



WEDDING PLANNING PROCEDURES

1. Priest consents to the prospective marriage at Trinity
2. After consulting with the couple about desired wedding dates, priest works with parish administrator to get wedding on the calendar.
3. Priest then fills out the Preliminary Wedding Information sheet and sends copies to: other clergy; the Parish Administrator; the wedding coordinator; the director of music; the head of the altar guild; the head of the flower guild; and the communications officer; the head of the Tower Bell Ringers and acolyte scheduler.
4. The parish administrator will contact the couple, give them a packet, and get them to fill out the Liturgical Planning Form, in consultation with the priest and the Director of Music.