

Wedding Information

Holy Trinity Presbyterian Church

Holy Trinity Presbyterian Church (HTPC) welcomes members of our church (and other members of PCA churches in good standing under special circumstances approved by our elders) to have their wedding ceremony here.

1. Ministers

One of the ministers of Holy Trinity Presbyterian Church will officiate at all weddings, unless prior approval for a non-staff minister has been granted by the Session.

2. Date and Time:

Rehearsals or weddings are not scheduled on Sundays, Easter (Easter weekend), Christmas Eve, Christmas Day, Thanksgiving Eve, Thanksgiving Day, or at any time that interferes with worship services or the regularly scheduled events in the church.

Evening weddings are not scheduled for later than 7:30 p.m.

3. Wedding Coordinator

In order to be as helpful to you as we can in planning and carrying out your wedding within the guidelines of our church, we will provide you with a Wedding Coordinator who will assist you in overseeing the details.

At the rehearsal, the Wedding Coordinator will help guide members of the wedding party through the details of the wedding to be sure that each person understands what is to happen during the wedding ceremony. At the wedding, she will facilitate everything running smoothly from the time of arrival of the wedding party until after the wedding.

The HTPC Wedding Coordinator will collect **signed policy agreements from the photographer, videographer, and florist one month prior to the wedding.** Links to downloadable policy agreement forms can be found on the Weddings webpage.

Please address any questions, problems, or concerns with your wedding coordinator.

4. The Final Counseling Appointment, the Ceremony and the Program

After the premarital counseling is completed, you will be asked to meet with the minister with whom you are working for a final counseling appointment. At this meeting you will discuss the ceremony and the program.

Whether or not a formal program is printed, the minister with whom you are working must approve the order and content of the ceremony at the final counseling appointment.

If you would like our church to print your program **please have all of the information to the office 2 weeks prior to the wedding.**

5. Rehearsal

Please reserve HTPC's facilities for your rehearsal when you schedule your wedding. The Minister and the Wedding Coordinator will be in charge of the rehearsal to guide everyone through the ceremony from beginning to end.

The HTPC Sound Technician will be at your rehearsal to properly place microphones and operate the sound equipment. He is the only one who is authorized to set up and operate the sound equipment. His fee is listed with other fees paid directly to HTPC. On the day of the wedding he will provide you with a complimentary audio recording of your ceremony.

The **building will be opened thirty minutes prior** to the scheduled rehearsal time.

Rehearsals should be completed and the **building vacated within 1 1/2 hours of the scheduled rehearsal time** due to the ongoing ministries of HTPC and the time needed to refresh the facilities for the wedding ceremony. Please make every effort to have everyone arrive on time.

Members of the wedding party must vacate the Sanctuary immediately following the rehearsal, even if the rehearsal dinner is being held in the Fellowship Hall.

The Marriage License should be delivered to the Minister just prior to the rehearsal.

6. Attire

In keeping with our belief at HTPC that the celebration of marriage is a service of worship, we require that the Bride and her attendants be dressed modestly. This means no plunging necklines or excessively bare dresses.

Modest clothing is also required at the wedding rehearsal. We understand that casual rehearsal dinners often follow the rehearsal, but tank tops, short-shorts, etc. are not acceptable attire for the Sanctuary.

7. Facility

Limited access to the facility will be provided two hours prior to the wedding ceremony. Flowers may be delivered at this time.

The facility will be opened for arrival of guests one hour prior to the ceremony and will remain open for one additional hour after the ceremony for photographs.

For an additional fee the facility will be open two additional hours prior to the wedding ceremony (4 hours total). The fee is included in the list of fees paid directly to HTPC.

The Bride's Room, and the nearby Ladies' restroom in the Nursery Wing are provided for the Bride and her Attendants. The Fellowship Hall and Kitchen are not included in the fee for the Sanctuary.

The Groom's Room and nearby Men's restroom are provided for the Groom and his Attendants. Water will be provided in both rooms. Any food brought in for the bridal party must remain in the Bride or Groom rooms only.

HTPC cannot be responsible for personal items and valuables if such items are lost, stolen, or damaged. It is imperative that money, jewelry, purses and other valuables not be left unattended in the Bride's Room or Groom's Room, but be entrusted to a reliable person of the family's choice.

The church Custodian is required to open and close the church building for the rehearsal and wedding ceremony, to move pulpit furniture as necessary and to assist with needs pertaining to our facilities. The standard set up for the pulpit area is for all furniture to be removed. Other arrangements must be made with the church Custodian, who is the only one authorized to move church property. His fee is included on the list of fees paid directly to HTPC.

The Custodian is not responsible for setting up or removing floral equipment. Any cleaning which needs to be done after floral items are in place is the responsibility of the florist you have contracted. A sweeper is available to use for this purpose.

The HTPC Sanctuary will seat approximately 500 when filled to capacity. In the downstairs section there are three columns of 14 pews and two aisles. The following items are available for your use: organ, grand piano, music stands, The Trinity Hymnal, The ESV Pew Bible.

HTPC is a smoke-free facility.

No food or drink is allowed in the Sanctuary at any time.

Silk or cloth flower petals only are permitted for use by flower girls.

Flower petals, birdseed, or bubbles only are permitted to be thrown as a farewell shower, and only outside the building (no rice, confetti, potpourri, etc.).

8. The Music

All music, whether instrumental or vocal, must be appropriate for a worship service. The texts of all songs must adhere to biblical principles and be worked out with an HTPC minister for his approval as ceremony is planned.

HTPC does not have musicians on staff. **Our organist and pianist must be contracted separately.** The Wedding Coordinator can assist you in arranging for their services. Their fees are to be paid directly to them, and it is best to do that at the rehearsal.

If you prefer to use an organist or pianist other than those who regularly serve in our worship services, they must be approved in advance by the HTPC minister with whom you are working.

9. Photography/Videography

Any photography done in the Sanctuary prior to the wedding must be completed one hour before the ceremony and all equipment removed. The photographer or videographer may take pre-photos in the Sanctuary, Narthex, Bride's Room, Groom's Room, hallway, or outside.

If the photographer or videographer chooses to take pre-photos in the Sanctuary, please be prepared to work around the musicians (who are rehearsing) and the Sound Technician (who is setting up and testing equipment).

If the photographer or videographer would like to take photos outside, please make prior arrangements with the HTPC Wedding Coordinator (or Custodian) so that you do not get locked outside the church building, as not all doors are open throughout the church building for security purposes.

Cameras with flash attachments may not be used in the Sanctuary one hour prior to the ceremony, during the ceremony, or earlier than the dismissal of the congregation by the minister. A flash picture may be made of the bride in the narthex just before she enters the Sanctuary. Flash pictures may be made of the wedding party in the narthex as they exit the Sanctuary.

The photographer may take photos *without flash or noise* during the service, but must remain **as discreet as possible**, and should keep any movements during the ceremony to a minimum.

HTPC will not be responsible for any misplaced, lost, or damaged equipment.

A signed Photographer and Videographer Policy Agreement must be submitted to the Wedding Coordinator no later than one month prior to the wedding.

10. Florist/Decorations

The simple dignity of the Sanctuary of Holy Trinity Presbyterian Church does not require elaborate decorations for effectiveness. All decorations should enhance the spirit of worship and the dignity of the wedding ceremony. The ceremony must not be impeded in any way by plants, greenery, or by any floral arrangements.

If marrying during the Christmas season, decorations already in the Sanctuary may not be disturbed.

Pew bows/ribbons may be used, but must be tied on. Tape, screws, nails and staples are forbidden to be used on any woodwork, walls, furniture or floors as this may deface church property. No floral arrangements may be placed on the piano, organ or front speakers. Speakers on front railing may not be moved.

Pew hymnals and pew Bibles may not be removed for weddings, and are not to be used as props or flower stands. However, they are available for you to use during your ceremony for singing or reading scripture.

Candles must be either mechanical or dripleless. No candles may be used on the pews or in the aisles. If a Unity Candle is used in the wedding, the florist/wedding party must provide the candles and a cloth to protect the table, as well as a clear covering beneath the table large enough to protect the floor or carpet.

The Sanctuary will be available for non-floral decorating during regular office hours (9 am-5pm) the day (not a holiday), before the wedding.

The Sanctuary must be left clean after decorations are in place for the ceremony and following the ceremony. The florist is responsible for any clean up that needs to be done following their set-up before the ceremony begins.

Removal of flowers and decorations must begin immediately after the service and post-service pictures, and be completed within the allotted time frame. The florist should arrange with the bridal party beforehand for the disposition of decorations and candles after the ceremony.

All plans for decorations must be approved by the Wedding Coordinator. A signed Florist Policy Agreement must be submitted to the Wedding Coordinator no later than one month prior to the wedding.

11. Rehearsal Dinner/Reception

Our Fellowship Hall is available to rent for catered rehearsal dinners or catered receptions. The kitchen, appliances, supplies and equipment are not available for rental at this time.

Caterers may have limited access to kitchen for staging purposes only. Whatever is brought into the facility must be removed from the facility immediately following the event.

Rehearsal dinners must be concluded and the facility vacated by 9:30 p.m. so that the Fellowship Hall may be cleaned and reset.

Included in the fee for the Fellowship Hall is the custodial fee, which includes set-up and take-down of tables and chairs, and cleaning of the facility before and after the event. **The bride and/or groom must meet with the church Custodian at least one month prior**

to the rehearsal in order to discuss set up, which is limited to placement of tables with white paper table cloths, and chairs.

The Fellowship Hall will be available for decorating for a rehearsal dinner during regular office hours the day of the rehearsal. For a wedding reception, the hall will be available for non-floral decorating during regular office hours the day (not a holiday), before the wedding.

HTPC cannot be responsible for personal items and valuables if such items are lost, stolen or damaged. It is imperative that money, jewelry, purses and other valuables not be left unattended.

12. Fees

	<u>Member of HTPC</u>	<u>Member of Other PCA</u>
Minister (honorarium if desired)	No charge	No charge
Sanctuary	No charge	\$350
Custodial Fee for Wedding & Rehearsal	No charge	\$175
Damage deposit (to reserve Sanctuary)	\$200	\$200
Wedding Coordinator	\$150	\$150
Sound Technician & Assistant	\$150	\$150
Fellowship Hall (includes custodial fee)	\$300	\$500
Damage deposit (to reserve Hall)	\$150	\$150

If the parents of those desiring to be married are members of HTPC and the children are not (but are members of another PCA church), "Member of Other PCA" fees apply.

All fees other than the damage deposit are **due two weeks prior to the wedding**. Assuming there are no damages, the damage deposit will be refunded after the wedding.

I/We have read all of the policies and agree to abide by them:

_____ date _____