

Adopted May 1994
Updated January 2, 2001
Updated October 21, 2009
Updated August 22, 2012
Updated March 2013

THE WEDDING POLICY

OF

**Trinity Lutheran Church
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 Lutheran Church 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 call the church office.

WHERE TO BEGIN:

1. Before publicizing your wedding date, please check to be sure that 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. At least two (2) pre-marriage sessions of 2 hours each are required before marriages are performed at Trinity. These sessions are intended to enhance the couples understanding of Christian marriage and to plan the wedding service.
3. An online personality survey needs to be completed before the first pre-marriage visit. The fee is \$35 for the couple. Contact The Pastor for details.

THE MARRIAGE CEREMONY:

The sanctuary at Trinity seats approximately 200 people.

The Pastor of Trinity Lutheran Church normally performs all wedding ceremonies; however with council approval other Lutheran 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 TLC 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 microphones at lecterns and the sound system. If there is a need for connecting musical instruments or special sound requests our sound engineer 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 pastor. The working relationship between the pastor and organist is important for a smoothly conducted wedding ceremony. If the guest organist wants to use Trinity's pipe organ an orientation session must be scheduled with our staff organist before access will be granted. A piano is also available.

Should you desire to assist in the selection of music, for your ceremony, please plan to confer with the organist before making decisions or arrangements involving music or musicians. Our organist will be happy to meet with you. Please call the church office to secure the organist's telephone number.

A list of recommended instrumental and vocal music is included in the back of this packet. Taste and integrity should be the guidelines in selecting music. One convenient guide is to ask if the music selected would be appropriate for a Sunday worship service in the Lutheran Church. Vocal music, for example, should set the proper tone for worship and contain lyrics which glorify God and speak of love which endures. Soloist and/or instruments are welcome to be a part of your wedding ceremony, if so desired. Musical selections must be approved by the organist no matter who the performer is.

Those selected to read scripture passages can ask the pastor for assistance with pronunciation. Selection of passages to read will be done during one of the premarital sessions.

REHEARSALS:

You are encouraged to have your wedding ceremony well in mind before the rehearsal. A rehearsal is normally scheduled with the pastor and the organist for the evening before the marriage service.

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 seasons of the Church Year and are not changed for weddings. Chancel furnishings, such as altar vases, candelabra, candle holders, etc. are placed by the pastor after discussions with the couple and their requests. The pastor can tell you what the color of the paraments will be for your wedding day.

Floral arrangements are not set on the altar, organ or piano. Liners for the altar vases are available from the florist. The florist should check with the Pastor or church staff before any decorating is done.

Decorative bows or ribbons may be used on the pews providing that no tacks, pins or tape is used which may mark or mar the finish.

Regular altar candles and chancel candelabra are available at no charge for all weddings. Aisle candles may be used for a rental fee (see: Fee Schedule). Any other candles are furnished by the wedding party.

The aisle runner is provided and installed by the bridal couple through their florist, 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 center candle (up to 3 inches in diameter) and two regular sized candles.

FLOWERS:

Please consult the flower chart on the bulletin board 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. Any Flowers that are to be placed on the credence table behind the altar or on the altar must be natural fresh cut flowers. No artificial flowers are permitted in these locations.

BULLETINS:

You are free to print your own bulletins, have them printed commercially or the church is happy to print your wedding bulletins. 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 any further forward than the 3rd pew 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 the dressing area's after the service.

RECEPTION:

The church basement is available for receptions. Receptions are not held at Trinity after 4:00 pm. on Saturday, however, due to the work involved in preparing the church for worship and Sunday School on Sunday.

The bridal party is responsible for furnishing the food, beverage, napkins and decorations. Trinity does not have Silverware nor tablecloths for use- Any use of kitchen facilities must be approved by the pastor prior to use. 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:

Wedding Ceremonies:

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 or pastor if applicable.

	Member Charge	Non-Member Charge
Use of Worship Area.....	0.00	250.00
Pastor	0.00	200.00
Pastor if wedding is off-site	0.00	250.00
Wedding Coordinator.....	50.00	50.00
*Custodian.....	75.00	75.00
*Organist	100.00	150.00
Aisle Candles.....	50.00	50.00
Private ceremony at altar		
Without music or rehearsal.....	0.00	150.00
Bulletins -- (cost of bulletins + \$20.00 preparation charge, plus \$10.00 per hundred for copying)		
Basement Reception	0.00	200.00

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

SUGGESTED PROCESSIONAL / RECESSIONALS:

Air from "Water Music"	Handel
Bridal Chorus	Wagner
Canon in D	Johann Pachelbel
Jesu, Joy of Man's Desiring	Bach
Joyful, Joyful, We Adore Thee	Beethoven
Love Divine, All Loves Excelling	
Now Thank We All Our God	
Trumpet Air	Purcell
Trumpet Tune	Purcell
Trumpet Voluntary	Purcell
A Tune for the Trumpet	Bach

SUGGESTED PRELUDE MUSIC:

Air from "Water Music"	Handel
Alleluia	Mozart
Arioso	Bach
Ave Maria	Rosewig
Be Thou My Vision	
Fragment From an Etude	Chopin
Give Us This Day	Coats
Hymn to Joy	Beethoven
I Believe	
Let There Be Peace on Earth	Miller and Jackson
Lift up Your Songs of Praise	Camille
The King of Love My Shepherd Is	
Largo	Handel
The Lord Bless You and Keep You	
Love Divine, All Love Excelling	
Love's Tribute	Southbridge
The Lord's Prayer	Malotte
Morning Has Broken	Farjeon, Arr Rammerel

My Heart Ever Faithful	
My Love for Thee	Grieg
One Hand, One Heart	Bernstein
On Wings of Song	Mendelssohn
O Perfect Love	Barnby
Panis Angelicus	
Pass It On	Kaiser
Savior Like a Shepherd Lead Us	Thrupp and Bradbury
To a Wild Rose	MacDowell
Twenty-third Psalm	
Wedding Prayer	Dunlap
Wedding Song	Stuckey
With Trumpets and Horns	Handel

SECULAR MUSIC:

(To be used in the early minutes of the preludes.)

Always	Berlin
Annie's Song	Denver
As Time Goes By	HUPFELD
A Time for Us	Kusik, Snyder and Rota
Because	Teschemacher and D'Hardelot
Colour My World	Pankow
Close to You	Bacharach
Edelweiss	Rodgers
Evergreen	Williams and Streisand
(Everything I Do) I Do It For You	Adams, Lange, Kamen
Follow Me	Denver
Give Us This Day	Kaye and Day
If	Gates
It Seems I've Always Loved You	Carmichael
I Love You Truly	Bond
Lady	Richie
Lara's Theme	Jarre
Let It Be Me	Curtis and Becaud
Longer	Folgelberg

Love Story	Sigman and Lai
More	Ortolani and Oliviero
Nobody loves Me Like You Do	Phillips and Dunne
One Day at a Time	Wilkin & Kristofferson
O Promise Me	Scott and DeKoven
The Rose	McBroom
Someday, Somewhere	Hanks
Somewhere	Bernstein
Sunrise, Sunset	Harnick and Bock
Theme from Ice Castles	Sager and Hamlisch
Time in a Bottle	Croce
Today	Sparks
To Me	David and Reid
Tonight I Celebrate My Love	Masser and Goffi
Truly	Richie
Turn Around	Greene, Belafonte and Reynolds
Up Where We Belong	Jennings, Saints-Marie and Nitzsche
Walk Hand in Hand	Cowell
We've only Just Begun	Williams and Nichols
The Wind Beneath My Wings	Henley, Silbar
You and I	Myers
You Are So Beautiful	Preston and Fisher
You'll Never Walk Alone	Hammerstein and Rodgers
You Needed me	Goodrum