

# *Your Wedding Book*

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*Trinity on the Hill United Methodist Church*

*1330 Monte Sano Avenue*

*Augusta, Georgia 30904*

*706-738-8822*

## *From Our Senior Pastor*

Congratulations on your plans to be married! I am happy for you and I know that the weeks and months ahead will be packed with planning and preparation.

Your wedding is one of the most significant days of your life. It should be one of the happiest and most enjoyable days of your life as well. Please know that Trinity and I want to be of service to you to make this an event that will be remembered for years to come with warmth and satisfaction.

At the same time, please remember that a marriage is much more important than a wedding. The service of Christian marriage is a solemn and sacred expression of Christian worship. Christian marriage is a sacred covenant reflecting Christ's covenant with the church. Everything about the service is designed to witness that this is a *Christian* marriage. Though the details, mechanics and décor are important, the spiritual relationships between husband, wife and Lord are of utmost significance.

Your wedding day and your future life together are very special to you - and to us. We are here to serve, assist and guide you in every possible way. Happy planning and God's blessing on this special time of your lives.

Rev. Scott Hearn

## *Wedding Staff Contact Information*

Reverend Scott Hearn, Senior Pastor	706.738.8822 x110	shearn@trinityonthehill.net
Carol Spires, Assistant to the Senior Pastor	706.738.8822 x110	cspires@trinityonthehill.net
Kevin Pollock, Director of Music & Worship	706.738.8822 x109	kpollock@trinityonthehill.net
DiAnn Peoples, Wedding Director	706.264.2849	dpeoples44@comcast.net
Tim Smail, Director of Broadcast Ministry	850.728.0348	tsmail@trinityonthehill.net
Dianne Reynolds, Church Hostess	706.294.6102	reyn191@comcast.net
Nancy Newbrey, Business Administrator	706.738.8822 x103	nnewbrey@trinityonthehill.net

# *General Information & Guidelines*

In the excitement of planning a church wedding, many questions arise. These pages outline our church's guidelines for weddings and receptions. Please read this material carefully and mark any items you have questions about. Feel free to call the Assistant to the Senior Pastor, one of our pastors, or your Wedding Director. We will be happy to try to supply the answers you need. We are here to help you with your plans.

## **MEMBER AND NON-MEMBER WEDDINGS**

Trinity is available for both member and non-member weddings. A member wedding is when the bride or groom is (1) a member of Trinity on the Hill, (2) the child of a member, or (3) the parent of a member. These individuals should be a member for at least 6 months prior to booking the wedding.

Non-member weddings require the pre-approval of the Senior Pastor who will consider the couple's relationship to an active attending member of the church in granting permission. Non-member weddings cannot be scheduled more than 6 months in advance.

## **THE FIRST STEP**

Scheduling a wedding begins with a call to the Assistant to the Senior Pastor. Preliminary information about the couple will be obtained and forwarded to the Trinity pastor you ask to conduct your service. As with any service in a United Methodist Church, the Senior Pastor is ultimately responsible for determining the appropriateness of all arrangements and details of the wedding.

Any potential wedding will be "penciled" on the church calendar **PENDING SATISFACTORY COMPLETION OF PRE-MARITAL COUNSELING**. This counseling should be completed at least 6 months **PRIOR** to the date of the potential wedding. The pre-marital counselor will be required to provide, to the pastor, notification of completion of counseling for the couple to be married.

After obtaining the release to schedule the wedding, the Assistant to the Senior Pastor will discuss the dates you have in mind, explain how to reserve the date on the church calendar, go over the required church fees, and put you in touch with one of our Wedding Directors.

Once a member wedding has been scheduled, we expect regular participation in worship.

## PREMARITAL COUNSELING

Premarital counseling is required, at your expense, before you can be married at Trinity. It is the couple's responsibility to arrange the counseling sessions. In most cases, the average number of sessions will range from 3 to 6. Counseling should be completed *at least 6 months prior* to the wedding date.

For premarital counseling please call your choice of the following (**exceptions need to be approved by the Senior Pastor**):

- L. Shannon Stephens, M.S., LPC, NCC  
The Atrium, 3633 Wheeler Road, Suite 100, Augusta, GA 30909  
Confidential Cell: 706-951-5433  
Private Practice Office: 706-364-0252 Private Practice Fax: 706-364-0269
- Rev. Karla-Conditt-Daniels, M.Div., LMFT  
3131 Walton Way, Augusta, GA 30909  
706-267-3264
- Hank Flowers  
Director of Pastoral Care, University Hospital  
706-774-5811

## CLERGY

Weddings at Trinity should be officiated by a member of the Trinity clergy. Weddings involving other clergy must first have the approval of the Senior Pastor. It is appropriate for invitations to outside clergy be extended by the Senior Pastor. We expect visiting clergy to honor Trinity's wedding guidelines.

## THE WEDDING DATE

For a variety of reasons, we do not conduct weddings on Sundays, New Year's Eve or Day, Holy Week, Thanksgiving Day, or the month of December.

## CHURCH WEDDING DIRECTOR

The services of our Wedding Director are a part of every wedding at Trinity. Our Wedding Director is trained to direct the rehearsal and to assist you and your wedding party before, during, and after the ceremony. Depending on the size and complexity of off-site weddings, the Trinity pastor conducting the ceremony may require the services of the church's Wedding Director. It will be your responsibility to contact our Wedding

Director to discuss your wedding plans. Please note, our Wedding Director does not work with Wedding Planners but only directly with the bride.

## **MUSIC**

The wedding ceremony is, first and foremost, a service of Christian worship. With this in mind, the church's concern is that music with sacred lyrics be used to create a reverent, yet joyous, atmosphere for the service. When making your selections, ask yourself if the music would be appropriate for a Sunday worship service.

Please contact our Director of Music for assistance in the area of wedding music including the selection of an organist, vocalists, and instrumentalists. The Director of Music must approve the organist and has final approval of the appropriateness of musical selections. Organists' schedules fill up quickly so please contact the Director of Music as soon as possible.

## **THE REHEARSAL**

A ceremony that is beautiful, graceful, and worry-free requires a rehearsal the day before the wedding. Therefore, we require that a rehearsal always be held, except in the case of a private wedding, which is defined below. We count on everyone who will have a part in the wedding, including parents, grandparents, and ushers, to be on time and to participate in the rehearsal. Please do not ask us to make changes after the rehearsal. For everyone's sake, especially yours, the wedding needs to proceed as rehearsed.

## **PRIVATE WEDDINGS**

Private weddings which do not require a Wedding Director or a rehearsal may be arranged directly with the Senior Pastor. Please pay close attention to the definition of a private wedding: It involves only the bride and groom, perhaps a best man and a maid of honor, and a handful of family members or friends, all of whom assemble informally at the time of the wedding for a simple ceremony. There is no processional, no music, no "staging" of the participants before the ceremony, and the building is not open ahead of time or after the service for photographers or florists. If the wedding is that elaborate, we must have a rehearsal and the appropriate fees will apply.

## **THE LICENSE**

To be sure you are complying with the current laws, and to avoid last minute confusion or disappointment, please check with the office of the probate court in the county where you are applying for the license well in advance of your wedding date. Please bring the

license to the rehearsal and give it to our Wedding Director. The pastor conducting your service will complete the license and return it to the state.

## DECORATIONS

The altar table with the items of worship (cross, Bible, candles, paraments) on it must remain in the sanctuary for the wedding. If desired, the only additional items appropriate to place on the altar table would be a small flower vase(s) and/or a small candle(s) in memory of/dedication to loved one(s.)

Please show your respect for the church by not using nails, screws, staples, plastic clips, or wire to hang decorations; and please do not use hymnals or Bibles as props for flowers or candles.

It is our church policy that the choir chairs remain in place for the wedding. The choir loft lights can be dimmed to a subdued level at which the chairs become inconspicuous. Removal of the chairs exposes unattractive air vents which cannot be hidden.

Flower arrangements, corsages, boutonnieres, the bride's bouquet, and candelabra can be furnished by a florist of your choosing and should be delivered no later than two hours prior to the time pictures are to begin. You may use greenery as a background in the chancel and in the choir loft. It is important that the view of the organist or pianist not be obstructed by flowers or greenery. Please check with our Wedding Director or organist at the rehearsal to make sure decorations are properly placed.

You are welcome to use candelabra with non-drip or flameless/LED candles in the choir loft, but additional candles should not be placed on the altar table. Fire regulations mandate the use of hurricane globes over any aisle candles.

If you plan to leave your flowers for use on Sunday morning in honor of your wedding, please notify the Assistant to the Senior Pastor so an announcement can be included in the bulletin. Please understand that we sometimes must alter very large arrangements before they can be used in Sunday services.

Equipment and decorations that are the property of florists need to be removed from the building immediately after the ceremony. We ask that plastic be placed under the candelabras to prevent wax drippings on flooring. You are responsible for any damage by persons under contract. This includes the cost of removing wax drippings from the flooring and the cost of repairs for any other damage resulting from failure to take proper precautions.

## CHILDREN

As cute as children are, we *strongly discourage* including children under the age of 5 in the wedding party that stands with you. Years of experience have taught us that no amount of coaching, bribing, or rehearsing can guarantee that children that young will not disrupt the service. Children under 5 can still “dress for the occasion” and be included in the photographs taken before and after the wedding. But including them in the wedding itself rarely works well.

## PHOTOGRAPHY AND VIDEOGRAPHY

Every couple wants a pictorial record of their wedding. Careful planning allows pictures and videos to be made without distracting from the ceremony. We ask that no pictures be taken during the service itself except a brief set of time-exposures taken by your wedding photographer from the balcony using a quiet camera. A picture may be taken in the narthex just before the bride starts down the aisle. Pictures may be taken from the narthex during the recessional. Remember: any part of the service itself can be re-enacted afterward for pictures.

Professional photographers generally know these rules. The ushers and Wedding Director will inform guests with cameras of these restrictions.

Trinity offers professional videotaping and livestreaming of the wedding ceremony. For more information, please contact our Director of Broadcast Ministry. Experience has taught us that videotaping does limit your ability to have a candlelight service with dim lighting. **If you choose to use our videotaping/livestreaming service, you must notify the Director of Broadcast Ministry as well as the Assistant to the Senior Pastor 60 days prior to the date of the wedding.**

## BRIDAL SUITE

Our Bridal Suite is available to you and your bridal party for 6 hours on your wedding day. The Bridal Suite includes a sitting area, a dressing room with hair and make-up stations, storage for personal belongings, and a kitchenette. Please observe the following guidelines when using the Bridal Suite:

- ❖ Please do not move or rearrange any of the furniture in the Bridal Suite.
- ❖ No smoking or alcoholic beverages permitted.
- ❖ Only limited snacks and bottled water (or clear liquids) are allowed in the Bridal Suite and must be disposed of upon leaving. Please do not leave any items in the refrigerator.
- ❖ Animals are not allowed in the Bridal Suite except in the case of service animals required for the benefit of an individual with a disability. In such cases, the animal

owner will be responsible for the hygiene of the animal and any damages to the Bridal Suite as a result of the animal being in the Bridal Suite.

- ❖ Please make every effort to clean up after yourselves and leave the Bridal Suite in the same condition in which you found it.
- ❖ Please remove personal belongings from the Bridal Suite upon leaving the church. The church cannot be held responsible for any items left behind.

### ALCOHOL AND SMOKING

Our buildings and grounds are *smoke-free* and *alcohol-free*. Please see that *all members of your wedding party and guests* abide by this policy. Our pastors and Wedding Director reserve the right to prohibit anyone who is intoxicated from participating in the service.

### HOLY COMMUNION

In the context of a wedding, Holy Communion may or may not be served. It is our tradition in the United Methodist Church to invite all Christians to the Lord's Table whenever communion is served. That means if the sacrament is part a wedding service, the whole congregation will be invited to receive communion. Special arrangements will need to be made with the Church's communion stewards if the sacrament is to be served. You will need to discuss this in detail with your pastor and Wedding Director prior to making the final decision. If Holy Communion is served, the Senior Pastor or his designee must officiate in the service.

### NURSERY

If you anticipate that your guests' babies and toddlers may be a distraction, nursery care can be arranged. *You must request this service through the Senior Pastor's office at least one month before your wedding.* There is a flat fee of \$150 for two workers for a 2 hour period. Additional charges will apply if more workers or hours are needed.

### PERSONAL BELONGINGS

While we make every effort to keep our buildings safe and secure, the church cannot be responsible for lost or stolen articles. The members of your wedding party should arrange for the care of their property before, during, and after the ceremony. We suggest you leave all valuable belongings and gifts in the care of parents, friends, or attendants during the ceremony.



# *The Wedding Ceremony*

THE ORDER FOR THE SERVICE OF MARRIAGE FOR [Bride] AND [Groom]

## GATHERING

*[While the people gather, instrumental and/or vocal music may be offered.]*

## SEATING OF THE MOTHERS AND GRANDMOTHERS

*Solo, if desired*

## CHIMES

## WEDDING PROCESSIONAL

*Two types of processions: 1) Cross, minister, groom, and best man process down center aisle, or 2) Minister, groom, and best man enter from right side door.*

## WELCOME

Dearly beloved, we are gathered together here in the sight of God, and in the presence of these witnesses, to join together [Groom] and [Bride] in holy matrimony; which is an honorable estate, instituted of God, and signifying unto us the mystical union which exists between Christ and His Church; which holy estate Christ adorned and beautified with his presence in Cana of Galilee. It is therefore not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy estate these two persons come now to be joined.

## CHARGE TO THE BRIDE AND GROOM

I require and charge you both, as you stand in the presence of God, before whom the secrets of all hearts are disclosed, that, having duly considered the holy covenant you are about to make, that you do now declare before this company your pledge of faith to each other. Be well assured that if these solemn vows are kept inviolate, as God's Word demands, and if steadfastly you endeavor to do the will of your Heavenly Father, God will bless your marriage, will grant you fulfillment in it, and will establish your home in peace.

## VOWS OF INTENTION

[Groom], will you have this woman to be your wedded wife, to live together in the holy estate of matrimony? Will you love her, comfort her, honor and keep her, in sickness and in health; and forsaking all others keep only unto her so long as you both shall live?

**I will**

[Bride], will you have this man to be your wedded husband, to live together in the holy estate of matrimony? Will you love him, comfort him, honor and keep him, in sickness

and in health; and forsaking all others keep only unto him so long as you both shall live?

**I will**

PRESENTATION OF THE BRIDE

Who presents this woman to be married to this man?

**Her mother and I do.**

VOWS OF MARRIAGE

**I, [Groom], take you, [Bride], to be my wedded wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death parts us, according to God's holy will; I pledge you my faith and I love you.**

**I, [Bride], take you, [Groom], to be my wedded husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death parts us, according to God's holy will; I pledge you my faith and I love you.**

EXCHANGING OF RINGS

The wedding ring is an outward and visible sign of an inward and spiritual grace, signifying to all the uniting of [Groom] and [Bride] in holy matrimony through the Church of Jesus Christ our Lord.

*Prayer over the rings*

**[Groom] In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen**

**[Bride] In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen**

UNITY CANDLE (if desired)

COMMUNION (if desired)

SCRIPTURE PASSAGES (One or more of the suggested scriptures may come here...)

*Genesis 2:18-24*

*The creation of man and woman*

*Song of Solomon 2:10-14, 16a; 8:6-7*

*Love is strong as death*

*Isaiah 43:1-7*

*You are precious in God's eyes*

*Isaiah 55:10-13*

*You shall go out in joy*

*Isaiah 61:10-62:3*

*Rejoice in the Lord*

*Isaiah 63:7-9*

*The steadfast love of the Lord*

*Romans 12:1-2, 9-18*

*The life of a Christian*

1 Corinthians 13	<i>The greatest of these is love</i>
2 Corinthians 5:14-17	<i>In Christ we are a new creation</i>
Ephesians 2:4-10	<i>God's love for us</i>
Ephesians 4:1-6	<i>Called to the one hope</i>
Ephesians 4:25-5:2	<i>Walk in love</i>
Philippians 2:1-2	<i>The Christ-like spirit</i>
Philippians 4:4-9	<i>Rejoice in the Lord</i>
Colossians 3:12-17	<i>Live in love and thanksgiving</i>
1 John 3:118-24	<i>Love one another</i>
1 John 4:7-16	<i>God is love</i>
Matthew 5:1-10	<i>The Beatitudes</i>
Matthew 7:21, 24-27	<i>A house built upon a rock</i>
Matthew 22:35-40	<i>Love is the greatest commandment</i>
Mark 2:18-22	<i>Joy in Christ as at a wedding</i>
Mark 10:42-45	<i>True greatness</i>
John 2:1-11	<i>The marriage feast of Cana</i>
John 15:9-17	<i>Love one another</i>

PASTORAL MESSAGE

PRONOUNCEMENT OF MARRIAGE

Forasmuch as [Groom] and [Bride] have consented together in holy wedlock and have witnessed the same before God and this company, and thereto have pledged their faith each to the other and have declared the same by joining hands and by giving and receiving rings; I pronounce that they are husband and wife together, in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God hath joined together, let not man put asunder. Amen.

*Prayer of blessing*

LORD'S PRAYER (may be sung)

**Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. For thine is the kingdom, the power and the glory, forever. Amen.**

BENEDICTION AND BLESSING

God the Father, the Son, and the Holy Spirit bless, preserve and keep you; the Lord graciously with His favor look upon you and so fill you with all spiritual benediction and love that you may so live together in this life that in the world to come you may have life everlasting. Amen

*"You may kiss the bride..."*

PRESENTATION OF THE COUPLE

RECESSIONAL

# SCHEDULE OF WEDDING FEES FOR MEMBERS\*

*Member fees apply when the bride or groom is (1) a member of Trinity on the Hill, (2) the child of a member, or (3) the parent of a member. These individuals should be a member for at least 6 months prior to booking the wedding.*

## WEDDING FEES PAID DIRECTLY TO TRINITY ON THE HILL

(1) RESERVATION PAYMENT, non-refundable	\$100
<b>WEDDING CEREMONY - SANCTUARY (seats 600):</b>	
(2) Facility Use	\$500
(3) Wedding Director	\$250
Sound Operator	\$150
<b>WEDDING CEREMONY - CHAPEL (seats 100):</b>	
(2) Facility Use	\$350
Wedding Director	\$200
<b>OTHER SERVICES (optional)</b>	
Videotaping/Livestreaming	\$350
Second Sound Operator (required for videotaping/livestreaming)	\$100
Security Guard (up to 3 hours, price per guard)	\$100

## WEDDING FEES PAID DIRECTLY TO THOSE PERFORMING THE SERVICE\*\*

(4) Organist	<i>As agreed</i>
Other Musicians	<i>As agreed</i>
(5) Pastor	<i>Variable</i>

- (1) **The reservation payment must be received by the Senior Pastor's Assistant prior to reserving the wedding date on the church calendar.**
- (2) Ceremony facility use includes the Sanctuary/Chapel and Bridal Suite for the rehearsal (2 hours) and wedding day (6 hours).
- (3) The Wedding Director donates her fee to Methodist Family Services for families in financial distress.
- (4) Organist's fee includes consultations to assist with music selection, rehearsing with vocalists and instrumentalists, participation in the rehearsal, up to 1 hour of prelude music, and the wedding.
- (5) Trinity's pastors do not have a set fee for member weddings. It is traditional for the groom to give the pastor an honorarium for services rendered for the wedding ceremony.

\* **All fees subject to change without notice.**

\*\* These fees should be paid at rehearsal or before the ceremony and are often handled by the best man.

# SCHEDULE OF WEDDING FEES FOR NON-MEMBERS\*

*Non-member weddings require the approval of the Senior Pastor. Considerations in approving the wedding include the couples' relationship to an active attending member of the church.*

*Non-member weddings cannot be scheduled more than 6 months in advance.*

## WEDDING FEES PAID DIRECTLY TO TRINITY ON THE HILL

(1) RESERVATION PAYMENT, non-refundable	\$100
SECURITY DEPOSIT, refundable	\$500

### WEDDING CEREMONY - SANCTUARY (seats 600):

(2) Facility Use	\$1,400
(3) Wedding Director	\$250
Sound Operator	\$150

### WEDDING CEREMONY - CHAPEL (seats 100):

(2) Facility Use	\$650
Wedding Director	\$200

### OTHER SERVICES (optional)

Videotaping/Livestreaming	\$350
Second Sound Operator (required for videotaping/livestreaming)	\$100
Security Guard (up to 3 hours, price per guard)	\$100

## WEDDING FEES PAID DIRECTLY TO THOSE PERFORMING THE SERVICE\*\*

(4) Organist	<i>As agreed</i>
Other Musicians	<i>As agreed</i>
Pastor	\$250

- (1) The reservation payment must be received by the Senior Pastor's Assistant prior to reserving the wedding date on the church calendar.
- (2) Ceremony facility use includes the Sanctuary/Chapel and Bridal Suite for the rehearsal (2 hours) and wedding day (6 hours).
- (3) The Wedding Director donates her fee to Methodist Family Services for families in financial distress.
- (4) Organist's fee includes consultations to assist with music selection, rehearsing with vocalists and instrumentalists, participation in the rehearsal, up to 1 hour of prelude music, and the wedding.

\* All fees subject to change without notice.

\*\* These fees should be paid at rehearsal or before the ceremony and are often handled by the best man.

# *Your Wedding Checklist*

- Contact the Assistant to the Senior Pastor to discuss preliminary plans and obtain a release to schedule the wedding.
- Review possible wedding dates and required fees with the Assistant to the Senior Pastor.
- Thoroughly review Trinity's Wedding Book to familiarize yourself with our wedding policies, requirements, and expectations.
- Return your completed Reservation Form along with your \$100 reservation payment to the Assistant to the Senior Pastor; your wedding date is not guaranteed until this step is complete.
- Select the pastor who will perform your wedding ceremony. Non-Trinity clergy must be approved by the Senior Pastor and invited by the Senior Pastor.
- Contact Trinity's Wedding Director to discuss your wedding plans.
- Schedule your premarital counseling which should be completed at least 6 months prior to the wedding date.
- Contact the Director of Music for assistance in the area of wedding music including the selection of an organist, vocalists, and instrumentalists.
- If you choose to use Trinity's videotaping service, contact the Director of Broadcast Ministry at least 60 days prior to the wedding date.
- Have your florist sign and return the Floral Guidelines form to Trinity at least 30 days prior to the wedding date.
- Have your photographer sign and return the Photography/Videography Guidelines form to Trinity at least 30 days prior to the wedding date.
- Return your completed Wedding Rehearsal and Ceremony Plans form to Trinity at least 4 weeks prior to the wedding date.

**RESERVATION FORM**  
for weddings at  
Trinity on the Hill United Methodist Church  
1330 Monte Sano Avenue  
Augusta, GA 30904

*(Please return this form to the church with your non-refundable reservation fee)*

Bride	Groom
Address	Address
Cell Phone	Cell Phone
Work Phone	Work Phone
Email Address	Email Address
Of what church are you a member?	Of what church are you a member?

Parents	Parents
---------	---------

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Wedding Date	Rehearsal Date
Wedding Time	Rehearsal Time
Wedding Venue    Sanctuary    Chapel	Other
Pastor(s) conducting ceremony	
Organist	
Other Musicians	

Approximate number of guests	
Number of Bridesmaids	Number of Groomsmen
Number of Other Attendants	Number of Additional Ushers
Florist	Date & Time Setting Up
Photographer	Time arriving for pictures
Videographer    Trinity    Other	

# WEDDING REHEARSAL AND CEREMONY PLANS

for weddings at  
Trinity on the Hill United Methodist Church  
1330 Monte Sano Avenue  
Augusta, GA 30904

*(Please return this form to the church 4 weeks prior to the wedding)*

Bride

Groom

Maid

Matron of Honor

Best Man

Flower Girl (5 years or older)

Age

Ring Bearer (5 years or older)

Age

Bridesmaids

Groomsmen/Ushers

Bride's Family:

Mother

Usher

Grandmother

Usher

Grandmother

Usher

Father

Grandfather

Grandfather

Groom's Family:

Mother

Usher



Grandmother	Usher
Grandmother	Usher
Father	
Grandfather	Grandfather
Names of any Stepparents:	
Relation	Name
Relation	Name
Relation	Name
Relation	Name

Arrangement of attendants:

Separate (men on one side, women on the other)	Mixed
--	-------

Who will be lighting the candles?

The florist	The groomsmen	Other ushers -- please list names:
-------------	---------------	------------------------------------

Do you want the grandparents escorted out before the congregation is dismissed?

Yes	No
-----	----

Will the piano in the sanctuary/chapel be used?

Yes	No
-----	----

Will communion be served?

Yes	No
-----	----

**FLORAL GUIDELINES**  
**for weddings at**  
**Trinity on the Hill United Methodist Church**  
**1330 Monte Sano Avenue**  
**Augusta, GA 30904**

*Please have your florist sign and return this form to the church 30 days before the wedding.*

1. The altar table with the items of worship (cross, Bible, candles, paraments) on it must remain in the sanctuary for the wedding. If desired, the only additional items appropriate to place on the altar table would be a small flower vase(s) and/or a small candle(s) in memory of/dedication to loved one(s).
2. Decorations are to be placed in the choir loft behind the modesty rail.
3. Do not use tape, nails, screws, staples, plastic clips, or wire to attach items to the walls, pews, or communion rail.
4. Candelabra in the chancel should be placed within the choir loft on a protective covering large enough to ensure that no candle wax gets on the flooring.
5. Any candles placed outside the chancel area must be enclosed in hurricane lamps. Any candles placed up the aisle must be attached to the pew.
6. Candles may not be lit and left unattended. FLAMELESS/LED candles are preferred. Once candles are lit prior to the beginning of the ceremony the florist is responsible for making sure that the candles are not left burning unattended.
7. You may use greenery as a background in the chancel and in the choir loft, but nothing should block the pastor's way to the center of the chancel, the organist's view of the aisles, or anyone's view of the altar table, baptismal font, or cross.
8. The sanctuary is customarily decorated during the Christmas and Lenten seasons. These decorations stay in place until the season ends. The dates will vary some, but generally encompass the four weeks preceding Christmas and the five weeks preceding Easter.
9. All decorations should be removed from the church as soon as the photographer has finished taking pictures. Decorations may not be left in the sanctuary or the chapel overnight.

*For any requests beyond these guidelines, contact the church's Business Administrator, Nancy Newbrey at 706-738-8822 ext. 103. We count on and appreciate your cooperation.*

**Florist's signature:** \_\_\_\_\_

**Bride's name and date of wedding:** \_\_\_\_\_

# PHOTOGRAPHY/VIDEOGRAPHY GUIDELINES

for weddings at  
Trinity on the Hill United Methodist Church  
1330 Monte Sano Avenue  
Augusta, GA 30904

*Please have your photographer sign and return this form to the church  
30 days before the wedding.*

1. Flash photographs are not allowed in the sanctuary or chapel after the organ or piano prelude has begun. Once the prelude begins the wedding photographer is only allowed in the balcony in the sanctuary.
2. We ask that no pictures be taken during the service itself except a brief set of time-exposures taken by your wedding photographer from the balcony in the sanctuary using a quiet camera.
3. Photographs may be made in the narthex of the chapel or sanctuary preceding the ceremony, and the wedding party may return to the chancel area after the ceremony for as many pictures as they wish.
4. Trinity's Wedding Director will try to have the bride and her attendants ready when pictures are to begin prior to the wedding.
5. Pictures in the sanctuary must be completed at least 45 minutes before the wedding. The Wedding Director will ensure that the sanctuary is ready to receive guests at this time.
6. A video tape of the service may be made using one or more stationary cameras. The pastor or Wedding Director will point out where cameras may be located. Video cameras should be in place at least an hour before the wedding begins. Audio feed may be provided by the church (see fee schedules).

*For any requests beyond these guidelines, contact the church's Business Administrator, Nancy Newbrey, at 706-738-8822 ext. 103. We count on and appreciate your cooperation.*

**Photographer's signature:** \_\_\_\_\_

**Bride's name and date of wedding:** \_\_\_\_\_