

## Wedding Reservation Form

To reserve your wedding at Historic Trinity, please fill out the form below and return it to our Church Office

812 Soulard Street  
St. Louis, MO 63104  
office@trinitystlouis.com

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_

Rehearsal Date/Time: \_\_\_\_\_

Officiant: \_\_\_\_\_

Organist/Instrumentalist: \_\_\_\_\_

A non-refundable \$150 deposit will be required to reserve your wedding date at Trinity.

All additional fees are required one week before the wedding.

Deposit and fees payable to Trinity Lutheran Church.



**Rev. Joshua M. Hatcher** Senior Pastor  
**DCE Andrea Roettger** Youth & Family Ministry  
**Rev. Steve Albers** Associate Pastor  
**Brenda Wilson** Operations Manager

**Jeff White** Minister of Music  
**Dianne Davis** Facilities Manager

**Historic Trinity Lutheran Church**  
www.TrinityStLouis.com  
+ 2020 +



Weddings at Trinity

### Our Philosophy

We're so glad you are considering Historic Trinity for your wedding venue. Our goal is to care for your relationship before, through, and after the ceremony itself, as well as to provide a Christ-Centered, joyful occasion for you, your family, and your guests as you begin your life together.

### Premarital Counseling

Trinity offers a four-hour marriage workshop for those in and around the St. Louis area. These sessions – usually two or three – are offered free of charge and are required should our pastor perform your marriage ceremony.

Should another pastor be performing your ceremony, or you do not live in the St. Louis area, we would expect you to make arrangements for premarital counseling with them in advance.



11.11.2020



## Planning Your Wedding Service

- *Worship at Historic Trinity is a unique and transformative experience. We ask that each couple considering our campus for their wedding attend at least one of our regular worship services to familiarize yourself with our unique ministry.*
- *A wedding is first and foremost a worship service. Each couple will meet with a member of Historic Trinity's pastoral staff to plan the service, and music is to fit the character and purpose of a worship service.*
- *The Pastor and Minister of Music will make the final decision on all musical selections. Live music is required for all pre- and post-service music, processional and recessional. Pre-recorded music may be used by soloists.*

## Officiants

*Due to regulations beyond our control, the wedding service must be conducted by a pastor who is rostered and ordained in a Christian Tradition of the Church. Should a couple want a member of Historic Trinity's pastoral staff to perform their wedding ceremony, we ask that they strongly consider our staff to lead them through pre-marital counseling as well.*

## Scheduling Your Wedding & Rehearsal

*Historic Trinity offers a 5:00 pm worship service on Saturday evenings. With this in mind, wedding services may start no later than **3:00 pm**. Friday evening and Sunday weddings are planned by the couple in coordination with our pastoral staff. Wedding parties may have use of our campus for 90 minutes before and 60 minutes after the service.*

*Rehearsals are determined by the mutual consent of the pastor, wedding couple, and musician(s). Rehearsals may be conducted earlier in the week than the day before the wedding when necessary and agreed-upon beforehand.*

## Logistical Concerns

- *No alcohol is permitted on campus*
- *Smoking is permitted outside*
- *The throwing of rice or birdseed is prohibited on Trinity property. Couples and their guests may use bubbles or live flowers on the outside to celebrate following the service.*
- *Aisle runners are not used at Trinity*
- *Only silk or paper flowers may be used to line the center aisle on either side*
- *Eating is allowed in the Parish House, not in the Nave (worship space) Families may bring food for the wedding party, but are responsible for cleaning up after the service*
- *The wedding party may dress at Church in the rooms provided. Styling of hair must be done off campus*
- *It is the responsibility of the couple to remove all internal and external decorations from the church immediately following the service*
- *Pew bows may be attached at the ends of each pew. However, **no live flowers** may be used, and the bows must be attached with pipe cleaner, rubber band, or ribbon.*

## Photography and Videography

- *We ask that each couple instruct the photographer and/or videographer to check in with the pastor or his assistant upon arrival at Trinity to review our policies for photographing worship services.*
- *Flash photography is allowed as long as it does not distract from the wedding service.*
- *Wedding party pictures may be taken before and/or after the ceremony.*

## Schedule of Fees

<i>*Campus Facilities Fee</i>	<i>\$500<sup>00</sup></i>
<i>Pastor</i>	<i>\$200<sup>00</sup></i>
<i>Organist/Pianist</i>	<i>\$200<sup>00</sup></i>
<i>Instrumentalist</i>	<i>\$150<sup>00</sup></i>
<i>*Wedding Coordinator</i>	<i>\$200<sup>00</sup></i>

*\* Non-member fees.*

*Both member and non-member are required the Wedding Coordinator fee.*

*Couples are not required to use our pastor or musicians.*

*All fees payable to Trinity Lutheran Church.*

*\*Wedding coordinators/consultants/event planners may be helpful for some couples with planning a rehearsal dinner, reception, logistical planning (flowers, photography, transportation, etc.). Trinity does require that all couples rely only on our parish wedding coordinator for both the wedding ceremony and rehearsal. Outside wedding coordinators/consultants/event planners, etc. may be present at both rehearsal and ceremony in an observational capacity only.*