



Wedding Policies and Information

310 W. 17th Street, Little Rock, Arkansas 72206

(501) 372-0294 amy@trinitylittlerock.org www.trinitylittlerock.org

Table of Contents

Please read the wedding guidelines.

All applicable forms can be detached and submitted to the church office.

Policies

Fees, Honoraria, and Timeline

Timeline

Appendix A: Suggested Readings from the Book of Common Prayer

Appendix B: Policy for Florist and Agreement Form

Appendix C: Guidelines for Photographers and Videographers

Appendix D: Facilities Use Policies and Request Form

Specific to the Cathedral:

The **Aisle**: Aisle runners are hazardous and may not be used.

Children as members of the wedding party: We welcome children in all aspects of our worship together. Please be mindful that including children in your wedding party may also prove distracting or not meet your expectations. Please consult with the Rector about the age and expectations for each child participating.

Dressing: The bridal party may dress in the church. The wedding coordinator will orient the Bridal party to where they can dress and prepare for the service. The party is welcome to bring food, non-alcoholic beverages, irons, ironing boards, etc. to their respective dressing rooms. It is expected that the rooms will be cleared following the service.

Eucharist: If there is Eucharist, the wedding party will include at least one of the Cathedral's Acolyte Corps to participate in the ceremony for an additional fee of \$25.

Flowers at the Service: Our Flower Guild will work with you to ensure appropriate flowers and containers are placed on the Altar.

Guest Book: A guest book, provided by the wedding party, may be displayed and signed in the narthex before the wedding.

Hours for Cathedral Use: We will open the doors four hours before and close them one hour following the weddings. During this time, the Church, Morrison Hall, Baker Parlor, and the Keller House Lounge will be available for use. None of the furniture in the facility may be moved.

Liturgy: The order for the celebration and blessing of marriage is shaped by our regular experience of worship as informed by the Book of Common Prayer. The clergy will guide you through the liturgy and help you make appropriate choices for your wedding.

Nursery: To use the nursery for either the rehearsal or wedding, please contact the nursery coordinator on staff.

Marriage License: The marriage license must be given to the clergy at the rehearsal. If there is no rehearsal, please arrange with the clergy when the license will be signed. The wedding cannot be performed without a license.

Ministers of the Wedding: The permission and invitation of the Dean and Rector is required according to Canon Law of the Episcopal Church (Title III, Canon 21, Section 5a) for any guest officiants in the Cathedral. If an Episcopal priest who is not on the staff of the Cathedral is desired to assist (or officiate), please speak with the Dean to make these arrangements. Guest clergy (other than Episcopal priests and deacons) are invited from time to time to read lessons, lead prayers, and/or preach. The clergy of the Cathedral can help you with these arrangements.

Music at the Wedding: There is a wealth of beautiful and appropriate sacred music that is suitable for use in the context of a wedding. All arrangements for music must be made through the Cathedral's Director of Music. Pre-recorded and secular music are not allowed.

Photography: NO FLASH PHOTOGRAPHY is permitted during the service. All photography taken WITHOUT FLASH during the service is taken from the vestibule of the Cathedral. Please share this guideline with your photographer. If necessary, the photographer and priest can meet prior to the ceremony to clarify necessary boundaries. Please see attached guidelines.

Premarital Counseling: Anyone desiring to be married in the Episcopal Church must attend no less than three premarital sessions, preferably with the priest presiding at the wedding. In certain circumstances, the meetings may be completed by a clergy person or licensed therapist other than those from the Cathedral. These sessions must be completed at least thirty days before the date of the wedding unless prior arrangements have been made with the clergy.

The **Procession:** If there is no Eucharist, the groom and clergy will enter from the side of the Cathedral; and, the wedding party and bride will enter through the front doors of the Cathedral. If there is Eucharist, we will have an Acolyte process in the Cathedral with the cross, followed by any lay ministers, the clergy, and all other members of the wedding party. The exterior doors will be locked once the wedding party enters the Cathedral.

Readings from **Scripture:** The clergy will lead you through the process of choosing appropriate readings, including those outside of the Old and New Testament. Lay readers (family members or members of the church) may read and/or lead the congregation in the reading of the psalm(s).

See Appendix A for options from *The Book of Common Prayer*.

Receptions in Morrison Hall: With sufficient advance notice, the Cathedral grounds, Morrison Hall or Chancellor's Hall may be used for a wedding reception. The clergy will lead you through the process of reserving the appropriate space, including any additional fees.. Appendix D is a guide in discerning what is available at the Cathedral.

Rehearsal: The time and date of the wedding rehearsal is at the discretion of the clergy. The Rector will lead the rehearsal. The couple must fully participate in the rehearsal, and we ask that all members of the wedding party attend and be on time for rehearsal. The entire service will be rehearsed, so the rehearsal may take up to one hour.

Rice and Confetti: Rice, birdseed, and confetti are not to be used on church property due to the environmental concerns of these celebratory items.

Scheduling: Those who wish to use Trinity Church for a wedding must be in contact with the clergy. The facility must be reserved through the clergy at least eight weeks PRIOR to the wedding. Priority will be given to members (those who are known to the parish through regular attendance and/or regular giving).

Service Bulletin: Service Bulletins are the responsibility of the couple. However, the clergy will help you with the order of service. If desired, the Cathedral office will help with formatting and printing the bulletin. The Service Bulletins must be approved by the priest prior to printing. Timing is coordinated with the Communications officer of the Cathedral.

Ushers: Ushers at Trinity fulfill two important responsibilities: the seating of the guests, and the ushering of the congregation to receive Holy Communion. It is the custom of Trinity to encourage silence in the nave prior to a church service, allowing the congregation a quiet moment of reflection before the service begins. Good ushers help to facilitate this solemnity. Volunteers from Trinity can be scheduled to serve as ushers. This is helpful in providing guests with any questions they might have concerning the church. Usually one or two ushers is adequate.

***No Alcohol or illegal drugs are allowed on the premises. No one under the influence of the same may take part in the wedding or the rehearsal. Smoking is not permitted in our facilities or on the grounds.**

Fees and Honoraria:

CATHEDRAL WEDDING

Please discuss this initial fee with the priest presiding at the wedding.

For Parishioners (pledging and staff): \$950 to cover cost of security, wedding coordinator, and sextons.

For Affiliates (Episcopalian, Cathedral school alum, relatives of pledging members): \$2250

For Community members: \$4500

To reserve Cathedral as rain location: \$750, non-refundable

OTHER FEES

*It is customary that the clergy receive an honorarium. Tax deductible gifts can be made to the Cathedral with the clergy person's discretionary fund in the memo line.

The base fee for music is \$300. The final fee will be determined by the Director of Music based on repertoire and cost of any additional musicians.

Tower Bells is an additional \$250.

Base cost for Altar flowers are an additional \$250.

Acolytes are \$25 each.

The cost of bulletins and streaming of the service is determined through the Communications officer.

Use of the nursery is facilitated by the Children and Youth Ministry office.

REHEARSAL DINNER/RECEPTION

Base cost for use of Morrison that includes security, sextons, and other necessities is \$1000. There is a separate sheet for determining setup and total cost.

CHAPEL AND CHANCEL WEDDINGS

Basic fee is \$350.

Flowers are \$250.

Tower Bells are \$250.

Acolytes are \$25 each.

If you have questions, please contact Kristine Barbaree, Financial Officer, or Mary Hodges, Parish Administrator.

A suggested timeline:

Six month prior to the wedding:

Couple must confirm with a member of the Cathedral clergy the date of the wedding.

Three months prior to the wedding:

Couple must have scheduled or completed three premarital sessions, met with the Director of Music, the Flower Guild, and, if necessary, the wedding coordinator.

Two weeks prior to the wedding:

Pre-marital sessions must be completed. If the Cathedral is creating the bulletins, draft must be proofread by the clergy. All fees paid.

CHECKLIST:

Fill out preliminary information to confirm date with priest.

- Once date is confirmed by the priest:
- Contact, if necessary:
 - Director of Music
 - Wedding Coordinator
 - Flower Guild

Preliminary Wedding Information

Please note there is a separate, more detailed planning sheet to be filled out closer to the wedding.

Date requested: _____

Names: _____

Phone Numbers: _____

Emails: _____

Addresses:

Member or affiliate of the Cathedral: _____

Location of wedding: _____

Priest: _____

Received and Confirmed by Parish Administrator: _____

For Cathedral Use:

Checklist:

- Date confirmed on the calendar.
- Preliminary Information shared with:
 - Clergy
 - Director of Music
 - Parish Administrator
 - Finance Officer
 - Flower Guild
- If necessary, clergy contacted wedding coordinator, wedding guild, flower guild, tower bells, and acolyte master.

Appendix A: Suggested Readings from *The Book of Common Prayer*:

Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh) Song of Solomon 2:10-13; 8:6-7
(Many waters cannot quench love)

Tobit 8:5b-8 (*New English Bible*) (That she and I may grow old together)

1 Corinthians 13:1-13 (Love is patient and kind)

Ephesians 3:14-19 (The Father from whom ever family is named) Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)

Colossians 3:12-17 (Love which binds everything together in harmony) 1 John 4:7-16 (Let us love one another for love is of God)

Between the Readings, a Psalm, hymn, or anthem may be sung or said. Appropriate Psalms are 67, 127, and 128.

Matthew 5:1-10 (The Beatitudes)

Matthew 5:13-16 (You are the light...Let your light so shine)

Matthew 7:21,24-29 (Like a wise man who built his house upon the rock) Mark 10:6-9,13-16 (They are no longer two but one)

John 15:9-12 (Love one another as I have loved you)

Appendix B: Policy for Flowers and Agreement Form
Trinity Episcopal Cathedral

Names:

Date of wedding:

Name and contact details for Florist:

Policy and Guidelines:

- The high altar is a historical altar. We ask for your respect and care in this holy space.
- At the high altar, flowers should be no higher than the cross (41” tall) and fit on the altar shelf (8-9” deep). There should be no overhang, allowing free movement between the altar and the altar table.
- The Cathedral’s flower guild may provide altar flowers or these may be provided by your florist.
- You may place flowers on the tables at the back of the Cathedral.
- Outside the Cathedral, you may choose to decorate the railings or hang wreaths at the entry.
- All altar flowers (whether provided by the Cathedral’s flower guild or your own florist) will be left in place for use on Sunday morning with prayers of thanksgiving for your marriage in our bulletin. In addition, we will break down these arrangements and distribute the flowers to our homebound and nursing home residents.
- Your florist is responsible for all personal flowers, wedding party, and outside or additional flowers other than altar arrangements. This includes any reception flowers.
- If using Trinity’s Flower Guild, a member of the flower guild will contact you prior to your wedding regarding your flower preferences.
- Outside florists should meet with a member of our flower guild and the couple at least one month prior to the wedding.
- Delivery of flowers should be coordinated with Trinity’s wedding coordinator. Altar flowers should be in place prior to the rehearsal.
- Florists and supporting companies must provide proof of liability insurance.
- No decorations may be attached to any church furniture or fixtures with tape, wires, nails, or tacks. Please use ribbons, elastic, loosely tied zips or pipe cleaners.
- All of the florist’s supplies and equipment and/or rental equipment must be coordinated with Trinity’s wedding coordinator.
- No candles.
- Any damage to church property by the florist will be repaired by the church and billed to the florist.

Guidelines for Photographers and Videographers

Policy and Guidelines:

- Photographers and videographers must consult with the officiating minister prior to the ceremony.
- All supplies and equipment must be removed from the building no later than 4 hours after the event has concluded.
- Photography and Recording Guidelines:
 - Flash photography and videotaping requiring flash or special lighting may be taken in the garden, parish hall, bride's room, and in the Narthex (if the doors to the nave are closed) before and after the service.
 - At no time and under no conditions shall flash photography or videotaping requiring flash or special lighting be used while the ceremony is in progress. During the service, any pictures or video taken must rely on available lighting and can only be taken from the vestibule of the Cathedral.
 - Pictures of bridesmaids and bride may be taken from the narthex as they enter the church during the processional.
 - A flash picture of the bride and groom returning down the aisle may be taken during the recessional.
 - Pictures of the wedding party may be taken in the nave prior to the start of the service. Such photography should be completed an hour before the ceremony is scheduled to begin. Following the wedding service, the wedding party may return to the nave for pictures, and flash and lighting equipment may be used at that time. Out of consideration of the guests, the wedding party and the church custodian, it is suggested that taking pictures following the ceremony be concluded within 1 hour.
- Any photographer or videographer who does not provide proper care for the space or follow the general policies will be denied future use of the building.
- Any damage to church property by the photographer or videographer will be repaired by the church and billed to the responsible party.

Appendix C: Facilities use policies and request form for a reception

Name of person(s) bride and groom: _____

Date(s) of use: _____ Hours: _____

Projected attendance: _____ Number of adults: _____

Number of children under 12 years old: _____

Church equipment use:

Tables: _____ Chairs: _____

Kitchen: _____ Nursery: _____