

## **Wedding /Building Use Policies Trinity Presbyterian Church**

*Adopted by the TPC session 9/2/09*

A church wedding is a Christian ceremony uniting one man and one woman, and all preparations should be made with this in mind. All components of the wedding service should be appropriate for a Christian service and are subject to approval by the Session of Trinity Presbyterian Church. It is the desire of our church to be helpful to people desiring a church wedding. Following are regulations for the parties involved.

### **Wedding Policy**

A couple desiring to be married at Trinity Presbyterian Church (TPC) should contact Debbie Woods at [silvasix@charter.net](mailto:silvasix@charter.net). For non-members, a non-refundable deposit of \$100 and a completed application form are required before the date is officially entered on the church calendar, with the balance due 30 days prior to the wedding. The church is available to non-members twice a month, up to one year in advance. Only one wedding per day will be scheduled. The non-member fee is \$500, including deposit. With the exception of fees associated with clean-up (\$100), use of paper products, etc., there are no fees for members of TPC, but they must still complete a brief application form to secure a date on the church calendar. For both members and non-members, this does not include fees for ministers, musicians, wedding director, etc. Their fees should be paid directly to them. Questions regarding the fees associated with clean-up and use of paper products should be directed to Debbie Woods.

### **Pastor**

Our pastor, Rich Lusk, requires that all couples for whom he performs a wedding ceremony be professing believers whose lives show evidence of their relationship with Christ. All couples must meet with him for counseling prior to the wedding. If you are not a member of TPC and would like him to perform the ceremony, he also requires an interview before agreeing to perform the ceremony. Outside ministers may only perform weddings at TPC with the approval of the pastor. For those utilizing our pastor to perform the wedding, an appropriate honorarium is strongly encouraged. Pastor Lusk can be reached at [rwlusk@bellsouth.net](mailto:rwlusk@bellsouth.net).

## **Wedding Director**

The use of our church wedding director, Rachel Winstead, or her designated substitute is required for all weddings at TPC. Please contact her at [winstead\\_rachel@yahoo.com](mailto:winstead_rachel@yahoo.com) after your wedding is placed on the church calendar to schedule a meeting. Her fee is \$200 members/\$250 non-members, which is paid directly to her. The wedding director will meet with the bride initially to go over decoration policies, etc, again one week before the wedding to finalize details, and then to direct the rehearsal and wedding. She will open the church 3 hours prior to the wedding for florists, etc.

## **Music**

All music and musicians must be approved by the pastor and a church musician. They are also available for wedding ceremonies, and all fees are paid directly to them. Please contact either Joyce Terry at [joyceterry@juno.com](mailto:joyceterry@juno.com) or Vicki Winstead at [vwinstead4886@charter.net](mailto:vwinstead4886@charter.net).

## **Florist/Decorations**

All decorations must be approved by the wedding director. The use of tape, nails, tacks, and glue are prohibited. Candles must be dripless, and the floor must be protected by a floor covering. Candles may not be placed in the aisles, pews, or windows. All decorations and related equipment must be removed immediately following the ceremony. No rice or sparklers are allowed on church property. Birdseed, real rose petals, or bubbles may be used outside the building.

If any church property, equipment, or furniture is damaged, the person making the reservation will be responsible for the cost of repairs. If you would like to leave any floral arrangements for our Sunday service, please contact Kathleen Duquette at [kcduquette@yahoo.com](mailto:kcduquette@yahoo.com).

## **Regulations for Use of Church Facility**

The seating capacity of the church is approximately 200. There is NO SMOKING on any church property. Any person wishing to use the facility for an event other than a wedding or a church function must contact Jed Park at [jpark@brighamwilliams.com](mailto:jpark@brighamwilliams.com) for diaconal approval. The completion of a brief application form is required before the date is entered on the church calendar.

All fees, if applicable, will be decided on a case-by-case basis. The applicant is to make sure that everything is cleaned up and all equipment returned to its original location before Sunday morning worship. All parties are responsible for repairing any damage incurred during their scheduled event.