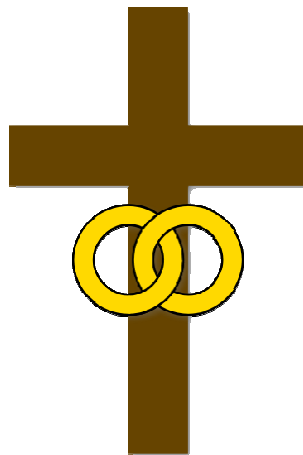


# Weddings at Trinity

A guide to planning your church wedding



Trinity United Methodist Church  
1205 Dolley Madison Boulevard  
McLean, Va. 22101

Phone: (703) 356-3312

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The Sanctuary seats up to 500 people.

## **Weddings at Trinity**

*The service of Christian marriage is an occasion of joyful celebration and a sacred worship service. All plans for your wedding at Trinity should be done with these two principles in mind.*

1. Call the church office to determine if the church is available on your wedding date. If the calendar is clear, the wedding date then must be approved by one of the clergy at Trinity. After you have met with the clergy, the wedding date will be added to the calendar. A **completed Wedding Application must be submitted when the wedding date is confirmed.**

Because of demands placed on clergy and the church organist during certain times of the year, weddings will not be scheduled on Sundays, during the week before Easter, and the week of or after Christmas.

2. One of the clergy at Trinity must be involved from the beginning with confirming your wedding for the calendar, approving and participating in the marriage service, and/or allowing another clergy member to co-officiate a wedding at Trinity.

3. The Trinity clergy who officiate your wedding want to meet with the couple at least three times prior to the wedding. The couple must contact the church organist/music director to discuss musical selections; the couple must also arrange a meeting with the Trinity wedding hostess to discuss details of the ceremony. Please make these arrangements at least several months prior to the wedding.

4. "The Order for the Service of Marriage" of the United Methodist Church will be used for the wedding ceremony. Any deviation, changes or additions may be made only by consent of the officiating clergy.

5. The wedding ceremony is an occasion of joyful celebration and a service of sacred worship. All participants in the ceremony, from the wedding party and congregation to the photographer and florist, must be mindful of the sacred nature of the ceremony.

6. The bride and groom must consult with Trinity's organist/music director to select the wedding music as soon as possible after confirming the date. Since a church wedding is an act of worship, it is Trinity's policy that all music must be appropriate for Christian worship within the United Methodist Church. Please review the MUSIC insert for complete details.

7. Trinity provides a Wedding Hostess to assist the officiating clergy and couples with all weddings at the church. She is trained to assist in directing the wedding procession and help with decisions about candles and decorations. She provides access to the church for the rehearsal and ceremony, and ensures the building is in proper condition. **A hostess will be assigned to you when your wedding date is confirmed.**

8. Trinity has rules regarding decorations and photography in the Sanctuary. Please read over the enclosed inserts on Photographer's Instructions and Florist's Instructions. **You must ensure that the photographer and florist read and comply with these instructions. Please discuss these instructions with the wedding hostess to prevent any confusion.**

9. If you are not a member of Trinity United Methodist Church, there is a building use fee of \$250. Your check payable to Trinity UMC must be submitted at the time the date is confirmed. The other fees for services (clergy, organist, hostess, candles) are due one week before the wedding, along with your marriage license.

10. The church sanctuary seats 500 people. The Memorial Lounge and Fellowship Lobby are available for the bride and attendants to dress before the service. The Arnold Library is available for the groom and ushers.

11. Alcoholic beverages are not permitted at any point on the church premises. Smoking is not allowed inside the building.

12. Parking is allowed in designated, lined areas only. If you're expecting a large crowd, please have someone oversee parking to ensure no one parks on the lawn. In the event of snow, we cannot guarantee the area will be cleared.



### **FEES FOR FACILITIES AND PERSONAL SERVICES**

Sanctuary/Chapel	\$250 *
Officiating Clergy	\$350
Co-officiating Clergy	\$250
Wedding Hostess**	\$200
Organist	\$200
Custodian	\$75

\*Sanctuary fee is due at time wedding date is confirmed. Make check payable to Trinity UMC. No Sanctuary/Chapel fee for Trinity members.

\*\*Hostess will meet with the couple for up to six hours for consultation, and set-up of sanctuary for rehearsal and wedding.

Candles: All candles will be supplied by the church.

Candelabra (14 candles)	\$18
Marriage (Unity) Candle	\$50
Hurricane candles for windows (8)	\$13.75
Pew candles (8)	\$12.60

**All fees are due ONE WEEK PRIOR TO THE WEDDING, ALONG WITH THE MARRIAGE LICENSE.** Make checks for clergy, hostess, organist and custodian payable to the individuals. Make checks for candle fees payable to Trinity UMC.

## **Trinity Wedding Staff**

### **Pastors**

703-356-3312

#### **Eileen Gilmer**

egilmer@umtrinity.org

#### **Keith Lee**

klee@umtrinity.org

#### **James C. Sprouse**

jsprouse@umtrinity.org

### **Organist/Music Director**

#### **Jerry Rich**

jrich@umtrinity.org

703-356-3312

703-841-1753

### **Wedding Hostesses**

#### **Doris Page**

dorispage2@verizon.net

703-356-5064

#### **Molly Sprouse**

mollysprouse@gmail.com

703-356-4896

### **Custodian**

**Jose Nunez**

## Wedding Checklist

- \_\_\_\_\_ *Contact church, request date*
- \_\_\_\_\_ *Meet with clergy*
- \_\_\_\_\_ *Submit Trinity wedding form*
- \_\_\_\_\_ *Meet with Organist, select music*
- \_\_\_\_\_ *Meet with Wedding Hostess, confirm arrangements*
- \_\_\_\_\_ *Give Florist instructions*
- \_\_\_\_\_ *Give Photographer instructions*
- \_\_\_\_\_ *Secure Marriage License*
- \_\_\_\_\_ *Drop off license, checks at church office*
- \_\_\_\_\_ *Rehearse ceremony*
- \_\_\_\_\_ *Get married!!*