

Your
Wedding
at
Trinity Lutheran Church

Members Edition

502 N 4th Street

Bismarck, North Dakota 58501

(701)223-3560

www.trinitybismarck.com



Table of Contents

Introduction	3
Trinity Weddings	4
Music and Appointments.....	4
Premarital Inventory	4
Your Marriage License	4
Facilities	4
Weddings in the Church.....	5
Weddings in the Community Center.....	5
Bride’s Room	5
Groom’s Room	6
Altar Paraments	6
Valuables.....	6
Music for Your Wedding	6
Your Photographer and Videographer.....	7
Photographer	7
Videographer	7
Your Florist and Decorations.....	7
Your Rehearsal and Wedding Day Timeline.....	8
Your Rehearsal	8
Your Rehearsal Details	8
Wedding Day Timeline	9
Instructions for your Ushers	9
Your Wedding Programs	9
Expenses and Fees	10
Use of the Church	10
Wedding Contract and Policy Agreement.....	10

Your Wedding
at
Trinity Lutheran Church
Bismarck, North Dakota

Marriage is one of the most important decisions you will make in your Christian journey. We are happy that you are interested in celebrating your wedding at Trinity Lutheran Church. The church staff is committed to help you plan a service of worship that will be sacred, dignified, joyous, and memorable.

This booklet, *Your Wedding at Trinity Lutheran Church*, is designed to help you in planning and preparing for this special day and service. These guidelines have been established by the ~~board~~ council, and you are expected to observe the regulations and rules stated here.

Trinity Lutheran's Office Manager, along with the pastor, will help you plan your wedding, and the Wedding Coordinator will supervise at the rehearsal and at the ceremony. This booklet should be a helpful resource for your planning. However, you are always welcome to call the Church Office (701-223-3560).

The material from this booklet may also be found at the Trinity Lutheran Church website: www.trinitybismarck.com.

*Trinity Lutheran will not schedule weddings on Synod Assembly weekend which is usually the first full weekend of June.

Trinity Weddings

Music and Appointments

Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

Rehearsal Dinners and Wedding Receptions

If you would like to invite the pastor to your rehearsal dinner or wedding reception, please do so well in advance of the event. The pastors usually do not attend the rehearsal dinner, and may not be available for the reception because of family obligations.

Premarital Inventory

All couples getting married at Trinity Lutheran must agree to go through pre-marital inventory before a wedding can take place. The officiating pastor will coordinate with you to set up a meeting. The fee associated with premarital inventory is located on page 10 of this document.

Your Marriage License

Your marriage license may be obtained from the Burleigh County Recorder's Office. It is located at 221 N 5th St, Bismarck. The phone number is 701-222-6749. Office hours are from 8:00a.m. – 4:30p.m., Monday through Friday. There is no waiting period, and the license is good for sixty days. The cost is \$65.00. Please bring your wedding license to the church office within one week before rehearsal.

Facilities

Members of Trinity Lutheran Church have priority on the use of facilities. ~~At this time, Trinity Lutheran Church does not allow for Non-Members to be married within the church facilities.~~ The church building and its equipment have been provided by the gifts of faithful people across many years and have been dedicated to the worship and service of God. To help care for these, we ask that you observe the following:

1. Pulpit, Bibles, Baptismal Font and Communion Tables are considered to be stationary items of furniture and are not to be moved. No decorations may be placed on the Altar.
2. No tacks, nails, scotch tape, friction tape, masking tape, hooks, or any such device is to be used on any of the walls, woodwork, or furniture of the Sanctuary, Chapel, or Church Parlor.

3. Only dripless candles may be used in the Sanctuary and Memorial Chapel. The persons responsible for their use shall provide suitable protective covering for the carpet. No lighted candles shall be carried in the hand. Any person or persons who use candles shall be responsible for any damage resulting therefrom, whether or not adequate precaution to prevent damage has been taken.
4. Trinity Lutheran Church properties are smoke-free facilities; therefore, no smoking is permitted in any church facility.
5. Alcoholic beverages are not permitted on the premises.
6. To protect the building and preserve the grounds and walkways, no rice, birdseed, confetti, potpourri, or anything else may be thrown either inside or outside the building.
7. All persons using the kitchens in the church buildings are required to leave them in the clean condition in which they were found.
8. No gum, food, or drinks are allowed in the church or lobby during the wedding rehearsal or the wedding ceremony.

Weddings in the Church

The Church comfortably seats 480 people on the main level and 274 people upstairs in the balcony.

Weddings in the Community Center

The Community Center will accommodate 235 people (lecture seating), 150-200 people (concert seating), or 160 people (banquet seating). Arrangements need to be made with the Office Manager.

Outdoor Weddings

During warmer months weddings may be held outdoors on Trinity's lawn facing 4th street. Please be aware that such a reservation of Trinity's outdoor site is solely a reservation of space. Separate arrangements need to be made for sound system, instruments and chairs, all of which are available for rent through Trinity.

Please inform the Office Manager if you would prefer an outdoor wedding. The Sanctuary would serve as a back-up setting for your wedding in the case of inclement weather.

Bride's Room

(Katie's Parlor)

A Bride's Room is provided. A full-length mirror and ample seating for your bridal party is provided. The Bride's Room will be available beginning at 10:00a.m. the day of the wedding ceremony. Please enter the church through the north entrance and take the elevator downstairs.

Groom's Room

(Triniteen Room)

The groom and his attendants may use the Triniteen Room to assemble prior to the wedding ceremony. It is located in the basement of the church. The Groom's Room will also be available at 10a.m. the day of the wedding ceremony.

Altar Paraments

The church season is reflected in altar paraments. These paraments will be present during the wedding ceremony and will not be changed.

Generally, you can expect the paraments to be as follows:

- Advent (4 weeks prior to Christmas), blue
- Epiphany (January 6 to Ash Wednesday), green
- Lent (Ash Wednesday to Palm Sunday), purple
- Palm Sunday and Holy Week, red
- Season of Easter (Easter Day and seven weeks after), white
- Season of Pentecost (most of June through November), green

Valuables

Every possible effort will be made to protect personal items such as wedding dresses, purses, and silver to be used for receptions, etc. However, the church cannot be responsible for such items if lost, stolen, or damaged. It is imperative that money, jewelry, and other valuables not be left unattended in the bride's room, but entrusted to a reliable person of the family's choice or, preferably, not be brought into the church at all. Members of the church staff are not permitted to sign for items.

Music for Your Wedding

The ceremony of Christian marriage is a Service of Worship. All music should be chosen to enhance the service rather than to entertain the guests. All music for this service must reflect a message consistent with the faith of the church. The Organist for Trinity Lutheran Church is available to play for weddings in the church.

- If Trinity Lutheran's Organist is requested, you must make an appointment with the Organist immediately after the wedding date has been set and you have met with the minister.
- It is expected that all music be liturgically appropriate for a Service of Worship and musically appropriate for the instrument.
- Instrumentalists may be used. It is expected that any instrumental music be selected with the same consideration.

- You are encouraged to select qualified soloists for your wedding. Trinity Lutheran's music staff will assist you if needed.
- Any soloist or instrumentalist must arrange a rehearsal time with the Organist prior to the wedding rehearsal.

Fees for these services are found on page 10 of this booklet.

Your Photographer and Videographer

Trinity Lutheran Church recognizes the value of wedding photographs and videography. The church expects photographers and videographers to respect and abide by the rules and regulations that are listed below.

Photographer

The wedding is a service of worship.

- No flash pictures may be taken in during the ceremony.
- Posed pictures are permitted before and after the ceremony in any part of the building. However, the church must be cleared forty-five minutes before the wedding.
- The officiating pastor and/or the Wedding Coordinator have full authority to ensure compliance with this policy.

Videographer

- Church – Allowed only from the balcony.
- Community Center - One stationary manned camera may be placed in the rear of the room.
- No other videotaping is permitted during the ceremony. Handheld video cameras are not allowed. Special lighting may not be used.
- Conduct in keeping with the solemnity of the occasion is expected.
- The officiating pastor and/or the Wedding Coordinator have full authority to ensure compliance with this policy of the Session.

Your Florist and Decorations

Please be aware of the following policies when coordinating your flowers and decorations.

- Nothing is to be placed on the altar, piano or organ. Decorations must be completed one hour in advance of the wedding ceremony. The Officer Manager will work with the florist to determine a time to decorate the church prior to the ceremony.
- The florist is expected to remove all decorations and equipment promptly following the ceremony. If the couple desires to leave flowers for use in service of worship on Sunday, the Office Manager must be notified at the time the wedding is scheduled.

- The church has two wrought iron candelabra, which hold seven (7) candles each. We use white spring loaded candles only. If you wish to use other candles, you will have to rent other candleholders. No candles are to be placed on the altar.
- Only dripless candles may be used in the church. Protective coverings must be placed beneath all candles to protect the flooring and furniture. The wedding couple will be responsible for any cleaning or repair fees caused by drippings from candles or any other accidents that may occur. No candles may be used or carried down the aisles of the church. An arrangement for the use of hurricane shades with candles may be made with the Office Manager. Standing candelabra may be used, if the Office Manager so approves, taking into account space limitations, size of wedding party, and safety.
- Pew bows are permitted, but must be attached with plastic clips. Please do not use nails, wires, tape, or any other means of supporting floral arrangements that might damage the church or the furnishings.
- Holiday decorations already in the church may not be removed or altered.
- The Narthex may be furnished with floral arrangements on the existing tables. Furnishings in the Narthex are to remain in place.
- To protect the building and preserve the grounds and walkways, no rice, birdseed, confetti, potpourri, or anything else may be thrown either inside or outside the building.

Your Rehearsal and Wedding Day Timeline

Your Rehearsal

Your wedding rehearsal is an essential part of the preparation for your wedding. Sanctuary and Community Center wedding rehearsals require about one hour. The rehearsal time will be confirmed with your pastor.

Your Rehearsal Details

Who needs to be present?

Minister

Bride & Groom

Maid/Matron of Honor

Best Man

Bridesmaids

Groomsmen

Additional Attendants (Flower girl, Ring bearer, etc.) Ushers/House Party

Parents of the Bride

Parents of the Groom

Grandparents (optional)

Scripture Reader (if needed)

Organist/Musician

- The rehearsal will last approximately one hour.
- The Wedding Coordinator will go over the entire wedding-day timeline at the rehearsal.
- Photography and videography (personal or professional) are allowed during the rehearsal.
- An adult will need to remain with the flower girl and/or ring bearer until they proceed down the aisle.
- Please provide two copies of the wedding program.

Wedding Day Timeline

- The church building will be opened at 10:00a.m. at which time the wedding party may plan to arrive.
- The bride's dress may be delivered at this time or on the Friday before, between 8:00 a.m. – 12:00 p.m. (church hours), pursuant to discussion with the Wedding Coordinator.
- The florist may also arrive three hours before the ceremony to prepare the Sanctuary/Community Center for the wedding. If additional time is required, it may be arranged with your Wedding Coordinator.
- The photographer should be finished taking pre-wedding photos at least 1 hour before the ceremony.
- The Wedding Coordinator will arrive at 2:00 p.m. to direct the remainder of the preparations.

Instructions for your Ushers

- Ushers should arrive at the church one hour before the service unless they have been asked to arrive earlier for photographs.
- Ushers are expected to expedite the seating of guests to minimize both congestion and noise in the Lobby of the Church entrance.
- Ushers should remind wedding guests whom they observe with cell phones to silence the phone.
- At the seating of the Grandmothers of the Bride and Groom, no additional guests are to be escorted to their seats. Latecomers will be directed to seats in the rear of the church.
- If guest books are used before the wedding, they will be closed five minutes before the wedding so that last-minute guests may be seated before the processional begins.

Your Wedding Programs

Trinity Lutheran requests 2 copies of the wedding program are provided at the rehearsal. The bride has the choice to have a printed wedding program handed to your guests as they enter the church. If you decide to have one printed, **at your own expense**, please keep in mind that your wedding ceremony is a Service of Worship deserving of decorum and reverence. The pastor performing your wedding will discuss the order of the wedding service with you. Wedding programs need to be at the church at least one hour before the ceremony is to begin.

Because your wedding is a Service of Worship, Trinity Lutheran requires the following:

- Your wedding program must reflect religious illustrations instead of secular ones.

Expenses and Fees

Use of the Church

All fees should be received in the church office no later than two weeks prior to the wedding.

Rental	\$300
Pastor	\$200
Coordinator.....	\$100
Audio/Video Technician.....	\$100
Candelabra	\$30
Premarital (paid online)	\$35

Wedding Contract and Policy Agreement

After reviewing the contents of this wedding book for all Trinity Lutheran Church weddings, I agree to follow these policies as stated herein and will do my utmost to see that members of my wedding party understand and follow the policies.

Bride _____

Groom _____

Date: _____

PLEASE RETURN THIS SIGNED AGREEMENT TO THE TRINITY OFFICE MANAGER AT THE ADDRESS BELOW NO LATER THAN 30 DAYS PRIOR TO THE WEDDING DATE.

Office Manager
Trinity Lutheran Church
502 N 4th Street
Bismarck, North Dakota 58501