



Trinity United Methodist Church

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info@trinityspringfield.org

Wedding Policy Booklet



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The Gift of Love

¹³ If I speak in the tongues of mortals and of angels, but do not have love, I am a noisy gong or a clanging cymbal. ² And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but do not have love, I am nothing. ³ If I give away all my possessions, and if I hand over my body so that I may boast, ⁴ but do not have love, I gain nothing.

⁴ Love is patient; love is kind; love is not envious or boastful or arrogant ⁵ or rude. It does not insist on its own way; it is not irritable or resentful; ⁶ it does not rejoice in wrongdoing, but rejoices in the truth. ⁷ It bears all things, believes all things, hopes all things, endures all things.

⁸ Love never ends. 1 Corinthians 13 New Revised Standard Version (NRSV)

“Blessing For A Marriage”

“May your marriage bring you all the exquisite excitements a marriage should bring, and may life grant you also patience, tolerance, and understanding.

May you always need one another – not so much to fill your emptiness as to help you to know your fullness. A mountain needs a valley to be complete; the valley does not make the mountain less, but more; and the valley is more a valley because it has a mountain towering over it. So let it be with you and you.

May you need one another, but not out of weakness.

May you want one another, but not out of lack.

May you entice one another, but not compel one another.

May you embrace one another, but not out encircle one another.

May you succeed in all important ways with one another, and not fail in the little graces.

May you look for things to praise, often say, “I love you!” and take no notice of small faults.

If you have quarrels that push you apart, may both of you hope to have good sense enough to take the first step back.

May you enter into the mystery which is the awareness of one another’s presence – no more physical than spiritual, warm and near when you are side by side, and warm and near when you are in separate rooms or even distant cities.

May you have happiness, and may you find it making one another happy.

May you have love, and may you find it loving one another!”

-- by James Dillet Freeman



Preface

Welcome to Trinity United Methodist Church. We look forward to hosting your upcoming wedding. In the United Methodist Church, weddings are a worship service and a covenant before God.

We are pleased that you are planning to have your wedding here and look forward to being of assistance to you in this most important event. The Christian marriage ceremony celebrates God's blessing of the union of husband and wife. An ordained Minister officiates by the authority of the state as evidenced by a Marriage License.

The music, the ceremony, and all other aspects should fit into the sacred concept of marriage. We trust that your marriage will be a continuing blessing long after this special event is past.

The Staff

Minister – Dr. Rev. David Calhoun

Administrative Assistant – Doreen Bessey

Church Administrator – Jeffrey Bennett

Director of Music Ministries – Dr. Michael Carney

Head Sexton – Carlos Manning

Contact Information

Administrative Assistant, Ms. Doreen Bessey

doreen@trinityspringfield.org | 413-737-5311 x 204

Church Administrator, Jeffrey Bennett

JeffBennett@trinityspringfield.org | 413-737-5311 x 202

Director of Music Ministries, Dr. Michael Carney

music@trinityspringfield.org | 413-737-5311 x 210

Kitchen Hostess, Margo Sweetland

No email address | 413-737-5311

Wedding Hostess, Varies

Contact information given upon request.

Head Sexton, Carlos Manning

sextons@trinityspringfield.org | 413-777-5460

To Reserve the Church

Please contact the church when you are ready to set a date for your wedding. Dates are only confirmed upon receipt of the deposit, and approval from the Lead Minister. No weddings may be scheduled later than 7:00 PM. **No weddings may be performed on holiday weekends including: New Year's Eve, Boar's Head Festival week/weekend, Holy Week, Memorial Day weekend, Independence Day weekend, Labor Day weekend, or Thanksgiving weekend.** Additionally, November through January may be unavailable depending on holiday Church events. The minister makes the final decision.

Payment

Fees are determined by the chart on page 11. A 50 % is required at the time of booking with the completed forms from the back of this booklet. Payments for the balance may be made in person or by mail with the final payment received in the church office no later than two weeks before the wedding day. No exceptions. All checks/money orders will be addressed to *Trinity United Methodist Church* with the wedding date/bride's name in the memo. No credit cards.

Premarital Counseling & Other Requirements

There are premarital sessions with the officiating Minister is required before the marriage. It is the responsibility of the couple to make an appointment for the first session no less than four months before the wedding.

The couple is asked to attend worship at Trinity at least three times prior to the wedding. For more information contact the minister.

The Ceremony

The ceremony, when performed by a Minister of Trinity Church, shall follow the United Methodist Order of Service. A visiting Minister may assist in the Service of Marriage. The request for a visiting Minister should be made when making your reservation.

The Wedding Program

Creating and printing of the wedding program shall be the sole responsibility of the couple. A typical Order of Worship used at Trinity Church:

THE SERVICE OF WORSHIP

- The Greeting
- The Congregational Hymn (optional)
- The Declaration of Intent
- The Scripture Reading
- The Pastor's Reflection
- The Marriage Vows
- The Blessing and Exchange of Rings
- The Lighting of the Candles (optional)
- The Holy Communion (optional)
- The Pronouncement of Marriage
- The Benediction
- The Introduction of the Couple

We strongly encourage that you plan your receiving line at the reception. Evidence has shown that having a bride's book or a receiving line at the Church simply delays the wedding or wedding photography. Please note that due to the Minister's schedules, it may be impossible for them to attend wedding rehearsal dinners or receptions when invited.

Wedding Hostess

Trinity's Wedding Host/Hostess' responsibility is to make sure your wedding day runs smoothly. Trinity's Safe Sanctuaries policy requires that we have two. They serve as a Host/ Hostess for the church and will help direct your party around the church, make sure everyone is ready (boutonnieres pinned on correctly, veils in place, and the finer details) before they go down the aisle, etc. Your Wedding Host/Hostess will attend the rehearsal and the wedding but the officiating Minister will lead both. The Trinity Wedding Hostess is to be used at all Trinity rehearsals and weddings. It is our experience that you use professionals (musicians, photographers, florists) who have worked with our Church before and know its rules to make your wedding the most successful it can be.

Wedding Director/Wedding Planner

You should coordinate with a close family friend or a professional to serve as a Wedding Director/Wedding Planner. That person will be responsible for reviewing this booklet to ensure that all rules and policies are followed. They must attend the rehearsal. S/he can contact the Minister or the Wedding Hostess for clarification on any of the information herein.

Music

The Music Ministry of the Church is charged with planning music for all services held at Trinity Church, including weddings. In order to maintain a level of consistency among services, the Music Ministry has adopted the following policies:

- Trinity Church will provide an Organist to play for all weddings.
- Since the wedding ceremony is a service of worship, all music must be sacred in nature. If you have a favorite selection or composer, please discuss this with the Organist. The Organist must approve, **at least four weeks in advance**, all music used in your wedding.
- Vocalists and instrumentalists shall be chosen by the couple, in consultation with the Organist.
- Soloist and instrumentalists rehearse one hour prior to the service. The singer or instrumentalist must provide the Organist with a copy of the music two weeks in advance, written in the key in which it is to be played.
- Any audio needs (microphones or special inputs for other instruments) must be requested by filling out the **Building Use Request Form** six to eight weeks before the ceremony.
- String quartets and/or piano may be used in lieu of the organ for Processionals and Recessionals.
- If you choose to have a program printed for your wedding, you must send a proof to the Music Ministry for proofing at least **one week before it is to be printed**. This will help ensure that all of the worship information is correct and allow time for modifications. We reserve the right to withhold the programs at the wedding if any content has changed after our approval.
- **At least six to eight weeks prior to your wedding date, contact the Organist to schedule your wedding music consultation. This is a required meeting so that you and the Organist can decide on the music for the service.**

Miscellaneous Personnel

Florist Instructions

We understand that décor is an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage ceremony is a Service of Worship, we ask that florists help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- Please do not place anything on the Altar other than flowers or a Unity Candle in either the Sanctuary or Chapel.
- In the Sanctuary, flower arrangements may not exceed the height of the arms of the cross, as the cross is the focal point of the altar. The wedding is a sacred service. Candles and the Bible may be used. Altar candles always remain in their places at either side of the cross. The vases may not be removed from the altar unless a large single unit is placed in the middle. Flowers may be arranged in the vases using liners or in papier-mâché cones which hold the oasis. Nothing may be removed within the Chancel. Floral arrangement should remain in the Sanctuary for Sunday services with an acknowledgment in the Sunday bulletin in honor of your wedding. Please provide your florist with this information.
- In the Chapel, the cross may not be removed. All other comments under “The Sanctuary” apply to the Chapel.
- Candelabra may not be placed in the pulpit or in front of the pulpit. In order to prevent wax from dripping, liquid candles, candle lighters and united candle are to be furnished by the Church. Your florist may choose to use candles in the window ledges as long as they are protected.
- You may place flowers and bows on the pews. You are not allowed to use nails, tacks, tapes or other means that may damage wood to secure flowers or other decorations to the Church furniture, wall or fixtures.
- We do not allow petals, rice, birdseed or bubbles to be used inside during or after the service.
- For safety reasons, aisle cloths/runners are not permitted.
- During the Advent and Christmas season, the Sanctuary and Chapel are already decorated for the season and the decorations cannot be changed.
- The Bride and Church Administrator will determine the time the Florist may enter to decorate. Please coordinate three to four weeks prior to the wedding. Please be sure to label all corsages and attendant’s flowers. The Church cannot be responsible for any equipment left behind.

Please remember this is a Worship Service.

Photographer’s Instructions

We understand that photographs are an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that photographers help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The Pastor is responsible for directing the wedding. Photographers are to cooperate with the Minister or the Wedding Host/Hostess at all times. The Minister has the final say.
- Pictures may be taken:
 - Inside or Outside the Church or Chapel facilities.
 - In the Parlor/Cafe (before the wedding) The furniture in the Parlor/Cafe may not be moved.
 - In the Chapel after the wedding (if a Chapel wedding).
 - In the Sanctuary after the wedding (if a Sanctuary wedding).

- Pictures may be taken beginning 1.5 hours before the wedding. Bride must be back in the bride's room (Parlor or downstairs classroom) 30 minutes before the wedding ceremony begins. **All photographs must be completed 30 minutes before the ceremony.** The officiating Minister will be glad to participate in the first photograph following the ceremony. Please take pictures involving the Minister first.
- Immediately at the end of the Recessional, the wedding party is directed by the Wedding Hostess to the correct place to allow guests to leave the Church. This keeps guests from stopping the wedding party and will optimize your time for taking pictures after the ceremony.
- **Indoor Pictures must be completed within 30 minutes after the first picture is taken following the wedding.** This allows the wedding party to go on to the reception where their guests will be awaiting their arrival. Photographers must dress in attire appropriate for Church.
- All financial agreements and payments are between the photographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment between these parties.
- Photographers agree to reimburse the Church for any damages they cause to the property.

Please remember this is a Worship Service in the United Methodist Church.

Videographer's Instructions

We understand that videos are an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that videographers help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The Minister is responsible for directing and coordinating the wedding ceremony. Videographers are to cooperate with the Minister at all times.
- Videographers must dress in attire appropriate for Church (no denim).
- Videographers are to supply their own equipment.
- Videographers are to have all equipment in place no later than 45 minutes prior to the wedding.
- Videographers may "roam" inside the Chapel/Sanctuary up to 30 minutes prior to the wedding. After this time, you may record the wedding party in the narthex or assume your fixed position in the designated location¹.
- **All videorecording of the ceremony must be done from the designated locations.** Cameras, microphones, and other recording devices, strobe or special lights are NOT allowed in the Chancel area of the Church. Videographers are welcome in the Narthex and elsewhere in the Church prior to the wedding.
- **Videographers are to be as unobtrusive as possible and are not to impede the movement of guests or the wedding party either with equipment or themselves.**
- Videographers are not to move equipment or themselves during the ceremony.
- All financial agreements and payments are between the videographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment between these parties.
- Videographers agree to reimburse the Church for any damages they cause to the property.

Please remember this is a Worship Service in the United Methodist Church.

¹ The Wedding Hostess will show the personnel involved where they may stand to videorecord the wedding.

Important Miscellaneous Information

Alcohol and Smoking Policies.

Alcoholic beverages, any type of non-alcoholic beer, wine, hard liquor, or champagne are NOT permitted on the Church Premises. Please do not arrive at the Church with the strong odor of alcohol. Advise your wedding party and your friends! Smoking or vaping of any substance is not permitted anywhere on Church property, neither inside nor outside.

Firearms Policy

Weapons and/or firearms are prohibited from anywhere on the property of Trinity United Methodist Church unless carried in the execution of public duty (e.g., by officers of the law). **This rule will be strictly adhered to.**

The Nurseries

Nearly all weddings are solemnized on Saturday. Since the nurseries are prepared for use on Sunday, if you have planned to invite guests with small children, it is recommended that you make other provisions for them before coming to the wedding. It is difficult to restore nurseries for use by 8:30 AM on Sunday morning when they have been used the night before. We appreciate your cooperation in this regard. Using the nursery requires a reservation when the wedding agreement is signed and a usage fee is charged for the room and nursery attendants. Our Safe Sanctuaries policy requires that we have two people and that you to use our trained nursery staff.

The Wedding Party

Experience has shown that the use of small children in the bridal party is not always wise. Consider the ability of flower girls or ring bearers to participate worshipfully in your wedding service. If you wish to use small children in the bridal party, please discuss it with your Wedding Host/Hostess or the Minister. You may want to plan for them to be seated with their parents after the processional. Please ask your ushers and all other members of the wedding party to be on time for the rehearsal.

Rehearsal

Rehearsals will require at least 45 minutes and the wedding party's punctuality will assist with this. Rehearsals will be scheduled to occur the day prior to the wedding. The rehearsal is a time for careful planning for a worship experience. The Organists does not attend the rehearsal. The sound technician (if outside musicians are used) will be present by prior arrangement only and will also require a fee.

Please encourage your participants to conduct themselves with proper decorum.

Furniture

Furniture in the Parlor/Cafe and Foyer will not be moved in the rooms or removed from the rooms. Surplus tables and chairs are to remain in the building or in designated storage areas.

Parking

Parking is available in the large lot to the west as well as behind the church and along the east side of the building. Coordination for additional parking at the nearby school or church, and/or a traffic officer, is the responsibility of the Bride/Groom. Parking is subject to parking signs and regulations.

Americans with Disabilities Act (ADA) and Service Animals

Trinity Church is equipped with labeled handicap parking, a wheelchair ramp at the Grace Chapel entrance and a wheelchair lift at that same location. Should additional parking spaces be needed, coordinate with the Head Sexton in advance. He can place labeled cones in other spaces for you.

Guide, signal or service dogs (as defined by law) are allowed in the Church. For the safety and comfort of all our guests, other animals are not permitted in the Church except with approval from the Church Administrator or Minister. All sanitary needs for animals are the responsibility of renter(s).

Other Information

The Church will not be responsible for theft or loss of valuables. Every effort is made to secure the building, but participants should be warned to keep watch over their possessions. A Lost and Found service is maintained by the Church; please claim articles as soon after the wedding as possible.

Please ask your guests to use the main entrance of the Church facing Sumner Avenue or the accessibility ramp outside the Grace Chapel entrance.

Trinity United Methodist Church Trustees and members wish for our guests to have a beautiful, fun, and memorable event, but request that the church buildings, furnishings, and outside area be treated with respect and kept in beautiful condition for our guests.

Fees and Charges

Trinity Members at the time of booking

For specific fees, please contact the church office.

Non-Members at the time of booking

Booking Deposit = ½ total fees which includes a \$250 non-refundable security deposit

<i>Church Fees</i>	Sanctuary \$3350* includes fees with *	Chapel (max 70 people) \$1450
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<i>Reception (rooms only)</i>	Asbury Hall (216 people max) \$1,400	Hale Community Room (100 people max) \$1,250
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Pastor	\$500*	Organist	\$300*
Hostess	\$250 each total \$500*	Soloist	\$150
Kitchen	\$200	Candelabra	\$50
Kitchen Hostess	\$10/hour	Sexton	\$150*
Carillonneur	\$150		
Nursery Worker	\$25/hour		
Nursery Room	\$150 must be booked		

*- included in the fee total

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TRINITY UNITED METHODIST CHURCH

WEDDING AGREEMENT

Trinity United Methodist Church's sanctuary, chapel, halls, and/or classrooms may not be used for any unlawful purposes. Renter(s) are prohibited from selling tickets for raffles, offering alcohol beverages or tobacco products at any time during their event(s).

Trinity United Methodist Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Space rented from Trinity United Methodist Church cannot be sub-leased by the renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties thereto.

By signing this agreement, renter(s) acknowledge the amount of the fees paid for the use of the space indicated below and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Agreement are accepted and agreed by all parties on this _____ day, of _____, 20_____.

CONSENT AND RELEASE:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due Trinity United Methodist Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of Trinity United Methodist Church.

Renter(s) Date

Renter(s) Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Trinity United Methodist Church so as to permit the Applicant the right to use the Premises at the time or times specified therein.

Trinity UMC Church Administrator Date

WEDDING DETAILS

Wedding Date/Time:

Rehearsal Date/Time:

Space Requested:

Setup Time:

Please list the name and contact information of the Bride and Groom:

Bride:

Groom:

Please list the name, contact information of the following:

Wedding Planner:

Photographer:

Florist:

Videographer:

Caterer (if reception is here):

Co-officiant (if approved by Trinity UMC Minister)

WEDDING BILL

Date: _____

_____ Trinity Member

_____ Non-Member

_____ Space Requested: _____	Price: \$ _____
_____ Pastor (Name: _____)	\$ _____
_____ Organist (Name: _____)	\$ _____
_____ Wedding Hostess (Name: _____)	\$ _____
_____ Soloist (Name: _____)	\$ _____
_____ Kitchen Hostess (Name: _____)	\$ _____
_____ Choir	\$ _____
_____ Carillonneur (bells) (Name: _____)	\$ _____
_____ Candelabra (Specify pieces: _____)	\$ _____
_____ Nursery (Workers: _____)	\$ _____
_____ Sound Tech (Name: _____)	\$ _____
_____ Reception (Room: _____)	\$ _____
_____ Reception (Room: _____)	\$ _____
_____ Reception (Room: _____)	\$ _____
TOTAL FEES	\$ _____

Office Use Only

Date: _____ Check/Cash _____	Payment #1	\$ _____
	Balance	\$ _____
Date: _____ Check/Cash _____	Payment #2	\$ _____
	Balance	\$ _____
Date: _____ Check/Cash _____	Payment #3	\$ _____
	Balance	\$ _____