

God is love, and those who abide in love  
abide in God, and God abides in them.  
1 John 4:16

## Weddings at Trinity Episcopal Church

The marriage of two people is a holy union. It begins with your desire to form a lasting, life-long partnership with another in God's love, and continues throughout your lives as a process of intentional living and growing together. In a marriage, each of you as an individual, and together as a couple, gradually transforms and matures in God's presence and image.

A wedding is a sacred rite that celebrates your desire to enter into a life-long relationship. It is the ending of former ways of life and other future possibilities, and establishes a particular pathway into the future – one that you promise to travel together.

By uniting within the context of a faith community, you recognize that God is active in the love you feel for one another, and you place your relationship in God's care. Your individual stories – and your story as a couple – are celebrated in the context of the story of God and God's ways with the human community, as understood within a particular community of faith.

In a Christian marriage, your personal stories are seen in the light of God's action in Christ through the power of the Holy Spirit. Christ's unfolding pattern in our lives is one of dying to self and rising to Christ, of transformation, and of self-offering. A Christian relationship is the living out of a self-giving way of being in community with one another, in the larger context of the Christian community.

Your wedding celebrates a life-long commitment. You make your vows before God and the gathered community of family, friends and the Church, and receive the grace and blessing of God to help you fulfill your vows. Your marriage is a sacrament – an outward and visible expression of God's grace in bringing you together and nurturing your love.



*Your marriage is a sacrament – an outward and visible expression of God's grace in bringing you together and nurturing your love.*



## About Trinity Episcopal Church and the Episcopal Church

Trinity Episcopal Church seeks to be a place in which the living God is encountered by all people. Indeed, people at every stage of their spiritual journey find themselves at home at the Church.

The Celebration and Blessing of Marriage takes place within the context of the Church community along with baptisms, confirmations, weekly celebrations of the Eucharist and other pastoral offices. The worship customs of the Church community reflect the breadth and depth of the Episcopal and Anglican tradition.

Before the Revolutionary War, the denomination now known as the Episcopal Church was the Church of England, owing allegiance to the British crown. In 1785, the first General Convention established the Episcopal Church within America.

The Episcopal Church in the United States of America is affiliated with the worldwide Anglican Communion, which grew out of the unique historical circumstances of the late sixteenth and early seventeenth-century England. The second-largest church body in the world with some 70 million members, the Anglican Church is a church of tremendous theological breadth.

Grounded in the convergence among scripture, tradition and reason, the Anglican Church views the mind as a gift of God that allows us to respond more fully to God's desire for the human community. The Anglican Church takes seriously the idea of the community of faith as a context within which people from different backgrounds and varying perspectives can openly share their experiences of God, can attend to one another in a spirit of love, and can thereby gain insights that may help every member of the community to move closer to God's truth.

Trinity Episcopal Church is home to a vibrant faith community with an active and diverse congregation. We are honored and delighted that you have chosen our Church as the setting for one of your life's most significant events.



*I pray that, according to the riches of his glory, he may grant that you may be strengthened in your inner being with power through his Spirit, and that Christ may dwell in your hearts through faith, as you are being rooted and grounded in love.*

*Ephesians 3:16-17*



## Welcome

We are happy that you are considering Trinity Church as a location for your marriage ceremony. If you are an active member of Trinity Church (*see below for details*), and have reviewed our policies, you may schedule an initial meeting with one of our priests. At the initial meeting, you will review possible dates and times, and establish a schedule for your premarital counseling.

## Weddings in the Episcopal Church

A wedding in the Episcopal Church is governed by *The Book of Common Prayer*, Canon Law and the laws of the State of Indiana. *The Book of Common Prayer* is the foundation for all Episcopal worship services and provides the liturgical framework in which a wedding is celebrated.

To be married at Trinity Episcopal Church, it is required that:

- one or both of the couple is an active member who has regularly attended worship at Trinity Church for at least one year.
- one or both of the couple has regularly contributed to the life of the Trinity community for at least one year.
- one or both of the couple should be baptized.
- the ceremony be attested by at least two witnesses.
- the marriage conforms to the laws of the State of Indiana and the Canons of the Church.
- other requests will be considered at the pastoral discretion of the rectors.

**To be married in the Episcopal Church, one or both persons are baptized Christians, attending worship and contributing to Trinity for at least one year. The marriage will conform to the laws of the State of Indiana and the Canons of the Church. In addition to the required two witnesses, the priest may make pastoral requirements.**

## Scheduling

Weddings at the Parish are scheduled on Saturdays, typically during those seasons of the Church year with a focus on celebrating new life. Marriage liturgies are not scheduled during Lent, Holy Week, or the Christmas season. So that you may have the best experience possible, the Church can accommodate only one wedding per day.

Except in cases of unforeseen pastoral emergency, the Church requires nine months' advance notice for any prospective wedding. This allows plenty of time to plan your liturgy, complete your premarital counseling, and meet with the priest who will officiate at your wedding. In addition, it increases the chance that your chosen date will be available given the Church's full schedule of activities.

Wedding dates and times are scheduled by the officiating priest. As you plan, please be aware that you may arrive up to two hours before the service and stay up to one hour after the wedding. Part of what we've learned in our experience with weddings in this city leads us to ask that you take responsibility for seeing that both rehearsal and wedding start times are honored. Bloomington traffic, particularly on busy weekends, can be counted on to delay everyone, so plan accordingly. Because of the vibrant and active life of the Church community, we often have other services and activities scheduled within a reasonable time after your wedding. Please contact the church office for more information.



## **For Those from Other Churches in the Diocese of Indianapolis**

At the invitation of the officiating priest other diocesan clergy or clergy from other traditions are welcome to preach or offer prayers during the service.

### **In Case of a Previous Marriage**

If one or both of you has been divorced from a previous marriage, permission to solemnize your marriage must be obtained from the Bishop of the Diocese. Please inform the officiating priest so that proper steps may be taken. You also will submit a copy of your divorce decree to the Church office.

In making such decisions, the bishop will consider:

- the depth of understanding of the individual as to why the previous relationship did not endure;
- the continuing care of and consideration for the former spouse and for any children involved in the relationship;
- and faithfulness to the dissolution agreements of the previous marriage.

### **Pre-marital Preparation**

While the wedding ceremony itself is very important, the development of a solid foundation for your ongoing marital relationship is of greater significance. Because we want to support your living into your wedding vows in an intentional and faithful way, Trinity requires pre-marital preparation of all couples.

All couples are required to complete at least four sessions of premarital counseling to deepen your spiritual relationship with each other.

### **Music**

The Trinity Episcopal Church music staff will work closely with you and serve as a valuable resource as you select your music to ensure that these selections are appropriate and fitting for your wedding. Because a wedding is a service of worship, the liturgical guidelines for music are subject to the same standards as music for any other worship service. Please contact the Church organist at least eight weeks prior to your wedding.

The Church's staff organists play at all weddings at which organ music is desired. Hymns sung by the entire congregation are appropriate and encouraged. When vocal solos are desired, they are normally sung by Trinity Episcopal Church professional soloists. Trinity Episcopal Church music staff will make these arrangements.

In addition to the organ, other instruments – such as harp, strings or flute – also may be included as they reflect your relationship with God. Additional instrumentalists are secured by the music staff but there will be a cost involved.

Please note that only sacred music suitable for Trinity Episcopal Church worship services may be played in the Church. Music with secular or commercial associations, especially textual, is not appropriate. Please consider these selections for your reception. All musicians and music must be approved by the music staff.

*As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience.....Colossians 3:12*

## Candles

Altar candles will be lit for your wedding. Additional candles, including unity candles, are not a part of Episcopal wedding liturgies.

## Flowers

One or two large flower arrangements may be placed at the altar. These flowers should be removed after the service has ended and all photographs within the church have been taken. If you are having a reception at Trinity, additional flower arrangements may decorate the reception room.

We recommend having your florist visit the Church to become familiar with our space. The florist *Flowers and Interiors* provides our floral needs and is quite familiar with our requirements and limitations.

*Flowers and Interiors, 1000 N. Walnut St., Suite K, Bloomington IN 47404 (812) 333-6433*

## Still Photography

We work to maintain a joyful and sacred atmosphere in the wedding service. Professional photographers understand this, and they will agree to minimize distractions and respect the sacred nature of the building and the liturgy. Flash photography is not allowed during the service. All photography should occur before and after the service only. Please invite your photographer to the rehearsal so that he or she is familiar with the space.

## Photos by Professionals

Professional photos are usually taken starting two hours before the service begins, so that photos are completed prior to the arrival of guests. Photos may also be taken following the service.

## Photos by Guests

Please inform your guests that flash photography is not allowed during your wedding liturgy.

*(Because our wedding is a holy service of worship, and we want you to be fully present with us and to God during this time, we ask that you refrain from taking flash photography or shooting video during the worship service.)*



*Above all,  
clothe  
yourselves with  
love, which  
binds  
everything  
together in  
perfect  
harmony. And  
let the peace of  
Christ rule in  
your hearts, to  
which indeed  
you were called  
in the one  
body, and be  
thankful.  
Colossians  
3:14-15*



### **Videography**

Videotaping of your wedding is permitted in the nave. Special lighting may not be used, and the videographer should remain at a stationary tripod at the back of the church. You may wish to invite your videographer to your rehearsal so that he or she may be better prepared on the day of the service.

### **Aisle Runners**

Aisle runners are not used, as they distract from the simplicity of the Church's worship space and are a tripping hazard.

### **Your Service Leaflet**

Because of the participative nature of the Celebration and Blessing of Marriage in the Episcopal Church, your service leaflet is a very important part of your wedding preparation process. The service leaflet contains information that guides those in attendance at your wedding and helps them actively participate as a community. This service is prepared by the office staff and cannot accommodate special or pre-purchased covers. Details should be given to the Parish Administrator four weeks prior to the service.

### **Facilities**

The Church nave comfortably seats 160 guests (maximum capacity is 200). Confetti, rice, birdseed, rose petals, balloons or other such items are not permitted inside the Church. Bubbles or rose petals may be used outside the Church as you leave following your service.

**Receptions:** The Church can accommodate small receptions, depending on the Church calendar and staff availability. An independent caterer can be used and is responsible for all aspects of the event including proper clean up supervised by the Trinity Sexton. There will be an additional fee for using the Great Hall. These events must be completed and the Great Hall cleared (to facilitate set-up for Sunday morning activities). In addition to providing the space, Trinity will set up your event according to your specifications and you may leave that set-up when you vacate the room. **The Church is not available for rehearsal dinners or wedding dinners.**

### **Limousines and Special Transportation**

If you plan to use a limousine or other special transportation after your wedding, please note that the area in front of the Church is often unavailable due to limited downtown parking.

### **Children in the Wedding Party**

Children in the wedding party must be **at least** 5 years old and must be supervised by a designated adult. This is to ensure their comfort and enjoyment as they participate in your wedding.



*Beloved, let us love one another, because love is from God; everyone who loves is born of God and knows God.*

*1 John 4: 7*



## Parking

Please make your guests and wedding party aware that Trinity does not have a dedicated parking lot. There are some parking lots in the area that are used by businesses which often have spots available on weekends, but due to the nature of weekend events in Bloomington, availability of these spaces may be limited. All street parking in the area is metered parking, enforced Monday through Saturday. There is a parking garage located at the corner of Grant and 6<sup>th</sup> Street (Poplars Garage) which is maintained by the University and is only a block away. Parking is free on weekends at this garage.

## The Rehearsal

The purpose of a rehearsal is to help you and your party be more comfortable with their roles in your liturgy. Rehearsals will start on time. Attentive participation in the rehearsal helps every person, regardless of his or her role, become more familiar and comfortable with the worship space and the liturgy itself – thereby helping everyone to be more fully present to you and to God on the day of your wedding. Rehearsals **typically** begin at 5:30 p.m. the day before your wedding and will conclude by 6:30pm. The priest is in charge of the liturgy and all participants including the reader, should be present. If you have employed a bridal consultant, he or she should also plan to be present to work with the officiating priest.

## The Day of the Service

In addition to the one-hour rehearsal, the standard wedding fee includes use of the Church for a maximum of four hours on the day of your service. This includes time for photography. Rooms for preparation prior to the service are available but are limited. These rooms should be requested as soon as possible. If a room is reserved, we request that any food and non-alcoholic beverages be kept to a minimum. Please note that childcare is not available.

## Fees

There are customary fees that are charged for those who assist with the service. There is also a fee for the use of the Great Hall for a reception. Music – Organist: from \$250.

Musicians: from \$75. Soloists: from \$75. Extra rehearsals: \$25

Clergy – Donation of \$200 to the Clergy Discretionary Fund

Great Hall – fees begin at \$200 for a small reception. An additional \$100 deposit is due to reserve the space. This deposit is fully refundable. Please note that if there is the need for additional cleaning after your event, any costs incurred may be taken from this deposit. Catering is to be arranged and contracted by the couple.

✠  
*Beloved, since  
God loved us  
so much, we  
also ought to  
love one  
another. No  
one has ever  
seen God; if we  
love one  
another, God  
lives in us, and  
his love is  
perfected in us.  
1 John 4: 11-  
12✠*

# WEDDING PARTY USE OF GREAT HALL

## Wedding Reception

Wedding Party of \_\_\_\_\_

Primary Contact Person

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (other) \_\_\_\_\_

Email address \_\_\_\_\_

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Anticipated number in attendance: \_\_\_\_\_

### Set-up needs (please mark all that apply):

Set Up:

\_\_\_\_ Rows of chairs

\_\_\_\_ Tables with \_\_\_\_ chairs per table

(up to 10 chairs per table)

\_\_\_\_ Podium

Equipment needed: \_\_\_\_\_

(Some equipment requires a deposit)

Or draw a  
diagram below:

### Food & Beverage

What caterer has been contracted for the event? \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone # \_\_\_\_\_

Please briefly describe the food and beverage that will be served: \_\_\_\_\_

Additional notes for event needs: \_\_\_\_\_

### Fees:

The agreed upon fee is \$ \_\_\_\_\_. Additional deposit of \$100 paid on \_\_\_\_\_.

I understand the Trinity Episcopal Church will provide space for my event in their Great Hall according to the conditions agreed upon above and those included in the wedding information packet. Trinity will set up the Great Hall according to my specifications and will have the space unlocked and ready in advance of the start time listed above. I understand that my deposit is refundable provided no additional costs arise after I vacate the space.

\_\_\_\_\_  
Wedding party representative

#### For office use:

Deposit pd by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee pd by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_



**WEDDING INFORMATION FORM**

Date of application \_\_\_\_\_

**PARTNER 1:** Full name \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone (H/C) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail address \_\_\_\_\_ Church/religious background \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Place of birth \_\_\_\_\_

Previous marriage \_\_\_\_\_ Date ended \_\_\_\_\_ By \_\_\_\_\_ Children: \_\_\_\_\_

Father's full name \_\_\_\_\_ Birthplace \_\_\_\_\_

Mother's full maiden name \_\_\_\_\_ Birthplace \_\_\_\_\_

Parents' address \_\_\_\_\_ Phone \_\_\_\_\_

**PARTNER 2:** Full name \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone (H/C) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail address \_\_\_\_\_ Church/religious background \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Place of birth \_\_\_\_\_

Previous marriage \_\_\_\_\_ Date ended \_\_\_\_\_ By \_\_\_\_\_ Children: \_\_\_\_\_

Father's full name \_\_\_\_\_ Birthplace \_\_\_\_\_

Mother's full maiden name \_\_\_\_\_ Birthplace \_\_\_\_\_

Parents' address \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_ Officiant \_\_\_\_\_

Wedding date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Couple's address after marriage \_\_\_\_\_

## THE CEREMONY

The Order of Service

Holy Eucharist? \_\_\_\_\_ Rite I or Rite II? \_\_\_\_\_

Will there be Rings? \_\_\_\_\_

Lessons: \_\_\_\_\_ Read by: \_\_\_\_\_

\_\_\_\_\_ Read by: \_\_\_\_\_

Prayers: \_\_\_\_\_ Read by: \_\_\_\_\_

Psalm: \_\_\_\_\_

Other service notes: \_\_\_\_\_

\_\_\_\_\_

Organist: \_\_\_\_\_ Soloist(s): \_\_\_\_\_

Hymns? \_\_\_\_\_

## PARTICIPANTS

Witness for Partner 1 \_\_\_\_\_

Witness for Partner 2 \_\_\_\_\_

Attendant(s) for Partner 1 \_\_\_\_\_

\_\_\_\_\_

Attendant(s) for Partner 2 \_\_\_\_\_

\_\_\_\_\_

Will there be children involved in the service? \_\_\_\_\_ If yes, please list their name(s) and task:

\_\_\_\_\_

\_\_\_\_\_

Special Needs \_\_\_\_\_

Ushers \_\_\_\_\_

Chalice Bearers \_\_\_\_\_ Crucifer \_\_\_\_\_

Bulletins? Yes / No # \_\_\_\_\_

Do you need a podium in the Narthex for a guest book? \_\_\_\_\_

Photographer \_\_\_\_\_ Contact Info: \_\_\_\_\_

Video tape? \_\_\_\_\_ Pictures taken when? \_\_\_\_\_

Florist \_\_\_\_\_ Contact Info: \_\_\_\_\_

Do you need a room in the church prior to the wedding? Yes / No One or two rooms? \_\_\_\_\_  
What time would you like access to the room? \_\_\_\_\_ Reception at Trinity? Yes / No  
Fees paid: \_\_\_\_\_

### **BUILDING USE AGREEMENT**

#### *Weddings at Trinity Episcopal Church*

The undersigned, an authorized representative of \_\_\_\_\_ (“the User Group”) has requested use of the facilities at Trinity Episcopal Church. On behalf of the User Group, the undersigned agrees to the following terms and conditions in exchange for use of the facilities:

1. The User Group and/or its representative(s) have received a copy of Trinity’s Building Use Policy and agree to abide by all terms of this policy.
3. The User Group shall pay any mandatory fees or damage deposits 30 days prior to use of the space.
4. The User Group shall be financially responsible for any repairs or special cleaning made necessary by its use of the space.
5. In consideration for use of the space, the User Group, its officers, members and invitees agree to release, hold harmless and indemnify Trinity Episcopal Church, its clergy, staff, officers, members, agents and assigns from any and all liability for loss that may occur as a result of the User Group’s presence or activities on the church premises. This includes, but is not limited to, damage or loss of personal property and personal injury up to and including death of any person.
6. The User Group acknowledges that this agreement in no way implies Trinity Episcopal Church’s sponsorship or approval of the User Group and its activities; it is strictly an agreement for facility use.

**I agree to these terms on behalf of the User Group as its authorized representative.**

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

Printed name: \_\_\_\_\_

## Applying for a marriage license

For information, contact the Monroe County Clerk's office at (812) 349-2605 or apply online at [www.in.gov/judiciary/2605.htm](http://www.in.gov/judiciary/2605.htm). The office is located at 301 N. College Ave., Room 201, Bloomington, IN 47404 (at the corner of College Ave. and 7th St., in the Justice Building).

## Wedding Preparation Check List

My wedding date is: \_\_\_\_\_

- ☐ Schedule in-person meeting with Trinity clergy
- ☐ Determine and reserve date and time with Church office at least nine months in advance
- ☐ Complete wedding information form and return with deposit  
(Ceremony information sheet, Building Use Agreement Form, Use of Great Hall form if applicable)
- ☐ Return Declaration of Intention
- ☐ Meet with organist to discuss music
- ☐ Meet with officiant to finalize service
- ☐ Choose scripture readings
- ☐ Complete music selections
- ☐ Provide Bulletin Information 4-6 weeks prior (including scripture, readers and music)
- ☐ Pay final fees.
- ☐ Hold rehearsal with clergy, attendants, ushers, family, photographer, and sexton



*Love is patient; love is kind; love is not envious or boastful or arrogant or rude.*

*It does not rejoice in wrong doing, but rejoices in the truth.*

*It bears all things,*

*believes all things,*

*hopes all things,*

*endures all things.*

*Love never ends.*

*1 Corinthians 13: 4-8a*



May 2017