

## INTRODUCTION

A Christian wedding is a sacred occasion intended to symbolize the covenant between a man, woman and God. It is a time of celebration and reverence. Our church rejoices with your decision to marry, and we are delighted that you have chosen Trinity Baptist Church to be the place for your ceremony. We want your wedding day to be a time to celebrate God's goodness toward us through His gift and plan for a Christian marriage.

The church staff is here to assist you in making this day special and sacred. The policies contained in these guidelines are designed to not only create a sacred ceremony, but also to assist you in the planning and preparation for this special day.

The policies of these guidelines have been made with serious thought and past experience. The church has adopted them as the official policies for weddings and receptions at Trinity Baptist Church. Please read them carefully; and if you have any questions, the wedding coordinator or church staff will be happy to assist you.

May God bless you as you prepare to enter into this sacred union.

In Christ,

A handwritten signature in black ink, appearing to read "Dr. Jeff Roberts". The signature is written in a cursive, flowing style.

Dr. Jeff Roberts  
Senior Pastor

## THE MINISTER

Weddings at Trinity Baptist Church may be performed in the sanctuary, which seats approximately ~~800~~, 1,000 or in the chapel, which seats 100 ~~150~~. The senior pastor or one of the ministers of Trinity Baptist Church will officiate/participate at all weddings. However, when it is the wish of the bride and groom to invite a visiting minister to officiate/participate in the ceremony, the senior pastor of Trinity Baptist Church should be so advised. He will then extend a formal invitation to the guest minister in writing. All prospective wedding couples will meet with the senior pastor of Trinity Baptist Church.

After selecting the senior pastor or one of the ministers to officiate/participate in the wedding ceremony, the church requires the officiating/participating minister from Trinity Baptist Church to meet with both the bride and groom for ~~a minimum of three (3) hours of~~ counseling. Individual ministers may have additional requirements.

Our ministers are professionally trained caregivers with regular office hours for counseling. Schedule your counseling appointments during these regular hours. You may have to take time away from work as you would to see a doctor, dentist or other professional.

The officiating minister will guide you in developing your wedding ceremony. It is imperative that you give your marriage license to the minister on the night of the rehearsal or prior to the wedding ceremony. The minister cannot perform your wedding without a marriage license issued in North Carolina.

If invited, the minister may attend the rehearsal dinner and reception but there are times when it may not be possible for him/her to do so.

## SCHEDULING YOUR WEDDING

Schedule your wedding date and time on the church calendar as early as possible by completing a wedding reservation request form. Dates are reserved according to the availability of the church and will only be confirmed after the wedding reservation request form has been received and coordinated with the church calendar. Facilities available for use are the sanctuary, chapel, parlor and fellowship hall. A deposit of \$150 must accompany the wedding reservation request form. The deposit will be refunded after all appropriate fees have been paid.

~~Only Trinity Baptist Church members may be married at Trinity Baptist Church. Either~~ **To be eligible to be married at Trinity Baptist Church, either** the bride or the groom or the parents of the bride or the groom must be members of Trinity Baptist Church. A new member must be a member of the church for six months prior to scheduling a wedding. If an exception to this policy is desired, it must be approved by the senior pastor.

**No wedding may be held at any time there is a scheduled church service.**

**There will be no weddings on a Sunday except informal weddings requiring no wedding coordinator and with the approval of the Pastor.**

No wedding will be permitted in the sanctuary on the weekends involving the Easter Cantata, The Hanging of the Greens, or the Christmas Cantata. Weddings may be permitted on these weekends in the chapel or the parlor.

**Weddings and receptions should be scheduled where all activities are concluded no later than 8:00 p.m.**

## WEDDING COORDINATOR

The Trinity Baptist Church wedding coordinators are members of the church who are fully familiar with wedding etiquette and experienced in assisting and directing weddings. We require that one of Trinity's wedding coordinators be used at each Trinity Baptist Church wedding, with the exception of informal weddings. Because the coordinator will know the staff and facilities, they are best equipped to act as liaison between the church and the wedding party. The wedding coordinator will oversee the use of the church facility for the wedding rehearsal, rehearsal dinner, ceremony and reception if held at the church. Our goal is to relieve as much apprehension as possible and to carry out finalized plans, so that the wedding will proceed as smoothly as possible.

We realize that you may wish to have a friend or relative to direct the wedding ceremony. To meet both your desire and the interests of the church, the wedding coordinator will assist your friend or relative. Our goal is to minister to the bride and groom, and we want to work with you to incorporate your wishes for your wedding. The wedding coordinator will be available to answer any questions you might have concerning your ceremony and to consult with the vendors if they have any questions concerning the church wedding policies.

Once the ceremony has been placed on the church calendar, contact the wedding coordinator to discuss a meeting time to begin planning your ceremony.

### DUTIES OF THE TRINITY COORDINATOR (with outside director)

- Meet with the Bride and groom approximately two (2) months prior to the wedding
- Review timeline of the rehearsal and wedding day
- Open the church two (2) hours prior to the wedding
- Oversee vendor delivery (flowers, cake, etc.)
- Be available to help with directing of arriving attendants and guests
- Be available to help wedding party prior to ceremony
- Oversee rental pick up, removal of decorations, extinguishing of candles after ceremony

## DUTIES OF THE ~~TRINITY~~ TRINITY COORDINATOR/DIRECTOR

- Meet with the bride and groom approximately two (2) months prior to the wedding
- Help plan timeline of rehearsal and wedding day
- Help in the pairing and placement of attendants
- Help plan the order of processional
- Help plan the order of recessional
- Direct the wedding party at the rehearsal and the wedding

## **PREPARATION OF THE SANCTUARY OR CHAPEL**

The beauty of our sanctuary and chapel makes it unnecessary for elaborate decorations. Care and caution should be exercised at all times for the protection of furnishings and carpet.

No flowers or decorations shall be attached directly to church furniture or to the church walls. Protective material must be used under all potted arrangements to protect carpets and furniture. Do not put flowers, candles or decorations on the piano or organ. The use of nails, screws, wires, tacks, tape, glue, pins, staples, etc., are forbidden. You may use rubber bands, ribbons, pew clips and chenille stems.

Do not decorate the sanctuary baptistry.

Any moving of furniture in the sanctuary or chapel is to be done by the custodian and/or Trinity's wedding coordinator. Any decision concerning the moving of furniture should be made prior to the rehearsal. There will be a charge to move the furniture (podium and benches) off the stage.

Spring-loaded candles are provided for all candelabras and pew candles. The bride and groom are responsible for providing candles for aisle candleholders and the unity candle stand, if used. Only dripleless candles may be used.

No confetti, rice or other materials shall be thrown in or on the church property. Birdseed and bubbles may be used **OUTSIDE ONLY**. Silk flower petals may be used in the sanctuary or chapel.

All decoration, flowers, potted plants and other items brought to the church must be removed from the sanctuary or chapel within one hour of the conclusion of the wedding ceremony. Trinity Baptist Church assumes no liability for items left at the church. It is important for you to go over all this with your florist and other vendors.

If you want to give your flowers to the church for use in the worship service, contact the chairperson of the Flower Committee when scheduling your wedding date. The senior pastor's secretary can give you the chairperson's name and telephone number.

## MUSIC

It is important to keep in mind that a church wedding is a service of the church and the music should be in keeping with the reverence that is customarily observed in worship.

The minister of music must approve the music at all weddings at Trinity Baptist Church. The bride and groom should contact the minister of music as soon as possible to make necessary arrangements. The minister of music will explain the requirements of the church and will assist in the selection of appropriate music.

It is suggested that the Trinity Baptist Church organist and/or pianist be used for all rehearsals and weddings, due to their familiarity with the instruments. However, when it is the wish of the bride and groom to invite another instrumentalist, this should be made known to the minister of music before such an invitation is extended. The minister of music at Trinity Baptist Church, upon notification that another instrumentalist is desired, will extend a formal invitation to that person in writing.

## PHOTOGRAPHY/VIDEOGRAPHY

The photographer of your choice should be contacted at an early date.

If available, the church parlor may be reserved for taking photographs prior to the wedding ceremony.

Flash photographs cannot be taken during the processional, the ceremony or until the wedding party reaches the last pew during the recessional. Time-exposure photographs are permitted during the ceremony if taken from the back of the sanctuary or chapel.

The wedding party may return to the sanctuary or chapel for photographs following the service. All photographs involving the senior pastor and/or any other church staff member should be taken first. The photograph session should take no more than thirty (30) minutes.

A video recording of the wedding may be made from the sound booth; the back of the sanctuary or the chapel provided it does not interfere with the work of the sound engineer. An unmanned video camera may be used if placed unobtrusively in the choir loft. The video camera must be on a tripod. No additional lighting will be allowed during the wedding ceremony. Equipment should be in place one hour before the service begins. No equipment may be placed in the baptistry. The wedding coordinator must concur with the camera placement. **A request can be made of Trinity's Video Team to video the wedding, and this service can be provided if the team or a member of the team is available.**

Photographers and assistants should dress appropriately for the wedding.

## SOUND

Make arrangements with the minister of music, at least one month in advance, to have a sound engineer present at the rehearsal and the wedding. Only Trinity Baptist Church sound engineers are to be used. ~~If tapes, CDs, etc., are to be used during the wedding ceremony, have them available for the sound engineer at the rehearsal.~~ **If digital recordings are to be used during the ceremony, please have the recordings available for the sound engineer at the rehearsal.**

## REHEARSAL

The minister, wedding coordinator/director and musicians will be present for the rehearsal. The wedding party will walk through the ceremony two (2) times. One hour and fifteen minutes should be allowed for the entire rehearsal. The participants are expected to be prompt for the rehearsal. Please refrain from using cellular telephones during this time.

In order that the rehearsal may progress in a smooth and orderly fashion, some of the following decisions should be made prior to the rehearsal:

1. Designate the groomsmen to light candles (if used) and the time that candles are to be lighted.
2. Designate the groomsmen to seat the bride's mother, the groom's mother and any other honorees.
3. Plan the exact standing arrangement for members of the bridal party in the sanctuary and the order in which they will process and recess.

Vocalist/s should make arrangements in advance with the musician to practice prior to or at the conclusion of the rehearsal. If ~~tapes, CDs, etc.~~, **digital recordings** are to be used during the wedding ceremony, have available for the sound engineer at the rehearsal.

Please give the wedding coordinator at least six (6) copies of your wedding program at the rehearsal.

## **REHEARSAL DINNER AT THE CHURCH**

You may schedule your rehearsal dinner in the fellowship hall if the facility is available. Schedule the fellowship hall with the church office and then contact the church host/hostess. The church host/hostess or a member of the Food Service Committee must be present when the kitchen is being utilized. The church hostess must attend the rehearsal dinner if the rehearsal dinner is held in the church facilities.

In decorating the fellowship hall for the rehearsal dinner, do not use nails, screws, wire, tacks, tape, glue, pins, staples, etc., to any part of the furnishings, floor, ceiling or walls.

The church custodian is responsible for arranging the tables and chairs in the fellowship hall for the rehearsal dinner according to your wishes. Give a diagram of the arrangements to the church host/hostess at least two weeks prior to the dinner. After the rehearsal dinner the custodian will rearrange the furniture.

Your caterer should provide adequate staff for preparation, serving and cleaning up of equipment used. The caterer should confer with the church host/hostess about kitchen policies at least one month in advance.

## RECEPTION AT THE CHURCH

You may schedule your reception at the church if its facilities are available and is a suitable size for your number of guests. The fellowship hall can accommodate a maximum of 350 for a sit-down dinner or 450 for a buffet. For larger receptions the Recreation Outreach Center may be utilized if available. The Recreation Outreach Center should only be used when the number of guests is too large for the fellowship hall. Receptions being held in the Recreation Outreach Center must abide by the R.O.C. Manual and Guidelines.

Schedule your reception at Trinity Baptist Church with the church office, and then discuss plans with the church host/hostess. The church host/hostess or a member of the Food Service Committee must be present when the kitchen is being utilized. Contact the church host/hostess no later than one month prior to the reception for a listing of available items that may be used.

In decorating the church facilities for the reception, do not use nails, screws, wires, tacks, tape, glue, pins, staples, etc., to any part of the furnishings, floor, ceiling or walls.

The church custodian is responsible for arranging the tables and chairs in the church facility for the reception. A diagram of the desired arrangement should be given to the church host/hostess at least two weeks prior to the reception. After the reception the custodian will rearrange the furniture.

Your caterer should provide adequate staff for preparation, serving and cleaning up of equipment used. The caterer should confer with the church host/hostess about kitchen policies at least one month in advance.

~~Music used for the reception should be reviewed and approved by the Minister of Music and Pastor.~~

A D.J. may be used and dancing is allowed in the fellowship hall and the ROC. ~~The D.J.'s music must be approved by the music minister.~~ **The bridal party should ensure that the music played at the reception is appropriate music for the setting of the reception.**

## GENERAL INFORMATION

1. The wedding reservation request form must be completed and returned along with your deposit before your wedding can be placed on the church calendar.
2. The marriage license is to be brought to the church and presented to the minister at the time of the rehearsal or prior to the wedding ceremony. The marriage license must be issued in North Carolina. A certificate of marriage will be presented to the wedding couple following the wedding ceremony.
3. Printed programs, if desired, are the responsibility of the bride and groom. The statement, "No photographs are permitted during the ceremony" and "Please turn off all cell phones" should be included in the printed wedding program.
4. On the wedding day, the church will be unlocked two (2) hours prior to the wedding.
5. The use of nails, screws, wires, tacks, tape, glue, pins, staples, etc., is forbidden in the sanctuary, chapel, parlor or fellowship hall.
6. Alcoholic beverages are not permitted in the church buildings or on the church grounds. In addition, the bride and groom are requested to advise the members of the wedding party that they shall refrain from the use of alcoholic beverages immediately prior to both the rehearsal and the wedding ceremony. Smoking is not permitted in the church buildings.
7. No confetti, rice or other materials shall be thrown in or on the church property. Birdseed and bubbles may be used OUTSIDE ONLY. Silk flower petals may be used in the sanctuary or chapel.
8. The wedding party ~~my~~ **may** use the areas designated for dressing. The wedding coordinator will direct you to these locations.

9. If nursery facilities are needed during the ceremony, please contact the children's minister.
10. The church is not responsible for personal items such as any wedding attire, wraps, purses, cameras, ~~sliver~~, **silver**, glassware or any rental items brought to the church for use in a wedding, rehearsal, rehearsal dinner or reception nor is it liable for any items if lost, stolen or damaged. We suggest that the wedding party members pack up their belongings before the ceremony begins and ~~clean-up~~ **clean up** the dressing areas, so they will be ready to leave for the reception when the photographer is finished.
11. It is expected that members of the wedding party will conduct themselves at all times in a manner befitting the atmosphere of a place of worship. It is the obligation of the bride and groom to make certain these guidelines are made known to the wedding party and all vendors.
12. Trinity Baptist Church reserves the right to make the final decisions in regard to any details and areas not covered by these guidelines.

## WEDDING FEES

TRINITY BAPTIST CHURCH  
4815 SIX FORKS ROAD  
RALEIGH, NC 27609  
919-787-3740

Officiating Minister	Honorarium
Organist	Set by organist
Pianist	Set by pianist
Vocalist	Set by vocalist
Wedding Coordinator/Director	<del>\$150.00</del> \$250.00
Wedding Coordinator only	<del>\$100.00</del> \$200.00
Sound Technician	<del>\$75.00 first 2 hours</del> \$150.00
Videographer	\$150.00
Food Services Committee member	<del>\$20.00 per hr. (Min. 2 hrs.)</del> \$50.00 for 2 hours \$20.00 per hour over 2 hours
Custodian	
Sanctuary or Chapel	<del>\$100.00</del> \$300.00
Chapel	<del>\$ 50.00</del>
Fellowship Hall	\$150.00
Walls not moved	<del>\$ 75.00</del>
Walls moved	\$125.00
ROC (See Recreation Outreach Center Guidelines)	\$425.00
Parlor	
Photographs only	No fee
Wedding/Reception	\$ 50.00
<del>Aisle Candle Holder</del>	
<del>    Set up and clean up per candle holder</del>	<del>\$ 4.00 ea.</del>
<del>    Hurricane Globes</del>	<del>\$ 2.00 ea.</del>

Fees will be reviewed and adjusted annually as needed by the Pastor, Wedding Coordinator and Trustees.