



The Wedding Committee

The Wedding committee is a volunteer ministry of Holy Trinity by the Lake Episcopal Church. Each member is a trained Wedding Director and is considered a representative of the church.

The wedding party must use and work with one of the Holy Trinity Wedding Directors.

NUMBERS YOU MAY NEED

Holy Trinity by the Lake
Episcopal Church
The Rev. Keith Turbeville
972-771-8242

Altar Guild Director
Vicki Kinzler
214-226-3122

Wedding Cordinator
Marilyn Ford
972-771-1412

Lakeside Florist
Tommi
972-771-4600



Wedding Customary and Guide

Holy Trinity by the Lake
Episcopal Church

For the wedding of

and

Date & Time



PREFACE

The decision to marry is certainly one of the most important decisions a person ever makes. It will affect the rest of your life in very significant ways. Therefore, the Church strongly urges that it be entered into advisedly, reverently and deliberately.

A romantic infatuation, usually called *falling in love*, as delightful as it may be, is not an adequate foundation for building a Christian marriage. Strong mutual feelings of affection are, of course, a wonderful element in a marriage. But, more important is the willingness and ability of each party to commit himself (herself) to the other and to do the loving and caring things that such a relationship demands.

The Church will demand that you be *in love*. The Church will demand that you promise faithfully *to love*. The gratification of one's own desires is by no means justification for asking the Church's blessing on a relationship. Before she will presume to bless your marriage in God's name, the Church will insist that you solemnly and publicly commit yourself permanently to the other part, and he (or she) to you, *for better or for worse*.

The entering of two persons into such a relationship as Holy Matrimony is an occasion for celebration in the Church. It is not an appropriate time for a great production or a *circus show*. It is a solemn, though not somber, occasion. A Church wedding is first and foremost a religious service.

The marriage service itself, as it appears in the Book of Common Prayer (pages 423-431) expresses in time honored phrases the teaching of the Christian Church regarding Holy Matrimony. Read it carefully and be sure you understand it before your wedding.

Guidelines

Weddings in this Church are conducted in accordance with the Canons of the Episcopal Church, the Book of Common Prayer, the laws of the State of Texas and the Parish Customary.

The Canons of the Episcopal Church require:

- that at least one of the parties being married is a baptized person,
- that both parties be instructed by an Episcopal priest in the nature, meaning and purpose of Holy Matrimony,
- that the priest who is to perform the service be consulted at least thirty days prior to the proposed date of the wedding,
- that both parties read, understand and sign the Declaration of Intent.
- that neither party has a living spouse by a previous marriage ending with divorce or an annulment
 - If either does, the couple must petition the Bishop for consent to be married in the Church.
 - Petitions may not be filed until one full year after the divorce decree or annulment is final.
 - All pre-marriage counseling must be complete before petitioning.
 - The priest being asked to perform the wedding must be asked at least 60 days before the couple desires to be married (preferably 90 days).
- that the marriage be registered in the Parish Registry,
- that there be at least two competent, adult witnesses to the wedding ceremony and
- that the priest performing the wedding shall have final authority in all matters of music and ceremony.

The Book of Common Prayer Requires:

- That any songs, hymns or anthems used in this Church be those authorized by the General Convention (The Hymnal 1982) or be in the words of Holy Scripture, of the Book of Common Prayer, or from texts congruent with them,
- That a priest or bishop of this Church preside over the ser-

vice (in special cases a deacon may perform the service and ministers of other denominations may assist, as may lay readers, acolytes, etc.)

- That the bride and groom stand before the priest, to his right and left, respectively,
- That the “Address” be read aloud to the whole congregation,
- That banns be read, at least at the ceremony, including the full names of both parties,
- That the Declaration of Consent be given by both parties,
- That prescribed prayers and Scripture lessons be read, that the prescribed solemn vows be heard, that a ring (or rings) be given,
- That prescribed pronouncement be made, and that the prescribed Blessing be given.
- The Holy Eucharist normally follows if the bride and groom are both baptized.

The laws of the State of Texas require:

- That the parties be 18 years of age or older (with parental permission the age may be lowered to 16),
- That a license to marry be obtained from the County (see the County Courthouse)

The Customary of this Parish requires:

- that no more than two flower arrangements be placed in the sanctuary (the “sanctuary” being the area inside the Altar Rail),
- that only the six office candles and two Eucharistic candles may be used inside the Sanctuary,
- that any flowers, candles or decorations placed in the nave (the area where the congregation sits) be with the prior consent of the Rector,
- that weddings are not performed during Lent,
- that the organist of the parish has the right of first refusal to play at all weddings,

Wedding Information List wedding party in order of Procession	
Grandmother	
Grandfather	
Grandmother	
Grandfather	
Mother	
Father	

Wedding Information List wedding party in order of Procession	
1st Groomsman	
2nd Groomsman	
3rd Groomsman	
Best Man	
Ring Bearer	

Music	
Prelude (Seated)	
Seating of the Family	
Processional	
Bridal Procession	
Gloria In Excelsis	
Gradual Hymn	
Offertory Hymn	
Music during Communion	
Music during Communion	
The Recessional (Standing)	

Wedding Information List wedding party in order of Procession	
Grandmother	
Grandfather	
Grandmother	
Grandfather	
Mother	
Father	

Wedding Information List wedding party in order of Procession	
1st Bridesmaid	
2nd Bridesmaid	
3rd Bridesmaid	
Maid/Matron of Honor	
Flower Girl	

Ministers of Worship	
Eucharistic Minister (s)	
Crucifer	
Torch Bearer (s)	
Ushers	
Greeter	
Organist	

Readings		
Reading	Reading Selection	Lector/reader
Old Testament		
Psalm		
New Testament		

- that the honorarium for the organist will be paid by the bridal couple,
 - The honorarium for the service is \$100.
 - The honorarium for the rehearsal is \$50.
 - If the organist chooses not to play for wedding there is no honorarium due and the couple may invite another musician upon the prior approval of the Rector.
 - If the couple does not want the parish organist to play and wished to invite another musician, the full honorarium (\$150) will be paid by the bridal couple to the parish organist.
- that all furniture in the church may not be moved for the purpose of decorating. All furniture must be completely protected from damage. Nails and tacks may not be used on any furniture or walls.
- that only the Altar Guild representative may place flowers in the sanctuary. Florists should make their arrangements well in advance to pickup the vase liners and to deliver the flowers.
- that additional candles are not permitted.
- that flowers may be used on the ends of pews if fastened so that no damage is done.
- that all decorating must be completed at least two hours before the scheduled time of the service, unless other arrangements are approved by the priest.
- The name, address and phone number of the florist or other person who is to decorate should be left at the church office.
- that there will be no photographs taken during the ceremony. A video camera may be mounted inconspicuously and left running during the ceremony. Photographers are permitted in the church only under the strict direction of the priest and only after consultation with him prior to the rehearsal.

NO ONE, NOT EVEN THE RECTOR, IS FREE TO VIOLATE

- The Canons of the Church
- The rubrics of the Book of Common Prayer
- The Laws of the State of Texas or
- The Customary of this Parish.

***Therefore, read this booklet carefully
and please do not ask for exceptions.***

HERE IS WHAT YOU DO . . .

1. Read this booklet carefully.
2. Consult with a priest of this Parish, whom you wish to perform the ceremony. This must be done at least 30 days before the proposed date of the wedding. (If you foresee any special impediments, such as a previous marriage, allow at least 90 days.) Do not announce your wedding date or send out invitations until you have a firm commitment from the priest. The Church may not be available at the time you wish. Also, remember, the priest is free to decline to perform the ceremony at any time and for any reason.
3. Reserve the Church building for the wedding and for the rehearsal. If you wish to use the Parish Hall for a reception, reserve that too. (No hard liquor is allowed on the premises. Wine is permitted)
4. Receive pre-marital counseling. This is usually done by the priest who is to perform the ceremony. However, he may arrange for another priest or professional counselor to do this.
5. Select your participants. You must have at least two adult witnesses. These are customarily the “Best Man” and the “Maid (Matron) of Honor.” If you wish you may have as many as eight attendants, four men and four women (which



Bride's Full Name		
Age	Date of Birth	Place of Birth
Telephone		Occupation
Maiden or Widower		Number of this Marriage
Baptized		In What Denomination
Confirmed		In What Denomination
Communicant		In What Denomination
Father's Name		
Mother's Maiden Name		
Parents' Residence		
How many rows reserved		



Approximate Number Attending _____

Time of Rehearsal _____

Place of Rehearsal Dinner _____

HOLY MATRIMONY



Groom's Full Name		
Age	Date of Birth	Place of Birth
Telephone		Occupation
Maiden or Widower		Number of this Marriage
Baptized		In What Denomination
Confirmed		In What Denomination
Communicant		In What Denomination
Father's Name		
Mother's Maiden Name		
Parents' Residence		
How many rows reserved		



License No./ Where Issued _____

Date of Ceremony _____

Place of Ceremony: _____

Holy Communion _____

Permanent Address After Marriage _____

number includes a Flower Girl and Ring Bearer). You may have two lay lectors to read the Scripture lessons. At the Eucharist you will need an acolyte who is an Episcopalian. (The church will provide you with an acolyte if you do not choose to invite one. In that case it is customary to pay the acolyte a \$15 honorarium.)

6. Select the music you wish used, if any. Consult the Parish if you wish to have organ music. (The minimum fee for the organist is \$100 for the service and \$50 for the rehearsal.) Consult with the priest performing the ceremony regarding the music you want played or sung. He has final approval.
7. Select the Scripture readings you want used (see the Book of Common Prayer, p.426). Inform the priest of the readings you have selected and, if you have invited lectors (readers), inform him of that. Inform the lectors of the necessity of their attending the rehearsal.
8. Comply with requirements of the State of Texas and get your marriage license. Give the license to the priest at the rehearsal. He will sign it after the ceremony and return it to the County Clerk. *No wedding will take place without a valid license in the hands of the priest prior to the ceremony.*
9. The priest will only discuss arrangements with the bride. (In other words...no privately hired bridal consultant.) If she wants anyone else to have decision making authority she must submit the names in writing to the priest.

What Happens At A Rehearsal

- *Introduction of Participants:* Do not assume that all the participants know one another since you know them all. Be sure that the officiating priest meets everyone.
- *Role of the Priest:* Your Episcopal priest is a trained professional in the conduct of public worship. He will be in charge of the rehearsal and the wedding ceremony. Any special arrangements should be checked out with the priest before the rehearsal begins to avoid embarrassing the bridal cou-

ple. Helpful suggestions from family and participants are not out of order. However, the priest will make the final decision. Commercial wedding consultants are not desired. Amy Vanderbilt and Emily Post, both Episcopalians, are ladies whose work is much appreciated. However, in the Church they are not the authorities. The Rector and the Book of Common Prayer are.

- *Practice of the Service:* The priest will explain the service and walk the participants through their parts. Anyone who is reading, singing or playing in the services is considered one of the ministers and is expected to participate in the rehearsal.
- *Signing the Register:* The Parish Register is a very important official document. It should be signed by the bride and the groom and by the witnesses at the rehearsal. If the Courthouse where your marriage license is registered should ever be destroyed, the Parish Register becomes the legal document of your marriage.

The usual custom is to have the rehearsal in the early evening the day before the wedding because often the bridal couple like to have a dinner hosted by the grooms family afterwards. This gives the members of the wedding party a good opportunity to get to know one another. This primary purpose of the rehearsal dinner or party may be defeated if persons are invited who are not participants in the wedding.

Any fees or honorarium should be paid at the rehearsal. Long experience has taught that such matters as the signing of documents and the payment of fees are much more easily and gracefully done the evening of the rehearsal than to wait until one becomes immersed in the grand confusion of the wedding itself.

People tend to come early to weddings, but rarely is everyone on time to wedding rehearsal. Please do all that you can to encourage participants to be on time for your rehearsal. Allow an hour for the rehearsal.

- **At the Offertory or during Communion**
 - *The King of Love my shepherd is* by Baker
 - *Where charity and love prevail* translated by Evars
 - *Shepherd of souls, refresh and bless* by Montgomery
 - *Deck thyself, my soul, with gladness* by Franck
 - *Come with us, O blessed Jesus* by Briggs
 - *Jesu, joy of man's desire* by J. S. Bach
 - *Rockingham* by Miller & Webbe
 - *Tallis' Ordinal*
 - *Alleluia* (eight-fold) arranged by Pulkingham
 - *I am the bread of life*
 - *Let us break bread together on our knees*
- **At the Recessional**
 - Any of those listed for the Processional

CHECKLIST

Use this checklist to be sure that details pertaining to your wedding reservations are taken care of in a prompt manner.

- ___ Approval granted on the church calendar.
- ___ Initial planning meeting held with HT coordinator.
- ___ The Wedding Customary is read thoroughly.
- ___ Premarital Counseling scheduled and completed with the clergy.

A minimum of three counseling sessions is required.

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

- ___ Declaration of Intent is signed and understood.
- ___ Music is selected and approved.
- ___ Readings are determined.
- ___ Ministers of Worship are determined.
- ___ Altar Flowers are ordered and dedication is determined.

The Altar Flowers are given in celebration of the marriage of, or,
In memory of _____

The New Testament

- [1 Corinthians 13:1-13](#) (Love is patient and kind)
[Ephesians 3:14-19](#) (The Father from whom every family is named)
[Ephesians 5:1-2, 21-33](#) (Walk in love, as Christ loved us)
[Colossians 3:12-17](#) (Love which binds everything together in harmony)
[1 John 4:7-16](#) (Let us love one another for love is of God)

The Gospel

- [Matthew 5:1-10](#) (The Beatitudes)
[Matthew 5:13-16](#) (You are the light...Let your light so shine)
[Matthew 7:21,24-29](#) (Like a wise man who built his house upon the rock)
[Mark 10:6-9,13-16](#) (They are no longer two but one)
[John 15:9-12](#) (Love one another as I have loved you)

MUSIC SELECTION

Music during the ceremony should be restricted to instrumental or to hymns that are in the Church's Hymnal.

The following list suggests music that is appropriate for wedding processions in the Episcopal church.

- *Alleluia* by Wesley
- *Stuttgart* by C. F. Witt
- *Pachelbel Canon in D*
- **After the consents**
 - *O thou whose favor hallows all occasions* by Drury
 - *Dear Father, in thy house today* by Benson
 - *O Perfect Love* by Gurney
 - *The King of love my shepherd is* by Baker
 - *Lord, who at Cana's wedding feast* by Thrup and Thring
 - *May the grace of Christ our Savior* by Newton
 - *How great is our God* by Chris Tomlin
- **Between the Readings**
 - Any of those listed for after the Consent
 - *Benedictus Dominus Deus* (Song of Zechariah)
 - *Jubilate Deo* (O be joyful in the Lord)

Music

Remember that **the wedding service is a prayer addressed to God**, not to one another. There are lots of times for sentimental love songs; at the rehearsal party or at the reception, for example.

The following are considered inappropriate for church wedding processions in the Episcopal Church:

- Bridal Chorus from "Lohengrin ("Here Comes the Bride"), R. Wagner
- Wedding March (Midsummer Nights Dream), Mendelssohn

Hollywood has successfully promoted the false notion that certain profane music is *traditional*. Wagner's "Here comes the bride from *Loehengrin* and Mendelssohn's "March" from *A Midsummer Night's Dream* are the prime examples. Both were written as secular parodies, in a mocking spirit towards Holy Matrimony. They are totally inappropriate for use in the church. On the other hand, much good secular music is quite neutral in tone and spirit and can be tastefully and reverently used (as instrumentals) in church. Handel's *Finale to Water Music* and Widor's *Toccata in F from 5th Organ Symphony* are good examples.

The Lord's Prayer is a part of the service in which the people participate vocally. It may not be "performed" by a soloist.

Appropriate times for music at your wedding are:

- as a prelude, before the ceremony actually begins
- at the Procession (entrance of participants)
- after the Declaration of Consent and Presentation (formerly known as the "giving away" of the bride)
- between the Scripture Readings
- at the Offertory and during the Communion
- At the Recessional (exit of participants)

SANCTUARY

The Sanctuary seats approximately 200 people.

1. Only TWO Flower arrangements allowed in the sanctuary.
2. Florists should use vase liners for flower arrangements
3. Arrangements should not be over 30 inches tall and 17 wide.
4. Flowers must be left for Sunday. To have dedication listed in the Sunday Worship Bulletin, please mark accordingly on your Wedding Plan Sheet.

DRESSING ROOMS

The dressing room for ladies is located in the downstairs youth room. The conference room is the designated dressing area for men.

The bridal party is responsible for removing all personal belongings from dressing rooms immediately after the wedding. Dresses should not be left in the dressing rooms either before or after the wedding.

REHEARSAL

Rehearsals are conducted exclusively by the Priest and Holy Trinity Wedding Directors. Bridal Consultants have no jurisdiction over the wedding ceremony.

Rehearsal time is limited to one hour from the scheduled beginning time. It is suggested that the wedding party arrive 15 minutes before start time to ensure rehearsal can begin promptly.

SANTUARY VIDEOGRAPHER/PHOTOGRAPHER

The following policies were established to help maintain the worshipful nature of the ceremony:

1. In the Sanctuary video cameras may be used but it must not be in the way of guests.
2. A manned camera can be placed at the back of the nave and also in either of the front corners.
3. Videographers and Photographers are not allowed to walk around with a camera during the ceremony.
4. NO FLASH PHOTOGRAPHS are allowed. **(The ceremony begins when the mothers are seated.)**

5. Pictures may be taken before and after the ceremony and during the reception.

PARISH HALL RECEPTIONS

If your wedding reception is at Holy Trinity, you must fill out information forms.

1. Reservation Application for Use of Church Facilities
2. Building Use Procedures
3. Sign Agreement for Use of Church Facilities

HONORARIUMS AND FEES

Due to the overall activity of the wedding party on the day of the wedding, honorariums and fees should be paid at the rehearsal.

Priest	\$250.00 Minimum	Eucharistic Ministers	\$25.00
Acolyte	\$15.00	Facility Use (Parish Hall)	\$200.00 per hr.
Organist	\$150.00	Altar Guild/Custodial	\$50.00

READINGS

One or more of the following passages from Holy Scripture is read. If there is to be a Communion, a passage from the Gospel always concludes the Readings.

The Old Testament

[Genesis 1:26-28](#) (Male and female he created them)

[Genesis 2:4-9, 15-24](#) (A man cleaves to his wife and they become one flesh)

[Song of Solomon 2:10-13; 8:6-7](#) (Many waters cannot quench love)

[Tobit 8:5b-8](#) (_New English Bible_) (That she and I may grow old together)

Between the Readings, a Psalm, may be said. Appropriate Psalms are

[Psalm 67](#),

[Psalm 127](#), and

[Psalm 128](#).