

**TRINITY UNITED CHURCH OF CHRIST**  
**60 E. High Street**  
**Gettysburg, PA 17325**

**WEDDING POLICY**

The wedding ceremony is one of the most sacred celebrations of the Church. It is the desire of the Pastor and the church family to make every such celebration a beautiful and worshipful experience. We extend to each wedding party every possible courtesy and assistance.

Trinity will provide services when the following procedures have been adopted.

**MINISTER**

The couple to be married should be in contact with the Pastor as far in advance of the ceremony as possible. It is the will of the Pastor to meet with the couple a few times prior to the ceremony in order to get to know them as a couple and to gain a deeper understanding of the creation of the ceremony. The Pastor will provide advice and literature which will be helpful for properly preparing for marriage.

The current called pastor of Trinity UCC officiates at all marriages in the church, except when other arrangements are made with the pastor and approved by the Consistory. Additional clergy may participate at the request of the couple and at the invitation of the called pastor. Minimum fee for non-members: \$250; members at their own discretion.

The Pastor will conduct the rehearsal on the evening before the wedding, unless unusual circumstances dictate another time.

Non-member weddings must be approved by Consistory and **must** include the current called Pastor of Trinity as the coordinating Pastor for the ceremony and rehearsal.

**MUSIC**

Trinity's organist is responsible for providing music at all weddings. The organist has the right of first refusal for playing the organ/piano. Other organists/pianists may be used only with the permission of the pastor and the organist. The organist's fee should be a minimum of \$100, or \$150 if a soloist is involved. In cases where an outside organist is used, special arrangements should be made in advance.

Music used with the ceremony should be in keeping with the sacredness and dignity of the wedding service. The music should praise God and pray for God's presence and blessing. You should contact the organist one to two months before your wedding date. When you meet with them, you may plan for a processional and recessional, hymns for congregational singing, and perhaps preludes prior to the service. The organist will have suggestions to help you in making your decision. If you are planning for a soloist, remember that the music should be scripturally based and worshipful music.

**WEDDING COORDINATOR**

Trinity provides a wedding coordinator, when appropriate, for your wedding. The Pastor strongly encourages the use of this coordinator whenever a rehearsal is required for your wedding. The coordinator, who is very familiar with our church building and our procedures, will assist at the rehearsal and on the day of the wedding. Trinity thinks you will find the coordinator's services very beneficial toward a smooth and orderly wedding day. A minimum fee for the coordinator is \$150.00.

**PHOTOGRAPHS**

Flash photography may not be used during the ceremony proper. Pictures may be taken during the processional and recessional. One professional video camera is permitted during the ceremony, but it must remain in one

stationary location. After the recessional, the wedding party may return for as many pictures as desired.

**ALCOHOL/SMOKING**

Trinity is an alcohol and smoke free facility. No alcoholic beverages are to be used inside or outside the church building before or after rehearsals and weddings, with the exception of a beverage used for a **single toast**, should the reception be held in Fellowship Hall. Smoking is not allowed inside or outside of the church building nor on the grounds.

**RECEPTIONS**

Receptions held in the church building (Fellowship Hall) must be coordinated with the Pastor and one of the organizations of the church or an approved caterer, unless other arrangements are made with the Pastor.

**FEES**

- **CLEANING DEPOSIT:** There is a \$200 refundable deposit required from everyone. This fee covers minor damages or if exceptional cleaning efforts are required following the event.

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|--|---------------|---|
| • <b>CEREMONY (SANCTUARY)</b>                    | <u>Member</u> | <u>Non-Member</u><br>Without candelabra |
|  |               |   |
|  |               | \$75.00          \$300.00               |
| With Use of Candelabra (you must supply candles) |               | \$100.00                                |
|  |               | \$350.00                                |

*After 5 hours on the day of the wedding, there is an additional charge of \$50 per hour.*

- **FELLOWSHIP HALL:**  
The charge for the use of Fellowship Hall is \$100.
- **BULLETINS:**  
If service bulletins are desired, the couple will select (with the Pastor’s assistance) and order bulletins. The church secretary will type and copy bulletins (if desired) if she is given all necessary information one week prior to the wedding. (\$25)
- **FEE PAYMENT:** Fees shall be paid to the church office when reservations are made or in advance of the wedding. Exceptions to these fees may be made by the Pastor, based on need.
- **SUMMARY OF CHARGES:**  
Minister: (minimum for non-member \$250; member at their own discretion.)  
Organist: \$100; or \$150 if soloist is involved.  
Coordinator: \$150  
Sexton: \$75

|       |                         |        |
|-------|-------------------------|--------|
|       | Use of Church Sanctuary | Member |
|       | Non-member              |        |
|       | Without candelabra      | \$75   |
| \$300 |                         |        |
|       | With candelabra         | \$100  |
| \$350 |                         |        |

Fellowship Hall: \$100  
Bulletins - typing and reproducing: \$25

Use of building and additional Coordinator fee after 5 hours - \$50 per hour.  
Refundable Cleaning Deposit: \$200

***Member fees for use of the Sanctuary and Fellowship Hall may be waived by the Pastor in cases where the church incurs no out-of-pocket charges.***

Updated – 7/2019