

*Your Wedding*

*at*

*Trinity Episcopal Church*

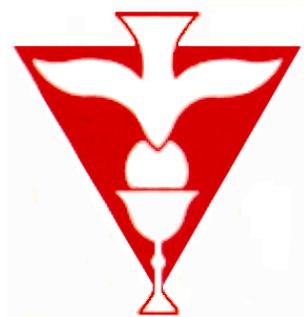
*Fredericksburg, VA*

## *Planning Checklist*

- Arranged wedding date and time with Rector.
- Arranged rehearsal date and time with Rector.
- Scheduled counseling sessions.
- Contacted Altar Guild Wedding Coordinator immediately after setting date.
- Contacted Organist immediately after setting date.
- Arranged with florist.
- Arranged with photographer.
- Provided Office with paperwork and bulletin details two weeks before the wedding.

## *Policy*

Marriage is a serious commitment between two people that requires the support of others to succeed. Families and friends are crucial sources of emotional support. The church is a crucial source of spiritual support. Since this spiritual guidance happens most naturally within the fellowship of the church, the Celebration and Blessing of a Marriage at Trinity Church is a sacrament intended for active members of the congregation. It is expected that those seeking to be married at this church will be involved in the full life of the parish. Couples who live elsewhere, are involved in another church, and who wish to have their wedding at Trinity Church for family reasons are also welcome. Some exceptions to this policy may be made at the discretion of the Rector



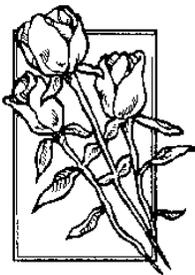
## *Arrangements*

All arrangements for the wedding will be coordinated with the Rector and the Church Staff. These arrangements include setting a date for the wedding, deciding whether or not Communion will be a part of the service, and reserving the use of the building. No arrangements with florists, photographers, musicians or wedding coordinators should be made before contacting the Rector. Our general practice is that there will be only one wedding scheduled on a specific date, but exceptions may be made for good cause.

The couple should arrange with the Rector for pre-marital counseling. Four sessions are required.

In the case of divorce, no date may be set until the Bishop gives permission for the remarriage of the divorced person(s). This process may take up to 30 days. It is generally assumed that couples will not apply for this permission until at least one year after the divorce is final.

An outside Wedding Coordinator is not necessary at Trinity. However, if you wish to use one, the coordinator must speak with the Rector **a week before the wedding rehearsal**.



## *Flowers and Other Decorations*

During the Celebration and Blessing of a Marriage, it is appropriate for the focus to be on the sacrament being celebrated and on the bride and groom. Therefore, it is important that flowers and other decorations do not distract from that focus. Our policy is to permit only live flowers as altar flowers, flowers on the table by the church entrance, and—if desired—flowers or bows on some of the pews. Altar flowers need to be arranged to fit in Trinity's vases. These details can be arranged with the Altar Guild Wedding Coordinator **three weeks before the wedding**. Due to logistical problems, we have found it easier to use Fredericksburg area florists. Altar flowers customarily remain in the church building until being sent to parish shut-ins.

Aisle runners are not to be used since they present a tripping hazard.



## *Candles and Candelabra*

There are candelabra and wall sconces available for use during the wedding. Those who choose to have these candles lit are required to cover the cost of the candles. Contact the Altar Guild Wedding Coordinator at least **three weeks before the wedding** to discuss details about candles.

Unity candles are not traditionally part of Episcopal Church wedding ceremonies. If you desire to have a unity candle, please contact your florist about availability.



## *Music*

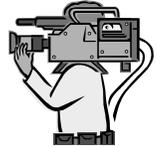
The Parish Organist is to play for weddings at Trinity, unless other arrangements have been discussed with and approved by the Parish Organist. Please contact the Organist directly **after** the initial arrangements are made with the Rector. A rehearsal is necessary as well as consultation with the Organist about music to be played at the wedding. Soloists or instrumentalists must contact the Organist **at least three weeks** before the wedding to make arrangements. Traditional liturgical music is the norm for weddings in the church.



## *Pictures*

The Celebration and Blessing of a Marriage is a sacrament of the Church. **It is inappropriate for flash pictures to be taken during the service.** Pictures may be taken during the processional and recessional if the photographer stays out of the aisle. Pictures may be taken during the service from the back of the church without the flash so that participants are not disturbed.

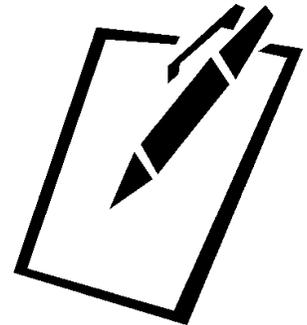
Videotaping may take place at the discretion of the rector with similar guidelines.



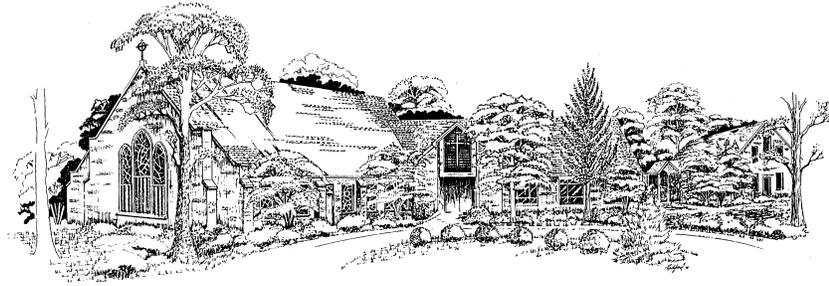
Please ask your photographer to speak to the rector before the service begins. The church is available for pictures of the wedding party both before and after the service. Please finish this photography at least a half hour before the service begins and no more than a half hour after the service has ended. Should additional time be desired following the service, please make arrangements with the rector ahead of time; the cost is \$50 for an extra half hour to cover the extra time that staff and volunteers must work.

## *Church Office Requirements*

The Parish Administrator's responsibilities include preparing all necessary paperwork and collecting fees. Please be sure to bring your marriage license, fees, and other paperwork to the administrator at least **one week** before your wedding. Samples of bulletins are available to use as a guide. Bulletins for the wedding can be prepared upon request. Please allow at least **two weeks** before the wedding date so that your bulletin may be proofread before printing. Note there is an additional fee for bulletin preparation.



The Church Sexton's responsibilities involve cleaning the church building, nave, and chancel, both before and after the wedding.



## *Building Use Before and After The Ceremony*

A room for the bridal party to dress may be available through prior arrangement.

If you require a room for the groom and groomsmen, a request must be made prior to the wedding rehearsal.

Special arrangements need to be made for receptions in the Parish Hall. Alcoholic beverages (champagne or wine punch) are permitted at wedding receptions at Trinity after consultation with the Rector about church guidelines regarding alcohol.

## *Wedding Fees Checklist*

The following is a schedule of fees for the ceremony. These fees are waived for contributing members of the church but honoraria are appropriate and appreciated for those listed below:

|                                  |          |       |
|----------------------------------|----------|-------|
| Clergy's Discretionary Fund      | \$250.00 | _____ |
| Organist                         | 200.00   | _____ |
| Organist Fee with Soloist        | 250.00   | _____ |
| Sexton                           | 75.00    | _____ |
| Administrative Assistant         | 50.00    | _____ |
| Admin. Assistant Fee w/ Bulletin | 75.00    | _____ |
| Parish Hall                      | 100.00   | _____ |

Couples choosing to use the Candelabra and/or the wall sconces must cover the cost of the candles used, whether or not they are contributing members. All who desire an extra half hour of photography are asked to contribute. An acolyte or crucifer can also be arranged. The costs are as follows:

|                                 |          |       |
|---------------------------------|----------|-------|
| Candelabra                      | \$ 40.00 | _____ |
| Wall Sconces                    | 45.00    | _____ |
| Extra Half Hour for Photography | 50.00    | _____ |
| Acolyte/Crucifer                | 20.00    | _____ |

# *Helpful Information*

## **ALTAR GUILD WEDDING COORDINATOR**

**Mrs. Kathryn Holliday**  
**(540) 786-0552**

## **OFFICE MANAGER**

**Mrs. Denise Symonds**  
**(Bulletins & License Info)**  
**(540) 373-2996**

## **CHURCH ADDRESS**

**Trinity Episcopal Church**  
**825 College Avenue**  
**Fredericksburg, VA 22401**

Office Hours: 9:00 AM to 4:00 PM, Monday through Thursday  
(540) 373-2996

