

Weddings at Trinity Klein Lutheran Church

Congratulations on your engagement! Thank you for expressing interest in holding your wedding at Trinity Klein Lutheran Church. These guidelines should help to provide the information you need to have your wedding at Trinity Klein.

Wedding Spaces

Trinity Klein can accommodate both large and small weddings. The main Sanctuary can accommodate up to 1300 guests and the Chapel can accommodate up to 200 guests.

The center isle of the Sanctuary has 13 rows (26 pews) in the front half and 14 rows (28 pews) in the back half.

Wedding Officiating

If you have chosen to hold your wedding at Trinity your ceremony will be officiated by one of our pastors. Trinity Klein has four full time pastors available to officiate your wedding. Pastors are selected and assigned to officiate weddings based on ministry assignments, their schedule, and couples' preference. Special requests may be made for other ordained Lutheran Church Missouri Synod (LCMS) pastors and will be reviewed for approval by the Senior Pastor.

Wedding Days

Weddings may be scheduled 15 months in advance. All weddings must be booked 3 months in advance.

Weddings are held Mondays – Saturdays. Weddings are not held on Sundays without permission from the senior pastor.

Rehearsals are held the day before the wedding.

Weddings are not held during the following times:

The week preceding Christmas, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, the week preceding Easter, Easter, and major holidays (Memorial Day, Fourth of July, Labor Day, Thanksgiving).

Scheduling Process

- 1 Email our wedding coordinator Hannah Riemer (riemerh@trinityklein.org) to receive information and start planning.
- 2 Determine the date, time and space (Sanctuary or Chapel) for your wedding.
- 3 Submit the online registration and online deposit of \$300.
- 4 Your reservation will be confirmed once the date has been selected, the pastor

has agreed to officiate and the Forms + Fees have been submitted to the wedding coordinator.

Wedding Coordinator

Trinity Klein has two wedding coordinators to assist you in planning your wedding. One will be assigned to your event upon booking your wedding.

Wedding Music

The music used in your wedding forms an important part of the worship service. It is important to remember that a church wedding is in reality a worship service which is to be a God-directed, Christ-centered experience for you as the couple, your family, and the community of worshippers whom you have invited. With this in mind, you and the **Minister of Music, Dr. Bill Brusick** (brusickb@trinityklein.org) will have a **mandatory** meeting and will be able to make sound decisions on the music you choose. Today, there is a wealth of appropriate music which has been collected into Wedding song books, published on Wedding planner websites and recorded on CD.

Normal procedure for planning your music is to set-up an appointment with the Minister of Music well in advance of your wedding date. You are; of course, free to bring your suggestions, questions, recordings and any other helpful aids. At Trinity we have two beautiful locations for your Wedding ceremony; the Sanctuary, which houses our Ott Pipe Organ and Yamaha Grand Piano, and our Chapel which contains our Roland Clavinova. Each of these instruments is exceptional and require unique skills to play each.

Normally, the Minister of Music or one of his regular substitutes will serve as the organist/keyboardist for your wedding. Should you wish to have a friend or relative assume this responsibility, he or she must meet with the Minister of Music for approval. Regardless, if your Wedding is performed in the Sanctuary or in the Chapel the following must always be observed: They must have the technical capability to play whatever instrument will be used and be prepared to demonstrate this. Also, they must give a list of music to be performed during the Wedding ceremony to the Minister of Music.

Congregational hymn singing is always an option. There are several hymns which can be suggested which add to the joy and celebration of your wedding. This is especially true if you expect large numbers of guests. As an alternative you may wish to use a vocal or instrumental soloist or some form of ensemble (e.g. string quartet, or harp and flute). Trinity is gifted with many fine musicians, and we will be happy to assist you in securing one for you. If, however, you wish to secure your own musician, please be aware of the following:

- Whether the musicians are family or not, be sure that they are well qualified
- Be sure that they will be able to perform under the stress of an audience and the emotion of the event
- If they are to be accompanied by the Minister of Music, they must set a separate rehearsal time.
- If accompaniment tracks are to be used, they must coordinate this through the Asst. Minister of Music well in advance of the wedding.

- Soloists and church musicians are not included in the wedding fee. Cost will be negotiated between you and the soloist.

As with the Ceremony music, solos should conform to the nature of a Worship Service. Your song suggestions are welcome at the Pre-planning meeting with the Minister of Music. The final choice of music, both instrumental and vocal must be cleared with the Minister of Music in ample time before the wedding. Most professional instrumental ensembles that play weddings on a regular basis have a suitable repertoire of appropriate music

Pre-Service Music and Processional

Usually the pre service music will begin about fifteen minutes before the ceremony. The music chosen will be appropriate to the spirit of the wedding service. The Processional portion of the ceremony may consist of several parts.

Those parts being:

- Seating of the grandparent/ parents
- Lighting of the Unity Candle (optional)
- Procession of the Wedding party (bride's maids, groomsmen, ring bearer, flower girl, etc.)
- Bridal procession.

Each of these sections may include a separate musical selections or in some cases, the same piece may be used to cover one or more of these parts.

Whether your music is to be played on the organ or a keyboard instrument, it is vital that the music convey the Christ-centered nature of the Wedding. In this regard, music may be large and regal, as in one of the famous "Trumpet tunes" of Henry Purcell or Jeremiah Clarke, or it may be meditative, as in Johann Pachelbel's "Canon in D", or J.S. Bach's "Jesu Joy of Man's Desiring".

Music within the service

Congregational hymn singing is always an option. There are several hymns which can be suggested which add to the joy and celebration of your Wedding. This is especially true if you expect large numbers. As an alternative you may wish to use a vocal or instrumental soloist or some form of ensemble (e.g. string quartet, or harp and flute). If this is your desire, please be aware of the following:

- 1) Whether the musicians are family or not, be sure that they are well qualified
- 2) Be sure that they will be able to perform under the stress of an audience and the emotion of the event
- 3) If they are to be accompanied by the Minister of Music, they must set a separate rehearsal time.
- 4) If accompaniment tracks are to be used, they must coordinate this through the AV technician well in advance of the Wedding
- 5) Trinity is gifted with many fine musicians, and we will be happy to assist you in securing one for you.

As with the Ceremony music, solos should conform to the nature of a Worship Service. Songs such as “All You Need is Love” or “You Needed Me” which contain no reference to the love of God are better suited for the reception. Songs such as “There Is Love” or “In This Very Room” are more suitable.

Your song suggestions are welcome at the pre-planning meeting with the Minister of Music. The final choice of music, both instrumental and vocal must be cleared with the Minister of Music in ample time before the wedding. Most professional instrumental ensembles that play weddings on a regular basis have a suitable repertoire of appropriate music.

Recessional and Post Service Music

Much of what applies to the pre-service music applies here as well. The Recessional is generally spirited, uplifting music which celebrates the joy of what has just transpired.

Worship Arts

If you have chosen the Sanctuary for your wedding it is **mandatory** that you contact the **AV Manager, Chris Wichmann** concerning Worship Arts & Technology. (wichmannc@trinityklein.org) Worship Arts & Technology includes lighting, sound and the AV systems in the Sanctuary and the various ways they may be used during your ceremony.

Building Access

In addition to the use of the Sanctuary or the Chapel, you will also have access to the Sanctuary Reception Room (Brides Room) and the Vestry area for the groom. The Brides Room and Vestry can be used for pre-wedding preparations and dressing. These spaces will be open for your use two hours before the wedding and two hours after the wedding. Trinity Klein has a no smoking/no alcohol policy in any room on campus.

Flowers and Decorations

Your florist will have access to the worship space two hours before your wedding. All flowers and decorations must be removed immediately following the wedding. However, if you have informed the Church Secretary you may leave one or all of your flower arrangements to be used as altar decorations for the Sunday worship services. The Church does not store any wedding decorations. The paraments (altar cloths) on the altar will not be changed to coordinate with wedding colors. The only decorations allowed on the altar itself are the altar candles and a Unity Candle. No open flames are allowed in the aisles, instead LED lights may be used, for example when candles are a part of the pew decorations. Nails, staples, tacks, pins or glue may not be used. Aisle runners and flower petals are discouraged.

Trinity has 3 pairs of candelabras that are available to use. Two of the pairs are gold and both hold a total of 28 candles. The third candelabra is a 30-candle

silver spiral pair. The candles are included in the rental fee for the 3 pairs of candelabras. There are also two Unity candleholders to choose from. However, you must provide the candles for one of the Unity candleholders. All arrangements for the use of candelabras/Unity candleholder must be made through the wedding coordinator and should be reflected on your Ceremony Details Form. You will fill this form out one month prior to your ceremony.

Photography and Videotaping

No photographs may be taken using flash attachments during the ceremony, nor may any photos be taken from the chancel area. It is suggested that ushers be told to share this information with wedding guests bringing cameras into the church. A qualified and competent photographer and/or videographer must check with the wedding coordinator as to when he may take photos so as not to disturb the wedding worship. After the ceremony, it is permissible for both flash photos and/or additional videos to be taken.

Additional Information

It is expected that members of the wedding party understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship. No alcoholic beverages may be brought onto or consumed on the church premises at any time, including the parking lots. Smoking is also not permitted in Trinity's facilities. For safety reasons, the throwing of rice, birdseed or other similar materials is not permitted in Trinity's facilities or on church grounds. Bubbles may be used outside the church to celebrate the exit processional. It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and adhere to them.

Wedding Fees

Trinity's Business Office will send the Bride (unless otherwise indicated) an invoice for the wedding approximately one month prior to the wedding. The total amount must be paid two weeks prior to the wedding. If payment is not timely received your wedding will be removed from the church calendar. Payment plans may also be set up at the time the wedding is scheduled by contacting Mary Gibbs at gibbsm@trinityklein.org.

Trinity's wedding fees for on campus weddings are all inclusive:

- The Pastor who will officiate at your ceremony
- Organist for the ceremony, who will also play the grand piano
- Music Ministry assistance in selecting the music for the ceremony
- Assistance of the Wedding Coordinator during scheduling, planning, rehearsal and the wedding ceremony.
- Custodial Services for set-up and clean-up
- A/V Technician in the Sanctuary only

Fee includes access to the building two hours prior to wedding and two hours after.

Chapel: \$925

Sanctuary: \$1125

Additional Fees:

\$50 for each additional hour in the church or bridal room

Off Campus: \$475

To secure a date on the church master calendar, a deposit of \$300 is immediately requested. This is a non-refundable fee which will be applied to the balance of the wedding fees. Trinity's business office will send the Bride (unless otherwise indicated) an invoice for the balance of the wedding fees approximately one month prior to the wedding. The total amount must be paid two weeks prior to the wedding.

Please be respectful of the location of your off-campus ceremony. If the venue is a unique source or distant from Trinity, please consider an additional price that respects our pastor's time and travel arrangements. Special distances or times may incur lodging for pastor.

If you are interested in giving an extra monetary gift for the pastor it may be placed in a separate envelope with his name written on it. This may be given to the wedding coordinator on rehearsal night or given directly to the pastor before the ceremony.

The Ceremony Outline

Pre-service Music

Seating of Honored Guests

Solo (if desired)

Mothers Candle Lighting Ceremony

Ring of the Bell

Processional for Bridesmaids

Processional for Bride

The giving of the bride in marriage

Welcome and Invocation

Scripture Reading

Wedding Message

Solo (if desired)

Marriage Commitment

The marriage pledges/vows

Blessing/Exchange of rings

Pronouncement of Marriage

Lighting of Unity Candle
Solo (if desired)
Blessing
Prayers
The Lord's Prayer
Benediction
Kiss
Introduction of Mr. and Mrs.
Recessional
Dismissal

Marriage Mentoring

You will have the opportunity participate in a mandatory class called Becoming One.

First you will take an on-line premarital inventory (Prepare/Enrich) which will assess your responses to key marital issues. The on-line premarital inventory cost is \$50 which is included in your deposit. The results will be summarized and used as a tool for the Becoming One class and meetings you will have with your Pastor. This is a fun and exciting way for you to focus on each other and the incredible journey you are about to take.

By participating in the Marriage Mentor Ministry you will

- Explore relationship strength and growth areas
- Strengthen communication skills
- Learn Ten steps for Resolving Couple Conflict
- Explore family-of-origin issues
- Develop personal, couple and family goals

Becoming One

Congratulations on your engagement and upcoming wedding - what an exciting and extremely busy time for you! To help you prepare for your married life together beyond the "big day", Trinity requires each couple being married either on our campus or by one of our pastors at an off campus location to complete our mandatory premarital preparation class entitled, "Becoming One." The couples who have completed this find it very interesting, helpful, and informative and are glad they made time amidst their busy schedules to work on their relationship. As an added "bonus", upon completion of the class, you will receive a certificate that will give you a discount on your marriage license fees! Following is a condensed summary of how our program works.

Step One – Register for the class. Your wedding coordinators will sign you up and confirm your spot in the class securing all fees.

Step Two – Both you and your fiancé will receive a separate email with the log-in information from PREPARE-ENRICH. Once you have signed on you will take the assessment individually. (approximately 30-45 minutes on-line and at your own pace/schedule)

Step Three – Check in to your assigned class date and attend "Becoming One."

Step Four – You will contact the Pastor Singer to arrange a private meeting with him.

God's blessings as you prepare for your lifetime together as husband and wife!