



Trinity United Methodist Church

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info@trinityspringfield.org

Wedding Policy Booklet



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The Gift of Love

¹³If I speak in the tongues of mortals and of angels, but do not have love, I am a noisy gong or a clanging cymbal. ²And 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. ³If I give away all my possessions, and if I hand over my body so that I may boast,^[a] but do not have love, I gain nothing.

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

⁸Love 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

Pastor – The Reverend John P. Mueller
Associate Pastor – The Reverend Erin Newcomb-Moore
Administrative Assistant – Doreen Bessey-Robbins
Church Administrator – Wendy B. Freels
Organist/Carillonneur – Becky Isaacson
Wedding Hostess – To Be Determined
Head Sexton – Carlos Manning

Contact Information

Administrative Assistant, Ms. Doreen Bessey-Robbins
doreen@trinityspringfield.org | 413-737-5311 x 204

Church Administrator, Wendy Freels
wendy@trinityspringfield.org | 413-737-5311 x 202

Organist/Carillonneur, Becky Isaacson
becky@trinityspringfield.org | 413-737-5311 x 210

Kitchen Hostess, Margo Sweetland
No email address | 413-737-5311

Wedding Hostess, Varies
Contact information will be given as requested.

Head Sexton, Carlos Manning
sextons@trinityspringfield.org | 413-777-5460

To Reserve the Church

Please contact the Church Administrator when you are ready to set a date for your wedding. We reserve dates up to one year from the wedding date. Dates will be confirmed upon receipt of the deposit. No weddings will be scheduled later than 7:00 PM. **No weddings will be performed 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, Christmas and other dates during the month of December may be unavailable depending on holiday Church events. **Should there be a special request for a holiday wedding, all fees other than Church rental, are subject to an increase.**

Payment

Fees are determined by the chart on page 11. A security deposit *plus* a deposit on the space 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 when convenient for the bridal party with the final payment received in the church office no later than two weeks from 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.

Premarital Counseling

At least one premarital session with the officiating Minister is required before the marriage. This minimum requirement may vary depending upon each individual Minister. It is the responsibility of the couple to make an appointment for the session no less than two months before the wedding.

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

Copies of previous ceremonies are kept on file and the Church would be happy to assist in any way with the arrangement of the program. Printing of the wedding program shall be the responsibility of the bride.

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

Experience has shown that having a bride's book or a receiving line at the Church simply delays the wedding or wedding photography. Please plan both of these for your reception. Please note that due to the Minister's schedule, it may be impossible for him to attend wedding rehearsal dinners or receptions when invited.

Wedding Hostess

The Wedding Hostess' responsibility is to make sure your wedding day runs smoothly. She serves as a 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 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 Pastor 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. Examples of standard wedding music are listed on the following pages. If you have a favorite selection or composer that is not listed, 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-eight weeks prior to your wedding date, contact the Organist to schedule your wedding music consultation. This is a required face-to-face 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 Memorial 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 during or after the service.
- For safety reasons, aisle cloths/runners are not permitted.
- During the Advent and Christmas season, decorations cannot be hanged in the Sanctuary or Chapel
- The Bride and Church Administrator should 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.

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 Pastor or the Wedding Hostess at all times. The Pastor has the final say.
- Pictures may be taken:
 - Outside the Church of Chapel facilities.
 - In the Parlor (before the wedding) The furniture in the Parlor 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.
- **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 (no denim).
- Please have your photographer donate an 8x10 photograph of your Sanctuary wedding for our Wedding Album. They are welcome to attached their contact information.
- 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.
- Photographers agree to reimburse the Church for any damages they cause to the property.

Please remember this is a Worship Service.

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 Pastor is responsible for directing and coordinating the wedding ceremony. Videographers are to cooperate with the Pastor 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 tape the wedding party in the narthex or assume your fixed position in the designated location¹.
- **All videotaping of the ceremony must be done from the designated location.** Cameras, microphones, and other recording devices or special lighting 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 but they may NOT videotape from within the Sanctuary during the ceremony.
- **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.
- Videographers agree to reimburse the Church for any damages they cause to the property.
- Photographers agree to reimburse the Church for any damages they cause to the property.

Please remember this is a Worship Service.

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

Important Miscellaneous Information

Alcohol and Smoking Policies.

NO alcoholic beverages or any type of non-alcoholic beer or wine are 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 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 2-3 weeks prior to the wedding and a usage fee is charged.

The Wedding Party

Experience has shown that the use of small children in the bridal party is not always wise. Consider the ability of little flower girls or ring bearers to participate worshipfully in your Christian wedding service. If you wish to use children in the bridal party, please discuss it with your Wedding Hostess or the Pastor. 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. It is no longer necessary that relatives and friends of the Bride and Groom be seated on the left and right sides of the Church respectively. It is better if people are seated so that there is even distribution on both sides of the Church.

Furniture

Furniture in the Parlor, Primary Room, 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.

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

Other Information

Valuables should not be left to tempt passersby. 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.

The Church is open on Saturday beginning at 8:00 AM. The sexton-on-duty may be reached by calling 413-777-5460.

Please ask your guests to use the main entrance of the Church facing Sumner Avenue.

If certain rooms (i.e., Asbury Hall, Hale Community Room) are booked and paid for and the wedding party asks for access to additional space (e.g., Parlor or Primary Room), a fee will be charged for that additional space. All rooms will be left as they are found, no exceptions.

Trinity Church trustees and members wish for our guests to have a beautiful, fun, and memorable event, but request that the Trinity Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.

Fees and Charges

Trinity Members

Booking Deposit = ½ total fees plus \$150 security deposit

<i>Church Rental</i>	Sanctuary \$300	Chapel \$200	
<i>Receptions</i> ²	Asbury Hall \$300	Hale Community Room \$250	Parlor or Primary Room \$100 each
Organist	\$200	Hostess	\$150
Soloist	\$100	Choir	\$500
Candelabra	\$25	Sound Technician	\$150
Nursery Worker	\$25/hour		

Non-Members

Booking Deposit = ½ total fees plus \$150 security deposit

<i>Church Rental</i>	Sanctuary \$1200	Chapel \$500	
<i>Receptions</i>	Asbury Hall \$1200	Hale Community Room \$1000	Parlor or Primary Room \$250 each
Pastor	\$450	Organist	\$300
Hostess	\$250	Sound Technician	\$75
Kitchen	\$200	Soloist	\$150
Kitchen Hostess ³	\$10/hour	Candelabra	\$50
Carillonneur	\$150	Choir	\$500
Nursery Worker	\$25/hour		

² Includes 8 hours' rental for same-day decoration and tear-down. Additional time will be charged to the Bride/Groom and deducted from the security deposit. Also, includes use of the attached commercial kitchen and the fee for the Kitchen Hostess for the duration of the actual event. If additional kitchen time is needed (for prep or cleanup), the \$10/hour will be collected.

³ A Kitchen Hostess will be on site if the kitchen is rented. Otherwise all access to any kitchen equipment is prohibited

Impact Fees

	0-20 people	21-99 people	100+ people
Minimal Set Up ⁴	\$25	\$50	\$75
Substantial Set Up ⁵	\$30	\$75	\$100

Impact fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors impact fees may be in excess of these guideline amounts.

⁴ Chairs only

⁵ Tables, Chairs, other equipment

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, and religious affiliation of the person(s) officiating the wedding:

Please list the name, contact information of the following:

Wedding Planner:

Photographer:

Florist:

Videographer:

Caterer:

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	\$ _____