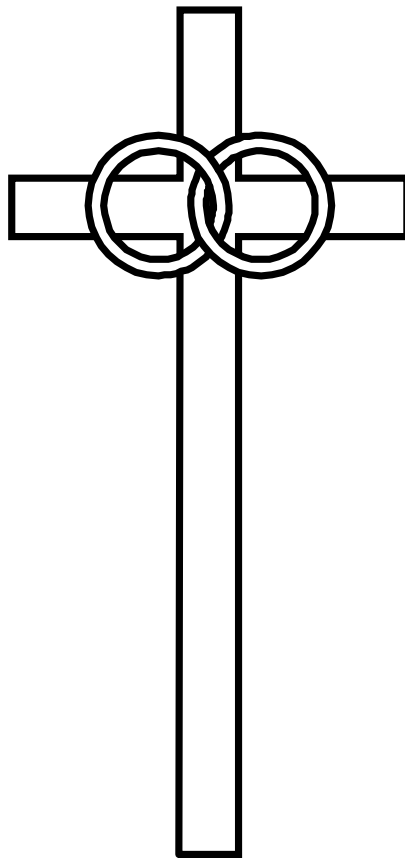


*Your Wedding
At
Trinity United Methodist Church*



903 Forest Avenue
Richmond, Virginia 23229

(804) 288-6056
Fax: (804) 282-3368

INITIAL Wedding Information Form

BEFORE YOUR WEDDING CAN BE SCHEDULED ON TRINITY'S CALENDAR

THIS FORM MUST BE FILLED OUT AND RETURNED TO...

Paula Cadden, Office Administrator – via fax, U.S. Mail or hand-delivered

Today's Date _____

Date of REHEARSAL : <i>Friday</i> ,	Time:
Date of WEDDING : <i>Saturday</i> ,	Time: Note: The church will be open and available <u>2 hours</u> prior to the time of the wedding.

Location of Wedding: ☐ **Sanctuary** ☐ Chapel (*seats approx. 50*)

	<i>Full Name</i>	Preferred 1st Name	Contact Information
Bride:	<div>Please indicate here the last name you will use after marriage -- _____</div>		(O): (H): (Cell): (Email):
Groom:			(O): (H): (Cell): (Email):

Member of Trinity UMC? BRIDE: ☐ Yes ☐ No GROOM: ☐ Yes ☐ No

	Phone Number
Minister(s):	288-6056 (<i>Trinity UMC</i>)
Organist:	
Soloist and/or Other Instrumentalist(s):	
Trinity's Wedding Representative: {To be determined and assigned by Trinity}	

Bride's Current Address: _____

Groom's Current Address: _____

Church Office Use	Copy to:	Office Administrator	Altar Guild	Wedding Guild Chair	Custodian	Organist	Wedding Guild Rep	Minister
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Trinity United Methodist Church

903 Forest Avenue, Richmond, VA 23229
(804) 288-6056; Fax: (804) 282-3368

FINAL Wedding Information Form

(**As Soon As** you have **ALL PERTINENT** information – at least 2-3 months prior to wedding date –
Return this to Office Administrator in the Church Office – via fax, U.S. Mail or bring to the office)

Today's Date _____

Date of REHEARSAL : <i>Friday,</i>	Time:
Date of WEDDING : <i>Saturday,</i>	Time:

Location of Wedding: ☐ **Sanctuary** ☐ Chapel (*seats approx. 50*)

	Name	Contact Information
Bride:		(Cell): (Email):
Groom:		(Cell): (Email):

Address and Phone # After Wedding: _____

Please provide the following information:

Indicate all you will be using... **Acolytes:** ☐ **Yes** ☐ **No**
Unity Candelabrum: ☐ **Yes** ☐ **No**

If you are using the candelabrum Trinity will provide the candles; the cost is include in Wedding Fees.

PHOTOGRAPHER Name & Phone # _____

VIDEOGRAPHER Name & Phone # _____

FLORIST Name & Phone # _____

Church Office Use	Copy to : Office	Administrator	Altar Guild	Wedding Guild Chair	Custodian	Organist	Wedding Guild Rep	Minister
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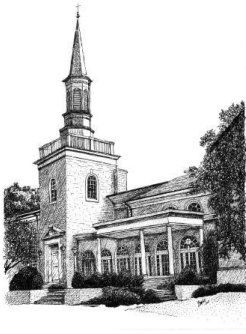
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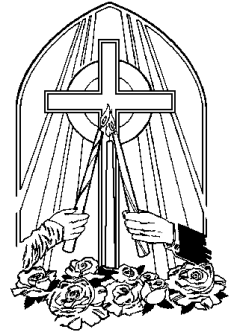
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WEDDING PARTY:

	BRIDE'S Information	GROOM'S Information
Mother:		
Father:		
Grandparents:		
Maid of Honor/ Best Man:		
Bridesmaids/ Groomsmen:	1. 2. 3. 4. 5. 6. 7. 8.	1. 2. 3. 4. 5. 6. 7. 8.
Special Guests for Reserved Seating:		



Your Wedding at Trinity United Methodist Church



903 Forest Avenue, Richmond, Virginia 23229
Telephone: 804-288-6056; Fax: 804-282-3368

A wedding is one of the most joyous and holy moments in life. The covenant of marriage between a husband and wife and God is rightfully marked by a meaningful service of worship. As two Christian people join their lives together to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of the wedding sacred, beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty of the service is found in the couple's commitment to one another and to God.

In the happy excitement of planning a wedding, many questions as to details arise. The following procedures are given to assist in the planning. The ministers and the staff of Trinity United Methodist Church will be glad to render any help possible.

FACILITIES AVAILABLE AT TRINITY CHURCH

For Weddings :	Sanctuary (<i>seats approximately 450</i>) Chapel (<i>seats approximately 50</i>)
For Receptions :	Trinity Hall (<i>capacity 400</i>) Welcome Center (<i>capacity 75</i>)

*Reception arrangements should be made through
the Church Office.*

MINISTER

The ministers of Trinity United Methodist Church will perform the wedding ceremonies held at our church. **A pastor who is a friend of the family may assist one of our ministers, at the discretion of our ministers.**

MINISTER (continued)

Trinity's minister will work with the bride and groom concerning the service and arrangements. The final decisions pertaining to the service and all arrangements will be made according to the discretion of Trinity's minister.

After confirming the wedding date with the Office Administrator and the minister, the couple is reminded to set up pre-marital counseling conferences with the minister. **Trinity's ministers may also require that the couple attend a Pre-Marriage Seminar that is conducted by the Virginia Institute of Pastoral Care** (*access this information on their website at www.vipcare.org/marriage.htm*).

If the attendance of the minister (or other service participants) is desired at any of the social functions associated with the wedding, invitations should be extended well in advance of the dates.

THE SERVICE OF CHRISTIAN MARRIAGE

The order of the service will follow the approved ritual of the United Methodist Church. **If a bulletin is used it should be approved by Trinity's minister.** (*Refer to the last page of this booklet for a possible order for your wedding service.*)

The use of acolytes to light candles in the service is provided by Trinity United Methodist Church, if desired. Trinity's representative from the Wedding Guild will make the necessary arrangements for securing acolytes.

WEDDING GUILD

Under the direction of the Church Worship Committee, a member of the Wedding Guild will consult with the bride regarding rehearsal and ceremony procedures in our Church and will assist the minister in directing the rehearsal and wedding. ***If deemed necessary, an outside director may be secured but shall operate under the direction of the Senior Minister and the Wedding Guild Representative.*** After the wedding date is scheduled on the Church calendar, a representative from Trinity's Wedding Guild will be assigned and will contact the bride. *If you are not contacted by a Wedding Guild Representative and you have questions, please contact the Office Manager at 288-6056 ext. 201.*

MUSIC

Trinity's organist will be the pianist/organist for wedding ceremonies held at our church.

The organist will determine their availability, and the music for the wedding, the use of soloists and/or other instrumentalists and fees will be discussed with the bride and/or groom. If Trinity's organist is unavailable for this wedding date, they will acquire the services of another organist, and will notify the wedding couple with the name and phone number of this person.

Many couples wish to ask family members and friends to participate as musicians in their wedding. This can be a wonderful way to include others in your wedding. If, however, these musicians are not accustomed to performing music in front of an audience, it can be an intimidating and sometimes disappointing experience. It may be best to leave the performance of music in weddings to professionals or experienced amateurs. ***Trinity's organist must approve all music and musicians to be used in the service.***

Music offered in a wedding ceremony is for the purpose of enhancing the worship experience. All such music, both instrumental and vocal, should be appropriate for one of the most important religious rites administered by the Church. Vocal music with a secular text is discouraged, but if desired, one non-sacred song may be sung prior to the entrance of the bride. **Trinity's organist, in consultation with Trinity's Minister, will determine the acceptability of selected music for the service.**

Please note that Chapel weddings have limited musical possibilities.

The music fees will be determined at the initial meeting, and may vary according to what is requested. Trinity's organist can arrange for additional instrumentalists and/or soloists, which will require additional fees.

SOUNDBOARD TECHNICIAN

There may be situations that require a Soundboard Technician to be here operating the soundboard for the rehearsal and during the wedding ceremony. For example, if any digital recording is used (a CD or DVD). ***This will be determined by the Trinity Minister.***

If a soundboard technician is used, there will be an additional fee.

DECORATIONS

The guidelines that govern the decorating of the chancel for worship services shall also govern the decorations for a wedding service. Our Sanctuary is a place of dignified beauty; overly elaborate decorations are unnecessary.

The following guidelines are given to preserve a worshipful atmosphere in the Sanctuary and to safeguard the furnishings.

CHANCEL (*the area in front of the altar and behind the Communion kneeling rail*)

Within the Chancel proper there should be no decorations except candles and flowers.

The Church will provide a three-branch unity candelabra *which requires three 10" candles*. Trinity will provide these candles and their cost is included in the total fee.

No artificial flowers or greenery are allowed within the Chancel. The Altar candles may not be removed.

If a center floral arrangement is used, it ***must be no taller than 28 inches to keep from blocking the cross***.

If you have two side arrangements, ***these flowers may be no taller than 38 inches***. The Altar appointments at Trinity include appropriate vases. Because of potential leakage, no baskets may be used.

Advance arrangements should be made with the Church if the flowers are to be left at the Church for subsequent services.

SANCTUARY

Trinity's wedding banner can be made available for all weddings.

An aisle cloth or tracking is ***not*** allowed. Our Sanctuary is fully carpeted and additional tracking has sometimes created the danger of tripping. Flower girls may not drop flower petals or other objects in the aisle.

No tacks, nails, tape or glue may be used to fasten any decorations to the furniture or building. Pew markers of all kinds must be attached with ribbons only.

The furniture and floor must be fully protected at all times from moisture and candle wax. Potted palms or plants must be placed in containers to prevent damage and protective material must be placed under each plant.

Persons being married during the Easter season (*Palm Sunday or Easter Sunday weekend*) or Christmas season (*the 2 weekends prior to Christmas Day*) **will use the Sanctuary as decorated**, with nothing added or changed except for candelabrum.

BUILDING

No outside decorations, such as bows on the lampposts or railings, or wreaths on the doors, may be used. Nothing is to be attached or hung from the wall sconces. Nothing is to be attached to the Altar rail.

The furniture or furnishings may not be removed from their positions in the Chancel. Kneelers should not be moved, stood upon, nor have items placed upon them.

All decorations should be removed from the building immediately after the wedding unless special permission is received to postpone removal and cleaning until the following day.

The building should be left in the condition in which it was found.

The wedding couple will be responsible if any damage is done to the building and/or furniture.

PHOTOGRAPHS AND RECORDINGS

Picture taking with flash cameras by professionals or guests is not allowed during the ceremony after the mothers are seated.

*Please encourage your ushers to remind guests who arrive with a camera that pictures may be taken **following** the ceremony.*

Photographs may be made in the Parlor, the Narthex or the Chapel **before** the ceremony. Following the ceremony, the wedding party may return to the Chancel area in the Sanctuary to take pictures for a period of time **not exceeding thirty minutes**. During the ceremony, photographs with time exposures may be taken from the balcony only.

VIDEO TAPING

Video operators must agree to abide by the Church's rules. Any manned video camera shall be located in the balcony. There will be no extra lighting and no wiring strung in the Chancel area, down the aisles or over the balcony. Remote microphones for the wedding party are not allowed because of problems with audio frequencies.

LOVED ONES UNABLE TO ATTEND

Trinity has a special phone number that someone physically unable to attend the wedding can call – **804-726-8800**. They will be connected through the sound system in the Sanctuary and they will be able to hear the service until they hang up their phone.

Streaming of the service is also a possibility, but this must be discussed with the minister and arrangements made in advance of the ceremony.

RECEPTION

If using Trinity Hall for a reception, it is recommended that guests be allowed to come directly to the reception area and not be kept waiting outside or in the halls. If a guest book is to be kept, a table should be placed inside the reception area for this purpose.

RESPONSIBILITY FOR SAFEKEEPING OF PERSONAL ITEMS

While you are here, Trinity United Methodist Church will make every reasonable effort to protect personal items such as wedding dresses, purses or silver brought to the Church. However, the Church cannot be held liable for such items if lost, stolen or damaged.

RECOMMENDATIONS

REHEARSAL

It is essential that the wedding rehearsal ***begin on time***. When all are present and on time, the rehearsal should not last over an hour. *Special guests should be present also, to become familiar with the pew where they will be seated.*

Though a stand-in bride for rehearsals was a tradition in the past, the bride needs to participate in the rehearsal to ensure she is knowledgeable of her responsibilities in the ceremony.

FLORIST DELIVERY

The building is open and available for the flowers to be delivered **2 hours before the ceremony** – the florist should not be in view as guests begin arriving. Please discuss this schedule with your Wedding Guild Representative and confirm with her when your flowers will be delivered.

GUEST BOOK

It is suggested that guest books be used at the reception rather than at the wedding. If used ***before*** the wedding, the book should be closed ten minutes before the service begins; otherwise a back-up of those wanting to enter the service is created, possibly delaying the beginning of the service.

OTHER REGULATIONS

- 1. The use of alcoholic beverages or smoking is not permitted in any part of Trinity United Methodist Church.**
2. For safety reasons, no birdseed, rice or other materials may be thrown in the Church, Chapel or on the grounds.
3. There should be no receiving line at the church following the service, because pictures need to be taken immediately after the service (*and as stated previous, a total of only 30 minutes is allowed*)

for that process to enable clean-up to follow and to make preparations for Sunday services).

4. Please note that cars should not be left in the church parking lot overnight.

MARRIAGE LICENSE AND FEES

The marriage license should be brought to the OFFICE ADMINISTRATOR at least two weeks before the wedding. Marriage licenses are obtained at the Office of the Circuit Court Clerk.

All fees should be paid at least two weeks before the wedding, and will also be given to the OFFICE ADMINISTRATOR.

SCHEDULE CONFLICTS

Occasionally it becomes necessary to schedule more than one wedding on the same day. Sanctuary weddings cannot be scheduled closer together than a three-hour interval. In case of a wedding AND a church reception, the allotted interval should be at least five hours (if the earlier wedding is using our reception facilities).

NOTE: Our kitchen and reception facilities are not equipped to handle two wedding receptions on the same day.

* * * * *

Wedding Fees

	Sanctuary Wedding	Chapel Wedding
<i>Trinity Minister</i> _____	\$250.00	\$250.00
<i>Organist</i> _____	\$250.00	\$250.00
<i>Wedding Guild Rep</i> _____	\$150.00	\$100.00
<i>Building Caretaker</i> _____	\$150.00	\$100.00
<i>A/V Tech</i> _____	\$150.00	
<i><u>Payable to “Trinity UMC”:</u></i>		
<i>Unity Candelabra Candles</i>	\$30.00	\$30.00
<i>Non-Trinity Member Building Use</i>	\$500.00	\$500.00

We ask that you write a check payable to each individual for the appropriate amount, and another check to “Trinity UMC” for other fees that may be applicable.

A check payable to “Trinity UMC” for any applicable fees,
and checks made payable to each individual
should be given to the Office Administrator

(Paula Cadden, 288-6056 ext. 201)

at least 2 weeks before the wedding.

Trinity United Methodist Church
903 Forest Avenue, Richmond, VA 23229

*This is the Order for the Service of Marriage
usually followed by Trinity's ministers.*
**However, please discuss this with your Trinity minister
before you have your bulletins or programs printed.**

Gathering of Friends and Family

Entrance of the Wedding Party

Greeting

Declaration of Intent

Solo – *if applicable*

Prayer

Scripture Reading (*suggested scripture listed below*)

Genesis 2:18-24

Romans 12:1-2, 9-18

1 Corinthians 13

Ephesians 3:14-21

Ephesians 5:2a, 21-33

Colossians 3:12-17

1 John 4:7-16

Prayer

Exchange of Vows

Blessing and Giving of Rings

Declaration of Marriage

Lighting of the Unity Candle – *if applicable*

Blessing of the Marriage

Dismissal with Blessing

Going Forth

No flash photography is allowed during the ceremony