

**TRINITY CHURCH**  
Queen Anne Square  
Newport, Rhode Island 02840-6855  
Tel (401) 846-0660  
Fax (401)846-8440  
Web site: [www.trinitynewport.org](http://www.trinitynewport.org)  
E-mail: [info@trinitynewport.org](mailto:info@trinitynewport.org)

## **Weddings at Trinity Church, Newport**

### **WELCOME TO TRINITY CHURCH!**

CONGRATULATIONS on your decision to make this important commitment to each other in the presence of God and your community. Christian marriage is both a sacrament of the church and a vocation for Christians. Because we hold sacrament and vocation to be of primary importance, we ask for your cooperation in making your wedding at Trinity Church a holy and solemn ceremony.

Trinity Church is an Episcopal Church that has been in continuous use for over 300 years. The building is used for worship every Sunday and on other days and for special events during the year. The members of Trinity Church invite you to be married in this lovely, historic building in the heart of Newport, but in order to preserve this structure, its furnishing, and its traditions, we ask that you observe the policies and guidelines outlined below.

*In the Episcopal Church it is required that one, at least, of the parties must 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 the canons of this Church. (Book of Common Prayer, page 422)*

### **GENERAL INFORMATION**

**Who may be married at Trinity Church?** The policy of Trinity Church is to allow communicants in good standing of the parish and their children to be married here. In addition, with the permission of the Rector, others may be married at Trinity Church, either by the Rector or by an Episcopal priest from outside the parish who will be responsible for the wedding and officiating at the service. In such cases the Rector of Trinity Church will meet with the visiting clergy to assure that all the usual requirements, customs and formalities will be observed.

**Date:** The date of the wedding must be set with the Administrator, and with the permission of the Rector. All questions and requests to reserve space in the church for weddings, rehearsals, and receptions must be made through the Administrator (Marie Maguire (401)846-0660 or [mm@trinitynewport.org](mailto:mm@trinitynewport.org)). A minimum of 90 days notice is required for a wedding. It is the custom of Trinity Church not to celebrate weddings during the season of Lent and Advent.

## **FEES AND EXPENSES:**

### **Communicant Weddings:**

**\$1150**

*A communicant in good standing is defined in Canon I.2 as a baptized person who has received Holy Communion in Trinity Church at least three times during the preceding year, and who for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God.*

The fee includes the use of the church for the rehearsal and the wedding, the Organist, the Sexton, Police Detail (for weddings with over 100 guests), candles over the center aisle lit during the ceremony (if requested), and carillon bells after the ceremony. This also includes a suggested donation to the Rector for his/her Discretionary Fund. Additional items, such as instrumentalists or flower arrangements, would involve added charges.

### **Friend Weddings:**

**\$1,800**

*A Friend of Trinity Church is understood to have another connection with Trinity Church. A Friend may include, but not be limited to, a person who was baptized at Trinity Church but has not been a recent parishioner; a person who was a communicant of Trinity Church in the past but moved away; or a person who is a grandchild or other close relative of a communicant in good standing.*

This fee includes everything listed for Communicant weddings plus the additional estimated fee of the visiting clergy. Episcopal priests from outside the Diocese of Rhode Island must have the permission of the Bishop, and the exact fee must be negotiated with that priest.

### **Non-Member Weddings:**

**\$3,300**

This fee includes everything listed for Communicant weddings and plus the additional estimated fee of the visiting clergy. Episcopal priests from outside the Diocese of Rhode Island must have the permission of the Bishop, and the exact fee must be negotiated with that priest.

**More detailed descriptions for each of the listed items are included on a separate sheet. Contact the Administrator for more information.**

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## AN OVERVIEW OF FEES FOR YOUR TRINITY CHURCH WEDDING:

<u>Facility and Personnel</u>	<u>Communicant Fee</u>	<u>Friend Fee</u>	<u>Non Member Fee</u>
Sanctuary	0	\$650	\$2150
Clergy	* \$300	**\$300	**\$ 300
Organist	\$300	\$300	\$ 300
Sexton	\$300	\$300	\$ 300
Candles	\$ 50	\$ 50	\$ 50
Police Detail (if 100 + guests)	\$200	\$200	\$ 200
<b>TOTAL</b>	<b>\$1150</b>	<b>\$1800</b>	<b>\$3300</b>

\*Suggested donation

\*\* Estimated fee

## DESCRIPTION OF INDIVIDUAL FEES:

### Sanctuary:

All weddings take place in the historic sanctuary of Trinity Church in front of the unique wineglass pulpit. The church was built in 1726, and is divided into individual box pews which were common in Colonial times. Among famous visitors have been George Washington, Queen Elizabeth II, and Archbishop Desmond Tutu.

The wedding party may use the surrounding grounds and gardens as well as the inside of the church, which can seat up to 500 people. In addition, 16 on-site parking spaces are available for which permits will be given by the Sexton in advance of the ceremony.

### Clergy:

Custom has resulted in a gift being given to the clergy officiating at weddings for their help in providing pre-marital counseling, service preparation, and for officiating at the ceremony. When Trinity Church clergy officiate at the wedding of a communicant, the customary fee of \$300 is not expected but is appreciated. These honorariums may be placed by the clergy in their Discretionary Fund or used in other ways. The fee for visiting clergy to perform a wedding at Trinity Church is an estimation, and must be negotiated with the individual.

Includes pre-marital counseling, service preparation, and officiating at the ceremony

\* \*\*\$300

### Organist:

The wedding package includes the services of the Organist, who will serve as principal musician of all weddings at Trinity Church. In a one-hour consultation he will help you sample music and

decide on the musical selections for this important occasion. Please keep in mind that the Sacrament of Marriage is a liturgical celebration, and as such an emphasis on sacred music must be ensured. Please contact the Organist through the church office at (401)846-0660 or at [musicdirector@trinitynewport.org](mailto:musicdirector@trinitynewport.org) at least two months prior to the wedding date.

Includes consultation, wedding, and carillon bells after ceremony **\$300**

### **Sexton**

A minimum fee for the first four hours (rehearsal and ceremony) **\$300**  
For each additional hour or part thereof **\$150**

### **Candles**

Lighting the chandelier candles above the center aisle **\$50**

### **Police Detail**

A police detail is required for weddings with over 100 guests, and Trinity Church engages the detail on behalf of the wedding party. Engaging a police detail ensures that the church lot is available to wedding participants and the wedding party and their guests have access to the church grounds. **\$200**

### **OPTIONAL FEES:**

#### **Clergy**

If Trinity Church clergy are used, there are no fees. However, custom has resulted in gifts being donated to the clergy as a token of appreciation for their help. These gifts may be placed by the clergy in their Discretionary Fund or used in other ways. They are appreciated, but not required. The fee for visiting clergy to perform a wedding at Trinity Church is an estimation, and must be negotiated with the individual.

#### **Music**

Trinity Church has a reputation for its excellent music program, and music at weddings is no exception. During your consultation the Organist will help you make decisions about the hiring of additional musicians or using the Trinity Church Choir to help provide the type of ceremony that you envision,.

Additional musicians **variable**  
Organist at rehearsal **\$50**

#### **Flowers**

Consult with the Altar Society Flower Chair (Christine Pimentel (401) 683-5188 [cap5182@cox.net](mailto:cap5182@cox.net)) at least one month prior to the wedding date about the specifications for flowers and decorations. Flowers may be provided by a florist, or, upon request, a member of the Altar Society can purchase and arrange the flowers, depending on the selection, starting at \$100. The flowers at the Altar may be left for the Sunday Services in thanksgiving for the marriage, and this information will be printed in the church bulletin.

**Hawes Room****(seating capacity 80)****\$400**

Wedding receptions are allowed in the Hawes Room in Honyman Hall. Church policy for its use, including maximum times, catering, music, employment of the sexton, as well as use of alcohol in the facility will be provided by the Administrator or her representative.

**PAYMENT OF FEES:****Facilities and Personnel**

The Administrator will confirm the wedding date upon the deposit of \$200 for Communicant weddings, \$750 for Friend weddings, and \$1500 for Non-Member weddings. A month before the wedding the Administrator will provide a list of charges for wedding services to the bride and groom. Checks should be made out to each individual engaged, and the remainder of the total fee should be paid to the church office two weeks before the wedding takes place.

**Cancellation Policy**

If notice of cancellation is given more than 90 days in advance of the ceremony date, the total fee will be returned. For cancellation less than 90 days before the ceremony, a refund may not be given.

**THINGS TO KNOW ABOUT YOUR WEDDING AT TRINITY CHURCH:**

- The clergy of Trinity Church will officiate at the weddings of members only. If you are not a member of this parish, you may choose to use a minister of your own, or we can provide you with contact information for clergy in the area who may be willing to officiate. Please keep in mind that the Episcopal Church generally requires some clerical counseling of couples prior to weddings.
- All clergy conducting weddings at Trinity Church must be approved in advance by the Trinity Church Rector.
- When one or both parties have been previously married and divorced, a copy of each decree of divorce must be presented to the clergy to confirm the resolution of the previous marriage and to determine the date the resolution was final. Further, the consent of the Bishop of Rhode Island must be obtained for the wedding to take place. A minimum of 30 days is required for the Bishop's consent.
- The Sexton or a representative of Trinity Church must be present at all weddings and receptions. He is responsible for opening and securing the church building(s), monitoring heating, providing access for decorations, and in support of the clergy, providing guidance and assistance at the rehearsal and at the ceremony.
- Wedding ceremonies take place in the sanctuary of Trinity Church. In addition, upon request and of the Administrator, the bridal party may prepare in Honyman Hall prior to the wedding. Photographs may be taken inside Honyman Hall or outside in the gardens after the service.
- The bride and groom are responsible for their wedding party and their guests' behavior and observance of the church's customs and rules during all events surrounding their wedding on Trinity Church grounds. Alcohol is not welcome or allowed at rehearsals or weddings.

- No food or beverages are permitted in Trinity Church and smoking is unacceptable in any church building.
- It is understandable that the couple will want photographs of this important event, but care must be given to insure that the taking of pictures does not detract from the ceremony itself. Pictures of the wedding party may be taken in the sanctuary before the service if desired, but the photography session must conclude no later than 30 minutes before the time the service is scheduled to begin. The ceremony begins from the time the clergy enter Trinity Church. FLASH pictures may not be taken during the ceremony at any time, though time-exposure photographs may be taken from the rear balcony. Videotaping is permitted, only from the rear balcony, with available light. Please contact the Administrator with the name of your photographer, and the photographer should consult with the clergy before the wedding. In the event that outside clergy is engaged, the Sexton should be consulted at the wedding.
- The use of rice, confetti, rose petals, and balloons are not allowed in Trinity Church or on the church grounds.

**TRINITY CHURCH WEDDING TIMELINE:**

At time of reservation	Initial wedding deposit due
Discuss wedding plans with Administrator	Upon initial wedding deposit
Arrange time for rehearsal	Upon initial wedding deposit
Discuss wedding plans with clergy	Upon initial wedding deposit
Cancellation deadline	90 days before wedding
Consult with organist	2 months before wedding
Consult with Flower Chair	1 month before wedding
Final facilities and personnel fee due	2 weeks before wedding