

# *Trinity United Church of Christ*

Congratulations on your decision to share your lives in the covenant of marriage and to solemnize your marriage in the presence of God and the church. Questions are often asked concerning the arrangement of the church for weddings. The following policies and procedures for our church have been set up to help in the planning for your wedding. The church can be made as festive and beautiful as it is possible to make it, but it should keep the atmosphere of a church – a House of Worship. It should be remembered that a church wedding is a service of worship and consecration, a religious ceremony, and all preparations should be made with this in mind.

The ministry of Trinity Church is for both wedding planning and for marriage preparation. Couples will meet with the pastor at least twice: one time initial visit/marriage preparation; one time to plan the service.

We invite couples that are not part of the life of Trinity United Church of Christ to worship on Sunday mornings. Having a sense of the mission and vision of the overall ministry of Trinity Church is helpful in understanding Trinity's style and approach to weddings.

## *Applying for a Wedding at Trinity United Church of Christ*

The initial contact with the church is normally made at least six months prior to the wedding, but not more than twelve months. We do give priority to Trinity members' weddings; therefore, non-member weddings may be placed on the calendar no more than six months in advance. After reading this booklet, fill out the

application forms and the two Pastor Information forms and return them to the Administrative Assistant. At that time the date and the hour for the wedding and rehearsal will be tentatively scheduled. Upon approval by a pastor and the appointment by the church organist of an approved organist, the Administrative Assistant will confirm the date on the church calendar and with the couple.

### **The Pastor**

Performing weddings at Trinity Church is one of the responsibilities of our called pastor(s). Where it is the wish of the bride or groom to invite other clergy besides the pastor to participate in the ceremony, they should make this known to the pastor of this church, who will then extend the invitation to the guest clergy. The pastor looks upon the responsibility of officiating at the marriage of two persons as a sacred privilege, and represents the church of Jesus Christ, and the local congregation.

If you care to invite the pastor (and spouse/significant other) to your rehearsal dinner and/or reception, please consider her/him as part of the guest list with a clear invitation.

### **The Setting for Your Wedding**

#### **Sanctuary**

**Seating capacity** - approximately 400.

**Aisle runner** - if desired, needs to be about 50 feet and is obtained through your florist.

**Bulletins** - can be printed in the church office. You must give complete information to the Pastor at least 4 weeks before the wedding. You must supply the bulletin covers which you can purchase through the church office; Berean Christian Book Store in Montrose; or Cokesbury in Canton.

**Floral decorations** - must be arranged by the couple.

**Candelabra** - may not be decorated with flammable substances.

**Candles** - are permitted only in the candelabra and on the altar which. (Candle lighting is usually done by 2 ushers or acolytes.)

**Unity Candle** - if desired, must be provided by the couple.

**Tape** may not be used on the pews.

**Flash photographs** - may not be taken by the congregation during the service.

**Photographer and videographer** must speak with the pastor about area available to them.

**Ushers:** A minimum of 2 are needed, with an additional 2 for each 100 guests anticipated.

### Prayer Chapel

**Seating/standing capacity** - approximately 8.

### Library

**Seating/standing capacity** - approximately 25-30.

### Garden/Courtyard

**Seating/standing capacity** - approximately 25-30.

### Fellowship Hall

**Seats capacity** - 150-200. Available for wedding receptions.

Couple is responsible for all arrangements. Must be vacated by 11:00 p.m. on Saturday evenings.

**NO FLASH PHOTOGRAPHY is permitted during the service** (except by approved photographers).

**\*\* Rice, birdseed, confetti, bubbles, etc.** are to be used only **outside** the building.

**\*\* NO POPPERS OF ANY KIND are permitted on the premises!**

**\*\* NO SMOKING** is permitted inside the building.

**\*\* NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS** are to be consumed on church property including in the building, courtyard, and parking lot.

# Music for the Wedding

Wedding music is to be selected for a worship service, which is an offering to God.

The Trinity Organist or Director of Music will play for all weddings at Trinity United Church of Christ, or provide you with the name of an approved substitute organist. Requests for special music selections may be discussed with the organist since they are familiar with music appropriate for services at Trinity and approve all music for the worship services. The organist fee includes one consultation, one wedding rehearsal, 30 minutes of prelude music and 15 minutes of postlude music.

The use of vocalists and other instrumentalists must be arranged in consultation with the approved organist. Vocalists are expected to furnish music in the key in which it will be performed. A variety of musical selections appropriate for wedding services at Trinity are available from the Trinity Organist or the Director of Music. Possibilities of appropriate music include the following:

## **PROCESSIONALS**

Wedding Processional from <i>Lohengrin</i>	Wagner
Processional in G Major	Handel
Wedding Processional	Schreiner
Trumpet Voluntary in D Major	Purcell/Clark
Ode to Joy	Beethoven

## **RECESSIONALS**

Wedding March from a Midsummer Nights Dream	Mendelssohn
Trumpet Tune	Purcell
Now Thank We All Our God	Karg-Elect
Now Thank We All Our God	Kaufman

March from Two Oratorios	Handel
Jesu Joy of Man's Desiring	Bach
My Heart Ever Faithful	Bach
Fantasy in A Minor	Bach

## **VOCAL SELECTIONS**

Set Me As A Seal	Clokey
Wedding Song	Heinrich Schuetz
Be Thou With Them	Bach
O Perfect Love	Cassler
O Perfect Love	Burleigh
Wedding Prayer	Dunlap
O Loving Father	Franck
Entreat Me Not To Leave Thee	Gounod
A Wedding Prayer	Williams
A Wedding Prayer	Diggle
A Wedding Benediction	Lovelace
The Pledge	Black
The Lord's Prayer	Malotte
The Lord's Prayer	Flor Peeters
Abide With Them, Dear Savior	Cassler
Lead Us, Heavenly Father	Richard
One Hand, One Heart	Bernstein
Evergreen	Streisand
Longer	Fogelberg
All I Ask Of You	Weber
Through the Eyes of Love	Hamlisch
Wind Beneath My Wings	Henley & Silbar

## *Wedding Fees*

<b>Sanctuary</b>	<b>Member</b>	<b>Non-Member</b>
Use of sanctuary	No Charge	\$125.00*

Candelabra	\$ 15.00	\$ 20.00
Custodian	\$ 75.00	\$100.00
Organist	\$150.00	\$150.00
Minister	**See Below	\$150.00

\* Deposit needed when date is confirmed - \$100.00 NON-REFUNDABLE

\*\* Pastoral honorarium is discretionary for members. If another pastor is invited to officiate at the ceremony the pastor receives \$75.00 (half of honoraria for coordination efforts)

<u>Chapel/Library/Garden</u>	<u>Member</u>	<u>Non-Member</u>
Use of Room	No Charge	\$ 50.00*
Minister	**see below	\$150.00
Custodian	\$ 50.00	\$ 60.00

\* Deposit needed when date is confirmed - \$50.00 NON-REFUNDABLE

\*\* See above pastoral information.

<u>Church Reception</u>	<u>Member</u>	<u>Non-Member</u>
Use of Fellowship Hall	No Charge	\$125.00*
Use of Kitchen	No Charge	\$ 75.00
Custodian	(depending on number of people:)	
1-100	\$75.00	\$100.00
101-200	\$85.00	\$100.00

*Please note:*

**\*\* All FEES** are to be paid **no later than NOON** the day of the rehearsal.

**\*\* SEPARATE CHECKS** must be made out to the church (Trinity United Church of Christ) and to each person who receives a fee (Organist, Custodian, Pastor, etc.)

*Thank you!*

# *Ohio Marriage Law Requirements*

No wedding can be performed without a valid license issued by the State of Ohio within the prescribed time limits. Application for a Marriage License can be made at the:

## SUMMIT COUNTY PROBATE COURT

209 South High Street, 1st Floor, in Akron, Ohio 44308

330-643-2345    330-643-2346

Hours: 8:00 a.m. - 4:00 p.m., Monday thru Friday.

## MEDINA COUNTY PROBATE COURT

93 Public Square, Medina, Ohio 44256

First floor in the Courthouse

330-725-9703

Hours: 8:00 a.m. - 4:00 p.m., Monday thru Friday.

## WAYNE COUNTY PROBATE COURT

107 West Liberty, Wooster, Ohio 44691

330-287-5577

Hours: 8:00 a.m. - 4:00 p.m., Monday thru Friday.

## **Requirements**

1. One member of the couple must reside in the county in which the license is sought. **Both** prospective bride and groom must appear in person to make application.

2. Age Requirements:

**Summit County**: If either party is under the age of 18, parents must sign on their behalf and a letter from the presiding minister or a marriage counselor must be presented stating that the couple has received at least 3 sessions of counseling.

**Medina County**: If the male is under the age of 18, the girl must be pregnant and the couple must apply through the Juvenile Court.

**Wayne County:** If the male is under the age of 18, the application must go through a judge. If the woman is under the age of 16, a doctor's note of pregnancy is required.

3. Fees: All require fees paid in cash. Check with the county for exact amount.
4. Each must present either a certified birth certificate, a valid driver's license or a picture I.D. In Wayne County - birth certificates are required. Social Security cards/numbers are also required except in Medina County
5. Where applicable, a certified divorce decree must be presented from the previous marriage (each marriage if married more than once).
6. Blood tests are no longer required.
7. A marriage license is good for 60 days.
8. IN MEDINA COUNTY: If one of the applicants is a widow or widower, they must produce a death certificate for the former spouse or know the date of death.

**\*\* The MARRIAGE LICENSE** is to be given to the Officiant (pastor officiating at the wedding) **no later than the day of the rehearsal.**

*When love is found and hope comes home,  
Sing and be glad that two are one.  
When love explodes and fills the sky, praise God, and share our  
Maker's joy*

*When love has flowered in trust and care, build both each day,  
That love may dare to reach beyond home's warmth and light,  
To serve and strive for truth and joy.*

*When love is tried as loved-ones change,  
Hold still to hope, though all seems strange,  
Till ease returns and love grows wise through listening ears and  
opened eyes.*

*When love is torn, and trust betrayed,  
Pray strength to love till torments fade, till lovers keep no score of  
wrong,  
But hear through pain love's Easter song.*

*Praise God for love, praise God for life, in age or youth, in calm  
or strive.*

*Lift up your hearts!  
Let love be fed through death and life in broken bread.*

Brian Wren  
From the United Church of Christ New Century Hymnal

## *Contact information:*

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Rev. Daniel Doty, Senior Pastor

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Cheryl Powers, Administrative Assistant

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Dale Guiley, Organist

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Ann Hudson, Director of Music

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## *Notes:*

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