

There are established fees that cover the use of the church, the services of the organist and the cost of cleaning. If a reception is held at the church, fees increase accordingly. Send all checks to the Parish Administrator at The Church of The Holy Trinity. CHECKS FOR ALL FEES MUST BE IN THE CHURCH OFFICE 30 DAYS BEFORE YOUR WEDDING DATE. Fees associated with a wedding not taking place will be returned. See your fee form for your totals.

Fees for Active Members (Baptized or communicant members by confirmation or transfer in good standing and contributing to the life of Holy Trinity before and at the time of application.) Checks can be made out to Holy Trinity

Organist \$200

Vocal Soloist or Trumpet - as contracted.

Cleaning of the church \$75 (for rehearsal and ceremony only; additional fee if reception held at Holy Trinity)

Optional Aisle Candles \$20

Optional Window Candles \$20

Crucifer/Acolyte Services \$20

Fees for Inactive Members

Organist \$225

Vocal Soloist or Trumpet - as contracted.

Cleaning of the Church \$100

Use of church \$200

Altar Guild \$20

Wedding and Reception (to be determined)

Damage Deposit (returned if not needed) \$200

Optional Aisle Candles \$20

Optional Window Candles \$20

Crucifer/Acolyte Services \$25

Fees for Non-Members

Organist \$250

Vocal Soloist or Trumpet - as contracted.

Cleaning \$125 Use of church \$750

Altar Guild \$30

Wedding and Reception (to be determined)

Damage Deposit (returned if not needed) \$300

Optional Aisle Candles \$20

Optional Window Candles \$20

Crucifer/Acolyte Services \$30

Communicants are allowed to use the church at the discretion of the Priest-in-Charge, member status to be determined by their clergy. Clergy from Holy Trinity must be present at the rehearsal and ceremony.

The Wedding Customary

Church of the Holy Trinity

Georgetown, Kentucky

A Wedding at Holy Trinity

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.

(Book of Common Prayer [BCP], page 422).

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. (BCP, page 423). 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, if it may be, 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. (BCP, page 423).

Premarital Conferences

Premarital conferences with a Priest are required of anyone desiring to be married in the Episcopal Church. This is especially true at Holy Trinity where the premarital preparation process is emphasized and requires three to six sessions with a Priest or other appropriate persons from Holy Trinity. In marriages involving a divorced party (one or both members of a couple), the premarital process is modified to respond to this reality and the Church's canons. An average of 40 hours of staff and volunteer support goes toward each marriage at Holy Trinity. A minimum of 30 days' notice is required for all weddings and a minimum of 90 days' notice is required if remarriage is involved.

Officiants and Other Ministers

All marriages at Holy Trinity have clergy on staff as primary officiants. If it is desired that another priest or minister take part in the service, the Priest-in-Charge must first be consulted. She will then invite the other priest or minister as he deems appropriate and assign parts of the service accordingly. Vestments will be worn by all officiating clergy at weddings at the Church of the Holy Trinity. If the visiting clergy do not have vestments, they will be provided by Holy Trinity.

Not For Rent Sorry, but Holy Trinity is not available for couples who wish to "borrow, rent or use" it in place of home churches for weddings.

Music! Music! Music!

You must contact and arrange for an appointment and consultation Holy Trinity's Organist/Choirmaster, Joyce Crofts, no later than 45 days before the service. Three months in advance is best. If Holy Trinity's organ is to be used, Mrs. Crofts is to be asked to play. Should she be unavailable, you must clear use of the organ with her and have her approval of another organist, who is to contact Mrs. Crofts prior to any music selection. Use of a musical instrument other than the organ must first be approved by Mrs. Crofts, and is subject to the Church's restrictions, requirements and additional fees.

In general, the "wedding march" from "Lohengrin" is not approved for use at Holy Trinity. Ask the minister of music to help you explore more helpful and appropriate alternatives. Music played and words sung in Episcopal Churches are specifically limited to authorized pieces and texts, not including "pop" or secular works. If a soloist is to sing, the approved time is after mothers are seated and before the procession begins. Music between lessons, provided there are two or more, is sometimes appropriate. If Communion is celebrated, there may be other options for music, including Service Music.

Readings

One or more of the following passages from Holy Scripture is read at the ceremony. If there is to be a Communion, a passage from the Gospel always concludes the Readings. Readings may be viewed online at <http://www.lectionarypage.net/YearABC/SpecServ/Marriage.html>.

Genesis 1:26-28 (Male and female he created them)

Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)

Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)

Tobit 8:5b-8 (New English Bible) (That she and I may grow old together)

1 Corinthians 13:1-13 (Love is patient and kind)

Ephesians 3:14-19 (The Father from whom every family is named)

Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)

Colossians 3:12-17 (Love which binds everything together in harmony)

1 John 4:7-16 (Let us love one another for love is of God)

Between the Readings, a Psalm, hymn, or anthem may be sung or said. Appropriate Psalms are Psalm 67, Psalm 127, and Psalm 128.

Matthew 5:1-10 (The Beatitudes)

Matthew 5:13-16 (You are the light...Let your light so shine)

Matthew 7:21,24-29 (Like a wise man who built his house upon the rock)

Mark 10:6-9,13-16 (They are no longer two but one)

John 15:9-12 (Love one another as I have loved you)

When to Schedule Your Wedding

Except under extraordinary conditions, marriages must be scheduled three months in advance. Six months better facilitates convenient scheduling of the preparation process. Con-

It is important that you consult the Priest and/or those clergy appointed by her about your choice of photographer/ videographer BEFORE contracting with any photographer and/or videographer. Even if you have already hired someone who is no longer welcome at Holy Trinity, no exceptions will be made.

Get That License!

A wedding license must be obtained from a Court Clerk within the State of Kentucky **not more than 30 days** prior to the service. The license is to be at the church office seven (7) working days before the rehearsal so that it and other papers can be completed properly. Contact the County Clerk's Office Persons 18 or older are asked only for signatures and fee in cash, no physicals or blood tests.

How Big?

Four or fewer female attendants, including maid or matron of honor, produces the best visual pattern at the nave front. Six is the absolute maximum this area will handle, but is really too many. Six male and six female attendants is the top number for the Altar Rail at weddings with Holy Communion. Remember, a wedding is an adult event. Expecting preschool and early primary children to behave as 21-year-olds is unrealistic and risky, especially for the youngsters. *Children serving as ring bearers and flower girls must be at least 4 years old.*

Banns of Marriage

Banns (announcements) of marriage are published at public services for three Sundays before the wedding. The tradition of the banns began in France in the ninth century and spread throughout the western Church and today is a way to focus on and honor two people as they enter this important aspect of their lives.

Review! Review! Review!

Review these guidelines a month before the wedding and again a week before. An initial reading six months prior is not sufficient. You will not remember every detail and it is your responsibility, as per the agreement you sign, to fully comply with the guidelines. This is important to Holy Trinity because we want you to have a wedding day as enjoyable, memorable and meaningful as possible.

Remember

All arrangements for weddings and associated activity at Holy Trinity must first be cleared through the Priest-in-Charge and/or her designated aides.

Fees and Deadlines

1) of preliminaries and preparations before the service begins. This normally occurs in the dressing or waiting areas, undercroft, Parish Hall or yard. All photos in the church and yard must be completed one hour before the service. Photos may still be taken in the dressing areas.

2) of bride and escort entering the church – flash is approved for this shot.

3) of bride and groom as they take their vows etc. at the altar rail. No flash. The photographer will be accompanied by a Wedding Guild member, and may take photos with a “silent” camera from the loft. He/she should not be seen by the congregation, or distract the clergy or wedding party.

4) of bride and groom leaving the service. This shot is to be in the bell tower or very back of the church and may be done with flash.

b) Photographs may be taken during the service from the back of the church, in the loft, with a “silent” camera. No flash is allowed at this time.

c) After the postlude, and when half the guests have left, please begin setting up ready for the after-ceremony photos. The Wedding Guild will bring the wedding party up to the church via the side door. You are allowed 15-20 minutes photography time.

d) Early access by a photographer to dressing, waiting areas or church for pictures must be coordinated with Wedding Guild members.

e) Videoing of the service is possible, provided it does not interfere with or distract from the ceremony. Holy Trinity is very limited in the number of good camera locations. Review the matter with the Wedding Guild chair before considering any arrangements. All cameras are to be battery run.

f) No photographs or videos may be taken during the service by family, friends, guests or photographers other than outlined above. The service begins with the prelude and ends on the postlude. Ushers will be asked to politely remind guests at the door to make no picture inside the church until after the mothers have been escorted out and the postlude concludes.

g) Photographers should not allow anyone to pose standing on the needlepoint kneelers at the church altar.

While we welcome you to celebrate your wedding at Holy Trinity we insist that you respectfully adhere to our policy regarding the photographing and videotaping/filming of your wedding. To ensure that the above policies are understood, the Wedding Guild chair will contact the photographer and videographer a week or so before the wedding. That is the time to ask any questions you may have!

Please provide this policy to your photographer and videographer so they have a complete understanding of what is and what is not allowed at Holy Trinity Episcopal Church. Certain photographers/videographers are no longer welcome to work professionally at Holy Trinity for their past failure to comply with the church policies.

tact with staff clergy should be made at the earliest possible date to discuss the preferred date of marriage. If the date is available and if all the guidelines are met and followed, the marriage can be considered for entry on Holy Trinity's calendar. Marriages are not scheduled for New Year's Day, Ash Wednesday, Good Friday, Easter Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day. By Episcopal canon law, it is "within the discretion of any Minister of this Church to decline to solemnize any marriage." (Canon 17, Sec. 4). Weddings during Advent are not out of the question. Neither are they encouraged. Weddings are not scheduled during Lent with the exception of extreme circumstances. Consult the Priest-in-Charge.

The Wedding Guild

You will love them! You will greatly appreciate the knowledgeable and cheerful help of this group of women. They are experienced in using the facilities for dressing and waiting purposes; are aware of mistakes to avoid regarding flowers; Parish Hall receptions, etc.; and are present at the rehearsal and service to see that your wedding goes as planned. Guild representatives will meet the bridal party at the church approximately two to three hours before the wedding to insure access to the building and dressing area. Flower delivery can be made at this time (or a time to be decided). The Wedding Guild chair will speak to the florist about this a week or so prior to the ceremony.

By All Means, Dress!

Provisions can be made for the bride and female attendants to dress at the church, if desired. Arrangements are made through the Wedding Guild. Our best facilities will be available. Men should come already attired. Experience indicates they are more comfortable this way.

Personal Belongings

The bride should arrange for a friend(s) or relative(s) not in the wedding party to collect and remove all personal belongings including purses from dressing and waiting areas. This takes place as soon as the bride and attendants are dressed, always before they leave the dressing area. Laundry baskets are excellent for this task. The church assumes no responsibility for the safety of your personal items.

Church Receptions

For a reception at the church, you must furnish all of your own supplies, except tables and chairs on hand at Holy Trinity. Consult the church office about shapes and sizes of tables available and about the area's arrangement and preparation for such occasions. Church receptions are not to exceed three hours, counting from the end of the actual service. The church's reception area in the Parish Hall has a maximum capacity of 125. If your reception involves seating at tables, the maximum number is 70.

No Rice

Rice may not be used anywhere inside buildings or on the grounds of Holy Trinity. Birdseed is an excellent substitute outside and must be distributed by large bowl, rather than in individually wrapped packets.

No Smoking

Smoking is not allowed in the Church or any other Holy Trinity building.

Soberly, Please

Consumption of alcoholic beverages is not allowed on the grounds or in the building of the church prior to, during, or after rehearsals or weddings, with the exception of a light champagne, wine punch or beer at a church reception. Nothing, otherwise.

Candles, Flowers, Aisle Cloth, Guest Registers

Only fresh flowers may be used in the church. This includes altar arrangements, wedding party bouquets, corsages and boutonnieres. Keep in mind that Holy Trinity is extremely beautiful and that use of flowers should be carefully planned. The church does not need large floral decorations or greenery. The beauty of the altar and church should shine through. Prior to choosing your flowers you must consult with your Wedding Guild contact. Use of all flowers must conform to the practices and customs of the Episcopal Church and Holy Trinity. Flowers may only be used on wall mount flower stands, on the aisle candle stands, the table in the back of the nave, at the Chapel altar at the back of the nave, and on the front doors of the tower entrance. No altar flower arrangement may exceed the altar cross height. It is our custom that altar flowers remain on the altar for services on the following Sunday, and are listed in the service bulletins as “given to the glory of God in thanksgiving for” your marriage.

Candle use must conform to the customs and practices of Holy Trinity and is restricted to the following:

1) two on the altar and two on the credence table (required, but only lit if there is to be Communion) 2) aisle candles; 3) window candles

Number 1 involves no additional costs. Number 2 does. See schedule of fees.

For safety reasons, no aisle cloth is used at Holy Trinity. Kneeling cushions are provided. A crucifer/acolyte will be assigned by the Priest or Verger, if possible. Duties will include lighting of candles, carrying the processional cross, etc. See schedule of fees. Guest registers are best used at the entrance to the reception area and actually provide for helpful time consumption during after service pictures. A guest register may not be placed at the entrance to the church (bell tower). Past experience shows that the service can be frustratingly delayed by a long line of guests waiting to sign.

Wedding Rehearsals: Why? Who? How?

Rehearsals are for reviewing and practicing the wedding planned in advance, and are not for deciding how it is to be done. Rehearsals that degenerate into negotiating or planning sessions are never pleasant or productive. A full hour must be allowed for your rehearsal. Rehearsals begin when bride and groom, maid or matron of honor, best man, ushers, male and female attendants, readers, parents of bride and groom, and others with assigned roles are present. The minister on the Holy Trinity staff primarily responsible for your wedding will be in charge of the rehearsal, without exception. Use of outside wedding directors or consultants is not necessary or permitted at Holy Trinity. Authorized representatives of the Wedding Guild at Holy Trinity will be available to aid coordination of rehearsals and ceremonies under the direction of the Priest-in-Charge.

Ushers

Ushers should be in place in the church ready to aid guests coming to the service 45 minutes before the service begins. Directions concerning manning the bell tower doors, distributing bulletins, and seating guests will be reviewed at the rehearsal.

Forms

Carefully complete the Request for Wedding Reservation and Declaration of Intention forms. Both forms should be brought with you to your first meeting with the Priest. After checking the calendar and your compliance with the guidelines, the Priest will let you know if your request can be honored.

Best Use of Time

The professional and volunteer staff at Holy Trinity make a significant commitment of time and energy to each couple married in the parish. Quality hours are devoted to supporting a man and a woman as they prepare to live together as husband and wife. Much effort is made to aid in planning the most appropriate service of Holy Matrimony possible. This time commitment prior to and during the ceremony takes precedence, and appearances at after-rehearsal parties and receptions are secondary, possible only if other parish and pastoral duties allow. Please understand that we can't do it all or be everywhere at once. And, please, never wait for the clergy to arrive before starting a social function.

Photography and Videography Policy

Families and couples cherish wedding pictures. To aid in having quality pictorial records, Holy Trinity requires that certain rules and guidelines be followed.

It is the policy of The Church of the Holy Trinity that:

a) One professional still photographer, with assistant if desired, may take pictures: