

Trinity Christian Church (Disciples of Christ)
Policies Regarding Services and Use of the Facility

Adopted February 4, 2007

In the most basic sense, weddings are worship services focused on God, not ceremonies focused on people. With this kept in mind many issues regarding the preparations for weddings are clarified. In an attempt to maintain our intentions about weddings, certain policies have been established, as listed below.

- We do require that one of our staff ministers officiate at all weddings held at Trinity Christian Church. Our wedding ceremonies are traditional, sacred services in accordance with the traditions and beliefs of the Christian Church (Disciples of Christ). Non-members of Trinity Christian should recognize that the ceremony must reflect patterns followed by the Christian Church (Disciples of Christ) wedding tradition.
- Non-staff ministers may participate in weddings ONLY at the invitation of the current senior minister. The senior minister alone will be responsible for deciding what responsibilities the guest pastor will have in the service and will convey those assignments to the guest pastor. The senior pastor shall be the point of first contact for the congregations. Discussions with guest ministers about their participation in a service shall occur AFTER consultation with the senior minister has taken place, and after the senior minister has confirmed the guest minister's availability and desire to participate.
- In order for one of our ministers to conduct the wedding rehearsal and ceremony, conferences must be held with the bride, groom and minister at least three months prior to the wedding.
- Flash photography is NOT permitted during a wedding.
- Alcoholic beverages are NOT permitted on the church property.
- Decorations are permitted as long as they will not damage furnishings. Seasonal decorations of the church are to remain in place, unless permission is granted by the senior minister to move them. No birdseed, rice, bubbles or other items are permitted as the wedding couple departs.
- Rental of the facility is for the number of hours designated, and is to include the set up and clean up, if needed. If additional time is needed or if departure runs late, an hourly rate will be arranged, in general as an extension of the rate established for the event.

For information about Trinity Christian Church (Disciples of Christ), you may visit our website at www.trinitychristianonline.com.

East Campus
2613 Sandy Lane
Fort Worth, Texas 76112-5917
(817) 496-9365

West Campus
6020 Meadowbrook Drive
Fort Worth, Texas 76112-4098
(817) 451-3752

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Trinity Christian Church (Disciples of Christ)
Wedding Fees

	Non-members	Church members
Rehearsal (1 hour) and Wedding (5 hours)	\$1,200	\$600
Rehearsal Dinner (4 hours) (includes set up and clean up)	\$300	\$200
Reception (4 hours) (includes set up and clean up)	\$300	\$200
Ministerial fee (includes minimum of 3 pre-marital counseling sessions, rehearsal and wedding)	\$350	\$300
Organist fee (includes appointment to discuss music selection, rehearsal and wedding)	\$300	\$200
Wedding Coordinator fee (Includes appointments to show facility indicating which areas are available for use, to assist with wedding plans and arrangements inside the church, and to see to the opening and closing of the facility)	\$200	\$150
Reservation deposit A deposit is required to reserve the facility; this will be refunded after the wedding if the facility is left in acceptable condition. The rental fee is due 60 days before the wedding. Refunds are made if cancellation occurs at least 30 days before the wedding.	\$200	\$100
Dishes and silverware deposit Available for use, with half refunded if items are washed, dried and reshelved.	\$100	\$50
Table linens fee (each) Available for use and will be cleaned by the church.	\$20	\$10

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Trinity Christian Church
Reservation of Facility

To reserve one of the facilities of Trinity Christian Church, fill in the form and enclose payment of the deposit fee to hold the date. The deposit fee reserves the Sanctuary and/or Fellowship Hall; it is in addition to the cost of renting the Sanctuary and/or Fellowship Hall. The rental fees must be paid in full at least two full weeks before the date reserved.

	Day and Date	Beginning/ending time
Sanctuary: ___Sandy Lane ___Meadowbrook		
▪ Wedding only	_____	_____
▪ Rehearsal & Wedding	_____	_____
Fellowship Hall: ___Sandy Lane ___Meadowbrook		
▪ Rehearsal Dinner	_____	_____
▪ Reception	_____	_____

Total Amount due: _____ + \$100.00 deposit
(The deposit will be refunded within 30 days following rental, if the facilities are left in satisfactory condition.)

Date deposit paid: _____ Amount of deposit paid: _____

Bride's Name _____

Address _____

City, State & ZIP _____

Phone Number(s) _____

Groom's Name _____

Address _____

City, State & ZIP _____

Phone Number(s) _____