



Welcome to Trinity United Methodist Church Charleston, South Carolina

*Working in Faith
Working in Love
Working in Hope*

At Trinity UMC, we do not use the words "visitor" or "guest".
All who worship here are members of God's family.
Welcome home and make yourself at home.

Weddings at Trinity United Methodist Church

Congratulations on your engagement!

Trinity UMC is honored to welcome your family and guests for your wedding.

Our historic sanctuary is one of the most beautiful places for a wedding in downtown Charleston.

Your wedding is a holy and joyful time. It is holy because you declare your covenant to one another with God. It is joyful because you share this covenant with family and friends.

Trinity's congregation and staff welcome you and commit to establishing a meaningful and memorable beginning to a new life together.

FREQUENTLY ASKED QUESTIONS

May a non-member/other denomination person be married at Trinity?

Yes. Trinity UMC is committed to conducting Christian weddings for Christ's universal church. The order of worship follows the Service of Christian Marriage published in the United Methodist Hymnal.

What if I live out-of-town?

The Pastor conducts pre-marriage counselling via Skype and would like to meet the Bride and Groom in person at least once 6 weeks prior to the wedding day. Commented [LA1]: preferred spelling is counseling

How far in advance should I reserve the church facilities?

At least six months is recommended to reserve the dates and times.

Will you host same gender marriages?

In so much we recognize The United States Supreme Court ruling, "United Methodist clergy and congregations are accountable to the teachings and church law outlined by *The Book of Discipline* of The United Methodist Church. In Paragraph 341.6 of the 2016 Book of Discipline it states, "Ceremonies that celebrate homosexual unions shall not be conducted by our ministers and shall not be conducted in our churches." The General Conference of The United Methodist Church is the only body who can speak for the denomination and make changes to *The Book of Discipline*." (Bishop Holston, SC Annual Conference).

WEDDING POLICY

SCHEDULING

To reserve dates for a wedding and rehearsal or to schedule an appointment to visit, please contact the church office at (843) 722-8449 and/or assistant@trinityumccharleston.com. Wedding dates are reserved upon receipt of your completed application and deposit.

Weddings and rehearsals are not scheduled for the following holidays: New Year's Eve, New Year's Day, Holy Week (the week before Easter), Easter, Christmas Eve, or Christmas Day.

Two weddings may be scheduled on the same day three (3) hours apart to give church staff ample time to prepare for the later wedding. Weddings may not begin after 7:00 p.m. The church will open two (2) hours prior to the ceremony for the arrival of the bridal party.

AVAILABLE FACILITIES

The primary sanctuary seats 300 on the main floor and 100 in the balcony.
The prayer chapel seats 25 and is appropriate for small weddings or vow renewal services.
The nursery is not available at this time.

OFFICIATING MINISTER & PRE-MARRIAGE COUNSELING

Rev. Robert Rabenstein, Trinity UMC appointed pastor, is responsible for all weddings and rehearsals at Trinity UMC. However, a different UMC ordained clergy member may officiate after consultation with Rev. Rabenstein. 724.516.9614.

Pre-marital counseling and planning for your covenant marriage is the most important part of planning your wedding. Rev. Rabenstein conducts counseling; however, you may seek pre-marital counseling with the pastor of your home church or a professional counselor where you live out your covenant in church and community. Rev. Rabenstein will need a letter of completion before he finalizes the plans for your wedding service and covenant vows at Trinity UMC.

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FEES

FACILITIES

Sanctuary	\$2,400 (\$1,200 deposit to reserve the date)
Chapel (for weddings of 25 or fewer, w/rehearsal)	\$400 (\$200 deposit to reserve the date)
Chapel (for weddings of 25 or fewer, w/ no rehearsal)	\$300 (\$150 deposit to reserve the date)

STAFF

Minister	\$400 (Rev. Robert Rabenstein if officiating or participating in ministerial role)
Organist	\$300 (George Hiatt)
Sexton	\$200 (Larry Lighty)

FEES (continued)

Fifty (50) percent of the facility fee is sent with the application form as a deposit to reserve the date and time of your wedding and rehearsal and is not refundable. The remaining fifty (50) percent of the facility fee must be received by Trinity UMC thirty (30) days prior to the wedding as well as payments for staff by separate checks made out to each person individually. The staff checks will be held by the Pastor until the rehearsal date.

WEDDING PLANNER

The wedding ceremony and rehearsal are the sole responsibility of the Pastor however he will work with your Wedding Planner for the seating, processional, and recessional elements of the ceremony. The Wedding Planner is expected to attend and participate in both the rehearsal and ceremony.

MUSIC

Music is an expression of worship. Because weddings are public acts of worship, sacred music selected for this service shall be appropriate to the traditions of this congregation and The United Methodist Church. A recommended list of music is listed on page 6 of this guide.

All music selected is subject to approval by the Organist in consultation with the Pastor. All music will be played by the Organist as the Trinity organ is a beautiful antique instrument and needs to be played with care. The organ music may be supplemented by instrumentalists or vocalists selected and contracted by the wedding party. You may contact the Organist directly at georgehiattrinityumcchs@gmail.com for assistance in planning the music for your service. You may also go to his web site: CharlestonOrganist.com, click on the Wedding Music tab and make your selection from there. Music selections are finalized thirty (30) days prior to the service.

The prelude includes thirty (30) minutes of music typically selected by the Organist and played as guests arrive. Requested selections can be discussed and agreed upon by the bride, groom, and Organist.

You may also select music for specific times in the ceremony such as:

- Seating of the mothers and grandmothers
- Procession of the Wedding Party
- Music for Procession of the Bride
- Congregational hymns (if desired)
- Music for the Recessional

SEXTON

Trinity UMC employs a Sexton who will ensure the church is open, clean, lights are on, heating/air conditioning is on, decorations are in place, and all is ready one (1) hour before the rehearsal and two (2) hours before the wedding. The Sexton is present at both the rehearsal and wedding for your facility and wheelchair access needs.

ORDER OF WORSHIP

The bride and groom are responsible for printing the programs containing the order of worship for your Service of Christian Marriage. A guideline is provided on page 5 in this package. The Pastor will assist you as needed. You must send your final version of the program to the Pastor for approval before you send it to the printers.

THE MARRIAGE LICENSE

It is the bride and groom's responsibility to acquire a marriage license from the Charleston County Probate Court office. Please bring these documents to the rehearsal and give them to the officiating Pastor. **No wedding will be performed without a license.** Immediately following the wedding ceremony, the officiating Pastor, bride, and groom will sign the license. Witnesses are not required by the State of South Carolina.

PHOTOGRAPHY

Once the service begins, no photography by guests is allowed. The wedding photographer may take photographs in the Narthex and of the wedding party as they process and recess on the aisle. Out of respect for the worship service, photographers will refrain from distracting movement or flash during the ceremony. Photographs may be taken from the balcony, behind the restricted pews, and not to interfere with musicians or guests. The bridal party may return to the church after the ceremony for pictures. The Pastor reserves the right to restrict any photographer. The bridal party shall inform the wedding photographer of these policies.

DECORATIONS

Our sanctuary is a place dignified beauty and has been described by many as "Charleston's most beautiful church for a wedding." Additional decorations distract from the grandeur of the sacred place. Trinity provides candelabras and supply all candles used for the wedding. Out of respect for this historic building, nothing shall be attached to any of the candelabras, walls, woodwork, columns, pews, chancel rail, furniture, or choir rail of the facilities. Flowers with ribbon loops are allowed to slip over the ends of the family designated pews. Trinity UMC furnishings, including altar water, cross, altar lights, shall not be removed except by the Pastor. These requirements are to preserve the proper atmosphere of the church and to safeguard the furnishings.

The sanctuary's center aisle is carpeted making an aisle cloth unnecessary. The church will place a white candle encased in a clear glass globe in each of the side windows. Additional decoration (such as greenery) set in the windows or vases of flowers on the stands is the responsibility of the bride or her florist.

Personal property and/or decorations shall not be left in the facility overnight and must be removed prior to the departure of the wedding party. Trinity UMC is not responsible for items left behind. Flowers may be left in honor of the bride and groom for Sunday worship if desired.

MISCELLANEOUS

Alcoholic beverages and/or illegal drugs are **not permitted** on church property. Members of the wedding party shall not come to the rehearsal or the wedding under the influence of alcohol or drugs. The Pastor has complete authority to cancel a wedding at the last moment for any deviation from this rule.

Rice, confetti, or other items **may not** be thrown in the facilities, grounds, portico, steps, or sidewalk.

Smoking is not permitted in the facilities or on church property.

Parking for approximately ten (10) cars is available in the church lot off Society Street. Parking meter bags are available for the spaces on Meeting Street in front of the church.

Handicap access is available from the parking lot. The Sexton will operate the lift for you.

Thank you for considering Trinity UMC for your wedding!

CHURCH CONTACT INFORMATION

273 Meeting Street, Charleston, SC 29401

Phone: (843) 722-8449

Email: assisant@trinityumccharleston.com

Website: www.trinityumccharleston.com

THE ORDER OF WORSHIP OF CHRISTIAN MARRIAGE

The order of worship for your service and program shall follow the pattern of the Service of Christian Marriage of The United Methodist Church. The Service of Christian marriage of the United Methodist Church is the liturgy will be used for your wedding. **Be sure to e-mail your order of worship to the Pastor Rabenstein at robert.rabenstein.ii@gmail.com at for approval BEFORE you print your programs.**

THE SERVICE OF CHRISTIAN MARRIAGE

(pages 864-869 in the UMC Hymnal)

PRELUDE

SEATING OF THE GRANDMOTHERS (if desired)

SEATING OF THE MOTHERS

CHIMING OF THE HOUR

PROCESSION OF THE WEDDING PARTY

PROCESSION OF THE BRIDE

GREETING

DECLARATION OF INTENTION

PRESENTATION OF THE BRIDE

RESPONSE OF THE FAMILIES AND PEOPLE

PRAYER

(Music or reading if desired)

SCRIPTURE LESSON(S)

HOMILY

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF RINGS

(Unity Candle if desired)

DECLARATION OF MARRIAGE

(Music or reading if desired)

INTERCESSORY PRAYER

BLESSING OF THE MARRIAGE

** (Holy Communion if desired)

DISMISSAL WITH BLESSING

INTRODUCTION OF THE BRIDE AND GROOM

RECESSIONAL

POSTLUDE

**Holy Communion in the United Methodist Church is served to all who desire to partake.

The invitation to the table is not limited.

WEDDING MUSIC SELECTION GUIDE

WEDDING DATE: _____

TIME: _____

BRIDE: _____

GROOM: _____

MUSIC

As soon as possible, please contact George Hiatt, Trinity UMC's Director of Music Ministry/Organist georgehiatttrinityumchs@gmail.com to begin discussing music for your wedding. Music should be agreed upon by the bridal party, organist, and pastor thirty (30) days prior to the wedding.

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Most couples select the following music for their wedding:

- One processional for seating mothers and other family members.
- A second processional for entrance of the wedding party.
- A third processional for entrance of the bride.
- One recessional for wedding party and mothers/family

Congregational hymns are also welcomed but not required.

Director of Music George Hiatt's Website

CharlestonOrganist.com, click on the wedding music tab

You can choose from the selections there or contact George and discuss your music selections.



Trinity United Methodist Church

273 Meeting Street, Charleston, South Carolina 29401
 (843) 722.8449 assistant@trinityumccharleston.com www.trinityumccharleston.com

SERVICE OF CHRISTIAN MARRIAGE RESERVATION FORM

Bride's Last Name: _____ Groom's Last Name: _____

REHEARSAL DATE (MM/DD/YYYY) _____ / _____ / _____ : _____ a.m./p.m.

WEDDING DATE (MM/DD/YYYY) _____ / _____ / _____ : _____ a.m./p.m.

Anticipated Number of Invited Guests: _____

Wedding Planner Name and Agency: _____

Mailing Address: _____

E-mail: _____ Preferred Phone: (____) _____ - _____

BRIDE'S Full Name: _____

Mailing Address: _____

E-mail: _____ Preferred Phone: (____) _____ - _____

Home Church: _____ City/State: _____

Age _____ Number of previous marriages _____ Baptized? Y N

GROOM'S Full Name: _____

Mailing Address: _____

E-mail: _____ Preferred Phone: (____) _____ - _____

Home Church: _____ City/State: _____

Age _____ Number of previous marriages _____ Baptized? Y N

OFFICIATING PASTOR'S FULL NAME: Rev. Robert Rabenstein

Church Name: Trinity United Methodist

Mailing Address: 273 Meeting Street

E-mail: robert.rabenstein.ii@gmail.com Preferred Phone: (724) 516-9614

Office Use Only INITIAL DEPOSIT OF \$ _____ RECEIVED ON _____ FINAL PAYMENT OF \$ _____
 RECEIVED ON _____

PERSONNEL FEES: PSTR _____ ORGN _____ SXTN _____ RECEIVED ON _____

Revised 09/10/2022

FAMILY AND WEDDING PARTY INFORMATION

BRIDE'S Mother/representative: _____

BRIDE'S Father/representative: _____

BRIDE'S Step-Parent(s): _____

of bride's grandparents to be present at the service _____

GROOM'S Mother/representative: _____

GROOM'S Father/representative: _____

GROOM'S Step-Parent(s): _____

of groom's grandparents to be present at the service _____

Maid/Matron of Honor: _____ plus _____ bridesmaids
(name)Best Man: _____ plus _____ groomsmen
(name)

Ring Bearer: _____ Age ____

Flower Girl(s) _____ Age(s) _____

Photographer: _____ Email/Phone _____

AGREEMENTS

Initial

- ___ 1. I have fully read Trinity's Wedding Policy, accept, and will abide by its conditions.
- ___ 2. I have spoken directly with Trinity's Pastor about having a wedding at Trinity UMC. (843-991-2578)
- ___ 3. Trinity UMC is not available for same gender marriages.
- ___ 4. Trinity UMC Pastor will officiate or approve other arrangements. The Officiating Pastor will preside over the rehearsal and wedding ceremony.
- ___ 5. The bride and groom will use the Service of Christian Marriage of The United Methodist Church.
- ___ 6. Full payment sanctuary and personnel fees are to be made no later than 30 days prior to the wedding.
- ___ 7. All personnel fees must be paid for Trinity's Wedding Staff by separate checks:
Rev. Rob Rabenstein (\$400); George Hiatt (\$300); and Larry Lighty (\$200).
- ___ 8. Changes to rehearsal/wedding times must be made in writing and approved by the Trinity UMC Pastor.
- ___ 9. It is my responsibility for the wedding party to arrive on time for the rehearsal and wedding.
- ___ 10. It is my responsibility for the photographer and florist to abide by Trinity's Wedding Policy.
- ___ 11. The church will be open one (1) hour prior to rehearsal and two (2) hours prior to the wedding.
- ___ 12. The fifty (50) percent facility fee deposit to reserve the date is non-refundable.

Signature of Decision Maker

Date