



Wedding Policy

Revised May 20, 2024

- As part of the Evangelical Lutheran Church in America, Trinity Lutheran Church and our pastors provide for weddings that are inclusive of all people, regardless of gender or orientation. Marriage ceremonies are among the many means by which we as a congregation live out our mission statement: *Together in Christ, we welcome, love, and serve all.*
- Weddings at Trinity typically last 20 to 40 minutes. Wedding rehearsals, generally scheduled the evening before a wedding, normally take one hour.
- Trinity will only schedule one wedding at the church building per day. Pastors may determine whether it's possible to schedule weddings on subsequent days or whether one wedding precludes another from having a rehearsal on the same day.
- Weddings are typically not scheduled on Sundays. The approval of a pastor, in communication with a couple, is needed to grant an exception.
- Trinity's pastors may officiate offsite weddings. The pastors' fees below still apply, along with necessary travel expenses.
- A couple may request a particular pastor of Trinity to officiate a wedding, but the requested pastor's availability may not allow for this.
- In general, weddings must be requested and scheduled at least three months before the determined date of a ceremony. A pastor may grant an exception.
- The officiating Trinity pastor will generally meet with a couple twice for counseling and preparation for the ceremony. This includes the facilitation of a premarital inventory/survey and discussion of its results.
- A guest pastor may officiate a wedding at Trinity with approval and contact from a Trinity pastor.
- Worship-appropriate music is chosen in consultation with Trinity's director of music ministries, who has the first option to provide music and must approve guest musicians. For wedding ceremonies held in the Sanctuary, the music minister or her designee at a minimum will manage sound for the ceremony. Couples will receive contact information for the music minister as well as for the officiating pastor.
- The officiating pastor *must receive a valid marriage license before the ceremony* to officiate the wedding.

- Fees are detailed below. At least one of the two people being married in the ceremony must be an active Trinity member for at least six months prior to the wedding date in order for member fees to apply. Fees may be negotiated based on need as ultimately approved by the officiating pastor.
- Smaller wedding ceremonies with no more than 40 people on hand may be located in the Chapel, with or without music. Associated fees are likewise detailed below.
- For weddings held in the Sanctuary, Trinity provides a wedding coordinator to assist in the facilitation of the ceremony and rehearsal. (See fees below.)
- Trinity also provides for video recording and streaming of weddings in the Sanctuary for an added fee.
- Custodians receive the custodial fees as noted below to clean for a wedding beyond usual hours and wages.
- Creation of any printed wedding bulletins is the responsibility of the couple. The officiating pastor will offer an outline of the wedding to assist with this.
- Opening and closing times for the church building on the day(s) of the wedding and rehearsal will be determined by the officiating pastor in consultation with the couple.
- Room 115 and the Youth Room will generally serve as dressing rooms. Water, snacks, and other food items are allowed in these spaces.
- Wedding parties may also host a meal onsite. Reservations must be made in accordance with Trinity's Facilities Usage Policy.
- It is customary at weddings to use paraments/banners already on display in the Sanctuary for the current time in the church year. Additional banners are available for a wedding if requested.
- The throwing of rice or birdseed is not allowed on church property. Neither is glitter. Bubbles are only permitted outside the church building.
- Photography is permitted before, during, and after a wedding ceremony, but only photography without a flash is allowed during the ceremony.
- No participant in a wedding or immediate family member of the couple should consume any alcohol before the wedding ceremony *or* rehearsal.
- Provisions of Trinity's Facilities Usage Policy also apply for weddings, and couples will agree to abide by that policy as well as the Wedding Policy. Notably, weapons, firearms, fireworks, open fires, smoking, vaping, alcohol, and controlled substances are all prohibited on church property. Animals are also not allowed in the church building, with the exceptions of service, emotional support, and police animals. Overnight parking is prohibited as well.

Fees for Weddings in the Sanctuary

TOTAL	PASTOR	CUSTODIAN	TRINITY	COORDINATOR	MUSICIAN/SOUND	VIDEO
MEMBERS \$700 OR \$650* <i>(\$150 non-refundable deposit)</i>	\$300 PAYABLE TO TRINITY	\$50 PAYABLE TO TRINITY	\$150 PAYABLE TO TRINITY	\$50 PAYABLE TO TRINITY	\$150 MUSICIAN/SOUND OR *\$100 SOUND ALONE PAYABLE TO TRINITY	OPTIONAL ADD-ON: \$75 FOR LIVESTREAM/ RECORDING PAYABLE TO TRINITY
NON-MEMBERS \$1,250 OR \$1,200* <i>(\$200 non-refundable deposit)</i>	\$400 PAYABLE TO TRINITY	\$100 PAYABLE TO TRINITY	\$500 PAYABLE TO TRINITY	\$50 PAYABLE TO TRINITY	\$200 MUSICIAN/SOUND OR *\$150 SOUND ALONE PAYABLE TO TRINITY	OPTIONAL ADD-ON: \$75 FOR LIVESTREAM/ RECORDING PAYABLE TO TRINITY

Fees for Weddings in the Chapel

TOTAL	PASTOR	CUSTODIAN	TRINITY	MUSICIAN/SOUND
MEMBERS \$375 OR \$500* <i>(\$40 non-refundable deposit)</i>	\$300 PAYABLE TO TRINITY	\$25 PAYABLE TO TRINITY	\$50 PAYABLE TO TRINITY	*OPTIONAL \$125 MUSICIAN PAYABLE TO TRINITY
NON-MEMBERS \$550 OR \$700* <i>(\$60 non-refundable deposit)</i>	\$400 PAYABLE TO TRINITY	\$50 PAYABLE TO TRINITY	\$100 PAYABLE TO TRINITY	*OPTIONAL \$150 MUSICIAN PAYABLE TO TRINITY

**Non-refundable deposit due at scheduling.
Full fee due at second premarital meeting.**

Policy revision approved by Church Council May 20, 2024