

Trinity Evangelical Lutheran Church

431 Philadelphia Avenue

Chambersburg, Pennsylvania 17201

717-263-8156

E-mail: office@trinitychbg.org



Planning a Wedding

WEDDING FEE SUMMARY

	MEMBERS	NON-MEMBERS
Church use fee:	no fee	\$500
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Pastor:	no fee	\$350
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Sexton:	\$100	\$200
(Payment to "Elaine Hess-Strite")		
with reception	+\$25	+\$25
set up pew candles	+\$50	+\$50
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Kitchen Supervisor:	+\$50	+\$50
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Office Secretary:	no fee	+100
(Payment to "MaryBeth Knepper")		
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Organist:	+\$200	+\$200
(A consultation fee may also apply for non-members.)		
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Pew Candles:	actual cost	actual cost
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Wedding Bulletin:	actual cost	actual cost

ALL FEES are to be fully discharged at the time of the **WEDDING REHEARSAL** or **prior** to the Wedding Ceremony.

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Pastor 717-263-8156
 Robert Eyer, Jr., Director of Music 717-264-7886
 Elaine Hess-Strite, Sexton 717-263-8156
 MaryBeth Knepper, Secretary 717-263-8156

FEES

1. **Members:** There are no fees for the Pastor, or for the use of the Church facilities, for couples, at least one of whom is an active member of Trinity Lutheran Church. (See Introduction, page 1.) The Pastoral ministry and gratis use of the parish facilities is a privilege of church membership. Fees for part-time church staff do apply (organist, custodian, etc.)
2. **Non-members:** Fees for the Pastor and Church facilities apply (see below). Trinity welcomes non-members to benefit from its staff and beautiful sanctuary, with the understanding that they are provided as an outreach courtesy to the community, as scheduling permits.
3. If an approved caterer uses the kitchen equipment, there will be a deposit of \$50.00, returnable after inspection of the facilities by the kitchen supervisor. The caterer will be responsible for leaving the kitchen in the same condition in which it was found.
4. If the members of the church do the serving, there will be the following charges:
 - up to 50 guests.....\$150.00
 - for each additional
25 guests or major fraction \$25.00

For this the committee will furnish punch, coffee, mints, nuts and complete table service. All other food, including the wedding cake, will have to be furnished by the family. All food remaining shall be picked up by the family of the bride.



INTRODUCTION

WHO MAY BE MARRIED AT TRINITY?

All members of the congregation shall be entitled to use the church building for a marriage. Others may use the building on such occasions at the discretion of the Congregation Council and/or its officers. Determination of church membership – those who are currently **active** members of Trinity Evangelical Lutheran Church is defined by the church's governing documents, or those who officially join the congregation's membership before the wedding date. Membership status may be determined by contacting the office secretary.

Couples who contemplate marriage should make arrangements for a period of marriage counseling with Trinity's pastor at least twelve weeks, or three months before the ceremony. **All** couples must comply with this requirement to be married by the pastor of this church.

OFFICIATING CLERGY

Trinity's pastor shall officiate at any wedding held on site.

The officiating clergy will be responsible for pre-wedding sessions, the wedding rehearsal, coordination of local support staff, and preside at the wedding. Visiting Clergy are welcome to assist in the wedding service.

SCHEDULING YOUR WEDDING

Scheduling of the wedding date is on a first-come, first reserved basis. Scheduled wedding dates have priority over tentative wedding dates. Reserve your date as early as possible to secure the day and hour you desire. Normally only one wedding will be scheduled for any given day. Check with the church calendar first before making reception, and other wedding plans to avoid unfortunate scheduling conflicts.

All couples scheduling a wedding must meet with Trinity's pastor to review wedding plans. This session should be held as early in the planning process as possible. *Wedding dates will not be officially scheduled until after this initial session has taken place.*

Tentative wedding dates will become confirmed dates after the initial meeting with Trinity's pastor, and (for non-members) the non-refundable deposit fee of \$50.00 to "Trinity Lutheran Church" is paid.

Arrangements for the wedding rehearsal should be made with one of the pastors as early as possible.

Church policy states that weddings will NOT be scheduled during Holy Week, the Saturday before Easter, Christmas Eve, or Christmas Day.

Saturday weddings may be scheduled as late as 3:00 p.m., or after 6:30 p.m. The building and parking lots must be cleared by 4:30 p.m. so as to avoid conflict with Trinity's regular Saturday 5:00 p.m. worship service.

WEDDING LICENSE

A license for marriage is authorized by the Clerk of Orphan's Court in any county in Pennsylvania, and is valid in any county in the state. The couple is responsible for securing this license and providing it to the officiating clergy. Without a valid wedding license in hand there cannot be a wedding service by law. It is strongly recommended that the license be given to the officiating clergy prior to the wedding rehearsal.

CHURCH MUSIC

Trinity's Director of Music has the privilege of "first contact" with the wedding couple concerning wedding music. Potential visiting musicians must consult with Trinity's Director of Music. Fees may apply.

CARE OF CHURCH

Guests should be informed that no confetti, rice, flower petals, or birdseed may be used in or around the church property. Other postnuptial celebrations (turtle doves, butterflies, bubbles, etc.) should be determined in conversation with one of the pastors.

It is requested that no nailing or tacking be done, nor any form of tape be used in any part of the church.

The use of center-aisle runners is expressly prohibited in any fashion.

Seasonal Chancel area worship paraments or decorations are not to be changed for weddings.

DAMAGE LIABILITIES

The wedding couple is personally responsible for any costs related to property damage and repairs resulting from their rehearsal and wedding.

PHOTOGRAPHS AND VIDEOTAPING

Photographs may be taken from the balcony during the service with no flash attachment used. Videotaping of the service is permitted from a stationary position.

SANCTUARY DECORATING

If candles other than altar candles are to be used, the pastor must be consulted. All candles must be protected by the use of hurricane shields or wax savers. If candles are to be used on the pews, they are to be returned clean and free of wax. Pop-up candles may be purchased through the church at cost.

One of the pastors should be consulted relative to the placement of floral decorations.

RECEPTIONS

Members of the church's Wedding Reception Committee are available to help in all arrangements other than the service itself. It is recommended that if they are not used, they be informed of all arrangements.

The serving of refreshments shall be confined to the Social Hall or the Church Lounge. No food shall be served or carried to any other part of the building.

A kitchen supervisor, normally a member of the church's Wedding Reception Committee, must be in attendance in all cases for outside caterers. His/her position will be strictly supervisory.

The church forbids the use of non-recyclable products.

We have read the statement of policies for use of the facilities in the Planning A Wedding booklet. We agree to be responsible for cost of repairs and/or replacement of facilities and equipment in the event of damage incurred through our use.

Signature

Date

Signature

Date

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