

## GUIDELINES FOR TRINITY CHURCH & ST. PAUL'S CHAPEL

---

This Episcopal Parish is like a family gathered together in Jesus Christ. Therefore, we wish to make every effort to assist a new family in its growth and nurture. We believe that Christian marriage is undertaken in the context, and with the support, of a worshiping congregation.

We require at least 90-days advance notice prior to a wedding. Please contact the wedding coordinator at 212.602.0755 to initiate the planning process.

Episcopal clergy from other churches may also officiate at a wedding in the Parish if arrangements are made with the Vicar. Clergy of other denominations or faiths may be invited to assist with a wedding ceremony, but Trinity's clergy staff will be responsible for officiating for that portion of the service in which partners exchange vows and rings, and at the final blessings.

Any announcement of a wedding at Trinity Church or St. Paul's Chapel should not be made until the couple has had an interview with the priest, the priest consents to officiate and our Statement of Understanding is signed and a deposit has been made.

## REQUIREMENTS OF THE EPISCOPAL CHURCH

---

According to *The Book of Common Prayer*, "It is required that one, at least, of the parties be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and canons of this Church."

The Episcopal Church requires premarital instruction. The intent of the counseling is to deepen the relationship between the couple and the Church, to examine the various aspects of the couple's own relationship, and to assist the couple in preparing for a lifelong Christian marriage.

The services of the Psychotherapy and Spirituality Institute are often called upon for premarital counseling. P.S.I. is an independent, accredited counseling service housed at 74 Trinity Place. There will be a fee for the services of P.S.I.

In the case where either party has been married before and divorced and the former spouse is still living, four months must be allowed between the initial application and the date of the wedding. No plans may be finalized until the Bishop's permission is secured by the officiating priest.

## CIVIL REQUIREMENTS

---

In order to obtain a marriage license, both of the parties must appear together at any office of a City Clerk in the State of New York. In Manhattan, the Marriage License Bureau is in the Office of the City Clerk, Municipal Building, Chambers and Centre Streets, near City Hall. The couple is requested to bring the marriage license to the Parish Office a few working days before the ceremony.

## THE WEDDING CEREMONY

---

Christian marriage is a request for God's blessing upon a covenant freely undertaken by a man and woman for their lifetime. The service for the Celebration and Blessing of a Marriage, which often is celebrated in the context of the Eucharist, is a sacrament of the church. There are some options which the couple may elect, but it should be kept in mind that the form of the service itself is prescribed by the church and neither the priest nor the couple is free to alter the service beyond the permissible options.

## THE BLESSING OF A CIVIL MARRIAGE

---

For those who have married in the presence of a civil authority, *The Book of Common Prayer* provides for a blessing in church, including the exchange of vows and the giving and receiving of rings. Those who desire such a ceremony may make arrangements with Trinity's clergy staff.

## ARRANGEMENTS FOR THE CHURCH AND CHAPELS

---

Trinity Church and All Saints' Chapel, both located at Broadway and Wall Street, and St. Paul's Chapel at Broadway and Fulton Street, are available for weddings. Ceremonies may be scheduled at any time when the churches are open, but normally no later than 3pm on Saturdays and 5pm on weekdays. Typically we do not schedule more than one wedding on any given day. The date of the wedding is also contingent upon the availability of a priest from the Parish

of Trinity Church. Weddings are not performed during the season of Lent nor the weekend after Easter Sunday. Dates must be placed on the Parish calendar in consultation with the officiating priest.

The time of the rehearsal will be set when the date of the marriage is arranged. Please note we do not have rehearsals on Thursdays.

## ORDER OF SERVICE

---

A personalized printed order of service (bulletin) will be provided by Trinity Church in consultation with the officiating priest.

## MUSIC

---

The Organist and Director of Music of Trinity Church is responsible for the planning of music appropriate to the wedding service in accordance with the traditions of the Church. Consultations are arranged with the Music Office at 212.602.0873. If organ music is to be used, one of our organists will perform. If vocal music is desired, a professional singer from the Trinity Choir will be engaged for you (see back cover for fees). The organist generally does not attend the rehearsal. There will be an additional charge if music is required at the rehearsal (see back cover for fees). If you wish an organist other than Trinity's to perform your wedding, a "bench fee" may be imposed. Guest musicians must be approved by the Director of Music.

Musical preferences should be discussed with the Director of Music who will help you choose the best music for your wedding. Please note that neither "The Wedding March" from *Lohengrin* by Richard Wagner nor "The Wedding March" from *A Midsummer Night's Dream* by Felix Mendelssohn is played during weddings here.

Because of the sacred nature of the "Marriage Rite," music outside of the sacred repertoire (popular songs, show tunes, etc.) is best used at your reception.

## CHANGE BELL RINGING

---

For a really unique highlight to your wedding, consider having the Bells of Trinity Church peal across Lower Manhattan before and after the ceremony. Trinity's set of twelve bells is unique in the United States, and no other church in New York City has such a set of bells. Weddings require a minimum of 6 ringers, and a maximum of 12 ringers, and the charge is \$150 per ringer. If you are interested in having the bells send an e-mail to [bells@trinitywallstreet.org](mailto:bells@trinitywallstreet.org).

## FLOWERS

---

If special floral arrangements are desired, the couple must consult with the Head Verger at 212.602.0872. The Head Verger will be able to supply the name of Trinity's floral designer who is familiar with wedding practices at Trinity Church.

## PHOTOGRAPHER

---

No flash pictures are to be taken during the ceremony. Guests as well as the professional photographer of the wedding may use a flash at the beginning of the procession and when the procession out reaches the rear of the church. Other pictures may be taken during the ceremony using available light as long as the photographer is unobtrusive. Posed pictures may be taken either before or after the ceremony. Ushers and vergers will notify wedding guests carrying cameras that they are not to be used during the service. Please schedule use of the church for pictures in advance of wedding, we allow no more than 30 minutes for posed pictures. Also note that you may incur overtime fees if your wedding ends after the regular closing hour.

## VIDEOGRAPHER

---

We do not allow outside videographers, including family and friends, to videotape the ceremony. We do have a professional staff that is able to both webcast your wedding and create DVD's. Please see separate brochure for further detailed information.

## OTHER CONSIDERATIONS

---

For safety reasons no aisle runner is to be used at any time. "Unity Candles" are not a part of the Episcopal Celebration and Blessing of a Marriage. The use of rice or confetti is not permitted in the church or on the pavement outside.

## THANK OFFERING

---

There are no fees for the sacrament of marriage. However, it is appropriate to make a thank offering to the church on the occasion of a wedding. Other fees for the event do apply (see below).

## PARKING

---

Parking on the streets near the church is extremely limited. The Battery Parking Garage is convenient to Trinity Church and the Millennium Hotel parking is convenient to St. Paul's Chapel. Please see website, [www.trinitywallstreet.org](http://www.trinitywallstreet.org), for a map.

## WEDDING FEES

---

DEPOSIT	\$100
FINAL PAYMENT FEE	\$1,100

### THE FOLLOWING ARE OPTIONS:

Change Ringing Bells	\$900–\$1,800 <i>(depending on the number of bells requested)</i>
Flowers	<i>as chosen with florist</i>
Organist Rehearsal Fee	\$100 per hour <i>(billed in quarter hour increments)</i>
Soloist	\$200 each
Soloist Rehearsal Fee	\$TBA
Instrumentalist <i>(i.e. Trumpet)</i>	\$250
Instrumentalist Rehearsal Fee	\$TBA
Webcast & DVD's	\$1,350

Please note that the deposit is due after your date is reserved. Your final payment is due in full two weeks prior to your wedding.

## PREPARING FOR YOUR MARRIAGE

TRINITY CHURCH & ST. PAUL'S CHAPEL



Congregational Office

74 TRINITY PLACE • NEW YORK, NY 10006  
212.602.0800  
[WWW.TRINITYWALLSTREET.ORG](http://WWW.TRINITYWALLSTREET.ORG)