



TRINITY CHURCH

NEWPORT, RHODE ISLAND

Getting Married at Trinity Church, Newport

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. In order to preserve this structure, its furnishing, and its traditions, we ask that you observe the policies and guidelines outlined below.

A Note about what makes a Christian Marriage

The Book of Common Prayer makes clear the Episcopal Church's understanding of Christian marriage in the following passage: "Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. 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." (*The Book of Common Prayer*, pg. 422)

Who may be married at Trinity Church?

Active members of Trinity Church and their close relatives (usually children or grandchildren) may be married at Trinity. At the Rector's discretion, non-members may be married here. We certainly consider hospitality to be one of the principal Christian practices, and to that end we invite you to come and worship with us and consider whether this community will become your spiritual home. Membership is marked by regular attendance at worship, participation in the ministry of the church, and financial support of the parish. The start of your life together is the perfect time to join a church family, and we would love to include you in ours!

We also recognize that Newport is attractive as a destination for many couples. We welcome you to consider being married here, and will be happy to talk with you about whether this is the right place for your wedding.

The First Step to being married at Trinity

Contact our Rector, The Rev. Anne Marie Richards (rector@trinitynewport.org) who will help you determine whether Trinity is the appropriate place for you to be married. Assuming that it is, we will settle on a date and time for your wedding and rehearsal (generally the evening before the wedding), and will send you a Wedding Information Form. Once that is returned to us, and your initial deposit is received, you may move forward with your arrangements, knowing that the church is reserved for you ceremony. Please note that at least 90 days notice is required for a wedding and that it is the custom of this parish not to celebrate weddings during the seasons of Lent and Advent. After initial approval from the Rector, your main point of contact will be our **Parish Administrator, Barbara Roos (adminassistant@trinitynewport.org)**.

Officiating Clergy

Trinity's Rector will normally officiate at member's weddings and, when possible, at other weddings. For those weddings not presided over by our Rector, any Episcopal priest may be invited to officiate. He / she should contact the Rector directly to discuss arrangements, and will need the permission of the Bishop of Rhode Island to officiate if he/she is not canonically resident or licensed in this diocese.

Pre-marital Counseling

The Episcopal Church requires premarital counseling and leaves to the discretion of each priest the nature of the counseling. Our Rector generally holds three or four sessions, which most couples find extremely valuable in helping them to learn how to use a third party to sort out relational issues as well as to explore the spiritual dimensions of their marriage. When couples live far from Trinity, it is possible to arrange for premarital counseling with a local priest, even if he / she is not officiating at the wedding. In some cases, the couple and priest may mutually discern that a licensed counselor should be consulted as well.

The Service

All weddings at Trinity conform to the rubrics of *The Book of Common Prayer*. The service, which begins on page 423 in the current Prayer Book (authorized in 1979), provides the complete structure and text. There are ample opportunities for friends and family to participate as readers, musicians, and the like. Couples are asked to select one or two Scripture readings. If you decide to include Holy Eucharist, one of your two readings must be from one of the Gospels. You can find suggested passages on page 426 of the Prayer Book, though you need not choose from this list alone. *Only Scripture passages may be read during the liturgy.*

Music at Your Wedding

Trinity has a splendid musical tradition. In addition to the organ we have an excellent carillon which may be rung immediately following the ceremony. Once you have confirmed the date of the service, contact **Brent Elwood Erstad (MusicDirector@trinitynewport.org)**, Organist & Choirmaster, about service music. Brent will meet with you to help you choose music for the service. The typical service includes a *Prelude* before the ceremony; a *Processional* for the wedding party's entrance; *Service Music* (music during the ceremony) and the *Recessional* for the exit of the wedding party and guests. The customs of the Episcopal Church allow for a wide variety of sacred music, and all musical selections must be approved by the Organist and Choirmaster in consultation with the Rector. *Only sacred music, whether ancient or contemporary, may be used in your wedding liturgy.*

Flowers and Decorations

Consult with the **Altar Society Flower Chair, Christine Pimentel (cap5182@cox.net or 401-683-5188)** as soon as you are in conversation with your florist, or at least one month prior to the wedding date about the specifications for flowers and decorations. Flowers may be provided by your florist, or, upon request, a member of the Altar Society can purchase and arrange the flowers. The fee for this service depends on flower selection, and begins 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.

Church Availability

The church will be reserved for your wedding for an hour before and 90 minutes after the starting time of the service. If you need more time for decorating beforehand or for photographs afterward, or if you have other logistical questions, please contact **Barbara Roos**. The availability of additional time depends on what other events are scheduled on your wedding day.

Photography and Videography

As eager as you may be to preserve images of your wedding, it is even more important that nothing interferes with the sanctity of the moment. While flash photography is not permitted during the service, photography and videography using available light are allowed as long as they remain unobtrusive. If you are planning to have a printed program, you may want to include a note for your guests about permissible photography and a reminder to turn off cell phones before the ceremony. Guidelines for photography will be provided, and your photographer must consult with the **Barbara Roos** no later than one week before the service.

Marriage License

Despite the First Amendment separation of church and state, under Rhode Island state law, clergy are authorized to act on behalf of the state in officiating at marriages. Therefore the signature of a priest on a marriage license carries the full authority of both church and state. Be sure to give your license to the officiating priest no later than the time of your rehearsal. Following the ceremony the priest will send the signed license to the appropriate official, from whom you may obtain an official copy.

For a detailed explanation of how and where to obtain your marriage license, please visit www.health.ri.gov/records/about/marriagelicense/index.php

Remarrying after Divorce

Divorced persons are permitted to marry at Trinity, with the consent of the Bishop of Rhode Island. A copy of the divorce decree(s) must be presented to the officiating clergy to confirm the resolution of the previous marriage and to determine the date the resolution was final. The officiating clergy will take care of obtaining the Bishop's consent and will provide the pastoral care upon which it is based. This process takes a minimum of 30 days.

The Rehearsal

Wedding rehearsals are normally scheduled for the day before the wedding and take about an hour. It is extremely important that the principles in the service—those in the wedding party, readers, and any other participants—be at Trinity on time for the rehearsal. **If the rehearsal is delayed for more than 15 minutes, the rehearsal is cancelled. The wedding will go ahead as scheduled the next day, but you will not have an opportunity to rehearse any part of the ceremony.** As traffic can be heavy in Newport, especially on Friday afternoons in the summer, we urge you and your participants to allow plenty of time to travel to the church.

Summary of Fees

A detailed explanation of fees applicable to your wedding will be provided. Your membership status will be determined in consultation with the Rector during your initial conversations. In general, the following descriptions apply:

Communicant: A communicant in good standing is defined in Canon 1.2 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 for the Kingdom of God

Friend: 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.

Non-Member: A Non-Member is anyone not affiliated with Trinity Church on a regular and ongoing basis and includes anyone who is a member of another Episcopal parish.

The following is a summary of typical expenses incurred by Communicants, Friends, and Non-Members who hold weddings at Trinity Church:

Facility / Personnel	Communicants	Friends	Non-Members
Sanctuary	\$0	\$650	\$2150
Clergy	\$300*	\$300**	\$300**
Organist	\$300	\$300	\$300
Sexton	\$300	\$300	\$300
Candles	\$50	\$50	\$50
Police Detail <i>(if >100 guests)</i>	\$200	\$200	\$200
TOTAL	\$1150	\$1800	\$3300

**Suggested donation*

***Estimated Fee*

Other Important Details

- Wedding ceremonies take place in the sanctuary of Trinity Church. In addition, upon request and in consultation with the Parish 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 wedding.
- No food or beverages are permitted in Trinity Church, and smoking is unacceptable in any church building.
- The use of rice, confetti, rose petals, and balloons are not allowed in Trinity Church or on the church grounds.

Contacts
Trinity Church
401-846-0660

RECTOR

The Rev. Anne Marie Richards, Rector
rector@trinitynewport.org

MUSIC

Brent Elwood Erstad, Organist & Choirmaster
MusicDirector@trinitynewport.org

LOGISTICS

Barbara Roos, Parish Administrator
adminassistant@trinitynewport.org

FLOWERS

Christine Pimentel
cap5182@cox.net


**TRINITY
CHURCH**
NEWPORT, RHODE ISLAND

Wedding 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.

Description of Individual Fees:

Sanctuary: Variable

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: \$300 (est.)

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. This honorarium 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. The gift to the clergy is intended to include pre-marital counseling, service preparation and officiating at the ceremony.

Organist: \$300

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 only sacred music will be allowed. Please contact the Organist through the church office at (401)846-0660 or at musicdirector@trinitynewport.org at least two months prior to the wedding date. The Organist's fee includes consultation, wedding, and carillon bells after ceremony.

Sexton: \$300 (minimum)

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 buildings, monitoring heating, providing access for decorations, and in support of the clergy, providing guidance and assistance at the rehearsal and at the ceremony. A minimum fee for the first four hours of the Sexton's time (rehearsal and ceremony) is **\$300**. For each additional hour or part thereof there will be an additional charge of **\$150**

Candles: \$50

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

Police Detail: \$200

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.

Description of Optional Fees

Trinity Clergy

Again, 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.

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

You will consult with the Altar Society Flower Chair (Christine Pimentel (401) 683-5188 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)

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. The basic rental fee is **\$400**.

Payments and Cancellation Policy

Payment of Fees

The Administrator will confirm the wedding date upon receipt of a **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 must be paid to the church office two weeks before the wedding date.

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.