

TRINITY CATHEDRAL
A Sacred Place for All People

**CATHEDRAL GUIDELINES FOR THE CELEBRATION AND BLESSING OF
A MARRIAGE**

Congratulations on your forthcoming marriage! This will be one of the most memorable moments in your life and in the lives of your families. We are pleased that you are considering celebrating your wedding and beginning your married life together here at Trinity Cathedral.

We have certain policies at Trinity Cathedral which are firm. Our policies are established in order to assist couples and their families to begin planning for their marriage with an understanding of the regulation and traditions of the Church so that your wedding will be one of beauty and dignity. To that end, we encourage you to read the following guidelines carefully and consult them throughout the planning process. Our intention is to avoid any confusion or disappointment later on.

We look forward to working with you and hope that the next few months will be filled with much joy and anticipation as you prepare for your life together.

A CHRISTIAN MARRIAGE

The celebration and blessing of a wedding is a sacramental action of the Church, as well as an event for a couple and their family and friends. It is our desire at Trinity Cathedral to assist our members as they plan for their wedding so that the preparation time can be a period of growth in the understanding of Christian Marriage. The promises of marriage cannot be maintained by human love alone, so the vital element of a Christian Marriage is the invocation of the blessing of God, whose grace alone can sustain a life together in matrimony. The service itself is a witness to our conviction that God does indeed bless those who make a sacred covenant with one another.

By choosing to be married in the Church, the couple is making a “faith statement” — to themselves, their friends and family, and to God. That statement is,

“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.” (Title 1, Canon 18, section 4.)

All sacraments of the Church are events whereby the grace and love of God is given and made known through both word and deed. The sacrament of Christian Marriage is no exception. In the context of a service of worship, the outward and visible signs of the inward and invisible grace which alone sustains a life together in matrimony is purveyed both by and for the couple.

CANONICAL GUIDELINES

“The couple shall notify the Member of the Clergy of their intent to marry at least thirty days prior to the solemnization; provided, that if one of the parties is a member of the congregation of the member of the clergy, or both parties can furnish satisfactory evidence of the need for shortening the time, this requirement can be waived for weighty cause; in which case the member of the clergy shall immediately report this action in writing to the Bishop.” (Title I, Canon 18, Section 2.)

Under the canons of the Episcopal Church, applications for marriage must be made to a priest at least *thirty days* prior to the date of the wedding (Title I, Canon 18, Section 2). This is a minimum requirement which allows time for the many details that arise. **We, however, suggest at least six months’ notice.** Both parties “must be instructed by a member of the clergy concerning the nature, purpose, and meaning as well as the rights, duties and responsibilities of marriage” (Title I, Canon 18, Section 3(c)). The couple should anticipate a minimum of three sessions with the officiating priest for consultation and instruction.

The officiating clergy is to be a priest on the staff of Trinity Cathedral or an affiliated clergy member of Trinity Cathedral. The couple may make an appointment with the clergy member they choose. Clergy not affiliated with Trinity Cathedral may be invited to assist with the *prior approval* of the officiating priest. It is the privilege of the officiating clergy to extend an invitation to guest assisting clergy.

We can only undertake marriages in which at least one party is a baptized Christian (Title I, Canon 18, section 3(b)).

If either party has been married before and divorced and the former spouse is still living, the entire matter must be dealt with in consultation with the Bishop and depends upon the recommendation of the priest on the basis of his/her knowledge of the couple (Title I, Canon 19, section 3). No less than *six months* must be allowed for this process between the initial application and the date of the wedding.

Under no circumstances should any announcement of a wedding at Trinity Cathedral be made until the couple has had an interview with the priest and the priest consents to officiate. In the event a judgment is necessitated by virtue of a divorce, no announcement may be made until the Bishop has signified his/her permission.

The celebration and blessing of your marriage is a very important part of the ongoing worship life of the Cathedral community. Marriage takes its place along with Baptisms, Confirmations, weekly celebrations of the Eucharist, and other pastoral offices of the Church. It is appropriate, therefore, that your service follows the worship customs of the Cathedral community. You are encouraged to spend the six-month time frame before your wedding attending at least two services a month at the Cathedral.

The Cathedral clergy reserve the right to decline to officiate weddings not held in a church.

FORM OF SERVICE TO BE USED

Christian marriage is a request for God's blessing upon a covenant freely undertaken by a couple for their lifetime. The service for the Celebration and Blessing of a Marriage and The Blessing of a Civil Marriage, which often involves the Eucharist as well, 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.

DATES AND TIME FOR THE WEDDING

Weddings can be arranged at such times that do not conflict with regularly scheduled services. Sundays and major feast days are not appropriate because of the full schedule. Additionally, the Season of Lent is not appropriate. Weddings will be scheduled no earlier than 10:00 am and no later than 4:00 p.m.

REHEARSAL

The purpose of the rehearsal is to prepare the wedding party to participate in the service in such a way as to render praise to God and joy to the bride and groom. In deference to the nature of the service and to the many people who must be on hand for a rehearsal, members of the wedding party are expected to be present and on time.

The rehearsal is under the *sole* direction of the officiating priest (wedding consultants may be used, but they have no authority once inside the church). The rehearsal is to be conducted prayerfully and reverently. Any parties to be held should be arranged so as not to cause delay, embarrassment, or difficulty for any concerned. Such events should follow the rehearsal. The rehearsal should take no more than one hour.

MARRIAGE LICENSE

The marriage license issued in the State of Ohio must be brought to the church the day of the rehearsal. At the rehearsal it will be signed by all parties. It will remain with the officiating priest who will complete the license immediately after the wedding. The completed license will be given to couple after the wedding.

PHOTOGRAPHY AND VIDEO-TAPING

Your marriage ceremony is a worship service. As such, **Trinity Cathedral does not allow flash photography during the wedding ceremony** (including the procession) by either a professional photographer or members of the

congregation. The use of flash, artificial lights, and shutters interrupts the sanctity of the worship and the flow of the service. At the end of the service it is permissible for the photographer to stand in the narthex and take flash photographs of the bride and groom as they leave the church.

Photographs may be taken inside the Nave prior to the wedding, but must be completed 45 minutes prior to the start of the service. After the service photographs may be taken in front of the altar for 30 minutes. If you desire to include the officiating priest in any photographs, please arrange for these photographs to be taken first.

Immediately prior to the service, the photographer may consult with the associate for Congregational Life, to make arrangement to take natural light photographs during the service.

The use of a video camera is permissible only under the following circumstances, a) it does not require any artificial lighting; b) it is stationary; c) it is located in an inconspicuous location; and d) it does not require portable microphones.

A copy of this policy is to be sent to your photographer and/or videographer in a contract form to avoid any misunderstandings. Ushers will be instructed to inform guests that no pictures are permitted during the service

MUSIC FOR THE WEDDING

A consultation with the Director of Music (name, telephone number and email on the back of this book) should be arranged as early as possible in the planning stages of the wedding. He/She will discuss music possibilities with the couple and provide them with a CD or MP3 file of suggested music (organ music, vocal music and hymns). The following points are to be observed:

1. The wedding or the Nuptial Eucharist is a sacred service and all music and texts should be appropriate to a wedding ceremony.
2. Any texts that are sung must, under the Canons and Rubrics, be from the Bible, the Book of Common Prayer or other authorized services, from the Hymnals of the Episcopal Church, or be theologically consistent with them. Hymns, while not required, can provide an inspiring time of communal participation for all present.

3. Cathedral musicians are the musicians for the service unless they have prior commitments. If the Cathedral musicians are unavailable, the Director of Music will schedule another musician.
4. The final decision on the appropriateness of music and soloists resides with the officiating clergy in consultation with the Director of Music.
5. Should the couple desire to have a vocal soloist or instrumentalist, the Director of Music can assist in finding a soloist from the members of the Cathedral Choir and the local music community.
6. Should a guest organist or other musicians be desired (in addition to the Cathedral musicians), they must be approved by the Director of Music and under his/her supervision. In such case, the Director of Music functions as a consultant.
7. Vocal soloists and instrumentalists are expected to contact the Director of Music at least two weeks prior to the service and make necessary arrangements for rehearsal.
8. The organist and other musicians are not normally present at the wedding rehearsal.

FLOWERS AND DECORATIONS

Flowers are appropriate symbols of joy and life.

1. All flowers in the Cathedral are arranged by the Flower Guild or local florists. Only arrangements in accordance with parish policy are permitted: One urn standing at the pulpit.
2. Plans for decorations should be developed at least one month prior to the wedding in consultation with the Associate for Congregational Life whose name and telephone number are in the back of this book.
3. Flowers placed in the church for a wedding are considered to be an offering to God and will be shared with the sick and shut-ins of the Cathedral congregation on the Sunday after the wedding.
4. If the church is decorated for a special event or season, such decorations and flowers may not be removed.

5. The church provides wedding kneeling cushions.
6. Only the candles normally used at the Sunday services in the church are to be used.
7. Reserved pews may be marked only with ribbons or modest arrangements, or the rope markers provided by the church.
8. Aisle runners are a safety hazard and may not be used.

BULLETINS

Bulletins for the wedding service are not required. They may be helpful in the event that a large number of your guests are not familiar with the Episcopal liturgy. The Cathedral will provide bulletins for up to 200 people. Additional bulletins may be ordered from the church office for an additional fee. The number of bulletins required must be submitted to the Associate for Congregational Life one month in advance of the service.

SCRIPTURE READING

Lessons should be chosen from the texts recommended as appropriate for the Celebration and Blessing of a Marriage in the Book of Common Prayer and in consultation with the officiating clergy. The use of alternative readings must be approved by the officiating clergy. Readers of the lessons are to be chosen by the couple. It is appropriate for members of your family, the wedding party, or guests to read the lessons. If you desire, a member of the clergy may read the lessons.

WEDDING PARTY DRESSING

The Chapter Room is available as a dressing area for the wedding party. The Associate for Congregational Life will be happy to work with the couple if an additional dressing area is need. If you decide to use any space at the Cathedral for dressing, we ask that you make arrangements to return the room to its original condition after the wedding.

RECEPTION

Cathedral Hall or the Gallery can usually be made available for a wedding reception. The reception should not exceed two hours. Arrangements should be made as early as possible by telephoning the Event Planner. If Cathedral hall and kitchen are available, there is a fee based on the room(s) that will be used and it is payable in advance of the reception (a fee schedule for different rooms is available upon request). Only wine or champagne may be served at receptions. Cathedral Hall (or other requested space) will be made available clean and set up as coordinated with the Event Planner. It is imperative that the room be returned to its original condition after the reception. If the reception is on a Saturday night, we ask that the parish hall be vacated by 10:00 p.m. The church is not responsible for any catering preparations.

Rice or bird seed may not be thrown at the church since it creates a hazardous condition on the steps and walks.

CONTACT PEOPLE

The Associate for Congregational Life

Ms. Ginger Bitikofer

216.774.0407

gbitikofer@trinitycleveland.org

The Music Director

Mr. Todd Wilson

216.774.0421

twilson@trinitycleveland.org

The Event Planner

Ms. Corinne Wallner

216.774.0409

cwallner@trinitycleveland.org

Parish Office

Trinity Cathedral
2230 Euclid Avenue
Cleveland, OH 44115

216.771.3630

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CONSENT FORM

Date _____

We have read completely the guidelines for a Wedding Service at Trinity Cathedral and agree to abide by all of the policies stated herein.

Signature

Signature

TRINITY CATHEDRAL
An Inclusive Community of Faith

WEDDING WORKSHEET

Wedding Date/Time _____ Bishop Letter Sent 1st _____

Rehearsal Date/Time _____ Bishop Letter Sent 2nd _____

Name (Partner 1): _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Baptized: _____ Confirmed: _____ Communicant: _____

Pre-Marital Status: Single Widowed Divorced Date Joined Trinity _____

Add to Mailing List: YES/NO

Father: _____ Mother: _____

Name (Partner 2): _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Baptized: _____ Confirmed: _____ Communicant: _____

Pre-Marital Status: Single Widowed Divorced Date Joined Trinity _____

Add to Mailing List: YES/NO

Father: _____ Mother: _____

MAILING ADDRESS AFTER MARRIAGE: _____

Attendant: _____ Attendant: _____

Escorts: _____

Number of Ushers: ____ Number of Attendants: ____ Other: ____

Parents (Partner 1): _____ Attending: ____

Parents (Partner 1): _____ Attending: ____

Grandparents (Partner 1): _____ Attending: ____

Grandparents (Partner 1): _____ Attending: ____

Parents (Partner 2): _____ Attending: ____

Parents (Partner 2): _____ Attending: ____

Grandparents (Partner 2): _____ Attending: ____

Grandparents (Partner 2): _____ Attending: ____

Music _____ Photographer: _____

Dress @ Church: _____ Cathedral Reception: _____

Florist: _____ Rings: ____ Clergy: _____

Names Used in Service: _____

Holy Matrimony Only: ____ Lessons: _____

Matrimony & HE: ____ Gospel: _____

Number of People Attending: ____ # of Pews: ____ CHURCH/CHAPEL

ALTAR GUILD NOTIFIED: ____ STEWARD NOTIFIED: _____

NOTIFY ORGANIST: _____ NOTIFY BOOKKEEPER: _____

RETURN TO OFFICIANT: _____

CHILDREN FROM FORMER MARRIAGES

PARTNER 1

CHILD 1

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: ____ Confirmed: ____ Birthdate: _____

CHILD 2

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: ____ Confirmed: ____ Birthdate: _____

CHILD 3

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: ____ Confirmed: ____ Birthdate: _____

CHILDREN FROM FORMER MARRIAGES

PARTNER 2

CHILD 1

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: ____ Confirmed: ____ Birthdate: _____

CHILD 2

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: _____ Confirmed: _____ Birthdate: _____

CHILD 3

First Name: _____ Nickname: _____

Last Name if different: _____

Baptized: _____ Confirmed: _____ Birthdate: _____