

# THE CHURCH OF THE HOLY TRINITY

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## Wedding Information & Policies

(Please call to confirm dates, participants, and other information)

Please read the Wedding Customary carefully before calling to reserve space for a wedding. You must sign this agreement and pay your \$100 deposit before we will hold a date for your wedding. All fees must be paid in full 30 days prior to the wedding ceremony.

### **Please initial each item, noting that you have read and understand our policies**

\_\_\_ Generally, weddings held at Church of the Holy Trinity will be officiated by one of our clergy. If you do not use our clergy for your wedding, you **MUST** have an ordained Christian minister perform the service. Our clergy **MUST** approve ANY minister performing the wedding **BEFORE** the wedding date can be confirmed.

\_\_\_ Our organist is designated to play the church organ at church weddings. If you do not use our organist, it is customary to pay the organist fee (\$325.00) as well as fees for another musician.

### **RESERVING THE CHURCH & THE DEPOSIT:**

\_\_\_ **Wedding Request Form** (separate form) must be completed and returned to the church office with a **\$100 reservation fee** before your wedding will be placed on the calendar. Neither the church nor the clergy will be committed to a wedding without the deposit and the form filled in and returned to the church office.

### **COUNSELING**

\_\_\_ After returning the request form and deposit, and securing a date for your wedding, please contact the church office to set an appointment with one of our clergy. Both parties must meet with our clergy 2-4 times for counseling in order to be married in our church. These sessions must be completed 30 days before the wedding.

### **VISITING PREACHER/OFFICIANT**

\_\_\_ We welcome ordained clergy, licensed to perform marriages in the State of Pennsylvania, to officiate at weddings in our church. All visiting clergy must speak with the Rectors or clergy of the congregation before they can perform a wedding at CHT. This conversation should happen at least 2 month before the ceremony.

## MUSIC

- \_\_\_\_\_ Please contact our church Organist for consultation of appropriate wedding music (contact information will be given at time of reservation). Soloist, etc., must schedule a time through the Church Office for rehearsing (additional fees).
- \_\_\_\_\_ The Event Coordinator will operate the sound system – you are not allowed to use the sound system without the Event Coordinator present. Microphones, music stands will be available as needed and will be provided by the Event Coordinator

## DIVORCE AND REMARRIAGE:

- \_\_\_\_\_ Persons who have been previously married can be remarried in the Episcopal Church. There must be 2 years between the separation of the first marriage and the ceremony for the second marriage. The Bishop of the Diocese of Pennsylvania must also grant permission for the wedding to take place. Persons who have been married more than once before will need to participate in additional counseling and have special permission from the Bishop before the ceremony can take place.

## EVENT COORDINATOR

- \_\_\_\_\_ All weddings at the Church require a meeting before the wedding with the Event Planner for logistics and other important information. The Event Coordinator will direct the rehearsal with the clergy and be available for logistics, church furnishings, decorations, and other needs on the day of the wedding. A separate fee of **\$100** will be provided for his services.
- \_\_\_\_\_ If you choose to bring in another ordained clergy member to perform your wedding, we will provide our Event Coordinator to help with the logistics and other needs for your event.

## REHEARSAL

- \_\_\_\_\_ Rehearsal will be scheduled when deposit is paid. The event coordinator will direct the rehearsal, which will start promptly at the scheduled time. All members of the wedding party should attend the rehearsal including parents, readers, musicians, and soloists. We do not do Friday evening wedding rehearsals.

## DECORATING

- \_\_\_\_\_ Decorating (and cleaning up the decorations after the wedding) must be coordinated with the Event Coordinator. Florist, etc., may arrive at the "opening time." If there is a major set up (and clean up) involved, those in charge should arrange to bring extra help. **No tape** (duct, scotch, masking), **no nails, tacks, etc.**, will be used to attach decorations. Please note that what ever decorations are up in the Sanctuary that has been provided by the Church will not be moved or altered in any way.

## PICTURES/VIDEOS

- \_\_\_\_\_ The Photographer/Videographer must meet with the Event Coordinator for the process and restrictions we use in this church. The videographer should be set up 45 minutes prior to the ceremony and the video camera should be placed in a stationary and non-obtrusive position).
- \_\_\_\_\_ The wedding party is allowed 25-30 minutes after the service to take pictures in the church. You should let your photographer know this time frame, so that you can plan accordingly.

### **ALCOHOL, FOOD, & SMOKING**

\_\_\_ Smoking is NOT allowed anywhere inside church buildings or on church grounds.

\_\_\_ Absolutely no food in the Sanctuary.

\_\_\_ Alcohol consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and will be highly discouraged. Those in your party who are clearly inebriated will not be allowed to participate in the ceremony.

### **CANDLES, SAND, and RICE/BIRD SEED**

\_\_\_ If you use candelabras, it is required that you use the church candelabras, which match the altar candles. The Event Coordinator will set up and light any candles you use from the church. There is a rental fee of \$200 for use of the candelabras.

\_\_\_ We do not allow the use of wax candles brought in from the outside.

\_\_\_ We do not allow the use of sand for sand ceremonies in the sanctuary.

\_\_\_ We do not allow the use of rice, confetti, or birdseed for throwing after the service inside or outside on the church grounds. (Bubbles are permitted.)

### **FLOWERS**

\_\_\_ 2 altar arrangements are required.

\_\_\_ If a florist is delivering your flowers, please inform them of pre-arranged opening time.

\_\_\_ Please make arrangements for someone to take charge of your flowers following the wedding. Without prior arrangement, flowers left at the church will automatically be given to outreach programs

\_\_\_ Altar flowers will be donated and used on for the Sunday worship service.

### **VALUABLES**

\_\_\_ Do not leave purses, cameras, wedding gifts, clothing and other belongings unattended during any part of the wedding.

\_\_\_ Please have someone check for belongings after the wedding, as articles left are hard to recover.

### **LICENSE**

\_\_\_ Marriage license/certificates are to be to the church office at least 7 days prior to the wedding.

### **NURSERY**

\_\_\_ The Event Coordinator can make arrangements upon request for someone to staff the Nursery. There is a separate cost: \$50 for the first 2 hours, \$20 per hour/per person after that.

