

GUIDELINES FOR WEDDINGS

Trinity Episcopal Church

906 Padon

Longview, TX 75601

903/753-3366

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.

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:** Only natural flowers are allowed, and no bows are allowed on the altar flowers. The silver vases of the Church may be used. There are liners for these vases which can be taken to the florist for this purpose. The altar flowers are to remain in the Church. They are not to be taken to the reception unless the reception is at the Church. The flowers are normally placed on the shelves behind the altar.
3. **Other Decorations:** The usual candles in the Church will be used. In addition, there are two large candelabra available (seven candles each) which will be placed behind 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 isle.

The use of a runner is discouraged; however, if used, runners should be stretched out and a ribbon put across the nave before the service. Guests enter from the sides.

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.

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:** None of these are allowed to be used anywhere on the Church property, and nothing is to be thrown.
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 at any time permitted 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.

A room is available in which the bridal party may dress as well as a separate room for the groomsmen. It is suggested that no valuables be left in these rooms, as the Church cannot be responsible for these items. A member of the Altar Guild will be present at the wedding to assist in any way possible.

WEDDING RECEPTION CONTRACT

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Name of Bride

Phone Numbers – Home () _____ Work() _____

Cell () _____

Address

Name of Groom

Phone Numbers – Home () _____ Work () _____

Cell () _____

Address

Wedding and Reception Date ____/____/____ Time of Wedding _____ Time of Reception _____ Estimated Number of Guests _____

No rice, birdseed, flower petals, or confetti may be thrown on church property. Beer, wine or champagne are the only alcoholic beverages which may be served during the reception. In accordance with the state laws, no minors may be served. The wedding party is responsible for enforcement of this provision.

The Church shall not be liable to _____ or any member of the wedding party for any damage or injury to person or property occasioned by the failure of the Church to keep the premises in repair, nor for any other damage or injury occasioned by any act, omission or negligence on the part of the Church or its agents, all claims for any such damage or injury being herein waived. Further, the Church shall not be liable to _____ or any other member of the wedding party for any injury or damages to person or property of any nature or sort which occurs due to the consumption of any alcoholic beverage on Church premises during the reception. _____ agrees to save and hold the Church harmless and indemnified from all loss, damage, liability, or expense incurred, suffered, or claimed by reason of any of the causes of injury or damage set forth in the preceding paragraph.

After reading the above information, if you wish to have your reception at the Church and are in total agreement with the terms, please sign the following:

I agree to the conditions set forth above and agree to pay one-half (1/2) of the full amount due when the reservation is made and the balance by the day of the wedding.

Signature of person responsible for payment of wedding reception fees