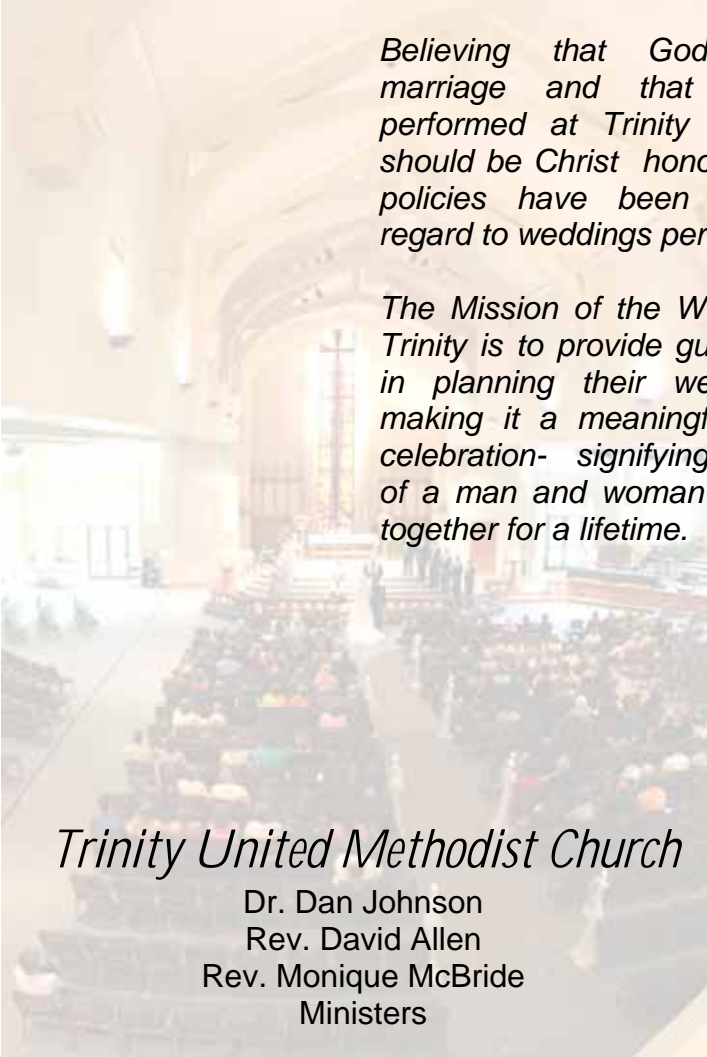


The Christian wedding ceremony is a sacred occasion when two persons declare before God, their families and friends, their desire to be united by the church in a “holy estate instituted by God”.



Believing that God has ordained marriage and that every wedding performed at Trinity United Methodist should be Christ honoring, the following policies have been established with regard to weddings performed at Trinity.

The Mission of the Wedding Ministry at Trinity is to provide guidance to couples in planning their wedding ceremony, making it a meaningful and beautiful celebration- signifying a new beginning of a man and woman joining their lives together for a lifetime.

Trinity United Methodist Church

Dr. Dan Johnson
Rev. David Allen
Rev. Monique McBride
Ministers

4000 NW 53 Avenue | Gainesville, FL 32653
352.376.6615 | www.trinitygnv.org

General Information

Facilities

The Worship Center seats 700 with the interior wall closed and up to 1,400 with the wall open. The wall will remain open for ceremonies except when the reception is held here at the church. The closed area creates the Banquet Area. The Worship Center was designed to reflect the simple beauty of things holy and does not need elaborate additional decorations. The focal point of the ceremony is the bride and groom standing in front of the stained glass window– a cross that centers the Worship Center ceiling to floor.

A Bride's Room is available for dressing in the Worship Center.

The Banquet Area of the Worship Center can be used for receptions. This area seats up to 300 guests at round tables. A full service kitchen is located off the Banquet Area.

The Chapel is available for smaller weddings. It is located just south of the Educational Building, and seats 135 people for a ceremony. A Bride's Room is available for dressing and is connected to the Chapel by a covered walk way.

Scheduling

Careful planning will make your wedding most meaningful, therefore, we offer these guidelines for your assistance. These policies serve to guard the integrity of Trinity. The following requirements and procedures have been adopted by the church and are to be followed by all wedding parties wishing to use our facilities.

Trinity facilities will be available only to members of Trinity or if you are related to a member of Trinity. To secure a date for your wedding, rehearsal and/or reception, please contact the Wedding Coordinator. Please have several dates in mind as our calendar fills quickly. Weddings and Receptions can be calendared one year in advance. The facilities may be booked by either the Bride, Groom or their Parents. Please read this entire guideline before calling to schedule.

Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies or wedding receptions are not scheduled on the following holidays: Palm Sunday Weekend, Easter Weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, Christmas Eve, Christmas Day and the Day after Christmas, New Years Eve, and New Years Day. Wedding ceremonies, wedding rehearsals, and wedding receptions may not be scheduled on Sundays or times that conflict with special church events.

Alcoholic Beverages & Smoking

No alcoholic beverages are allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will not be permitted to participate in the ceremony. Smoking is not permitted anywhere in the church buildings, including the restrooms.

Child Care

Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions.

Scheduling Procedures

Initial Contact

For questions, please contact Elizabeth Ray at weddings@trinitygnv.org or 376-6615.

Wedding Reservation

Please fill out the wedding reservation form and return to Trinity United Methodist Church with a reservation fee of \$150.00 to secure your date on the church calendar.

The reservation form and deposit can be dropped off at the receptionist's desk, second floor of the Educational Building or mailed to:

**Trinity United Methodist Church
Elizabeth Ray
4000 NW 53rd Avenue
Gainesville, FL 32653**

Those who hope for a happy marriage will do well to remember that in wedding the we comes before the I

Appointment with the Wedding Director

You will need to arrange an appointment with Elizabeth Ray to discuss the details relating to your wedding at Trinity. She will be glad to assist you with the following:

- Calendar Reservations
- Facility Reservations
- Security Deposit/Payments/Fees
- Audio/Technical needs
- All details in planning of the ceremony
- All details in planning of the reception

At this time all church policies will be reviewed.

Six Weeks Prior To Your Wedding Date...

An appointment will be scheduled with Elizabeth Ray to finalize your wedding plans. Review all details, including the seating of family members, processional, order of ceremony and timing of events, usher responsibilities, reception details, etc.

Please make sure your vendors have a copy of the guidelines provided and agree to make sure they abide by the stated policies.

Submit all music to be used in the ceremony for soloist and musicians. Music used in the ceremony should be in keeping with the dignity and sacredness of a worship service. The Trinity organist/pianist is available to help you in planning your music. Soloist and Musicians will need to make rehearsal arrangements with the organist/pianist.

Two Weeks Prior to your Wedding Date...

Submit the final payments for your fees to Trinity. Checks can be mailed to Trinity United Methodist, in care of Elizabeth Ray. Please note as on the fee schedule, individual checks are made to the following: Minister, Organist/Pianist, Sound Tech. All facility fees are to be made to Trinity United Methodist.

Marriage is...

*A promise, a potential, made in the hearts of two people who love,
which takes a lifetime to fulfill.*

Ministers...

We recognize that in a very special sense this is your wedding ceremony, nevertheless you have chosen to be married at Trinity United Methodist Church. The wedding director will advise you as to which minister will be available for your ceremony. According to the United Methodist Church Discipline, "guest ministers" will be allowed at the discretion of the Senior Minister. If you desire a minister not at Trinity to participate in the ceremony, please discuss this with the wedding director before inviting that minister to officiate. *Please be aware that Trinity Ministers do not attend rehearsal.*

*Success in marriage is not so much a matter of finding
the right person as it is being the right person..*

Facilities Guidelines...

The facilities at Trinity United Methodist Church are designed to provide a worshipful and beautiful atmosphere for your wedding ceremony. We ask that you respect the property as you enjoy the environment for this special occasion.

Worship Center:

1. The Worship Center will be available *two hours* prior to the beginning of your ceremony, including the Bride's room and Atrium. Please make arrangements with your florist to deliver flowers at this time.
2. A member of Trinity's custodial staff will be present before, during and after your wedding ceremony for a minimum of *five hours*. Additional fees will be given for your reception, if held here at Trinity.
3. The sound/lighting technician will be present *one hour* for rehearsal, *one hour* for the ceremony. Additional fees are required if the tech needs to arrive early or stay after the ceremony for lighting purposes for your photographer. Arrangements need to be made with the Wedding Director at least two weeks before your ceremony.
4. No furniture is to be moved in the Sanctuary or Bridal Room. Trinity does not allow elaborate decorations for the ceremony. Additional flowers and greenery are limited to two bouquets next to the altar. The altar par aments will be the color of the Christian season.
5. Trinity has for your use two altar candles, two seven-branch candelabra, and a unity candle holder at no extra charge. Ten aisle candles with white candles and ribbon are available for a \$50.00 charge. Please let the Wedding Director know if you wish to use these.
6. Aisle runners are *not* permitted for the safety of you and your guests.
7. No *rice, birdseed or confetti* is to be thrown on church property.
8. Only artificial flower petals may be strewn down the aisle when the bride enters.
9. Children in Wedding...
*It is required that a flower girl or ring bearer be at least **five years** old to participate. We highly recommend that they be seated with a parent immediately following the processional.*
10. No Alcoholic beverages or smoking allowed on church property.

Chapel:

1. The chapel will be available *two hours* prior to the beginning of your ceremony.
2. *No decorations are permitted.* Flowers will be limited to one small altar arrangement and bridal party flowers. No candles are permitted.
3. No furniture can be moved or taken out of the building.
5. A digital piano/organ is available for your ceremony.
6. No *rice, birdseed or confetti* is to be thrown on church property.
7. Aisle runners are not permitted for the safety of you and your guests.
8. No flower petals are to be strewn down the aisle.
9. Children in Wedding...
*It is required that a flower girl or ring bearer be at least **five years** old to participate. We highly recommend that they be seated with a parent immediately following the processional.*
10. No Alcoholic beverages or Smoking allowed on church property.

Please leave the chapel and bridal room clean before you leave for your reception. Post wedding photography in the chapel may not exceed thirty (30) minutes.

Ecclesiastes 4: 9-12

*Two are better than one, Because they have a good reward for their labor.
For if they fall, one will lift up his companion. But woe to him who is alone when he
falls, For he has no one to help him up. Again, if two lie down
together, they will keep warm; But how can one be warm alone?
Though one may be overpowered by another, two can withstand him
And a threefold cord is not quickly broken.*

Accessibility...

All of Trinity's buildings are accessible to persons with disabilities. Parking spaces for the handicapped are available next to the Worship Center, Chapel and Education buildings.

Wedding Photo and Video Guidelines...

The ceremony of Christian marriage is a sacred occasion when two persons enter into solemn covenant with God and with each other in the presence of family, friends and members of the community of faith. The purpose of the ceremony, like that of every worship service, is to praise and glorify God.

Many couples wish to remember the holy occasion through still and/or video pictures.

Please provide your photographer with the following guidelines.

Trinity welcomes both professional and amateur photography provided it does not distract attention from worship. To provide couples and their families with photos and video opportunities in keeping with the sanctity and integrity of the worship service, we have established the following policies.

1. NO FLASH PHOTOGRAPHS will be taken during the ceremony.
2. Photography sessions held inside the Worship Center and Chapel before the service must end at least 45 minutes before the ceremony is scheduled to begin. Photos of the bride and groom and the wedding party may also be taken in the Worship Center after the service. Post wedding photography may not exceed 30 minutes. This is strictly followed as the custodian needs to get the Sanctuary ready for Sunday Worship.
3. “Roaming” during the ceremony is not permitted. The ceremony begins when the music starts and is concluded when the music ends. Professional photographers may take non-flash stationary photographs and are to remain in the rear of the Worship Center. Photographers are not permitted in the aisle during the processional or recessional.
4. For Worship Center pictures, lighting provided will be the house lights. This light is adequate for your needs. Additional lighting requires the use of the Sound Tech for an additional fee. Please verify this with your photographer. The Chapel is a glass enclosure, with natural and artificial light.
5. Video taping is permitted and only using available light. Video taping must remain stationary at the back of the room.
6. The bride and groom are responsible for ensuring that family, friends, and professional photographers observe these policies in detail. Please provide a copy to your photographer and video personnel.

We deeply appreciate your cooperation on this sacred and memorable occasion. A sign will be properly displayed near the entrance of the sanctuary asking your guests not to use photo or video cameras and to turn their cell phones off once they have entered the sanctuary and chapel.

Fees for Members...

Worship Center..... (utilities and custodial service included)	\$325.00
Chapel (utilities and custodial service included)	\$225.00
Atrium (Ceremony only).....	\$100.00
Atrium (Receptions, Rehearsal dinners includes custodians).....	\$230.00
Atrium Kitchen.....	\$50.00
Sound/Lighting Technician..... (not needed for Chapel)	\$125.00 for 2 hrs. \$20.00 each additional hour
Organist/Pianist..... (Trinity organist does not attend rehearsal)	\$175.00 no soloist/musician \$25.00 extra per soloist or musician
Trinity Minister.....	\$200.00
Use of Banquet Hall for reception	\$0
Custodial Fee.....	\$15.00 per hour
Staff for Banquet Hall Kitchen.... (Required when using kitchen)	\$100.00
Banquet Hall Kitchen Use..... (When using Banquet Hall for re- ceptions, kitchen must be rented)	\$200.00 Caterer must be approved before using kitchen facilities.
Reset Fee for Banquet Hall..... (This is required when you rent the Banquet Hall to reset for Sunday Worship)	\$225.00 for 3 extra men

To the Bride and Groom,

As you are planning your wedding, please remember that bridal books paint a flawless wedding and give us false impressions about what you can expect when you plan your special day. In many ways, this is just a dress rehearsal for the marriage to come. Issues relating to money, communication, decision-making and relatives often surface during this time of planning. These conflicts can teach us about ourselves, our spouse-to-be and our strengths and weaknesses as a couple. Couples need to grow and learn from this wonderful experience. Pay close attention to each other, because from your planning process, valuable life lessons can be learned: neither weddings, nor the very human being you are marrying, is perfect. If you do expect them to be, then you miss the essential point of love.

We at Trinity require pre-marital counseling classes. Please contact Elizabeth Ray (352-376-6615) Not only do you qualify for a reduced marriage license fee, you reward your marriage with understanding that this commitment is forever.

Please call me with any questions you have. Looking forward to meeting you and helping you plan your special day.

*Wishing you God's blessing,
Trinity United Methodist Church*

Acknowledgements:

Thanks to Photography 35 for the front cover photo.

Thanks to Prestonwood for their words of wisdom in creating this guide for our engaged couples.

Thanks to an important Trinity Staff member for her guidance and expertise.