

WEDDING REGISTRATION FORM
Trinity United Methodist Church ~216 S.E. Third Street ~ Evansville, IN 47713
Rev. Dr. Todd A. Gile ~~ tgile40@mac.com~~812-423-4495

Wedding Date _____

Time _____

BRIDE'S INFORMATION

Name _____

Home Address _____

Cell # _____

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

Church Currently Attending _____

BRIDE'S PARENTS INFORMATION

Mother's Name _____ E-mail Address _____

Father's Name _____ E-mail Address _____

Are they members of Trinity UMC? YES NO

GROOM'S INFORMATION

Name _____

Home Address _____

Cell # _____

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

Church Currently Attending _____

GROOM'S 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 _____



PRICING **Member of Trinity—\$800** **Non-Member— \$1,600**

FEES COVER THE FOLLOWING

Sanctuary Officiant 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!



Newlyweds Address following wedding:

Street Address City State Phone #

BRIDE'S SIGNATURE _____ **DATE** _____

GROOM'S SIGNATURE _____ **DATE** _____

EVV Trinity UMC Wedding Information

Congratulations!

We are excited about your big day and are happy to help! If you are interested in having your wedding at our church let this note help you take some steps toward this goal. If you do not have a church home in/or near Evansville, we would be very happy to provide you with our church for your marriage. Member or not, we would like to make our historic church available to you for your special day.

THIS INFORMATION IS DESIGNED TO FACILITATE AND COMMUNICATE THE TRINITY UNITED METHODIST CHURCH APPROACH TO A WORSHIPFUL WEDDING CEREMONY

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, 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. The church office will not be involved once your Church Wedding Coordinator has been assigned.

Pre-Marital Counseling

Our Lead Pastor holds a Masters in Counseling with an emphasis on marriage and family. He is delighted to counsel with couples who are planning on marriage. The pastor will work with you in planning your service of marriage and will additionally counsel you in the importance of a Christian marriage. You will need to schedule these sessions in advance of your chosen date of marriage. 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. Her job is to assist and advise you on decor and process. Other wedding coordinators are welcome, but Trinity's pastor and Trinity's Coordinator have the final say on decisions as they pertain to the wedding at the church.

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.) The church office is open from 8 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 at any time. Trinity United Methodist Church is not liable for items left on our property.

Officiant

Trinity's pastor will be the minister at all weddings. Any participation by another minister is at the discretion of Trinity's pastor. Trinity's pastor has final say regarding service details, music, and décor.

Wedding Music

Make a joyful noise! Many couples want to include the singing of hymns of joy, prayer, and blessings. Some couples wish to use processional and recessional other than traditional selections. Our Music Director will assist you in these selections.

Trinity United Methodist Church reminds couples that music should be appropriate for the worship service, 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.

- ◆ Music should be appropriate for a worship setting
- ◆ All music must be approved
- ◆ Trinity will expect our Music Director will play for your wedding, or if not unavailable, the Music Director will arrange an alternative.
- ◆ The Music Director will be present for the wedding rehearsal, and will gladly meet with couples and soloist by advance appointment.
- ◆ Music should be sent to the Music Director in advance of the rehearsal date.
- ◆ Soloists are responsible for scheduling rehearsal time with our Music Director.
- ◆ Sound technicians will assist with recorded music and sound system for your vocalist.

NO ALCOHOLIC BEVERAGES OR SMOKING—allowed on or inside of the church property.