

Trinity United Methodist Church

36 W. Maple Ave. Merchantville, NJ 08109

Church: (856) 665-1806



Wedding Arrangements

February 2015

TRINITY UNITED METHODIST CHURCH

36 West Maple Ave. Merchantville, NJ 08109

Rev. Walter Mander, Pastor

Church (856) 665-1806 Home (856) 324-0530

Fax (856) 665-9556 Cell phone (609) 617-9053

WEDDING ARRANGEMENTS

Welcome!

Trinity United Methodist Church is happy to make its staff and facilities available to you at this joyous time in your lives. We hope that by this service of Christian Marriage your life together will be blessed and that your wedding day will be remembered with joy.

Getting to Know You

The pastor should be contacted as soon as possible. He will want for you to attend a Sunday morning worship service and then to meet with him.

The church secretary assists the pastor in scheduling and other arrangements. She may be contacted at the church office Tuesday – Friday, 9:00 a.m. to 1:00 p.m.

Requirements

We do not ask that you be members of this or any church, but rather that you sincerely seek the quality of marriage relationship which the church upholds. Many couples do in fact rediscover the relevance of the Christian faith at this important time of their lives. The pastor will want to discuss this with you.

Scheduling

We require at least 30 days notice of a wedding so that proper preparations can be made.

The pastor does not conduct weddings on Sundays, nor on Easter Saturday; and does not do so outside of the church building.

Pre-Marital Planning

Couples are expected to take the Prepare/Enrich marriage preparation inventory. The pastor will explain this tool and provide feedback. Couples will also meet with the pastor to discuss the marriage service and its meaning, and make plans for the ceremony.

Marriage License

The marriage license must be applied for in the municipality where the bride resides. If neither bride nor groom resides in New Jersey, it must be applied for in Merchantville.

The license may be picked up 72 hours after application and lasts for 30 days. We recommend that the license be applied for 2-3 weeks before the wedding. Blood tests are no longer required.

Please bring your license to the church office on the **Tuesday or Wednesday prior to** your wedding. The **rehearsal is not adequate** time for this since we need to prepare the certificate on the license form. Please cooperate on this matter.

Photographs

Because the wedding is a service of worship and the church is a sacred and special place, we do not permit the taking of pictures once the ceremony has begun. **Couples are responsible for informing their photographer of this policy, as well as family and friends.** Ushers should advise guests of this policy as they seat them. You can take pictures at the altar following the service. A video may be made, provided the photographer remains stationary, behind the congregation, and uses available light.

If you have a printed bulletin you may wish to include a notice such as: *“Welcome to Trinity United Methodist Church. Because this is a House of Worship and the Wedding is a Sacred Service, we ask that no photographs be taken during the ceremony. Thank you.”*

Guest Ministers

It is normal for the pastor of the church to officiate at all weddings. If a family desires to ask another United Methodist minister, such desires should be made known to the pastor who will extend the invitation to the other minister. Pastors from other churches are always welcome to assist in the ceremony.

Financial Obligations

Many ask what is proper in financial gifts for those serving in the church and thereby making the wedding possible. The following information is given to be helpful and to avoid embarrassment.

If you or members of your immediate family are active members of Trinity United Methodist Church there is no fee for church or pastor.

The fee for the organist is \$225.00. The organist will be present for your rehearsal.

The fee for the Sexton is \$125.00. The Sexton prepares the facilities, assures the smooth movement of the rehearsal and ceremony, and cleans the church following the wedding.

For nonmembers an honorarium for the pastor of \$250.00 is appropriate.

The church fee (\$250.00) should be paid at the time of reserving the church. The date requested will thereby be confirmed.

Other payments should be brought to the church office on the Tuesday or Wednesday prior to the wedding, along with your marriage license. Payments may be in either cash or check.

Separating of gifts in clearly marked envelopes for the organist, sexton, pastor and church would be appreciated.

It is the wish of the church that no one be excluded from a church wedding for financial reasons. If this is a problem, please speak with the pastor. In most instances however, these fees will be seen to be reasonable in relation to the total cost of the wedding.

Summary of fees

Checks payable as follows:

Church	\$250.00	Trinity United Methodist Church
Organist	\$225.00	Mrs. Helen Carrell
Sexton.....	\$125.00	Mr. Michael Hall
Pastor	\$250.00	Rev. Walter Mander
Total Cost	_____	
of Wedding	\$850.00	

Church payment at time of booking. Others in separate envelopes, on the Tuesday or Wednesday prior to the wedding.

Bulletins

Printed bulletins listing the wedding attendants and the order of the service will be printed free upon request. If you require special bulletin covers, these, plus the information to be printed must be delivered to the church office at least a week prior to the wedding.

Music

Since your wedding is being held in the church, the music should reflect your faith and the faith of your church. The organist will be glad to consult with you in this matter.

If organ music is desired, the church organist or a substitute will be engaged by the church. Another organist is not permitted unless approved by the church. If a soloist is desired, the family may make their own arrangements but the music should be discussed with and approved by the organist. It is the responsibility of the family to supply to the organist any specially requested music far enough in advance for adequate preparation, and soloists must rehearse with the organist. We do not have facilities for tape-recorded accompaniment, nor do we permit the playing of taped music.

Decorations

The regular arrangement of the Altar furniture is required for all weddings. You are welcome to have flowers and pew decorations if you desire. If a white runner is to be used, you can arrange this with your florist. The aisle is carpeted and slightly inclined so you might choose to dispense with this.

Children in the Wedding Party

We do not encourage participation of children less than 5 years of age. The bride and groom are the key persons in this ceremony and nothing should detract from them. Children, and the efforts to involve them, have on occasion been very disruptive to the marriage service.

Candles

If you are having the lighting of a special wedding candle as part of your ceremony, you are asked to supply all three candles (2 standard 12 inch tapers with candle holders, as well as the wedding candle of your choice).

Departing to Limousine

We ask that your guest be provided with a way of greeting you that does not require a lot of clean up. Bubbles and bells are appropriate. We prefer that rice, birdseed and confetti **not** be used. We appreciate your understanding in this matter.

Receptions

We will consider requests from church members to use the Fellowship Hall for simple receptions which follow immediately after the ceremony. This will depend on church scheduling. A fee schedule is set by The Board of Trustees. Alcoholic beverages and smoking are not permitted on church premises.

Rehearsal

You are welcome to arrange for a rehearsal, usually one or two evenings before the wedding. Parents of both bride and groom are welcome and encouraged to attend.

Arrival times

We ask you to be prompt for your rehearsal and wedding.

Your ushers should be in their places at least a half hour before the ceremony.

The best man should accompany the groom to the church thirty minutes before the service.

The bridal party should arrive at the church at least ten minutes before the service. **We recommend that the limousine bring you to the front parking lot entrance.** The Sexton will escort you to a waiting area. The limousine can then go around to the Chapel Ave. main entrance for your departure.

The mother of the groom will be ushered to her place about five minutes before the ceremony. The bride's mother will be the last person to her place.

Respecting Church Policies

Whenever going into a church other than one's own, common courtesy should lead us to inquire about and to respect the policies of that church. For example, **photographing is not permitted here during the service** and alcoholic beverages are not permitted in the buildings or grounds.

Church policies are not intended to detract from our enjoyment but to promote a special understanding of the wedding event and the joy we can receive from it.

Sunday Worship

You are warmly invited and encouraged to join us in regular Sunday worship, so that your wedding service will be part of an ongoing spiritual foundation for your marriage.

Worship begins at 10:45 a.m.

The Church Staff

Pastor: Rev. Walter Mander
pastor@gotrinity.org

Organist: Mrs. Helen Carrell
organist@gotrinity.org

Director of Music: Rev. Dr. Edward Maddison
music@gotrinity.org

Sexton: Mr. Michael Hall
sexton@gotrinity.org

Church Secretary: Ms. Cindy Stulz
office@gotrinity.org