

Troy Church of the Brethren

Wedding Manual



Troy Church of the Brethren
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Welcome

The congregation and staff of Troy Church of the Brethren (TCOB) welcome those planning to unite in marriage. It is our prayer that your wedding be both beautiful and meaningful. We are pleased that you are considering TCOB for your wedding and are happy to offer this information outlining the accepted customs, policies, and procedures related to weddings at TCOB.

As soon as you have chosen a tentative date, contact the church office to schedule an appointment with the pastor. Following the initial meeting with the pastor, the church Administrative Assistant will:

- Give you a tour of the facility and amenities
- Ask you to sign a Letter of Intent
- Receive your required fees
- Reserve your date
- Schedule your first premarital counseling session
- Put you in touch with our wedding coordinator

Best wishes as you plan your wedding! We are here to help in any way we can. Please feel free to contact the church office via phone or email if you have any questions.

Scheduling

- Members and immediate family of members may be married at TCOB.
- We invite non-member couples to schedule a conference with the pastor to discuss requirements for marriage at the church.
- TCOB does not require couples to become members in order to be married here, but we do encourage regular worship attendance at the church of your choice.
- First preference for scheduling will be given to members if multiple couples are attempting to schedule an event on the same day.
- Building utilization fees are charged to member and non-members as outlined in the chart below.

Fee Schedule

- No charge for members and immediate family of members
- \$600 for non-members.
 - Includes the required \$100 deposit at confirmation of the wedding date.
 - Includes five (5) hours usage of the sanctuary and welcome area for decorating, rehearsal and the wedding day.
 - Includes the services of the pastor, wedding coordinator, media technician, and custodian.

- We also provide the following for an additional fee:

Fellowship Hall	\$150
Kitchen	\$100
Custodian (Fellowship Hall &/or kitchen)	\$75
Pianist – Fee available upon consultation	
- Balance of all fees are due in full, 10 days prior to the scheduled wedding date to the church office.

Premarital Counseling

- If using the TCOB Pastor, premarital counseling is required prior to your wedding.
- Counseling is completed as a couple and is approximately 4-5 sessions.
- In addition, the pastor will provide a selection of wedding resources, scriptures, and vows for the couple to consider as part of the wedding ceremony.
- Please contact Pastor Jon Keller, if you have any questions.

Music and Musicians

- Music for the wedding must be approved by the TCOB pastor.
- Please discuss the participation of musicians with the pastor before making any final arrangements with the musicians &/or vocalist.
- If using the church pianist, music in the correct key should be supplied to the pianist at least one month prior to the wedding.
- All sheet music must be legally printed in keeping with copyright laws.



Decorations

- Flowers and decorations must be in keeping with the dignity of the church.
- Seasonal decorations are to remain in place (ex. Christmas Tree).
- Decorations must not damage the church building. Use of tacks and nails to hang decorations is not permitted. Be mindful of candle wax and tape that may cause damage or leave behind a sticky residue.
- The building supervisor will inspect the building once decorations are removed. Cost for repair any damages will be billed after the damages are repaired for the actual cost of repair.
- Equipment and decorations that are the property of the florists or caterers must be removed from the building following the service.
- Return all church belongings to their proper places following the service.



Flowers and Florists

- Florists can make arrangements for Saturday deliveries by notifying the church Administrative Assistant at least 24 hours in advance. Church office hours are 9:00 a.m. to 12:00 p.m. Tuesday-Friday.
- Please have someone involved in planning the wedding arrive with the florist to see that arrangements are placed to the couple wishes.
- Though it is by no means mandatory, some couples wish to leave flowers from their wedding for the regular Sunday worship service. If this is desired, please confirm with the Wedding Coordinator.

Photography and Sound

- TCOB provides a qualified person to run the sanctuary's sound system.
- Your wedding is an act of worship, so all photographers and videographers are asked to show reverence towards the ceremony by not distracting from the sacredness of the occasion.
- The photographer should confer with the Pastor and the Wedding Coordinator before the ceremony.
- Wedding guests should refrain from using flash photography during the ceremony.

The Rehearsal

- A detailed rehearsal helps ensure a dignified and seamless wedding ceremony. The rehearsal will be scheduled with the pastor and wedding coordinator, and is generally held the day before the actual wedding.
- The wedding itself as well as the rehearsal will follow the general directions of the pastor and Wedding Coordinator.
- The marriage license must be delivered at the time of the rehearsal. Under no circumstances will a wedding proceed without the license being received in advance.

Other Items of Interest

- The sanctuary has 31 pews that will seat approximately 180 people.
- The welcome area can have additional seating set up for approximately 50-70 people.
- If planning a sendoff from the church, we request that you use bird seed or bubbles instead of rice.
- If you are a member of TCOB it is customary to extend an invitation to the wedding ceremony to the church body. To do so, please deliver your printed invitation to the church office at least 3 weeks prior to your wedding date.
- The TCOB building and grounds are smoke, substance, and alcohol free.
- If you anticipate your guests' babies and toddlers may be a distraction, a nursery is available for your use. You are responsible to provide supervision; children may not be left unattended.
- Dressing rooms are provided for members of the wedding party.
- The church is not responsible for lost or stolen items. We urge you to place valuables in secured locked areas.