

# *Trinity Missionary Baptist Church*

*606 S. Marietta St.  
Florence, AL 35630  
Phone: (256) 766-9958*

## *Wedding Policy*



*Rev. Trevor Orenshaw, Pastor*

*And now these three remain: faith, hope and love. But the greatest of these is love.*

*1 Cor. 13:13*

## **WEDDING POLICY**

Your wedding is a sacred occasion. It will be most meaningful to you, your family and friends, when there is careful planning. For that reason, the following statement will govern your plans for the wedding ceremony at Trinity Missionary Baptist Church. We sincerely believe these policies to be most suitable and practical for all concerned. Please read the provisions carefully.

## **SETTING THE TIME OF YOUR WEDDING**

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the Church Secretary who will clear the date with the Pastor and schedule the occasion on the church's calendar of events. At this consultation, the wedding application form is filled out and you will make arrangements for your conference(s) with the Pastor. If the Pastor counsels the couple, he will perform the ceremony. It is extremely important that the exact time indicated for the rehearsals and wedding be observed and care should be taken to have all members of the wedding party in their right place at the time indicated. Weddings may be held in the sanctuary, fellowship hall, or first level.

## **FLOWERS AND DECORATIONS**

Florists or any person(s) who decorate the sanctuary should understand that under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing, or nailing. When candles are used they must be in candelabras and they must be the mechanical candles (which are dripless), which will catch and contain all drippings, and the floor will be

thoroughly protected. When the facilities are used Saturday night or Sunday afternoon, all decorations, flowers, and etc., shall be removed from the church building(s) immediately following its use. The church will not be responsible for storing these items. The Lord's Supper table, alter chairs, pulpit furniture may be removed and replaced to their positions.

Air conditioning or heating will be turned on at a reasonable time before any scheduled event.

Bride and florist should note this for rehearsals and the delivery of flowers too early.

### **YOUR WEDDING MUSIC**

It is most important to keep in mind that a church wedding is a worship service of the church and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride may discuss with the Pastor the kind of music and songs to be played. In order to help ensure a beautiful wedding and also to maintain high musical standards, final approval of any vocalists selections and all music played at the ceremony will be made by the Pastor.

### **FEES**

Wedding fees are divided into two categories depending whether or not the participants are members of the church. Unless otherwise specified, the fees are the responsibility of the bride and they are as follows:

(A) **For members – Bride or Groom**

Use of sanctuary or fellowship hall – no charge

Members must pay a custodian fee of \$50.00 per room to ensure that the church is cleaned properly. A \$100.00 deposit is required. The custodian fee of \$50.00 per room will be deducted from the deposit. If nothing is broken, the deposit will be refunded.

(B) **Non-Members**

1. Sanctuary only..... \$200.00
  - One rehearsal
2. Sanctuary, Fellowship Hall and Kitchen ..... \$400.00
  - One rehearsal
3. Sanctuary, Fellowship Hall, Kitchen and First level ..... \$550.00
4. Fellowship Hall only .....\$150.00 or \$50.00/hr
5. 25% of the total cost must be paid four weeks before the wedding.
6. The balance must be paid in full two weeks before the wedding.
7. Pastor’s Honorarium – this is the responsibility of the groom.
8. All monies received are non-refundable except for emergency situations such as death, sickness, etc. This is to be determined by the Trinity M.B. Church Trustee Ministry.

The bride and groom are required to sign the enclosed reservation form agreeing that they will comply with the foregoing rules. Reservations for the building(s) will be considered from when the Wedding Reservation Form has been filled out and returned to the Secretary. Checks for the wedding fees should be made out to Trinity Missionary Baptist Church and given to the Secretary. Other persons hired by the wedding party shall be paid directly by the bride. It is then understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

**REQUEST FOR WEDDING RESERVATIONS**

**Trinity Missionary Baptist Church**

**Date** \_\_\_\_\_

**Name of Bride** \_\_\_\_\_

**Present Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Groom** \_\_\_\_\_

**Present Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**New Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Is either a member of Trinity Missionary Baptist Church? Yes** \_\_\_\_ **No** \_\_\_\_

**Please reserve for us: (check one)**

**Sanctuary only**                       **Fellowship Hall only**

**Sanctuary and Fellowship Hall**    **First level**

**Time of Rehearsal: Date** \_\_\_\_\_ **Hour** \_\_\_\_\_

**Time of Wedding: Date** \_\_\_\_\_ **Hour** \_\_\_\_\_

**Minister:** \_\_\_\_\_

**Person(s) Responsible for Cleanup:** \_\_\_\_\_

\_\_\_\_\_

**Please remove all decorations afterwards and return the room to its original condition.**

**If you're using the fellowship hall and the kitchen, we ask that you empty all the trash and install new trash liners when finished. Please take all trash to the dumpster behind the sanctuary/first level.**

**Please return to the church office at your earliest convenience as your reservation can be confirmed only upon receipt of the above information.**

**We agree to comply with the rules and regulations of Trinity Missionary Baptist Church, regarding church weddings and church receptions.**

**Bride \_\_\_\_\_ Groom \_\_\_\_\_ Date \_\_\_\_\_**

**FLORIST WEDDING AGREEMENT**

We agree to comply with the rules and regulations of the Trinity Missionary Baptist Church regarding flowers and decorations for wedding.

For wedding on: \_\_\_\_\_ Signed \_\_\_\_\_