



Trinity Presbyterian Church  
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## TRINITY PRESBYTERIAN CHURCH WEDDING ADDENDUM

The Marriage ceremony is a service of worship before God, and because it holds a special and beautiful meaning for participants, it should be treated with reverence. In that spirit, Trinity Presbyterian Church adopted the policies and procedures listed below. Anyone sanctioned/licensed by the State of Texas may perform the wedding ceremonies with the approval of the Senior Pastor.

### 1. Getting Started:

- 1.1. Complete the General Terms and Conditions and include it with your on-line Facility reservation. Please include as much detail as you can at this time, it will help reserve appropriate facilities and amenities for your Event.
- 1.2. Contact the church office to make an appointment with the officiating pastor for an initial conference.
- 1.3. Contact the Trinity Wedding Facilitator and begin the planning and coordination process.
  - 1.3.1. The Trinity Wedding Facilitator is a single point of contact at the Church, and will coordinate all Church resources for the wedding. This person is different from the Wedding Planner.
- 1.4. Upon confirmation of the reservation, complete and submit all remaining forms.
- 1.5. Pay deposits on time to keep your reservations; deposits not paid on time will result in cancellation of reservations.

### 2. The Role of the Minister:

- 2.1. In preparation for the marriage service, the minister asked to lead the service, may provide for a discussion with both individuals to be married concerning:
  - 2.1.1. the nature of their commitment,
  - 2.1.2. the legal requirements of the state,
  - 2.1.3. the privileges and responsibilities of marriage,
  - 2.1.4. the nature and form of the marriage service,
  - 2.1.5. the vows and commitments they will be asked to make,
  - 2.1.6. the relationship of these commitments to their lives of discipleship,
  - 2.1.7. the resources of the faith and the community to assist them in fulfilling their marriage commitments.
- 2.2. This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

### 3. Brief Description of Facilities Available:

- 3.1. The McCoy Chapel seats approximately 180 people.
  - 3.1.1. The Parlor is located at the back of the Chapel and provides a quiet place for immediate family members of the wedding couple to gather before being seated for the ceremony.
  - 3.1.2. To prepare for the service, nearby changing and preparation rooms are available for the wedding party.
- 3.2. The Great Hall seats up to 350+ people.
  - 3.2.1. Nearby changing and preparation rooms are available for use.
- 3.3. Eva Joplin Hall and the kitchen are available for a reception following the ceremony.
- 3.4. Please note the Church is not able to accept delivery of clothing or gifts for the wedding.
- 3.5. Church staff will manage all aspects of the Church sound system. Please complete the Electronics Addendum and include with this request, fees apply.

Continued.

#### **4. Procedure for Rehearsals:**

- 4.1. The wedding rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to assist the wedding party in being as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.
  - 4.1.1. The rehearsal is a preparation for a sacred service of the church and should be entered into with serious purpose. All participants are asked to remember they are in the House of God and to conduct themselves accordingly.
  - 4.1.2. The minister is in charge at all times.
  - 4.1.3. No rehearsal will be conducted when any member of the wedding party is under the influence of alcohol or other drugs.
  - 4.1.4. Smoking and vaping are prohibited at the Facility.
- 4.2. The wedding rehearsal must begin promptly at the scheduled time.
  - 4.2.1. One hour is reserved for the rehearsal. The Facility cannot be held beyond one hour.
- 4.3. The Music Plan will be discussed between the wedding party and the Trinity Wedding Facilitator.
  - 4.3.1. The Trinity Wedding Facilitator will consult with the Church Director of Music as needed.
  - 4.3.2. If the wedding party wishes to use Church staff for music, additional fees apply.

#### **5. Flowers and Decorations:**

- 5.1. The florist selected by the wedding party must contact the Trinity Wedding Facilitator to arrange delivery and installation of wedding items.
- 5.2. Church decorations denoting special seasons such as Christmas or Easter will not be altered or removed for weddings.
- 5.3. Per the Terms and Conditions, only blue or green painters tape can be used.
- 5.4. All candles used must be dripless.
- 5.5. Furniture in the Chapel or Great Hall may not be rearranged without consulting the pastor.
- 5.6. All decorations must be removed immediately following the wedding.
- 5.7. The florist must furnish equipment such as candle lighter, candelabras, etc.
- 5.8. For the couple's "send off", no rice or glitter.

#### **6. After the Event:**

- 6.1. See Facility Rental Basic Terms and Conditions for expectations, #8 "After the Event."
- 6.2. Note additional cleaning is included in the Wedding Fee Schedule.

#### **7. Any situation not covered in these policies will be acted upon at the discretion of the TPC staff member on site during the event.**





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## TRINITY PRESBYTERIAN CHURCH WEDDING PRICE SHEET

**Facility Use Fees:**

Fees include wedding, dressing rooms, rehearsal.

McCoy Chapel Wedding	\$ 2000
Great Hall Wedding	\$ 2500
Celebration Garden Wedding	\$ 1500
Fellowship Hall Reception, includes kitchen	\$ 800

**Custodial and Other Fees:**

Great Hall	\$ 400
McCoy Chapel	\$ 400
Fellowship Hall	\$ 500
Audio-Visual Technician	\$ 300
Trinity Wedding Facilitator	Included

**Optional Fees:**

Rehearsal Dinner Set Up	\$ 200
Rehearsal Dinner Take Down	\$ 200
Reception Set Up	\$ 200
Reception Take Down	\$ 200

Agreed by:

Applicant (Print name)	Applicant signature	Date
Applicant (Print name)	Applicant signature	Date
Trinity representative (Print name)	Trinity representative signature	Date