

# Wedding Guidelines

Trinity Evangelical  
Lutheran Church

# *Planning Your Wedding Day*

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## **Christian Marriage**

The Christian marriage service provides the context of scripture, praise and prayer within which two persons make a lifelong commitment to each other. It is a service of worship full of joy and gratitude for the goodness of creation in which people are not spectators but participants. Because it is a service of worship, the church is committed to the use of specific liturgies, scriptural passages, hymns, and music. It is important, therefore, before planning your wedding service that you consult with the presiding pastor and Director of Music who will guide you in your planning.

All worship at Trinity is shaped by our commitment to the Christian faith as expressed in our Lutheran Heritage. The presiding pastor, therefore, will have the final authority in the design and conduct of the service.

## **Wedding Date:**

Reserving your wedding date on Trinity's Church calendar and engaging your presiding/officiating pastor is of primary importance prior to further wedding planning as weddings and other events are scheduled on a first-come-first-served basis.

Please contact the church office and speak with the staff person responsible for wedding planning NO LATER THAN ninety days prior to your anticipated wedding date.

If you would like a specific Trinity pastor to preside at your wedding, you need to speak with that pastor and verify/reserve the date and time. Please bear in mind there are certain times of the year when weddings may not be scheduled.

Those times include but are not limited to:

- New Year's Eve and New Year's Day
- Holy Week, including Easter
- Thanksgiving Day and weekend
- Christmas Eve and Christmas Day

We strongly recommend you reserve your wedding date on the Trinity church calendar *before* ordering invitations.

## **Presiding/Officiating Clergy:**

It is expected that one of the pastors from Trinity will preside at your wedding. Typically the pastor on call for a particular weekend will be the officiating pastor. Please choose your date accordingly. If a specific Trinity pastor is requested, details must be worked out with that pastor prior to setting a date. The presiding pastor will be responsible for the pre-marriage preparation unless other arrangements have been made.

## **Guest Clergy:**

If you desire to have other clergy preside or participate, you must receive the consent of the presiding Trinity pastor. All weddings at Trinity are conducted in accordance with Lutheran understanding and practice.

## **Pre-Marriage Preparation:**

Pre-marriage preparation is required by all pastors at Trinity prior to your wedding service. A minimum of three sessions is usually required including the following:

- The building and nurturing of the marriage relationship in the Christian context is discussed.
- The wedding service is planned in collaboration with the presiding pastor and the Director of Music.
- Information for the wedding license is provided.

## **Celebrating Communion:**

Communion is a meaningful sacrament to celebrate during a wedding. If you desire to celebrate communion, please discuss this with the presiding pastor.

## **Bulletins:**

Trinity will, upon request, print wedding bulletins in standard covers provided either by you or the church. All bulletin materials and information must be submitted to Trinity office staff at least two weeks prior to the wedding.

### **After the Ceremony:**

To help preserve our environment, only birdseed and bubbles may be used outside. Only artificial flower petals may be used inside.

### **Photographs:**

Because a wedding is worship, we ask that no pictures using flash photography be taken during the spoken part of worship (the liturgy). Please ask the photographer to speak with the presiding pastor prior to worship.

### **Videotaping:**

The wedding may be videotaped. The videographer may set up a stationary camera in the balcony and/or on the main floor. A circulating videographer is not allowed.

### **Candles & Unity Candle:**

In the Nave, an optional pair of seven-candle floor candelabra are available for use in the chancel area (next to the altar). The full candlelight option involves attaching candelabra to the center aisle end of every other pew. The aisle candelabra are not available for use in the chancel area (choir pews).

In the chapel, the candlelight option consists of placing the candles in hurricane globes on the window sills.

All candles used in these options are provided by Trinity.

A Unity Candle may be used. You are responsible to provide these candles. Trinity has a stand that may be used or you may use your own.

### **Marriage License:**

You, as a couple, need to have a valid Pennsylvania marriage license. Current PA law allows couples to get a license in any county up to sixty days prior to the wedding.

### **Limousine Service:**

If a limousine service is used, please arrive at Trinity no later than thirty minutes before the ceremony is to begin.

### **Rehearsal:**

Please schedule the rehearsal with the pastor at a time when the greatest number of the wedding party can attend. All participants are asked to be on time and maintain proper decorum. Rehearsals last approximately one hour.

### **Organist:**

The Director of Music serves as organist/pianist for all weddings at Trinity. If another organist is desired, the couple must clear this with the Director of Music. The guest organist is expected to be familiar with the operation of a three (3) manual, 75 rank pipe organ, and preferably be a member of the American Guild of Organists (AGO). The guest organist is expected to consult with the Director of Music concerning the selection of music and adherence to the church's guidelines.

## **Music:**

A marriage ceremony is a worship service where the assembled people of God join in praise and praying God's blessing upon the wedding couple. Therefore the music should reflect the reverence and joy of the occasion. As with all worship, a wedding shall be done with dignity and high quality. Selection of all music shall be made in consultation with Trinity's Director of Music.

Vocal music with non-sacred text will not be permitted. The rehearsal dinner or wedding reception would be a more appropriate setting.

You are responsible for scheduling a meeting with the Director of Music to discuss music selection.

The following website is available to preview music:

<http://www.trinitycamphill.org/WeddingMusicInformation/WeddingMusic.htm>.  
(Go to [www.trinitycamphill.org](http://www.trinitycamphill.org), then "Quick Links", then "Wedding Service Music")

Singing hymns is one way to include greater participation by those attending. The Director of Music will be able to assist in choosing appropriate music.

## **Sexton, Sound Technician and Wedding Assistant:**

There will be at least three other people involved in the wedding.

- The sextons provide set up and cleanup of the Nave and dressing areas both before and after the wedding.
- The sound technician runs the sound board in the Nave. This is necessary even if the pastor is the only one speaking, as volume changes depending upon the number of people in the Nave.
- The wedding assistant helps the pastor and wedding party with the coordination of the details for the rehearsal and wedding service.
- See fee schedule, page 10.



### **Dressing at Trinity:**

The wedding party may get dressed at Trinity. Women may have access to the library on the first floor. Men may use the choir room, located in the basement.

### **Nave, Fellowship Hall & Chapel:**

The Nave is generally used for larger weddings. There are 18 pews on each side of the main floor, which allows seating for about 350 guests. The Fellowship Hall is a modern, flexible, and medium-sized venue that seats 300. The Chapel is available for those desiring a smaller venue. The Chapel can comfortably hold about 50 guests.

### **Flowers and Decorations:**

It is your responsibility to order flowers, if desired. Consult with the pastor as to placement and number of arrangements. Vases need to be provided by the florist.

Participants have use of the worship space and dressing area for three hours, including the ceremony. All decorations, including floral arrangements, must be in place and removed within that time period unless otherwise approved in advance. Only floral clamps are allowed to secure bows or arrangements on the pews. No tape, wire or glue is permitted for decorations. The use of aisle runners is strongly discouraged.

### **Receptions:**

Fellowship Hall and the Library are available for wedding receptions. These rooms should be reserved as early as possible. Saturday receptions in the church building must be completed by 2:00 PM. We do not have a group in the church to cater receptions; outside arrangements must be made. Neither smoking nor the consumption of alcohol is permitted on the premises.

## **Finances:**

Trinity Lutheran Church does not look upon weddings as a source of revenue; however, there are expenses associated with services of the staff and the use of the building for rehearsals, weddings and receptions.

A fee of \$100 is to be paid upon reserving the church. The check is to be made payable to Trinity Lutheran Church and sent to the attention of the Financial Administrator. This fee is non-refundable if the wedding is cancelled with less than one month's notice.

# Wedding Fee Schedule:

Due upon reserving the wedding date. \$100

Due two weeks before the wedding service:

Main Sanctuary (Nave)	\$300
Fellowship Hall	\$200
Chapel	\$100
Pastor Honorarium	\$300
Director of Music	\$200
Rehearsal w/ soloist or instrumentalist	\$ 25
Fee for soloists or instrumentalist arranged through Director of Music	
Wedding Assistant	\$ 75
Sound Technician (Nave and Fellowship Hall)	\$ 50

Optional

Aisle candelabra (Nave only; fee only if used.)	\$ 50
Hurricane globes (fee only if used)	\$ 25

Receptions

Separate fee schedule applies.

## Reminder:

Marriage license, bulletin covers including all information to be printed and all fees are to be submitted to Trinity Church office a minimum of two weeks prior to the wedding.



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