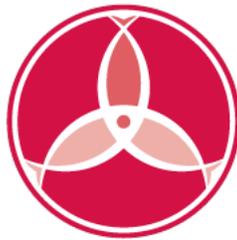


Trinity United Methodist Church Wedding Policy



TRINITY
UNITED METHODIST CHURCH

Oxmoor Campus – 1400 Oxmoor Road Homewood, AL 35209
Trinity West Homewood Campus – 914 Oak Grove Road Homewood, AL 35209

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Dear Bride and Groom,

We at Trinity share your joy as you prepare for your service of Christian marriage. It is fitting that you have chosen to stand before the altar of the church to take these solemn vows. We want to do everything we can to make this a significant and holy moment in your life as you pledge yourselves to each other and are united in marriage by the grace of God.

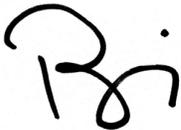
The Order of Service recognizes that "Christian marriage is proclaimed as a sacred covenant...and everything about the service is designed to witness that this is a Christian marriage." The policies that follow are in keeping with our desire to make this a memorable experience of Christian worship. I invite you to read them carefully.

Our Book of Discipline requires that a pastor provide counsel for all couples united in the church. The Pastors at Trinity take seriously our obligation to help you prepare not just for the wedding service, but for a strong committed marriage. We look forward to meeting with you.

The Wedding Director, the Organist, and the Director of Music Ministry, all are here to assist you in planning a service that is both fitting and expressive of the deep significance of this occasion. They will be responsive to your questions, will listen carefully to your wishes, and guide you to ensure that your plans are in keeping with the nature of the service and policies of the church.

The first public act of ministry that Jesus performed was at a wedding feast in Cana. Our desire at Trinity is to extend the ministry of Christ to you as you plan for your wedding. Our prayer is that God will bless your marriage and grant you fulfillment in it.

In Christ,

A handwritten signature in black ink, appearing to read 'B. Erickson', with a stylized flourish at the end.

Brian Erickson
Senior Minister

CHURCH INFORMATION

Church Office Phone:	(205) 879-1737
Church Office Hours:	Monday through Thursday, 8:30 a.m. until 4:30 Friday, 8:30 a.m. until 1:30 p.m.
Ministers	Brian Erickson - Senior Pastor David Thompson – Executive Pastor Robert Sturdivant – Pastor of Students Andy Wolfe, Pastor Emeritus Amy DeWitte, Associate Pastor Reid Crotty – Minister of Pastoral Care
Assistant to Sr. Pastor	Lisa Elliott – Lelliott@trinitybirmingham.com
Assistant Director of Music Ministries	Jodi Haskins – jhaskins@trinitybirmingham.com
Church Organist	Debby Holmes- (205) 802-7333
Wedding Directors	Shelley Schneider Angela McKinney

Wedding Checklist

This list is provided for your convenience to assist in planning your wedding:

- A couple desiring to use Trinity's facilities should first contact the Senior Minister's assistant to check on times and dates and receive a copy of the wedding policies.
- Please read this entire guide before submitting a signed wedding application which will signify your understanding of the church policies.
- Upon receipt of the application and approval by a pastor, the wedding date will be put on the calendar. (See policies for non-member dates)
- Make an appointment with the pastor for premarital counseling at least three months before the wedding.
- A Wedding Director will be assigned to you. She will contact you to arrange a time to make plans for an orientation session.
- Contact the Church Organist or Director of Music Ministries to plan for music.
- Make arrangements with your Florist and Photographer ensuring that they understand church policies and have a copy of handouts signed and returned to the Assistant to the Senior Pastor.
- All fees should be paid ***two weeks prior to the wedding.***
- Instruct all members of the wedding party to be on time for the rehearsal and make sure they understand and agree to follow the church policies.

Under Alabama's Marriage Certificate Act of 2019, it is necessary that a couple present a recorded Marriage Certificate before a wedding may take place at Trinity. Unlike under previous law, it is that certificate, not the wedding ceremony, that makes a marriage legal. A church service recognizes and blesses the couple's union, but the certificate still must be provided. The marriage certificate form may be downloaded here: <http://www.alabamapublichealth.gov/vitalrecords/assets/applicationandinstructionsadults.pdf>. There is separate form for applicants who are 16 or 17, which requires parental consent to the marriage. Please be aware that the certificate must be notarized and recorded in the Office of the Probate Judge of Jefferson County.

YOUR RESPONSIBILITIES are to schedule the minister, request the organist, any instrumentalists, vocalists, the florist, photographer, and caterer. Members of the church staff are here to assist you in understanding the policies and procedures as you plan for your wedding. In requesting the use of Trinity's facilities, you agree to accept and comply with the policies which follow. Remember that photographers, caterers, florists, videographers, etc., are guests of the Church for your wedding and will be expected to follow all church policies.

NO ALCOHOLIC BEVERAGES OR DRUGS ARE ALLOWED ANYWHERE ON CHURCH PROPERTY. SMOKING IS NOT PERMITTED ON THE CHURCH PREMISES. Ministers may refuse to perform a wedding service for anyone he or she considers to be under the influence at the time of the rehearsal or wedding.

In accordance with the 2016 Book of Resolutions of the United Methodist Church, Trinity UMC is declared to be a weapons free zone. No firearms are allowed on church property, regardless of any concealed weapon or open carry permit a visitor or guest may possess.

SCHEDULING AND TIMES

Please contact the Assistant to the Senior Pastor for the scheduling and coordination of all church facilities for weddings. She will consult with you about dates, facilities and policies. She is available during regular office hours for consultation. No appointments or requests for viewing the sanctuary or other areas will be made on Saturday or Sunday. For members, the date is confirmed when the application is completed and returned to the assistant to the Senior Pastor and approved by a Pastor.

For non-members, an application cannot be accepted until 120 days before the date requested for use of the Large Sanctuary or Mouat Chapel. Non-members may request use of the Trinity West Homewood Campus 180 days before the date requested. For non-members, a non-refundable deposit of ½ the facilities fee will be paid at time of application. A damage deposit of \$500 is required at time of application. This deposit will be refunded one week after the wedding if no damage to the premises. If cost of damage exceeds deposit amount, bride/groom agrees to pay for total amount of damage

No non-member wedding can be scheduled during the Advent/Christmas or Lent season.

Weddings will not be scheduled during Holy Week (beginning with Saturday before Palm Sunday), Christmas Eve, Christmas Day, Thanksgiving weekend, other major holidays such as Memorial Day or Labor Day, or during other key events marked out on the church calendar.

The rehearsal should take no more than an hour. It is important that all members of the wedding party be present and on time. Musicians should practice prior to the rehearsal.

Weddings will be scheduled between 11 a.m. and 6 p.m. (no later than 3:00 p.m. if there is a reception at the church.)

The church will be open four hours before and one hour following a scheduled service. If it needs to be opened earlier or later, a request should be made to the wedding Director at least two weeks before. There will be an additional charge of \$50 per hour for the wedding director to open earlier or stay late. (no later than 8 p.m.)

FACILITIES

WEDDING CEREMONY:

The **large sanctuary (Oxmoor Campus)** seats 975. **TWH sanctuary** seats 150. **Mouat Chapel (Oxmoor Campus)** seats 75-85. Each of these locations is appropriate for a wedding.

In scheduling your wedding for the large sanctuary (Oxmoor Campus), TWH sanctuary, or Mouat Chapel, you have chosen a church setting which has been designed with this occasion in mind. Every furnishing has been carefully planned to accommodate weddings. **The dignity and beauty of these settings are enhanced most effectively by only minimal decorations.**

No appointments, furnishings or equipment may be rearranged or removed from the church. Any seasonal decorations in the sanctuary (banners, Chrismon Tree, etc.) may not be changed or removed. White paraments are used for weddings unless you request the use of seasonal paraments.

Birdseed and flower petals may be thrown outside the building. Only silk flower petals may be thrown during the service inside the building (example: flower girl). No helium balloons may be brought in or through the sanctuary by guests or those decorating. No sparklers may be used at the church. No candles may be attached or used on the pews in any way and no candles may be carried by members of the wedding party.

Specific guidelines for florists are found as a part of this packet. You are asked to ensure that your florist understands, signs a copy of the policy and follows these instructions. Keys cannot be furnished to florists or caterers. Access can be arranged through the wedding director.

A building custodian will be assigned to the wedding for set-up and cleaning the facilities for Sunday (see fee schedule).

BRIDAL PARTY ROOMS

The bride, groom, and attendants may dress at the church if they wish, but the church cannot be responsible for lost or stolen items. Oxmoor: The Bride's Room is located down the stairs on the 1st floor, adjacent to the Fellowship Hall and Music Suite. The Groom will be assigned a room for use the day of the wedding. TWH: The Bride's Room is located on the south hall room 102. The Groom will be assigned a room for use the day of the wedding. **We do not store wedding dresses, bridesmaids or groom's clothing at the church. ***

Upon request, a food table may be set up in the fellowship hall for bridal party snacks and refreshments. NO smoking, food or drinks are allowed in the Bride's Room.

RECEPTION

For an additional cost, you may choose to schedule a reception in one of our fellowship halls or parlors at Trinity Oxmoor or TWH. The Trinity kitchen is available to cater weddings at either church campus. Please contact our hospitality coordinator at hospitality@trinitybirmingham.com for prices and quotes. Any use by outside caterers must be approved by and coordinated with the hospitality coordinator, following the guidelines included in this packet. A Food Service Staff member or Food Service Committee member must be present at any event.

Reception venues:

Trinity Oxmoor Fellowship Hall (300 maximum guests)

Trinity West Homewood Fellowship Hall (115 seated/180 standing maximum guests)

Trinity Oxmoor Large Parlor (90 maximum guests) The Large Parlor is not set up for sit down meals or food where forks are needed. No chocolate may be served in this space.

ROLE OF THE PASTOR & COUNSELING

In the United Methodist Church, the Pastor is always the person in charge of a wedding service. A pastor will be involved in your premarital counseling, in the planning and leading the service. The Senior Pastor's Assistant can assist you in selecting a Pastor for your service. If a pastor is not available for all premarital counseling sessions, an approved third party counselor/pastor may be used with approval from the officiating minister.

United Methodist Pastors from other churches may conduct services at Trinity with the invitation of the Senior Pastor and with the understanding that the counseling requirements are met.

Pastors from other Christian bodies can **assist** a Trinity Pastor in a wedding service, with the approval and invitation of the Senior Pastor.

Trinity requires a minimum of two counseling sessions with a couple before a wedding. The first session should come at least three months before the scheduled service. A couple should call the Pastor or assistant to schedule an appointment.

THE WEDDING DIRECTOR

One of the church's Wedding Directors is assigned for all weddings at Trinity by the Executive Assistant to the Senior Pastor. Our Directors are fully trained and experienced in all the components of planning and directing your wedding. She will be a wonderful resource for you and will relieve you of any need for worry on the day of your wedding.

The Director will call you to make an initial appointment. The Wedding Director serves as your advisor on Church resources and Church policies regarding florists, caterers, photographers and any others who have a role to play in your wedding.

The Director will be present at the rehearsal to place the wedding party, direct the processional, and assist the bride in the amenities of the service. On the day of the wedding, she will be responsible for seeing that the Sanctuary is in proper order, for directing ushers in receiving and seating guests, for adjusting lights, and for directing the processional and recessional. If there is a reception at Trinity, she will remain on site during the reception. Her function

is to insure that your wedding service will flow smoothly according to your wishes and the church policies.

When there are more than 8 attendants on either side of the wedding party, an Assistant Director will be required to work with the main Director and follow her instructions for the rehearsal and wedding day events. (see fee schedule)

The wedding director has discretion to determine that an assistant is needed (see fee schedule). The director will communicate the need to the bride following the initial meeting up to two weeks before the wedding.

We realize that many brides hire their own wedding planners, directors, or consultants. However, at the rehearsal and on the day of the wedding, Trinity's wedding directors will take the lead.

**If at any time there is a need to see the sanctuary in addition to the initial meeting of the Bride and Wedding Director, these appointments must be set with the Director. The main office for the church is not responsible for these appointments. The Director will check with the church office to set these on the calendar and make sure there are not conflicts for the time being requested.

THE WEDDING SERVICE

Christian weddings are for couples that wish to solemnize their marriage in a service of Christian worship. The services in The United Methodist Book of Worship follow a time-honored pattern which is parallel to worship on the Lord's Day, including the proclamation of the word and an option for Holy Communion. Candles are used in the service to symbolize the light of Christ.

The Book of Worship provides two Orders of Service, which are similar in their structure. Christian Marriage I uses contemporary language and contains many options for participation by the entire congregation: hymns, prayers, and Holy Communion. Christian Marriage II uses a more traditional text but can also be adapted to include various options. Your Pastor will assist you in selecting the various components of your service and understanding their meanings.

Communion:

Holy Communion may or may not be celebrated. Not only the husband and wife BUT THE WHOLE congregation are to be invited to receive communion. It is our tradition in the United Methodist Church to invite all people to the Lord's table. An alternative is to serve communion on the night of your rehearsal to the bride, groom, wedding party and parents (to all present at the rehearsal).

Children in weddings - As the bride and groom, this is your day. You will want the focus of your wedding to be on the covenant the two of you make to each other. If you are considering the participation of small children in your wedding, please be aware that normal behavior for a small child is not to stand still in formal clothes for any length of time. As a suggestion, children under the age of six should not be in the ceremony itself. **If you decide to use children under the age of six in your service, they may be a part of the procession, but then will be asked to go sit with a parent or adult when the bride starts down the aisle.** During rehearsal, wedding, and on-site reception, children in the wedding party must be supervised by a designated adult. This will insure that they are not put into a position where they do not understand what is appropriate. Nursery services are not available.

Programs – If you plan to use a bulletin/program, it should be reviewed by the Pastor prior to the printing at least two weeks prior to the service. Trinity

has sample copies of wedding programs that we will be glad to share with you. Please check with your wedding director for examples of programs.

Pets

No pets should be allowed on premises during the rehearsal or ceremony (service dogs are allowed).

Cameras and Cell Phones: Cameras of family members or guests are not to be used during the ceremony. Cell phones are to be turned off.

MUSIC

Music is an important part of any wedding and contributes to the worship experience of the participants. All music used in a wedding should be consistent with the understanding that this is a service of worship. The use of congregational hymns is also appropriate as a means of actively involving the participants in the service. Taped musical accompaniments are not allowed. Popular music is more appropriate at a reception and not in the service.

Trinity's Director of Music and Organist will be glad to help you with your selection of music. The Organist and/or Director of Music will also arrange rehearsal times for soloists and other musicians. If there is a question about particular pieces, the Director of Music will help guide you and give final approval. All musical selections must be approved by the Director of Music.

The Director of Music must authorize use of the organ in the sanctuary by any organist other than Trinity's organist in advance. He/She can also provide names of additional organists, soloists, or instrumentalists.

GUIDELINES FOR FLORIST FOR WEDDINGS AT TRINITY

Trinity's Sanctuaries are a place of beauty and dignity; excessive floral displays and elaborate greenery are not allowed. The Chancel area and altar are not to be blocked by plants or other items placed there.

Chancel furnishings and seasonal decorations (such as banners, Chrismon tree and Christmas flowers) are not to be removed or dismantled for any reason. The Wedding Director will know if special adornments or decorations will be in the Sanctuary on the date of the scheduled wedding.

The plans for the altar arrangement (floral & greenery) should be presented to the Wedding Director. Brass appointments must be handled with cloths, not bare hands.

We encourage floral arrangements be constructed in the florist's shop and then be delivered to the church. If it necessary that the arrangement be designed at the church, clean up is your responsibility. Florists are requested to arrange flowers in paper containers, if they have permission to use any of Trinity's containers.

Candles and greenery used during the wedding ceremony are more than decorations. They are Christian symbols. The greenery is the symbol for resurrection. No artificial flowers are to be used on the altar.

There are several sets of candelabra, a unity candle and altar candles that may be used for any wedding. No decoration or greenery is allowed on the candelabra. Our candles are oil-burning units and we use no wax candles. There is a fee to cover the expense of oil and the upkeep of the appointments. Candles may not be placed in windows, aisles, on the pews, or in carpeted areas, and may not block any door or be placed anywhere that may be a fire hazard.

The paraments will be changed to white for weddings unless the bride and groom request that the seasonal colors of the church year remain.

No tacks, nails, screws, tape or other fasteners may be used that might deface, permanently mar or damage any part of the church building or furnishings. Tape may not be used on the pews to secure pew bows/decorations. Aisle cloths may not be used.

Floral arrangements and greenery may not block doors; carpets must be protected from soiling by flowers or greenery. No dragging of items to be used for floral arrangements, etc. on the carpet or flooring. Please be sure you have adequate carts to move your items.

All decorations, ferns or other materials (inside and outside) that you bring in, must be removed immediately after the wedding. The wedding flowers are to be left on the altar for Sunday worship, the exception to this is if the worship season requires certain colors and the bride chooses to use different colors, the flowers will be moved to the narthex. Wording for the Sunday bulletin is approved by the senior minister's secretary.

****Handout for the florist must be signed by the florist and a copy returned to the main office of the church.**

GUIDELINES FOR PHOTOGRAPHER/VIDEOGRAPHER

Wedding pictures are treasured mementos, but the sacredness of the wedding service must not be disturbed by the activity of photographers or guests.

****Flash cameras may not be used by anyone, anywhere in the Large Sanctuary, Oakmont Sanctuary, or Chapel from the beginning of the service (when the candles are lighted) until the bride and groom exit at the conclusion of the service.**

Oxmoor: The photographer may make photos during the service from the balcony or narthex using available light. Videos may be taken from the balcony. One stationary camera may be set up in a designated place behind the organ console.

TWH: Photographers may use a camera with a silent shutter from the back row. Videographers may be in the sound booth.

All pictures should be completed and equipment removed at least one (1) hour before the service is scheduled to begin. The pastor(s) will be available for pictures immediately after the service. The Wedding Director is not available for assisting photographers.

The Bride and Groom are responsible for seeing that photographers, families and friends are informed not to take pictures during the ceremony.

****Handouts for the photographer and videographer must be signed and a copy returned to the main office of the church.**

WEDDING FEES

Refundable damage deposit of \$500.00 payable to the church when application is turned in.

There are no fees for the use of church facilities by Trinity members* or children of members. **Non-members will pay ½ of facility fee as a deposit at time of application.** Non-member grandchildren of members can schedule the church outside of the six month window, however they will pay half of the non-member facility fee as well as the personnel fees paid by all. All fees are for the services of those who will be assisting you in making your wedding a memorable occasion. All fees (with the exception of the Organist and Musicians who set his/her own fees) are due two weeks before your wedding and can be paid to the Senior Pastor's Assistant. Any fees paid to the Director of Food Services are in addition to the Fees below and should be paid directly to him/her.

***Applicants must be members of Trinity six months prior to date of application.**

All Fees are payable to the church office two weeks prior to wedding.

FACILITIES	MEMBER	NON-MEMBER
Oxmoor Sanctuary		\$1,500.00
Mouat Chapel	0	\$200.00
Large Dining Room	0	\$150.00
Large Parlor/Small Dining Rm.	0	\$100.00
Small Parlor	0	\$50.00
TWH Sanctuary	0	\$450.00
TWH Fellowship Hall	0	\$150.00

PERSONNEL	FEE
Officiating Pastor	\$300.00
Pastoral Counseling*	\$200.00
Wedding Director**	\$400.00
Assistant Wedding Director	\$150.00
Organist***	\$250.00 - \$350.00
Custodial-No reception or rehearsal dinner	\$100.00
Custodial-Chapel or Large Parlor	\$75.00
Custodial-Reception or rehearsal dinner (setup and take down)	\$175.00
Use of Church Candelabra	\$50.00
Sound Technician (required except Mouat)	\$100.00

*Pastoral counseling is required. However, when a pastor is not available to provide counseling an outside counselor may be used reducing the total pastoral fee from \$500 to \$300. For offsite weddings, all travel expenses should be reimbursed.

**Includes planning time, one hour rehearsal, 4 hours prior to wedding, 1 hour following the service. \$50 fee per hour for additional time.

***Based on the organist and number of selections, vocalists, rehearsals.