



WEDDING POLICIES

Trinity Episcopal Church
Pocatello, Idaho
208-233-2640
info@trinitypocatello.org

Introduction

Congratulations on your plans to be married! The clergy and people of Trinity want your wedding to be beautiful and meaningful, and we pray for God's blessings on your new life together. If you are interested in an Episcopal wedding, using an Episcopal marriage service, with a priest from Trinity or an approved equivalent, then we are happy to explore that possibility. To begin that exploration, you should know how the church views this service and what its requirements are. In general, Trinity does not rent out its church as a wedding chapel. The church is not simply a venue; you cannot bring in your own officiant or write your own vows.

The Church views Holy Matrimony as a sacrament, because you are asking God's blessing upon your marriage. It begins with your desire to form a lasting, life-long partnership with one another in God's love, and continues throughout your lives as a process of intentional living and growing together. In marriage you will gradually transform and mature in God's presence and image--each of you as an individual, and both of you together as a couple.

Please read the following policies carefully. If you wish to continue the discussion about being married at Trinity, please email us to schedule an appointment with the priest.

Requirements

The Episcopal church has some basic rules for marriage:

- At least one member of the inquiring couple must be a baptized Christian.
- The marriage cannot occur less than thirty days after the couple's first contact with the priest; at least two witnesses must be present; and the marriage must conform to the laws of the state.
- Both people being married need to meet, together, with the priest for at least five premarital counseling sessions in the months before the ceremony.
- If either partner has been previously married, the priest will need to ask the Bishop of Idaho for permission to officiate at the ceremony. To do so, the priest will need to see documentation of the annulment or divorce. If there are children from any previous marriage, the priest will also need to report the arrangements for their custody and support. Both partners will also have to write their own individual letters to the bishop, responding to specific questions he has asked. The bishop will need thirty (30) days in which to respond to the priest's request to solemnize the marriage. The couple must, therefore, have had several counseling sessions and given the priest photocopies of

their divorce decree(s) no later than forty (40) days before the wedding date. Idaho's new bishop may have additional requirements.

- The couple must present a valid marriage license to the officiating priest at the rehearsal ceremony.
- A wedding cannot take place when any of those in the wedding party are under the influence of alcohol or other drugs.

Declaration of Intention

The following "Declaration of Intention" must be signed by both parties to the marriage before the service takes place:

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.

Officiating Minister

All services held in our church are officiated by the priest appointed to serve our congregation unless she or he has approved a guest pastor. If a guest pastor is not an Episcopal priest or deacon licensed in the Diocese of Idaho, he or she must also be approved by the Episcopal Bishop of Idaho.

The Service

The service itself will be conducted using one of the three forms available in the *Book of Common Prayer* and *Liturgical Resources 2*. These forms offer some flexibility, but no other substitutions or amendments are permitted. Participants do not write their own vows and these liturgies do not include unity candles, sand ceremonies, or the giving of roses to parents. All wedding services will be developed by the priest in consultation with the couple, and all elements of the service must meet with the priest's approval.

- The prayer book service can be found online here, at "The Celebration and Blessing of a Marriage" under the link for "Pastoral Offices": <https://www.bcponline.org/>
- The alternate rites can be found online here on p. 7, "The Celebration and Blessing of a Marriage 2," and p. 14, "The Witnessing and Blessing of a Marriage": <https://extranet.generalconvention.org/staff/files/download/21226>

Preparation

An inquiring couple must meet with the priest for a minimum of five times prior to the wedding, in addition to the wedding rehearsal. These premarital counseling sessions focus on communication, on the couple's individual and shared values and plans, and on the vows they will be making. There are also take-home materials to be read and completed between sessions. Couples who live far from Pocatello may meet with the priest over Zoom, or they may

make arrangements for premarital counseling in their home areas. If so, the counseling clergy will confirm with the Trinity officiant, in writing, when the counseling has been completed.

Scheduling

We recommend that you schedule the date for your wedding date as far in advance as possible. To do so, please contact the priest at info@trinitypocatello.org. The tentative date will not be officially reserved until the officiating priest has confirmed that the date is available on both the church calendar and the priest's own. A premarital counseling appointment should be made with the officiating priest within one to two weeks after the date is reserved.

The Church is not available for weddings on the following days:

- New Year's Eve and New Year's Day
- Holy Week (the week before Easter)
- Thanksgiving Day and the day after
- December 24, 25 and 26.

Please note: Christmas decorations will be in the sanctuary beginning the first Sunday in Advent (end of November) through twelve days after Christmas. Easter decorations will be in the sanctuary during the week after Easter. These decorations are not removed for weddings during these periods.

Facilities

The sanctuary does not have video screens. It can accommodate about 100 people comfortably. The Parish Hall can accommodate 100 more tightly. Receptions and rehearsal dinners may be held in the Parish Hall.

Trinity has a piano and a pipe organ. If our organist is available at the time of your wedding and you would like to use his services, the fee is \$150 and should be paid directly to him. If you would like to work with another keyboardist or organist, he or she must be approved by our Music Director.

Sunday School rooms in the basement of the Parish Hall are available for the Bride's and Groom's rooms and can be locked. Please take all precautions in bringing personal items to the church. Trinity will not be responsible for personal items brought to the church for use in the wedding, nor shall the church be liable for such items if lost, stolen or damaged.

Music

All music must be submitted at least one month prior to the wedding and must be approved by the officiating priest. Because the wedding ceremony is a service of Christian worship, your music selections should come from the wide collection of music which was written specifically for use in the church. Secular music is not used in Episcopal worship.

Photography and Video

Since your wedding is a worship experience, we ask all family and guests to respect the ceremony and service. Photographs may not be taken during the vows, and no flashes are permitted during the ceremony. Video equipment must be used from the back of the church unless special permission is given by the officiating priest. The photographer must remain inconspicuous during the service.

The Rehearsal

The officiating priest is in charge of the rehearsal and wedding. All rehearsals will begin promptly at the scheduled time, and all members of the wedding party are expected to be present. Rehearsal usually lasts for one hour. Members of the wedding party need to be reminded that throughout the wedding rehearsal they are in a holy place dedicated to the worship of God and should act accordingly. The marriage certificate should be delivered to the priest on the night of rehearsal, and any musicians should be paid at that time.

Decoration

In decorating for the wedding celebration, it is important that all symbols of the church be respected. Significant church symbols such as the altar and cross cannot be moved or covered with decorations.

Sacred items used for the wedding will include white altar hangings and two brass candelabras.

Flowers. Couples are expected to provide their own flowers. For safety reasons, arrangements containing candles are not permitted. The only flowers permitted at a wedding are

- Flowers carried by members of the wedding party
- Two vases of altar flowers
- If desired, small arrangements in front of the stained glass windows on either side of the nave.

Other Decorations. Be aware that

- Nails, tacks, staples, pins, tape or anything which will mark the woodwork or walls may not be used.
- Aisle runners are not recommended for safety reasons.
- Wrapped wire or ribbon that will not mark the surface may be used on the ends of the pews to fasten bows. Tape may not be used.

All decorations and equipment must be removed immediately following the ceremony. The church will not be responsible for decorations left after the wedding. The church must be left in the same condition in which it was found. In case of damage, you will be held responsible for any charges necessary to repair the damage.

Service Bulletins

Your guests may find it helpful to have a service bulletin so they can follow the order of service. Trinity is happy to work with you to develop the bulletin as a Word® file.

Other Policies

- Smoking is not permitted in any part of the church.
- Confetti and glitter may not be used on church property, either inside or outside.
- Rice, bubbles and birdseed may not be used inside any part of the building, but they may be passed out following the service, and used outside. The wedding party is responsible for any personal injuries due to the use of these items.
- Food and beverages are not allowed in the church. Food and beverages are allowed in the dressing rooms. Please make your wedding party aware of this policy.
- If your wedding plans are postponed or cancelled, be sure to notify the church office or priest at once.

Fees

A \$100 dollar deposit is required to secure the date on the church calendar and this fee will be applied to the total. All remaining fees should be paid to the church two weeks prior to the ceremony. The honorarium for the priest is at the discretion of the wedding party. This is typically \$150-\$250 and should be made out directly to the priest.

For members of the congregation, the church and parish hall are available at no cost. The fees that will apply are:

Officiant's honorarium	<i>at your discretion</i>
Organist (if used)	\$150.00
Organist fee to accompany a soloist provided by the couple (Trinity does not provide soloists.)	\$ 50.00

For nonmembers of the congregation,

Officiant's honorarium	<i>at your discretion</i>
Organist (if used)	\$150.00
Organist Fee to accompany a soloist provided by the couple (Trinity does not provide soloists.)	\$ 50.00
Program printing fee at \$2.00 per program	
Church use fee	\$350.00
Parish Hall use fee	\$200.00

Address to Use on Your Wedding Invitation

Trinity Episcopal Church
248 North Arthur Street
Pocatello, Idaho 83204