

WEDDING POLICY

The Session of Trinity Presbyterian Church, in consultation with the Worship Ministry Team, clergy and Minister of Music or designee, has sole authority and responsibility for setting and interpreting the standards for weddings. Weddings at Trinity are reverent and joyful worship services that celebrate the glory of God and are in keeping with the Book of Order of the Presbyterian Church (USA). All weddings require approval by the Session. Non-member weddings are limited to one per quarter. For weddings, a member is defined by the church as a couple at least one of whom has been, or whose parents or grandparents have been a member/ members of Trinity for at least six months prior to the wedding date.

PLEASE READ THIS INFORMATION CAREFULLY. IT IS THE RESPONSIBILITY OF THE WEDDING FAMILIES TO COMMUNICATE THESE POLICIES TO ALL MEMBERS OF THE WEDDING PARTY AND TO ALL OTHER PERSONS INVOLVED IN THE PREPARATIONS FOR THE WEDDING.

SCHEDULING AND PLANNING

- Weddings and rehearsals will not be scheduled on Sundays, during Holy Week, New Year's Day, Independence Day, Thanksgiving Day, Labor Day, or Christmas Day. Only one wedding may be scheduled per day.
- The couple must sign a space use agreement when scheduling the wedding date.
- The church will provide two wedding coordinators who will direct the rehearsal and provide advice and direction for the wedding ceremony.
- Trinity Presbyterian Church is a smoke-free environment.
- Because the sanctuary is a sacred space, appropriate attire and behavior are requested at the rehearsal and wedding.
- Since the marriage ceremony is a service of worship, cameras with flashes are not allowed in the sanctuary or chapel during the wedding. Photographers may use time exposure from the balcony only. Floodlights are not to be used. Individual guests are respectfully asked not to take photographs or videos inside the sanctuary during the service. Ushers and wedding coordinators will remind camera-carrying guests of this policy.
- The consumption of alcohol is prohibited at any time on the church premises except in the church parlor or fellowship hall during a reception. An indemnity agreement is required if alcohol is served.
- The processional cross may lead the processional into the sanctuary. An acolyte/crucifer may be requested, or the cross may be placed behind the communion table prior to the service.
- Music used during the worship service must be appropriate to the Presbyterian Church (USA) and approved by Trinity's ministerial staff.
- Due to potential danger in their use on hard surface walkways, rice, confetti, birdseed, or similar materials will not be thrown on the church property.

- While the church will make reasonable effort to protect the personal items which are brought to the church during a wedding or reception, such as wedding dresses, purses, or gifts, the church is not liable for such items if they are lost, stolen, or damaged.
- The parlor and Carson Fellowship Hall are available for receptions. If a reception is to be held in either place, an appointment should be made with the Facilities Manager to discuss arrangements. A work order must be submitted by the wedding coordinator to the church office at least two weeks in advance.

THE WEDDING BULLETIN

- The wedding coordinators must approve the wording in the bulletin at least four weeks in advance and approve final printing at least two weeks in advance of the wedding. Church members may have the wedding bulletin printed by the church office or may use an outside printing source. Non-members must use an outside printing source.

FEES

A reservation fee of \$75 for members and \$1,000 for non-members is due with the wedding application. Final payment of all other fees is due when the wedding bulletin is submitted for review four weeks prior to the wedding. The reservation fee is refundable up until the final payment is due. There may be additional charges for breakage, damage or cleaning. Checks are submitted to:

Trinity Presbyterian Church
Attn: Becky Purnell
3115 Providence Road
Charlotte, NC 28211

FEES FOR TRINITY MEMBERS

Reservation fee	\$75.00
Due with wedding application	
<i>Make check payable to Trinity Presbyterian Church</i>	

The following fees are due four weeks prior to the wedding:

Clergy honorarium	\$ 300.00
Includes 2 1-hour counseling sessions (required)	
<i>Make check payable to minister performing service</i>	

Minister of Music/Organist	\$ 275.00
<i>Make check payable to the organist</i>	

Sanctuary and Event Assistant	\$ 400.00
<i>Make check payable to Trinity Presbyterian Church</i>	

Total	\$1050.00
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OPTIONAL SERVICE FEES FOR TRINITY MEMBERS (Due four weeks prior to the wedding)

Instrumentalist/vocalist	_____
Fees negotiated with musician	
<i>Make check(s) payable to the musician</i>	
Organist rehearsals with instrumentalist/vocalist	_____
\$25 per instrumentalist/vocalist	
<i>Make check payable to organist</i>	
Printing	_____
Wedding bulletin (if printed by church) - \$.50 per copy	
<i>Make check payable to Trinity Presbyterian Church</i>	
Reception in Parlor or Fellowship Hall	_____
\$350.00 (3 hours); includes Event Assistant fee	
Crucifer	_____
\$25.00	
<i>Make check payable to the crucifer</i>	

FEES FOR NON- MEMBERS

Reservation fee	\$1000.00
Due with wedding application	
<i>Make check payable to Trinity Presbyterian Church</i>	
<i>The following fees are due four weeks prior to the wedding:</i>	
Clergy honorarium	\$ 300.00
Includes 2 1-hour counseling sessions (required)	
<i>Make check payable to minister performing service</i>	
Minister of Music/Organist	\$ 275.00
<i>Make check payable to the organist</i>	
Sanctuary and Event Assistant	\$ 3000.00
<i>Make check payable to Trinity Presbyterian Church</i>	
Wedding Coordinators	\$150.00
<i>Make \$75 check payable to each wedding coordinator</i>	
Total	\$4725.00

OPTIONAL SERVICE FEES FOR NON- MEMBERS (Due four weeks prior to the wedding)

Instrumentalist/vocalist

Fees negotiated with musician

Make check(s) payable to the musician

Organist rehearsals with instrumentalist/vocalist

\$25 per instrumentalist/vocalist

Make check payable to organist

Reception in Parlor or Fellowship Hall

\$425.00 (3 hours); includes Event Assistant fee

Crucifer

\$25.00 (depending on crucifer availability)

Make check payable to the crucifer
