone should arrive dressed appropriately and not in possession of and/or under the influence of alcohol or illegal controlled substances. If this policy is violated, the pastor has the authority to delay the rehearsal.
- All members of the wedding party, including children, are expected to participate in all aspects of the rehearsal.
- Normally, the rehearsal will last one hour. All members of the wedding party are expected to arrive 15 minutes before the scheduled rehearsal. The rehearsal begins with a brief welcome and a prayer given by the Pastor.
- The Pastor will lead the couple through their respective roles during the ceremony and instruct the wedding party in the movements of the processional and recessional.
- The Pastor or the Trinity host will instruct persons involved in seating guests and family members.
- Bring programs, flower girl basket, petals, ring pillow, guest registry, and pens.
- The wedding party should not bring tuxes, dresses, and food/beverages on the night of rehearsal.

Please remember to bring your marriage license with you to the wedding rehearsal to present to the Pastor. Trinity is responsible for submitting your marriage license to the Register of Deeds.

Wedding Rehearsal Dinner

Rehearsal Dinner may be scheduled for Fellowship Hall by members of the church. The following guidelines apply:

- Smoking and alcoholic beverages are prohibited.

- Since the church is located in a residential neighborhood, no amplified music is permitted.
- A Fellowship Hall usage fee is charged. Please refer to the Fellowship Hall Use Policy for more information. There is increased cost for use of Fellowship Hall on Saturday night, due to the challenge of having the space prepared for Sunday morning services.
- A reception fee is charged, which covers only the room, tables, chairs, and the use of a kitchen for preparation and clean-up using kitchen sinks. All other services need to be arranged through a caterer.

Wedding Reception

If you are interested in scheduling your wedding's reception at TCUM, we will be glad to discuss further details with you. Most often, couples choose a venue other than the church for their reception, where a wider choice of beverages and activities may be available. Due to the demands of ministry throughout the weekend, Trinity's pastor is usually unable to attend wedding receptions. Reading the prayer may be a good opportunity for including a family member or friend in reception preparations. Please refer to the Kitchen Guidelines for additional information on clean up.

Liability

Cancellation

In the event of a cancellation less than 30 days before the wedding date, the following payments will **not be refundable**: musician, sound technician, custodians, building, Trinity wedding host, and the Pastoral fees. We understand that sometimes it is necessary to change or cancel an event. If the wedding can be rebooked to another date, the payment will be applied to the new date. All cancellations must be made in writing.

Security Deposit

The security deposit will guarantee that your wedding date will be honored by the church and other events will not be scheduled in the building.

Lost and Found

The custodians inspect and clean the Sanctuary and dressing rooms following each wedding. TCUM is not responsible for damage to or theft of any lost items: however, they will make every effort to ensure that lost items, if found, be stored in a secure location until returned to their owners. Please call the church office if items are left behind.

Items not removed by the wedding party will be discarded by church staff to allow preparations for other services. There are no storage areas available for gifts, clothing, decorations, or floral arrangements. TCUM is not responsible for any items left after the approved timeline. The church will be available the following Sunday for removal of forgotten items.

Every effort will be made to protect items such as wedding dresses, purses, etc. TCUM however, cannot be responsible for such items if lost, stolen or damaged.

It is imperative that money, jewelry and other valuables not be left unattended in the dressing rooms. Prior to the ceremony, all items must be removed to your vehicles.

Trinity Wedding Services

Trinity Wedding Host

To insure the integrity and responsibility of the church and its property, Trinity Church requires the involvement of a wedding host for most weddings. This person is an assistant to the pastor. The wedding host attends your rehearsal and is present before the wedding. The host will work with the Pastor and the couple to see that your wedding is a special celebration. This will be an additional cost to your wedding fees. See job description.

Sanctuary Technology

Due to the church's sound system setup for Sunday morning radio broadcasts, only church staff or church-trained volunteers may operate it. A sound technician is needed for most weddings. You are required to use one of our sound technicians if you will have a soloist, instrumentalist, recorded music, or a scripture reader, or if you have any music for which the clavinova will be used. The only situation in which you do not need a sound technician is a small wedding, in which the pastor is the only person using a microphone – and a musician is providing all the music (no soloist, no readers, etc.).

Requirements for use of music on CD or a storage device:

- A CD or storage device shall be provided by the couple for each part of the ceremony in which recorded music is to be used. The music should be located at the beginning of the CD, so that it is not necessary to cue to a particular spot – or clearly titled on the storage device.

All music must be brought to the wedding rehearsal.

Office Support for Programs

A majority of couples choose an outside provider (or friend) to create their wedding program after the order of service is confirmed with the pastor. When a couple does not have that option available, the church can help by identifying someone to help and the cost will be added to your wedding fees. Please notify the church at least six weeks in advance of the ceremony if you need assistance with your wedding program.

Independent Wedding Providers

Independent Wedding Coordinator

If the couple has hired an independent wedding coordinator, it is important that they understand that the officiating pastor will have the final word on ALL arrangements and that the wedding coordinator's role for the ceremony is to assist the Pastor.

If a wedding coordinator is used, they may assist the pastor in the following ways:

- Instruct ushers on their duties including dismissal of guests from the pews.
- Train candle-lighters, if included.
- Arrange for which usher is to escort each mother and arrange for seating of mother, grandparent, step family, etc. in proper order
- Monitor and coordinate the entry sequence and pace of bridesmaids and wedding party participants during the processional.
- Train the flower girl and ring bearer, if included.
- Instruct the wedding book attendants.
- Familiarize the entire wedding party members with the location of the dressing areas, restrooms, etc.

Photographer

The wedding ceremony is a service of worship, and photographers (amateur and professional) are asked to do nothing which would detract from the reverence and meaning of the service. The pastor will make an 'unplugged' wedding announcement before the processional, instructing persons gathered that the official photographers will capture images of the day. Please share the following guidelines with your photographer and your ushers:

- The photographer must consult with the officiating pastor prior to the ceremony.
- The photographer may take pictures before and/or after the service.
- During the processional, one picture with flash may be taken of each set of participants as they enter the sanctuary. Please be unobtrusive.
- During the ceremony, the photographer may take pictures without flash from the back of the sanctuary or from the balcony. Please be unobtrusive.
- During the recessional, the photographer may take flash pictures from the rear of the sanctuary.
- The wedding license will be signed by witnesses and pastor, following the ceremony and prior to any posed pictures. The marriage license will be signed in the pastor's office. Please let the pastor know if you would like a picture of this event. The photographer may take pictures of this event immediately following the ceremony, if that is arranged with the pastor.

Videographer

Videotaping of the wedding ceremony is allowed, but should be done discreetly so as not to distract from the service. Video cameras can be located in three locations:

- A camera can be located at the doorway on the southwest corner of the sanctuary. The camera operator is not allowed to move during the ceremony, as this would be visually distracting to the congregation and wedding party. For quality results, we recommend the use of a tripod. Usually this single location is sufficient for excellent views of the processional, exchange of vows, exchange of rings, symbols of unity, and recessional. The sound quality is also excellent from this location.
- An additional camera can be located at the rear of the sanctuary. This camera operator must be careful not to interfere with the work of the professional photographer, and should stay clear of members of the wedding party during the processional and recessional.
- A video camera can also be placed at the front of the balcony, unless you anticipate that balcony seating will be needed for guests.
- An alternative: with church technical support present, a video of the service can be captured from the balcony and provided on a DVD. See list of fees for cost.

No one other than the official videographer may film during the wedding ceremony. You are expected to notify all wedding guests who wish to film of this policy. If printed programs are given to the wedding guests, we require that the statement about the guests refraining from recording videos be included. The videographer may begin setting up any equipment when the wedding party arrives and must have it ready to operate at least 30 minutes before the ceremony starts. You are to relay these guidelines to your videographer.

Nursery

Many years of experience have indicated that children respond in unexpected ways in times of stress and public display. Therefore, the wedding rehearsal or wedding ceremony will not be altered due to the unexpected performance of any children involved in the ceremony.

Please let the church know early in the planning process if you choose to use the nursery at church for childcare supervised by your providers during the rehearsal and ceremony.

Reaffirmation of Vows

Steps-by Step Guide to Planning a Reaffirmation Ceremony

Colossians 3:14: "And over all these virtues put on love, which binds them all together in perfect unity."

What exactly is a Reaffirmation Ceremony?

A Reaffirmation is an opportunity for a couple to renew the vows that they made to each other when they first got married. It is a way to commemorate a love that has deepened or matured between couples. A Reaffirmation is not meant to act as a second wedding. Instead it is meant to be a more personalized and intimate affair to be celebrated with family and close friends. The important thing to remember is that you are renewing your vows to express your continued commitment to one another and to share your love again.

It is important to remember that a renewal of your vows is not a legal ceremony. It is a symbolic, sentimental ceremony. Typically, for a Reaffirmation a license is not required and no paperwork is needed. Some churches however, may request to see your marriage certificate to confirm that you are legally married.

What does a Reaffirmation Ceremony typically look like?

You will need to consider the parts that go into a Reaffirmation ceremony. An exchange of vows and rings, readings, and music are usually included in the ceremony. The option of flowers, photography, and videotaping will have to be considered as well.

Steps for planning a Reaffirmation Ceremony

1. Plan a consultation with pastor
2. Reflect and obtain information on the questions listed below
 - a. Why are we renewing our vows?
 - b. When will the ceremony take place?
 - c. Where will the ceremony be held?
 - d. Who will officiate?
 - e. Who will we invite?
 - f. What happens during the Reaffirmation ceremony?
 - i. Exchange vows
 - ii. Exchange rings or re-dedication of rings
 - iii. Readings
 - iv. Music
 - v. Flowers
 - vi. Photography and videotaping
 - g. Who else will be involved in this ceremony?
 - h. Will we have a reception/celebration?
3. Cost/fees for the Reaffirmation vows (see Fee Document)

**Trinity Church—United Methodist
Beaver Dam Wisconsin
Reaffirmation of Vows - Information Form**

Today's Date _____ Form completed by _____
Date requested for Reaffirmation of Vows Ceremony _____ Time _____ am pm

Couple's Names _____
Member Yes No _____ Member Yes No _____
Cell Phone # _____ Cell Phone # _____
Email _____ Email _____
Address: _____

Vow Ceremony Location
___ Sanctuary ___ Pastor's Office ___ Prayer Garden ___ Fellowship Hall
___ Other: _____

Vow Ceremony Reception (if offered)
___ Fellowship Hall ___ Off-site _____

Minister(s) _____

Music Arrangements _____

Other Participants _____

Church Adornments;
___ Kneeling Bench ___ Candles ___ Flowers (arranged by couple)

List Other Arrangements: _____

The information for the service is now complete:

Signatures _____ Date _____
_____ Date _____

This form must be filled out, dated and returned to the church office. Deposits and the initial fee payment are required to secure a date and will be placed on the church calendar only after the payment is received. Additionally, a signed and dated Reaffirmation of Vows Information Form must be completed and returned, verifying the couple has received, read, and agrees to the the Reaffirmation Policies of Trinity Church—United Methodist. There are no verbal contracts. Any

cancellations by the Reaffirmation of Vows party will result in forfeiting all nonrefundable payments as discussed in fees.

Reaffirmation of Vows Fees

Waiver Statement: Prices can go up due to unforeseen circumstances.

Ministry Registration Fee/Security Deposit

(nonrefundable if on church premises).....\$100.00

Building Use Fees

Use of Sanctuary/Church Office/Fellowship Hall

Member\$100.00

Nonmember.....\$200.00

Use of Prayer Garden for Vow Reaffirmation..... Cost dependent on the size of ceremony

Pastoral Fees (Paid directly to the pastor.)

Member.....\$150.00

Non-member.....\$250.00

Off-site\$400.00

Custodial Fees (Paid directly to the custodian.).....\$50.00

Musician Fees (optional, paid directly to the musician.).....\$100.00

Accompanied Solos.....\$10/Solo

Sound Technician Fee (optional, paid directly to the technician.).....\$ 50.00

Other Expenses.....Cost dependent on the size of ceremony

The Reaffirmation fees help cover Trinity Church costs.

Appendix

Wedding Information Form

Couples Personal Information

Date Submitted: _____

+ Full Name _____

Age _____ Address _____

Trinity Church Member? Yes No Church Affiliation (if not Trinity) _____

Cell Phone Number _____ Best time to reach AM PM

Email Address _____

Parents' Names _____

Parents' Address _____ Parents' Cell Number _____

Children: _____

+ Full Name _____

Age _____ Address _____

Trinity Church Member? Yes No Church Affiliation (if not Trinity) _____

Cell Phone Number _____ Best time to reach AM PM

Email Address _____

Parents' Names _____

Parents' Address _____ Parents' Cell Number _____

Children: _____

+Circle One (from the Marriage Inventory): Premarital Inventory Re-marital Inventory

+ Date Preferences: Wedding _____ Time _____

Rehearsal _____ Time _____

Decorating for wedding

After Rehearsal Before Service

Reception (if held at Trinity) _____ Time _____

Number of attendants in the wedding party (state numbers):

___ Bride's Attendants ___ Ringbearer
___ Groom's Attendants ___ Junior Bride and Groom
___ Flower Girl ___ Ushers
___ Readers (Names): _____

Approximate number of guests expected (state numbers):

___ For the wedding worship service (capacity of 275) ___ For the reception (if held at Trinity)

Music: _____

Selected Symbol of Unity: _____

Method of Guest Dismissal after ceremony: _____

Church facilities needed (check appropriate spaces):

Wedding Location: ___ On-Site ___ Off-Site, location: _____

- Sanctuary (seating capacity 250-275, 28 pews not including balcony)
- Sanctuary Technology: ___ sound system ___ projector ___ video ___ microphone
- Fellowship Hall for a reception if held at Trinity (seating capacity 150)
- Dressing area for bride and attendants
- Dressing area for groom and attendants
- Nursery
- Others: _____

Timeline of photography at the church:

Rehearsal _____ am pm Wedding Ceremony _____ am pm

After Ceremony _____ am pm Signing of Marriage License _____ am pm

Method of Payment: ___ Check for total ___ Payment Plan

Name of Party financially responsible: _____

List of Outside Vendors

~Florist Name: _____

~Musician(s) Name: _____

Cell phone: _____ email: _____

Cell phone: _____

~Photographer Name : _____

Email: _____

Cell phone: _____ email: _____

~Videographer Name: _____

~Wedding Coordinator Name: _____ Cell phone: _____
Cell phone: _____ email: _____ Email: _____

*To secure a wedding date, this form must be completed, dated, and returned to the church office along with a deposit of \$100.00.
Couples are required to attend pre-marriage sessions. All fees must be paid at the church office at least 4 weeks prior to rehearsal.
For questions call and/or email the church office.*

Additional Check Off Items

- Time of arrival on wedding day _____
- Guest Minister's request Name: _____
- Who is making or providing the wedding programs? _____
- Music Selections
 - Live Musician _____
 - Pre-Recorded (in which the couple will take care of licensing) _____
 - Professional DJ _____
- Sound technician knows that microphones are needed for music
- Will the nursery be needed for the Wedding Rehearsal? Yes No
- Who is cleaning up wedding items after the ceremony? _____
- Guest book attendee: _____
- Who will be pinning boutonnieres and corsages? _____
- Directions for special seating of the couples' family _____
- How will the wedding attendants enter the sanctuary? _____
- Will flowers be left at the church? Yes No
- Paperwork provided to (see wedding folder)
 - Florist
 - Soloist
 - Musicians
 - Photographer
 - Videographer
 - Wedding coordinator
 - Trinity host
 - Other: _____

The following Wedding Information Form is completed and accurately submitted:

Signatures (dated) _____

The following document is given as an example of the invoice that you will receive two months before the wedding date.

Invoice For Wedding Fees
 TO: Name of bride and groom
 Address of couple
 Date of Wedding:

Check all that apply	Description of Fee	Amount	Date Due	Date Received
	Pastoral Fee: Payable to Rev. Cherie Forret			
	Musician Fee: Rehearsal and Wedding Day Piano/Organ/Clarino Accompaniment Playing for Solo(s) Payable to: _____			
	Custodial Fee: Payable to: _____			
	Sound Technician Fee: Wedding Rehearsal and Wedding Day Payable to: _____			
	Other Fees: Payable to Trinity Church-United Methodist			

Payment will be due four weeks prior to the ceremony's date. Payment should be mailed or delivered to the church office at 308 Oneida Street, Beaver Dam WI. 53916. Office hours are Monday through Thursday from 7:30am to 3:30pm.

In the event that the couple has not paid fees by the four week prior deadline, a pay plan must be implemented in order for preparations to continue.

Questions may be directed to Pastor Cherie Forret, pastor@trinityumbd.org or Janine Haas, Office and Financial Administrator, office@trinityumbd.org.

Photos of Trinity's Sanctuary



Altar and Chancel Area



Sample Arrangement of Wedding Party - - view from Balcony

Trinity Church United Methodist (TCUM) Facility Usage and Hold Harmless Agreement

The use of Trinity Church United Methodist’s facilities/property (indoor or outdoor) and/or equipment being used by the named applicant to execute this Church Facility Usage and Hold Harmless Agreement.

I/We the undersigned of the (city of) _____, (state of) _____ shall be using the building and grounds of TCUM hereafter the “Church” from _____ to _____, 20 ____, for the purpose of marriage.

I/We understand and agree that neither the TCUM, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Wedding which may result in injury, harm, or other damages to the undersigned or members of organization and guests, invited or not. Rather, I/We agree that our Organization alone, shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the TCUM, its trustees, employees, and agents, or representatives from any claim for damages, injury or death which may occur while participating in the Wedding. I/We further agree to save and hold harmless the TCUM, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Wedding.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Wedding. I/We agree to name the TCUM as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the TCUM prior to the date of the Wedding.

I/We and all participants relating to the Wedding have reviewed and agree to be bound by the terms of the Wedding Policy and the conditions set forth within.

I/we further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this TCUM Usage and Hold Harmless Agreement this ____ day of _____, 20 ____.

BY:
Signature _____ Title _____

Signature _____ Title _____

Trinity Leadership
Final Approval

Approval by Staff Parish Relations Committee Chair

Approval by Board of Trustees

Approval by Church Council
