



TRINITY

EPISCOPAL CATHEDRAL
A house of prayer for all people

WEDDING POLICIES

**310 W. 17th Street
Little Rock, AR 72206
trinitylittlerock.org
501-372-0294**

The Rev. Danny Schieffler, *Interim Vicar*
danny@trinitylittlerock.org
501-588-3662

The Rev. Thomas Alexander, *Curate*
thomas@trinitylittlerock.org
501-218-8750

Missy McCain, *Parish Administrator*
missy@trinitylittlerock.org
501-588-3657

Dr. Colin MacKnight, *Director of Music*
colin@trinitylittlerock.org
501-588-3652

Introduction

First of all, congratulations! We are excited for you as you are preparing for marriage, and we are delighted that you are interested in celebrating your wedding at Trinity Cathedral. We have been celebrating weddings on our historic campus since 1884, and we are always honored to do so.

In the Episcopal Church, Christian marriage is a solemn and public covenant between two people in the presence of God. In the wedding service, the two people commit themselves to each other in a life-long union of love and faithfulness in God's name; the congregation commits to support the couple in their marriage; and the priest pronounces God's blessing on the newly married couple. Because marriage is a covenant made within the Christian life of the couple and the congregation, it is necessary that at least one of the parties is baptized. However, you do not need to be a member of Trinity Cathedral to marry here, nor do you need to be an Episcopalian.

All couples are welcome, including all sexual orientations and gender identifications. The policies that follow are the same for all couples.

What is a wedding at Trinity Cathedral like?

Book of Common Prayer

Trinity Cathedral celebrates weddings according to the *Book of Common Prayer* (BCP) of the Episcopal Church. "The Celebration and Blessing of a Marriage" is a service that includes prayers, readings from Holy Scripture, a homily, vows, and a blessing. Some of the most widely recognized and cherished prayers for Christian weddings come from the BCP of the Episcopal Church.

Holy Communion

Weddings may also include the Holy Communion, wherein the couple, as well as the whole congregation, receive the Bread and Wine. However, weddings do not need to include Holy Communion.

Date and time

Usual times for weddings are Saturday morning, afternoon, or evening, but there is much flexibility, depending on availability in the Trinity Cathedral calendar. Please note that we do not celebrate weddings during the season of Lent, the 40 days before Easter Sunday.

Duration

Weddings usually last approximately 30 minutes. If Holy Communion is celebrated, the wedding will last at least 45 minutes. In any case, the duration of the wedding will depend on the choices made by the couple.

Officiating Clergy

All weddings here are officiated by the clergy of Trinity Cathedral. The officiant works with the couple from beginning to end: the initial conversation, the premarital counseling sessions, planning the wedding, leading the rehearsal, and officiating the wedding itself. If you have a particular priest you would like to officiate, let us know. Otherwise, we are happy to assign a priest to work with you. If you desire an Episcopal priest who is not on the staff of the Cathedral to officiate, preach, or assist, please speak with a member of our clergy. On occasion, clergy from other denominations are welcome to read one of the passages of Holy Scripture or to lead some of the prayers, but not officiate or preach. All participating clergy not on the Cathedral staff must be invited by the Interim Vicar.

Wedding Coordinator

We have been celebrating weddings here for many years, and we have developed our own particular practices for how we do so. The officiant is joined by a volunteer wedding coordinator from Trinity Cathedral who assists with the rehearsal and wedding, particularly with the logistics of the wedding service. We are happy to be in conversation with external wedding coordinators, but external wedding coordinators do not have any responsibility on our campus for the rehearsal or the wedding itself.

Music

There is a wealth of beautiful sacred music that is suitable for weddings. Such music is offered by one of our organists. The Director of Music will determine whether he or the Associate Director of Music will play for your wedding. The organist will provide music before the service and music for the various processions. It is also possible to sing congregational hymns during the service. The organist will work with you to make decisions about music. It is possible to include vocal or instrumental soloists or ensembles, but such arrangements will involve additional fees. Members of the Trinity Cathedral Choir may be arranged for an additional fee, depending on the Choir's availability. Pre-recorded music and secular vocal music are not allowed. All arrangements must be approved by the Director of Music.

Tower Bells

Trinity Cathedral's tower is home to a full peal of bells, and the Trinity Cathedral Ringing Society is available to ring bells at the conclusion of your wedding for a fee of \$250.

Flowers

Our talented Flower Guild will work with you to make arrangements for flowers in the Cathedral. Our Flower Guild does not prepare bouquets or boutonnieres. The base fee for flowers is \$400, subject to increase depending on the specific requests. Couples also have the option to make arrangements with florists from outside Trinity Cathedral. Regardless, see "Appendix 1: Flower Arrangement Policy."

Orders of Service

Simple and beautiful orders of service are prepared and printed by Trinity Cathedral for \$50 + \$0.50/copy. If you want to have them prepared and printed elsewhere, they must be approved by the officiant before printing. If Holy Communion is celebrated, it is required that we prepare your orders of service.

Readers

The couple is encouraged to invite at least 1 person, and no more than 3 people, to read from Holy Scripture during the wedding. Readers should attend the wedding rehearsal.

Ushers

The couple is encouraged to select at least 2 people to serve as ushers during the wedding. They distribute orders of service, seat the guests before the wedding, and, if Holy Communion is celebrated, direct the congregation to the Altar rail. Ushers should attend the wedding rehearsal. Ushers may be members of your wedding party.

Acolytes

An acolyte from Trinity Cathedral may carry a processional cross or processional torches during the wedding, if desired by the couple. If Holy Communion is celebrated, at least 1 acolyte is required. The fee is \$30 per acolyte.

Children

We always welcome children in all aspects of our worship together at Trinity Cathedral. Please be mindful that including children in your wedding party may also prove distracting or may not meet your expectations.

Livestream

Your wedding may be livestreamed on our YouTube Channel for \$200.

Photography and Videography

No flash photography is permitted during the service. All photography taken without flash during the service is taken from the vestibule of the Cathedral (the west end of the Cathedral behind the pews). The photographer and videographer should meet with the officiant on the day of the wedding. Please see “Appendix 2: Photography and Videography Policy.”

Wedding Rehearsal

Wedding rehearsals are usually held in the late afternoon or early evening on the day before the wedding, often preceding a rehearsal dinner. All members of the wedding party and anyone with a role in the wedding are expected to attend and to be on time. Stand-ins and proxies are not used in the rehearsal. The officiant will lead the rehearsal, with the assistance of one of Trinity Cathedral’s wedding coordinators. After all participants have arrived, the rehearsal will last no longer than 1 hour.

Weddings away from the Cathedral campus

Our clergy are often available to celebrate your wedding at a location away from the Cathedral campus. These Wedding Policies still apply for off-site weddings. Some adaptations may be made by your officiant, depending on the circumstances. All off-site weddings must still include a rehearsal at the wedding location.

Our Campus

Seating Capacity

The Cathedral seats 600 people comfortably, 700 maximum. However, please know that even less than half that number feels “full” in the Cathedral. For smaller weddings, Pierce Chapel can seat up to 25 people, and the Cathedral Chancel can seat up to 30 people.

Dressing Areas

We have a number of dressing areas available for the wedding party. These areas are available 3 hours before the wedding begins. Should more time be needed, an additional fee will apply.

Reception Areas

Williams Garth (the outdoor courtyard), Morrison Hall, or Chancellors Hall may be used for a rehearsal dinner or a wedding reception. An additional fee applies for each space. The officiant will lead you through the process of reserving the appropriate space.

Security

Trinity Cathedral arranges security for every wedding, and it is included in the Base Fee.

Alcohol

No alcohol is allowed on the Trinity Cathedral campus prior to the wedding. No one under the influence of alcohol may participate in the rehearsal or the wedding. Beer and wine may be served at receptions following the wedding, so long as food and equally attractive non-alcoholic alternatives are provided. All alcohol use on campus must be approved by the Vestry of Trinity Cathedral.

Premarital Counseling

Couples attend three premarital counseling sessions with their officiant. These counseling sessions differ depending on the officiant, but in all cases, they focus on supporting the couple as they prepare for marriage. These sessions must be completed at least 30 days before the date of the wedding. Each session lasts at least 1 hour.

Timeline

The following timeline is based on a typical wedding. If your preparation time differs, your officiant will work with you to make adjustments.

1 year to 6 months before the wedding

Meet with your officiant to review the Wedding Policies and confirm your wedding date on the Trinity Cathedral calendar by completing “Form 1: Wedding Information Form” and paying the \$250 deposit.

6 months to 1 month before the wedding

Meet with your officiant for 3 premarital counseling sessions and 1 wedding planning meeting, meet with the organist, meet with the Flower Guild, complete “Form 2: Wedding Planning Form” with your officiant, and complete “Form 3: Declaration of Intent” with your officiant.

2 weeks before the wedding

Pay all remaining fees and acquire your marriage license.

1 day before the wedding

The officiant leads the wedding rehearsal, with the assistance of one of Trinity Cathedral’s wedding coordinators.

Wedding day

The wedding party is always welcome to arrive at the Cathedral 3 hours before the start of the wedding. The party may arrive earlier if arrangements have been made. Ushers should be at the Cathedral and ready to seat guests 45 minutes before the time of the service, or 30 minutes for a small wedding. After the wedding, all personal items, gifts, and anything not belonging to Trinity Cathedral must be removed.

Legal Matters

In the Episcopal Church

The Episcopal Church requires that notice of the intention to marry be made at least 30 days before the proposed date of the wedding. Prior to the wedding service, the couple must sign “Form 3: Declaration of Intent,” expressing their intent to make a Christian marriage. This form is signed at the end of the third premarital counseling session.

If either party has been previously married to a person still living, this fact must be made known at the beginning of this entire process, because additional procedures are required, including the approval of the Bishop of Arkansas. Your officiant will guide you through this process.

The Marriage License

Arrangements for the marriage license should be made with the office of the county clerk before the date of the ceremony. The marriage license should be acquired in the county of the wedding’s location. If the wedding is on the Trinity Cathedral campus, the marriage license must be given to the officiant at the wedding rehearsal. The officiant will complete the license and Trinity Cathedral will return it to the county clerk to be recorded. Then, Trinity Cathedral can mail the marriage license back to the couple, or someone can pick up the marriage license from the Cathedral office during weekday business hours.

Fees

A deposit of \$250 is required to book the date for the wedding. All remaining fees are to be paid no later than 2 weeks prior to the date of the wedding. Fees are to be paid to Trinity Episcopal Cathedral in one amount, except for the honorarium.

| | |
|--|---------|
| Base fee for pledging parishioners or staff of Trinity Cathedral | \$950 |
| Base fee for Episcopalians, Cathedral School alumni, and relatives of pledging members of Trinity Cathedral | \$2,250 |
| Base fee for community members | \$4,500 |
| Base fee for chapel wedding | \$350 |
| Base fee for receptions in Williams Garth, Morrison Hall, or Chancellors Hall | \$1,000 |

| | |
|---|----------------------|
| Honorarium for officiating clergy | determined by couple |
| Base fee for organist | \$300 |
| Fee for tower bells | \$250 |
| Base fee for Altar flowers | \$400 |
| Fee for livestream | \$200 |
| Fee for orders of service | \$50 + \$0.50/copy |
| Fee for acolyte..... | \$30 |



You may pay online by using the QR code.

FORM 1: Wedding Information Form

Date/time of wedding: _____

Date/time of rehearsal: _____

Full names: _____

Phone numbers: _____

Email addresses: _____

Mailing address: _____

Wedding location: _____

Officiant: _____

- Base fee for pledging parishioners or staff of Trinity Cathedral (\$950)
- Base fee for Episcopalians, Cathedral School alumni, and relatives of pledging members of Trinity Cathedral (\$2,250)
- Base fee for community members (\$4,500)
- Base fee for chapel wedding (\$350)
- Base fee for receptions in Williams Garth, Morrison Hall, or Chancellors Hall (\$1,000)
- Base fee for organist (\$300 + \$ _____ for additional expenses)
- Fee for tower bells (\$250)
- Base fee for Altar flowers (\$400 + \$ _____ for additional expenses)
- Fee for livestream (\$200)
- Fee for orders of service (\$50 + \$0.50/copy)
- Fee for acolyte (\$30)

Total determined fees: \$ _____

“We agree to the Wedding Policies of Trinity Episcopal Cathedral and to the determined fees for this wedding. We agree to having all fees paid to Trinity Episcopal Cathedral no later than 2 weeks before the wedding. We have paid a \$250 deposit.”

Name

Name

Signature

Signature

Date

Date

Officiant

Date

FORM 2: Wedding Planning Form

Date/time of wedding: _____

Date/time of rehearsal: _____

Arrival time: _____

Full names: _____

Officiant: _____

Assisting Clergy: _____

Wedding Coordinator: _____

Number of guests: _____

Holy Communion:

Yes

No

Readings from Holy Scripture:

First Reading: _____

First Reader: _____

Psalm: _____

Psalm Reader: _____

Second Reading: _____

Second Reader: _____

Gospel: _____

Musician: _____

Music choices: _____

Wedding Party:

Family to be seated:

FORM 3: Declaration of Intent

“We understand the teaching of the church that God’s purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God’s will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.”

– Canons of the Episcopal Church, I.18.4

Name

Name

Signature

Signature

Date

Date

APPENDIX 1: Flower Arrangement Policy

The Cathedral's Flower Guild may provide Altar flowers or these may be provided by your florist.

The High Altar is beautiful and historic. 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 reredos shelf (8-9" deep). There should be no overhang, allowing free movement between the reredos and the Altar.

Flowers may be placed on the tables at the back of the Cathedral. Outside the Cathedral, you may choose to decorate the railings or 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 Sunday's orders of service. 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.

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.

Florists and supporting companies must provide proof of liability insurance. Any damage to church property by the florist will be repaired by the church and billed to the florist.

No decorations may be attached to any 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.

APPENDIX 2: Photography and Videography Policy

Photographers and videographers must meet with the officiant on the day of the wedding prior to the service..

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 the wedding party may be taken from the narthex as they enter the Cathedral during the processional.

A flash picture of the couple returning down the aisle may be taken during the recessional.

Pictures of the wedding party may be taken in the Cathedral 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 Cathedral staff, photography following the service should 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 Cathedral property by the photographer or videographer will be repaired by the church and billed to the responsible party.

All supplies and equipment must be removed from the Cathedral immediately after the wedding or after the photography following the wedding.

APPENDIX 3: Suggested Readings of Holy Scripture

Couples are encouraged to discern which readings from Holy Scripture should be used for their wedding. Those readings listed below are suggestions. At most, there may be one Old Testament reading, one Psalm, one New Testament reading, and one Gospel reading. At least, there must be one Gospel reading. The Gospel is always read by the Officiant. The Old Testament and New Testament readings may be read by readers selected by the couple. A Psalm may be read by a reader selected by the couple or may be recited by the congregation. Readings are from the *New Revised Standard Version* of the Bible, unless otherwise noted.

Old Testament

Genesis 2:4–9, 15–24

Song of Solomon 2:10–13; 8:6–7

1 Samuel 18:1b, 3, 20:16–17, 42a

1 Samuel 18:1–4

Ruth 1:16–17

Ecclesiastes 4:9–12

Isaiah 61:10–11

Micah 4:1–4

Tobit 8:5b–8 (from the *New English Bible*)

Psalm (from the *Book of Common Prayer*)

65

67

85:7–13

98

100

127

128

133

148

149:1–5

Epistle

Romans 12:9–18

1 Corinthians 13:1–13

2 Corinthians 5:17–20

Galatians 5:14, 22–26

Ephesians 3:14–19

Ephesians 5:1–2, 21–33

Colossians 3:12–17

1 John 3:18–24

1 John 4:7–16

Gospel

Matthew 5:1–10

Matthew 5:13–16

Matthew 7:21, 24–29

Mark 10:6–9, 13–16

Mark 12:28–34

Luke 6:32–38

John 15:9–12 [13–17]

John 17:1–2, 18–26