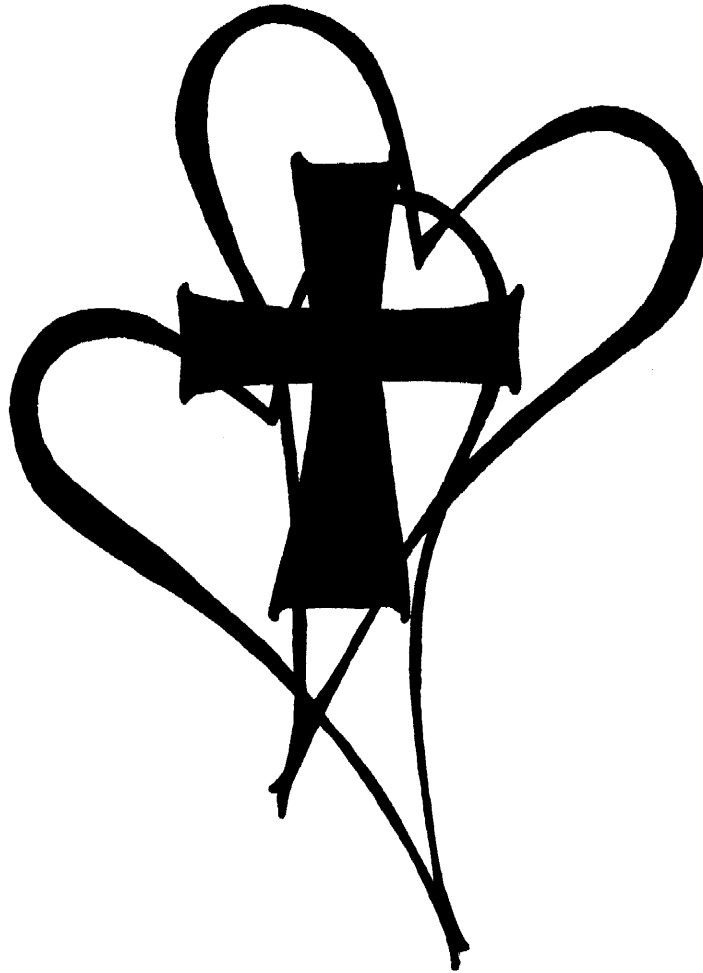


# TRINITY LUTHERAN CHURCH WEDDING MANUAL

*“For this cause a man shall leave his father and his mother, and shall cleave to his wife, and they shall become one flesh.” Genesis 2:24*



*2535 Jefferson Road ✦ Athens, GA 30607*

*(706) 546-1280 ✦ Fax: (706) 546-0150*

*www.trinity-athens.org ✦ church@trinity-athens.org*

# TABLE OF CONTENTS

❖ Introduction.....	3
❖ Trinity Weddings.....	3
❖ Coordination and Direction.....	4
❖ Theology of Marriage and the Wedding Ceremony.....	4
❖ Premarital Counseling.....	5
Wedding Dates.....	5
❖ Wedding Hostess.....	5
Wedding Coordinator.....	6
❖ Photography & Video .....	6
❖ Music.....	7
❖ Miscellaneous.....	8
❖ Rehearsal .....	9
❖ Wedding Day.....	10
❖ Order of Service.....	10
❖ Reception.....	11
❖ Schedule of Fees.....	11
❖ Wedding Application.....	14
❖ Membership Application.....	15
❖ Pictures of Wedding Banners.....	17

# Introduction

Congratulations on your upcoming wedding! A wedding ceremony is a spiritual covenant with God joining the hands and hearts of couples to Christ and His church. Trinity Lutheran Church and staff wish to extend to you our assistance in making sure that your special day is joyful, reverent, and memorable for you and your guests. This document is to help you in your preparations by letting you know about all aspects of weddings conducted here at Trinity Lutheran Church in Athens, Georgia.

If there are questions that are not answered here, you may call our Wedding Hostess, Shashana Reinking at 546-1280 Ext. 1, or email sreinking@trinity-athens.org.

## Trinity Weddings

Trinity has a beautiful sanctuary and there are always a lot of people who want to get married here especially since we are located in a university town. But we are not in the “wedding business.” *We are a congregation of believers in Jesus Christ* who conduct weddings centered on Christ for our members, immediate family, or member prospects. In other words, weddings done at Trinity are for those who are members or immediate family of members, or those wishing to become members.

### **Non-Member Trinity Wedding Policy:**

We want people who want to be a part of our Trinity *family*. We want people who believe what we do about God, the Bible, the Sacraments, etc. Because of that, we want to make sure that Trinity is a good fit with both of you. One of the ways to find that out is to worship regularly with us so you can see what we believe. In addition, we want you to attend our six hour Adult Instruction Class where we will go more into depth of what Scripture teaches, what Lutherans believe, and who we are as people of Trinity. Adult instruction is offered quarterly throughout the year. Contact the church office for dates and times. At the end of the class, you will be given the opportunity to become full voting members of Trinity, if you so choose. A membership application is provided in this manual or you may download one off of our website.

*We hope you will become a part of our family here!*

## Coordination and Direction:

Besides being a member, family of a member, or in the process of becoming a member, we also have specific requirements before a wedding is conducted. They are listed below.

- First, you must schedule an appointment with our Trinity Wedding Hostess. You may reach the wedding hostess, Shashana Reinking, by calling (706) 546-1280 Ext. 1 (9:00 a.m. – 2:00 p.m. Tu. – Fri.) **We require that all couples being married use the services of our Wedding Hostess.** She will help you establish a wedding date on the church calendar, give you our Trinity wedding application, and go over our Trinity wedding manual with you. The Wedding Hostess serves as the representative of the church to assist the bride and groom in preparation for the wedding. Her specific duties are listed on Pages 5-6 and her fees are in the schedule of fees on Page 12.
- Once the wedding date is on the calendar you must schedule an appointment to speak with the Pastor so that he can get to know you and it will also allow both of you to ask questions pertinent to the upcoming nuptials. To schedule an appointment, please call the church office (706) 546-1280 Ext. 2. We prefer that you use the services of Trinity's pastor for your wedding. Special requests must be cleared by Trinity's pastor.
- We must receive a completed Wedding Application at least six months prior to the wedding date. If this is not possible, discuss special circumstances with the Pastor.
- You must commit to pre-marital counseling sessions. How many of these sessions, the location, number, etc. will be determined by the officiating pastor.
- Once your wedding date has been established, you should contact Trinity's music director to schedule an appointment as well. All wedding music should be reviewed and approved by him at least 6 weeks prior to the wedding date.
- All fees need to be submitted at least 3 weeks prior to the wedding date. See schedule of fees on page 11.

## Theology of Marriage and the Wedding Ceremony

A Christian wedding is first and foremost an occasion of Christian worship and should be approached with this in mind. Christian worship is focused on God; adoration of God, praying to God, knowing God and communicating with God. With this in mind, please understand that the officiating pastor is the primary leader of the service. The couple should consult with the pastor about items such as the readings, appropriate music, vows and other details. Trinity's Pastor is the final authority on all aspects of the wedding service itself.

# Premarital Counseling

All couples getting married at Trinity must agree to go through pre-marital counseling before a wedding can take place. The officiating pastor will determine the particulars of how many sessions and what will be covered. This could mean simple sessions with the pastor, counseling at a third party location, or both.

The sessions must be completed at least three months prior to the wedding date. Upon completion, a certificate or letter will be issued.

# Wedding Dates

Wedding dates are set by couples for various reasons. It is a date that will be remembered for the rest of the couple's lives.

When setting a date, however, it is necessary to keep in mind a few things:

- Wedding dates are given on a first come, first serve basis. All church ceremonies and programs will take precedence when scheduling a wedding ceremony.
- No weddings will be scheduled on a national holiday, during Holy week, or the week of Christmas.

# Wedding Hostess

The Wedding Hostess serves as the representative for the church to assist the bride and groom in preparation for the wedding. It is required for members and non-members to use our wedding hostess. S/he is a member of Trinity Lutheran Congregation and will be at all rehearsals and weddings. They are knowledgeable and familiar with Trinity's wedding manual. See the schedule of Fees on page 11.

*Specific duties are as follows:*

- Meet with the bride and groom to schedule a wedding date, go over the wedding manual, and give them a wedding application.
- Arrive no later than 15 minutes prior to the rehearsal time and the designated time bridal party will arrive for wedding. Coordinate with bride the floral arrangement arrival time and pick-up of any floral equipment and also the same with caterer if reception is held at the church.
- Open and secure the building facilities for all rehearsals and the wedding.
- Make sure lights are turned on/off and AC/Heat is on/off.

- Responsible for setting up the altar for the wedding including paraments, banners requested by the bride, and making sure candles are filled with oil.
- Responsible for reminding altar guild of wedding and time the altar guild can prepare altar (removing wedding banners and communion set-up) for Sunday services.
- Coordinates with custodian times for clean up before rehearsal, before wedding and after wedding.
- Responsible for setting up sound system, including any extra microphones and recording of the service.
- Makes sure bridal dressing areas (youth room) are equipped with full length mirrors, covered windows, and shows bridal party exit and entrance path. Same with groomsmen area (Office reception area).
- Clears Gathering Room area.
- If reception is held at Trinity, makes sure those facilities are unlocked for caterer, AC/Heat is on and facilities are secure after reception.
- After wedding: makes sure Gathering Room is ready for Sunday services.
- Checks all rooms used for personal items. Turns off sound system and all lights and secures the facilities.

## **Wedding Coordinators**

Weddings have become very complicated over the years. Because of that, many couples have sought out the help of professional “wedding coordinators” to help them in preparing for their special day. Trinity understands that and wants to help them help you. You are still required to use the services of our Wedding Hostess. We also request that the wedding coordinator be given a copy of our wedding manual as we feel it is an invaluable tool for any wedding coordinator who is serving a couple wishing to get married at Trinity.

If there are questions a coordinator has which are not in this document, s/he should feel free to contact our Wedding Hostess. Trinity’s Wedding Hostess is the on-site approving or disapproving authority for all wedding coordinators.

## **Photography & Video**

Because you will want to remember your wedding day it is understandable that a photographer and/or videographer will most likely be involved. (For the rest of this section, what applies to the photographer also applies to the videographer.)

Photographers should read, at the very least, this section of this document and be familiar with it.

- The most important thing to remember is that the wedding is a worship service. Because of that, proper reverence, respect, and decorum will be observed throughout the service.
- The “worship service” proper is defined, for our purposes here, as the time between “The Invocation” and “The Benediction.” Practically, what that means is that the Procession down the aisle and “the giving away of the bride” are acceptable to have flash photography for and those pictures may be taken from the aisle. The same is the case for “the kissing of the bride” and recessional. Between the two, there should be no photography that is “disruptive,” no flash photography, and no photography with “extra” lighting. Things that are disruptive would include (but not be limited to) “walking around” taking pictures and “clicks” of the camera during quiet times, when it will be heard and overtly noticed by the worshippers. *If in doubt, please ask!*
- The photographer must be finished with all pictures taken before the ceremony at least 45 minutes prior to the service.
- There is an hour allotted for pictures following the end of the service.

Because of time constraints for pictures following the service, it is recommended that as many pictures as possible be taken before the service begins.

It is not necessary that photographers attend the rehearsal, but they do need to speak to the pastor at least 45 minutes prior to the beginning of the wedding service. The pastor will, at that time, let the photographer know where s/he may/may not set up.

It is acceptable for the pastor to wear an extra microphone for the videographer, if so desired. It may also be possible for the videographer to “tap into” Trinity’s sound system, if that is desired.

## Music

Music is an important part of everyday life. That is true in the church as well. Music helps set the tone and atmosphere for an occasion and it also conveys a message, unique to its style.

With that in mind, all music used for a wedding should be suitable for worship. To help in that determination, all music, including solos, etc., must be approved by Trinity’s music director prior to the wedding. This must be set at least six (6) weeks prior to the wedding.

Other things to keep in mind regarding music:

- Trinity’s music director is available, if requested, to play music during the ceremony. See the fee schedule on page 11 for music director fees.

- Trinity's music director requires a meeting with the couple in order to plan the music selections and to review the plans and schedule for the ceremony.
- Please notify the music director if a soloist or outside musician will be performing. The music director *must* meet with any soloist at least once before the wedding.
- Please notify the music director if extra microphones need to be used during the ceremony.

## Miscellaneous

Here are some other things to keep in mind with regard to weddings at Trinity.

- Trinity's campus is drug free. No drinking or smoking are allowed on the premises.
- Fresh and artificial flowers may be used in the sanctuary, however, **ONLY ARTIFICIAL** petals may be thrown on the floor or tile.
- Flowers and other decorations may not cover the cross.
- The white paraments are traditionally used for wedding ceremonies, however if you have a special request regarding the paraments, discuss these with the wedding hostess. (A picture of suggested paraments and banners are provided in the back of the wedding manual.)
- The church has three sets of candle sticks (brass, silver, and wood) available for the ceremony. You may provide your own candle sticks or candelabra. Drip-less candles must be used for all candle holders and/or candelabras.
- We have a Unity/Christ candle holder that can sit on the altar. The candles must be supplied by the couple.
- The florist may begin decorating the church 4 hours prior to the ceremony. Special consideration may be given on a case-by-case basis for set up of decorations for early morning ceremonies.
- All decorations must be easily removable. You may not nail, tape or permanently affix anything in the buildings or on the furniture including the pews.
- All decorations and flowers will need to be removed within one hour after the ceremony. Please arrange for someone to collect the decorations and flowers after the ceremony.
- Trinity's Florist is Elizabeth Ann Florist (706) 769-6661. We are under contract for two bouquets per Sunday (\$40.00). It is acceptable to sign up for the altar flowers and use them for your wedding. They arrive on Friday afternoons. However if you want to add more flowers or suggest particular colors it is the bride's responsibility to contact Elizabeth Ann and pay for the additional flowers. This is in addition to paying Trinity the \$40.00 altar flower fee.
- No furniture or instruments will be moved in any of the buildings.
- Birdseed may be thrown outside the church as the couple leaves. Rice may not be used. Bubbles are only to be used outside.

- No weddings will be scheduled on a national holiday or on a day the church office is closed without prior consent of everyone involved (i.e. pastor, custodian, organist, etc.).
- All concerns and special requests should be discussed with the pastor at least six weeks prior to the wedding date. The pastor makes the final decision regarding all special requests.

## Rehearsal

The rehearsal is an integral part of any wedding. Weddings at Trinity are no exception.

Because a wedding ceremony is, first and foremost, a worship service, steps should be taken to insure that the service is conducted properly and with reverence. The wedding rehearsal helps to insure that this will happen.

Because of the importance of the rehearsal it is necessary that everyone involved in the wedding service itself be at the rehearsal. This includes:

1. The wedding party. Bride, groom, bridesmaids, groomsmen, flower girl, and ring bearer.
2. Ushers
3. Parents of the bride and groom
4. Special musicians and/or soloists
5. Any wedding coordinator the couple may have hired

It is not necessary that the photographer/videographer be present at the rehearsal. However, it is necessary that they read the proper sections (page 6) prior to the wedding and that they speak to the pastor at least 45 minutes prior to the beginning of the wedding service.

Other things to keep in mind with regard to the rehearsal:

- The latest a Friday rehearsal can begin is 5:00 p.m.
- No rehearsal will be scheduled on a national holiday or on a day the church office is closed without prior consent of everyone involved (i.e. pastor, custodian, organist, etc.)
- The rehearsal *will not* extend past one (1) hour. Therefore, it is *imperative* that everyone involved get to the rehearsal on time.

### Rehearsal Checklist

- ❖ Order of ceremony
- ❖ Review all music selections
- ❖ Correct names and pronunciation

- ❖ Confirm times for arrival on the wedding day
  - Bride & Bridesmaids
  - Groom & Groomsmen
  - Florist
  - Photographer
  - Musicians
  - Caterer and/or Baker for the reception

## Wedding Day

- We strongly encourage the wedding party to arrive no later than 3 hours before the ceremony. Allow plenty of time to get ready and have pictures completed 45 minutes prior to the ceremony.
- The preschool wing and church office are available to the wedding party for dressing for the wedding.
- Check list of items to bring on wedding day:
  - Marriage license; Trinity will mail this out following the wedding.
  - Wedding rings; give them to the best man/maid of honor
  - Wedding attire and all accessories
  - Wedding party and family bouquets and boutonnieres
  - Guest book, pen and pen holder
  - Wedding programs
  - Unity candle
  - All decorations
  - Bride and groom gifts
  - Flower girl and ring bearer accessories
  - Emergency supplies (extra pantyhose, clear nail polish, safety pins, sewing kit, etc.)
  - Special ceremony items

## Order of Service

A suggested order of ceremony used at Trinity is printed below. **NOTE:** Trinity does *not* provide the printed wedding bulletins. It is the couple's responsibility to have the bulletins printed.

- |                                    |                                    |
|------------------------------------|------------------------------------|
| ➤ Prelude                          | ➤ Lighting of unity/Christ candles |
| ➤ Seating of families              | ➤ Solo or special music if desired |
| ➤ Processional                     | ➤ Communion, if desired            |
| ➤ Welcome                          | ➤ Prayers                          |
| ➤ Scripture Reading                | ➤ The Lord's Prayer                |
| ➤ Homily                           | ➤ Benediction                      |
| ➤ Solo or special music if desired | ➤ Presentation of the couple       |
| ➤ Exchange of vows                 | ➤ Recessional                      |
| ➤ Blessing of the rings            |                                    |

# Reception

The wedding reception is just as important to the couple as the ceremony. Trinity has two areas available for receptions. For a wedding of fewer than 50 guests we suggest using our Gathering Room. For weddings with over 50 guests our Fellowship Hall is available. We have a separate building use policy for usage of the Fellowship Hall or gathering room for a reception.

Below is a list of things to keep in mind regarding receptions held at Trinity:

- Fees for using our reception facilities are on the fee sheet (Page 11).
- No alcohol is allowed at any Trinity functions including wedding receptions.
- All decorations must be temporary and easily removed.
- All set-up and take down of tables and chairs are the responsibility of the bridal couple.
- All decorations must be removed and the Fellowship Hall restored to the order in which it was found immediately following the reception in preparation for Sunday morning activities. This includes any rented equipment (tables or chairs).
- We have 10 - 8 ft. long tables and two circular tables available as well as 130 folding chairs. There are also tablecloths available upon request.
- Discuss all special requests with the wedding hostess.
- Reception checklist
  - Cake knife and server
  - Toasting glasses
  - Plates, bowls, forks, knives, & spoons
  - Table linens
  - Decorations
  - Party favors
  - Disposable cameras
  - Garter and tossing bouquet
  - Special items

# Wedding Fees

All fees must be submitted to the Wedding Hostess 3 weeks prior to the wedding. Please provide the checks in individual envelopes and have them clearly marked.

- Pastoral and Counseling Fees (Make check out to the Pastor)
  - Church member(s) – The pastor does not set a fee for his services. Normally any monetary appreciation for the Pastor is given by the groom and is an expression of appreciation for the premarital counseling sessions and for conducting the ceremony. Pre-marital counseling, preparation for the ceremony, the rehearsal and the wedding

itself, as well as special attention to other aspects of the celebration, require a significant investment of the pastor's time. Suggested fee: \$300.00

- Non-church members - \$400.00 (\$200.00 for the ceremony & \$200.00 for the counseling sessions).

➤ Church Musician Fees (Make check out to Tom Ayer)

- Church Members – \$150.00, negotiated privately with the music director
- Non church members – base price \$175.00. Additional rehearsals and/or purchase of music will increase this fee

➤ Cleaning Fees for Church Members (Make check out to Zeke Turner)

- Sanctuary/dressing areas/bathrooms - \$150.00. Includes cleaning before rehearsal, checking on before wedding, cleaning after wedding before Sunday services.
- Fellowship Hall – Additional \$100.00 if the Fellowship Hall is used for the reception
- Gathering Room – Additional \$50.00 if the Gathering Room is used for the reception

➤ Trinity Wedding Hostess (Make check out to Shashana Reinking)

Members - \$150.00 (Additional \$50.00 if reception at Trinity).

Non-church members - \$300.00 (Additional \$100.00 if reception at Trinity.)

➤ Building usage fee: Non-members only - \$500.00 (includes janitorial fees)

Total: Non-Member Fees: (including – Janitorial fees, building usage fee, Pastor, Music Director, Wedding hostess) \$1375.00

## Contact Information

***Trinity Lutheran Church***

*2535 Jefferson Road*

*Athens, GA 30607*

*(706) 546-1280*

*Fax: (706) 546-0150*

*www.trinity-athens.org*

*church@trinity-athens.org*

*Wedding hostess: sreinking@trinity-athens.org*

*Music Director: tayer@trinity-athens.org*

*Pastor: pastor@trinity-athens.org*



# ✠ Trinity Lutheran ✠

## Athens, Georgia ✠ Application for Membership

*Please fill out a separate application for each confirmed person seeking membership.*

*"But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light."*  
**1 Peter 2:9**

**Name:** \_\_\_\_\_  

First
Middle
Last
(Maiden)

**Address:** \_\_\_\_\_  

Address
City
GA  
State
\_\_\_\_\_  
Zip+4

**Phone:** ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  

Home
Work
Mobile/Other
Fax

**Email:** \_\_\_\_\_  

Home
Work

**Work:** \_\_\_\_\_  

Occupation
Employer

**Church Affiliation:** \_\_\_\_\_  

Previous Church
Denomination
City
State

**Born:** / / \_\_\_\_\_  

Date
City
State

**Baptized:** / / \_\_\_\_\_  

Date
Church
City
State

**Confirmed:** / / \_\_\_\_\_  

Date
Church
City
State

*Please fill out spouse & children information on back.*

In applying for membership at Trinity Lutheran Church, I affirm my loyalty to my Lord Jesus Christ and state my desire to assume the responsibilities as a member of Trinity Lutheran Church by the grace and with the help of God. These responsibilities are:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. To worship regularly with God's family at Trinity.</li> <li>2. To commune frequently.</li> <li>3. To lead a Christian life.</li> <li>4. To financially support the ministry to which God has called us.</li> <li>5. To render Christian service according to my ability.</li> </ol> | <ol style="list-style-type: none"> <li>6. To provide for the Christian education of my children at home and through the agencies of the congregation.</li> <li>7. To grow in Christian knowledge and personal devotion to God.</li> </ol> |
|---|---|

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Spouse:

Marriage Info:

Status \_\_\_\_\_

Wedding:

/ / \_\_\_\_\_  
Date Church City State

Spouse:

\_\_\_\_\_ First Middle Last (Maiden)

### Unconfirmed Child(ren):

*(Please copy page and attach for more children.)*

Name:

\_\_\_\_\_ First Middle Last

Date of Birth:

/ / \_\_\_\_\_  
Date City State

Baptism:

/ / \_\_\_\_\_  
Date Church City State

Schooling:

\_\_\_\_\_ School Attending Grade

Name:

\_\_\_\_\_ First Middle Last

Date of Birth:

/ / \_\_\_\_\_  
Date City State

Baptism:

/ / \_\_\_\_\_  
Date Church City State

Schooling:

\_\_\_\_\_ School Attending Grade

Name:

\_\_\_\_\_ First Middle Last

Date of Birth:

/ / \_\_\_\_\_  
Date City State

Baptism:

/ / \_\_\_\_\_  
Date Church City State

Schooling:

\_\_\_\_\_ School Attending Grade



