



# Wedding Customary

**Trinity Episcopal Church** — *Revised Summer 2026*

## **Congratulations!**

We are delighted that God has blessed you with the gift of a cherished and beloved person with whom to share your life. It is our great joy to assist you as you consider entering the covenant of marriage before God and in the company of your family and friends at Trinity Episcopal Church. This is a special commitment that you make and we are honored to help you prepare to receive the sacrament of marriage. Please give careful consideration to the information offered here to determine if Trinity is the place for your wedding ceremony. Then call the church office at 817.926.4631 with your intention, and reach out to a parish wedding representative (see pg. 8).

## **Marriage is a Sacrament**

A sacrament is an outward and visible sign of an inward and spiritual grace. Holy Matrimony is the sacramental rite of the church in which two persons “enter into a life-long union, make their vows before God and the Church, and receive the grace and blessing of God to help them fulfill their vows” ([BCP, p. 861](#)). The union is understood to be intended by God for their mutual joy; and for the help and comfort given one another in prosperity and adversity. At the Declaration of Consent, both persons promise to love, comfort, honor, and keep their spouse, in sickness and in health, and, forsaking all others, to be faithful to their spouse as long as they both live ([BCP, p. 424](#)). The gathered congregation witnesses the couple’s promises, and promises to do all in their power to uphold the couple in their marriage.

***Please note: According to diocesan canon, at least one member of the couple to be married must be a baptized Christian. Additionally, it is desired at least one of the couple (or their immediate family) be a member of the parish for a minimum of one year prior to the ceremony. Otherwise, approval for marriage at Trinity will be at the Rector’s discretion. For consideration, please contact your parish representative to be put in touch with clergy.***

## **CUSTOMARY**

Trinity Episcopal Church is not a wedding venue. We have prepared this statement of policy for those persons planning marriage in this parish church.

### **Preparation for Marriage**

In preparation for your commitment to marriage, the Rector or clergy assigned will require a completed application for marriage and multiple counseling sessions, the number of which is at the discretion of the priest. Counseling can be done in-person or via Zoom and should be begun between three and four months prior to the wedding. Please contact your representative for a marriage application and to schedule counseling sessions with clergy.

***Please note: Scheduling of pre-marital counseling sessions does not imply consent to be married in this parish, but serves to discuss and determine your fitness for entering into the sacrament of marriage.***

### **Scheduling the Wedding Ceremony**

The scheduling of the wedding ceremony and the rehearsal is done during consultation with the clergy at a time that takes into consideration the church calendar, available clergy, and your wishes.

It is the practice of this parish to require a minimum of 90 days notice for scheduling a wedding. Please note that weddings are not celebrated during Advent, Lent, nor the week between Christmas and New Year's Day.

***Please note: A date for your ceremony will be confirmed only after the Rector of Trinity Episcopal Church has approved a completed application for marriage, and is contingent upon the successful outcome of your counseling sessions.***

### **The Marriage License**

You will need to apply for a marriage license at least one month prior to the date of your wedding. The license is valid for up to 90 days and must be issued at least 72 hours prior to the time of the wedding service. The marriage license needs to be provided to the clergy at the wedding rehearsal. All necessary documents will be signed at that time.

## **Planning the Wedding Ceremony**

The planning of your wedding should be done in consultation with your parish representative. If a wedding consultant is employed to assist with planning, or if someone other than the couple to be married is planning the wedding, please share this customary with them, and have them contact your representative to ensure cooperation with Trinity's policies.

### **LOCATION**

The marriage ceremony should be celebrated in the place where the church community gathers for worship.

### **ORDER OF SERVICE**

The order of worship used for the Celebration and Blessing of a Marriage shall be the [Book of Common Prayer](#) or authorized supplemental worship materials of The Episcopal Church.

### **ROLE OF THE CLERGY**

The marriage ceremony is under the direction of the Rector or assigned clergy of the parish. If you wish that a member of the clergy not associated with Trinity Episcopal Church be invited to participate in the service, this is done at the discretion of, and letter of invitation by, the Rector. Trinity's Rector determines how duties are divided.

### **SCRIPTURE**

Readings from the Hebrew Scriptures (Old Testament) and New Testament, as well as from the Gospels, will be included in the service. You, with the approval of the clergy, may select these readings. If you desire, Scripture may be read by persons of your choosing. Otherwise, a Lay Reader may be assigned.

### **HOLY COMMUNION**

It is both appropriate and traditional for the service to include the Holy Eucharist (also called Holy Communion), although this is not mandatory. All members of the congregation will be invited to partake in the Eucharist, following those in the wedding party. When there is a Eucharist, you are invited to present the bread and wine during the Offertory.

## MUSIC

In accordance with the traditions of The Episcopal church, only sacred church music will be used during the ceremony. For suggestions, please contact your parish representative. Music is under the direction of the Director of Music (organist), who will play for all weddings. If you wish to use another organist, they must be approved and invited by Trinity. Such approved guest organists must be contracted and paid separately by you.

***Please note: In accordance with the American Guild of Organists' guidelines, if another organist is contracted, Trinity's organist will still receive their normal fee (see pg. 8).***

## SOLOIST

If a soloist is desired, arrangements are to be made with Trinity's organist. Financial arrangements are to be made directly with the soloist, including a fee for rehearsal (see pg. 8).

## WITNESSES

The ceremony shall be attested by at least two witnesses and conform to the laws of the state and the canons of The Episcopal Church.

## **The Rehearsal**

The rehearsal should be scheduled when all members of the wedding party (including ushers) can be in attendance. If there is to be a dinner following the rehearsal at the church, it should be scheduled no sooner than an hour and a half from the time of the beginning of the rehearsal.

The priest who is to perform the wedding ceremony is in charge of the rehearsal. If a wedding consultant has been contracted to assist with the wedding, the consultant will take directions from the clergy. It is your responsibility to clarify or restate previously agreed-to details to the wedding consultant if not specifically covered during the rehearsal.

## **Photography, Videography, Recording, and Live Streaming**

If a photographer and/or videographer is employed, please share this customary with them and have them contact your parish representative to ensure cooperation with Trinity's policies.

## PHOTOGRAPHY

Formal wedding party photographs may be taken in the church beginning 90 minutes prior to the ceremony, with all photography concluding 30 minutes before the service begins. Prior to this, photographs may be taken in the private rooms. The wedding party may reassemble for photographs immediately after the wedding guests have departed and before the reception begins. Please advise your photographer that pictures should be completed within one hour following the service.

Ushers are asked to inform guests to refrain from taking photographs during the service.

***Please note: No flash photography of any kind may be taken in the church once the wedding ceremony begins.***

## VIDEOGRAPHY

Video recording will only be permitted if arrangements are made prior to the date of the wedding with your parish representative. There may be no use of special lighting. The videographer will need to be stationary and will be designated an appropriate place to film that will be out of the line of vision of the wedding guests.

## RECORDING

Recording of the service is available from multiple cameras in the Nave or a single camera in St. Mary's Chapel. A digital file will be made available for you on a USB drive. If you desire to have your service recorded, please inform your parish representative.

## LIVE STREAMING

If you desire to have the service live streamed, please inform your parish representative.

***Please note: Videography that includes audio, recording, and live streaming all require amplification with lavalier microphones. This must be coordinated with Trinity's AV technician through your parish representative.***

## **Decorating the Church**

If a florist is contracted, please share this customary with them and have them contact your parish representative to ensure cooperation with Trinity's policies. For questions, please have your florist contact Trinity's Flower Guild at [k\\_schneiderfw@yahoo.com](mailto:k_schneiderfw@yahoo.com).

### **FLOWERS**

Other than flowers and pew ribbons, nothing else shall be added to the sanctuary. Artificial flowers are not to be used. Floral arrangements are appropriate in the sanctuary on the stanchions at the main altar, the altar in St. Mary's Chapel and the Columbarium. In addition, floral arrangements may be used on the candleholders at the end of each communion rail. Arrangements of flowers may also be used, if desired, at the end of each pew in the center aisle in the Nave, as well as in the Bell Tower. A floral arrangement, guest book, and photographs of the couple may be placed in the Bell Tower.

### **DELIVERY**

The florist will need to make prior arrangements with the church office. Please call 817.926.4631 to arrange a time for flowers to be delivered.

### **DONATIONS**

You may wish to leave the altar flowers from a Saturday wedding to be used for the Sunday service. When this occurs, the Sunday pew bulletin will state, "flowers are given by (names) in celebration of their marriage."

## **Wedding Programs**

Wedding programs including the marriage rite will be printed by the church office for a nominal fee.

***Please note: All names, readings, and music selections for the program must be given to the church office two weeks before the ceremony.***

## **Entourage**

The newlywed's entourage may gather in the lounges designated to prepare for the wedding. Arrangements may be made through your parish representative for a key to the front doors so that you may arrive early to prepare. The key should be left at with your parish representative or placed on the front desk upon the conclusion of the ceremony.

***Please note: The church is not responsible for personal items left in the lounge during the wedding or reception.***

### **Ushers**

Ushers are requested to be at the rehearsal, and then at the church no later than 45 minutes prior to the start of the wedding service to seat early-arriving wedding guests. Ushers should be informed about the photo policies of the church as well as any other details for which they are responsible.

### **Parking and Accessibility**

There are multiple handicap-designated parking spaces near the entrances to the church, as well as a ramp leading to the education building doors. If additional designated parking is desired, please inform your parish representative.

### **Prohibitions**

The following are prohibited at Trinity Episcopal Church. We appreciate your cooperation with these guidelines.

#### **SMOKING**

Smoking (including e-cigarettes and vapes) is not allowed anywhere on church property.

#### **ALCOHOL, DRUGS**

Alcohol or recreational drugs (including edibles) are not permitted.

#### **FIREARMS, WEAPONS**

No firearms or weapons may be carried on church property. Guests carrying firearms or weapons will be asked to leave the church grounds until they are in compliance with this policy.

#### **GLITTER, CONFETTI, RICE, BUBBLES, ETC.**

In celebration of the newlyweds, only bird seed is permissible to be thrown from the front steps of the church.

## Fees

All fees for weddings are to be paid by check made out to Trinity Episcopal Church and are due at the church office at least one week before the ceremony.

|                              |                                                       |
|------------------------------|-------------------------------------------------------|
| Use of Church (Nave)         | \$0                                                   |
| Use of St. Mary's Chapel     | \$0                                                   |
| Clergy Honorarium            | Donation to Clergy Benevolence Fund (suggested \$400) |
| Music                        | \$400                                                 |
| Soloist Rehearsal            | \$100                                                 |
| Altar Guild                  | \$200                                                 |
| Recording/Livestreaming      | \$250                                                 |
| Wedding Program Printing     | \$100                                                 |
| Cleaning (Nave)              | \$300                                                 |
| Cleaning (St. Mary's Chapel) | \$50                                                  |

## Contact

Please contact the following with any questions or to initiate a conversation.

### PARISH WEDDING REPRESENTATIVES

Christa McClary: [christamc50@gmail.com](mailto:christamc50@gmail.com)

Celeste Craver: [ccraver54@gmail.com](mailto:ccraver54@gmail.com)

### PARISH RECEPTIONIST

Silvia Johannes

3401 Bellaire Drive South, Fort Worth, TX 76109

Phone: 817.926.4631

Email: [office@fortworthtrinity.org](mailto:office@fortworthtrinity.org) or [trinity@fortworthtrinity.org](mailto:trinity@fortworthtrinity.org)

# Wedding Checklist

This checklist is provided to aid you in your wedding planning and to ensure coordination with Trinity Episcopal Church. ***The timeline provided is firm, and the earlier tasks are completed, the better!***

## **At least 6 months prior**

- Read the customary thoroughly, and reach out to a parish wedding representative with your intention
- If neither of the couple is a member of Trinity, inform your parish representative to coordinate a call with clergy (see pg. 1)
- Request, complete, and submit an application for marriage (see pg. 2)

## **At least 3 months prior**

- Schedule pre-marital counseling sessions with clergy (see pg. 2)
- Schedule the wedding ceremony
- Schedule the rehearsal
- Share the customary with your wedding planner, photographer, videographer, ushers, florist, etc., if applicable

## **At least 1 month prior**

- Have videographer contact parish representative to coordinate AV services
- Request recording or livestreaming, if desired
- Have florist contact Flower Guild to coordinate floral arrangements
- Determine music and soloist, if desired
- Apply for a marriage license

## **At least two weeks prior**

- Provide all names, readings, and music selections for wedding program
- Confirm availability of all parties for rehearsal
- Determine parking needs

## **At least one week prior**

- Pay all fees
- Confirm all dates, times