

Wedding Policies



Trinity Church

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Wedding Policies

I. General Information

The marriage ceremony is one of the most sacred moments in life. It is a time when a man and a woman seek the blessings of God and pledge themselves to one another in a holy union. It is not merely a social event.

It is the desire of Trinity Church, its elders, its pastors, and its support staff to make every wedding a beautiful and meaningful event. Every possible courtesy will be extended to the wedding parties.

The following policies have been adopted in order to provide the guidelines for weddings held at Trinity Church.

It is not a requirement that a pastor of Trinity Church officiate at your wedding. Should you desire that a minister of another church officiate at your wedding, however, your selected minister must be approved by the elders and the pastoral staff of Trinity Church. Upon approval of your selected minister, it will be your responsibility to acquaint your selected minister with all of the policies for weddings held at Trinity Church. For the purpose of clarity, the following policies are written with the assumption that a pastor of Trinity Church will officiate at your wedding.

II. Reservations

The first step in preparing for your wedding at Trinity Church is to **make a reservation** for the appropriate facilities for the date(s) desired for your rehearsal, wedding, and/or reception. In order to make a reservation, you must complete the following steps:

- Appear **in person** at the Trinity Church office, and complete a Facilities and Grounds Use Request Form at least six (6) months prior to your desired wedding date.
- Receive notification that both the date(s) and the facilities requested have been approved by both the pastoral staff and the officiating minister.
- Upon receiving approval for your requested date(s) and facilities, appear **in person** at the Trinity Church office, and pay the refundable damage deposit of \$400.00.

NOTE: Your reservation is **not confirmed** until you have completed all of these steps.

NOTE: In order to make changes to an existing reservation, you must complete a new Facilities and Grounds Use Request Form in accordance with the above steps. This new form must be approved as described above before reservation changes may be confirmed.

No rehearsal, wedding, or reception will be scheduled on Sunday, Wednesday, during other church meetings or services, or on the following holidays and/or holiday weekends: New Year's Day, Easter week (including Good Friday), Independence Day, Labor Day, Thanksgiving week, and Christmas week.

On Monday, Tuesday, Thursday, and Friday, no wedding will begin later than 6:00 p.m., and the wedding party will completely vacate the facilities by 10:00 p.m.

On Saturday, no wedding will begin later than 2:00 p.m., and the wedding party will completely vacate the facilities by 6:00 p.m.

III. The Church Wedding coordinator

The second step in preparing for your wedding at Trinity Church is to **meet with the church wedding coordinator** of Trinity Church, who will contact you by phone once the wedding is approved. During this meeting, the church wedding coordinator will discuss and clarify a multitude of details. It is highly desirable that this meeting be held as soon as possible, preferably at least six (6) months prior to the wedding.

At the time of this meeting, you must pay one half (1/2) of the total fees due for the facilities and services requested.

The church wedding coordinator representing Trinity Church is always in complete charge. Wedding service companies, bridal secretaries, and other persons of similar positions must confer with the church wedding coordinator concerning all plans.

The church wedding coordinator is NOT responsible for decorating, set-up and/or take-down. The church wedding coordinator may optionally be retained for set-up and take-down purposes for a fee of \$150.00.

The church wedding coordinator from Trinity Church is required for every wedding conducted at the church. The coordinator will be familiar with all the guidelines contained in this policy, including all requirements, conferences necessary, facilities use, music, photography, videography, and fees. In addition, the coordinator, to be provided by Trinity Church, will be paid a fee of \$250.00 for the wedding.

IV. The Minister

The third step in preparing for your wedding is to **meet with the minister** who will officiate your wedding. During this meeting, the minister will discuss wedding basics and outline a plan for counseling the couple regarding marriage, communication, expectations, and other issues. It is highly desirable that this meeting be held as soon as possible, preferably at least six (6) months prior to the wedding.

The minister selected to officiate at your wedding must counsel both the bride and groom prior to the wedding taking place. If the officiating minister is not a pastor of Trinity Church, he must confirm in writing that he has counseled with both the bride and groom.

V. Building and Use

It is very important that the entire wedding party understand that Trinity Church is first and foremost a place of worship. With this in mind, there are certain guidelines that must be followed. You are responsible to see that your wedding party and guests are aware of and comply with the following guidelines:

- No alcoholic beverages including for communion purposes, drugs, other controlled substances, weapons, firearms, fireworks including sparklers, or other illegal items will be allowed in/on any part of church facilities and/or grounds.
- No smoking or use of tobacco products will be allowed in/on any part of church facilities and/or grounds.
- All restrictions on food and drinks in certain rooms will be followed.
- All members of the wedding party will dress modestly and within acceptable standards.
- You will be required to use only drip-less candles for your wedding. All precautions will be taken to protect carpeting, chairs, etc. from damage.
- Only wrapped wire, ribbon, or rubber bands can be used to fasten bows or other items to church furnishings.
- The florist, or other person(s) designated by the wedding party, is expected to remove all decorations and equipment immediately following the ceremony.
- No church property (i.e., items, equipment, furnishings, etc.) will be moved or removed from its appropriate location in/on church facilities and/or grounds without the consultation and approval of the church wedding coordinator, facility manager, or sound technician.
- No Non-Trinity heaters, lamps, electrical equipment, or other items that may cause a fire hazard or safety concern will be allowed in/on any part of church facilities and/or grounds.
- No marring and/or damaging items (i.e., nails, tacks, staples, pins, tape, etc.) will be used on any floors, doors, woodwork, ceilings, walls, fixtures, or any other vulnerable location in/on any part of church facilities and/or grounds.
- All church properties must be left in the condition in which they were found prior to the wedding. Any damages will be assessed to the wedding couple and the cost of damages deducted from the deposit previously paid.
- Trinity Church reserves the right to approve or deny use of any and all church property, facilities, and/or grounds at its discretion.
- All Worship Center seating shall remain in theatre style at all times.

Trinity cannot be responsible for personal items such as wedding dresses, purses, jewelry, silver, or glass brought to the church for use in the wedding or reception. In addition, Trinity is not liable for items lost, stolen or damaged. However, every reasonable effort will be made to assist the wedding party in the protection of such property.

VI. Music and Sound

Your wedding is a ceremony of worship and celebration. The Pastor of Worship and Arts at Trinity Church is available to offer assistance to the wedding couple in selecting music for the wedding ceremony.

You should notify the Pastor of Worship and Arts at least three (3) months prior to your wedding with the names of all vocalists, instrumentalists, and music for the wedding. Musicians and vocalists are encouraged to be present for the rehearsal as well as the ceremony. This will assist vocalists, musicians, and the wedding party with their cues and allow the musicians and vocalists to work with the sound technicians to check microphones and sound levels for the ceremony.

All weddings will require the services of an authorized Trinity Church audio/video technician. All pre-recorded music, presentations, videos, etc. should be submitted to the audio/video technician at least one (1) week before the wedding. The audio/video technician and the church wedding coordinator will be consulted about platform set-up regarding equipment, piano, drums, music stands, plants, etc. The audio/video technician will be compensated \$100.00 for his services. This includes the rehearsal and ceremony.

VII. Photography/Videography

It is strongly desired that the photographer/videographer be very discreet during the ceremony. The photographer/videographer is cautioned to make sure that minimal noise is involved when photographing or filming the ceremony.

The wedding party may assemble before the ceremony and/or reassemble/reenact after the ceremony to pose for wedding pictures.

As a courtesy, the photographer/videographer should check with the officiating minister at the time of the wedding for additional instructions.

The photographer/videographer is cautioned about marring or damaging furniture by standing on or placing equipment on furniture. Failure to respect these regulations will result in the photographer/videographer being charged for the damage and being banned from future weddings at Trinity.

VIII. Rehearsal

The rehearsal should begin promptly at the time scheduled. Delay in beginning the rehearsal consumes the time of everyone involved.

The following suggestions will help guide you as you prepare for the wedding rehearsal:

- The church wedding coordinator will schedule the time of the rehearsal, usually for the day before the wedding. The rehearsal requires one hour.
- All members of the wedding party are requested to be present for the rehearsal.
- If a child is to participate in the ceremony, he/she should be able to understand and fully respond to directions.
- The following list should be completed and given to the church wedding coordinator prior to rehearsal time to assist in the flow of the rehearsal:
 - Names of attendants and the order in which they are to enter the worship center
 - Names of candle lighters
 - Names of ushers who will seat mothers and grandmothers
 - Number of grandparents to be seated
 - Amount of reserved seating required

IX. Rehearsal Dinner/Reception

Trinity Church has facilities for rehearsal dinners and small wedding receptions as an additional opportunity for you to bring convenience to your wedding. The following guidelines must be affirmed prior to approval of these two additional events:

- **Reservations** – Reservations should be made for rehearsal dinners and/or receptions at the time of the original wedding reservation.
- **Music and Dance** – Trinity desires to provide a worship-oriented atmosphere that is honoring to God and the facilities with which we are blessed. In order to best facilitate a worship-oriented atmosphere, music is restricted to instrumental background music only. Dance is to be restricted to the Bride/Groom first dance, Bride/Father first dance, and Groom/Mother first dance with approved music of choice.
 - **Party atmosphere** – Wedding receptions may not take on a “party atmosphere” at Trinity. This includes areas of music, DJ’s, dance, beverage selection, etc. Alcoholic beverages are prohibited. Other places in town better support this type of reception.
- **Number** - All receptions and dinners must be less than 100 people in number. Our facilities will not adequately support numbers greater than 100 people. All exits must remain free and clear to ensure an exit path exists for safety reasons.
- **Stage** – Items on the Worship Center stage may not be moved without the assistance of qualified Trinity Sound personnel. The church wedding coordinator can help with ideas in using the stage(s).

- **Timeframe** – Receptions held on Saturday must end by 4:30pm. In addition, all rented items, personal décor, belongings, and leftover food must be picked up and cleared by 6:00pm. This ensures other staff who need to access the building on Saturdays are able to do so in a reasonable timeframe.
- **Reception halls** – There are several reception halls in the Covington/Mandeville area that support a wide array of reception types. They can be found online and/or in the yellow or business pages of the phone book.
- **Birdseed/Rice** – Birdseed and rice will only be used outdoors. Wrapped bags should be given to guests at the exit doors as they leave the building. Birdseed and rice are safety hazards inside a building. Please ensure your guests do not throw any birdseed or rice inside any of the church buildings.

X. The Wedding

You should remember the following checkpoints for your wedding:

- The marriage license should be delivered to the officiating minister at least seven (7) days before the wedding.
- The wedding party should arrive at Trinity at least one (1) hour prior to the wedding.
- In no case should total wedding time at the church exceed two (2) hours.
- Ushers should be prepared at least thirty (30) minutes prior to the wedding to seat guests. They should be instructed to seat guests as soon as they arrive.
- Ushers should remain in the rear of the worship center in case they are needed.
- Ushers should be instructed to carry matches or lighters to light or re-light candles or candle lighters.
- Ushers should familiarize themselves with the buildings so that they know the locations of all exits, restrooms, water fountains, Family Discipleship Building (FDC) etc.
- The church wedding coordinator will discuss with the ushers prior to the wedding how to seat late-arriving guests so that the least possible disruption to the ceremony may occur.
- After the wedding is complete and the final pictures in the worship center are taken, the florist or other designated person(s) must begin removing those decorations, plants, and/or flowers that do not belong to Trinity.

XI. Fee Schedule

The damage deposit of \$400.00 is due in the Trinity Church office upon receiving approval for your requested date(s) and facilities. Upon approval, this damage deposit will be returned within two (2) weeks after the wedding date. Failure to comply with ALL Trinity Church policies or ANY resultant damage to Trinity Church property will result in loss of the damage deposit.

One half (1/2) of the total fee amount is due in the Trinity Church office at the time of your initial meeting with the church wedding coordinator.

The remaining half (1/2) of the total fee amount is due in the Trinity Church office no later than two (2) weeks prior to your wedding date.

No wedding will be conducted until all fees have been paid.

Fees for Members/Regular Attendees of Trinity Church:

- **Janitorial service fee – (\$200 main bldg. only, \$100 additional for FDC)**
- **Audio/Video Technician Fee - \$100.00 (sanctuary only)**
- **Church wedding coordinator Fee - \$250.00**
- **Set-up & Take-down Fee - \$150.00**
- **Rehearsal Dinner/Reception- \$100.00 (per event - optional)**
- **Reception AV Equipment Fee - \$75.00 (FDC-optional)**

Fees for Non- Members/Non-Regular Attendees of Trinity Church:

- **Building usage fee – \$225**
- **Janitorial service fee – (\$200 main bldg. only, \$100 additional for FDC)**
- **Audio/Video Technician Fee - \$100.00 (sanctuary only)**
- **Church wedding coordinator Fee - \$250.00**
- **Set-up & Take-down Fee - \$150.00**
- **Rehearsal Dinner/Reception - \$100.00 (per event - optional)**
- **Reception AV Equipment Fee - \$75.00 (FDC-optional)**

XII. Gratuities and Honorariums

The wedding party is responsible for remuneration for the officiating minister, musicians, vocalists, and others. These gratuities should be given at the rehearsal. It is important to honor their time and talents being invested to ensure that your wedding is successful. Please plan to include an appropriate gratuity as a token of your appreciation. For suggested amounts, consult with the church wedding coordinator.