

# Guide to Weddings at Trinity Church



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Congratulations on your engagement! We are pleased that you are considering Trinity Church for your wedding. What follows are the questions that are most asked by engaged couples. Our guidelines have evolved over time and are not meant to be restrictive, but to answer your questions about what is appropriate for a Trinity Church wedding ceremony. We hope these guidelines help to answer your questions early so that you can fully enjoy your day when it comes. If you have any questions or would like more information, please contact [Jill Osis](#), Director of Operations by email or at 732-775-5084

### **Who may arrange for a wedding ceremony at Trinity Church?**

It is not necessary that you be members of Trinity Church. However, all services will be conducted according to authorized rites approved by the Episcopal Church. In addition, the national canons of the Episcopal Church require that one person be a baptized Christian, and, when one or both parties have been previously divorced, that permission to remarry be sought from the Episcopal Bishop of New Jersey. This permission must be sought at least three months in advance, in consultation with the priest performing the wedding.

### **May same-sex couples be married at Trinity Church?**

Definitely!

### **Will there be pre-marital counseling?**

The Episcopal Church requires pre-marital counseling with the priest. This is usually accomplished in about three to five sessions, though in some cases the clergy may require the couple to seek additional outside premarital counseling prior to the ceremony. The focus of the meetings with the clergy is mainly to help the couple explore their relationship in the context of the church, and to prepare for the joys and challenges of life together.

### **How is the wedding scheduled?**

Couples should first contact [Jill Osis](#) by email or call 732-775-5084 to check the availability of your preferred wedding date. She will collect your pertinent information and you'll secure your date on the calendar with a deposit. The date for the wedding should be secured before you make any date for a reception hall. Weddings can be held any day of the week at any time of the year. The clergy person officiating your wedding will then contact you to discuss pre-marital counseling and other details.

### **May outside clergy participate in the wedding?**

Yes. While a priest or deacon on the current clergy staff of Trinity Church will be the primary officiant of your wedding and lead the service, visiting members of the clergy may participate in various portions of the service at the discretion of the Rector.

### **What is included in the wedding service?**

The Episcopal Church is a liturgical church. This means that it has set forth the content of its services after careful, scripturally-based review and expressed such content in language that is both meaningful and elegant. In order to retain the integrity of these liturgies, alternative prayers, vows, and readings may not be used. Additionally, since the liturgy identifies the ring(s) as the physical symbol for the union, competing symbols – unity candles, etc. – cannot be accommodated. The officiating priest will review the liturgy, arrange the details of the service with you both, and lead the rehearsal. We strongly encourage participation in the ceremony by family and friends. Typical forms of this participation are doing one of the scripture readings, leading a psalm, or leading the prayers for the couple.

### **What kind of music may we have and who selects it?**

You will meet with the Director of Music and Arts to discuss the musical selections, and these will be approved by the officiating clergy person. Regarding secular music in the service, we firmly

believe that God is in all things and uses all things for good. With that, there are certain secular musical pieces which are appropriate in church and others that are more appropriate at the reception. The wedding is a sacrament in the church and music should fit into the context of sacramental worship. Recorded music is more appropriate for the reception.

Regarding additional musicians, our Music Director has contacts for additional musicians, such as brass, strings, harp, singers, etc., should you want to explore that option. She can help arrange additional musicians for an additional fee.

### **How may the church be decorated?**

Trinity Church's beautiful interior tends to require very little additional ornamentation other than flowers. Our preferred florist is Flowers by Colleen and the phone number is 732-776-9700. They know our space and we have found them very reasonable. You are welcome to use another florist. Other opportunities for flowers include the pew candles, (if you decide to have them), of which there are 16, the table in the narthex, an icon of the Blessed Virgin Mary, and the high altar. Alternatively your own florist should arrange with the Parish Office to visit the church during open hours to review the space well in advance of the service. Two arrangements placed directly on either side of the altar are traditional and preferred, as we do not allow a single arrangement to be placed in front of the main altar. On the day of the wedding, the florist will be granted access to the church up to two hours in advance of the service. It is the custom that flowers remain for Sunday services. Finally, for safety reasons, aisle runners may not be used.

### **How much time will we need at the church?**

The service itself can last anywhere from a half-hour to an hour, depending on the amount of music the couple chooses, and whether or not Holy Communion is included. Generally, we

reserve a three hour time block for each wedding: one hour before the ceremony to arrive and prepare, one hour for the ceremony itself, and one hour after the service for photos in the church and on the grounds. During peak wedding season it is possible that more than one wedding will be scheduled on the same day. On such occasions in the past, couples have communicated with each other beforehand and shared the cost of flowers if they have similar preferences.

### **What is the fee for a Trinity Church wedding?**

The base fee for a service in the Chapel or Church is \$2,500 for non-members. For affiliated couples who have a family connection, the fee is reduced to \$1,500. Members of the parish who have been financial contributors for at least one year pay only the honorarium for the musician(s) and vergers, although a donation to the church in celebration of your wedding is always welcome.

For non-members and affiliated couples, the fee includes the time the officiating priest will spend with you in counseling, an honorarium for our organist, an honorarium for the vergers assisting with the details during the wedding, cleaning, service booklets, administrative costs and utilities, and, quite frankly, a much needed boost for the ongoing upkeep of Trinity Church. To ensure that Trinity Church is here to uplift the spirits of couples for the next 100 years and beyond, it is appropriate that you join hands with those who have made this place available, even as you join hands with each other on your wedding day. Wedding fees are not tax-deductible, and can be reduced in consultation with the Rector only for parishioners in regular Sunday attendance who have been financially contributing members of record for at least one full year. For others, we invite you to consider an advance payment plan through the church business office. We also accept most major credit cards. In all cases, fees must be paid in full no later than one week before your wedding day.

Additional fees (if applicable):

-Pew Candles (optional): If you decide to have the pew candles the cost is \$200 to pay for the special candles required for our antique candle stands and to pay the sexton to set them up and take them down.

-Additional musicians beyond an organist. These musicians' fees are variable by musician. If additional musicians are desired, an extra fee may be added to the Music Director's fee for coordinating and rehearsing with these musicians.

-Reception space may be available if desired, subject to the parish calendar, and for an additional fee. Caterers/bartenders are required to have insurance. Please let us know if this is something you would like to discuss.

### **When is the rehearsal?**

The wedding rehearsal is usually the afternoon or evening before the wedding, at a time agreed upon with the officiant. It usually takes about an hour. This should also be scheduled in advance. All members of the wedding party and those participating in the service should attend.

### **Where should we have the wedding book?**

Receiving lines and wedding books, in which guests sign their names, should be located at the reception. Placing them in the narthex of the church creates problems for the usher and often leads to a "logjam" just before or after the wedding service.

### **May we take pictures during the wedding?**

Please tell your photographer/videographer that they will need to meet with a church representative before the service. We will be able to tell them where they can stand to get the best shots. We will also guide them in knowing what is not appropriate.

Photographers can at times be overzealous in getting “the shot.” When a photographer/videographer has been contracted, we will need to have them sign an understanding of expectations so that everyone is aware of where filming can take place. We have found that clear expectations help protect the sanctity of your wedding.

### **What documents are necessary?**

The couple must obtain the civil marriage license. Learn more [here](#). You are to give the license to the priest prior to your wedding rehearsal. You and your witnesses will sign the license on your wedding day. The church will take care of mailing the license. As a reminder, if you were previously married, additional paperwork must be completed and sent to the Bishop for approval. This can take up to two months.

### **Are there reception facilities at Trinity Church?**

Yes, we can hold receptions in the church’s auditorium/gymnasium for an additional fee. Chairs and tables are also available, although they are more utilitarian than lovely.

**The details of your wedding that need to be determined:**

Wedding Date & Time

Date:

Time:

Place:

Eucharist:

Number of guests anticipated to attend the wedding:

Rehearsal Date & Time:

Date:

Time:

Place:

Everyone who is “in” the wedding should be present at the rehearsal if possible, including readers. Rehearsals typically last 45 minutes to an hour.

Wedding Reception:

Place:

Time:

Your Full Names:



## Other Considerations

### Invitations:

It is wise to include a gentle reminder in your invitations a note to ask guests to be at the church 15-30 minutes before the service. It would be a good idea to let them know that there is very limited parking at the church and they will more than likely be parking on the street, therefore they want to allow time to find a spot, particularly in the summer months.

### Wedding Bulletin:

We will prepare and print your wedding bulletin. Please complete this form and also send us the names of everyone in your wedding party and their roles. Let us know if there is something else you would like to be printed in the bulletin, such as a word of remembrance to those who are unable to be present. We can help you write this if you choose to do so. Please have everything for the wedding bulletin to us three weeks before the wedding. If you choose to print up your own bulletin, we will need to see a proof of it before it goes to the printer.

### Scriptures/Readings:

The Church offers Scripture readings that are particularly appropriate to the marriage sacrament. Here is the website in which they listed:

<http://www.lectionarypage.net/YearABC/SpecServ/Marriage.html>

We will discuss readings in our meetings, but we strongly suggest reading the above selections as a means of preparing devotionally

for your wedding. Perhaps each of you could read one of the suggested passages to each other. Talk together about the meaning and what words resonate with each of you and then close in prayer together, perhaps by saying the Lord's Prayer. Couples we have worked with in the past have said this was a wonderful way to pray their way to their wedding day.

Declaration of Intent:

The Declaration of Intent is attached. We need you both to sign it before we can officiate at your wedding.

Once again congratulations on your engagement!

# TRINITY CHURCH

Asbury Park, NJ

## Wedding Photography/Videography Policies & Agreement

We welcome professional photographers and videographers at Trinity Church. A wedding is a sacred ceremony and we strive to uphold the dignity of the ceremony, as well as to avoid disruptions and distractions.

- No flash photography or extra lighting is allowed during the ceremony.
- Photographers and videographers are not permitted to be in the center aisle at any time during the service.
- Photographers and videographers must remain behind the wedding guests that are the furthest back in the pews.
- Tripods may only be set up behind the last pews or in the designated stationary spots. Cameras set up in the designated stationary spots are to be operated remotely only.
- Photographers are encouraged to come early enough, or to arrange a visit to the church on a separate day ahead of the wedding, to gauge the light conditions and physical setting.
- All movement should be discrete and kept to a minimum. At no time are you to be in between the congregation and the couple or wedding party.
- There will be time allotted after the ceremony to take pictures of family, friends, and the wedding party.

As the Photographer and/or Videographer for the wedding of \_\_\_\_\_ and \_\_\_\_\_, I understand and agree to abide by all of the policies set forth by Trinity Church. I understand that if I disregard these guidelines or the verbal direction of Trinity Church's staff, I may be asked to leave the premises.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Declaration of Intention

We, \_\_\_\_\_ and \_\_\_\_\_ ,  
understand the teaching of the church that God's purpose for our marriage is for  
our mutual joy, for the help and comfort we will give to each other in prosperity  
and adversity, and, when it is God's will, for the gift and heritage of children and  
their nurture in the knowledge and love of God. We also understand that our  
marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we  
engage to make the utmost effort to accept these gifts and fulfill these duties, with  
the help of God and the support of our community.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_