



TRINITY UNITED METHODIST CHURCH

On Telfair Square Since 1848

ENOCH HENDRY, PASTOR

"Mother Church of Savannah Methodism"

Congratulations and best wishes upon your wedding plans. We want to help make your wedding at Trinity Church a blessing to you, your wedding party and all who will celebrate with you. In that regard, **please read carefully** the information contained in this packet. In addition to the "rules and regulations" regarding the use of our sanctuary, you will find help in making your ceremony not only appropriate for this Holy space, but also a beautiful and easily accomplished beginning to your marriage.

Trinity Church seats approximately 550 persons (including the balcony) and has a center aisle. The Bridal Room is also available for your use. **If you have questions not answered in these pages, feel free to call the church office at 912 233 4766 or email trinityumcsav@bellsouth.net.** Please do not ask for exceptions to the information contained here.

Trinity Wedding Checklist

- _____ Call the Church office (912) 233-4766 to check the availability of the facilities on the date you desire.
- _____ Information Form completed and returned to the church office with your deposit of \$500.
- _____ Name of Minister provided to the church office.
- _____ Name of Organist/Pianist provided to the church office.
- _____ Name of Bridal Consultant (if used) provided to the church office.
- _____ Name of Florist provided to the church office and **florist advised of policies**.
- _____ Name of photographer provided to the church office.
- _____ Remaining fees paid to the church office 30 days prior to the rehearsal.
- _____ Picture of Bride and Groom in Sanctuary after the wedding for our Wedding Album (optional but appreciated).

Revised December 2010

BUILDING USAGE POLICY FOR WEDDINGS

1. Wedding Fees

Wedding and Rehearsal (no reception)	\$1,300*
Custodian	\$ 150
Church Hostess	\$ 150
Having our Pastor and/or organist is optional.	
Pastor (very limited availability)	\$ 500
Organist	\$ 250

*The Wedding and Rehearsal fee will be waived if either the bride or groom (or their parents) is a member of Trinity for at least one year prior to booking the wedding. Members will be entitled to use the Sanctuary, Parlor, Bride's Room and Trustees Hall without charge. All other fees apply.

2. Deposit and Refunds

A. **Deposit:** A \$500 deposit AND the signed Information/Contract Sheet are due at the time of making the wedding reservation. **A reservation will not be made without receiving both. We will pencil in a date for 5 business days in anticipation of the deposit arriving in the mail. If the deposit is received beyond this time, there will be no guarantee of the date.**

B. **Remaining Fees:** The remaining fees must be in the church office no later than **30 days before the wedding rehearsal**. The \$800 balance for the ceremony is to be made payable to: Trinity United Methodist Church. The remaining wedding hostess and custodian fees are to be made **payable to Mary Cook and Alfred Beebe before the day of the rehearsal. You may mail their checks to the church.**

- a. You are responsible for any damages to or theft of church property.
- b. The fees for the church include using the Sanctuary, Parlor, Bride's Room and rest rooms ONLY. The Social Hall and all other rooms are only available to church members.

C. **Refunds:** 50% of the deposit is refundable if the event is cancelled at least two months prior to the scheduled date of the wedding.

3. Pastoral Staff

The Senior Minister at Trinity is The Reverend Enoch Hendry. Reverend Hendry is available on a *very limited* basis. Please notify the church office as soon as possible if you are interested in scheduling an appointment to discuss this matter. The fee for his service is \$500.

4. Music

A piano and pipe organ are available in the Sanctuary. Below is a list of organists who have been screened and approved to play this organ. Generally, the fee they charge is \$250 which is to be paid **directly to them**, not to the church. You are to make the arrangements with the organist. The approved organists are as follows:

Suzanne Woodrum 912 927 9395 or 912 658 6444

Mary Alice Garvin 355-9128 Duke Miles 272-0933

Tim Hall 232-0191 Steve Branyon 660-8643

If none of these are available for your wedding date or if there is someone you prefer other than these, please call our organist, Hubert Baker, 927-1999/work; 898-4200/home. **If you choose to have someone not on the list, there will be a \$50 fee for Mr. Baker to meet with them.**

5. Rehearsals

- Rehearsals are limited to one hour. Please advise members of the wedding party, family members and friends to be prompt. ***We will unlock the church 15 minutes before the rehearsal and it will remain unlocked no more than 15 minutes beyond the rehearsal hour.***
- We recommend starting rehearsals no earlier than 5:30 pm. Parking becomes much easier after 5 pm and it is not necessary to feed the meters after 5.

6. Appropriate Usage of Worship Space

- A. Church programs and promotions – Any program or promotion that is ongoing at the time of your event takes precedence over all other uses of the building. This usage agreement does not exempt that fact. Example: Banners, seasonal decorations, etc. that are in place on the day of your event will remain in place. *Please do not ask that they be removed.*
- B. Entry Doors – Only the double glass doors in the center of the building on the President Street side and the front doors are to be used. The door in the parlor to President Street is for **emergency** only.
- C. Decorations/Floral Arrangements – Please provide the church office with the name of your florist.
- Only silk petals are to be used for the processional down the aisle. No aisle runners.
 - Any decorating required must be done during the three hours the custodian is here before the wedding. Be sure your florist is aware that we do not provide any additional tables or stands for flowers or the unity candle other than those normally in the sanctuary. **Only use paradise candles, which your florist can order.**
 - **NOTHING is to be added to or taken away from the altar table.**
 - If pew markers are used, pews must be protected against scratching and gouging by the clamps.
- You are responsible for having all decorations/floral arrangements removed immediately following the wedding and pictures in order for the custodian to prepare the Sanctuary for worship. It is NOT his responsibility to move the wedding arrangements. No floral donations are accepted.*
- D. Candles and Candelabras: When using candelabras, **it is imperative to use paradise candles** as well as plastic underneath to protect the carpet in case of dripping. Should there be wax damage to the carpet beyond the scope of normal cleaning, an additional fee will be billed to the bridal couple. **Your florist can order paradise candles beforehand.**

The air conditioner does blow candles in certain placements. This can be checked during rehearsal or prior to the wedding. NO candles may be attached to or placed between the pews. Candles are ONLY to be used in the altar area and/or windows.

E. **SMOKING AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED INSIDE THIS FACILITY.**

If anyone wants to smoke, please have them move away from the entry areas to do so. There is a square across from the church that is a more suitable place for smoking. *If anyone comes to the rehearsal or wedding inebriated, they will be asked to leave.*

- F. Food and Drink – Absolutely **NO** food or drink is allowed in the sanctuary, parlor or bride's room. The kitchen area is available to store water and soft drinks that you may bring.
- G. Photography – There shall be no flash photography during the wedding ceremony; however, it is allowed before and after. Only stationary videography and slow-exposure photography from the balcony is permitted during the ceremony. Any other photography during the ceremony is prohibited. Please inform your photographer that all pictures taken in the Sanctuary are to be done BEFORE leaving to take any outside. *The custodian needs to clean the Sanctuary as soon as possible after the ceremony concludes.*
- H. Wedding Party – We consider the altar to be sacred space, therefore, **the wedding party will assemble outside the altar railing.** Only the minister and vocalists/readers are allowed inside the altar railing.
- I. Pulpit/Altar Furniture – No furniture is to be moved from the altar and pulpit area.

7. Dressing Rooms

A. The Bridal Party: The Bridal Room on the 3rd floor is the designated space for the Bride and her Bridesmaids to dress and get ready prior to the ceremony. In addition, the women's bathrooms (on the 1st and 3rd floors only) are also available for use. **Please note:** If you are leaving clothing and/or valuables in the Bridal room, you do so at your own risk.

B. The Groom's Party: The Groom and his party may use the men's room on the 1st floor. Once the Groom's party is dressed, they may wait in the parlor on the 1st floor just outside the sanctuary.

8. Parking

There is only metered parking around the church. We are not allowed by the City of Savannah to reserve parking spaces – to do this you must contact the city parking services to see what is required of you. The Robbie Robinson Parking Garage (651-6478) may be available but be sure to contact them regarding rates and hours of operation. Also, we are not responsible for any parking conflicts brought on by other neighborhood activities (i.e., sometimes the Telfair Museum next door blocks off spaces/streets for special events).

9. Staff Responsibilities

Custodian – Responsible for opening and closing the church before and after the rehearsal and wedding. Also responsible for general cleaning after the wedding in preparation for the Sunday services. HE IS NOT RESPONSIBLE FOR MOVING FLORAL ARRANGEMENTS OR ANY OTHER DECORATIONS PUT OUT BY THE BRIDAL PARTY/FLORIST.

Hostess – The hostess is NOT A WEDDING CONSULTANT, but a representative of the church in case of questions regarding rules/regulations of Trinity.

The custodian and hostess arrive at the church three (3) hours before the wedding. Please understand that the hour you designate for your wedding is the time the custodian and wedding hostess expect you to start your walk down the aisle. I.e: if you have designated 5 PM as your wedding time, please have your guests seated beforehand and be *ready to walk* at 5 PM.

10. Staff Hours

The church office hours are 9:00-1:00 Monday – Friday. You may reach us at (912) 233-4766 during these times. We have an answering machine that is checked each weekday morning if you need to leave a message at other times. You can also email us at trinityumcsav@bellsouth.net.

Please keep these guidelines handy as you plan your wedding. We realize that as you plan your wedding, questions and changes may occur. Feel free to call the church office anytime you have a question. Please notify the church office immediately of any changes. If you don't have answers for some of the questions asked on the Information/Contract Sheet at the time of your reservation (pastor, florist, organist, etc), submit the form anyway and call with the information as soon as it becomes available. Thank you and Congratulations!

Revised December 2010

Wedding date_____ time _____Rehearsal date_____ time _____

Information/Contract Sheet

Please complete and return with your \$500 deposit to:
Trinity United Methodist Church, 225 W. President Street, Savannah, GA 31401

Bride's Name _____

Address _____

Phone Numbers (h) _____ (w) _____ (c) _____

E-mail _____ Home Church _____

Groom's Name _____

Address _____

Phone Numbers (h) _____ (w) _____ (c) _____

E-mail _____ Home Church _____

Rehearsal Date/Time _____ **Wedding** Date/Time _____

Name and church of Pastor performing wedding _____

Name of Organist/Pianist _____

Number of attendants: Bride _____ Groom _____ How many are children? _____

Florist Name _____ Phone _____

Photographer Name _____ Phone _____

Bridal Consultant Name _____ Phone _____

If bride and groom are not living in Savannah, please give us the name and phone number of a local contact person if there is one.

Name _____ Relationship _____ Phone _____

Total fees for wedding and rehearsal, not including pastor and organist..... \$1,600_

Deposit enclosed \$500

Remainder Due no later than 30 days before the wedding rehearsal:

Trinity Church	\$800
Custodian*	\$150
Hostess*	\$150

*fees for Custodian and Hostess are to be made payable to Alfred Beebe and Mary Cook and mailed to the church before the day of the rehearsal

If using a Trinity pastor, an additional \$500 Pastor's Fee is due in the Church office no later than 30 days before the wedding rehearsal, during office hours, made payable to the pastor.

Arrangements for the Organist's fee are to be made directly with the individual you choose.

I HAVE READ THE TERMS OF THIS CONTRACT AND AGREE TO ABIDE BY THEM.

Bride or Groom Signature

Date

Note: If you do not have all the information at the time of reserving your date, please call the office as soon as you have it.

Revised December 2010



TRINITY UNITED METHODIST CHURCH

On Telfair Square Since 1848

ENOCH HENDRY, PASTOR

"Mother Church of Savannah Methodism"

Guidelines for the Florist

Trinity Church has developed the following guidelines to avoid damage to church property and furnishings. Please review them carefully. If you wish to see the sanctuary you may contact us during church office hours, 9:00 a.m. – 1:00 p.m., Monday – Friday. If you have questions, please call the church office at 912 233 4766 or email: trinityumcsav@bellsouth.net.

- The altar table may not be removed nor moved from its central position. The altar table also cannot be used to display flowers. Due to the sanctity of the altar table, it can only be used for traditional elements of worship. **The cross and candles must remain on the altar table.** The pulpit furniture is not to be moved.
- If there are arrangements in the windows at the time you decorate, you may remove them, but *you must put them back*.
- No nails, tacks, or staples may be used to attach any decorations to church property.
- If pew markers are used, pews must be protected against scratching and gouging by clamps.
- Aisle runners are *not* permitted.
- We do not have a unity candle stand or table. When placing candles or candelabras on the pulpit platform, you are placing them in a draft from the heat/air and the vents cannot be closed. Therefore, all candelabras must be placed on clear plastic covers, even when using the required Paradise candles.
- All decorations and equipment must be removed immediately after the ceremony. **The church will not be responsible for moving and/or storing any equipment.**
- Only silk flower petals may be used during the procession down the aisle. *Real flower petals are not permitted because they damage the carpet.*
- You are to use the front doors of the Sanctuary to bring in/take out all you bring.
- **The church will be open 3 hours prior to the wedding. Delivery and set-up must be within this time frame.**