



Your Wedding



TRINITY
EPISCOPAL CHURCH

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Introduction

Surely there are few experiences in life to compare to the joy and significance of Christian marriage. The commitment of one to another in marriage is both unique and sacred, and deserves the utmost thought, care, and planning.

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that at least one of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.

The Canons of the Episcopal Church state that “as a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the priest.” Accordingly, Trinity Church has established the following policy to direct couples as they prepare for marriage in this church.

According to the Canons of the Episcopal Church and the Vestry (Title 1. Canon 17. Sec.3.) a member in good standing is: “a baptized, active and pledging member, faithful in corporate worship and receives communion at least three times.”

Preparatory Steps

1. Notifying the Church of a Wedding Request

Persons interested in scheduling a wedding at Trinity Church should call the church office (522-0276) and ask for Tina Grant. After the date has been secured, you will need to schedule an appointment to meet with the clergy member you would like as the officiant of your wedding.

2. Wedding Application

After completing the wedding application, please return it to the attention of Tina Grant at:

*Trinity Episcopal Church
1329 Jackson Avenue
New Orleans, Louisiana 70130
Fax: 504-522-0960*

The wedding date will be confirmed when the rector or one of the priests on staff has agreed to conduct the wedding service and the wedding application has been returned to the church.

Trinity Church receives many requests for marriage services. If the wedding day you request has another ceremony scheduled, please speak with your officiant to approve the double booking. In order to perform two weddings on the same day, there must be at least three hours scheduled between ceremonies.

3. Premarital Preparation

Once the marriage date has been confirmed, the couple will meet with the officiant to begin marital preparation. If either the man or woman is a church member, the marriage preparation will be offered by the officiant. If they are nonmembers, the preparation will need to be obtained by a priest in their home parish and following the preparation, a letter from the priest will be sent to the officiant stating that the preparation has been completed.

Each couple will be asked to sign a Declaration of Intention. The Canons state:

“We, A.B. and C.D., desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the Book of Common Prayer.

We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God’s will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God’s help thereto.”

4. Remarriage

The Constitution and Canons state: No member of the clergy of this church shall solemnize the marriage of any person who has been the husband or wife of any other person then living, nor shall any member of this Church enter into a marriage when either of the contracting parties has been the husband or the wife of any other person then living, except as hereinafter provided:

The Member of the clergy shall be satisfied by appropriate evidence that the prior marriage has been annulled or dissolved by a final judgement or decree of a civil court of competent jurisdiction.

The member of the clergy shall have instructed the parties that continuing concern must be shown for the well-being of the former spouse, and of any children of the prior marriage.

The member of the clergy shall consult with and obtain the consent of the Bishop of the Diocese wherein the member of the clergy is canonically resident or the Bishop of the

Diocese in which the member of the clergy is licensed to officiate prior to, and shall report to that Bishop, the solemnization of any marriage under this section.

If the proposed marriage is to be solemnized in a jurisdiction other than the one in which the consent has been given, the consent shall be affirmed by the Bishop of that jurisdiction.

5. Fee Schedule

The following fees include expenses for: space, electricity, clergy, the wedding coordinator, security, the music director, organist, altar guild, sexton, and order of service leaflet if desired. The check is made out to Trinity Church.

Church

Members of Trinity Church: \$1,750

Nonmembers: \$5,000

Chapel

Members of Trinity Church: \$1,250

Nonmembers: \$2,000

Clergy

Honorariums for clergy are made to their discretionary fund and are greatly appreciated.

Organist

\$500 (separate from the Wedding fee)

6. Meeting with the Wedding Coordinator

The wedding coordinator assists the officiant with the smooth flow of the wedding, including the rehearsal. The church office will contact the wedding coordinator after the application has been approved.

7. Meeting with the Director of Music

The couple will normally meet with the Director of Music to plan the music. The church office will contact the Director of Music after the application has been approved.

The Ceremony

Order of Worship

The marriage service is a service of worship unto God; therefore, it will follow an established and accepted order. The Book of Common Prayer (BCP) will be observed. The elements of the service, as well as the wording for these elements, are under the direction of the clergy. The BCP requires that certain fundamental elements be included. The clergy will provide the couple with a copy of the service during premarital preparation.

Weddings are not normally held during Lent, Christmas Eve, Christmas Day, and New Year's Day.

Officiants

A priest from the staff of Trinity Church will conduct all weddings at the church or chapel. Should a bride or groom request a guest priest to assist, this should be cleared with the rector before the guest is invited. As a matter of courtesy, our clergy will invite the other clergy to participate.

Rehearsal

The rehearsal will take approximately one hour. Plan accordingly when making any rehearsal dinner arrangements.

Rehearsals normally are scheduled the day before the wedding at 5:00 PM. Rehearsals begin promptly. It is the responsibility of the bride and groom to have the wedding party present and on time for the rehearsal and wedding. Therefore, it is suggested that all participants arrive fifteen minutes before the scheduled time. Being punctual will ensure that there is enough time to prepare the participants for their wedding duties. It is important that all members of the wedding party, including parents, readers and ushers, attend the rehearsal.

Dressing Rooms

There is no designated “Bride’s Room” but the bride and bridesmaids are welcome to use the boardroom in the church undercroft. There is also space for the groom and groomsmen to gather and prepare upstairs behind the church. The wedding coordinator will show you where these rooms are.

Marriage Licenses

The marriage license must be given to the church office at least three days prior to the rehearsal date. Marriage licenses may be obtained from Benson Tower 1450 Poydras Street, Suite 407 in downtown New Orleans. No wedding can take place without a license from the State of Louisiana.

Music

All music in worship should serve the purpose of worship and should represent the best Christians have to offer God. Such music as accompanies the marriage ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent.

Director of Music/Organist

Although we do many weddings every year, each event is special and we hope to do everything possible to make your wedding as beautiful as you want it to be. Though we encourage the traditional and conventional wedding music as prescribed in our Prayer Book, the wedding ceremony allows for considerable personal expression of musical tastes and judgement. Please schedule an appointment with the organist well in advance of your ceremony. It is never too early. During that time you can discuss the musical plans for your ceremony and choices of music can be made. It is customary to use our organist. All music and musicians must be approved by our Director of Music.

Instrumentalists

As with vocal soloists, the use of other instruments can add greatly to the dimension and variety of a musical offering. There exists a wealth of good music for organ or harpsichord in combination with other instruments such as flute, oboe, violin, trumpet, cello, or harp. The Director of Music will be happy to contact instrumentalists to provide music for your wedding.

Use of nonprofessional musicians is discouraged; exceptions will be made only at the discretion of the Director of Music through audition or supplied recording. Musicians must be classically trained. There will be no use of microphones to amplify singers' voices.

Fees

Fees for additional musicians should be brought to the rehearsal. All payments should be made directly to the musicians.

Security

Three hours of on-campus security will be provided to you for your wedding, included in your wedding fee. Additional security can be provided at your request at a cost of \$25 an hour per security guard.

Flowers, Decorations and Candles

Flowers, decorations and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

A beautiful church such as Trinity does not require lavish or elaborate decorations. In all activities surrounding the wedding ceremony, excessive expense and ostentation must be avoided.

The couple is responsible for informing the florist of the following:

1. The church is open Monday to Friday, 9:00 AM to 4:00 PM and on Saturdays between 8:30 AM and noon for flower delivery.
2. The church owns two sets of flower urns that may be used for weddings:
 - Two gold urns, 7" deep x 6" wide
 - Two rectangular liners
- 3.. Christmas decorations and flowers will remain in the church once in place during the Christmas season. These are to be used if a wedding is scheduled during Christmas.
4. If there are two or more weddings in the church on the same day, we suggest that the flowers be shared.
5. Bouquets, corsages, and boutonnieres may be stored in the refrigerator located in the kitchen.
6. The church has two brass candelabra on the altar that are lit during weddings.
7. If candelabra candles are to be used in the aisles, please let the wedding coordinator know. There are 14 of them. The church supplies the cathedral candle.
8. No nails or screws are to be used when decorating the church.
9. Aisle runners are not allowed because they are dangerous and frequently unmanageable.
10. Petals may not be thrown by the flower girl as the petals can stain the carpet or can cause a hazard because they are slippery.

Photography

1. The wedding ceremony is a service of worship; therefore, the use of cameras is not allowed in any area of the church, choir loft, or balcony during the ceremony. Flash equipment may

be allowed only in the narthex (entry) prior to the processional and after the recessional.

2. It is the responsibility of the couple to have the photographer/videographer contact the officiant before the wedding.
3. If photographs of the officiating clergy are desired, they should take place immediately following the wedding.

Other Information

1. Weddings are normally scheduled at least three months in advance.
2. Payment in full is due one week prior to the wedding. The check should be made out to Trinity Church.
3. Normally, the wedding license is required to be in the church office at least three days prior to the wedding.
4. Seating capacity of the sanctuary is 900. The chapel seats 90.
5. No beverages or food shall be allowed in the sanctuary or the chapel, or on the grounds of the church. No smoking is allowed in the building. No alcohol is allowed on the premises at any time, with the exception of wine used during communion.
6. The throwing of rice, confetti, flower petals, birdseed, balloons, etc. is NOT permitted in any area of the church or its property.
7. Child care is not provided during the wedding ceremony.
8. Every possible effort will be made to protect personal items. However, as our buildings are open to the public, Trinity Church cannot be held responsible for lost, damaged or stolen items.

We hope that we have anticipated some of the questions you will have concerning plans for your wedding. Please call the church office whenever questions occur or for clarification of policies.

Interim Rector

The Reverend Michael Carlisle

Associate Rector

The Reverend Mitchell Smith

Assistant Rector

The Reverend Katherine McLean

Headmaster

The Reverend E. Gary Taylor

Director of Music/Organist

Paul Weber 504-670-2520

Staff Wedding Assistant

(scheduling, records, general information)

Tina Grant 504-670-2510

tgrant@trinitynola.com

Phone 504-522-0276 Fax 504-522-9960

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