

CHECKLIST FOR PLANNING A WEDDING AT TRINITY
(Revised August 2011)

1. **POLICY FOR BRIDES AND GROOMS:** If neither bride nor groom is a member of Trinity, a written request for permission to use the church facilities must be submitted to the Church Council, which regularly meets the second Tuesday of each month. (Please use the church staff to coordinate your initial wedding plans before submitting your request.)
2. Because of the increasing size of the congregation and larger number of couples seeking to be married at their church, Trinity reserves the right to schedule **MORE THAN ONE WEDDING PER SATURDAY**. When that happens, the staff will see to it that a schedule for the use of all facilities will be established so that there is a minimum of interaction between the wedding parties.
3. Consult with the **PASTOR** as to the time and date. For larger weddings a **REHEARSAL** will be necessary and the organist, bridal party, ushers, and parents will need to be present. If there will be a rehearsal dinner later, you should allow one hour for the rehearsal. Sometimes brides like to include the pastor and his wife or the organist and spouse at the rehearsal dinner. If you would like to do that, you need to make arrangements with them, as they do not automatically assume they are invited.
4. Confirm the time and date with your **FLORIST** and **PHOTOGRAPHERS**.
5. Contact your **ORGANIST** and then a **SOLOIST** (if any). Trinity's organist is Mark Koehler (419-281-8948). He also plays piano. Ron Marenchin is the Coordinator of Music Ministries at Trinity and is available to make suggestions as to other organists and soloists you could contact. Contact him at the church at 419-289-2126 or in the evening at 419-651-3747.
6. Our organist can go over appropriate **WEDDING MUSIC** as a help in planning your service. Words of advice from our Worship and Music Committee are on a separate sheet, enclosed with this packet of information. If you are using other musicians, or have a question on what is appropriate, you may contact Ron Marenchin (See #5) for assistance.
7. The **INVITATIONS** for your wedding should specify the time of the wedding ceremony. If in addition you wish to specify the time when the music begins, that is appropriate. However, confusion results if the invitation merely specifies the time of the music, as persons in Ashland will generally assume that a wedding is preceded by half an hour of music and as a result, arrive an hour prior to the actual beginning of the wedding ceremony.
8. If you desire to use a **WEDDING BULLETIN**, these may be ordered through the Church Office or local stationery store. If you want the church office to order them, copy them or type a good copy for your presentation to a local printer, please contact the Parish Administrator as soon as possible. The charge for printing the bulletins is 5 cents per bulletin, ten cents if two-sided.
9. A relative, friend of the family or usher may be designated to serve as **ACOLYTE**. All candles are lighted when the prelude music begins. The lighters and matches are found in the Sacristy, the Altar Guild's room behind the altar.

10. The **AISLE CANDLES** used in the church are purchased by you from the church. Trinity has two 7-branch candelabra (which use oil), as well as 12 center aisle candles. Bows or flowers may be attached (rubber bands or covered wire preferred) to the aisle candles, however, **NO ITEMS** are to be attached to or hung from the candelabra or Altar candles.

If you wish to use aisle candles, the Altar Guild will be responsible for seeing that they are in place for your wedding. Since you purchase the candles from the church, they are yours and can be taken with you.

If you wish any other candles (for example, some couples light a Unity Candle), you need to purchase the Unity Candle plus two lighting candles from your florist. Two candle snuffers will be provided for extinguishing the aisle candles. They will be placed at the back of the church on the usher stand. Please return to usher stand when finished using.

11. Someone should be appointed by the bride to remove the decorations from the church immediately after the ceremony; for example, bows or flowers on aisle candles, flowers in front of the church, pew bows, or anything else set you set up. Altar Guild will take down the aisle candles.
12. If you use a white **AISLE RUNNER**, it needs to be furnished by your florist. It runs from the beginning of the carpet at the bottom of the steps back to the Narthex doorway, a distance of 59 feet. Tell your florist not to tape it to the slate floor at the chancel steps. **LIVE FLOWER PETALS** may **NOT** be tossed in the aisles of the Sanctuary. Artificial flowers are acceptable.
13. The **BRIDE'S ROOM** on the lower level is designed for your use. You and your attendants may dress there. The florist can deliver your flowers there. One person should be appointed by the bride to make certain that all clothing, cosmetics, etc. are removed from the Bride's Room immediately after the ceremony, as the room needs to be open for the Saturday Night Folk Service by 6:00 p.m. Trinity does not assume responsibility for any possessions left in the Bride's Room, either before or after the wedding. A key can be borrowed from the Parish Administrator, so you can bring your dress the night before if you wish. There is also a separate room for the men to gather and dress the day of the wedding.
14. If you wish to have a **GIFT TABLE**, please assign one usher to receive the gifts, place them on the table in the Narthex, and be responsible for removing them immediately after the ceremony and delivering them to your home.
15. **CHILD CARE SPACE** is not available unless we receive your request ahead of time for use of the room. Please call the Church Office for further information at 419-289-2126.
16. A **WEDDING HOST/TECHNICIAN** will need to be engaged if one of the current pastors is not involved in the wedding and if the wedding is to be held in the Sanctuary. This person has been trained in the intricacies of the lighting panels, sound equipment, and the heating and air conditioning systems. He or she will be present at the rehearsal and the day of the wedding to handle the church lighting and to set up and run any sound equipment for example, playing a tape for a soloist. Please contact the Church Office to schedule a wedding host technician.
17. We ask that no **PICTURES** be taken by your guests during the wedding ceremony. Picture taking must be finished by 5:15 p.m. on Saturday afternoons so that the church can be prepared for the 6:30 p.m. service.

18. To allow you ample time please arrange as many pictures as possible before the wedding. If members of the family will be **VIDEOTAPING** the ceremony or if you are hiring a professional for that task we ask that there be, at most, one camera in the balcony and one in the chancel. The chancel videographer and camera are to remain stationary behind the wedding banner. The banner and videographer can stand to the right or left of the communion rail, but not inside the rail or behind the Altar. The videographer is welcome to roam at will to tape the rehearsal or to tape during the picture session following the wedding and at the reception.
19. The color of the **PARAMENTS** used during the wedding will be the color of the day.
20. We recommend engaged couples consider Lutheran Engaged Couples Retreat, held Labor Day weekend and the weekend closest to Valentine's Day. These seminars give you and your spouse-to-be a chance to talk about what happens after the wedding day festivities. Please contact the Church Office for more information at 419-289-2126.
21. The following minimum **WEDDING FEES** were approved by the Church Council. (For the sake of convenience, it is suggested that all fees, other than for the organist or musicians, be paid with one check either at the time of the rehearsal or at the Church Office before then.)

Organist (This applies to the Trinity organist.)

\$100.00 per wedding or \$150.00 per wedding when there is a soloist. The organist will be available by appointment to consult with the bridal party prior to the wedding. At the consultation the organist will discuss and demonstrate a variety of music which is appropriate for the Lutheran wedding ceremony. Please pay the organist separately. Vocal soloists and other musicians have their own fees, which you pay directly to them.

Candles

- A. 7-branch candelabra (oil) - no charge
- B. Center aisle candles - \$10

A Unity Candle and two lighting candles are available for the pastor's use in an emergency. These are kept in the Sacristy.

Altar Guild - The Council has authorized a fee to be paid to our Altar Guild for the work they do in preparing the chancel for the wedding. This service is free to members of the congregation, but needs to be paid when neither bride nor groom are on the active confirmed role at Trinity. This helps them cover the cost of cleaning the paraments, cleaning and upgrading candelabra and aisle candles, etc.

Bulletins - The charge for printing the wedding bulletins is 5 cents per bulletin; 10 cents if two-sided.

22. Your musician will no doubt suggest music in an appropriate vein. If you have any questions or concerns, please contact our music coordinator, Ron Marenchin, at the church office at 419-289-2126.

Fees for the use of the building on the following page.

FEE SCHEDULE

Weddings

	Non-Member	Member
Building Use Fee (Including Sanctuary or Rose Garden, Bride's Room)	\$250.00	\$0.00
Altar Guild (See above)	50.00	0.00
Custodial Charge (Minimum 3 hours)	25.00 /hour	25.00/hour
Wedding Host/Technician (See above - 3 hour minimum) (If using an outside pastor.)	25.00/ hour	0.00

Reception Rooms

(Alcoholic Beverages Prohibited)

Trinity Room Fee (Max. of 50 people)

Room Use Fee	\$ 75.00	\$ 0.00
(Members can set-up/tear down their own event for free)	0.00	0.00
Set-up/tear down if provided	0.00	50.00
Kitchen Use	25.00	0.00

Luther Hall Fee (Max. of 100 people)

Room Use Fee	150.00	0.00
(Members can set-up/tear down their own event for free)	0.00	0.00
Set-up tear down if provided	0.00	100.00
Kitchen Use	25.00	0.00

Jack's Place (Fellowship Hall) (Max. 350 people)

Room Use Fee	550.00	50.00
Set up fee (includes set-up for first 100 people)	100.00	100.00
Full Set-up (charged beginning with 101 st person)	1.00 pp	1.00 pp
Kitchen Use	50.00	0.00
Kitchen personnel fee	25.00/hr	25.00/hr
China Rental fee	2.00pp	2.00pp
Theatrical lighting equipment fee	75.00/hr	75.00/hr
Stage set-up/tear down (2 hr min)	25.00/hr	25.00/hr
Sound lighting technician fee	25.00/hr	25.00/hr
Video technician	25.00/hr	25.00/hr
Lattice panels	25.00	25.00
Security deposit	150.00	150.00

For further information regarding receptions, contact the Parish Administrator at 419-289-2126.