Trinity Presbyterian Church - Pensacola, FL
Wedding Policy

We are delighted to hear of your upcoming wedding and we look forward to working with you to plan your wedding service! Our prayers are with you as you prepare for marriage. A Christian wedding is a service of Christian worship and a public acknowledgment of the sacred covenant between the couple, God, and the Christian community. This wedding policy is a means to help you to affirm the dignity and sacred nature of Christian marriage in the worship life of Trinity Presbyterian Church.

We have learned that if you understand and follow the procedures and policies provided here, your wedding will be a joyous, worshipful experience for you and your guests. May God bless this time of preparation.

FIRST STEP: Call or contact the church office (850-432-3505) or info@trinitypcola.org to

- Schedule an appointment with the Pastor before announcing your wedding date.
- Confirm the availability of the sanctuary and/or facility before announcing your wedding date.

PRE-WEDDING PLANNING

All couples wanting to be married in our church must first:

- Talk with one of our pastors to get approval
- Complete the wedding reservation form
- Complete the counseling program prescribed by the officiating pastor

PLANNING AND RESERVING A DATE

Contact the church office (850-432-3505) or info@trinitypcola.org) to secure a date and time of your wedding and rehearsal.

Weddings will not be scheduled on the following dates: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Holy Week, Sunday mornings or Sunday evenings (unless the wedding takes place during the regular worship service).

Only one (1) wedding is permitted, per day.

PARTICIPANTS AND DETAILS

Officiating Pastor(s)

A Trinity pastor will officiate at all weddings and wedding rehearsals held in our sanctuary. Other pastors may be invited to share in the service with the consent and invitation of the Senior Pastor and the Session, and will participate at the discretion of the officiating Trinity pastor.

Pre-Marital Counseling

Pre-Marital Counseling is required in preparation for the marriage service. This counseling shall be provided by a Trinity Pastor, or a counselor or Pastor approved by a Trinity Pastor. The *Book of Order* of the Presbyterian Church (USA) places upon the Pastor several responsibilities regarding a wedding and the covenant of marriage. These include discussion of:

- the nature of the couple's Christian commitment assuring that at least one is a professing Christian,
- the legal requirements of the state,
- the nature and form of the wedding service and vows and commitments,
- the relationship of these commitments to their lives of discipleship,
- the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments, and
- the importance of conducting the wedding service in such a way that reverence by all in the house of God will be observed. (*Book of Order*, W-4.9002)

At least three pre-marital counseling conferences (and possibly more depending upon circumstances) are scheduled between the Pastor and the couple to be married.

- The first conference provides an opportunity for the Pastor and the couple to know one another better and to discuss the nature of Christian marriage. The Pastor's commitment to conduct the wedding is confirmed at this conference.
- The second conference focuses on the marriage expectations of the couple.
- The last conference has to do with planning the wedding service.

The Constitution of the Presbyterian Church (USA) states that the pastor has freedom to decide to perform or not to perform a wedding.

"If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a minister of the Word and Sacrament† in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the minister of the Word and Sacrament†, who may agree to the couple's request only if, in the judgment of the minister of the Word and Sacrament†, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the minister of the Word and Sacrament† may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service." (*Book of Order*, W-4.9003)

"Nothing herein shall compel a teaching elder to perform or compel the session to authorize the use of the church property for a marriage service that the teaching elder or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God." (*Book of Order*, W-4.9006.)

Order Of Wedding Service

Guidance for wedding liturgies in the Presbyterian Church is given in the "Directory for Worship" of the Presbyterian Church (USA) *Book of Order*. As a service of Christian worship, the wedding service is under the direction of the minister and supervision of the Session. The Pastor will review with you one or more orders of service which are in keeping with the guidelines from the "Directory for Worship" of the Presbyterian Church (USA) *Book of Order*.

CHURCH ORGANIST, MUSIC, AND MUSICIANS

Instrumental music should evoke the spirit of prayer or praise, and any vocal texts should be God centered. The wedding music shall emphasize the faith of the Christian community rather than romantic love or sentimentality. Love ballads, show tunes, movie music, some contemporary religious music, etc., are not appropriate.

Organist: Ordinarily, Trinity's church Organist will play for the rehearsal and wedding service. If unavailable, the church Organist will provide the couple with a list of approved substitutes. A guest organist may be invited to participate after a consultation with the church Organist.

The Couple will contact Trinity's Organist as soon as the pastor has approved the wedding date and consult with the organist in selecting appropriate music for the wedding. Additional soloists or instrumentalists will be under the direction and approval of the church Organist. If the Organist will accompany an additional soloist or instrumentalist, an additional fee will be charged. See Fee Schedule.

The congregation may join in the singing of hymns of praise and prayer. Pre-recorded music will not be allowed. Musical standards and aesthetic judgement are subjective, but a trained church musician can be helpful regarding standards of musical excellence and theological integrity. The Organist will provide a complete selection of the best available music for use in this service.

Soloists and Instrumentalists
If vocalists or instrumental soloists are to be utilized, the Organist must be consulted before any arrangement is made or invitation issued. Musicians or soloists are to attend the rehearsal and on the wedding day to be at the church at least one hour prior to the wedding for rehearsal and set up.
It is the responsibility of a soloist or instrumentalist to arrange rehearsal time with the Organist. Direct payment to an additional soloist or instrumentalist is the responsibility of the wedding party.

Audio/Visual Team (for Sanctuary weddings only)
The sanctuary of the church has an excellent audio/visual recording system with the capability of making a DVD of the service. See Fee Schedule.

Custodian
The services of the custodian are required for weddings and receptions held in the church. For a small, informal wedding, the services of the custodian may not be necessary. The pastor will determine this. Services provided are: opening and locking the building for the rehearsal and wedding, advance preparation and cleaning of the church and equipment, providing heat or air conditioning as necessary and clean-up of the facilities afterward. Since these are over and above duties, a standard fee is charged. Should additional time be required in restoring the church facility to its normal use, an overtime charge will be made and billed after the wedding. Custodial services do not include work in the kitchen at a reception, except by special arrangement where an additional charge will be made. See Fee Schedule.

Wedding Coordinator
Trinity does not have an official Wedding Director, but various individuals with experience coordinating weddings at Trinity are available to assist you upon request. Please contact the church office (850-432-3505) to make your request. Outside wedding coordinators are appropriate and we ask you to please have your coordinator or family member contact the pastor at least one month prior to the wedding to clarify arrangements and duties and to secure a code for entering doors after hours.

This person is responsible for the following:

1. Meeting with the Couple four to six weeks prior to the wedding, regarding Trinity policies and the logistics of the wedding;
2. meeting with the organist, photographer, and florist;
3. assisting the Minister in organizing, conducting, and instructing the participants at the rehearsal;
4. opening the church the day of the wedding for dressing, floral delivery, and photography;
5. ordering the processionals, recessionals, and seating of mothers;
6. replacing furnishings and order of facility for the next service of worship.

THE REHEARSAL

Date & Time: The rehearsal date and time will be confirmed along with the wedding date on the wedding reservation form. Wedding rehearsals shall be conducted in a prompt and timely fashion (normally requiring one hour). Ordinarily rehearsals are held on Fridays at 5:30pm or 6:00pm unless otherwise approved by the Pastor. The Marriage license needs be given to the pastor at or prior to the wedding rehearsal.

Attendees

Everyone in the wedding party, including clergy, should attend the rehearsal and should be at the church promptly at the designated time. It is encouraged that your videographer or photographer attends the rehearsal and brings any equipment they expect to use on your wedding day at that time. This ensures that they are fully aware of where they are to set up their equipment and able to take test shots for lighting purposes prior to your big day. The pre-set lighting plan for your wedding will not be altered after your rehearsal.

Marriage License

A marriage license is required by the state before a wedding may be performed. Contact the courthouse in your county of residence well in advance for information on obtaining your license. The license and the return addressed envelope provided by the county must be delivered to the officiating Pastor at, or prior to, the wedding rehearsal. The Pastor will not perform the ceremony if he/she does not have the marriage license in hand. The officiating Pastor will complete and mail the official copies and give the couple a personal copy. The county will provide you with instructions on obtaining a certified copy.

In Escambia County, FL, the license may be obtained from Escambia County at the M.C. Blanchard Judicial Building, 190 Government Center between 8:00 a.m. and 5:00 p.m. weekdays. The cost *(June 2018)* is $93.50 for the license. Both individuals must apply and present a picture I.D. For more information, call the Escambia Court House at (850) 595-4182.

ACCESS, RULES, DECORATIONS

Access to buildings: Please contact the Church Business Administrator to receive an access code to use with the keypad at church doors to gain entrance to the church buildings during regular church hours (8:30AM-5PM Monday-Friday) or on Saturdays. The church doors will ~~be unlocked for you one and one half (1 ½) hours before your wedding start time and~~ remain unlocked for an approved time after the service to allow removal of items and decorations brought in by the wedding party, guests, and vendors. Vendors and any members of the wedding party should be made aware that to gain entrance to our buildings, other than the times indicated, they must **use your allotted code to enter** ~~secure buzz in at~~ the doors.

General Rules:

- No alcoholic beverages are allowed on the premises. No intoxicated individuals will be allowed to participate in the rehearsal or wedding. This judgment will be made by the officiating Trinity pastor.
- Smoking is not allowed in the church buildings.
- Rice, birdseed, confetti, are both hazardous and difficult to remove. Because of the danger presented to birds and wildlife, no rice, birdseed, or confetti are to be thrown on the premises, nor are balloons to be released.

Photography Guidelines (Please give a copy of these policies to your photographer)
A. Timing: The photographer may take photographs in the sanctuary up until the time guests are seated. Flash photos may be taken until and during the processional.
B. Flash Photography. No flash equipment may be used during the wedding ceremony. Photos may be taken without a flash. Flash photos may be taken after the benediction as the couple and wedding party recess up the aisle. The bride and groom are responsible for informing members of the family and guests that flash photography is not allowed during the ceremony or during the professional photographer's photo session as it disrupts his/her equipment settings.
C. Trinity Video Services. Trinity has permanently-mounted video cameras positioned throughout the sanctuary and professional video and audio recording by the Trinity A/V operator(s) is available but requires prior arrangement though the church office. DVD recordings will be provided by Trinity.
D. Video by separate operator. A contracted professional videographer is allowed to record the marriage ceremony from the back during the wedding ceremony. Video cameras shall remain stationary.

DECORATIONS
Because careful and prayerful labor have made our sanctuary as place of beauty, simple decorations which enhance the atmosphere of worship but do not intrude on it are most appropriate. The church has several items available for decorative use; please have your florist contact us. It is important that decorations not only enhance the beauty but reflect and preserve the spiritual atmosphere of the house of worship and to safeguard the furnishings. They should be simple, reasonably sized, and in good taste.

1. Seating capacity of the sanctuary is about 400.
2. The pulpit, the communion table, and the baptismal font are an integral part of the sanctuary and therefore must be plainly visible at all times.
3. Decorations must not impede the organist's view of all doors, the minister or the pianist.
4. Decorations may not be placed on the walls.
5. No tacks, pins, nails, tape, adhesive or glue may be used to fasten any decorations to church furnishings.
6. If the wedding takes place when the sanctuary is decorated for a particular Christian holiday, any liturgical and other seasonal decorations and hangings may be enjoyed for your ceremony but will not be removed for weddings.
7. Flower arrangements must be prepared outside the sanctuary, placed in leak-proof containers, and placed on protective mats.
8. Candles must be dripless and have protection under them.
9. Safety precautions must be observed. Flowing veils, ribbons, etc., near candles are fire hazards. Causing the wedding party to maneuver around decorations can contribute to falls.

10. All decorations, greenery, candles, etc., must be removed in a timely manner after the ceremony so that the regular services in the sanctuary may continue. We suggest you make arrangements with friends to help you with removal.
11. If the flower arrangement on the Communion Table is left for use on Sunday, please advise the church secretary well in advance so that she may arrange for the scheduling. Quite often memorial flowers are already assigned, and the wedding flowers will need to be removed. The flowers could be placed in the narthex or parlor.
12. Flowers for the wedding party may be delivered to the church parlor by prior arrangement.
13. The church will not be responsible for decorations, plants, etc. used during the ceremony.
14. No food or beverages are allowed in the sanctuary.

THE RECEPTION

Locations

Receptions may be held either in the church parlor or the activities center. In making your plans, please consider that NO ALCOHOLIC BEVERAGES are permitted on the church premises.

The services of the custodial staff can be secured through the pastor if you choose to have your reception at the church. The kitchen equipment may be used, but you are responsible for cleaning up this area immediately following the reception and for removing all items brought into the building. Tables and chairs are available from the church. Set up plans must be made one week ahead with the custodian.

Caterers

Outside caterers must bring all supplies including serving pieces, linens, silverware, china, crystal, etc., and are responsible for their own clean up. No food preparation by caterers may take place in the kitchen, but the stove and ovens may be used for reheating and the refrigerator used to store perishable food.

The Bridal Couple will be responsible for having:

- All catered and rented items removed immediately after the reception;
- All decorations removed immediately after the reception; and
- Fellowship hall and kitchen cleaned after use.
- All cleanups should be completed two hours after the reception unless previous arrangements have been made.

SCHEDULE OF FEES/HONORARIUMS

Fees below are due one week prior to the wedding rehearsal. Checks are to made out to the individual and given to the pastor or the church office.

TITLE	MEMBER**	NONMEMBER
Minister	*no fee*	$300.00
Organist	$250.00	$250.00
Extra rehearsal (each)	$50.00	$ 50.00
Vocalist / instrumentalist(s)	*private arrangements*	
Audio/Visual Crew	$50.00	$50.00
Custodian	$15.00 per hour	($60.00 minimum)
Facilities Deposit*	$100.00	$100.00
Sanctuary	*no fee*	$200.00
Parlor	*no fee*	$100.00
Prayer Room	*no fee*	$ 25.00

Activities Center	*no fee*	$300.00

Honorariums for pastors are not expected, though they are allowable, especially when there are unusual circumstances and/or out of town services. Some families choose to provide an honorarium as an expression of gratitude. Such honorariums for pastors usually range between $100-300.

The use of a wedding coordinator is the choice of the wedding party. Any arrangements for these services are between the wedding party and the coordinator.

Fees for soloists or other musicians should be discussed with the organist or Director of Music.

*Refundable deposit if there is no damage to the church property and if kitchen is clean and there is no equipment missing.

**** "**Member" definition for fee purposes:
Either bride and/or groom have been on active membership roll of the church for one year, or
Either bride's or groom's parent(s), guardian(s), or grandparent(s) is/are on the active membership roll of the church.

CANCELLATION AND REFUND POLICY

All facility use fees are refunded in case of wedding cancellation. Speak promptly to the church office.

Personnel/Individual/Custodial fees are refunded in case of wedding cancellation.

Facilities Deposit (i.e. Damage Fee) is refundable one week after wedding if there is no damage to the church property, no equipment is missing, and kitchen is clean.

TRINTY PRESBYTERIAN CHURCH – PENSACOLA, FL
WEDDING RESERVATION FORM

Bride's Name: _____

Home Address: _____

Email Address:_____

Home Phone:_____ Cell Phone: _____ Work Phone:_____

Church Membership: _____

Groom's Name: _____

Home Address:_____

Email Address:_____

Home Phone:_____ Cell Phone: _____ Work Phone:_____

Church Membership: _____

Date of Rehearsal:_____Time:_____
Date of Wedding:_____Time:_____

Location of Reception: _____

Approximate number of guests anticipated: _____

Pastor requested to lead service: _____

Facilities Required:

1. ___ Activate your access code for date of wedding to enter buildings
2. Sanctuary _____
3. Parlor _____
4. Prayer Room _____
5. Library _____
6. Activities Center _____
7. Kitchen _____
8. Other _____

Personnel to be used:

1. Pastor(s) _____
2. Wedding Coordinator (private arrangements)_____

3. Organist_____
4. Additional Instrumentalist(s) or Vocalist(s)
    a. _____ Ph. # _____
    b. _____ Ph. # _____
    c. _____ Ph. # _____
    d. _____ Ph. # _____
5. Custodian _____ Ph. # _____
6. Florist _____ Ph. # _____
7. Photographer _____ Ph. # _____
8. Trinity's Video and/or Audio Engineer_____
9. Private Video _____ Ph. # _____

FEES Please pay by check the following fees at least one week before the wedding rehearsal. Make the check payable to the individual providing the service.

- ☐ Minister *no fee for church members* ($300.00 for non-member)
- ☐ Wedding Coordinator (private arrangements)
- ☐ Organist ($150.00 for wedding and one rehearsal)
- ☐ Vocalist/Instrumentalist(s) (private arrangements)
- ☐ Audio/Video ($50.00)
- ☐ Custodian (minimum $60.00, $15.00 per hour after first 4 hrs)

USE OF FACILITIES

- ☐ Damage Deposit _____ $100.00 refundable damage deposit
- ☐ Sanctuary _____ ($200.00 for non-member)
- ☐ Parlor _____ ($100.00 for non-member)
- ☐ Prayer Room _____ ($25.00 for non-member)
- ☐ Activities Center _____ ($300.00 for non-member)

All facility fees are refunded in case of wedding cancellation. Speak promptly to the church office.

\Trinity Wedding Policy of Trinity Presbyterian Church Adopted by Session August 23, 2018