



**TRINITY UNITED METHODIST CHURCH**

# **WEDDING BOOKLET**



**1024 LAKE AVENUE  
WILMETTE, IL 60091**

**847-251-7333**

**[WWW.TRINITYWILMETTE.ORG](http://WWW.TRINITYWILMETTE.ORG)**

## Trinity United Methodist Church Wedding Booklet

### TO THE BRIDE AND GROOM

We are delighted that you have chosen Trinity United Methodist Church for your wedding. It is a beautiful building, but the church is more than a physical structure. Here at Trinity we believe that the church is a welcoming community of compassion and faith:

- A Welcoming Community - All are welcome;
- Of Compassion - We care, because God cares;
- And Faith - We are learning to follow the way of Jesus.

This is an especially appropriate setting for you to enter into a covenant with one another. A covenant is always more than a legal contract. It is a whole hearted, life-long vow to one another. As a congregation of God's people we pledge that we will support you and pray for you so that, God will bless your marriage, will grant you fulfillment in it, and will establish your home in peace.

The wedding ceremony is an act of worship. The center of attention is God's love for you as a couple. The pastor in charge will work with you to assure that each part of the service is a meaningful expression of faith. Since marriage is not to be entered into hastily or unadvisedly, but with adequate preparation, the pastor will meet with you several times before the wedding.

Our hope for you is that you will have a full, rich, ever-growing relationship. The church is here for you after your wedding day, and we are ready to support and assist you in every way possible in your life together.

### *The People of Trinity United Methodist Church*

#### Phone and Contact Directory

Pastor Kirk Reed

Office: 847-251-7333 x111

E-Mail: [kirk@trinitywilmette.org](mailto:kirk@trinitywilmette.org)

Church Secretary Libby Traer

Office: 847-251-7333 x110

E-Mail: [libby@trinitywilmette.org](mailto:libby@trinitywilmette.org)

Organist

Contact: Andrea Handley

E-Mail: [andrea.handley@gmail.com](mailto:andrea.handley@gmail.com)

### PREPARATIONS FOR THE WEDDING

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1. All arrangements for the wedding are made through the church secretary. You will work with this person to set the schedule for the rehearsal and the wedding, to contact the church organist, to determine what candles and printed orders of service you may wish, and to discuss the cost involved. You wedding date is set once the church secretary has confirmed it with a staff pastor, placed it on the church calendar, and has received a \$200 deposit (which goes towards the total fees and is refundable). If there is more than one request for a wedding on the same day, we try to schedule them at least four hours apart.

While we try to accommodate most requests, certain dates are not available without extraordinary effort:

Christmas through New Year's Day  
Holy Week or the prior Saturday  
Summer Holiday Weekends:  
Memorial Day, 4th of July, Labor Day

In addition, several weekends during the year are reserved for church activities that preclude the use of our sanctuary for weddings. The church calendar changes and activities are added each week. While church programs take precedent over weddings on our calendar, we will honor commitments made. Weddings should be planned and scheduled as early as possible in order to secure preferred dates. **Unless specifically requested and negotiated, we will assume that a wedding party will not require more than five (5) hours in the church on the day of the wedding.** This includes time for preparation; the wedding service; a receiving line in the parlor, front steps or cloister garden; and formal pictures. ***Additional hours (6+ hours) will result in overtime pay for the custodian (please see page 18 for details).***

2. Once the date is set, you will need to take the initiative to schedule an appointment with the pastor in charge of your wedding. Normally, there will be three meetings with the pastor before you are married.
3. The rehearsal usually is held on the evening before the wedding. It takes about an hour and consists of an overview of the wedding ceremony, a walk-through, directions for the ushers, and confirmation of the wedding day schedule. Please bring your license and give it to the pastor if you have not already done so.
4. The marriage license must be obtained from the Office of the Cook County Clerk. For locations, office hours, and requirements, please call 1-847-470-7233.
5. The pastors, by United Methodist tradition, do not charge a set fee. We believe that all the services of the church are available to everyone without price. However, the pastors are able to accept an honorarium that you determine is appropriate. The pastor will spend a number of hours with you and in personal preparation for the ceremony.

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6. There are expenses that the church incurs associated with your wedding. All costs related to the use of the church should be paid through the church secretary's office **one (1) day prior to the wedding.** *(Please see page 18 for a complete list of the fees and payment procedures.)*

A SERVICE OF  
CHRISTIAN MARRIAGE

Name  
and  
Name

Saturday, Date

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Time p.m.

Trinity United Methodist Church  
Wilmette, Illinois

Prelude  
Seating of Parents and/or Honored Guests  
Solo or Other Special Music [optional]  
Processional  
Greeting and Opening Prayer  
Declaration of Intent  
Response of Family and Friends  
(or Blessing from Parents)  
Scripture  
Wedding Message  
Special Music [optional]  
Exchange of Vows  
Exchange of Rings  
Lighting of the Unity Candle [optional]  
Wedding Prayer  
The Lord's Prayer  
Announcement of Marriage  
  
Introduction of the Couple  
Benediction  
Recessional  
Postlude

In addition, the names of those who will participate in the service are usually included along with an indication of their relationship to the couple: friend of the bride, sister of the groom, etc. A short message from the couple, a greeting, thank you for attending, or blessing is also appropriate in the bulletin.

### THE STAFF

1. **The church secretary** works with you on all the details concerning schedule, logistics, candles, printed bulletins, and costs. This is your primary contact with the church.
2. **The pastor** is an ordained United Methodist clergy person appointed to the staff of Trinity. More than one may be available from among whom you may choose. The pastor is in charge of the rehearsal and the wedding. The pastors at Trinity have experience in conducting interfaith marriages.
3. **A guest pastor or religious leader** may be invited to participate, if you wish. The staff

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pastor working with you extends an official invitation. Because we are committed to representing the ongoing ministry of the congregation, it is expected that a pastor from Trinity's staff participate in weddings held at the church.

4. **The church organist** plays for all Trinity Church weddings, if you choose to use the organ as part of the service. (Note: If the church organist is not available, you may use an organist of your own choosing or one that is recommended from a list of Trinity guest organists.) It is your responsibility to call and arrange for a meeting with the church organist. The service music for the wedding consists of a prelude, processional, hymns or solos, recessional, and postlude. If you plan to use other musicians (i.e. a string trio, brass quartet) to the exclusion of the church organist, please notify the church secretary.
5. **The custodian** is on hand the day of the wedding to arrange the sanctuary, open up the public areas and turn on the lights, and assist the wedding party and guests with last minute needs. This person also cleans up and closes the building after the ceremony.
6. **The wedding hostess** is a volunteer from the congregation who is present at the rehearsal and wedding to provide logistical support and etiquette guidelines for the wedding party, help the ushers perform their duties, greet the guests, and prepare the wedding party for the start of the ceremony.

## THE CHURCH FACILITY

1. **The sanctuary** is a beautiful neogothic space devoted to worshipping God. It is the customary setting for weddings at Trinity and seats up to 450 guests in 26 rows of pews and a balcony.
2. **The chapel**, adjoining the sanctuary at the northeast corner, is appropriate for small weddings of up to 25 guests.
3. **The cloister garden** occasionally is chosen as the site for a wedding. During the summer and early autumn it is a beautiful and quiet place for a ceremony.
4. **Dressing rooms** are assigned by the church secretary. A room will be provided for the bride and bridesmaids on the main level with a full-length mirror and located near a rest room. Most often the men arrive dressed for the ceremony, though a room can be designated if they wish to dress at the church.
5. **The parlor** is the living room of the church and serves as a place for the wedding party and family members to gather before the service. It also is a good location for the photographer to set up equipment for group and individual photos.

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### **THE WEDDING CEREMONY**

The service begins with a greeting to the congregation and opening prayer. It then addresses a statement of intent to the bride and groom and a question asking for support from the families and congregation.

The service includes one or more Scripture readings. It is possible to add non-religious texts as well. Members of the wedding party or the congregation may serve as readers. After the readings the pastor offers a brief message drawing together the themes of the readings and the unique gifts and opportunities of this particular marriage.

The next step literally is to the altar for the central act of the service. The groom and bride speak the vows to one another and actually marry themselves to each other. This is dramatized by the exchange of rings. After a time of prayer, the pastor announces that the marriage has taken place.

In interfaith marriages some changes may need to be made for the service to have integrity. In all cases the bride and groom in consultation with the pastor in charge can consider alternatives. However, the covenantal nature of the marriage must be preserved (unconditional, all-giving, timeless).

Music, usually in the form of hymn singing, instrumental interludes, or solos and duets, is placed at the transitions from one step to another in the service.

### **MUSIC**

Music can play an especially important part in your wedding. The basic understanding is that music should be appropriate for a service of worship. Favorites from the realm of popular music may or may not fit well in the worship setting. These selections are often better reserved for the reception.

One question you need to address is the music that you will have as people are being seated, as the wedding party enters to begin the service and leaves to conclude it, and as the congregation exits the sanctuary.\* We have included a list of suggested pieces for organ. The organist for your wedding will be happy to audition any of these pieces for you and to entertain any of your suggestions.

Other kinds of music that have been used are traditional hymns or contemporary Christian songs. They serve as a reminder that we are in a worship service where God is the focus of our attention and they provide a way for everyone to get involved. We have provided a brief list of

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hymns and their numbers in the hymnal. Other suggestions will be welcomed.

If you have a soloist or additional vocalists singing for the wedding, you will need to consult with the pastor about what music will be sung. Again, everyone's goal is to make your wedding as beautiful and meaningful a ceremony as possible.

### SUGGESTED WEDDING MUSIC FOR ORGAN

**PROCESSIONAL MUSIC** other than the traditional Bridal Chorus from *Lohengrin* by Wagner:

Trumpet Allemande .....	Holborne
Trumpet Tune .....	Clarke
Trumpet Tune in D.....	Purcell
Trumpet Voluntary .....	Clark
Trumpet Voluntary .....	Purcell
Trumpet Voluntary .....	Stanley
Trumpet Voluntary in C .....	Greene
Trumpeting in B Flat .....	Melby
Voluntary.....	Stanley

*\*It is important to decide the mood you would like to set for your wedding through the prelude music. Once that is established, the organist will select 15-20 minutes of music that will be appropriate for that particular mood. Any specific pieces may also be requested.*

**RECESSIONAL MUSIC** other than the Traditional Wedding March from *Midsummer Night's Dream* by Mendelssohn:

Allegro .....	Boyce
Allegro Maestoso from <i>Water Music</i> .....	Handel
Hail this Brightest Day of Days.....	Bach
Hornpipe from <i>Water Music</i> .....	Handel
La Rejouissance .....	Handel
March Triomphale.....	Karg-Elert
Prelude and Fugue in C .....	Bach
Psalm XIX.....	Marcello
Rigaudon .....	Campra
Te Deum.....	Charpentier
Trumpet Voluntary (Vivace).....	Stanley

### SUGGESTED HYMNS FOR CONGREGATIONAL SINGING

Congregational singing is encouraged. The keynotes are joy, praise, and thanksgiving. Some

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hymns that could be used are as follows:

# 61	Come, Thou Almighty King
# 66	Praise, My Soul, the King of Heaven
# 89	Joyful, Joyful, We Adore Thee
# 92	For the Beauty of the Earth
# 100	God, Whose Love is Reigning O'er Us
# 102	Now Thank We All Our God
# 117	O God, Our Help in Ages Past
# 139	Praise to the Lord, the Almighty
# 384	Love Divine, All Loves Excelling
# 408	Gift of Love
# 549	Where Charity and Love Prevail
# 643	When Love is Found
# 644	Jesu, Joy of Our Desiring
# 645	O Perfect Love
# 2051	I Was There to Hear Your Borning Cry

## SCRIPTURE READINGS

There is a time in the wedding service for scripture to be read. This may be limited to one reading or could expand to include two or three readings. It also is possible to add a secular reading to the biblical material but not to use it to the exclusion of scripture.

We have a list of biblical texts you may use as a starting point; you are not limited to what is on the list. If you have some ideas about what you what the focus to be, but you cannot find an appropriate passage, you may ask the pastor for some recommendations.

## SUGGESTED BIBLE TEXTS FOR USE IN THE CEREMONY

### OLD TESTAMENT

Genesis 1:26-31	"Male and female he created them"
Genesis 2:18-24	"And they become one flesh"
Psalms 33	"Rejoice in the Lord, O you righteous"
Psalms 67	"God has blessed us"
Psalms 100	"Serve the Lord with gladness"
Psalms 103 (sel.)	"Bless the Lord"
Psalms 112	"The righteous will never be moved"

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Psalm 117	"Great is his steadfast love toward us"
Psalm 121	"My help comes from the Lord"
Psalm 127	"Unless the Lord builds the house"
Psalm 128	"Blessed is everyone who walks in his holy ways"
Psalm 136	"O give thanks to the Lord"
Psalm 145 (sel.)	"Great is the Lord, and greatly to be praised"
Psalm 148 (sel.)	"Sing to the Lord a new song"
Psalm 150	"Praise the Lord"
Isaiah 55:1-9	"Seek the Lord while he may be found"
Jeremiah 31:31-34	"I will make a new covenant"

### NEW TESTAMENT

#### Gospels:

Matthew 5:1-12	"The Beatitudes"
Matthew 5:14-16	"You are the light of the world"
Matthew 7:21, 24-29	"He built his house on rock"
Matthew 19:1-6	"What God has joined together"
Matthew 22:35-40	"The greatest commandment"
Mark 10:6-9	"The two shall become one"
John 2:1-11	"The marriage at Cana"
John 15:9-16	"This is my commandment"

#### Epistles:

Romans 12:1-2, 9-18	"Live in harmony with one another"
I Corinthians 13:1-13	"The greatest of these is love"
Ephesians 5:21-33	"This is a great mystery, and I take it to mean Christ and the church"
Colossians 3:12-17	"Let the peace of Christ rule in your hearts"
I Peter 3:1-9	"Have unity of spirit"
I John 3:18-24	"Love is active"
I John 4:7-12	"God is love"
I John 4:18-21	"We love, because he first loved us"

## **SUGGESTED WEDDING VOWS FOR THE CEREMONY**

1. I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife/husband  
to have and to hold from this day forward  
for better, for worse, for richer, for poorer  
in sickness and in health,  
to love and to cherish till death do us part.  
With this promise I pledge my faith.
2. I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife/husband,  
my companion, and my friend.  
To share your joys and your sorrows,  
to grow with you and for you in all the days to come.  
With this promise I pledge my faith.

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3. \_\_\_\_/\_\_\_\_, you are my dearest friend and love.  
I now ask you to be my wife/husband,  
to share my laughter and my sorrows  
my strengths and my weaknesses,  
to grow with me both spiritually and  
emotionally.  
Our life together is a gift from God  
which I will treasure and protect always.
  
4. I take you, \_\_\_\_/\_\_\_\_, to be my wife/husband.  
I promise before God and these witnesses  
to be your faithful wife/husband,  
to love and cherish you,  
to share with you in plenty and in want,  
in joy and sorrow, in sickness and in health,  
to grow with you, to forgive and strengthen you,  
to become one with you, together serving God and others,  
as long as we both shall live.

### **PROCEDURES FOR THE SERVICE OF MARRIAGE IN THE SANCTUARY**

Ushers should arrive no later than 45 minutes before the service, receive their boutonnieres, meet guests at the rear of the sanctuary in the narthex, offer their right arm to the ladies, and escort them to the pews down the side aisles. The center portion of the first row of pews is reserved for the parents of the bride and groom. The second, third, fourth and fifth rows of pews are reserved for the families and relatives of the bride and groom.

The custodian will light all candles 20-30 minutes before the service.

The bridal party, if dressing at the church, should arrive at least one hour before the scheduled time of the service. If dressing ahead of time, then arrive 30 minutes prior to the service. If photographs are taken before the service, they should be completed at least 15 minutes before the time set for the service.

The groom and best man come to the Vestry or Parlor (decided at the rehearsal) 15 minutes before the time of the service and remain there until the time of the service. The groomsmen will come at this time also, unless they are doubling as ushers.

A designated usher seats the groom's parents. The usher escorts the mother down the center aisle with the father following behind. The usher returns to the narthex by way of the side aisle.

A designated usher next escorts the bride's mother down the center aisle. Space is left next to the aisle when she is seated so that the bride's father may be seated next to her later in the service.

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Solo(s) may be sung at this point, or during the ceremony at appropriate places.

Just before the processional begins, the ushers who are also in the wedding party will join the rest of the groomsmen in the Vestry or Parlor. When the organist or other musician(s) begin the processional, the minister, groom, best man, and groomsmen move to the front of the chancel rail and position themselves.

Then the bridal party begins moving one by one down the center aisle. The bridesmaids come first, then the maid/matron of honor, followed by the flower girl and ring bearer (if any). When each arrives at the chancel rail, she turns to the left and faces the congregation.

When they are in position at the chancel rail, the pastor signals the organist and the mother of the bride; the mother stands, and the bride, on the left arm of her father, enters down the center aisle.

As the bride arrives at the chancel rail the wedding party turns to face the pastor; the mother of the bride sits down; and the pastor begins to address the congregation.

The wedding party remains in front of the chancel rail for the first part of the service until the wedding message is completed.

The pastor leads the procession to the altar, the bride and groom follow, then the best man and maid/matron of honor, who stand to the appropriate side of the bride and groom. At this point, the bride gives her bouquet to the maid/matron of honor.

The bride and groom join hands and face each other for the exchange of the vows. They then face the pastor who takes the rings.

The groom receives the ring from the pastor in his right hand, and takes the left hand of the bride with his left hand to give her the ring. The bride takes the ring with her left hand, and takes the groom's left hand in her right hand to give him his ring.

The bride and groom may kneel for the prayers, then rise and face the congregation, as the pastor announces that they are husband and wife. They kiss each other and are officially introduced to the congregation.

Following the benediction, the bride receives back her bouquet from the maid/matron of honor. If she has a long train, the maid/matron of honor will help her turn around to begin the recessional. The bride and groom recess first, followed by the best man and maid/matron of honor, then the rest of the wedding party.

As soon as the wedding party reaches the narthex, the two ushers who escorted in the parents return to the front pew to usher them out. The parents of the bride are ushered out first, followed by the parents of the groom. Then, the grandparents are ushered out. Finally, the ushers dismiss the rest of the people pew by pew, from front to back.

If there is to be a receiving line in the narthex or garden, the wedding party and the parents should proceed immediately to their place in the line upon reaching the narthex.

The suggested order for the receiving line is as follows:

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Bride's Mother

Groom's Father

Groom's Mother

Bride's Father

Bride

Groom

Maid/Matron of Honor

Best Man

(if desired) Bridesmaids and/or Groomsman

Other special guests are occasionally included at the specific invitation of the bride and groom.

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### **PHOTOGRAPHS\***

Having a pictorial record of your wedding day is important to you, and we try to make it as easy as possible on you and the photographer. Here are some suggestions:

1. Contact the photographer early and provide a list of exactly what photographs you want taken and when. This will save the photographer from taking all sorts of photographs to cover all conceivable requests.
2. Consider having photographs taken before the ceremony, the schedule at the church permitting. The more you can take ahead of time, the quicker you and the wedding party can get to the reception. The parlor and the garden can be used as a setting for photos as well as the sanctuary. The pastor is willing to stay for a brief time following the ceremony if you wish to have her or him included in any of the photographs.
3. It is your responsibility to communicate to the guests that they cannot take photos during the ceremony. It is distracting to those participating and to the congregation. Also, it is not fair to the photographer you have hired.
4. Above all else, remember that the wedding is not a photo opportunity. It is a worship service, the sanctity of which we want to preserve.

**HERE ARE SOME GROUND RULES FOR THE PHOTOGRAPHERS. PLEASE SHARE THIS WITH THEM.**

1. Please have all photographs completed at least a half-hour before the start of the ceremony so that the wedding party can get ready for the service.
2. You can take flash photographs during the procession and the recession.
3. During the ceremony itself please take only available light photographs from behind the congregation or the balcony.
4. The lighting in the sanctuary is not bright, and sometimes it is dimmed even more for a candlelight service. Please take this into consideration as you select your film and equipment.
5. It is possible to pose some parts of the service, if desired, following the ceremony itself.
6. The goal is for the photographer to get the photographs the couple wants without drawing any attention to the photographer.

\* There are 2 copies of this page, one for you and one for the photographer.

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### **VIDEO OPERATOR\***

1. The church was built long before anyone thought of videotaping wedding ceremonies, so the setting is not ideal. However, there seem to be two good locations for video equipment: in the balcony and in one of the side aisles near the chancel.

Please arrange to come to the church before the day of the wedding to discuss with the pastor what is possible.

2. All videotaping must be performed with available light. Additional spotlighting is too disruptive.
3. Equipment cannot be moved once the wedding has begun (that is, once the organist has started the prelude). We have found some video operators drawing attention away from the bride and groom toward themselves as they have shifted equipment. We also have seen them block the view of family members as they have maneuvered for the best angle.

\* There are 2 copies of this page, one for you and one for the video operator.

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### **FLOWERS\***

Flowers can be used to accent the architectural beauty of the sanctuary and to coordinate the color scheme of the wedding.

Generally, a single floral display or two arrangements may be placed on the altar. Occasionally, additional flowers are added at the communion rail and on the pews. If you choose to use the aisle candleholders, these can be decorated with flowers or greenery.

The florist provides the white runner for the central aisle, if you choose to have one. The length of the center aisle from the doors to the foot of the chancel steps is 105 feet. It is an additional 25 feet up the steps to the altar.

It is our suggestion that before the guests arrive the florist unrolls the carpet and affixes it to the slate floor with regular aisle runner tape. (Please do not use double stick tape.) This makes it much easier for the wedding party to maneuver up and down the center aisle.

\* There are 2 copies of this page, one for you and one for the florist.

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## RECEPTIONS

The parlor may be used for a stand up reception accommodating 70-100 persons. The Social Hall (second floor) is appropriate for groups larger than 100, or for sit-down dinners. It may comfortably seat up to 150 guests, or under more crowded conditions, up to 200 guests. Note: NO ALCOHOLIC BEVERAGES MAY BE SERVED ANYWHERE IN THE CHURCH OR ON CHURCH PROPERTY. NO SMOKING IS ALLOWED IN THE CHURCH OR ON CHURCH PROPERTY.

The following items are available for use:

- Silver tea and coffee service with matching sugar and creamer
- Silver urn with matching sugar and creamer
- 2 large silver trays to go with above
- 2 three-armed silver candelabra with short adapters
- 2 silver ladles
- 1 silver punch bowl
- 1 glass punch bowl
- 2 plastic ladles
- 68 silver teaspoons
- 78 silver salad forks
- 10 silver dinner knives
- 8 silver dinner forks
- 120 glass plates
- 174 glass punch cups
- 60 larger glass plates and cups
- 1 large polished aluminum tray
- 2 large glass platters
- 1 silver server, medium handle, slotted
- 1 large lace tablecloth
- 2 small lace tablecloths
- 2 100-cup electric coffee urns (takes 45-60 minutes) - must supply coffee

You will be responsible for napkins, candles (non-drip) and centerpieces. If you desire a separate table for the wedding cake, a table and cloth are available.

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**WEDDING FEES FORM**

<u>Fees</u>	<u>Members</u>	<u>Non-Members</u>	<u>Your Fees</u>
Wedding in Sanctuary	See below.*	\$1500	\$ _____
Wedding in Chapel	-0-	\$200	\$ _____
Reception at Church (Parlor or Social Hall)	-0-	\$300	\$ _____
Unity Candle (includes 2 side candles)	\$35	\$45	\$ _____
48 Aisle Candles (16 pew candelabras) (lit by custodian)	\$35	\$60	\$ _____
14 Candelabra Candles (at altar) (lit by custodian)	\$45	\$70	\$ _____
Church Organist	\$350 (Wedding) \$50 (Rehearsal)	\$350 (Wedding) \$50 (Rehearsal)	\$ _____ \$ _____
Church Soloist	\$150 (1-2 songs) \$200 (3-4 songs)	\$150 (1-2 songs) \$200 (3-4 songs)	\$ _____ \$ _____
Custodian	\$225 (first 5 hours) \$50 (after 5 hours, per hour fee)	\$225 (first 5 hours) \$50 (after 5 hours, per hour fee)	\$ _____ \$ _____

Total Fees to Church \$ \_\_\_\_\_

*Minus Deposit* \$ 200.00

**GRAND TOTAL TO CHURCH\*\* \$ \_\_\_\_\_**

Pastor	\$350	\$350	\$ <u>350.00</u>
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Premarital Counseling, Rehearsal and Ceremony. Please make your check payable to the pastor, which is due on the day of the rehearsal.

**TOTAL TO PASTOR \$ 350.00**

+ + + + +

\* \$0 for members prior to engagement; discounted fee for those who become active members during the engagement.

\*\* Please make your check payable to TRINITY U.M.C., noting Wedding in the memo section.

I/We understand the wedding fees and will complete payment on or before the day of the rehearsal. I/We also understand that if the church organ is used in the wedding service, it must be played by the Trinity Church Organist unless other arrangements are specifically approved in advance by the Trinity Organist and Senior Pastor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_