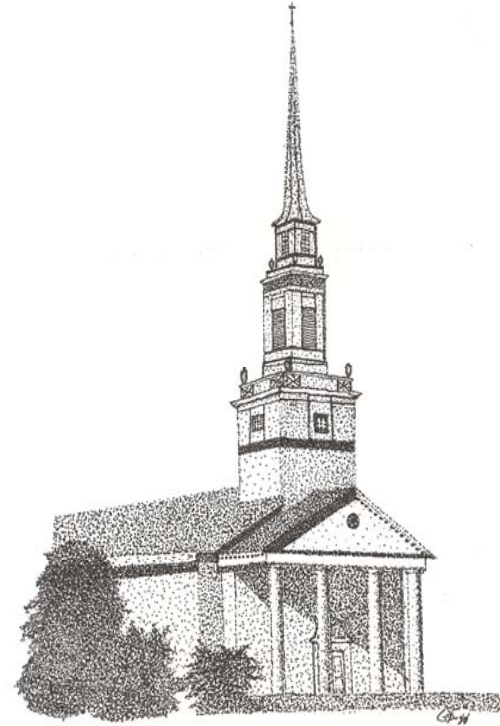


# WEDDINGS



**TRINITY PRESBYTERIAN CHURCH  
3115 PROVIDENCE ROAD  
CHARLOTTE, NORTH CAROLINA 28211-2742**





*“ holy marriage is instituted  
by God, regulated by his  
commandments, blessed by our  
Lord Jesus Christ, and to be held  
in honor among all “*

Order for the Solemnization of Marriage  
*Book of Common Worship*  
Presbyterian Church (USA)

*A Christian wedding is worship.* The celebration is an occasion of great joy, marked by dignity, beauty, and reverence. The ceremony, including the music, must be one that glorifies and praises God. The policies that follow are designed to fulfill that requirement and to ensure that this significant day is a meaningful experience in the lives of the man and woman to be married.

## *Arrangements*

## *Notes*

The first step in planning your wedding at Trinity Presbyterian Church is to arrange a conference with the Senior Minister, who is in charge of all weddings. The bride or groom or their parents or grandparents must be participating, contributing members in the life of Trinity for at least one year immediately prior to the wedding date. Any deviation from this policy is at the discretion of the Senior Minister.

At the initial conference, the Senior Minister will provide a copy of the marriage service, review the service with the bride and groom, and advise them of other parties with whom they should meet. If it is desired, another minister may conduct or assist in the ceremony upon invitation from the Senior Minister.

The next step after the conference, at which time the date for the rehearsal and wedding will be placed on the church calendar, will be to schedule a conference with the organist of Trinity in order to arrange for the wedding music. The organist is responsible for providing assistance in the selection of music that is appropriate in the Presbyterian Church, USA. The Worship Committee of Trinity Church, in consultation with the clergy and the organist, has sole authority and responsibility for setting and interpreting the standards for what is appropriate.

The church will provide, at no charge, two wedding coordinators who will direct the rehearsal and provide advice and direction at the time of the wedding.

**Person calls church and speaks or meets with the Minister regarding the availability of the Minister, the desired date, and calendar availability.**

**Minister requests that the office send out wedding application and wedding booklet with fees.**

**The couple returns the wedding application (located in the center of this booklet) to the Office Manager, who places the date on the Master Calendar. The Office Manager then copies the wedding application and distributes the copies to the Chair of the Wedding Committee, the Minister of Music, the Superintendent of Buildings and Grounds, and the Minister. If the couple desires to leave their flowers for the Sunday church service, then the Office Manager checks the flower calendar and notifies the Flower Chair.**

**If a crucifer is requested, the Office Manager should notify the Acolyte supervisor.**

**Couple schedules and meets with the Minister. (This is usually done approximately 6-8 weeks prior to the wedding date.)**

**The Wedding Director contacts the bride and arranges a meeting.**

**Wedding programs (see “The Wedding Bulletin” on page 6) must be into the office four (4) weeks before wedding to be copied. No changes can be made after that. If the couple chooses not to use office personnel to copy wedding programs, then the couple should submit the wedding programs to the Wedding Director for approval no later than two weeks prior to the wedding.**

## *Facilities*

\*Weddings may be held in the Sanctuary or in the Chapel.

Weddings should not be scheduled on Sundays, during Holy Week, New Years Day, Independence Day, Thanksgiving Day, Labor Day, or Christmas Day. Ordinarily only one wedding may be scheduled per day.

\*The Parlor and Carson Fellowship Hall are available for receptions. If a reception is to be held in either place, an appointment should be made with Superintendent of Buildings and Grounds to discuss arrangements.

\*Wine and champagne may be served in either place. Glasses must be filled in the kitchen area and/or the beverage served from a carafe or punch bowl.

\*A Bride's Room is available for female members of the wedding party.

## *Decorations*

The architecture of Trinity Church is Georgian. The interior furnishings also are Georgian and they have been planned carefully to create a reverent atmosphere for worship. Therefore, only one floral arrangement may be used in the Chancel area behind the Communion Table, of a size not to be higher than the cross. The side

## *Checklist*

Minister \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_

Organist \_\_\_\_\_

Vocalists/Instruments \_\_\_\_\_

Photographer/Videographer \_\_\_\_\_

Flowers \_\_\_\_\_

Reception location \_\_\_\_\_

Caterer \_\_\_\_\_

(If your reception is to be held in the Fellowship Hall, please inform the office if the caterer needs to set up or decorate on the evening prior to your wedding. It would be helpful if this could be avoided since it may be necessary to cancel other scheduled activities.)

## *Other Policies*

- \*At the rehearsal, appropriate attire and behavior are requested.
- \*Due to potential danger in their use on hard surface walkways, rice, confetti, birdseed, or similar materials may not be thrown in any of the church buildings or on the walks.
- \*Trinity Presbyterian Church is a smoke-free environment.
- \*The consumption of alcohol is prohibited at any time on the church premises except in the Church Parlor or Fellowship Hall during a reception.
- \*The Church will take every reasonable effort to protect the personal items, such as wedding dresses, purses, or gifts, that are brought to the Church during a wedding or reception. However, the Church will not be liable for such items if they are lost, stolen, or damaged.

**PLEASE READ THIS BROCHURE CAREFULLY.**

**IT IS THE RESPONSIBILITY OF THE WEDDING FAMILIES TO COMMUNICATE THESE POLICIES TO ALL MEMBERS OF THE WEDDING PARTY AND TO ALL OTHER PERSONS INVOLVED IN THE PREPARATIONS FOR THE WEDDING.**

pedestals also may be used for floral arrangements and containers for this purpose are available.

The furnishings of the Chancel have been selected not only for their functional purpose but also to appear appropriately scaled in the large space that is the focus of Trinity's Sanctuary. Florists' candelabra and similar accoutrements typically are under scaled for the space, as well as stylistically incorrect for the building and, therefore, they are not allowed. The Communion Table is reserved for the elements and symbols of the Eucharistic Sacrament.

The Processional Cross may lead the bridal party into the Sanctuary. An acolyte/crucifer may be requested or the cross may be placed behind the Communion Table prior to the service.



# *Photographs, Recordings, and Videos*

## *Photographs*

Since the marriage ceremony is a service of worship, cameras with flashes are not allowed in the Sanctuary or Chapel during the wedding. Photographers may use time exposure from the balcony only. Floodlights are not to be used. Individual guests are respectfully asked not to take photographs or videos inside the sanctuary during the service. Ushers will remind camera-carrying guests of this policy.

## *Recording*

An audiotape recording of the service will be provided at no charge, upon request.

## *Videos*

Videotapes of the service will be made by the Superintendent of Buildings and Grounds for a fee. The bride or groom must provide blank tapes for this purpose. Videotaping by an outside technician is permitted but only from the balcony and using a stationary camera.

**NO FLOOD LIGHTS ARE PERMITTED!**

## *The Wedding Bulletin*

### **PRINTING THE WEDDING BULLETIN**

Now that you have selected Trinity Presbyterian Church as the site for the service of worship celebrating your marriage, you need to

## EXCHANGE OF RINGS

**Minister:** What symbols do you bring as signs of your promises? (Bride and groom present rings to minister.)

**Prayer:** By your blessing, O God, may these rings be to \_\_\_\_\_ and \_\_\_\_\_ symbols of unending love and faithfulness, reminding them of the covenant they have made this day, through Jesus Christ our Lord. Amen.

(Bride and groom shall repeat)

\_\_\_\_\_, this ring I give you as a sign of our constant faith and abiding love. In the name of the Father, and of the Son, and of the Holy Spirit.

## PRAYER

After the exchange of rings, the central prayer of the marriage service is offered. It ends in the Lord's Prayer.

## ANNOUNCEMENT OF MARRIAGE

The minister recounts the intentions, promises and exchange of rings and declares the couple husband and wife.

## CHARGE AND BENEDICTION

After the minister offers the charge and benediction, the couple turns to recess. It is the choice of the couple whether or not to kiss, and if "yes," whether or not to have the minister say, "\_\_\_\_\_, you may kiss your bride."



Genesis 2: 18-24  
Song of Solomon 8: 6-7  
Proverbs 3: 3-6  
Isaiah 54: 5-8  
Psalm 23  
Psalm 67  
Psalm 95: 1-7  
Psalm 100  
Psalm 103: 1-5, 15-18  
Psalm 136: 1-9, 26  
Psalm 145

Matthew 5: 1-10  
Matthew 5: 13-16  
Matthew 22: 35-40  
Mark 10: 6-9  
John 2: 1-11  
John 15: 1-17  
Romans 12: 1-2, 9-18  
I Corinthians 13: 1-13  
Ephesians 5: 21-33  
I John 4: 7-12  
Revelation 19: 1, 5-9

## PSALM, HYMN OR SPIRITUAL

## VOWS

The couple will turn inward, to face one another.

The minister will say,  
\_\_\_\_\_ and \_\_\_\_\_, since it is your intention to marry, join your hands and with your promises, bind yourselves to each other as husband and wife.

1. I, \_\_\_\_\_, take you, \_\_\_\_\_ to be my wife/husband. And I promise before God and these witnesses to be your loving and faithful husband/wife, in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

## OR

1. Before God and these witnesses, I, \_\_\_\_\_ take you, \_\_\_\_\_ to be my wife/husband. And I promise to love you, and to be faithful to you as long as we both shall live.

make a decision about the bulletins for the event. There are three options:

You may have the bulletin printed by the Office Manager and placed inside the white and gold covers used for weddings. The bulletin is printed on white paper.

You may purchase a cover from a commercial source and have the bulletin printed by the Office Manager. If you select this option, the bulletin can be on white or ivory paper. The bride is responsible for placing the bulletins inside the covers and bringing the bulletins to the wedding rehearsal.

You may have the bulletin printed by an outside company, after approval by your Trinity wedding director no less than two weeks prior to the wedding. The bulletins are brought to the wedding rehearsal.

If you choose to have the bulletins printed by the church, you must meet with the Office Manager at least six (6) weeks prior to the wedding and submit the information needed four (4) weeks in advance. Because the bulletins are printed in advance, no changes can be made after two weeks prior to the wedding. Please see examples that follow for the four fonts that can be used for the bulletin. It is recommended that no more than two fonts be used.

*Edwardian Script*  
**Old English Text**  
**Times New Roman**  
*ZapfChancery*

***FIRST PAGE OF THE BULLETIN:***

The title of the bulletin is “A Service of Worship Celebrating the Marriage of \_\_\_\_\_”. The date and time follow, together with the name of the church, city and state.

***SECOND PAGE OF THE BULLETIN:***

Title: “A service of Worship on the Occasion of Marriage”.

The order of the services is:

Prelude

Processional

Sentences of Scripture

Statement of the Gift of Marriage

Prayer

Declaration of Intent

Affirmation of the Families

Affirmation of the Congregation

Music (optional)

Reading of Scripture

Homily (optional)

Music (optional)

Exchange of Vows

Giving (Exchanging) of Rings

Prayer followed by the Lord’s Prayer

Pronouncement of Marriage

Charge

Benediction

Recessional

**AFFIRMATIONS OF THE FAMILIES**

After the declarations of intent by the bride and groom, parents and the congregation are asked to affirm the couple in a public way.

Address either a) the bride’s parents, or

b) the bride’s and groom’s parents.

Also, either first (common) or last (formal) names of the parents may be used.

\_\_\_\_\_ and \_\_\_\_\_, do you give your blessing to \_\_\_\_\_ and \_\_\_\_\_, and promise to do everything in your power to uphold them in their marriage?

**OR,**

Addressed to the father of the bride only:

Who gives this woman in Christian marriage?

**AFFIRMATION OF THE CONGREGATION**

Will all of you witnessing these vows do everything in your power to uphold \_\_\_\_\_ and \_\_\_\_\_ in their marriage? (If so, please a) raise your right hand, b) stand, or c) say “I will.”

**OR**

If anyone has reason to object to this marriage, speak now or forever hold your peace.

**PSALM, HYMN OR SPIRITUAL**

**SCRIPTURE READINGS and REMARKS**

Two to four passages of Scripture are appropriate. The minister will offer remarks following the final reading.

Though no passage of Scripture is inappropriate, some traditional choices include:

## ***EXPLANATION OF WEDDING CEREMONY***

### **II Corinthians 5:17-18**

**If anyone is in Christ, that person is a new creation. The old has passed away. Behold, the new has come.**

**All this is from God, who through Christ reconciled the world to Himself and gave us the ministry of reconciliation.**

**Come, let us worship God.**

### **STATEMENT ON THE GIFT OF MARRIAGE**

**This statement holds before the congregation the understanding that marriage is a gift from God. It states that God has created, ordered and blessed marriage for the faithful expression of Christian discipleship.**

### **OPENING PRAYER**

**This short prayer is one of petition, asking God to bless the new beginning for the couple and to empower them to keep the promises they soon will make.**

### **DECLARATIONS OF INTENT**

**Both bride and groom affirm their intentions to one another and their desire to be married. Two possible choices include:**

**(Addressed to bride and groom individually)**

**\_\_\_\_\_having heard how God has created, ordered and blessed the covenant of marriage, do you affirm your desire and intention to enter into this covenant?**

**\_\_\_\_\_, in your baptism, you were called to union with Christ and His Church. Do you intend to honor this calling through the covenant of marriage?**

## ***THIRD PAGE OF THE BULLETIN:***

**This page lists:**

**The participants in the service: minister, organist, musicians and crucifer, if used**

**The members of the wedding party:**

**Honor attendants**

**Bridesmaids and groomsmen**

**Flower girls, ringbearer and ushers, if used**

**Parents and grandparents**

**This information may continue to the fourth page, if necessary.**

## ***FOURTH PAGE OF THE BULLETIN:***

**Some brides select to give the flowers in the sanctuary to the glory of God and in honor or memory of loved ones. A statement to this effect can be included on this page.**

**Information about the reception can also be included on this page.**

**All bulletins, whether printed by the church or by a commercial vendor must include the following statement:**

***Wedding guests are asked to honor church policy prohibiting photography during all worship services.***



## *Music*

The tape provided with this booklet is to assist the bride and groom in selecting the organ music for your wedding. While it does not include nearly all the possible selections of music for weddings, it contains a wide range of styles of compositions, most of which have proved over a period of years to appeal both to the wedding couple and to their guests who will be listening to the music.

The tape will allow you to listen at your leisure, and to compare pieces through repeated playings. Please keep it for as long as you need it, but return it by the date of the wedding rehearsal.

As you listen, please keep the following ideas in mind:

Side one contains music for the Processions in and out of the church by the wedding party. If you have many attendants (more than six bridesmaids), you may wish to choose a different piece to be played as the bride enters. Most of these pieces may be played by a trumpeter. Any of these pieces may also be used as part of the Prelude music.

The Prelude music (played as guests are being seated) should be about thirty minutes long if you expect one hundred guests or more. A Prelude of 15-20 minutes is sufficient for a wedding with fifty to seventy-five guests.

Choosing pieces which vary in character (tempo, mood, sound, such as Trumpet or Flute stop) will create more interesting program.

**\$100 – Additional fee for use of kitchen**

**These charges are necessary to cover additional heating and air conditioning expenses.**

***WEDDING PROGRAMS*** If you use the church program there will be a charge of .35 per copy. (This includes the gold cross cover and printing.).

Information for Wedding Bulletins must be received four (4)-weeks prior to the wedding rehearsal. Final proofing must be completed two (2) weeks before the wedding so that printing and distribution may be ready for the rehearsal on Friday.

The Minister of Music will give all information regarding the music to the secretary.

***ALL CHECKS ARE MADE PAYABLE TO THE INDIVIDUAL PROVIDING THE SERVICE. OTHERS ARE MADE PAYABLE TO TRINITY PRESBYTERIAN CHURCH.***

## *Fees*

### *USE OF*

***FACILITIES*** There is no charge to any member of Trinity Presbyterian Church for the use of the Sanctuary or Chapel.

***ORGANIST*** The organist's fee for weddings is \$250. Should she have to work with a soloist or instrumentalist, thereby, taking extra time with rehearsals, there will be an additional fee of \$25 for each soloist or instrumentalist. The instrumentalist determines the fee for instruments such as flute or trumpet. These fees should be paid prior to the wedding rehearsal.

### ***SUPERINTENDENT OF BUILDINGS AND GROUNDS***

The Superintendent of Buildings and Grounds must be present for all rehearsals and weddings. The fee is \$175 and covers time two hours before the ceremony through the pictures following the ceremony. Please arrange all deliveries within this time frame. This is overtime work and is not covered in his salary. If there are window decorations (flowers or candles) there is an additional charge of \$25. When a reception is held using the church facilities, there is an additional charge of \$30 an hour.

***VIDEO FEE*** \$75 plus tape - Please bring the videotape to the rehearsal so it can be prepared ahead of time.

***CRUCIFER*** There is a fee of \$25.

***CLERGY*** The suggested fee is \$250.

***RECEPTIONS*** \$200-Additional fee for a reception in the Parlor.

\$300-Additional fee for a reception in the Fellowship Hall.

The mothers of the bride and groom are seated at the hour of the wedding. For practical reasons, this is done by the clock, coordinated by the organist and wedding director. If you wish to choose a particular piece to be played as the mothers are being seated, the piece should be 4-5 minutes long. It is considered to be part of the Prelude.

If you are having a vocalist, that person's music is usually sung just after the mothers are seated, before the wedding Procession. This music does not need to be included in the timing of Prelude music.

If you are having a trumpeter, you may wish to have a piece played by that person during the Prelude. If so, the character of the piece should be such that it is not confused with the Processional music, and it should occur early enough in the Prelude to allow the trumpeter to rest before the Processional music is to be played.

If you are having another instrumentalist (such as a violinist), that person will play as part of the Prelude.

Please listen to the tape as a first step in making your plans. A consultation by telephone or in person with the organist, Jane Arant, will continue or complete the planning process.

## CONTENTS OF TAPE:

### Side 1

<i>Composer</i>	<i>Title</i>	<i>Approx Duration</i> <i>(entire piece)</i>
1. Purcell	Trumpet Voluntary	
2. “	Trumpet Tune	2 min.
3. “	Trumpet Fanfare	1 min.
4. Mouret	Rondeau Fanfare	2 min.
5. “	Fanfare	3 min.
6. Handel	Air (from Royal Water Music)	3 min.
7. “	Allegro Maestoso (from Royal Water Music)	4 min.
8. “	Overture (from Royal Fireworks Music)	2 min.
9. “	Minuet/Finale (from Royal Fireworks Music)	2 min.
10. “	The Rejoicing (from Royal Fireworks Music)	2 min.
11. Karg-Elert	Now Thank We All Our God	4 min.
12. Bach	In Thee is Gladness	3.5 min.
13. Campra	Rigaudon	4 min.
14. Marcello	Psalm 19	3.5 min.
15. S. Wesley	Choral Song	4 min.
16. Mathias	Processional	3 min.
17. Hampton	March	3 min.
18. Johnson	Trumpet Tune in D	4 min.
19. Widor	Toccata (from Symphony V)	8 min.

Notes: Nos. 1-7, 10, 14, 18 work well with Trumpeter and organ. All pieces following No. 7 (with exception of No. 18) are better for Recessional rather than processional pieces. Any of the pieces from side 1 may be used as part of the Prelude music. (No. 19 is not recommended for that use, because of its length and loudness.

### Side 2

<i>Composer</i>	<i>Title</i>	<i>Approx duration</i>
CPE Bach	Pieces for Musical Clock	8 min.
J.S. Bach	Fugue in G minor	4 min.
“	Jesu, Joy of Man’s Desiring	4.5 min.
“	Sheep May Safely Graze	4.5 min.
“	Pastorale (4 movements)	7 min.
“	Be Thou With Them	3.5 min.
“	Arioso	4 min.
Brahms	My Faithful Heart Rejoices	2.5 min.
Buxtehude	Toccata in F Major	2.5 min.
Handel	Allegro vivace (Royal Water Music)	2 min.
“	Minuet (Royal Water Music)	3 min.
“	Andante (Concerto IV)	8 min.
“	The Peace (Royal Fireworks Music)	4 min.
“	Bourree (Royal Fireworks Music)	2 min.
Haydn	Pieces for a Musical Clock (6 movements)	8 min.
Mendelssohn	Andante (from Sonata III)	3.5 min.
Mozart	Sonata in Eb	3.5 min.
Pachelbel	Fantasia	4 min.
“	Toccata in E minor	3 min.
“	Canon	10 min.
Schulz-Widmar	Simple Gifts	2 min.
Stanley	Voluntary (4 movements)	7 min.
Telemann	Trumpet Tunes	
Vaughan-Williams	Prelude on Rhosymedre	4 min.

Notes: Many hymns tunes and preludes on those tunes are appropriate as wedding music. They are not on this tape because they are so numerous. Some or all of the pieces from “Royal Water Music” or “Royal Fireworks Music” may be grouped together