

Trinity United Methodist Church

Wedding Policy and Guidelines



620 East Armour Boulevard
Kansas City, Missouri. 64109
816.931.1100
trinitykc.org

Trinity United Methodist Church

Wedding Guide

WELCOME

Congratulations on your upcoming wedding! We at Trinity UMC are pleased that you're considering celebrating your wedding at our beautiful, historic church in midtown Kansas City. Trinity UMC wishes to extend every possible courtesy to you, your family, your wedding party and guests for this very special occasion. In order to provide consistency in both the ceremony and the use of our facilities, we have established guidelines printed in this publication. Should you decide to be married at Trinity, we will help you identify the elements of a ceremony that is meaningful to you as a couple. We ask your cooperation and thoughtful consideration as you make your plans. This will ensure that your special day and your ceremony are relaxed and uncomplicated.

TRINITY UMC CARES ABOUT YOU

Our purpose and desire are to help you celebrate your marriage. We are pleased to provide the pastoral care, staff, and fine facilities to assist you. Know that our care for you continues long after the wedding. If God, Christ and church are an important part of your life, please call on us if we can be of help in the future.

CHURCH STAFF AND CONTACT INFORMATION

Pastor: Rev. Dr. Tex Sample

Office Manager: Sue Cavanaugh

Instrumental Music Director: Robert Rowlett

Choral Music Director: Becky Stevens

Wedding Coordinator: Larry Chester

Ceremony Officiants: Rev. Dr. Tex Sample, Pastor; Rev. Mark Pridmore

Church address: 620 E. Armour Blvd, KCMO 64109

Church telephone number: 816.931.1100

Church office hours: Monday-Thursday, 9 am - 3 pm

Website: [**trinitykc.org**](http://trinitykc.org)

THE PASTOR AND OFFICIATING CLERGY

All wedding ceremonies at Trinity United Methodist Church are performed by Trinity's pastor or by an officiant specifically designated by the pastor. Additional officiants may assist in the ceremony at the discretion and invitation of the pastor. If a couple wants to include an officiant who is not affiliated with Trinity, this should be discussed with the pastor or designated wedding officiant.

FACILITY INFORMATION:

Seating capacity of Trinity's beautiful sanctuary is 300. Wedding parties also have access to two dressing areas, a prayer/meditation room, and restrooms.

Sanctuary lighting can be adjusted, to a degree, to suit the ceremony. Please discuss your preferences with the wedding coordinator and AV technician as you plan your ceremony or at the rehearsal.

The **fellowship hall and its commercial kitchen** are also available for use. Please consult Trinity's wedding coordinator to arrange use of the fellowship hall and kitchen; a separate fee will apply for their use.

Smoking is prohibited except in designated outside areas. Alcoholic beverages are strictly prohibited on church property, including Trinity's parking lot. Violations of the smoking and alcoholics beverage policy may result in immediate termination of the wedding service agreement.

The church **parking** lot is across Kenwood Street, and there are handicapped parking spaces in that parking lot and along Kenwood Street.

Trinity staff members are not able to accept responsibility for personal items and/or delivery of items used for the ceremony or reception. Personal items or equipment for the ceremony or reception should be delivered or brought to the church to the rehearsal or when you arrive on the date of your ceremony. Trinity is unable to provide a secure space for storage of personal effects. All personal items, equipment, and material used for the ceremony and reception must be removed from the premises immediately following the ceremony and/or reception. Violations may be subject to an additional fee.

PLANNING THE WEDDING

You may schedule your wedding up to one year in advance of your wedding date. To reserve a date for your ceremony call the church administrative assistant, who will send you a Wedding Request Form for you to complete and return to the church office. The church administrator will then begin the process of coordinating your desired date with the officiant and Wedding Coordinator. A firm reservation cannot be made until the officiating pastor has agreed to a date and time, your Wedding Request Form has been received, and your deposit has been paid. As you plan the details of your wedding, you will work closely and will likely have many conversations and/or meetings with the officiant, Music Director, and wedding coordinator.

WEDDING POLICIES

OBTAINING A MARRIAGE LICENSE

A valid marriage license, issued in the State of Missouri, must be presented to the pastor or officiant prior to the ceremony. In Kansas City, applications may be made at the office of the Recorder of Deeds at either location of the Jackson County Courthouse (415 East 12th Street, Room 104, Kansas City, MO; or 308 W. Kansas Avenue, Independence, MO). There is no waiting period; the license can be issued immediately and is valid for thirty (30) days. The cost is \$50 and must be paid in cash. If either party desires to change his or her name, you will need to purchase a certified copy of the license, which is an additional \$10. The Recorder of Deeds accepts valid photo ID issued in the United States. Contact the Recorder of Deeds at 816.881.1577 or 816.881.4483 for additional information.

REHEARSALS

Rehearsals will be conducted by the officiant and Trinity's wedding coordinator. We anticipate that rehearsals will be held the evening before the ceremony. Scheduling at other times may be feasible depending on the availability of the officiant, facilities, and staff.

DECORATIONS

Trinity's historic sanctuary provides a beautiful setting for your wedding ceremony. All existing furnishings, fixtures, and material in the sanctuary, pews, and vestibule/narthex are considered permanent and may not be rearranged or removed. Please honor the historic beauty and atmosphere in the sanctuary and do not use staples, nails, screws, wires, or adhesives. The wedding coordinator can provide additional details about the hanging or fastening of decorations.

All decorations must be removed from the premises immediately following the ceremony. The only exception to this is if you decide to donate floral arrangements to the church. If you desire to do so, please indicate this to the wedding coordinator during your planning.

PHOTOGRAPHY AND VIDEO RECORDING

Your wedding is a sacred ceremony, and Trinity recognizes the value and meaning of wedding photographs and videos as lasting remembrances of this most special occasion. We encourage the use of a professional photographer and ask that any wedding photographers and/or videographers abide by the following:

- Because your wedding is a service of worship, photographers and videographers will not be allowed in the chancel or pew areas once the service begins. They may record the ceremony from the balcony or the foyer.
- Flash photography is permitted during the processional and recessional only; it may not be used once the processional concludes and the ceremony begins. We welcome flash photography before the processional and after the ceremony ends, or non-flash photography during the ceremony.

MUSIC

Because your wedding is a service of sacred worship, music that is appropriate and fitting for this occasion is of paramount importance. Trinity has both an organ and a grand piano available, both of which are to be played only by Trinity's Music Director or by a musician specifically designated by the Music Director.

The Music Director will be able to suggest a range of musical selections for various components of the service. All music selections for the ceremony must be approved in advance by the Music Director. Couples are strongly encouraged to meet with the Music Director at least 1 month in advance of the ceremony to discuss the music to be played during the service.

Couples who wish to use additional musicians (e.g., vocal soloists) should discuss this option with the Music Director. Any non-Trinity musicians are expected to coordinate at least one rehearsal with the Music Director before the ceremony, scheduled at the discretion of the Music Director. Couples who wish to use exclusively non-Trinity musicians must have said musicians pre-approved by Trinity's Music Director prior to them using any of Trinity's musical instruments. When a couple uses exclusively non-Trinity musicians, the Music Director will receive a \$125 "bench relinquishment" fee above and beyond the comprehensive fee.

POLICIES ESTABLISHED BY THE CITY OF KANSAS CITY

By order of the Kansas City Fire Marshall, the following activities are not permitted:

- Aisle runners
- Rice, bird seed, confetti, or similar material thrown inside the building. If your ceremony includes a flower girl or boy, silk or artificial petals may be used.
- Candles or objects with an open flame except for Trinity's two altar candles, which must be discussed and approved by the wedding coordinator.
- Blocking of any entrances or exits, including entrances or exits in the rows of pews, by means of decorative ropes, greenery flowers, or similar barriers or decoration.

SCHEDULE OF FEES

A non-refundable deposit of \$250 is to be paid when booking your wedding date. The date of your ceremony will not be guaranteed until this deposit is paid and Trinity's pastor or wedding officiant has signed your Wedding Request Form. This form is available by calling Trinity's office manager during the church's office hours (Monday-Thursday 9 am - 3 pm), or by e-mailing the office manager via the church's web site. The security deposit of \$250 is applied to the comprehensive fee.

The balance of the fee must be paid in full no later than 30 days prior to your wedding. The fee includes the use of Trinity's facilities for the wedding ceremony and up to four hours for the ceremony and 60 minutes for the rehearsal; premarital counseling sessions and materials; and church wedding staff fees, including custodial fees. No portion of the fee is excludable or refundable due to non-usage of a particular service.

Should your plans change, partial refunds will be available for cancellations submitted to the church in writing 30 days in advance of the originally scheduled ceremony.

The comprehensive fee for Trinity members is \$1,250. For couples who are not members of Trinity the fee is \$2,000.

THANK YOU!

Thank you for considering Trinity United Methodist Church for your wedding day. Whether you choose Trinity for your wedding ceremony, we wish you a life full of love and fulfillment. Remember always that we who are Trinity United Methodist church care for you deeply; please call upon us if we can assist in your life in any way.