

Trinity Episcopal Cathedral

Reno, Nevada

Wedding Guidelines



The faith community of Trinity Episcopal Cathedral, Reno is delighted that you are interested in being married here. An exciting part of our ministry as clergy is to prepare couples for this occasion and to celebrate and bless the marriage.

***The Book of Common Prayer** states that Christian Marriage is a solemn and public covenant between two persons in the presence of God. In the Episcopal Church it is required that one, at least, of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State of Nevada and the canons of this Church.*

In addition, Trinity asks that you observe the customs, traditions, and policies that serve as guidelines for all weddings performed in this parish. Our hope is that this booklet will serve as an initial and helpful way for us to communicate that understanding, and guide you to a final approval with the priest who will be the Celebrant. After reading this booklet, the first step is to schedule a consultation with one of our priests.

It is most appropriate that your Wedding be within the context of a celebration of The Eucharist (in other words, with Holy Communion). Though highly recommended, it is not necessary and will need to be discussed with the clergy person you talk with

about your wedding. If there is no Eucharist, the Service of the Word is observed with a selection of Scripture readings from a suggested list that the couple may choose from, as well as a homily (short sermon). Since a Wedding Ceremony is in the context of a worship service, congregational participation is encouraged with the singing of hymns, saying the prayers, family members or friends reading the assigned Scripture, and presentation of the bread and wine for the Holy Communion. Please note that there is to be a period of four sessions of pre-marital counseling prior to discussion of the actual wedding liturgy.

Remarriage is permitted in the Episcopal Church only after such a request has been made by the priest with the approval granted by our Bishop. This is especially true if the previous spouse is still living, there have been multiple prior marriages, or the divorce is recent.

Requirements for a marriage are that they not be performed during the season of Lent, the forty days leading up to the celebration of Easter. Please note that there are different guidelines for those couples for whom one is a member of the congregation – that is, one who attends and contributes regularly.

As clergy, we trust that you have prayerfully considered entering into this holy union and we look forward to the possibility of sharing in the joy of such an occasion with you!

Father William +
The Rev. Dr. William L. Stomski, Rector
Policies of the Episcopal Church

The Episcopal Church proclaims that Christian Marriage is a solemn and public covenant between two individuals in the presence of God. It is entered into within the community of faith, by mutual consent of heart, mind, and will, and with the intent that it be a lifelong commitment. The Church requires that at least one of the parties must have received Holy Baptism. It shall also be known that it is at the discretion of any Priest of this Church that he or she may decline to solemnize any marriage.

Policies as adopted by Trinity Episcopal Cathedral:

1. All weddings are to be approved by the Rector who has the right to preside at all scheduled ceremonies. However, clergy persons on staff at Trinity Church, may seek permission through the rector to preside. Visiting clergy from other denominations or churches may assist with an invitation extended by the rector of Trinity Church.
2. All weddings shall take place in the church nave or the Bishop Lewis Chapel. The appropriate liturgical color for church weddings with the clergy vestments and altar hangings is white.
3. Persons seeking a Christian marriage need to recognize that their life together is strengthened in relating to the faith community and should make a commitment or re-commitment to be active and participating persons within the worshiping body of the church in the community where they live. Practically speaking this means regular attendance at public service, receiving the Eucharist, contributing financially and offering their talents to the on-going life of the parish.
4. Couples are encouraged to contact the Rector as early as possible concerning tentative dates and to arrange for pre-marital counseling; four sessions are required. If they have not been attending church, they will be asked to begin that practice prior to any confirmation of a wedding date.
5. PREPARE/ENRICH is a helpful tool and resource for couples preparing for marriage. It measures 15 areas of couples' relationship, identifying strengths and growth areas and forms the basis of at least several counseling sessions. This inventory is required for couples planning to be married here. There is a \$30.00 scoring fee.

6. A minimum of three counseling sessions is required, in order for the couple and Rector to get to know each other, review PREPARE results and understand the meaning of Christian marriage as defined in The Book of Common Prayer. The fourth session is for planning the ceremony and particulars of the celebration.

7. Ordinarily weddings take place on Saturdays, no later than 3:00 p.m. Rehearsals are held on Fridays, at either 5:00 p.m. or 6:00 p.m. Other days of the week or a Sunday afternoon may be considered if unusual circumstances are present.

The First Step

The first step is to contact one of the priests on staff at Trinity as you become engaged (at least 90 days prior to your hoped for wedding date). Please do this before setting or announcing dates or other plans. The priest will explore with you the sacrament of Holy Matrimony in the Episcopal Church. Both the theology of marriage and the rules governing marriage in the Episcopal Church will be discussed. A mutual agreement will be reached regarding the suitability of celebrating your marriage at Trinity Episcopal Cathedral. Premarital counseling will be required of those celebrating a marriage at Trinity Church.

After this initial consultation, you will speak with the Parish Secretary about dates for your wedding at Trinity. The wedding dates will be confirmed with the reception of a non-refundable deposit of \$500.00. All stipends need to be paid at least 14 days prior to the wedding date.

The Second Step

Once you have met with the priest, and your wedding is scheduled, the next step is to contact the Wedding Coordinator. Our Wedding Coordinator will offer the hospitality of the parish to you, answering questions regarding the use of the church, flowers, candles, photographs, and wedding customs at Trinity Church. Our Wedding Coordinator will be present at your rehearsal and will be present on your wedding day to assist you and to oversee details of the ceremony, including placement of flowers and photography and video camera etiquette.

The Third Step

As you prepare for your wedding ceremony, you will want to take full advantage of the beauty of the Casavant Pipe Organ and the outstanding acoustics of the church. The third step is to consult with the Director of Music. He will assist you in selecting appropriate music in accordance with the rubrics of *The Book of Common Prayer* and arrange for any supplemental music you might want. All music, musicians, and vocalists must be approved by the Director of Music in consultation with the officiant. Please make an appointment with him early in your planning.

Weddings at Trinity

PLACE OF WEDDING: Trinity Church seats 450 persons. Small weddings of 35 or fewer may take place in the Bishop Lewis Chapel. If desired, small informal weddings may be held in the chancel of the church.

REHEARSALS: Persons desiring an 'informal' wedding, i.e. two attendants, no music, small number of family and/or friends, do not need a rehearsal.

Formal weddings do require a rehearsal the evening, or a day or two prior to the wedding day. Those involved should be at the church on time. The rehearsal takes approximately one hour and will begin at the designated, agreed upon time.

LICENSE: The marriage license should be brought to the Parish Office, along with the final payment of fees at least two weeks before the wedding date.

The Marriage License is obtained from the County Clerk's Office (1001 E. 9th Street, Building A, Suite 140/150 Reno, NV 89512). A marriage in the state of Nevada cannot be performed without it. After the wedding, a couple's copy is provided for the couple's keeping.

DEFINITION of a MEMBER of Trinity Church: Those who have been actively worshipping, communing, pledging and paid in full the pledge, for at least a six month period *prior* to making arrangements for a wedding.

COSTS:

Church Facility Usage: \$1,000 – Member \$2,000 – Non-Members

This fee includes use of the:

- Church facility
- Premarital counseling
- Sexton's fee (preparing the facility)
- Wedding Coordinator
- Altar Guild set up

Additional fees:

- Organist - \$250
- Clergy Honorarium (made to *Rector's Discretionary Fund*) - \$300
- Flowers

Weddings in the church usually involve a bridal party, rehearsal, and music with more than 35 guests.

OPTIONAL/Elective Costs

	Candelabra	\$100
	Parish Hall Reception	\$500
	Sexton (with Parish Hall)	\$150 clean up
Soloist	Needs to be negotiated	

Chapel Facility Usage: \$ 400 – Member \$ 600 – Non-Member

This fee includes:

- Use of the chapel
- Premarital counseling,
- Sexton's fee

Extra Fee: Clergy Honorarium (made to *Rector's Discretionary Fund*) - \$300

Weddings in the Bishop Lewis Chapel are usually informal, no music, no rehearsal, and two attendants.

A \$500.00 non-refundable deposit is required at the time the wedding date is set.

The balance of the wedding fee, less the deposit is brought to the Parish Office with the **Marriage License** no later than **one week** before the wedding date.

MUSIC and ORGANIST: Arrangements are to be made with the Director of Music. The church organist is expected to play at church weddings. Other musicians are acceptable, but must be approved by Trinity's organist. If another organist is requested the fee to the parish organist must still be paid. Taped music is not permitted. Music, which compliments the setting of the church and the wedding liturgy, is appropriate. The priest and Director of Music will offer guidance in choosing the selections to be played. If there is to be a vocalist, a rehearsal with the organist needs to be arranged at their mutual convenience. The organist does not need to attend the wedding rehearsal.

PHOTOGRAPHS: Your photographer must be informed of the following church guidelines:

- Pictures may be taken in the narthex up to the time that the bride's mother is seated.
- Then the photographer may enter the church as far as the fourth pew from the rear to take pictures of the bridal party processing in and out of the church.
- Pictures may be taken from the balcony also.
- No flash is to be utilized during the ceremony.
- No photographs are to be taken by wedding guests during the ceremony.
- The wedding party may return to the chancel after the guests have departed to take pictures that re-enact any aspect of the ceremony. If clergy are to be included in any of these pictures, please take them first. This photo session should take place in a thirty (30) minute time frame.
- Wedding pictures can also be arranged to be taken before the wedding start time, with the photographer's equipment out of the worship space one hour before the wedding.



Trinity Episcopal Cathedral

200 Island Avenue, Reno, Nevada 89501

P.O. Box 2246, Reno, Nevada 89505

24-Hour Parish Phone: (775) 329-4279

Fax: (775) 329-3135

E-mail: office@trinityreno.org

Web-site: www.trinityreno.org

2016 Revision
