

Trinity Lutheran Church

WEDDING USE AGREEMENT

Member

Non-Member

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Expected Attendance: _____

Date of Wedding: _____

Time of Wedding: From _____ to _____

Fee (if applicable): _____ Deposit: _____

Rooms: Sanctuary Fellowship Hall Kitchen

Equipment: Tables-rectangle (____/20) Chairs (____/100)

I agree to release Trinity Lutheran Church, its officers and staff from any and all liability incurred in conjunction with the use of their facility. I have read and understood the attached "Wedding Use Policy", and I agree to abide by its provisions. Transferring or passing of permission to use the church facility to those other than those which this agreement was made is strictly prohibited.

Bride and/or Groom Signature: _____ Date: _____

Church Staff Signature: _____ Date: _____

Revised 5/9/13
Revised 8/9/11
Revised 2004
Adopted 5/13/97

Wedding Policy of Trinity Lutheran Church

Trinity Lutheran Church is here to help with your wedding preparation. As you come to the altar, you are asking God to meet you here, where we worship and offer praise and thanksgiving to God. As you seek to come together in the best of human relationships, we will help you create a deeply meaningful event within the context of worship. The wedding ceremony is a worship service. We ask you to treat the sanctuary and the church building with the utmost respect.

Once you have narrowed down the possible dates for your wedding, you should contact the parish assistant at (765)482-2975 to check for availability of the pastor and the church. Please do not reserve a reception site before confirming that the church is available.

The following times are excluded from consideration for weddings: Lent, Easter weekend, Memorial Day weekend, first weekend in June (synod assembly), weekends before/after Vacation Bible School, July 4th (if on a weekend), Labor Day weekend, Thanksgiving weekend, Christmas Eve through New Year's Day, plus previously scheduled Pastor/staff vacations

Premarital Counseling

Your wedding is one day; our prayer is that your marriage is for the rest of your lives. Premarital Counseling helps you prepare for your marriage, not just the wedding. Each couple will meet with Pastor Scott Mauch for **3** sessions.

Sanctuary

Our sanctuary, which seats 164 guests, provides a beautiful worship setting. The sanctuary shall not be altered or changed for any wedding. Church furnishings and accessories such as the banners and the piano may not be moved; altar colors and decorations are determined by seasonal directives. However, white paraments are available for weddings. No food or beverages are allowed in the sanctuary

Rehearsal

Typically, weddings are held on Saturday with the rehearsals on the preceding Friday evening. Rehearsals are an opportunity to walk through the ceremony so all can feel comfortable with their roles. We ask that you gather fifteen minutes before the scheduled rehearsal time to allow for traffic delays and for families and friends to be introduced, etc. Please urge each person in your wedding party and family to be present by the beginning of the gathering time. Rehearsals last approximately one hour and are directed by the wedding coordinator. This is a good time to bring the unity candle, guest book, marriage license, honorariums and any other items or decorations you would like to have for your ceremony.

The Wedding Service

The wedding service is from the *Evangelical Lutheran Worship* book. The service is approximately one-half hour and includes scripture readings, marriage vows, and prayers. The pastor of Lutheran Trinity Church presides at the service with the assistance of the wedding coordinator. Communion during the wedding ceremony is available, if desired. The pastor reserves the right to refuse to perform any marriage ceremony at his discretion. Guest ministers are allowed with the approval of the presiding pastor of Trinity Lutheran Church.

Wedding Bulletins

It is common to use a bulletin, which lists the order of the service, music, and participants in the ceremony. The couple should provide the printed bulletins for the ceremony.

Music

Trinity's organist is available to play the organ/piano, if music is desired. Because the wedding is a worship service, care should be given to ensure all music is in keeping with the sacredness of the ceremony. Whether classical or more contemporary, selections are to be discussed and approved by the organist. The organist should be contacted at least six weeks before your wedding to discuss your music requests. Contact the organist through the church office at 765-482-2975. If the regular organist is unable to be present, a substitute, approved by the organist and/or the pastor, may provide the music.

Fees for the organist to play at your wedding are determined by consultation with the organist. Pre-recorded music is allowed. Selections must be discussed with the wedding coordinator.

Flowers/Decorations

All arrangements regarding floral decorations are the responsibility of the couple. Any flowers/greens placed on the altar must be fresh (no artificial or silk). The altar candles are always in place and used at all weddings. Non-drip aisle candelabras may be used (contact your florist). Should you use bows on the pews, only floral tape or plastic pew hangers may be used to affix them.

If a unity candle is desired, you must provide your own.

Photographer

The wedding service is worship, so NO flash photography may be taken during the ceremony. Photography that uses existing light and that does not disturb the worship is permitted (taken from the rear of the church). We ask that once the bride has come down the aisle, all photographers stay in the back or side of the sanctuary. Photos can be taken before the wedding; however, we ask that they be completed at least 45 minutes prior to the ceremony. Pictures can also be taken after the ceremony.

Picture-taking by the congregation during the wedding ceremony is strongly discouraged because it distracts from the sacredness of the moment. Immediately after the ceremony, the pastor will be available for reenacting any part of the wedding service for the purpose of taking pictures.

Video Taping

All videotaping of the service can be done from front of the sanctuary near the organ. Please check with the wedding coordinator.

Building

The church staff will make sure the church is cleaned before your wedding and will ensure the church and necessary rooms are available for your use. Specific areas will be provided for the wedding party to dress, and will be assigned at the rehearsal.

Please arrange for the removal of decorations (flowers, candles, bows, flower petals, aisle runner) immediately following the ceremony. The couple and their families are responsible for clearing out the changing rooms before leaving for the reception. Be aware that the church is locked shortly after all wedding guests have left.

The thermostats should not be adjusted for any reason.

Please note that confetti or rice may not be used in the building or on the premises. Birdseed may be used outside, but must be swept up before the wedding party leaves the church. Bubbles may be used outside only. Clean-up of any debris outside left from decorating vehicles or any other purpose is the responsibility of the wedding party and family. If clean-up does not occur, the church will need to pay someone to clean and you will be billed for the expenses.

Fellowship Hall Room rental

Fellowship Hall is available to rent for showers, rehearsal dinners, and receptions, provided the couple reserve the room through the parish assistant, pay the appropriate fee, and comply with all the regulations associated with this privilege. It is the responsibility of the rentee to wash the tables, sweep the floor, clean the kitchen and place all trash in the dumpster (located on the east side of the parking lot). The room must be returned to its original condition. Please call the parish assistant at 765-482-2975 for information.

Tobacco, Alcohol and Drug Policy

Trinity Lutheran Church is a smoke-free facility. Smoking is not allowed anywhere inside the building. Smoking is permitted outside, but please stand at least 10 feet from the front doors and dispose of cigarette butts. Use of alcoholic beverages or illegal drugs on church property is prohibited. The pastor has the right to not perform the wedding if any member of the wedding party is under the influence of drugs or alcohol.

Responsibility

The couple being married is responsible for the premises and for their guests. The couple will be responsible for the cost of repairs if any physical damage to the church is caused by the guests or wedding party,

Fees:

Please see the fee schedule on page 5.

Members:

There is no charge for members or their children to use the sanctuary for weddings.

All weddings will be assigned a wedding coordinator to assist with the rehearsal and wedding day activities.

Please note that for members, there is no charge for pastoral counseling and officiating at your wedding. At your discretion, an honorarium may be given to the pastor in appreciation for the time spent in preparation and officiating at your wedding. Payment can be made in the form of cash or check made payable to Pastor Scott Mauch. *Please bring this check to the wedding rehearsal.*

Inactive and Non-Members:

All weddings will be assigned a wedding coordinator to assist with the rehearsal and wedding day activities.

The church council will be notified of non-member wedding requests. The council meets monthly to approve requests.

NOTE: Any deviations from the guidelines set forth above must be approved by Church Council.

**TRINITY LUTHERAN CHURCH
WEDDING FEE SCHEDULE**

Certain fees have been implemented for the remuneration of those involved in the preparation of the church and its facilities for use:

	Members	Non-Members
1) Sanctuary	\$ 0	\$250.00
2) Organist*	see below	see below
3) Wedding Coordinator	\$100.00	\$100.00
5) Pastor	\$ 0**	\$200.00
4) Fellowship Hall		
• Bridal Shower	\$ 0	\$ 40.00
• Rehearsal Dinner	\$ 0	\$ 60.00
• Reception	\$ 0	\$100.00

**The organist fee is determined by consultation with the organist and the wedding coordinator.*

***Honorarium, if desired*

(Fees for organist, wedding coordinator and the pastor’s honorarium should be paid directly to the individual the night of rehearsal.)

DEPOSIT FOR USE OF BUILDING - \$50.00

The deposit will be refunded following the wedding, less any additional charges for damages or cleaning expenses.

The building will be reserved when the deposit is made. All building rentals fees are payable to “TRINITY LUTHERAN CHURCH” and should be received four weeks prior to the wedding date. Fees are non-refundable two (2) weeks prior to the wedding date.