

Trinity United Methodist Church

201 Cedar Street
Smithfield, VA 23430
357-3659

Picture of church

Wedding Manual
March 2019

A Service of Christian Marriage

(The following is taken from the United Methodist Book of Worship.)

The service of Christian marriage is found in the United Methodist Hymnal. It is provided for couples who wish to solemnize their marriage in a service of Christian worship, parallel in its structure to the Sunday service, which includes the proclamation of the Word with prayer and praise. Christian marriage is proclaimed as a sacred covenant reflecting the Baptismal Covenant. Everything about the service is designed to witness that this is a Christian marriage.

Both words and actions consistently reflect the belief that husband and wife are equal partners in Christian marriage and that they are entering into the marriage of their own volition.

Those present are understood to be an active congregation rather than simply passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. It is highly appropriate that the congregation sing hymns and other acts of worship

Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear. Specifically: (1) The marriage rite is included in a Service of Word and Table. (2) Not only the husband and wife but the whole congregation are to be invited to receive communion. It is our tradition to invite all Christians to the Lord's Table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.

The decision to perform the ceremony is the right and responsibility of the pastor, in accordance with the laws of the state and The United Methodist Church. All plans should be approved by the pastor. The pastor's "due counsel with the parties involved" prior to marriage, mandated by The Book of Discipline, should include, in addition to premarital counseling, discussing and planning the service with them and informing them of policies or guidelines established by the congregation on such matters as decorations, photography, and audio or video recording. Any leadership roles taken by other clergy should be at the invitation of the pastor of the church where the service is held. The organist or person in charge of the music should be consulted and work with the couple in all decisions on music selection.

Ethnic and cultural traditions are encouraged and may be incorporated into the service at the discretion of the pastor.

Any children of the man or the woman, other family, and friends may take a variety of roles in the service, depending on their ages and abilities. They may, for example, be members of the wedding party, participate in the Response of the Families and People, read scripture lessons, sing or play instrumental music, or make a witness in their own words. We strongly suggest children be older than 5 years of age to participate in the wedding.

In the case of couples who are not church members or are not prepared to make the Christian commitment expressed in our services, adaptations may be made at the discretion of the pastor.

Wedding Guidelines

We are happy that you are considering Trinity UMC for your special day! Please give your full consideration to the following information to help make your wedding a smooth success.

The Pastor

The Pastor of Trinity United Methodist Church is responsible for all services conducted therein. Should you wish another pastor to participate in the service, you must first consult with Trinity's Pastor. If approved, our pastor will extend the invitation for your pastor to take part in the service. All clergy who take part in a service, must be licensed in the Commonwealth of Virginia to conduct weddings, otherwise your marriage will not be legal!

The rehearsal and service are under the direction of the pastor. A member of the church who serves as one of our wedding coordinators will assist the pastor. They will be available to answer any questions the wedding party may have. Even if the bride has obtained a professional wedding planner, Trinity will still have a member present at the rehearsal and wedding with whom the wedding planner will consult, and who has final authority with the pastor, should disagreements arise.

Please schedule a meeting with the Wedding Coordinator at least one month prior to the day of the wedding.

Should the pastor of the church become ill or is unable to perform the service, we have a short list of pastors who can conduct the service on a moment's notice.

Marriage License

No wedding can take place in the church without a Marriage License. To obtain a Marriage License both the man and woman must go to any Clerk of the Court in the state of Virginia. Please note that the license is only good for 60 days, so don't get the license two months before the wedding or it will become invalid. Once you obtain the license, bring it to the church office. The pastor will need this in hand prior to the rehearsal. It is a good practice to bring the marriage license to the last premarital counseling session. In short, no marriage license in the hands of the pastor prior to the rehearsal will mean no wedding.

Scheduling

We realize that securing a place to hold a reception and making hotel arrangements are an integral part of the wedding day preparations, but all of this planning should come after securing the church and the pastor. Weddings for non-members cannot be scheduled more than nine months in advance. The date can be set for the wedding only when the application attached to this manual has been filled out, the couple has had an initial meeting with the pastor, and the deposit for the sanctuary has been paid. When you schedule your wedding, you must also make arrangements to meet with the pastor for premarital counseling.

Music

If you would like an organist or pianist to play for your wedding, please contact the church Music Director, Richard Winfree. He can be reached by email at music@mytrinity.org or 757-814-7108.

A Service of Marriage is not simply a wedding. It is a worship service. All music and solos will be suitable for worship. Save secular love songs for the first dance at the reception. All songs included will need the approval of the pastor.

Sound System

Pre-recorded music may be used during the ceremony in lieu of a pianist or organist. If you will be using the church sound system to play your music, or you will require extra microphones during the ceremony, our Media Specialist, John Cannon, will need to operate the system. Please contact him at 757-784-0043. There will be an additional charge for this service.

Photographer/ Videographer

You may select any photographer and videographer of your choice. In selecting these services please let them know of our regulations.

The photographer may take pictures during the ceremony from the balcony and the back of the church only. Flash pictures may be taken of the wedding party as they enter the sanctuary, but all other pictures must be taken without flash. Please coordinate with your photographer for before and after photos to ensure they are done in a timely manner that will not interfere with the timing of your service or reception.

Videotaping and recording if done unobtrusively and in good taste are permitted from the balcony or up to 5 pews from the back of the church on the side aisles. A stationary camera can be placed in the choir loft but must be placed to the side of the chancel table, and this camera is to remain unmanned.

Any questions the photographer and videographer have, need to be asked prior to the day of the wedding. The pastor reserves the right to ask the photographer/videographer to stop their services if they are interrupting the service.

Bulletins/Order of the Wedding Service

A bulletin will not be provided by the church. It is the decision of the couple whether to provide an order of service to the attendees of the wedding. If a bulletin is to be provided, a draft must be submitted to the pastor for approval before being printed. This is to ensure the proper order of the service. A draft can be delivered in person or sent via email.

If a bulletin is provided for the service, it should include: "Please turn off your cell phone. No flash photography is allowed during the service. A time for pictures will be provided after the wedding ceremony. Please respect the decorum of the wedding ceremony."

Decorations

Flowers, plants, potted greenery and candelabra(s) shall be carefully placed so as not to hide the chancel table, pulpit or lectern. As in all church decorations, everything should be arranged to direct the attention toward the chancel table.

Decorations in front of the pulpit and lectern should not be higher than the pulpit and lectern paraments. Flowers placed in front of the cross may not be more than 12" high.

Greenery or decorations are not to be used on the Communion Rail.

Tacks, nails, or tape are not permitted anywhere.

No church furniture is to be moved except the two flower tables.

No decorations are to be placed to interfere with the participants in the ceremony or obstruct the view of the service by the congregation.

No decorations are to be placed on the chancel table other than the cross, candles, flowers and elements for Holy Communion if Holy Communion is celebrated. Candles representing loved ones can be placed on the chancel table or on one of the plant stands.

It should be remembered that a church wedding is a worship service. No attempt should be made to change the church into a garden scene. No arches or canopies are allowed.

No rice or birdseed shall be used in the church building. If flower petals are scattered, they must be artificial to eliminate staining of the carpet and shall be removed after the service.

A Unity Candle stand is provided by the church. Should you include the Lighting of a Unity Candle in the service, you will need to provide the set of candles, and they must be dripless.

If you or your florist is providing candelabras or candle stands, the candles must be dripless, and a protective cover must be placed under all candles so that any drippings will be kept off the carpet/furniture. There shall be no open flame candles anywhere else, other than as listed here.

If damage results to the church or furnishings from failure to observe these regulations or neglect to exercise care by the responsible party, the costs of repair shall be the obligation of that party.

Family Activity Center

Trinity United Methodist Church has a Family Activity Center (FAC) available for rehearsal dinners and wedding receptions. If you would like to use this facility, please reserve it when reserving the sanctuary. Applications to reserve the FAC are located in the church office and a security deposit is required. This application is separate from the application included in this Wedding Manual. Please contact the FAC coordinators, John and Eva Marshall, at 757-635-4590 or email them at icside@msn.com. The FAC coordinator must be contacted before the FAC application can be approved.

Use of Other Rooms

The Bridal Party is welcome to use the Wesley Bible Class for the women. The men are welcome to use the choir room at the end of the hall. Only the hallway to the Wesley Bible Class and the choir room is to be used by the wedding party and guests. Other halls and elevators are not to be used at this time.

Non-members may have use of these rooms and the sanctuary up to three hours before the ceremony.

Trinity members may arrange with the Wedding Coordinator to open the church on the day of the ceremony at their convenience. A church member must be in the church at all times when the Wedding Coordinator is not present.

No food or drinks (except water) are permitted in any of the church rooms.

The Wesley Bible Class, the choir room, and the sanctuary must have all personal items removed and the rooms restored to their original setting and condition within one hour of the end of the wedding ceremony. Please deposit trash in wastebaskets. Larger items such as flower boxes should be put in the dumpsters in the rear parking lot. Any furniture that has been moved should be put back in its original position. It is helpful to ask a member of the wedding party or a guest to check these rooms before leaving the church.

Children are not to roam the hallways before or after the ceremony. Children **must** be accompanied by an adult at all times.

No Alcohol Permitted

No alcohol is to be consumed on the church property, to include all buildings, parking areas, and grounds, nor is anyone in the bridal party to be in an inebriated condition. A wedding is a worship service and all present should act in a respectful manner.

Fees

	<u>Member</u>	<u>Non-Member</u>
Deposit	\$100	\$100
Sanctuary	\$ 0	\$250
Custodial Services	\$100	\$100
Pastor	\$100	\$200
Organist	\$200	\$200
Wedding Coordinator	\$75	\$75
Sound System-John Cannon (If applicable)	\$75	\$75

If using the Family Activity Center, please see additional fees for this use in the FAC Application Form.

Custodial Services will be provided for general preparation and clean up.

The Sanctuary Fee and Custodial Fees must be submitted to the church at least two weeks prior to the day of rehearsal. Make checks payable to **Trinity United Methodist Church** for the sanctuary fee and to **G.S. Business Janitorial Services** for the custodial fee. Checks to the pastor, organist/pianist, Media Specialist (if applicable) and Wedding Coordinator should be made payable to the individual and given to the Wedding Coordinator the day of the rehearsal. The Wedding Coordinator will distribute them.

Please fill out the Wedding Application on the following page, and bring it and a check for \$100 for the sanctuary deposit to the initial meeting with the pastor. If approved, the pastor will sign the wedding application. Bring the completed application and sanctuary deposit check to the church office or mail it to:

Trinity United Methodist Church
201 Cedar Street
Smithfield, VA 23430

Wedding Approval Application Trinity UMC

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Please complete the following information:

Name of Bride: _____

Current Address: _____

Home Phone: _____ Email: _____

Cell Phone: _____ Birth Date: _____

Relationship to Trinity United Methodist Church: _____

Name of Groom: _____

Current Address: _____

Home Phone: _____ Email: _____

Cell Phone: _____ Birth Date: _____

Relationship to Trinity United Methodist Church: _____

Other Details Regarding the Wedding:

Will you be using our Family Activity Center (requires separate contract):

For the rehearsal dinner? yes _____ no _____

For the reception following the service? yes _____ no _____

Number of people expected at the wedding (maximum is 325)? _____

Are you a member of another Christian Church? yes _____ no _____

If so, what is the name and location of the church?

Will you require an organist or pianist? yes _____ no _____

Date deposit is received ___/___/___ Date Deposit Returned: ___/___/___

Fees to be paid (2 weeks before the wedding service): _____

I have read and will follow the guidelines in this manual.

Signature of Contact Person (Bride or Groom): _____ Date ___/___/___

Signature of TUMC Pastor _____ Date ___/___/___