

The Wedding Policy
Of
Trinity of Versailles
204 East Wood Street
Versailles, Ohio
937-526-3091

WORSHIP is a corporate expression of thanksgiving to God for the good gifts of creation and for the new abundant life given in Jesus Christ. As a form of worship weddings performed at Trinity of Versailles are centered upon this relationship with God which is given to us. Those who desire to be married at Trinity are encouraged to become a part of our church fellowship. Those who are active in other Christian denominations are asked to make arrangements to be married within their own religious tradition. Exceptions to this policy must be approved by the Pastor and the Congregational Council.

If you have any question regarding this policy, please contact Trinity's Wedding Coordinator (call the church office to get their phone number).

WHERE TO BEGIN:

1. Before publicizing your wedding date, please check to be sure the Pastor is available and that the church has not been committed to someone else. The church calendar is available for viewing at www.trinityofversailles.org.
2. Pre-marriage sessions are at the discretion of the Pastor. These sessions are intended to enhance the couples understanding of Christian marriage and to plan the wedding service with the Wedding Coordinator.
3. An online personality survey may be completed before the first pre-marriage visit. There will be a fee for the survey. Contact the Pastor for details.

THE MARRIAGE CEREMONY:

The sanctuary at Trinity seats approximately 200 people.

The pastor of Trinity normally performs all wedding ceremonies; however, with council approval other clergy may perform services. Non Lutheran clergy may co-officiate with the Pastor and are welcome to do so.

All weddings or similar ceremonies held at Trinity must be between one man and one woman. The Pastor has the right to refuse to preside at weddings and similar ceremonies.

The basic fees include use of the sound system. If there is a need for connecting musical instruments or special sound requests our Sound System Coordinator must be present. There is a fee for this extra person.

MUSIC:

Trinity has a professional Organist as a member of our church staff. The church's Organist shall normally play for all weddings which include music. Other Organists must be approved by the church's Organist. The working relationship between the Wedding Coordinator, the Pastor and the Organist is important for a smoothly conducted wedding ceremony. If the guest Organist would like to use Trinity's pipe organ an orientation session must be scheduled with our staff Organist. A piano is also available for your use.

The Wedding Coordinator and the Organist will assist in the selection of music (traditional and nontraditional) for your ceremony. This includes live (soloist and instruments), CD's or other music.

Those selected to read scriptures can ask the Wedding Coordinator or Pastor for assistance with pronunciation. Selection of passages to read will be done during the premarital sessions.

REHEARSALS:

You are encouraged to have your wedding ceremony well in mind prior to rehearsal. A rehearsal is normally scheduled with the Pastor and the Organist for the evening before the marriage service. Arrange this at your meeting with the Wedding Coordinator.

DECORATION AND USE OF CHANCEL FURNISHING:

When decorating the chancel, the altar is not to be used as a work table; nothing on it should be moved or removed. The paraments (colored altar cloths) on the altar, pulpit and lectern reflect the season of the Church Year. The paraments may be changed to white if requested. Chancel furnishings, such as altar vases, candelabra, candle holders, etc. are placed by the Pastor after discussions with the couple and their requests.

Floral arrangements may be put on the organ or piano as long as there is a protective plate under it to protect the surface of the organ or piano. Liners for the altar vases are available from the florists. The florists should check with the Wedding Coordinator staff before any decorating is done.

Decorations may be used on the pews providing that nothing mars the finish. Altar candles and chancel candelabra are available at no charge for all weddings. Aisle candles and batteries may be used for a rental fee (see Fee Schedule). No burning candles are allowed.

The aisle runner is provided and installed by the bridal couple through their florists if it is desired. (50 feet in length is sufficient).

Trinity has a Unity Candle Holder for your use if you are using a Unity Candle for your service. The holder will support one large pillar candle (up to 3 inches in diameter) and two taper candles.

FLOWERS:

Please consult the flower chart on the Welcome Center in the back of the Sanctuary if you wish to leave your flowers for the Sunday Worship Service. Have your florist call the church office to arrange for a delivery time. The church doors are usually open several hours before the wedding.

BULLETINS:

You are free to print your own bulletins, have them printed commercially or the church is happy to print your wedding bulletins for a fee. Bulletin covers may be purchased through the church, from Christian bookstores, or online. The content of the bulletin will be done together with the Pastor at least 1 month before the wedding.

PHOTOGRAPHS:

A competent photographer is encouraged to record the joy of your wedding day. The photographer is free to utilize any part of the church building in his/her desire to be creative. A video tape of your service can be made from the balcony or Sacristy using existing light. It is anticipated that posed pictures will be taken before or after the service. Please, no flash pictures during the service. If you would like the Pastor to remain after the service for a posed picture, please indicate so before the service. No photographer is to be on the chancel area during the service. Available light photography from the rear of the church is permissible during the service.

DRESSING ROOMS:

The bride and her attendants are welcome to use the downstairs dining room for dressing before the wedding. There is an easy outside entrance to that room. Plan to have someone help with any trains. There are steps to negotiate up to the Sanctuary level.

The groom and his attendants may use the Sunday School rooms if they prefer to dress at the church. The Sunday School rooms provide easy access to the back entrance of the Sacristy for the men to enter the Sanctuary.

Please do not leave valuables unattended in any of the dressing rooms. Please arrange for someone to remove clothing and personal items from dressing area after the service. **The use of alcoholic beverages is forbidden on church property.**

RECEPTION:

The church basement is available for receptions if desired. The bridal party is responsible for furnishing the food, beverage, napkins and decorations. Trinity does not have silverware or tablecloths for use. Any use of kitchen facilities must be approved by the Wedding Coordinator prior to use. A Room Usage Policy is in the church office and may be obtained from the Wedding Coordinator. A fee will be charged for kitchen use.

The use of alcoholic beverage is forbidden on church property. Smoking is not permitted in the church. The distribution and throwing of rice, confetti or bird seed inside or outside the church is forbidden.

FEE SCHEDULE:

Fees are due **1 week before the wedding in the church office.** An itemized list of charges will be sent to the wedding couple a month prior to the service. Please be sure to make out separate checks for the services of the Custodian, Organist, Wedding Coordinator, or Pastor if applicable.

	Member charge	Non Member charge
Use of worship area	0.00	100.00
Pastor	0.00	200.00
wedding is off site	+current	mileage price
Wedding Coordinator	100.00	125.00
*Custodian	50.00	50.00
*Organist	100.00	125.00
To set up aisle candles + batteries	25.00	50.00
Sound System Coordinator	50.00	50.00
Rehearsal + wedding		
Basement Reception	0.00	175.00
Bulletins (cost of bulletins +\$ 50.00 preparation charge, plus \$15.00 per Hundred for copying)		

*Custodian, Sound System Coordinator, Wedding Coordinator and Organist fees are doubled if the wedding is scheduled on a holiday weekend.