

Weddings



 **TRINITY**CHURCH
Orange City, Iowa

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“Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh.” This mystery is profound, and I am saying that it refers to Christ and the church.

(Ephesians 5:31-32)

Congratulations on your engagement! And thank you for wanting to have a celebration at Trinity marking your covenant of Christian marriage.

Christian marriage is a joyful covenanting between a man and a woman in which they confess, before God and human witnesses, their commitment to be united

as husband and wife. In celebrations of Christian marriage, people gather to praise God for the covenant of grace and reconciliation made with us through Jesus Christ, to hear it proclaimed fresh and new, and to respond to it as they witness your own covenant of Christian marriage.

It is our desire to help you prepare for that kind of celebration in our facility.

Frequently Asked Questions

How many guests can Trinity's Sanctuary accommodate?

The sanctuary is divided into 4 main sections of seating; 2 smaller outer sections and 2 larger inner sections. Each of the outer sections has 7 rows, and each of the inner sections has 11 rows. There is also a back corner section on each side which has high cafe style tables & chairs. In total, this allows for 442 seats. There is capacity for approximately 470 seats upon request. For receptions, the Fellowship Hall can seat 200 people comfortably, with 8 around a round table.

How do I go about reserving a date for our wedding?

At Trinity we try not host more than two weddings per month. Once you have a date in mind that you would like to reserve, please fill out the *Wedding Ceremony Planning Worksheet*, then contact the Communications Director at 712-737-4542 or trinityoc@gmail.com. If the requested date is vacant, you will be tentatively added to the schedule. Our elders approve all wedding ceremonies. After their approval, we will contact you to confirm the date.

Who can we have officiate our Wedding?

Our pastors are happy to officiate when they are available, you will need to contact them personally to coordinate. If you are planning to have a pastor outside of Trinity perform your ceremony, please provide their name, church, and contact information on the *Wedding Ceremony Planning Worksheet*.

What about Premarital Counseling?

All couples getting married at Trinity must participate in premarital counseling. It is the responsibility of the couple to arrange sessions with the pastor whom they choose to conduct their counseling and wedding.

Can we have our reception at Trinity?

Yes, you are welcome to use the facility for your reception. Please see the *Facility Use Guidelines for Weddings*, which is in the next section.

How much will it cost to use Trinity's facilities?

Wedding — \$500

This includes the use of the Sanctuary and Great Hall. Other rooms on the east end of the church will be made available for bridal party preparations. This fee also includes all the custodian and sound, projection, and lighting techs.

Video — \$75

We have a 3-camera, live-edit system, run by amateurs. If you desire a professional, edited video, you should contract with a professional company, using their own equipment.

Rehearsal Supper — \$75

This includes all custodial fees. A member of the wedding party will need to be trained to use the sound and projection in the Fellowship Hall if needed.

Reception — \$100

This includes all custodial fees. A member of the wedding party will need to be trained to use the sound and projection in the Fellowship Hall if needed.

Clergy

An honorarium is the responsibility of the wedding party. The suggested range is \$100-\$200, plus any travel expenses for off-site weddings.

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| Facility Use Guidelines for Weddings |
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Trinity often decorates the sanctuary for special seasons and sermon series. The church must be used "as is". Decorations may not be removed or changed.

Pushpins, thumbtacks, and tape are not be used on painted or varnished surfaces. Duct tape can not be used anywhere in the facility.

Candles are permitted only on the sanctuary stage area, and only behind glass covers, such as pillar hurricane lamps or lanterns. No candles are permitted down the sanctuary isle.

Water fountains are not permitted to be used on stage, and will need to be approved by the Communications Director before use in any other location.

A family restroom is available, as well as changing tables in each restroom. Trinity's nursery services are not provided for weddings.

Removal of wedding decorations must be done shortly after the ceremony.

Those scheduling events on Saturday evenings should leave the facility ready for Sunday morning worship and activities.

Sanctuary seating must stay arranged as is.

Celebratory tosses of birdseed, bubbles, etc. are welcome outside of the building as a couple departs. Please have someone from the wedding party make sure the parking lot and canopy area are free of debris when you depart.

Equipment and furniture should be returned to its original location and configuration.

Changing rooms, family waiting rooms, and space for providing a meal prior to the wedding, may be made available upon request.

Receptions may be held in the Fellowship Hall area. Maximum seating is 200 people at round tables with 8 chairs per table. Specific setup questions should be directed to the Facility Manager.

Dance receptions are not permitted at Trinity.

Tobacco and Alcohol are prohibited on the church property.

Communicate audio/technology needs for the reception with either the Communications Director or the Worship and Tech Associate.

All garbage must be placed in the bins provided. If the bins are full, garbage should be taken to the dumpster located out the north door of the kitchen.

The facility will be available for you to decorate after 10:00 am on the day prior to the wedding. An exception to this policy would be in the case of a funeral, which would take priority.

Any moved furniture must be reset and all wedding items cleaned up and removed from the facility by 8:30 pm on Saturdays to allow for the building to be cleaned and prepared for Sunday morning worship and activities. On all other days of the week the property must be vacated by 10:00 pm.

All other requests can be directed to the Communications Director in advance.

(Sept 2018)