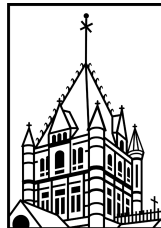




Weddings at Trinity Church

REVISED JANUARY 2012



Trinity Church in the City of Boston

Copley Square, 206 Clarendon Street

Boston, Massachusetts 02116

617-536-0944

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The Celebration and Blessing of Marriage

The marriage of two people is a holy union. It begins with your desire to form a lasting, lifelong partnership with another person in God's love, and continues throughout your lives as an unfolding process of intentional living and growing together. In a marriage, each of you as an individual and together as a couple, gradually transform and mature in God's presence and image.

A wedding, then, is a sacred ritual that acknowledges and celebrates your desire to enter a lifelong relationship. It symbolizes the ending of former ways of life and other future possibilities, and establishes a particular pathway into the future – one that you promise to travel together.

By uniting within the context of a faith community, you recognize that God is active in the love you feel for one another, and you place your relationship in God's care. You make your vows before God and the gathered community of family, friends and the Church, and receive the grace and blessing of God to help you fulfill your vows. Your marriage is a sacrament – an outward and visible sign of God's grace bringing you together and nurturing your love.

Weddings in The Episcopal Church

A wedding in the Episcopal Church is governed by *The Book of Common Prayer*, Canon Law, and the laws of the Commonwealth of Massachusetts. *The Book of Common Prayer* is the foundation for all Episcopal worship services and provides the liturgical framework in which a wedding is celebrated. While the Episcopal Church has not yet developed a liturgy for same-gender marriages, the Diocese of Massachusetts recognizes that such celebrations and blessings are a usual part of the life of the community. For these liturgies, Trinity Church uses an adaptation of "The Celebration and Blessing of Marriage" found in *The Book of Common Prayer*. Depending upon your situation, the appropriate rite will be provided for you as you plan your service.

The Episcopal Church requires that:

- at least one of the couple be a baptized Christian,
- the ceremony be attested to by at least two witnesses, and
- the marriage must conform to the laws of the Commonwealth and the Canons of the Church.

Membership Requirements

Trinity Church also requires that at least one of the couple be a member of the parish. There are three primary signs of membership at Trinity Church:

- regular attendance at Sunday worship, and

- active participation in the life of the parish, and
- an annual financial pledge to support the ministries of the parish.

If neither of the couple is a member of the parish at the time you request your marriage then we can assist you in this process so that your marriage may take place at Trinity. Once a financial pledge has been made we will encourage you to attend at least one of two short introductory courses to The Episcopal Church in general and Trinity Church in specific. These courses must be completed prior to the wedding day.

Prior Marriages

Please indicate on the Marriage Request Form (discussed below) if either of you has been previously married. In such instances, the officiating priest must meet with you at least 6 months prior to the wedding date to discuss the previous relationship(s). Canon law requires the consent of the Bishop of the Diocese for a new marriage to be made. In making such decisions, the Bishop will consider:

- the depth of understanding of the individual as to why the previous relationship did not endure.
- the continuing care of and consideration for the former spouse or partner and for any children involved in the relationship, and
- faithfulness to the dissolution of the previous marriage.

Specific paperwork must be completed with a formal application to the Bishop requesting permission to remarry. The priest assigned to your wedding will guide and assist you in this process.

Scheduling

We will schedule your wedding no more than 18 months but no less than six months in advance. This allows plenty of time to plan your liturgy, complete your series of counseling sessions, meet with the priest who will officiate the liturgy, and – if you are not already a member – become familiar with the Trinity Church community. It also increases the chance that your chosen date will be available given Trinity's full schedule of activities. Please refer to the back of this booklet for a typical planning schedule.

Weddings are scheduled only through the Wedding Coordinator. Please contact the Wedding Coordinator for more information and to ensure that your desired date is available. While you may reschedule your date if necessary, deposits are non-refundable if you choose to cancel.

Weddings are scheduled on Saturdays during seasons of the Church year with a particular focus on celebrating new life. Marriage liturgies are not customarily scheduled during Lent, and are never scheduled during Holy Week, the first week of Easter, and the final week of Advent. In addition, weddings are not scheduled on any major secular holiday weekend.

Getting Started

From your* first contact with the Worship Coordinator to the day of your wedding, a host of clergy, ministers, artists and volunteers are involved in helping you with your wedding and marriage preparation. The primary team with whom you will work includes the Wedding Coordinator, the Associate Rector for Worship, the priest who will officiate the marriage liturgy, the parish's music staff, and your premarital counselor. ***Note: All communication with regard to any aspect of the marriage preparation, wedding ceremony, or fees will be between Trinity Wedding Staff and the couple ONLY.**

Marriage Request Form

The wedding process at Trinity Church begins when you have completed the Marriage Request Form (included in this booklet) and sent it to the Wedding Coordinator. This form provides us all of the initial information we need to best serve you in preparing for your wedding and your marriage. Simply complete the form as instructed and the Wedding Coordinator will contact you for your first meeting with the Associate Rector for Worship.

The Wedding Coordinator

Distinct from the role of a secular wedding planner, Trinity's Wedding Coordinator serves as your primary point of contact throughout your wedding and marriage preparation process.

The Wedding Coordinator is responsible for:

- receiving, evaluating requests for and scheduling weddings.
- providing you with resources and answers to your questions, and serving as an on going source of information, guidance and support.
- connecting you with other members of Trinity's wedding and marriage preparation team including music staff, your officiating priest, the flower guild, the premarital counselor.
- working with the Worship, Music and Communications staff to produce your service leaflets.
- maintaining parish records.

Because weddings may be scheduled only by the Wedding Coordinator, this person is your first point of contact when you are interested in having your wedding at Trinity Church.

First Meeting

Your first meeting will be with the Associate Rector for Worship who will go over with you our wedding guidelines, requirements, fees and any special requests you may have. This first meeting takes only about 30 minutes and is scheduled through the Wedding Coordinator. An important part of this first meeting is establishing where you will complete the pre-marital counseling. Once the counseling is complete your next meeting will be with the priest in charge of your wedding ceremony.

Weddings Fees

The basic fee for weddings at Trinity is \$2600 and covers the cost of every aspect of your wedding including flowers, organist, leaflets, custodial and door staff. The cost for pre-marital counseling is not included in this fee. Additional fees may include extra leaflet production, additional musicians, music rehearsal fees, reception rentals. These specific items are discussed in detail below.

A gift to the clergy discretionary fund is a wonderful way to offer thanks for their work with you on this special occasion. Such gifts are completely voluntary, and the proceeds are placed in a special fund which is used, in part, to assist the poor.

Deposit and payment schedule

Weddings are scheduled when a non-refundable deposit of \$500 is received by the Wedding Coordinator. The deposit is applied toward your total fee and the remainder must be paid no less than one month prior to your wedding date. If payment has not been received at least one month in advance we cannot guarantee the presence of contracted vendors (musicians, floral deliveries, etc.).

Please contact the Wedding Coordinator to discuss fees for your wedding. If the fees present a financial hardship then please be in contact with the clergy in charge of your wedding.

Counseling

While your wedding ceremony is very important, our primary interest is your marriage. Premarital counseling services for weddings at Trinity Church are provided by the Trinity Boston Counseling Center. A licensed marriage and family therapist will meet with you for three to six sessions covering a variety of topics common to human relationships and family matters. Once counseling has been completed, a short report is prepared by the counselor and given to the priest responsible for your wedding. A copy is also provided for you.

The Trinity Boston Counseling Center provides pre-marital counseling at a special rate for those being married at Trinity Church. This fee is billed separately by the Counseling Center and is not part of the wedding fee. Counseling fees must be paid in full prior to your wedding day.

The Wedding Liturgy

All wedding liturgies at Trinity Church conform to “The Celebration and Blessing of Marriage” as found in *The Book of Common Prayer*.

Clergy

Trinity Church clergy officiate at all weddings except under unusual and rare circumstances. In an effort to balance their schedules effectively, priests are assigned to weddings on a rotating basis. If you have an existing relationship with a member of our clergy staff, please indicate your preference on the Marriage Request Form. While we will make the best effort possible to accommodate your request, it is often difficult to deviate from the rotating schedule given the many commitments of the clergy.

Visiting Clergy

Visiting clergy may request to participate by a letter to the Rector sent in care of the Associate Rector for Worship. Please do not invite clergy not on the parish staff to participate in your wedding until you have spoken with the Wedding Coordinator and received permission from the Rector. Former rectors and recently departed staff members do not officiate at weddings and funerals at Trinity Church.

Wedding Planners

If you engage a wedding planner to help you with the logistics of your wedding plans, please understand that the clergy will direct your wedding according to the liturgical customary of Trinity Church. There are no exceptions to this policy.

Attendants

Two witnesses are required for a wedding. Customarily these are designated as “best man” and “maid/matron of honor” but there is no requirement for specific gender. Though it is common that there be equal numbers of men and women in the wedding party, there is no requirement for such. Similarly there is no requirement that there be the same number of attendants for the bride and the groom nor that the bride’s attendants be female and the groom’s attendants be male.

Children in the Wedding Party

Children must be supervised by a designated adult. Each child participating in the wedding must be at least five years of age, in consideration of their comfort and enjoyment of their participation.

Music

The Trinity music staff will work closely with you and serve as a valuable resource as you select your music. You will be provided with expert assistance to ensure that music is appropriately planned and fitting for you as a couple. Because a wedding is a service of worship, the liturgical guidelines for music are subject to the same standards as music for any other worship service.

Trinity's staff organists play for all weddings at which organ music is desired. Hymns sung by the entire congregation are appropriate and encouraged. When vocal solos are desired, they are sung by Trinity's professional soloists whose voices work well in our large, reverberant space. In addition to the organ, other instruments – such as harp, strings, brass, flute – may be included. Additional instrumentalists are to be secured by the music staff. Please do not invite musicians without the consent of Trinity's music staff. All musicians and music must be approved by the music staff. Note that vocalists and instrumentalists necessarily increase the fees for your wedding.

Please contact Trinity's Director of Music shortly after your first planning meeting with your officiating priest.

Flowers

To facilitate deep engagement with the worship service itself, only simple, primary symbols pertaining to the liturgy are positioned in the chancel. As a result, placement of flowers is reserved to the same locations as you would find at any other worship service.

In the Narthex (the narrow entrance space from the Copley Square porch), one or two large floral arrangements may be placed at the doors leading into the Nave.

Because of the potential damage they can cause to our historic furnishings, no flowers or other decorations are allowed on the pews.

Trinity's worship space is unique, so we require that you work directly with the chair of Trinity's Flower Guild. Our Flower Guild is known for its outstanding floral work at reasonable cost. The flower fee included in your wedding fee is sufficient for most weddings at Trinity Church. This fee can increase or decrease depending upon your preferences. We caution all couples not to compete with the grandeur of the room.

If you desire to work with a local florist then please be in contact with the chair of Trinity's Flower Guild who maintains a list of local florists whose work is known to be appropriate for our space.

Any flowers that you provide for the worship space remain in the church in thanksgiving for your wedding. An acknowledgement of your wedding is listed in the following Sunday's service leaflets.

Candles

Altar candles are provided for your wedding. Because your wedding vows are an extension of your baptismal vows, the Paschal candle (Easter candle) will also be burning for your ceremony. Other candles, including Unity candles and candelabras, are not a part of Episcopal wedding liturgies. Aisle candles may be requested for evening (after sundown) weddings only.

Aisle runners

Runners are not used as they distract from the elegance of Trinity's worship space and create a safety hazard.

Rice, birdseed, etc

Confetti, rice, birdseed, rose petals, balloons or other such items are not permitted inside the Church or on the grounds. Bubbles are a delightful alternative and may be used outside the Church as you exit the worship space following your service.

Service leaflets

Because of the participatory nature of every wedding, your service leaflet is a very important part of your wedding. It contains information that guides those in attendance through the marriage liturgy and helps them actively participate as a community supporting and witnessing your marriage.

We require that Trinity staff prepare your service leaflet. While you may use a commercial printer for your service leaflets, you must allow Trinity's Liturgy and Communications staffs to prepare the working files for your printer. There are no exceptions to this provision.

Still Photography

Use of the church buildings and grounds for photography must be limited to no more than one hour before and one hour following the wedding ceremony. Please understand that we have halted most other regularly scheduled activities on the church grounds during your wedding.

Flash photography is not allowed during the ceremony except for the procession into and out of the church, and all photography must be kept to a minimum during the service itself. All photographers

(professional and otherwise) must complete and sign our Wedding Photography Form (included in this booklet) which outlines our policies for photography during weddings at Trinity Church. Additionally, the presiding priest will need to speak with your photographer in advance of the wedding service to avoid any misunderstanding of our expectations.

Videography

The placement of video recording devices is limited to a very few places during a wedding ceremony at Trinity Church. The presiding priest will want to meet with your videographer prior to the service to avoid any misunderstanding of our expectations.

Photos by Guests

Please instruct your guests that photography during the service is not allowed at Trinity Church. Photography by guests distracts from both the purpose and solemnity of the occasion. Your wedding is a worship service of The Episcopal Church and should be respected as such.

Use of the Facilities

The campus of Trinity Church includes the church, the parish house, the bookstore, the garden, and a complex array of classrooms and meetings spaces. Your wedding is scheduled among several activities taking place that day.

Use of the church

Weddings at Trinity may use the church buildings and grounds for up to one hour before and one hour following the wedding service. The only exception to this is if your reception is on premises. If you need additional use of the buildings or grounds, please discuss this in advance with the Wedding Coordinator to determine if it is possible. Please keep in mind that other activities are taking place on the church campus on the day of your wedding.

Seating capacities

The Trinity nave (main floor seating) comfortably seats 800 guests on the floor. Additional seating is available in the upper galleries with a maximum total capacity of 1400. For weddings with fewer than 50 guests we strongly encourage that all guests be seated in the choir stalls in the chancel thereby allowing for a more intimate celebration.

The Wedding Rehearsal

A rehearsal, led by the clergy, will take place in advance of every wedding at Trinity Church. The purpose of the wedding rehearsal is to help make you and your wedding party more comfortable with their roles in the wedding liturgy. Attentive participation in the rehearsal helps every person, regardless of role, become more familiar with the worship space and the liturgy itself. Those that need to attend the rehearsal include all the attendants and anyone who will be reading Scripture or prayers during the service. Rehearsals customarily take place on Friday afternoons at 4 pm. Rehearsals may begin earlier but not later, and may take place up to one week in advance of the wedding day.

Receptions at Trinity

Trinity Church has two reception spaces available:

- The Commons and Forum areas on the lower level of the church comfortably accommodates up to 300 guests for a standing reception.
- The Ferris Library (and Angel Room) on the first floor of the Parish House accommodates a standing reception of up to 100 guests.

Additional fees are required for use of these facilities for receptions. The Wedding Coordinator can put you in contact with the Assistant Director of Facilities who can assist you with reception planning. We maintain a list of area of caterers who know the advantages and limitations of our space, especially the kitchen. All vendors, especially food vendors, must be approved by the Assistant Director of Facilities. There are no exceptions to this provision.

The Day of the Wedding

In addition to the one-hour rehearsal, the standard Trinity Church wedding fee includes use of the church campus for a maximum of three hours on the day of your service, including photography. Wedding liturgies without a Eucharist usually take 40 minutes. Liturgies with a Eucharist last approximately one hour. Weddings customarily must be completed (including photography) by 6 pm.

Because dressing room facilities at the Church are limited, it is recommended that the wedding party arrive dressed and ready for the service.

Delayed start times - this is important

Starting your wedding on time is an important hospitality to your guests. It is also imperative to the ongoing operations of Trinity Church. For this reason we require that you provide the presiding priest the appropriate phone numbers where the bride and the groom may be reached on the day of the wedding. In addition, we require that you call the parish's main phone number if any portion of your

wedding party will be delayed for any reason. It is vital that you plan ahead for travel times that allow for heavy Boston traffic, especially in the Back Bay. We may be able to delay the start of your wedding up to 30 minutes. At that time, we will necessarily dismiss your guests from the church. If the wedding service is delayed for any reason then the overtime charges described below may apply.

Overtime charges

Overtime charges accrue at the rate of \$200 per half-hour for using Trinity spaces for more than the allotted time. Overtime space use charges apply to the rehearsal, the wedding and photography, and any reception taking place on the Trinity campus.

Parking

Trinity Church is unable to provide parking for the wedding party or for your guests. Our Facilities department can guide you to find parking in nearby garages for your wedding day. Please note that parking near the church building on Copley Square is governed by the City of Boston and not Trinity Church. Under no circumstances may the clergy parking spaces be used.

Wedding Preparation Timeline

My wedding date is: _____

6-18 months in advance:

- Determine and reserve date and time with Wedding Coordinator.
- Pay deposit.
- Arrange initial meeting with the Associate Rector for Worship.
- If either person has been married previously, bring copy of final divorce decree to the priest.
- If prior marriage, notice has been sent to Bishop's office (your priest will help you with this).
- If not already members, then begin membership process (attend services, completed required classes, make financial pledge).
- Schedule counseling sessions.
- Communicate wedding plans with relatives and friends; begin securing witnesses and other wedding party members.

3 months in advance:

- Counseling is complete.
- Witnesses and other wedding party members have been confirmed.
- Photography services have been secured.
- Photography policy statement signed and returned to Wedding Coordinator.
- Arrange next meeting with officiating priest to plan liturgy.
- Meet with the Director of Music.
- Meet with flower guild chair.

2 months in advance:

- Music selections are complete.
- Scripture readings are chosen.
- Arrange final meeting with priest in charge of your wedding.
- Secure rehearsal time and date with Wedding Coordinator.
- Begin work on service leaflet with Wedding Coordinator.

1 month in advance:

- Service leaflet preparation is complete.
- Flower arrangements are complete.
- Final payment to church is complete.
- Last check in with Wedding Coordinator.



TRINITY CHURCH IN THE CITY OF BOSTON

Marriage Request Form

REV 112

Thank you for your interest in holding your wedding service at Trinity Church. So that we may carefully consider your request, please complete the following form and answer each of the questions on the reverse.

If you have any questions about this form, please contact Matthew Kulas at 617-536-0944.

| | | |
|--|---|--|
| Full Name | | |
| Street Address | | |
| City, State ZIP | | |
| Telephone | Home: | Business: |
| Email | Home: | Business: |
| Important Dates | Date of Birth | Date of Baptism: |
| Members of Trinity? | <input type="checkbox"/> Yes, since (date): | <input type="checkbox"/> No |
| Previous Marriages? | <input type="checkbox"/> No, First Marriage | <input type="checkbox"/> Yes, Remarriage |
| Parents' Name Street Address Telephone | Mother's information | Father's information |

| | | |
|--|---|--|
| Full Name | | |
| Street Address | | |
| City, State ZIP | | |
| Telephone | Home: | Business: |
| Email | Home: | Business: |
| Important Dates | Date of Birth | Date of Baptism: |
| Members of Trinity? | <input type="checkbox"/> Yes, since (date): | <input type="checkbox"/> No |
| Previous Marriages? | <input type="checkbox"/> No, First Marriage | <input type="checkbox"/> Yes, Remarriage |
| Parents' Name Street Address Telephone | Mother's information | Father's information |

Membership

If either or both of you are members or Trinity Church, please check the appropriate boxes on the front page of this form. Otherwise, please complete the following:

- Neither of us is a member of Trinity Church. However, we are active members in good standing of another parish. The Rector of our home parish will send a letter confirming our involvement and requesting that the clergy at Trinity Church perform this rite on her/his behalf. (NOTE: This letter must be received before you may proceed in the planning process.)

Name of Rector and Church: _____

Address letters to:

The Rev. Patrick Ward
Associate Rector
Trinity Church in the City of Boston
206 Clarendon Street
Boston, MA 02116

Services at Trinity Church

Which worship services do you usually attend? 7:45 a.m. 9:00 a.m. 11:15 a.m. 6:00 p.m.

Clergy

Trinity Church clergy officiate at all weddings here. Former rectors and recently departed clergy do not officiate at weddings at Trinity Church. Please tell us which priest you have had the most contact with so far:

- Bill Rich Ann Stevenson Patrick Ward

Requested Service Date and Time

If we are able to accommodate your request, on what date and at what time would you like to hold the service?

Please indicate your first two choices.

1st Choice: on _____ at _____ (service start times: 10 am, 2 pm, 4 pm)

2nd Choice: on _____ at _____ (service start times: 10 am, 2 pm, 4 pm)

Reception Information

Are you interested in receiving information about holding a reception at Trinity Church? yes no

Request, Acknowledgement, and Signatures

We hereby request consideration of our request to hold a wedding service at Trinity Church. We realize that due to limited time and space not all service requests can be granted. Therefore, we will not make firm plans regarding locations, dates, and times until our request is formally approved.

| | |
|------------------|------------------|
| Printed Name | Printed Name |
| Signature & Date | Signature & Date |

Please return completed form to (allow at least ten days for a response)

Matthew Kulas, Trinity Church. Copley Square, 206 Clarendon Street, Boston, MA 02116
Email: mkulas@trinitychurchboston.org | Telephone: 617-536-0944, x362 | Facsimile: 617-536-8916



TRINITY CHURCH IN THE CITY OF BOSTON

Wedding Photography Policy

REV 112

Flash and additional lighting during the service

Trinity Church does not allow flash photography of any kind during any service as it interrupts the sanctity and flow of the service.

Flash and additional lighting before and after the service

Photographers may take flash photographs of the procession as it enters the church from about six or seven pews in from the west doors. At the end of the service photographers may stand in the narthex and take flash photographs of the procession as it leaves the Church.

Location of People and Equipment

Photographers and videographers must never move between the congregation and the liturgical action in the sanctuary. Videotaping of the service may be done only if the camera is stationary, does not come between the liturgical action and the congregation, and does not require the use of distracting lights.

Group Photographs

We understand the importance that couples place upon the preservation of their day in photographs. Therefore, the couple may make arrangements to take group photographs for 20-25 minutes forty-five minutes before the service, or for 20-25 minutes immediately after the service. The couple should make these arrangements with the Wedding Coordinator and confirm them with the officiating priest. Note: If any photographs are to include the officiating priest it will be greatly appreciated if she or he could be in the first photographs taken.

Microphones

No portable microphones may be used as they interfere with the Church's sound system.

Photographer/Videographer's Acknowledgement and Signature

I will be photographing and/or videotaping the service for

_____ and _____

I have read and fully understand Trinity Church's photography policy, which I will respect and follow.

Name _____

Company _____

Address _____

Phone _____ *Email* _____

Signature _____ *Date* _____

Please return completed form at least one month before the service to:

Matthew Kulas

Trinity Church in the City of Boston

Copley Square, 206 Clarendon Street, Boston, MA 02116

Telephone: 617-536-0944 | Facsimile: 617-526-8916