

TRINITY UNITED METHODIST CHURCH

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WEDDING POLICIES AND PRACTICES

PASTOR

THE REVEREND DONALD R. SLAYBAUGH JR.

Pastor: Donald R. Slaybaugh, Jr.
Church Secretary: Carol Wilson /Jady Conroy
Organist: Ron Sider
Wedding Coordinator: Jodi Walters

GUIDELINES

The service of Christian marriage is provided for couples that wish to solemnize their marriage in a service of Christian worship. While marriage services officiated by authorized clergy are recognized as legally binding agreements in the Commonwealth of Pennsylvania, the greater purpose of the wedding ceremony is to provide a man and a woman an entrance into the lifetime Christian covenant through the grace of Jesus Christ.

Christian marriage is sacramental in nature, which means it is to be lived with self-giving love. It is to be a means of sharing God's grace with each other, the extended family, friends, community of faith and the world. To take vows in the name of God and to seek Christ's blessing is both a privilege and obligation. Thus, all preparation for the service is to lead toward the establishment of a Christian home and a way of living Christian discipleship.

Marriages require a great investment by both the husband and wife in order for the union to mature. The covenant of marriage is challenged in many ways today. Fifty percent of the present day marriages in these United States are experiencing separation/divorce with consequences of wounded persons, families and society. Thus, in order to build a more solid foundation for your marriage and to combat the potential challenges facing couples today the fulfillment of the following guidelines is expected of all couples.

1. The senior pastor of Trinity United Methodist Church understands his/her role in working with couples to be that of providing pre-marital counsel in regard to relationship issues.
2. The senior pastor, sharing with the couple, also includes discussion and planning the marriage service. All aspects of the service need to be planned in concert with the pastor, organist, and wedding coordinator. The entire service is to reflect the nature of the Christian faith.
3. In addition to pre-marital sessions, we ask each couple who live in proximity to Trinity Church to enter a covenant to participate in worship throughout the process leading to the wedding. We also ask each couple to continue their participation in worship after the wedding. Couples who do not live in proximity to Trinity Church are expected to be consistent in the practice of worship in the area where they reside.
4. Paragraph 331.1.i of The Book of Discipline of The United Methodist Church states that a basic responsibility of a United Methodist pastor is: "To perform the marriage ceremony after due counsel with the parties involved. The decision to perform the ceremony shall be the right and responsibility of the pastor. Qualifications for performing marriage shall be in accordance with the laws of the state and The United Methodist Church."

POLICIES

1. SCHEDULING A WEDDING

Contact the pastor as early as possible. The pastor will notify the organist and coordinator as appropriate. A 9-12 month notification is desired. Weddings will be scheduled on a first-come, first serve basis. Weddings will not normally be scheduled after 4:00 p.m. on Saturday.

A pastor currently serving Trinity United Methodist Church must participate in and supervise all wedding services. Other clergy persons who have some special relationship to the bride or groom may be invited by our pastor to assist in the service.

Weddings for non members of Trinity Church will be scheduled at the discretion of the senior pastor.

2. THE SERVICE AND WEDDING MUSIC

The Christian wedding service of worship and music are under the direction of the senior pastor. The service needs to reflect our Christian faith. Consultation with the senior pastor and the organist is necessary as part of your preparation.

Music for weddings must be appropriate for worship and shall be chosen in consultation with the organist. The wedding music is to be sacred or classical in nature. It is recommended that the secular selections be reserved for the reception. Final decisions will be made by the organist.

The church organist is available to play for weddings. Exceptions must be approved by the organist. The couple will contact the organist 3 months prior to the wedding and will meet with the organist no later than 6 weeks prior to the wedding date. The organist will contact the wedding coordinator and inform her of the wedding.

3. PHOTOGRAPHS/VIDEOGRAPHS

Flash photographs may **NOT** be taken during a wedding. Time will be provided before and/or after the ceremony for photographs to be taken. Natural light photographs and/or videos may be taken during the wedding in a stationary position at the discretion of the pastor. The senior pastor will also communicate with the photographer to insure the understanding of this policy and answer any questions. Printed in the wedding bulletin shall be the phrase “the church and couple request no flash photos during ceremony”.

Use of a videographer is permitted. The video camera **must remain stationary** throughout the service. Couples must provide the video camera, video equipment, and videographer.

4. **WEDDING WORSHIP BULLETIN**

Specialized wedding bulletins may be used and are to be provided by the couple. The printing and/or duplication are the responsibility of the couple. The church secretary may prepare the bulletin at a charge of \$25.00. Review and approval of content by the pastor is necessary 2 weeks prior to the wedding date.

5. **CANDLES**

Dripless candles will be supplied by the church. The unity and family candles must be supplied by the couple. The church will provide acolyte(s) at no cost to the couple.

6. **ATTACHMENTS**

The senior pastor will review acceptable methods of adhering adornments to the church property. Pipe cleaners, ribbons, or rubber bands only, may be used. No taping, tacking, stapling, nailing, etc. is permitted for the attachment of temporary decorations on the pews, walls or of any area in the church.

7. **DRESSING AT THE CHURCH**

Women may dress in a designated room on the main level of the church. Men may dress in the Bethany Room on the south-wing of the building. Restrooms are available near both rooms.

8. **THROWABLES IN OR NEAR CHURCH BUILDING ARE NOT PERMITTED.**

Items to be tossed after the ceremony are not permitted. There are alternative suggestions the senior pastor can discuss with the couple if desired.

9. **NO ALCOHOL, TOBACCO PRODUCTS, OR ILLEGAL SUBSTANCES**

It is the policy of Trinity Church that alcohol, illegal substances, and smoking are **NOT** allowed in the church buildings or on church property. Evidence of use of alcohol or illegal substances by members of the wedding party before coming to the rehearsal or the wedding service may result in the cancellation of the wedding service.

10. **ANIMALS**

No animals are allowed in the Church building. The only exception is a service dog.

11. **RECEPTION**

Fellowship Hall and kitchen of the church may be available for receptions for weddings which are held in Trinity Church. The Mt. Olivet Room is not to be used for receptions. Couples interested in reserving these areas should make their request know to the senior pastor as soon as possible. A member of the Trustees or a designee will act as the “responsible party” designated by the Church and must be present during any use of the facilities.

Wedding Fee Structure

<u>Facilities Costs</u>	Trinity Church Members	Non-Members
Use of Sanctuary	No Cost	\$300.00
Use of Genesis Place or Mt. Olivet Room	No Cost	\$150.00
Use of Nursery <i>(Couple must provide caregivers)</i>	No Cost	\$20.00
Reception use of Fellowship Hall	No Cost	\$200.00
<u>Personnel Costs</u>		
Honorarium for Pastor	\$150.00	\$200.00
Organist/Pianist	\$125.00	\$150.00
Organist with soloist <u>or</u> instrumentalist	\$150.00	\$175.00
Organist with soloist <u>and</u> instrumentalist	\$175.00	\$200.00
Wedding Coordinator	\$50.00	\$75.00
Custodian for wedding	\$50.00	\$75.00
Custodian for wedding and receptions	\$75.00	\$125.00
<u>Other Costs</u>		
Candelabra	\$25.00	\$25.00
Bulletin Preparation	\$25.00	\$25.00
Total Costs:		

- The fee for the organist is due at the time of the music consultation meeting.
- The fee for the facility is to be made payable to “Trinity UMC” and is due in the Church Office in person or via mail at least two weeks prior to the wedding date.
- All other fees are to be made payable to the other specific individuals and are due in the Church Office in person or via mail at least two weeks prior to the wedding date.

- **The acknowledgement agreement identifies the individuals to whom checks should be made out.**

SCHEDULING AND PROCEDURAL REQUIREMENTS AND FEE STRUCTURE FOR WEDDING RECEPTIONS IN MULTI-PURPOSE ROOM

1. All persons seeking to use the Fellowship Hall shall first complete and submit an “Application for Use” to the church office, along with any required fees in accordance with the Fee Schedule.
2. If the Application for Use is approved, the individual will be notified of the approval and scheduling details by the church secretary.
3. The arrival and departure times indicated on the Application for Use are to include any time during which the facility will not be fully available for other uses. This includes room preparation for and clean up after the reception. All users are responsible to begin activities promptly as scheduled and to vacate the facility at the designated time. The space will be available from 1:00 PM the day prior to the wedding day until 7:00 PM the day of the wedding.
4. The church reserves the right to immediately terminate the use of the facility, if, in the sole determination of the Church, any provision of these guidelines has been violated.

INSURANCE AND LEGAL

1. The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
2. The person reserving the facility shall be responsible to pay for any damages which occur during the use, and for the replacement of any missing items.
3. The Church shall not be responsible for any lost, damaged, or stolen personal property of any person.
4. All users shall promptly report any damages, injuries, or accidents occurring in the facility or elsewhere on the premises in writing to the Church (using the Accident/Damage Report Form on the Facility Use/Clean-up Checklist).
5. The person applying for use of the facility shall be required to agree to a hold harmless and indemnification provision as part of the Application for Use.

USE AND CONDUCT

1. A trustee or designee will act as the “responsible party” designated by the Church and must be present during any use of the facility.
2. Intoxicating beverages or substances, illegal drugs, flammables or explosive devices, or weapons are not permitted on Church premises.
3. The use of tobacco products is not permitted in any building or on property owned by the Church.
4. Disorderly, illegal conduct or immoral conduct including profanity, is not permitted on Church premises.
5. Minors shall be under proper adult supervision at all times. Parents or legal guardians shall be directly responsible for the supervision of their children while on Church premises. No other area of the church property, including the Nursery, is to be utilized except as authorized by the Trustees.
6. Activity likely to cause damage to the facility or the Church premises, or risk of injury to persons or property, is not permitted.
7. Activity constituting a nuisance to neighbors of the Church or violating any ordinances of the Borough of New Cumberland is prohibited.
8. Users shall use only the areas of the Church premises for which approval has been granted.
9. Users will be responsible for providing consumable supplies for their activities and events.
10. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors, or other surfaces by means of screws, nails, tacks, transparent tape, duct tape, or other types of tape.
11. Furnishings or other items shall not be moved into or out of the facility or other areas and rooms within the Church premises without approval of the Wedding Coordinator.
12. General room lighting, climate controls, sports equipment, or other special equipment on the Church premises may not be changed without the approval of the Wedding Coordinator.

13. Any use of the kitchen or kitchen appliances must be in accordance with the Church's "Kitchen Use Policy".
14. Audio-visual equipment, musical instruments, stage lighting, kitchen appliances, or other special equipment on the Church premises may not be used or adjusted except by properly trained persons. All equipment usage should be coordinated through and approved by the Wedding Coordinator. The expense for use of said items shall be in accordance with the Fee Schedule.
15. No flower arrangements may be placed on the sanctuary grand piano.