

Holy Trinity Lutheran Church
Lancaster
Wedding Guidelines for Non-members



Evangelical Lutheran Church of the Holy Trinity
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Adopted by the Vestry on Monday, March 12, 2018

We are delighted that you are considering holding your wedding ceremony at Holy Trinity Church. By choosing to get married at Holy Trinity Church, you are seeking to enact this most intimate moment of your lives in a place where people gather to hear the Word of God and encounter the divine presence in Word and sacrament. May you hear God's voice, know God's blessing, and keep close to the heart of God throughout your lives together.

The Reverend Timothy A. Mentzer, Senior Pastor

Your Marriage

A marriage is a legal contract and a sacred covenant between two people. By choosing to hold the ceremony in a public building and inviting guests, you are recognizing that your new life affects the lives of many other people, and that you will need their support if you are to sustain your life together. Everything about the ceremony testifies to the significance of the choice you are making and the roles that faith, family, friends, and one another will play in supporting your marriage amid the sometimes stormy seas of changing emotions, fragile health, family pressures, profound temptations, and economic uncertainty. While Holy Trinity Church's historical and beautiful architecture provides a beautiful setting for your "perfect day," at a deeper level it points to the covenant of your marriage—to live a life shared in community.

Your Wedding Day

This document outlines our policies and guidelines, and offers our best advice to help you plan your wedding at Holy Trinity Church. Some of the policies are quite strict. This is out of respect for three constituencies:

- (1) Those who inhabit and visit downtown Lancaster. This city is a place of life and activity, and often there are other planned and impromptu events taking place. Your wedding may not be the only event in this part of the city. This often affects parking, and specific details may be worked out with our Wedding Director.
- (2) Those with other events taking place at Holy Trinity Church. Most of our concerns about timing (e.g. in relation to flowers and photography) are to ensure that your wedding day goes smoothly.
- (3) Those who are part of the worship life of Holy Trinity Church, and who look to this church as a place of holiness, dignity, and leadership in Christian liturgy. Our concerns about music, photography, flowers, and the general 'feel' of the event are derived from a desire for everything that happens at Holy Trinity Church to glorify God, and be in keeping with the reputation of the building and its traditions. Please note that animals are not allowed to be part of any wedding service.

Please read all the church's policies thoroughly before making a reservation. Once the Wedding Reservation Form and Contract is completed and returned to the Parish Office along with payment of the non-refundable deposit due, it becomes a binding contract of acceptance and understanding of the terms and conditions noted in this document.

Making a Reservation

ELIGIBILITY: Holy Trinity Church welcomes Christian weddings of any denomination, Protestant or Catholic.

Please contact the Parish Office by email (church@trinitylanaster.org) to verify your eligibility, check available wedding dates, and make a reservation for your ceremony and rehearsal.

SCHEDULE: Weddings are scheduled on Saturdays with a maximum of two per day. Sunday weddings may be available after 2 p.m. Other times may be scheduled in consultation with our Wedding Director and the staff.

All rehearsals for weddings are scheduled by our Wedding Director for 45 minutes.

Reservations may be made no more than one year in advance of the wedding month and no less than six weeks before the wedding date. Requests will be considered at the discretion of the clergy.

When a reservation for a wedding is made, the church is reserved for a 45-minute rehearsal and a three hour block of time on the wedding day. Staying within these blocks of time is important.

In order to avoid any misunderstanding about the exact dates and times of your wedding and rehearsal, please confirm your wedding date and time with our Wedding Director before ordering invitations.

CONTRACT & DEPOSIT: Once the reservation has been made, your completed and signed Wedding Information Form and Contract (page 19) and nonrefundable deposit of \$500 is due within ten (10) business days. Please make the check payable to “Holy Trinity Lutheran Church” and mail to:

Holy Trinity Lutheran Church, ATTN: Weddings
31 South Duke Street
Lancaster, PA 17602

Receipt of these items will secure your reservation. If, after 10 business days from the calendar entry date, the deposit and information form have not been received, the reservation will be canceled. Should the wedding party wish to cancel the reservation at any time, our Wedding Director must be notified.

POSTPONEMENTS: If necessary, one postponement will be honored with the original deposit if you call at least four (4) months prior to the original wedding date, and if you reschedule at that time for a date within one year of the original wedding date.

Fees & Payment Schedule

Use of the church, our wedding director, organist and sexton:

Total cost for the use of Holy Trinity Church is \$2,900

A \$500 Non-Refundable deposit is due with the completed contract within ten (10) business days of making your reservation.

The balance \$2400 is due 4-6 weeks before your wedding; this balance is nonrefundable if the wedding is cancelled within 30 days of the scheduled ceremony.

Failure to pay the remaining balance prior to scheduled wedding date may result in cancellation of the wedding service at the discretion of the senior pastor.

Payment Options & Details

Checks for the deposit and the balance due are made payable to Holy Trinity Lutheran Church. In the memo line of the check, please write your last names and your wedding date.

Unfortunately, the church cannot accept payments via credit card. All checks should be made payable to "Holy Trinity Lutheran Church" and mailed to:

Holy Trinity Lutheran Church, ATTN: Weddings
31 South Duke Street
Lancaster, PA 17602

Holy Trinity Lutheran Church Policies: Wedding Clergy

In order to be married at Holy Trinity Church, a minister from the pastoral staff of the congregation must conduct or assist with the wedding.

When scheduling a minister for your wedding ceremony, please confirm that the minister can attend both the rehearsal and the wedding, as he/she is required to be present at both.

The license will be signed by the minister immediately after the ceremony. It will then be sent to the Clerk of Orphan's Court.

If you are considering including a minister external to Holy Trinity Church please let our Wedding Director know their name, contact information, and denomination so that we may verify ordination credentials. A minister presiding over a wedding at Holy Trinity Church needs to be ordained and recognized by his/her denomination and the laws of the State of Pennsylvania. Those who receive ordination online are not viable ministers for Holy Trinity Church weddings. Compensation of an additional minister is not included in the fees to Holy Trinity Church and must be arranged with the minister.

Wedding Director

Our church Wedding Director is required to be present at each rehearsal and wedding ceremony in the church. Our church Wedding Director will work with each couple to ensure that all church policies are understood and that a timely flow of the day's proceedings occurs.

Please contact our Wedding Director as early as possible after you have booked the date. At that time you may schedule a pre-rehearsal consultation to work through the details of your rehearsal and wedding day.

The pre-rehearsal consultation with our Wedding Director is a time for our Wedding Director and the couple to get to know one another and discuss all aspects of the wedding (including placement of attendants, seating of special guests, and assignments of specific ushers to mothers/grandmothers, etc.). You are welcome to bring a parent or a friend to assist with these decisions if you feel this would be helpful, but please note that this consultation is not a time to include vendors. The consultation will last approximately 1 hour.

The wedding fee balance should be paid by this time.

Please note: If you are planning to hire a private professional wedding planner who is not on the church's list of preferred vendors, please read "Protocols for Wedding Planners at Holy Trinity Church" on page 17 of this document. Professional wedding coordinators must read and sign the policy agreement on page 22.

Church Organist

Our Church Organist is required for each wedding ceremony in the church, and should be contacted soon after the wedding date has been established. At this time, the organist will suggest a date and time for your music consultation. The Church Organist's fee should be mailed to the Church eight (8) weeks before the wedding.

Please see the attached policies beginning on p. 10 concerning music and review them carefully before your consultation with the organist. It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to music for church weddings.

Please note: Our Church Organist should be consulted on all aspects of the music for the ceremony before any wedding music and additional music personnel are selected.

Programs

You are responsible for printing programs. To guide you in correctly preparing your program, you may request sample programs and templates from our Wedding Director.

- If you desire a picture of Holy Trinity Church on the cover of your program, please speak with our Wedding Director.
- In your program, please remind guests that they may not take photos during the ceremony.
- Please note that 5 copies of your wedding program are requested at the wedding rehearsal. Please give these to our wedding director, who will in turn distribute the programs to the minister, organist, and wedding assistant.
- Please acknowledge our church Wedding Director and Organist in your wedding program.

The Wedding Rehearsal

It is essential that all members of the wedding party be present and ON TIME for the rehearsal. This includes attendants, readers, ushers, parents, and clergy. Our Wedding Director will welcome participants and direct the rehearsal.

The rehearsal should start on time and will last approximately 45 minutes; the time will not be extended if members of the party arrive late.

Parking

Parking is available on the lot behind the Fisher Parish House just off of Mifflin Street. Nearby municipal lots/parking garages are also available.

The Wedding Day

Weddings shall begin on time!

Dressing Areas in the Parish House: The Parish House Library is available to the bride as a dressing room and the Parish House Café is available to the groom prior to the service.

- Everyone should arrive with hair and make-up ready, as time allows only for touch-ups.
- All personal items should be removed from the Parish House approximately 30 minutes after the end of the ceremony. Please assign one person to double-check the Parish House Library and Café after the ceremony to ensure all personal items are removed.
- All florist boxes/vases, garment bags, programs, etc. are to be removed from the church after the ceremony. The church should be left exactly as it was prior to the ceremony.
- The church cannot accept responsibility for any valuables left anywhere at any time in the church.

Nursery Facilities: The availability of nursery facilities may be discussed; there will be an additional fee.

Wheelchair Access: There is a wheelchair-accessible entrance on the southeast corner of the church. In addition, there are wheelchair accessible pews in various places throughout the church.

Wedding Director: The Trinity Wedding Director will be at the church to greet the wedding party upon arrival and to meet with the florist, the photographer/videographer, the minister, and the organist. Our Wedding Director will oversee the set up for the ceremony, the flowers, candles, etc. Our Wedding Director will do the following: distribute flowers and coordinate the movements of all members of the wedding party, including the couple, readers, ushers, and attendants; signal the organist for special music; coordinate the seating of special guests and mothers. Our Wedding Director will also signal each wedding participant during the processional.

The Church Organist: On the day of the wedding, our organist will meet with our Wedding Director to coordinate organ signals. It is the responsibility of our organist to coordinate all aspects of the pre-approved music for the wedding, including that of hired vocalists and instrumentalists. Our organist will begin the prelude 30 minutes before the start of the ceremony.

Florist: Our Wedding Director will be available to meet with your florist to ensure delivery of flowers to proper places. For more information, please see pages 12 and 13 of this document.

Photographer/Videographer: Our Wedding Director will be available to meet your photographer/videographer to ensure that they are familiar with church policies. We cannot accommodate last-minute photography requests/changes. For more information, please see pages 14 and 15 of this document.

The Church Wedding Register: After the ceremony, the wedding couple, clergy, and two witnesses will be asked to sign the official Holy Trinity Lutheran Church Wedding Register for the Church Archives. The official marriage documents will also be signed at this time.

Marriage License: To be married in the church, the couple should obtain a marriage license from a Register of Deeds Office within the State of Pennsylvania. The marriage license is valid for 60 days.

Leaving the Church: Please note that nothing may be released or thrown in celebration of the wedding couple before or after the service, inside or outside the church, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.

Holy Trinity Lutheran Church: Building & Grounds

- Because the church is a historical site and is used so extensively for many types of services and events, the wedding party must accept the interior of the church as it is. This includes the placement of the altar, paraments on the altar, and seasonal and other decorations.
- The church is a smoke-free building (including vaping) and alcohol is not permitted, except for wine used for Communion. This applies to the church and Parish House, and the surrounding property.

Holy Trinity Lutheran Church Policies: Wedding Music

Holy Trinity Church enjoys a standard of excellence in music and wishes to have this standard maintained in all church events that involve music, including weddings. Care should be given to respect weddings in the church as worship services. The music selected for these services should be sacred and classical. Please read carefully all paragraphs in this section. It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to music for weddings at Holy Trinity Church.

The Organist and other Musicians: The Church Organist shall play for all weddings in the church, and, when unavailable, he will choose a qualified substitute. Musicians other than those specifically approved by our Church Organist are not permitted to perform at weddings.

Approval of Music: The Church Organist serves as musical director for each wedding and as consultant on all aspects of music for weddings, including vocal and instrumental solo literature, and music with which the organist may not be directly involved. The Church Organist must approve all musical selections before they may be used in the service. Couples are invited to recommend selections, with the understanding that the Church Organist may not approve all the music requested and may offer alternative suggestions.

Instruments: The Church Organist should pre-approve the use of any other instrument in place of or in addition to the organ.

Church Organist's Responsibilities: The Church Organist's responsibilities include the consultation, one rehearsal for one hour with soloists and/or instrumentalists and the day of the wedding. The Church Organist may attend the wedding rehearsal. Requests to have the Church Organist attend the wedding rehearsal will depend on the availability of the Organist (or a substitute designated by the Church Organist) and be subject to an additional fee of \$100.

First Steps: The Church Organist should be contacted within one month after booking the wedding, and should be consulted on ALL aspects of the music for the ceremony BEFORE any wedding music and additional music personnel are selected. Contact the Trinity Church Organist at choirmaster@trinitylancaster.org to schedule your consultation and to address any questions about your wedding music.

Please provide the following information:

- Phone numbers where the couple (or their parents, etc.) may be reached
- Date and time of the wedding
- The name(s) and contact information of soloist(s) and instrumentalists, if any; also some information about their musical background and experience

Consultation with the Church Organist:

- The consultations will each last 30 minutes and will be held in the church.
- During this session, all service music is considered and selected. The typical musical components of a wedding service are prelude, processional(s), recessional, postlude, hymns, service music, and all music with additional performers. Music for prelude and postlude is generally left to the discretion of the organist, but wedding parties are welcome to make recommendations. Hymns should be chosen from the Church's hymnal where possible. All hymns and service music involving the congregation should involve consultation with the organist well in advance of the wedding date. Unless otherwise arranged, the organist will supply the wedding party with the correct form of music titles and composers' names.
- Each consultation is an appropriate time for choosing additional vocal or instrumental music. Soloists and instrumentalists should contact the Church Organist as early as possible to arrange rehearsal time.
- The Church Organist is not obligated to honor requests for changes in music after the consultations.

Vocalists/Instrumentalists: The Church Organist should pre-approve not only the music but also all additional musicians or ensembles whose services may be engaged at the ceremony. Musicians new to Holy Trinity Church should contact the Church Organist before their services are secured. The Church Organist is available to assist in locating professional area musicians. Vocalists should plan to sing without amplification. Water in protected containers is allowed in the organ gallery; no other drink or food is permitted at any time in the gallery or elsewhere in the church's sanctuary.

Wedding Program: The name and title of the organist should appear in the program as:

Church Organist.....Dr. Robert Horton [or his designate]

Holy Trinity Lutheran Church Policies: Wedding Flowers

The church is – by artistic design –decorative, so that flowers, greenery, or extra candles are not necessary. However, couples may use these decorations as long as they adhere to the following guidelines:

- Couples are welcome to choose their florist; however, florists are asked to comply with all policies contained within this section. All questions should be referred to our Wedding Director, whose decision is final.
- The wedding couple has reserved the church for a period of 3 hours with their wedding beginning promptly. Florists will deliver flowers and begin to decorate for the wedding in consultation with our Wedding Director. After the wedding, all flowers, equipment, pew ribbons, boxes, and other items belonging to the florist should be removed from the church and buildings within one-half hour after the service and photographs.
- Florists should deliver boutonnieres and corsages in consultation with our Wedding Director. It is recommended that florists group boutonnieres without labeling each one (only the groom's), and label corsages with the role of the wedding participant, e.g., mother, grandmother, etc. to facilitate distribution.
- Florists may use the wheelchair ramp to the southeast corner of the church if they are delivering with the aid of a wheeled cart.
- After delivery of personal flowers to the Parish House, the florist may deliver and position flowers used at the altar area. All floral arrangements should be completed prior to delivery and simply placed in position; time does not permit the arrangement of flowers on site. Should delivery, last-minute arranging, or pick-up after the wedding cause flowers or greenery to be dropped on the floor of the church, the florist is responsible for sweeping or otherwise removing it immediately. Your florist should check with our Wedding Director for placement and other requirements for the wedding in question. All decorating should be completed no later than 35 minutes prior to the actual wedding start time and before guests are seated on the half-hour. The florist(s) should exit the church sanctuary before the music begins.
- Note that, due to fire code, we cannot permit candles in the center aisles or elsewhere in the Nave.
- The church does not provide a unity candle. If one is desired, the couple is responsible for providing the candles and the candle holders. The florist should check with our Wedding Director prior to the wedding to determine the placement of all candles.
- Aisle runners are not permitted.
- Flower girls may carry flowers (in a basket, for example, or a pomander), but they are not permitted to drop petals lest they damage the church's brick floor.
- Nothing may be released or thrown in celebration of the wedding couple before or after the service, inside or outside the church, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.
- Pew ribbons and flowers/greenery may be tied (but not tacked, nailed, or taped).

- Additional arrangements may be approved for other locations; however, the florist should check with our Wedding Director prior to the wedding regarding any floral arrangements not mentioned above.
- At the time of the wedding, couples must accept the interior of the church as it is. This will include the placement of the altar, paraments on the altar, and seasonal and other decorations. Please keep in mind when scheduling weddings around holidays – especially Thanksgiving, Christmas, New Year, and Easter – that seasonal decorations may be in place. Please check with our Wedding Director for specific details.

It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to flowers for church weddings.

Florists must complete and sign the Florist Agreement on page 20 of this document.

Holy Trinity Church Policies: Photography/Videography

Couples are welcome to choose their own photographer/videographer; however, your photographer/videographer must agree to the following policies. It is each couple's responsibility to provide their photographer/videographer with a copy of these policies. These policies apply to all photography (both still and video, with or without artificial lighting) at wedding ceremonies and wedding rehearsals in the church.

All photographers/videographers who are not listed on the church's "Recommended and Pre-Approved Photographers" list must complete, sign, and turn in the church photography agreement (p. 18) prior to taking any photographs. Any questions should be directed to the Wedding Director, whose decisions are final.

General Guidelines:

- All photography/video equipment should be stored out of sight of guests and wedding party.
- Please dress appropriately for church weddings and, if at all possible, wear soft-soled shoes.
- Photographers/videographers cannot stand on the pews or on the chairs.

Before the Ceremony:

- Please follow all guidelines for photography/videography locations and time constraints before the ceremony begins. For example: Guests are seated starting 30 minutes before the ceremony. Thus portraits of the groom's party should wrap up in plenty of time for groomsmen/ushers to get in place to escort guests.
- Photographers are welcome to take informal pictures of the bride in the Parish House.
- Once the seating of guests has begun, photographers and videographers should stay out of the center aisle and away from the altar area. If picture taking interferes with the seating of the guests, the photographer will be asked to move.

During the Ceremony:

- In general, our most important guideline is this one: A wedding is a worship service, and photographers and videographers should strive to protect the sacred nature of the service. Photographers and videographers should be as unobtrusive as possible, and please stay out of the line of vision of seated guests. Photographers should never be in front of or stand between the guests and the wedding couple.
- Please consult with our Wedding Director re: where to station a second photographer to capture the bridal procession so that a suitable and subtle location can be arranged. A good vantage point is in the balcony, at the north end of the sanctuary.
- During the processions, photographers should generally remain at the back of the church. It is possible to stand at the front of the church at the side aisles. Photographers must not step into the center aisle, however briefly. Our Wedding Director is unable to hold up the ceremony for photographers.

- After the bridal processional ends and the ceremony is under way, the photographer may photograph from the center aisle at the rear of the church.
- Photos and videos requiring flash or special lighting are not to be taken during the service.
- Our Wedding Director should approve video recording or filming of the service and placement of cameras and recording equipment. No one is permitted to videotape from their seat, upon their shoulder, or in any other way so as to call attention to themselves or to divert attention from the service. No spotlight may be used during the service.

After the Ceremony:

- Immediately following the wedding, the wedding couple and their witnesses will move to the designated area for signing of the legal documents and the church registry. The photographer/videographer is welcome to photograph/film this event.
- Formal pictures of the wedding party and their families may be taken after the ceremony.
- The photographer/videographer should complete all picture-taking early enough to allow time for the church to be returned to its original before the end of the wedding reservation. Our Wedding Director will remind the photographers/videographers of the time if it appears that they not making allowances for these activities and are running over the time limit.

Note to all photographers and videographers:

Images of Holy Trinity Church are under strict copyright. Online Wedding Albums may contain images of the church, but the images cannot be used elsewhere on websites or printed material without appropriate Holy Trinity Lutheran Church approval.

Using an image of the church for the advertisement of photography services falls under Holy Trinity Lutheran Church commercial image use policy. If you are planning on using an image taken inside or outside the church for business advertising purposes, approval must be requested from the Church Office.

Please note that any use of drones for photography must comply with the city's Drone Policy. Drones will not be permitted in the Sanctuary at any time.

It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to photography/videography for church weddings.

General Timeline

This is a general timeline only, which will give you an idea of how a wedding at Holy Trinity Church typically unfolds. There is some flexibility in many of the details – within reason, and within the time constraints of the reservation, of course. If you have questions about what may or may not be possible, please ask the assigned Wedding Director.

When you meet with our Wedding Director at your pre-wedding consultation, you will discuss your wedding day in great detail. After the consultation, our Wedding Director will prepare a customized timeline to distribute at the rehearsal and to use on your wedding day.

- Arrival time for florist, photographer, videographer, and bride/bridal party
- Photos of groom/groom's party may be posed
- Program attendants/guest book attendants in place in the narthex
- Groom, minister, and Best Man move to the Sacristy
- Groomsmen/ushers in place to escort guests
- Prelude music begins, seating of guests begins
- Seating of grandmothers
- Seating of mothers
- Bridal party moves to the Narthex to line up
- Wedding party processional
- Minister, Groom, Best Man, and groomsmen enter from front
- Bridesmaids, Maid of Honor, ring bearer, flower girl enter down center aisle
- Bridal processional
- Wedding ceremony
- Recessional
- Signing of documents
- Wedding party and family return to the altar area for group photos

Protocols for Professional Wedding Planners

Because of the many particular aspects of weddings at Holy Trinity Church, there are limits on the involvement of private wedding planners in all wedding activities that take place in the church and on the church property. Here are the expectations that will make each wedding run smoothly:

1. Our Wedding Director will present “Protocols for Professional Wedding Planners” to couples who anticipate hiring private wedding planners.
2. It is the responsibility of the couple to share these Protocols with the professional wedding planner who will be assisting them.
3. As addressed in the Holy Trinity Lutheran Church Wedding Policies, we request that you please adhere to the following guidelines:
 - Please contact our Wedding Director, soon after the date has been set.
 - Couples should make all decisions regarding their ceremony in the church with our church Wedding Director directly, not through their professional wedding planner.
 - Similarly, our Church Wedding Director consults with the bride and groom only, and does not schedule or make decisions through private wedding planners.
 - The pre-wedding consultation is a time for our Church Wedding Director and the couple to meet and get to know each other and discuss all aspects of the wedding. This is not a time to include vendors; however, a professional wedding planner may attend.
 - On the day of the wedding, our Church Wedding Director is responsible for all aspects of the wedding taking place on the church property. All vendors hired by the wedding party – including professional wedding planners - will be under the direction of the Church staff during your wedding.
 - Professional wedding planners should remain with the bride and assist with getting ready, staying on schedule, and overseeing the removal of personal items from the church and Parish House unless other arrangements have been made with our Church Wedding Director.
 - Only our Church Wedding Director may move the wedding parties from place to place around the Church.

Severe Weather Policy

Types of Conditions:

- Severe Weather/Emergency Conditions: defined as heavy snow or ice accumulations, flooding, hurricanes, or tornadoes that have a significant effect on the normal operations of Holy Trinity Lutheran Church.
- State of Emergency: Only the Governor and/or Mayors of affected areas can declare a state of emergency.

In the event that a State of Emergency is called, Holy Trinity Lutheran Church has the discretion to reschedule or cancel any wedding services and/or rehearsals occurring during that time period.

Our Wedding Director or another Church staff member will contact the parties involved as soon as the decision is made to reschedule or cancel any wedding services and/or rehearsals.

Parties that may be affected by Severe Weather should also follow ongoing updates about events.

Updated January 2018

Holy Trinity Church: Wedding Information Form and Contract

(Must be completed and returned to the Church with \$500 non-refundable deposit within 10 days of making reservation)

Name of Wedding Party: _____

Name of Contact
Person: _____

Mailing
Address: _____

Email Address:

Phone Numbers: Home _____
Cell _____

Date and Time of
Wedding _____

I, the undersigned, have read Holy Trinity Church's policies for weddings being held in the church. We agree to follow all guidelines to Holy Trinity Church.

Signature: _____

Relationship to Wedding
Party: _____

Date: _____

Holy Trinity Lutheran Church: Florist Agreement

*Please complete and return to our Church Wedding Director
four weeks after securing the florist.*

Business Name: _____

Contact Person: _____

Mailing Address: _____

Phone # the day of the wedding: _____

Email: _____

Website: _____

Name of wedding party: _____

Date and time of the ceremony: _____

Are you familiar with the church? If so, please list one or two church wedding parties you have assisted.

I, the undersigned, have read Holy Trinity Church's policies for wedding flowers. I agree to follow all guidelines to ensure professional service to the wedding party and to Holy Trinity Church.

Signature: _____

Title: _____

Date: _____

Holy Trinity Church: Photographer/Videographer Agreement

Please complete and return to our Church Wedding Director at least six weeks before the wedding date.

Are you a photographer or videographer? _____

Business Name: _____

Contact Person: _____

Mailing Address: _____

Phone # the day of the wedding: _____

Email: _____

Website: _____

Name of wedding party: _____

Date and time of the ceremony: _____

Are you familiar with the church? If so, please list one or two church wedding parties you have assisted.

I, the undersigned, have read Holy Trinity Church's policies for wedding photography/videography. I agree to follow all guidelines to ensure professional service to the wedding party and to Holy Trinity Church.

Signature: _____

Title: _____

Date: _____

Holy Trinity Lutheran Church: Professional Wedding Planners Agreement

*Please complete and return to our Church Wedding Director
four weeks after securing the professional wedding planner.*

Business Name: _____

Contact Person: _____

Mailing Address: _____

Phone # the day of the wedding: _____

Email: _____

Website: _____

Name of wedding party: _____

Date and time of the ceremony: _____

Are you familiar with the church? If so, please list one or two church wedding parties you have assisted.

I, the undersigned, have read Holy Trinity Church's policies for professional wedding planners. I agree to follow all guidelines to ensure professional service to the wedding party and to Holy Trinity Church.

Signature: _____

Title: _____

Date: _____