

Trinity Episcopal Cathedral Wedding Information

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TRINITY EPISCOPAL CATHEDRAL

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Trinity Cathedral's Wedding Policy

Christian Marriage and Weddings at Trinity Cathedral

Trinity Cathedral congratulates you on your decision to be married. The bond and covenant of marriage was established by God in creation, and faithful marriage continues to be one of life's great and gracious joys.

This booklet is designed to inform you of Cathedral guidelines and policies regarding Christian marriage and wedding liturgies. Whether you are simply inquiring of the Cathedral's availability or you are absolutely sure you wish to be married here, please read this material before developing substantial plans.

Christian Marriage

According to Episcopal Church Canon Law, "Holy Matrimony is a physical and spiritual union of a man and a woman, entered into within the community of faith, by mutual consent of heart, mind, and will, and with intent that it be lifelong." The Prayer Book states further that

The union of husband and wife in heart, body, and mind is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. Therefore marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God.

Though marriage is a wonderful institution in itself, the nature of Christian marriage also assumes that engaged couples have a prior relationship with God and with the Christian Church. Should you request the sacrament of Holy Matrimony at Trinity Cathedral, we expect that you have already begun to build your relationship upon the presence and grace of God in your lives.

Christian marriage lasts a lifetime. The wedding ceremony is only the beginning of some hard, but rewarding, work toward living in relationship and learning about love.

Wedding Policies and Guidelines

The following policies and guidelines are based on the above brief, but important, description of Christian marriage. A wedding is one of the regular, pastoral services of Trinity Cathedral, conducted for parishioners during times of life changes -- such as baptisms and funerals. Thus, a wedding is also a public event.

A couple's very first step toward a wedding at Trinity Cathedral is to make an appointment with the Cathedral priest whom they wish to officiate, or be responsible for, their wedding.

Membership in Trinity Cathedral

At least one of the parties being married at Trinity Cathedral must be a member in good standing of Trinity Cathedral Parish. A "member in good standing" is one who has been faithful in attending church and faithful to the Cathedral in working, praying, and giving. (Exceptions to this policy are granted only to other Episcopal clergy who make specific request on behalf of a couple. In those exceptions, the church cannot be reserved more than three months in advance.)

Explanation: The Cathedral cannot, in good conscience, provide a space for persons to be married without clear evidence of religious and community commitment. The Cathedral itself represents the "community of faith" which is meant to be a part of Christian marriage.

Reserving a Wedding Date

No date can be reserved on the Cathedral calendar without a prior conversation with the Cathedral priest responsible for the wedding. In fact, only a priest can reserve such a date. A couple may wish to request the services of another Episcopal priest (from outside the Cathedral); but even so, one of the Cathedral clergy must issue the invitation to the other clergy.

Possible Wedding Dates

Episcopal Church Canon Law requires 30 days between the request for a wedding and the wedding itself. Practically and spiritually, however, much more time should be allotted for preparation. The Cathedral calendar, in fact, is often reserved for weddings some 6 to 9 months in advance.

A note about the calendar: By long tradition, the Episcopal Church does not schedule weddings during the penitential season of Lent. Lent, the 40 days leading up to Good Friday and then the Resurrection, is when the Christian community prepares, with special devotion and solemnity, for the joyous season of Easter.

Times of day: Because the Cathedral must be prepared for Sunday worship and because weddings involve a host of Cathedral volunteers and workers (Altar Guild, acolytes, organist, sextons), Saturday weddings cannot be scheduled to begin later than 6:30 p.m. No more than two weddings may be scheduled on a Saturday and no less than four hours must be allowed from the end of one wedding to the beginning of the next one. Weddings are scheduled by the priest.

Pre-Marital Instruction

It is a canonical requirement that both parties desiring to be married receive pre-marital “instruction as to the nature, meaning, and purpose of Holy Matrimony.” Your priest will speak more about this most valuable requirement. At Trinity Cathedral, this requirement is met by participation in Pre-Marriage Workshops developed and led by a licensed professional and a meeting with your priest following.

Marriage of Divorced Persons

One of the teachings of the church is that in marriage, two persons are made “one flesh,” joined together at the deepest possible levels. Because of this bonding, any divorce is an occasion of pain and brokenness.

Canon law of the Episcopal Church permits a pastoral approach to marriage of divorced persons. It is, therefore, important to assess the reasons and reality of a previous marriage, which has been dissolved and to deal with any remaining grief over the loss of that relationship. In this way, those who have been divorced might learn from the experience of the failed marriage, repent and forgive where it is appropriate, and so enter the new marriage with freedom and wisdom gained from reflection upon the previous marriage and divorce. We believe that this reflection process is a realistic, loving and pastoral approach, which affirms the ancient truth of “one flesh.”

If either one or both of you has been divorced, the officiating priest will meet with you to help you reflect on your previous marriage and the divorce and to help you realize any insights that might be carried into your proposed marriage. At least one year should have elapsed between the final divorce decree and your meeting with the priest.

After such reflection, if the officiating priest is supportive about your understanding of Christian marriage, your ability to covenant such a marriage, and your intention to do so, he or she will write a letter to the bishop requesting permission to solemnize the wedding. The bishop requires 30 days between the time he receives the letter and the time his reply may be expected.

The Marriage Service

The order of service for The Celebration and Blessing of a Marriage is found on pages 422-438 of *The Book of Common Prayer*. If you have not already done so, you are encouraged to read this text together, paying particular attention to the instructions and to the words of the vows.

A traditional and appropriate way to mark the beginning of Christian marriage is to include Holy Eucharist as part of the wedding service. You should talk with the priest who will officiate at your

wedding about whether you wish to have Eucharist as part of your wedding. If Holy Eucharist is celebrated, all baptized Christians present will be invited to receive the consecrated elements of bread and wine.

Music for Weddings at Trinity Cathedral

Congratulations on your engagement! We look forward to helping you plan the music for your wedding. Trinity Cathedral musicians have years of experience in planning and performing for weddings, and we hope to make your music selection easy and joyous. Our policies are intended to simplify the planning process and to guarantee that the music for your wedding will help to lead in a great celebration.

Now that you have scheduled your wedding with the Cathedral office, it is officially on the music department calendar! Three months prior to your wedding date, we will assign the organist for your wedding and he will contact you to confirm your musical plans. He will work with you to schedule all the musical selections appropriate for the type of ceremony you are planning. To assist in this planning, we have made available on the Trinity cathedral website a downloadable file of favorite wedding music, along with a Guide and a “fill-in-the-blank” wedding program. Please fill this out and return it to the Music Office one month prior to your wedding date. For many couples this CD and form will be enough to plan the music for your wedding. Cathedral organists are happy to meet with you if you desire to help make your plans.

As you think about music for your wedding, please remember that all weddings are worship services of Trinity Cathedral, and therefore the music must be appropriate for Cathedral worship. Music must be sacred or content-neutral and in suitable style; popular songs and show tunes are inappropriate. Overused “wedding cliché” pieces like the wedding march from Wagner’s “Lohengrin” (“Here comes the bride!”) are discouraged. The Cathedral musicians are here to help you select music that will enhance and dignify your wedding in the Episcopal tradition.

A note about soloists and instrumentalists:

If you desire additional musicians, instrumentalists, or soloists, the music staff will engage and contract them for you. We have contacts with outstanding musicians in the greater Columbia area who have regularly performed at Trinity Cathedral. Please remember that there is no amplification system for music, and that we also have no piano. All musicians must be approved by the Canon Organist and Choirmaster. Please make any requests for additional musicians six months prior to your wedding date.

About the Cathedral Choir:

The Cathedral Choir may be hired to sing for weddings if they are available. Either the Choir of Adults, or in some cases, the boy and/or girl choristers may be hired to sing. The choir can add enormously to the wedding if you desire the feel of a grand worship service with singing. A donation of \$2,000 to the

choir scholarship fund is requested to secure the choir.

Summary of music timeline:

- **Now:** Access the music guide, recording and Order of Service sheet
- **Six months prior:** Access the music guide, recording and Order of Service sheet Make any requests for additional musicians by contacting the Music Administrator at 771.7300.
- **Three months prior:** Your organist will be assigned and will contact you
- **One month prior:** Return the “fill-in-the-blank” order of service with music selections finalized
- **Wedding Day:** Relax and enjoy the celebratory music at your wedding!

We look forward to providing the music for your wedding day. Please let us know if you have any questions.

Jared Johnson, Canon Organist
Doak Wolfe, Associate for Liturgy and Music

Trinity Cathedral Wedding Music Guide

*The numbers listed here correspond to the track numbers on the Wedding CD. On the website Wedding Music file, the tracks appear in alphabetical order.

Procession

- 1-Trumpet Tune in D – Henry Purcell
- 2-Trumpet Tune in A – David Johnson
- 3-Prince of Denmark’s March – Jeremiah Clarke
- 4-Trumpet Voluntary in D – John Stanley
- 5-Prelude to the Te Deum – Marc Charpentier
- 6-Canon in D – Johann Pachelbel
- 7-Allegro, from *Sonata 2* – Felix Mendelssohn
- 8-Con moto maestoso, from *Sonata 3* – Felix Mendelssohn
- 9-Marche Heroique – Herbert Brewer
- 33-Jesu Joy of man’s desiring – J. S. Bach

Retiring Procession and Postlude

- 10-Toccata, from *Symphony 5* – Charles-Marie Widor
- [11-Prelude in B major – Marcel Dupré]
- 12-Rigaudon – Andre Campra
- 13-Now thank we all our God – Sigfrid Karg-Elert
- 14-Grand Cheour Dialogue – Eugene Gigout
- [15-Cermonial March – Herbert Sumsion]

16-Concerto in G major, BWV 592 – J. S. Bach

[17-Carillon-Sortie – Henri Mulet]

18-Final, from Symphony 1 – Louis Vierne

34-Hornpipe, from Water Music Suite – G. F. Handel

35-Allegro, from Fireworks Suite – G. F. Handel

36-Arrival of the Queen of Sheba – G. F. Handel

Hymns

19-Hymn 516, Come Down O love divine – *Down Ampney*

20-Hymn 518, Christ is made the sure foundation – *Westminster Abbey*

21-Hymn 353, Your love O God has called us here – *Wareham*

22-Hymn 517, How lovely is thy dwelling place – *Brother James' Air*

23-Hymn 657, Love divine, all loves excelling – *Hyfrydol*

24-Hymn 618, Ye watchers and ye holy ones – *Lasst uns erfreuen*

25-Hymn 473, Lift high the cross – *Crucifer*

26-Hymn 376, Joyful, joyful – *Hymn to Joy*

Order of Service

The following order of service is taken from the Book of Common Prayer. It is provided here as a starting reference point for musical offerings within the service. Please fill in the musical blanks with selections from the music list. If you prefer, pieces can fit into any part of the service. Please return this sheet to Jared Johnson, Canon Organist and Choirmaster.

Your organist will normally begin playing a Prelude 25 minutes before the wedding ceremony.

Bridal Processional:

Bridesmaids (optional)_____

Bride_____

Declaration of Consent

Hymn, Solo or Cathedral Choir Anthem (optional)_____

First Reading

Psalm

Hymn, Solo or Cathedral Choir Anthem (optional)_____

Second Reading

Homily

Hymn or Solo (optional)_____

The Marriage

The Prayers and Blessing

Holy Eucharist (optional)

Retiring Procession_____

Postlude_____

Altar Flowers and Candles

The appropriate and necessary decorations for a wedding are altar flowers and candles with the possibility of candles on the center aisle for an evening wedding. All other decorations are those in use for that season's regular church services.

The **Flower Guild** are responsible for arranging wedding flowers. For a Saturday wedding, you may wish to use the flowers, which will be on the altar for Sunday. You may wish to make a contribution to the Flower Memorial Fund and name the persons in whose memory flowers will be given at one of the Sunday worship services. In either case, a member of Trinity's Altar Guild or Flower Guild arranges flowers. You should contact the **Flower Memorial Committee** as soon as possible after your wedding date has been set if you wish to give a flower memorial.

If you wish to use pew torches (center aisle candles) for your wedding, you may choose to use some simple decoration such as ribbon or greenery on them. You should arrange for a friend or someone else to decorate these. Please do not use wire or tape to affix decorations.

Wedding Rehearsal

A rehearsal is normally held on the evening before the wedding and will usually last no longer than one hour. Long before the rehearsal, the bride, the groom and the officiating priest will have made all ceremonial decisions. All members of the wedding party are expected to attend and the bride participates fully in the rehearsal. "Stand-ins" for the bride are not appropriate.

The officiating priest is responsible for conducting the rehearsal. There is no need to hire a wedding director. One of Trinity's group of "wedding starters" will be assigned to your wedding --remaining in the narthex to begin the procession and making sure that the wedding attendants are spaced appropriately. Wedding starters have experience in managing the logistics of a wedding. The starter will be at the rehearsal. The organist does not normally attend the rehearsal.

Photography

Because your wedding is a worship service, the officiating priest must approve plans for any photography or recording of the service. All still photography during the wedding must be limited to time exposure taken from the west balcony or west entrance (Sumter Street). Family members and guests should be reminded that flash photography during the wedding service is not permitted. A video camera is often allowed, if the camera is stationary. In some cases, it may be important for the photographer or person recording the service in any other way to attend the rehearsal.

Photographers and videographers must be informed of Cathedral policy before the wedding date. Furthermore, photographers are not permitted to move any Cathedral chairs or ornaments for pictures. All post-ceremony photographs should be completed within 20 minutes of the end of the wedding. You may elect to take many photographs before the ceremony.

Marriage License

A valid South Carolina Marriage License is necessary before any wedding can be performed. You should plan to apply for the license at least three weeks before your wedding keeping in mind that there is a 24-hour waiting period in South Carolina. Please bring all copies of the marriage license to Carole Carter at least two weeks in advance of your wedding date. Your copy will be returned to you after your wedding, and we will file the appropriate copies with the State of South Carolina.

Trinity Cathedral Wedding Costs

Members in good standing are charged no fees beyond the fixed fees and honoraria listed below. A member in good standing is defined by the canons of the Episcopal Church as “faithful in corporate worship...working, praying, and giving for the spread of the Kingdom of God.”

*Trinity’s policy states that the couple or either the bride or groom must be a member in good standing to be married at the Cathedral. ***

Officiant’s Honorarium

It is customary that the priest officiating at a wedding be given an honorarium (gift) by the bride and groom or their parents. This gift is usually given as a check or cash and is presented to the priest at either the rehearsal or after the wedding.

All applicable fees listed below should be paid at least one month prior to the wedding. *Checks should be made payable to Trinity Cathedral.*

Fees payable to the Cathedral

Organist	\$300.00
In addition, there is a \$75.00 surcharge on the organist’s fee for <u>each</u> soloist and/or instrumentalist the organist rehearses with prior to the wedding. The surcharge will be included in the organist’s fee. Instrumentalists and soloists set their own fees. Payment should be made directly to these persons prior to the wedding.	
Building Use/Maintenance	\$650.00
Includes fees for sextons.	
Altar Flowers	
Two vases on the altar	\$125.00
Banking altar with flowers	\$100.00 (in addition to vases)
Use of Pew Torches	\$100
Use of torches only; decoration not included.	
Nursery Use	\$50.00
<u>Arrangements may be made with the Trinity Cathedral Learning Center to use a nursery during a wedding ceremony. There is a charge for each nursery worker in addition to the room fee listed above.</u>	

**** Persons who are not members in good standing of Trinity but are members of the congregation may request permission from the Dean to be married at Trinity Cathedral. In addition to all applicable fees listed above, a donation of \$3,000 is required and a wedding date may not be reserved more than 6 months in advance. Persons who are members in good standing of other**

Kennan Chapel Wedding Costs

Members in good standing are charged no fees beyond the fixed fees and honoraria listed below. A member in good standing is defined by the canons of the Episcopal Church as “faithful in corporate worship...working, praying, and giving for the spread of the Kingdom of God.”

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All applicable fees and honoraria listed below should be paid at least one month prior to the wedding. *Checks should be made payable to Trinity Cathedral.*

Fees Payable to the Cathedral

Music

Because options for music for weddings in Keenan Chapel are limited, any decisions about music must be made in consultation with the Canon Organist/Choirmaster or a member of his staff whom he designates. Instrumentalists and vocalists are customarily engaged for weddings by the Music Department. Their fees are paid directly to them and are expected at the time of the wedding.

Building Use/Maintenance \$300.00 Includes fees for sextons

Altar Flowers

Two vases on the altar \$125.00
Banking altar with flowers \$100.00 (in addition to vases)

Nursery Use \$50.00

Arrangements may be made with the Trinity Cathedral Learning Center to use a nursery during a wedding ceremony. There is a charge for each nursery worker in addition to the room fee listed above.

**** Persons who are not members in good standing of Trinity but are members of the congregation may request permission from the Dean to be married at Trinity Cathedral. In addition to all applicable fees listed above, a donation of \$3,000 is required and a wedding date may not be reserved more than 6 months in advance. Persons who are members in good standing of other churches in the Diocese of Upper South Carolina or who are members of Episcopal churches in other dioceses may request permission from the Dean of the Cathedral to be married at Trinity Cathedral. In addition to all applicable fees listed above, a donation of \$5,000.00 is required and a wedding date may not be reserved more than 3 months in advance.**

churches in the Diocese of Upper South Carolina or who are members of Episcopal churches in other dioceses may request permission from the Dean of the Cathedral to be married at Trinity Cathedral. In addition to all applicable fees listed above, a donation of \$5,000.00 is required and a wedding date may not be reserved more than 3 months in advance.

Signature _____ Date _____

I acknowledge the receipt of the fee and policy procedures of Trinity Cathedral and that I agree to pay accordingly.

Wedding Receptions

When the schedule of the cathedral permits and with the dean's permission, Satterlee Hall, adjoining rooms and/or the courtyard may be reserved for wedding receptions. Requests for receptions at the cathedral should be made well in advance. Fees listed below include use of rooms (including kitchen) for 4 hours and sexton fees for setup and cleanup.

Satterlee Hall and adjoining rooms	\$1,100.00
Satterlee Hall (only)	\$600.00
Stirling Room	\$300.00
Cart Courtyard	\$250.00
Cathedral Courtyard	\$250.00

Upon written request of the member, the Dean may waive or reduce the above fees, with approval of the Executive Committee.

Signature _____ Date _____

By my signature above, I acknowledge the receipt of the fee and policy procedures of Trinity Cathedral and that I agree to pay accordingly.

Effective for reservations made after May 1, 2014.

Wedding Receptions

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Effective for reservations made after May 1, 2014.

On the Day of Your Wedding at Trinity Cathedral

When will we be able to get in the church?

The Cathedral and the Daughters of the Holy Cross Room in the Parish House will be **available to you 2 hours before your wedding**. During this time you may take photographs in the Cathedral, have your florist deliver bouquets, etc and gather with family members. Please do not ask for exceptions to this time frame. The church should be ready for guests to be seated no later than 45 minutes before the wedding.

The Cathedral and Parish House are open on Saturday mornings between 8 a.m. and noon. The Altar and Flower Guilds are cleaning, setting up for services for the week to come and arranging flowers. If your wedding is in the evening and there is no afternoon wedding or other event, you may have pew torches decorated or deliveries made to the cathedral during this time. Please check in advance to see if the morning is available.

What rooms will we be able to use?

You are welcome to use the Daughters of the Holy Cross room for bridesmaids and bride to dress. It is also a good place to make some photographs. Unless you have made prior arrangements to use other rooms please do not assume that they are available and use them.

When you leave the church after your wedding, please be sure that you take all personal items from the Daughters of the Holy Cross room and that your trash has been emptied. This room is used on Sunday mornings.

Where do groom and groomsmen dress?

The groom and groomsmen should arrive at the church dressed. The groomsmen/ushers will need to be in place and ready at least an hour before the wedding begins. If photographs are taken before the wedding, it is a good idea to photograph this group first.

What about food and drink for the wedding party before the wedding?

You may wish to have some light refreshments for the wedding party prior to the wedding although it is not recommended. Bottled water is usually sufficient and does not spoil a dress or suit if it is spilled accidentally. No alcoholic beverages are allowed in the building or in the parking lot prior to the wedding.

What about smoking?

All of Trinity's buildings are smoke free (including restrooms). Those who smoke should move well away from entrances to do so and remember to dispose of cigarette butts appropriately.

What does the wedding starter do?

The wedding starter is a member of the parish who volunteers to oversee the wedding under the direction of the priest officiating to ensure that everything runs smoothly. She will be at the church for your rehearsal and at least an hour before the wedding. She will see that groomsmen/ushers are instructed in the appropriate seating of guests, make sure that the candles are lighted on time, see to the seating of grandparents and parents at the correct time and in the appropriate order. She will monitor the procession for flow and timing and will signal organist for all music. She will also oversee the recessional of the wedding party and the parents.

A word about photography...

You should have already spoken to your official wedding photographer about the taking of photographs prior to the wedding and the limitations on taking photographs during the wedding. Please remember to limit your photographs following the wedding to no more than 20 minutes, particularly for evening weddings, as the church must be readied for a 7:45 service on Sunday morning.

Remind your guests in any way that you find appropriate that taking photographs during the wedding is not only disruptive; it is not appropriate for a worship service. The same is true for video cameras brought in by guests.

The Marriage License

Remember to take your copy of the Marriage License with you when you leave the church or assign this job to a responsible person. This is your official copy which you will need for changing names, insurance changes, social security changes, etc.