

WEDDING POLICY

**Trinity Lutheran Church | 308 East Brayton Road, Mt. Morris, IL 61054
(815) 734-6354 | Trinitymmooffice@gmail.com**

Your wedding day is one of the most important dates in your life. We are pleased to share this blessed time with you and hope to help make it a significant and memorable day. Your desire to have a church wedding shows that you see your marriage as a commitment made before God. While there is much room for flexibility in a church wedding, our emphasis is on the Christ-centered character of the wedding service.

Please review the following information carefully and consult with the Pastor on anything that needs additional information or explanation.

DATE: The date and the time of the wedding and rehearsal will be entered on the official church calendar by the Pastor or the church Office Manager when the wedding application and rental fee have been received in the church office. The wedding must be scheduled no later than 3:00 p.m. if held on a Saturday so that the ceremony and picture-taking conclude by 5:00 p.m. Trinity has a worship service each Saturday at 5:30 p.m. in the sanctuary.

PRE-MARRIAGE COUNSELING: Pastoral marriage counseling will be scheduled and conducted by the officiating Pastor or their designate.

PASTOR: The officiating minister will be the Pastor or the interim Pastor of Trinity or, under special circumstances, other Pastors ordained in the Lutheran faith. Pastors of another faith may participate in the ceremony with the approval of the Pastor or Congregation Council.

MUSIC: The music selected for the ceremony should be suitable for a service of worship. Appropriate secular music selections may be used; however, all music selections must be approved by the Pastor or Trinity Musician.

TRINITY MUSICIAN: It is expected that our musician will play for the wedding unless there is a very good reason to use someone else. Fees for Trinity musicians will be paid according to the guidelines established by the Congregation Council. Scheduling of the musician, soloist practice, etc. is to be arranged by the Trinity Musician or the Pastor.

COMMUNION: If the marriage service includes Holy Communion, both partners must be baptized and eligible to receive communion. The Pastor will contact the Altar Guild to arrange the altar for the communion service. Communion will be offered to all in attendance, not just the wedding party.

FELLOWSHIP HALL USE: If the Fellowship Hall is used for a reception following a wedding, there shall be no alcoholic beverages or tobacco products. All damages sustained must be covered by the renter. Please follow the guidelines in the Agreement for Use of Church Facilities.

PHOTOGRAPHS: Flash pictures are not to be taken after the service has begun or during the service. Video recorders should be stationary and not distract from the service. All photos taken after the wedding should be completed within an hour after the completion of the service.

CANDLES: Church altar candles will be used for the service. Other candles will be provided by and paid for by the wedding party.

PARAMENTS: The paraments for the wedding will be the liturgical color for the day, and it is not correct to change them to white unless the appointed color of the day is white.

FLOWERS AND DECORATIONS: The florist should consult with the Pastor about decorating the church. Under no circumstances may the altar be obscured. Usually, flowers are placed in the two vases on the altar or in flower stands. (Flower stands of varying heights are available.) Please remove all flowers after the service. If any flowers are given to the church the Altar Guild will care for them. Decorations should not leave a mark, for example, do not tack or nail bows to the pews or walls.

BIRDSEED: No birdseed is to be used inside the church. Wedding guests should be advised to use birdseed only outside the church. Rice is not to be used.

MARRIAGE LICENSE: The Pastor will file the official license with the County courthouse. A commemorative license will be given to the couple as a keepsake.

DRESSING ROOMS: The church provides two dressing rooms; one for each partner and their attendants. Each room has a full-length mirror.

OFF-SITE WEDDINGS: If the couple wishes to hold their ceremony off-site, they are to consult directly with the Pastor about dates, location, transportation, and housing needs. The couple is responsible for all required permits and permissions. The couple will compensate the Pastor for mileage, housing, and meal expenses, as the destination requires.

MEDIA: If the Trinity sound system or projection screens are needed, the Trinity A/V person must be hired for the wedding service. Electronic files are needed at least two weeks before the wedding. All media requirements must be tested and rehearsed with the couple at least 24 hours before the wedding.

FEES

Fee due at time of reservation: \$250/Trinity members or \$400 non-members

This non-refundable church rental fee helps defray costs like utilities and the lift, including the lift operator. A check in this amount, made payable to Trinity Lutheran Church, is to be submitted to the church office with the Wedding Application. When the application and rental fee are received, the wedding ceremony will be officially reserved at Trinity.

Fees due one week before the event:

\$350 Honorarium for the Pastor

\$200 Trinity Musician/accompanist

\$25 Additional fee for rehearsal (and, if needed, consult/practice with soloist)

\$100 Event facilitator (assigned by Trinity). This person will be available during the event to unlock doors, turn on lights, answer questions, provide supplies.

\$50 Custodian

\$50 Media Operator (if needed)

Agreement for Use of Church Facilities for Wedding

Trinity Lutheran Church | 308 East Brayton Road, Mt. Morris, IL 61054

[OBJ]

Partner's Name	Partner's Name
Address	Address
Phone	Phone
Email	Email

Date and time of wedding _____

Date and time of rehearsal _____

We wish to use the following church facilities (circle all that apply)

Sanctuary (seats 250) Chapel (seats 25-30)

Fellowship Hall (seats 150)

Church equipment requested (circle all that apply)

Pipe Organ (if approved by Trinity Musician) Piano

Media Equipment Screens

Lift (use of this will require a trained Trinity operator for a flat rate of \$75)

If the reception is held at the church:

Tables: Round #_____ (10 available) Long (9 available) #_____ Chairs #_____

Upon placing my signature on this document, I agree to the following:

1. Hold Trinity Lutheran Church and its representatives harmless for all losses, including attorney fees, damages, expenses, and liability arising out of the use of Trinity property.
2. Pay for all damages and/or losses to church facilities, furniture or equipment arising out of its use of church property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, including custodial costs, the choice of which is at the Church Council's discretion. A damage/loss deposit may be required.
3. Prohibit selling, giving, or drinking any alcoholic beverages or using tobacco products on the church premises.
4. Confine the attending group solely to the area approved for use.
5. Observe the time limits in the agreement.

6. Pay rental fees and costs by cash or check made payable to Trinity Lutheran Church, one week before the event.
7. All church property must remain on the premises unless prior written arrangements have been made.
8. The damage/loss deposit may be used or forfeited if any terms of this agreement are violated.

FEES

I agree to pay Trinity the following fee when the church is reserved for the ceremony:

\$250 for Trinity members; \$400 for non-members. This non-refundable church rental fee helps defray costs like utilities and the lift, including the lift operator. A check in this amount, made payable to Trinity Lutheran Church, is to be submitted with the Wedding Application to the church office. When the application and rental fee are received, the wedding ceremony will be officially reserved at Trinity.

I agree to pay Trinity Lutheran Church the following fees one week before the event:

- \$350 Honorarium for the Pastor
- \$200 Trinity Musician/accompanist
- \$25 Additional fee for rehearsal (and, if needed, consult/practice with soloist)
- \$100 Event facilitator (assigned by Trinity). This person will be available during the event to unlock doors, turn on lights, answer questions, provide supplies.
- \$50 Custodian
- \$50 Media Operator

User Signature: _____ Date: _____

Signature of church official: _____ Date: _____

This agreement must be approved by the Executive Committee and may be subject to change with 30 days written notice by Trinity Lutheran Church.