

WEDDINGS AT HOLY TRINITY EPISCOPAL CHURCH



Thank you for considering Holy Trinity for your wedding.

Our historic Episcopal church has been performing weddings since the early 1900s, and we would welcome the opportunity to help you celebrate one of the most important and sacred days of your life.

You do not need to be a member of Holy Trinity parish to hold your wedding here, but we encourage you to visit us on a Sunday to experience this sacred and hallowed place.

Holy Trinity is delighted to welcome all kinds of couples to celebrate holy matrimony at our parish. This pack contains all the information you need to plan your wedding at Holy Trinity, and we look forward to reserving your wedding date.

1956 Main Rd
Tiverton, RI, 02878
401-624-4759

office@holytrinitychurch.org



From the Rector...

A wedding is the public affirmation before God and the community of two people's love for one another. God's blessing of this service enables a couple to begin the complex, sacred work of linking two individual lives as one. In your wedding worship service, you and your partner will make a holy, public, lifelong set of promises to each other, celebrated in the presence of God, before a priest and friends and family.

At Holy Trinity, we value the opportunity to work with you to help make your wedding a joyful experience; one that expresses your hopes and dreams for your future life together.

Reverend K Casenhiser
Rector, Holy Trinity Episcopal Church



TYPES OF WEDDINGS AT HOLY TRINITY

Holy Trinity offers two types of weddings.

1. An Episcopal wedding performed by a member of Holy Trinity clergy or other Episcopal Priests.
2. All other types of weddings in which Holy Trinity has no role in conducting or certifying the marriage.

Episcopal Wedding

The following criteria are required by Holy Trinity for an Episcopal Church wedding:

- At least one of the parties must be a baptized Christian.
- The couple must obtain a marriage license in accordance with the laws of the City of Tiverton. Two people who are 18 years or older must be witnesses at the ceremony and sign the license.
- If either of the couple has been married previously and divorced, permission to remarry must be obtained from the Bishop of the Diocese of Rhode Island. Generally, the divorce decree must be final for one year.

Non-Episcopal Wedding

For any other type of ceremony apart from an Episcopal wedding, our church is available to rent, and we invite you to do so. If you are planning to have your own ceremony in Holy Trinity, you are responsible for making all the necessary arrangements with the officiant who will conduct the ceremony, as Holy Trinity will have no role in certifying the marriage. For a non-Episcopal wedding, Holy Trinity's sacramental elements may not be used. You may use the altar, pulpit, lectern, and built-in PA system, along with two lapel microphones and one handheld microphone. Our organ and grand piano are also available. You will create and print your own wedding program or leaflet.

PLANNING AN EPISCOPAL WEDDING

Please call the parish office at 401-624-4759 to check calendar availability. Then, complete the application form and liaise with our parish administrator. You will then need to arrange marriage preparation with the clergy. Preparation may be conducted by an Episcopal priest other than Holy Trinity clergy. Submit the completed wedding form with a \$1000 deposit (\$500 non-refundable booking fee plus \$500 refundable damage/over-allotted-time deposit). Apply to the RI Department of Health for a wedding license and return it in the self-addressed envelope provided to the Officiant to complete at least 7 days **before** the wedding date. The presiding priest will sign and return this to the State on the day of the wedding.

Please note that marriages are not scheduled for the following days: New Year's Day, from Ash Wednesday until after Easter Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Holy Trinity Episcopal Church reserves the right to schedule multiple weddings on the same day.

About the service

The wedding service allows for witnesses (best man, maid/matron/person of honor), attendants for the couple, ushers, and a guest book attendant. In addition, the parents or others may escort one or both partners down the aisle. Family or friends may participate by reading the Scripture lessons, other readings, providing special music, or offering prayers.

The Episcopal service includes an introduction, a declaration of consent by the couple, readings from the Old and New Testaments from the New Revised Standard Version of the Holy Bible, the marriage vows, prayers, and a blessing for the couple. We offer many options for Bible readings, and there are many opportunities to include music in the service. The priest also gives a homily (short teaching). The service may include a Nuptial Eucharist (Holy Communion), if you wish.

Preparation

The Episcopal Church requires couples to meet for at least three preparation sessions.

The Rehearsal

The rehearsal usually takes place the day before the wedding and is an opportunity to review and practice the logistics of the marriage service. It is an important time that allows you to ask questions and go through the actual service. All members of your wedding party should attend, including any family or friends who are participating in the service.

Wedding Day

The wedding ceremony is a worship service and requires reverence.

Alcoholic beverages are not permitted on the church grounds except as planned for the reception. To ensure the safety of all, no rice, birdseed, confetti, flowers, or other objects may be thrown on the church grounds.

The wedding party should arrive at least 45 minutes ahead of the scheduled service time. If the bridal party wants to have photographs taken before the wedding, the photographer can help determine how much time is needed for pre-wedding pictures. Consider asking your guests in your service leaflet that they refrain from taking photos during the service and that all cell phones and audible devices are turned off.

Music

If you would like music to be part of your wedding, please contact the office as soon as possible. You will need an in-person consultation with the organist, where you can make all your musical selections for your wedding. The organist fee is approximately \$350. The choir director can arrange vocal or instrumental soloists.

Leaflet

For Episcopal weddings, we can help you plan the content for the liturgical portion of your bulletin at no extra charge. However, you are responsible for the bulletin's layout, content, and printing.

Flowers

Flowers should be delivered and placed during the hour before the scheduled start time. If you need more time, please contact the church office. No items may be affixed to church pews, and no tape or any type of adhesive may be used on the premises. The principal flower arrangement can be moved to the Great Hall for your reception (if applicable) or can remain in the church in thanksgiving for your union. Please designate a guest or member of the bridal party to remove all other flowers from the church after the ceremony. Please liaise with the church office for additional information regarding flowers and decorations in the church.

Photography

To prevent distracting your guests from the wedding service, no flash photography is allowed during the service. You may take still photographs of the bridal party and family before or after the service. You may take flash photographs of arriving guests, ushers, attendants, and the couple before the service, either outdoors or in the parish house. Flash photographs of the wedding party inside the church are limited to the beginning of the bridal party procession and the retiring procession. The officiant will be pleased to recreate any special photographic memory you may wish to capture.

Wedding Ceremony Start Time

The latest allowable start time for a wedding at Holy Trinity is 5:00 pm. Please note that a penalty may be charged if your wedding starts more than 30 minutes after your scheduled start time.

Reception

We offer you the Parish Hall at Holy Trinity for your reception. If you hold the reception here, we can provide caterer information and will handle basic set-up of tables and chairs. Your caterer should provide linens, cutlery, china, and glassware. **Serving alcohol requires a licensed bartender.**

Parking

Our church has a small parking lot available for guests, and there is typically plenty of on-street parking. For larger weddings, we can arrange additional parking with The Red Dory down the street.

Heating and Cooling

Holy Trinity's sanctuary and parish hall are air-conditioned and heated.

Prohibited Activities

Smoking is prohibited everywhere on the premises, including all outdoor spaces.

The use of tape, glue, nails, screws, adhesives, and fasteners of any kind.

Alcohol consumption is prohibited except in the Parish Hall and must be provided by licensed bartending staff. The scattering or tossing of confetti, birdseed, flowers, rice, or other objects is not permitted. Aisle runners may not be used.

Fee Schedule

Facility use for ceremony and rehearsal - \$3000*

A \$1000 deposit is required at the time of application to hold the date. This includes a \$500 non-refundable deposit (credited toward the rental fee) and a \$500 refundable damage/over-allotted-time deposit, returned after the wedding.

The remaining balance is due 30 days before the ceremony.

Pre-marriage counseling (minimum of 3 is mandatory) \$100 per session.

Officiant honorarium - \$400.

Organist - approximately \$250 (additional fee to attend the rehearsal).

Sexton - \$200 (up to 5 hours)

Wedding Coordinator/event manager - \$200 (up to 5 hours).

Instrumentalist or soloist (varies).

Aisle candles - \$300.

Streaming - \$300 (includes tech team).

*If the wedding involves a celebration of the Eucharist, there is an additional fee of \$250 to cover materials and a Eucharistic Minister.

Reception in the Parish Hall (up to 4 hours)

For use of the hall, tables and chairs, the kitchen - \$1000

Sexton - \$250

Does not include any rentals or catering.

No music after 10pm.



Wedding Ceremony Checklist

First steps...

- ☐ Complete wedding booking form.
- ☐ Pay the \$1000 (\$500 non-refundable booking fee and \$500 refundable damage/over-extending allotted time deposit)
- ☐ Select dates for your preparation meetings.
- ☐ If required, book the Parish Hall for your reception.

Three months to go...

- ☐ Apply to the RI Department of Health for your marriage license www.healthri.gov

Two months to go...

- ☐ Meet with clergy to plan your wedding service. Please call (401) 751 2141.
- ☐ Discuss your wedding music with the Music Director, if applicable.
- ☐ Book a wedding rehearsal date with Holy Trinity's office and the officiating clergy.

One month to go...

- ☐ Pay the balance of the booking fee to Holy Trinity

Two weeks to go...

- ☐ Give your marriage license to the Holy Trinity Church office.

The week before your wedding

- ☐ Attend your rehearsal with your wedding party and anyone who is helping with the wedding

On your wedding day

- ☐ Wedding party arrives 45 minutes before scheduled start time.

Congratulations and enjoy your special day!



Wedding Ceremony and/or Reception Booking Form and Use Agreement

Please return completed booking forms with your \$1000 check made out to Holy Trinity Church to:

Holy Trinity Church, 1956 Main Rd, Tiverton, Rhode Island, 02878

Or email completed forms to office@holytrinitychurch.org

Rehearsal Date and Time _____

Wedding Date and Time _____

	Spouse #1	Spouse #2
First Name		
Middle Name (Full)		
Last Name		
Date of Birth		
Phone Number		
E-Mail		
Current Street Address		
City, State, Zip Code		

Wedding Options, check one:

Please tick the space to let us know the type of wedding ceremony you are requesting.

- ☐ Episcopal (wedding performed by an Episcopal Priest).
- ☐ Wedding of another denomination (performed by clergy or certified officiant)
- ☐ Undecided

Would you like music for the ceremony? (yes, no, maybe) _____

If yes, would you like us to book an organist? _____

	Spouse #1	Spouse #2
Religious affiliation (if any)		
Baptized Christian?		
Married previously?		
Post-marriage address		

For an Episcopal wedding, will there be a Eucharist? (yes, no, not sure) _____

Expected number of guests (approx.) _____

Number of people in the wedding party _____

Wedding rehearsal date and time (usually late in the afternoon the day before) _____

Would you like the organist present for the rehearsal? (yes, no, not sure) _____

Booking your Wedding Reception in the Parish Hall at Holy Trinity

Would you like to have your wedding reception in the Parish Hall? _____

- Reception start and end times (up to 4 hours in duration) _____
- Caterer selected (yes, no) _____

Please list all hired vendors for your wedding/reception or supply this as they become known

	Name	Phone Number	E-Mail
Florist			
Photographer			
Videographer			
Florist			
DJ/Band			
Other Vendor			
Other Vendor			

Agreement to Abide by Wedding and/or Reception Policies

We have reviewed the stated policies, fees, and prohibited activities relating to weddings and/or receptions on Holy Trinity's premises in Tiverton, RI. By signing this document, we certify that we understand them and agree to abide by them in their entirety. We understand that the \$500 booking fee is non-refundable. We understand that any damage/over allotted time will result in the forfeiture of part or all of the \$500 damage deposit.

We will convey all relevant information to all vendors and hired professionals. We indemnify Holy Trinity Church from and against any and all liability. We are responsible for contacting the Holy Trinity office at least two months before our chosen wedding date to finalize details, and for submitting the full balance of the wedding and/or reception fee at least 30 days before our wedding date.

Signature: _____ Date: _____

Signature: _____ Date: _____

For office use: Total fee as quoted at the time of the booking, reflecting details selected \$_____.

Notes on fee/booking:

Booking deposit in the amount of \$_____ ck#_____ rec'd_____ by_____

Due date for balance in full: _____



