

Trinity Episcopal Church

Wedding Policies and Information

The Reverend Amy Dafler Meaux, Rector

320 West Main St.

Danville, KY 40422

859-236-3374

office@trinitydanville.org

www.trinitydanville.org

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Please read the wedding guidelines.

All applicable forms can be detached and submitted to the church office.

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Congratulations! The planning of a wedding and the celebration of marriage is an important time in our lives. No matter your age, it is no small decision to commit yourself to a relationship that will last a lifetime. Rather, it is one of, if not THE, greatest decision in your life.

We are honored that you would consider making promises and vows to one another in the midst of our community. Trinity Church strives to be a faithful community: to God and one another. It is our hope that your desire to celebrate your marriage here begins with a sense of support and community.

In this policy, you will find excerpts from the Book of Common Prayer regarding the celebration and blessing of marriages. Please keep these guidelines in mind as you are planning your wedding. They are a reminder that every marriage begins and ends with relationship: our relationship with God and with one another.

In addition, Trinity Episcopal Church and its members are also members of the Diocese of Lexington. For this reason, the Bishop is the final authority for any wedding in this Diocese. With this relationship in mind, there are few details to be considered.

1. Is either party a member of Trinity Church?
2. Has either member of the couple been divorced?

The answers to these questions are essential to planning a wedding at Trinity Episcopal Church. The question of membership must be considered as the Canons of the Episcopal Church maintain that all weddings are public services. Members of Trinity Church are invited to any wedding of the church. This Canon begins with the understanding that the marriage is surrounded by a community of faith and support. If you are not already a member of Trinity Church, we ask that before preceding you consider joining our community by attending worship and meeting with the Rector. The question of divorce is essential because the Canons of the Episcopal Church require special permission of the Bishop for marriages following a divorce. Once these two questions are answered, then Trinity Church can move forward with you as your plan your wedding.

Please read over our policies carefully. We hope it will answer any questions you may have about planning a wedding at Trinity Church. Our goal is to encourage you in a magnificent wedding service and a strong, lasting marriage.

If there's any way we at Trinity Church can be of service to you, please do not hesitate to contact us.

God grant you many years together,
Peace be with you,
The Reverend Amy Dafler Meaux, Rector

From the Book of Common Prayer, 1979:
Concerning the Service for the Celebration and Blessing of a Marriage

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 one, at least, 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.

A priest or a bishop normally presides at the Celebration and Blessing of a Marriage, because such ministers alone have the function of pronouncing the nuptial blessing, and of celebrating the Holy Eucharist.

Opening Sentences

The bond and covenant of marriage was established by God in creation, and our Lord Jesus Christ adorned this manner of life by his presence and first miracle at a wedding in Cana of Galilee. It signifies to us the mystery of the union between Christ and his Church, and Holy Scripture commends it to be honored among all people.

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. Therefore marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God.

There are two aspects to weddings: Liturgical and Practical. This policy only deals with the practical aspects.

Scheduling: Those who wish to use Trinity Church for a wedding must be in contact with the Rector and Church Office. The facility must be reserved through the Rector at least eight weeks PRIOR to the wedding. Priority will be given to members (those who are known to the parish through regular attendance and/or regular giving).

Marriage License: The marriage license must be given to the Rector one week prior to the wedding. The wedding cannot be performed without a license.

Rehearsal: The wedding rehearsal is at the discretion of the Rector or Officiant of the wedding. The Rector or Officiant will lead the rehearsal and a member of the Altar Guild will be present. The couple must fully participate in the rehearsal, and we ask that all members of the wedding party attend and be on time for rehearsal. The entire service will be rehearsed, so the rehearsal may take up to one hour.

Church Use: We will open the doors four hours before and close them one hour following the weddings. During this time, the Church, Parish Hall, Library, and Fireside room will be available for use. None of the furniture in the facility may be moved. In the event of bad weather, the church offices may be used.

Rice and Confetti: Rice and confetti are not to be used on church property due to the environmental concerns of these celebratory items. We prefer the use of birdseed or bubbles.

The Aisle: Aisle runners are hazardous and may not be used. Pews reserved for families of the couple will be marked in the front pews of the nave.

Music: If music during the service is desired, the couple must contact our Music Director at least four weeks prior to the wedding for a music consultation and for fee arrangements. We allow the use of our organ and harpsichord. Arrangements for other instruments must be made through our Music Director.

Ministers of the Wedding: It is preferred that the Rector of Trinity Church preside at all liturgies in our facilities. However, there are times when this is not possible. When this is the case, the wedding couple must have permission from the Rector to invite other officiants to preside.

Dressing: The bridal party may dress in the church. The Rector will orient the Bridal party to where they can dress and prepare for the service. The party is welcome to bring food, non-alcoholic beverages, irons, ironing boards, etc. to their respective dressing rooms. It is expected that the rooms will be cleared following the service.

Guest Book: A guest book may be displayed and signed in the narthex before the wedding.

Service Bulletin: Service Bulletins are the responsibility of the couple. However, the clergy will help you with the order of service. If desired, the church office will help with formatting and printing the bulletin. The Service Bulletins must be approved by the priest six weeks before the scheduled date of the wedding. Printing of the bulletins will be no later than 2 weeks prior to the service.

Eucharist: If there is Eucharist, the wedding party will include at least one of Trinity's Acolyte Corps to participate in the ceremony.

***No Alcohol or illegal drugs are allowed on the premises. No one under the influence of the same may take part in the wedding or the rehearsal. Smoking is not permitted in our facilities.**

***Arrangements for photographer, videographer and/or florist are made by the wedding couple at least four weeks prior to the date of the wedding. Please see all the attached forms for guidelines and policies regarding the use of the mentioned parties. If the wedding couple plans to use a photographer, videographer and/or florist, the couple must submit the appropriate attached forms no later than four weeks prior to the wedding.**

Fees: All fees are due at least two weeks before the day of the wedding.

Organist: Fees arranged for ALL music through Trinity Church's organist.
Our organist maintains her own fee schedule.

Bulletin: \$50

Custodian fee: \$100

Additional Facility Use Non-member Fee: \$200 and all other fees due with the
Facilities Request Form

(A Non-member is someone who is not known to the Parish either through
regular attendance or regular financial giving)

Suggested Honoraria:

Priest: \$200

Donation to the Altar Guild: \$100

Deadlines:

Eight weeks before wedding:

- Couple must meet with Trinity's rector and schedule the wedding.
- Submit Facility Use Policies and Request Form.

Six weeks before wedding

- Submit a draft of the service bulletin to the priest.

Four weeks before wedding:

- Contact Trinity's Music Director to schedule a music consultation.
- Make arrangements with florist, photographer and/or videographer if desired.
- Submit Policy for Florist and Agreement Form if applicable.
- Submit Policy for Photographers and Videographers if applicable.

Two weeks before wedding:

- All applicable fees are due.
- Service bulletins will be printed.

One week before wedding:

- Send a copy of the marriage license to Trinity's rector.

**Facilities Use Policies and Request Form
Trinity Episcopal Church**

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The facilities of the church are for the use of the members to develop, promote and expand the ministry of the Church. Outreach activities receive special consideration. Requests for use by others must be approved by the Rector and Vestry. Requests must be made one month in advance. The Vestry meets the third Monday of the month. Insurance restrictions require activities to be reasonable and customary for a church.

Purpose and Type of activity: _____

Name of person(s) in charge: _____

Date(s) of use: _____

Hours: _____

Projected attendance: _____

Number of adults: _____

Number of children under 12 years old: _____

Number of Trinity members participating: _____

Church equipment use:

Chairs: _____ Tables: _____ Piano: _____

Kitchen: _____ Silverware: _____ China: _____

Glasses: _____ Tablecloths: _____ Nursery: _____

For Vestry use:

Custodial fee: _____

Utility surcharge: _____

Signed: _____

All Trinity Episcopal Church properties are smoke-free.

**Policy for Florist and Agreement Form
Trinity Episcopal Church**

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Names of Bride and Groom: _____

Date of Wedding: _____

Name of Florist: _____

Address: _____

Telephone #: _____

Will there be rental equipment? _____

If yes, please provide the rental company's address and telephone number.

Policy and Guidelines:

- Florist and supporting companies must provide proof of liability insurance at least one week prior to the date of the wedding.
- The building will be open to the florist up to 4 hours before the ceremony is scheduled to begin.
- Florist shall meet with the Altar Guild upon arrival to prepare for the wedding.
- No decorations may be attached to any church furniture or fixtures with tape, nails, or tacks.
- All of the Florist's supplies and equipment and/or rental equipment must be removed from the building no later than 4 hours after the event has concluded.
- Candles must be dripleless.
- Any florist who does not provide proper care for the space or follow the general policies will be denied future use of the building.
- Any damage to church property by the florist will be repaired by the church and billed to the florist.

I have read the policy stated above and agree to follow these provisions. I understand that if I do not follow these provisions I will not be invited back.

Florist's signature: _____ Date: _____

(Please sign, date and return this form to the church office. Make a copy for your personal files.)₁₁

Policy for Photographers and Videographers and Agreement Form

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Names of Bride and Groom: _____

Date of Wedding: _____

Name of Photographer: _____

Address: _____

Telephone #: _____

Name of Videographer: _____

Address: _____

Telephone #: _____

Policy and Guidelines:

- Photographer and videographer must consult with officiating minister at least one week prior to ceremony.
- All supplies and equipment must be removed from the building no later than 4 hours after the event has concluded.
- Photography and Recording Guidelines:
 - Flash photography and videotaping requiring flash or special lighting may be taken in the garden, parish hall, bride's room, and in the Narthex (if the doors to the nave are closed) before and after the service.
 - At no time and under no conditions shall flash photography or videotaping requiring flash or special lighting be used while the ceremony is in progress.
 - During the service, any pictures or video taken must rely on available lighting and can only be taken from the choir loft during the wedding service.
 - Pictures of bridesmaids and bride may be taken from the narthex as they enter the church during the processional.
 - A flash picture of the bride and groom returning down the aisle may be taken during the recessional.

- Pictures of the wedding party may be taken in the nave prior to the start of the service. Such photography should be completed 30 minutes before the ceremony is scheduled to begin. Following the wedding service, the wedding party may return to the nave for pictures, and flash and lighting equipment may be used at that time. Out of consideration of the guests, the wedding party and the church custodian, it is suggested that taking pictures following the ceremony be concluded within 1 hour.
- Any photographer or videographer who does not provide proper care for the space or follow the general policies will be denied future use of the building.
- Any damage to church property by the photographer or videographer will be repaired by the church and billed to the responsible party.

I have read the policy stated above and agree to follow these provisions. I understand that if I do not follow these provisions I will not be invited back.

Photographer's signature: _____ Date: _____

(Please sign, date and return this form to the church office. Make a copy for your personal files.)

Videographer's signature: _____ Date: _____

(Please sign, date and return this form to the church office. Make a copy for your personal files.)