

Trinity Community Church

Wedding Policy

Congratulations on your engagement! It is an honor for our church and staff to be involved with your wedding, one of the greatest events in your life. To help you prepare for the big day, we've put together this wedding policy, which explains the Trinity Community Church's requirements and guidelines.

Getting Married at Trinity Community Church

Trinity Community Church is committed to assisting couples get off to a good start in marriage, by helping them establish a good, God-honoring foundation. For this reason, if you are interested in being married at Trinity Community Church, the following requirements must be met:

- Either the Bride or Groom, or their parents, must be a member or a regular attendee of Trinity Community Church*.
- Both the Bride and Groom must have established a personal relationship with Jesus Christ and be open to biblical principles for guiding their marriage. This most important relationship with the Lord is the foundation for pre-marriage counseling and for a successful marriage.
- All pre-marriage counseling sessions must be completed prior to the wedding. See Appendix A for details on premarital counseling.

Scheduling Your Wedding Date

Step One: Contact the Trinity Community Church office at (847) 367-8501 to find out which dates the church building is available for your wedding, and to obtain a Wedding Application.

Step Two: Contact the Trinity Community Church pastor who will be officiating your ceremony to find out if he is available for your chosen date. If you have a non-Trinity Community Church pastor that you would like to have marry you, this person must be approved by the Lead Pastor.

Step Three: Complete the Wedding Application and submit it to the church office for approval.

Step Four: Upon approval of your Wedding Application, your Wedding and Rehearsal will be scheduled on the church calendar and a Wedding Rental Contract will be mailed to you. **This contract must be completed and returned within two weeks with a non-refundable \$100 deposit.**

Note: Your wedding date on the church calendar will be considered tentative until:

- the Wedding Rental Contract and deposit have been received
- a Trinity Community Church pastor has committed to officiating the wedding ceremony OR a pastor from another church has been approved by the Lead Pastor

Step Five: As soon as your wedding date is finalized, you must contact your Officiating Pastor to schedule the pre-marriage counseling sessions which must be completed prior to your wedding. See Appendix A for details on pre-marriage counseling.

* Status at time of wedding request

Step Six: About six weeks before your wedding date, you will be contacted by an the church's Wedding Coordinator, who will assist you in the church-related details of your wedding, conduct the wedding rehearsal, and handle all but the pastoral duties at the wedding. A Wedding Coordinator assigned by the church must be used for all weddings performed at Trinity Community Church.

Fees & Services

The balance of the wedding fee (after \$100 deposit) **must be paid in full at least six weeks** before your wedding date. The wedding fee includes:

	Trinity Community Church Members*	Regular Attendees (non-Members)
	\$300 Fee	\$500 Fee
Facility Rental	No charge	Included
Wedding Coordinator & Sound Tech	Included	Included
Custodial cleaning (does not include removal of decorations and items placed by the wedding party)	Included	Included
Mandatory Pre-Marriage Counseling with Linda L'Abbe (see Appendix A)	Additional \$270 Fee, paid to Linda L'Abbe	Additional \$270 Fee, paid to Linda L'Abbe

The fees listed above do not include honorarium for the pastor. The couple should handle these directly.

Building Use & Guidelines

- **Birdseed, rice and confetti are not to be used in or near the building.**
- Live rose petals may be used by the flower girl during the ceremony. If you use live rose petals, a **75' foot runner MUST BE PROVIDED BY YOU.**
- Trinity Community Church does not have a facility built for receptions – therefore, all receptions must be held at another location.
- No smoking or alcoholic beverages are allowed in the church building or on the grounds.
- The Wedding Coordinator will have complete authority over placement of cameras/personnel and will be the final word on all requests from the wedding party or outside vendors.
- You will assume all financial liability for any damage to the building or church equipment caused by you or your guests. This is in addition to the basic wedding fee. It is understood and agreed that in consideration of the use of facilities, you hold the church harmless for any liability or property damage. You will assume responsibility and liability for your guests who are admitted to any part of the church facilities and/or grounds.

* Status at time of wedding request

Ceremony & Music

- The order of the wedding ceremony and scripture readings will be discussed with you by the officiating pastor (Session 6 – Appendix A).
- All music to be used during the ceremony should be approved by the officiating pastor when you meet regarding your ceremony (Session 6 – Appendix A).
- Musicians and vocalists are not provided by the church. CD music can be played or provided by the Wedding Coordinator.
- Sound/music rehearsal will occur at the rehearsal (the day before the wedding).

Flowers & Decorations

Trinity Community Church has some items available to use, included in your wedding fees. Discuss these items with the Wedding Coordinator.

Items	
Table and tablecloth for unity candle	Included on request
Candle lighter stems	Included on request
Wrought iron candelabras	Included on request
Table and tablecloth for programs in lobby	Included on request
Unity candle holder and candles	Must be provided by the Bride & Groom
14 unscented pillar candles for candelabras	Must be provided by the Bride & Groom

Other Decorative Notes:

- No nails, tacks, staples, pins, adhesives, or anything that will mark woodwork or furniture.
- All flowers and decorations must be removed by the wedding party immediately following the ceremony.
- The church hires a custodian to vacuum and deep clean the church after your wedding. All other cleaning is the responsibility of the wedding party (garbage, decorations, programs, etc).
- The church is periodically decorated for specific holidays (i.e., Lent, Easter, Christmas). The church office can advise you about what decorations may be in the church sanctuary the week of your wedding.

Appendix A – Mandatory Pre-Marriage Counseling

Our goal at Trinity Community Church for our pre-marriage counseling is to help you prepare for the rest of your life as a married couple in Christ. The time and effort required is well worth the time and financial costs to ready you for a lifetime of marital success.

Requirements for Pre-Marriage Counseling

- **Minimum** of six (6) counseling sessions (exact number determined by the Officiating Pastor)
 - ✓ Sessions 1, 5 and 6 with your officiating pastor
 - ✓ Sessions 2, 3 and 4 with Linda L'Abbe, M.A., LCPC
- Consent for Release of Information form
 - ✓ This form allows Linda L'Abbe to speak to the officiating pastor directly about your sessions with her
 - ✓ All information is held in confidence between Linda, the officiating pastor and the engaged couple:

Pre-Marriage Counseling Schedule

- All pre-marriage counseling must be scheduled with the officiating pastor and Linda L'Abbe.
- **It is the responsibility of the Bride & Groom to contact the officiating pastor and Linda L'Abbe immediately after your wedding date** is scheduled to set up pre-marriage counseling dates.

Session #	Conducted By	Topic
Session 1	Officiating Pastor	Introduction and overview of God's purposes for marriage
Sessions 2-4	Linda L'Abbe	<p>The \$270 fee includes taking and scoring the "Prepare Enrich" test, and three sessions with Linda. Her objectives are:</p> <ul style="list-style-type: none"> ▪ Pre-marriage testing that provides the couple with a clear understanding of the strengths and growth areas in their relationship ▪ Assessment of family of origin issues and how these may impact the marriage ▪ Specific exercises designed to enhance listening skills, problem solving and assertiveness ▪ Homework that addresses budgeting, and goal setting
Session 5	Officiating Pastor	Intimacy and children
Session 6	Officiating Pastor	Final review and finalizing Order of Ceremony