

**REQUEST FORM**  
(continued)

**Optional Costs:** (for both members & non-members)  
(mark if wanted)

Extra Hours needed to be in church, in addition to the allotted  
hours provided for each wedding.

How many \_\_\_\_\_, \$25.00 each \_\_\_\_\_

Candles \$14.00 \_\_\_\_\_

Organist \$100.00 \_\_\_\_\_

CD copy of service \$5.00 \_\_\_\_\_

Total Optional Costs \_\_\_\_\_

(Total cost is due one month before wedding date)

Pastor of Choice \_\_\_\_\_

***Do Not Write Below This Line. For Office Use Only***

Wedding Approved, Parties Notified \_\_\_\_\_

Pastor (sign) \_\_\_\_\_

Total Cost: \_\_\_\_\_

Deposit Paid \_\_\_\_\_

Balance Due \_\_\_\_\_

Paid in Full \_\_\_\_\_

# *Trinity United Methodist Church Wedding Guide*



Pastors: Rev. Kirk Peterson  
*pastorkirk@trinitymillford.org*  
Rev. Amanda Moseng  
*pastoramanda@trinitymillford.org*

5767 Wolfpen-Pleasant Hill, Milford, Ohio 45150

Phone: 513-831-0262

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Website: *www.trinitymillford.org*

E-mail: *trinity@trinitymillford.org*



## Congratulations on your upcoming marriage!

We are glad you have chosen to get married here at Trinity United Methodist Church. The pastors and staff here consider it a privilege to be a part of this important occasion.

We will do all we can to assist you in making this a very special and memorable event.

We would like to introduce the pastors and staff you will be working with:

**Lyn Sutter:** Lyn is the church secretary. She can be reached M-F from 9-3. She handles all wedding requests, payments, and can answer most questions. And if she doesn't know the answer, she will find out!

**Pastor Kirk Peterson:** Kirk was born in Marysville, OH, and grew up in Cincinnati, which he considers "home". He and his wife Juli are both PK's (preacher's kids), and have three children. Kirk is a graduate of Ohio Northern University where he received a business administration degree, and a graduate of Asbury Theological Seminary, where he received his Master of Divinity degree. Trinity is his fourth appointment since entering pastoral ministry. His leisure time interests include the enjoyment of sports, nature, and working around the house and yard.

Pastor Kirk can be reached by calling the church office.

**Pastor Amanda Moseng:** Amanda was born and raised in Mishawaka, Indiana. She is married to her husband, Mitchell. Amanda is a graduate of Indiana University South Bend, where she received a degree in biochemistry, and a graduate of United Theological Seminary, where she received her Master of Divinity degree. Trinity is her first appointment since entering pastoral ministry. Her leisure time interests include reading, baking, and running.

Pastor Amanda can be reached by calling the church office

## REQUEST FORM

Please fill out both sides and return  
to the church:

**Bride's Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone #** Home \_\_\_\_\_ **Work** \_\_\_\_\_

**Groom's Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone #** Home \_\_\_\_\_ **Work** \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_ **Time** \_\_\_\_\_

**Rehearsal Date** \_\_\_\_\_ **Time** \_\_\_\_\_

Address and Phone Number after married: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of Trinity United Methodist Church? \_\_\_\_\_

*To receive the member rate, one has to of been a "member in good standing" for 6 consecutive months prior to the wedding.*

Continued on backside ⇨

## Fees for getting married at Trinity UMC;

### Required: *(for both members & non-members)*

Deposit	\$200.00	<i>(applied toward total cost)</i>
Coordinator	\$125.00	
Sound System	\$50.00	
Pastor Honorarium	\$150.00	
Building Use	\$350.00	<i>(non-members only)</i>
Additional time at church	\$25.00 per hour	

The church is open two hours before and after the wedding, for the use of dressing and pictures. Any additional time needed the day of the wedding will be at an additional cost of \$25.00 per hour. The church will be open the day of the rehearsal for decorating from 9 a.m. - 3 p.m.

### Optional: *(for both members & non-members)*

Candles	\$14.00
Organist	\$100.00
CD copy of service	\$5.00

(Total cost and any additional charge for extra allotted time is due one month before wedding date)

**Only our pastors perform weddings here at our church.  
Your pastor or priest are welcome to assist.**



Bridal Parlor

**Nancy Seng:** Nancy is our wedding coordinator. She helps the bridal party with many of the details on the evening of the rehearsal and the day of the wedding. She will assist with keeping everyone on time on the day of the wedding and directing them down the aisle. **Nancy must be contacted before the wedding by the wedding party. Photography and times to use the building must be organized with Nancy at least a month prior to the wedding.**

Nancy can be reached at 831-3228.

**Jeff Bland:** Jeff runs our sound system. If you have recorded music, please give your CDs to him. If you would like an audio recording done of your service, please let him know. We can do this for an extra \$5 donation.

Jeff can be contacted at 444-4295

**Organist:** Contact the Trinity office at 831-0262 to schedule the organist.



Sanctuary

## When getting married at Trinity:

1. **Request Form:** Fill out request form and turn it in to the church secretary to confirm the availability of your preferred wedding date. Or it can be filled out on line at our website: [trinitymilford.org](http://trinitymilford.org)
2. **Deposit:** The church secretary will contact you to let you know if your date is available. At this time you may send in or drop off your deposit of \$200. Checks may be made to Trinity United Methodist Church. This deposit will be applied to the total cost of your wedding fees. Your date will be held for two weeks. If we have not received your deposit at that time, we may offer that date to another couple. In case of cancellation, all but \$50 of your deposit will be returned.
3. **Set up counseling:** Once your deposit is received and your date confirmed, it is your responsibility to contact the pastor to set up wedding counseling sessions. You will be required to meet with the pastor 2-3 times before your wedding. It is helpful to begin these meetings up to 6 months before your wedding.
4. **Contact organist:** You should contact the organist to set up a brief meeting to select music at least a month before the wedding
5. **Photography:** As you meet with your photographer, **please let them know that flash photographs are not permitted during the ceremony.** Please let the wedding coordinator, Nancy Seng, know if you will need additional rooms for photographs before the wedding. The service may be videotaped from the choir loft adjacent from the altar.
6. **Decorations:** You may stop by the church during office hours (M-F, 9am-3pm) to look at the Sanctuary to plan for your decorations. The coordinator, Nancy Seng, will assist you and answer any decorating questions you have.
7. **Sanctuary Details:** As you are planning for your decorations, these details may be helpful:
  - 🔔 Candelabras are furnished on request. The candles must be purchased from the church at \$1 each.
  - 🔔 There are 16 pews on each side of the sanctuary.
  - 🔔 If you choose to have an aisle runner, the aisle will require a 75' runner.
  - 🔔 The sanctuary will seat 300 rather tightly.
  - 🔔 Decorating may be done on the day of the rehearsal. The church will be open two hours before the ceremony on your wedding day for last minute decorating and to accommodate the florist.
8. **Dressing areas:** The ladies lounge and church parlor provide a dressing area for the bride and her attendants. The groom and groomsmen may dress and stay in the conference room in the church office.
9. **Church Etiquette:**
  - 🔔 No alcoholic beverages are permitted on church property.
  - 🔔 A block of 4 hours will be set aside for your wedding; including two hours before and 1/2 hour after. If you will be using the facility longer than this, special arrangements must be made with the secretary and the coordinator and may require an additional charge of \$25 per hour.
  - 🔔 We request that rice, bird seed or flower petals not be thrown inside or outside.
  - 🔔 Any changes in wedding or rehearsal times must be confirmed with the church secretary.
10. **Rehearsal:** It is helpful if you bring the unity candle, copies of your program, and your wedding license with you to the rehearsal. Arrive a few minutes early to cover final details of the service.