

EVV Trinity UMC Wedding Information And Application Form

Congratulations!

We are excited about your big day and are happy to help! If you are interested in being married at Trinity let this note help you take some steps toward this goal. You do not have to be a member of Trinity; however, all weddings require premarital counseling with Trinity' pastor. Weddings must be scheduled at least four months in advance.

Facilities

Trinity United Methodist Church's main sanctuary capacity is 400 people. The sanctuary is complimented with the beautiful stained-glass Lily Window at the back of the balcony (a wonderful place to take wedding photos). Our Wick Organ is in the front of the sanctuary and is the ideal accompaniment to your worship service. We also have a Steinway grand piano. The bride and her attendants will have the parlor in which to dress and hang their gowns. The groom and groomsmen will be down the hall in another dressing area. You may schedule a walk-through of the church by calling the office and our Wedding Coordinator will meet you at the church to show you our facilities.

Scheduling Your Wedding

Once you have selected the date you desire for your wedding, please contact the church office at (812) 423-4495 to see if the pastor and the church are available on that date. All weddings must be scheduled at least four months in advance of the date. The day will be confirmed and held for you once your deposit and paper work has been received in the office. Please fill out a wedding application. You can download this off the church website, www.EVVTrinityUMC.org.

Your responsibilities (once the date is confirmed) will be to contact the pastor, the organist, your Trinity Church Wedding Coordinator no less than four months prior to the wedding to schedule your appointments with these individuals.

Pre-Marital Counseling

Premarital counseling is required. The pastor will work with you in planning your service of marriage and will help you prepare for your marriage commitment . It is your responsibility to set up these appointments with the pastor once the date has been confirmed and the deposit has been received by the church. It is recommended these begin at least four months before the wedding date.

Church Wedding Coordinator

Trinity United Methodist Church provides you with a Wedding Coordinator who will help in making your wedding at Trinity the day you always imagined. Our Coordinator will be present at the wedding rehearsal and approximately two hours before the wedding to assist with anything that may come up. When you pay your deposit, you will be given contact information regarding the Wedding Coordinator. You will want to schedule a time to meeting and discuss your plans. Your Coordinator will meet with you prior to the wedding rehearsal to solidify all the details as they pertain to the wedding at Trinity

United Methodist Church. Their job is to assist and advise you on decor and process. Other wedding coordinators are welcome, but Trinity's pastor and Wedding Coordinator have the final say and decisions as they pertain to the wedding and the church.

Music

A Wedding Music sheet will be attached to your scheduling paper work. Trinity United Methodist Church reminds couples that music should be appropriate for the worship setting, some secular music may be suitable for the rehearsal dinner or reception but not for the worship service. Trinity will expect the staff musicians to play for the wedding, or if they are not available, they will arrange a guest organist.

Photography

It is necessary for the photographer to have a conversation with the pastor prior to the wedding day. If he or she will not be in attendance at the rehearsal, then a call needs to be made to the pastor prior to the day of the rehearsal.

Flowers and Decoration

Trinity's Wedding Coordinator is prepared to offer advice on flower arrangements and placement. Bouquets or other items are not to be attached to the pews or doors with tape. The Coordinator can offer help on how to display these items.

Rice, Seed, Etc.

Bird Seed only is allowed and only outside the church building.

Wedding Bulletins

Bulletins for your ceremony are your responsibility.

Rehearsal

The rehearsal date and time are stated on the scheduling form given to you at the time of the selection of your date. The rehearsal will take approximately one hour on the evening before the wedding. Please bring your wedding license to the rehearsal.

Building Access

Our building may be accessed any time during office hours, the week of your wedding (unless services are being conducted in the building that week.) The church office is open from 7:30 am to 3:30 pm. You will want to phone ahead of your arrival to be certain you may be able to utilize the room you wish to work in.

Additional Information

You may bring in refreshments for your group, however; the cleanup is your responsibility. No food or drinks are permitted in the chapel or sanctuary. Trinity United Methodist Church is not liable for items left on our property.

APPLICATION FORM
Trinity United Methodist Church ~216 S.E. Third Street ~ Evansville, IN 47713
~~812-423-4495

Wedding Date _____

Time _____

FEES Non-Member— \$1,600

Member of Trinity—\$800

FEES COVER THE FOLLOWING

Sanctuary	Premarital Counseling	Organist	Officiating Minister
Church Coordinator	Sound Technician	Custodial Care	Candelabras & Candles

A DEPOSIT of—\$400.00 is due when reserving the church for your chosen date.

Cancellations— Your deposit will be refunded if you notify the church 90 days prior to the wedding date. All Payments should be turned into the Church Office Unpaid balance is due on Rehearsal night!

INFORMATION

(Bride) Name _____

Home Address _____

Cell # _____

Are you a member of Trinity UMC? YES NO E-Mail _____

Church Currently Attending _____

PARENTS INFORMATION

Mother's Name _____ E-mail Address _____

Father's Name _____ E-mail Address _____

Are they members of Trinity UMC? YES NO

INFORMATION

(Groom) Name _____

Home Address _____

Cell # _____

Are you a member of Trinity UMC? YES NO E-Mail _____

Church Currently Attending _____

PARENTS INFORMATION

Mother's Name _____

E-mail Address _____

Father's Name _____

E-mail Address _____

Are they members of Trinity UMC? YES NO

GENERAL PLANS

Rehearsal Date _____

Time of Rehearsal _____

Soloist Name _____

Florist Name _____

of Bridesmaids _____ # of Groomsmen _____ Flower Girl _____ Ring Bearer _____

Photographer's Name _____

Newlyweds Address following wedding:

Street Address

City

State

Phone #

SIGNATURE _____ **DATE** _____

SIGNATURE _____ **DATE** _____