

Trinity United Methodist Church

# Wedding Guide



1024 Lake Avenue  
Wilmette, Illinois 60091

## To the Couple

Congratulations on your engagement! We are delighted you are considering Trinity United Methodist Church for your wedding. It is a beautiful building, but the church is more than a physical structure. At Trinity Wilmette, we believe the church is a welcoming community of compassion and faith, offering hope for living, grace in action, and music for the soul.

The church is a fitting place for you to enter into a covenant with one another. A covenant is more than a legal contract. It is a wholehearted, lifelong vow to one another. As a congregation of God's people, we pledge that we will support you and pray for God's blessing in your marriage, so that you find fulfillment in it and establish your home in peace.

The wedding ceremony is an act of worship, and the center of attention is God's love for you as a couple. The pastor in charge will work with you to assure that each part of the service is a meaningful expression of faith. Since marriage is not to be entered into hastily or unadvisedly but with adequate preparation, the officiating pastor will meet with you once before the rehearsal and will lead the rehearsal.

Our hope is that you will have a full, rich, ever-growing relationship. The church is here for you after your wedding day, and we are ready to support and assist you in every way possible in your life together.

*—The People of Trinity United Methodist Church*

## Steps to Complete

1. Weddings are scheduled through Amy Reimer, the Church Office Manager ([amy@trinitywilmette.org](mailto:amy@trinitywilmette.org)). You will work with her to schedule the rehearsal and the wedding, to discuss details you may wish, and to review the costs. Your wedding date is booked after the following: (1) it is confirmed with the officiating pastor, (2) the church has received **payment in full (non-refundable)**, and (3) the Wedding Registration form has been completed and returned to the church.
2. When you inquire about a wedding at Trinity Wilmette, you will receive materials to read and prepare prior to meeting with the pastor. Normally, there will be one session with the pastor for marriage preparation.
3. After the date is booked, you will need to contact the church organist to discuss and approve music.
4. Secure your marriage license from the Office of the Cook County Clerk (county in which the ceremony takes place). For information, contact 847-470-7233.
5. The officiating pastor leads the rehearsal, typically the evening before the wedding. It takes about an hour and consists of an overview of the wedding ceremony, a walk-through, directions for the ushers, and confirmation of the wedding day schedule. Bring your marriage license and give it to the pastor if you have not already done so.

## The Officiating Pastor

The officiating pastor will be an ordained United Methodist clergyperson who represents the ongoing ministry of Trinity Wilmette. The pastor is in charge of the rehearsal and the wedding. The pastors at Trinity Wilmette have experience in conducting interfaith marriages. We are a "teaching church," and the officiating pastor may assign a graduate-level seminary intern with a supporting role in the wedding ceremony.

The couple may request the invitation of a guest pastor or religious leader to participate. Trinity Wilmette's senior pastor has sole discretion whether to approve additional participants and extend the invitation to them.

## The Church Facility

The Sanctuary is a beautiful neo-Gothic space devoted to worshiping God. It is the customary setting for weddings at Trinity Wilmette and seats up to 450 guests in 26 rows of pews and a balcony.

The Chapel, adjoining the Sanctuary at the northeast corner, is appropriate for smaller weddings of up to 25 guests.

The Cloister Garden occasionally is chosen as the site for a wedding. During the summer and early autumn, it is a beautiful and quiet place for a ceremony.



## Rules for Church Use

- NO alcoholic beverages are allowed inside the church building or on church property. Please communicate this to your attendants and friends.
- NO smoking is allowed inside the church building.
- NO rice, confetti, bubbles, or fresh flower petals may be thrown inside or outside the church building. Birdseed is permissible outside the building only.

### PHOTOGRAPHS\*

*Having a pictorial record of your wedding day is important to you, and we try to make it as easy as possible on you and the photographer.*

- Consider having photographs taken before the ceremony, the schedule at the church permitting. The more you can take ahead of time, the quicker you and the wedding party can get to the reception.
- The couple is responsible for communicating to guests that they cannot take photos during the ceremony. It is distracting to those participating and to the congregation. Also, it is not fair to the photographer you have hired.
- Above all else, remember that the wedding is not a photo opportunity. It is a worship service, the sanctity of which we want to preserve.

*\*Please share these ground rules with your photographer.*

1. Please have all photographs completed at least a **half-hour before** the start of the ceremony.
2. You are not permitted to come down the aisle during the processional, the service, or the recessional.
3. Flash photographs are permitted during the procession and the recession only.
4. During the ceremony itself take only available light photographs from behind the congregation or the balcony.
5. The lighting in the sanctuary is not bright, and sometimes it is dimmed further for a candlelight service. Please take this into consideration as you select your film and equipment.

## VIDEO OPERATOR\*

\* Please share these ground rules with your videographer.

1. The church was built long before anyone thought of videotaping wedding ceremonies. There are two good locations for video equipment: in the balcony and in one of the side aisles near the chancel.
2. Please arrange to come to the church before the day of the wedding to discuss with the pastor what is possible.
3. All videotaping must be performed with available light. Additional spotlighting is too disruptive.
4. Equipment cannot be moved once the wedding has begun (that is, once the organist has started the prelude).

## FLOWERS\*

\* Please share these ground rules with your florist.

- ◆ Flowers can be used to accent the architectural beauty of the sanctuary and to coordinate the color scheme of the wedding.
- ◆ Generally, a single floral display or two arrangements may be placed on the altar. Occasionally, additional flowers are added at the communion rail and on the pews. If you choose to use the aisle candleholders, these can be decorated with flowers or greenery.
- ◆ The florist provides the white runner for the central aisle, if you choose to have one. The length of the center aisle from the doors to the foot of the chancel steps is 105 feet. It is an additional 25 feet up the steps to the altar. The center aisle is 54" wide.
- ◆ Thirty minutes before the wedding starts, the florist unrolls the runner and affixes it to the slate floor with regular aisle runner tape. (Do not use double stick tape.) This makes it much easier for the wedding party to maneuver up and down the center aisle.
- ◆ Nails, tacks, staples, or other material that could damage church property are not permitted.



## Y o u r R e h e a r s a l

- ◆ The rehearsal is scheduled with the church office manager and confirmed by the officiating pastor.
- ◆ The rehearsal usually is held on the evening before the wedding. It takes about an hour and consists of an overview of the wedding ceremony, a walk-through, directions for the ushers, and confirmation of the wedding day schedule. Please bring your marriage license and give it to the pastor if you have not already done so.
- ◆ Timing of the rehearsal is important, and being on time is vital. The couple should arrive 15 minutes before the scheduled start time to meet with the volunteer hostess to ask and answer questions and be briefed on procedure.
- ◆ The remainder of the wedding party is needed to be on time so the rehearsal can begin and end at a reasonable time for all involved.
- ◆ Please convey thorough directions to the church to your wedding party. Caution them about heavy traffic coming to/from Chicago, which causes frequent delays.
- ◆ Non-wedding participants should not attend the rehearsal. If small children are in the wedding party, it is good to bring them to the rehearsal; this can help them feel less anxious during the wedding.



## W e d d i n g   F e e s

The following fees are non-refundable and to be paid in full in order to book your wedding date. Please make your check payable to Trinity United Methodist Church, noting Wedding in the memo section.

Fees	Members	Non-Members
Wedding	\$1,200.00	\$2,400.00

*Included in the fee are the services provided by the pastor, church organist, and custodian. A fee of \$50 will apply if the church organist attends the rehearsal (normally the organist does not attend the rehearsal).*

### Additional costs

16 Pew Candelabras (lit by custodian)	\$60
2 Floor Candelabras (lit by custodian)	\$70
Soloists	\$250/additional musician

*\* You will need to contact the church organist to discuss and approve music, and arrange for a soloist if desired: Andrea Handley ([andrea.handley@gmail.com](mailto:andrea.handley@gmail.com)).*

TOTAL TO CHURCH \$ \_\_\_\_\_





## T R I N I T Y   W I L M E T T E

Contacts:

Office Manager—Amy Reimer  
E-mail: [amy@trinitywilmette.org](mailto:amy@trinitywilmette.org)

Senior Pastor—Rev. Dr. Brian C. Smith  
E-mail: [pastorbrian@trinitywilmette.org](mailto:pastorbrian@trinitywilmette.org)

Organist—Andrea Handley  
E-Mail: [andrea.handley@gmail.com](mailto:andrea.handley@gmail.com)

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*Hope for Living  
Grace in Action  
Music for the Soul*