

GUIDELINES FOR WEDDINGS

Trinity Episcopal Church

906 Padon

Longview TX 75601

A wedding at Trinity Episcopal Church is a time of worship and thanksgiving. Therefore, all guidelines which apply to weddings are intended to help make the occasion as meaningful as possible. Please feel free to discuss these guidelines with the clergy if you have any questions about them.

1. **The Service:** All weddings either in the Church or at another location will use the form in the Episcopal Book of Common Prayer.

No weddings at the Church will be held:

- a. Before 10:30 am or after 7 :30 pm
- b. During Lent
- c. On Christmas Eve or Christmas Day, Thanksgiving weekend, New Year's Eve or New Year's Day, except with permission of the Rector and/or Vestry.

Rehearsals are to be held prior to the rehearsal dinner. The rehearsal will be held the day before the wedding with all of the wedding party present. All ushers are considered to be a part of the wedding party.

2. **Flowers:** All flowers must be in keeping with the solemnity of the Sanctuary. Only natural flowers are allowed, and no bows are allowed on the altar flowers. White or pastel colors are suggested except during the Season of Christmas. The altar flowers shall remain in the Church. Flowers are normally placed on the shelves behind the altar. Altar flowers shall not extend above the arms of the cross. Flowers may also be placed in the baptismal font and transported to the reception.

During the Season of Christmas, the Altar area is adorned with live (red) poinsettias, including poinsettia "trees." These shall not be removed.

3. **Other Decorations:** The usual candles in the Church will be used. In addition, two large candelabra are available (seven candles each) which will be placed near the altar, if desired.

Hurricane lamps with clamps attached to hold them in place properly or flower arrangements are permitted at the ends of the pews in the center aisle. No wire may be used to attach any lamps or flower arrangements on the pews.

The use of a runner is discouraged. Guests will not be seated from the center aisle, but from the side aisles only.

- 4. Pictures:** Photographs, including time exposures, are not allowed to be taken during the service. However, the photographer may take pictures, with or without a flash, during the processional and recessional only.

Pictures may be taken in the Church before the ceremony if desired, but not within 45 minutes before the wedding service is to begin. If photographs are taken after the service, one hour is allowed. Neither the photographer nor the participants may stand on the "foot pace" (the level on which the altar rests). The family and ushers should tell guests that photographs are not allowed during the ceremony.

- 5. Music:** Music should be in keeping with the traditional sacramental worship of the Church. Special music requires prior consultation with the organist and approval by the Rector. The organist will be supplied by the Parish. A fee of \$150 will be charged for the organist, unless a soloist or other musician is to be used, in which case the fee will be \$250 due to necessary rehearsing. The \$150 honorarium for the organist is included in the standard wedding fee.
- 6. Rice, Birdseed, Confetti, Flower Petals, Butterflies:** None of these are allowed to be used anywhere on the Church property, and nothing is to be thrown. Bubbles may only be used outside.
- 7. Other details:** It must be understood that, with the exception of beer, wine or champagne served at the reception, no alcohol in any form is permitted at any time on Church property, including the parking lot. It is the responsibility of the bride and groom to inform each member of the wedding party of this policy.

The Tower Room is available in which the bridal party may dress. The Flanagan Room is available for the groomsmen. It is suggested that no valuables be left in these rooms as the Church shall not be responsible for these items.

Please note that the Church does not supply hairdryers, curling irons, or other supplies for dressing. Please bring any special lighting, extension cords, and any other items you may need. It is suggested that an appointment be made with the Wedding Coordinator (903.452.7794) before the wedding day in order to become familiar with the layout and amenities of the facility.