

## **Wedding Planning Information**

### **Trinity United Methodist Church**

***Pastor: Rev. Andrea Curry***

200 N. Summit St. Bowling Green, OH 43402

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Office Hours: Monday - Friday 9:00am-12:00pm

### **Wedding Guidelines**

The Christian Wedding is an act of worship in which the wedding party and their guests participate. An honest and sincere reverence is expected of all those who take part in such a service. Church Staff, Pastors and Organist or Pianist will do all they can to create a genuine atmosphere of worship for your marriage ceremony. A carefully planned service can be a memorable occasion for all.

**No alcohol or smoking is permitted anywhere in the church building. This includes the restrooms, Bride and Groom's rooms, reception areas, sanctuary and church grounds.**

**No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcohol or drugs.**

### **General Information**

It is important for the wedding party to know that they are not "renting" the building for a wedding. Rather, the church is agreeing to perform a marriage ritual according to its religious traditions, conducted by its clergy and staff. Every effort will be made to understand your desires for your wedding day, making the service especially suited to you, within the context of meaningful worship.

### **Scheduling Your Wedding**

The first step is to register your date with the Church Office. Trinity United Methodist Church's calendar is usually filled far in advance of the actual building use, with church programs taking priority. However, when the church has established a definite date and time for your wedding, **and** you have confirmation with our office, that date and time is reserved for you. A deposit is due within two weeks of being notified of your approval. (See Facility Use Fees)

### **The Wedding Rehearsal**

***It is vital all persons coming to the rehearsal: your wedding party, parents, grandparents, photographers, etc. to be prompt. The rehearsal cannot start until everyone is present.***

Please plan on 1 ¼ hours for the rehearsal. This means 1 ¼ hour from the time we begin, not necessarily the time announced.

### **Marriage License**

In the state of Ohio, a Marriage License is to be procured from the Probate Court by the couple. One of the couple must be a resident of the county.

A marriage license is valid for 60 days. We suggest that you apply for your license **no less than 20-30 days** prior to your wedding date.

Call your county's Marriage License Bureau at least two weeks before you go to apply for your license. Ask the following:

- Exact location
- Where to park
- Least busy time of the day
- Documentation needed
- Fees (cash or check?)
- When license may be picked up
- If there is a waiting period

The marriage license will be due to the church office two weeks prior to the wedding rehearsal.

### **Decorations**

No nails, tacks, screws or masking tape should be put on furniture or pews.

The church has candelabras, which you may use at no additional cost. You will need to provide candles, 15 inches tall. They must be dripless. Dripless candles are usually available at florists. Aisle candles are not permitted.

Unity candles are to be provided by the couple and should be brought to the rehearsal.

➤ ***Aisle runners are not permitted.***

Pew bows are acceptable and are to be provided by the couple. Please note that pew clips will not work due to the design of our pews. Pew bows can only be hung by looping the back side.

### **Rose Petals, Rice, Birdseed, Confetti, Bubbles, Sparklers**

A reasonable amount of artificial rose petals are permitted for the flower girl to use inside the building. Live petals may only be used outside. The use of birdseed is acceptable if stored and distributed to persons as they leave to go outside of the church. Anyone coming back inside the building is asked to shake and brush clothing carefully in order to remove any remaining birdseed. Extra cleaning because of birdseed inside the church facilities will be billed to the bridal party.

***\*Rice and confetti are PROHIBITED within the church and the immediate vicinity.***

Wedding bubbles blown outside the church are acceptable.

Wedding sparklers are permitted but must be lit and used outside of the church. Extinguished sparklers should be placed in a small bucket of sand or water. This bucket of sand or water should be disposed of by the couple.

### **Pastors and their Services**

The pastor of Trinity United Methodist Church will officiate any wedding ceremony held at the church.

There will be at least two premarital appointments with the couple for the purpose of explaining further the meaning of Christian marriage and to assist with tailoring your wedding according to your special desires.

**The Pastor may be given an honorarium in consideration for his/her time spent in counseling, rehearsing and the ceremony itself.**

**Pastor's Fee:                    \$250.00**

### **Accompanists**

It is your responsibility to contact the Church accompanist as soon as possible so that he/she can get your wedding on the schedule and meet with you for the purpose of selecting the best music for your wedding.

If you need a soloist, please check with the Church Office. If you have an outside soloist, they will need to be in touch with the accompanist far in advance of the wedding to schedule rehearsal times.

Accompanist:

Phone:

**Fee:                                    \$200.00**



**A deposit is due within 2 weeks of being notified that your wedding has been approved. The deposit will be the amount of the sanctuary fee.**

**Review of Fees**

*Pastor	\$250.00
*Wedding Coordinator	\$150.00
*Custodian	\$100.00
Accompanist	\$200.00
Sound Technician	\$100.00
Soloist	\$100.00

Fees are for professional services provided. Each person shall receive separate payment for services provided. A statement to guide you in making payment will be provided one month in advance of the rehearsal date.

***\*Required Fees. All other fees are optional.***

All fees and your marriage license are due to the Church Office ***no later than two weeks prior to the wedding rehearsal.***

Fees are payable by ***personal check, cash, cashier's check or money order.***

# INITIAL WEDDING INFORMATION SHEET

## COUPLE

Date called to schedule wedding: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email: \_\_\_\_\_ Cell/Work: \_\_\_\_\_

Groom: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email: \_\_\_\_\_ Cell/Work: \_\_\_\_\_

Address: \_\_\_\_\_

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Church Members: \_\_\_ Yes \_\_\_ No

Received Rules and Fee Sheet

3 Months Ahead

Calendar Checked

Notified Lead Pastor

Notes:

## **PASTOR**

Pastors to ask: 1) \_\_\_\_\_ \_\_\_ Yes \_\_\_ Pass

2) \_\_\_\_\_ \_\_\_ Yes \_\_\_ Pass

Pastor Accepting (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Lead Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

## **FEES/DEPOSITS**

Deposit due by: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

- Sanctuary - \$350
- Parlor - \$75
- Fellowship Hall - \$350
- Deposit waived due to church membership by \_\_\_\_\_
- Receipt copy in folder

Final Fees Due by: \_\_\_\_\_

- Pastor - \$250\* (if non-members)
- Coordinator - \$150\*

- **Custodian - \$100\***
- **Accompanist - \$200**
- **Sound Tech - \$100**
- **Soloist - \$100**
- **Kitchen Usage - \$200**

(\*Required Wedding Fees)



## OFFICE

- **Put Dates Into Calendar**
- **Copy of Wedding Information Sheet to Pastor**
- **Candelabras**      **Yes or No**
- **Contract for photographer received** (Extra Copy for Folder)\_\_\_\_\_
- **Contract for videographer received** (Extra Copy for Folder)\_\_\_\_\_

### **1 Month prior reminders:** (if needed)

- Couple (Notification of Fees and License Due)
- Wedding Coordinator
- Custodian
- Sound Tech
- Photographer
- Videographer

### **2 Weeks prior:** (Friday)

- Wedding license received (2 weeks prior to rehearsal date)  
Due Date: \_\_\_\_\_

### **1 Week prior:** (Friday)

- Copies of Wedding Checklist to **Coordinator** and **Musician's** box

- Copies of Wedding Ceremony in Pastor's folder and copies for **Coordinator, Sound Tech, Musicians** and anyone else who may need to follow along with the wedding