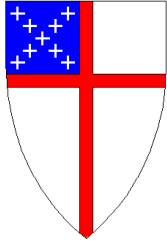


**TRINITY EPISCOPAL CHURCH
TRUMBULL, CONNECTICUT**

PARISH MANUAL



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CARING CONNECTIONS (PASTORAL CARE):

At Trinity, caring for each other is a community responsibility involving the entire congregation, whether that involves simply noticing when someone is absent from worship or community involvement for any period of time and calling to check in, or friendly visits to those unable to come to church, or bringing the Eucharist to those at home, in hospitals or convalescent centers, or pastoral visits by the priest.

The Caring Connections Team consists of those committed to making regular visits, whether simply for fellowship or for Eucharist for those who cannot come to church. This team is also the “eyes and ears” of the parish in identifying additional needs these parishioners may have and coordinating how to meet those needs with the priest.

BOOK OF REMEMBRANCE:

Trinity provides the opportunity for gifts, both large and small, as memorials, thanksgivings, or occasions of recognition. Acknowledgement will be made, in writing, when the donor's address is included. Additionally, the Rector also sends a personal note of thanks. When appropriate, families of individuals in whose name gifts are made, will be notified of the donation.

All donations to the Book of Remembrance are made by check payable to: *Book of Remembrance: Trinity Church*. These gifts are used to assist in meeting operating expenses of the parish unless the donation is for a specified purpose.

HOSPITAL VISITING:

Most Trinity parishioners go to either of two hospitals:

- Bridgeport Hospital
- St. Vincent's Hospital

Bridgeport Hospital does not notify the church if a parishioner is a patient. The Director of Caring Connections will contact the Pastoral Care Office (203-384-3211) on a regular basis to determine if any Parishioners are hospitalized. In the Pastoral Care Office, there is a computer print-out of all patients by church and denomination. Trinity parishioners will be found under: TRINITY EPISCOPAL, TRUMBULL.

St. Vincent's will occasionally send a post card to notify Trinity of parishioners who are patients. However, this card is usually received several days after the patient has been admitted and thus may be received after the patient has been discharged.

The most effective way to be notified that a parishioner is a patient is for the parishioner, or family of same, to notify the church office.

Eucharistic Lay Visitors may bring Communion to hospitalized patients.

HOUSE BLESSINGS:

Parishioners who move into a new home, or who wish to bless their departure from a home they have lived in for many years, may ask the priest to provide a House Blessing, included in the *Book of Occasional Services*. Often, other parishioners are invited to those blessings.

SHUT-INS:

Eucharistic Lay Visitors are authorized to bring Communion to shut-ins. Additionally, a Caring Connections Committee member will also visit the individual(s). Anyone wishing to receive this Ministry for themselves or a family member should notify the Parish Administrator or a member of the Caring Connections Committee.

THANKSGIVING FOR THE BIRTH OF A CHILD:

This service in the *Book of Common Prayer*, may be offered either at the hospital or with relatives after the parent returns home.

EMBRACING OUR COMMUNITY (OUTREACH):

CLERGY, LOCAL EPISCOPAL: (for emergencies, etc.)

In case of emergencies and other circumstances such as hospital visitations, funerals, etc., the following local Episcopal clergy may be called:

Rev. Robert Neville – 203-268-5566 (Christ Tashua & Grace)

Rev. Scott Lee – 203-375-4447 (Christ, Stratford)

Rev. Amjad Samuel – 203-929-1722 (St. Paul's, Huntington)

Rev. Geoffrey Hahneman – 203-336-7279 (St. John's, Bridgeport)

Protocol:

When an Interim is in place, he or she has the full authority of the Rector. Therefore, any other clergy may only minister to this congregation at the invitation or with the consent of the Interim Rector.

GREATER BRIDGEPORT MINISTRY NETWORK:

Trinity is a member of the Greater Bridgeport Ministry Network which is a consortium of Bridgeport area Episcopal churches working together on one or more ministries that are made stronger by the participation of multiple parishes. The ECCT defines a ministry network as two or more worshipping communities working together on a common cause. Currently, the primary mission of this network is a feeding ministry through food pantries at St. Luke's/St. Paul's and St. John's in Bridgeport as well as meals served at St. Luke's/St. Paul's, St. John's, and Calvary/St. George's in Bridgeport. From time to time, other ministries such as clothing needs, homeless shelters, etc. are supported. Funding for these ministries comes from the various parishes as well as income from dedicated endowment funds and individual donations both corporate and personal.

TRUMBULL INTERFAITH COMMITTEE:

The Trumbull Interfaith Committee, generally known as "TIC", meets on the first Wednesday of each month (except July and August). The various churches and the synagogue in Trumbull host the meetings. The Committee consists of the clergy and lay representatives from each of the churches and synagogue in Trumbull. There is a \$100 membership fee which is used to support various non-profit organizations in Trumbull. Host churches provide light refreshments and serve as Secretary. Minutes are then sent from host church to other TIC members.

There is always an ecumenical Thanksgiving Eve Service and an ecumenical Good Friday Service as well as sponsorship of the annual Crop Walk and an annual Clergy Dinner. The clergy meet for lunch on an occasional basis.

PARISH GOVERNANCE:

ECCT:

The Episcopal Church in Connecticut (ECCT) includes all of the Episcopal churches in the State of Connecticut. ECCT is headquartered at:

ECCT

The Commons

290 Pratt Street Box 52

Meriden, CT 06450 Tel:203-639-3501 Fax: 203-235-1008

Bishops:

- Right Reverend Ian T. Douglas, Bishop Diocesan
- Right Reverend Laura J. Ahrens, Bishop Suffragan

Staff:

Diocesan staff members of particular interest to the parish are:

- Louis Fuertes, Canon for Mission Finance and Operation
- Karin Hamilton, Canon for Mission Communication & Media
- Rev. Canon Tim Hodapp, Canon for Mission Collaboration
- Robin Hammeal-Urban, Canon for Mission Integrity & Training
- Rev. Canon LeeAnn Tolzmann, Canon for Mission Leadership

PARISH BY-LAWS:

This is a separate document published as Appendix C to this manual.

ROLE OF THE RECTOR:

Canonically, the Rector is directly and singularly responsible for worship and for all parish facilities, although Rectors typically develop structures and policies through which the lay leadership of the parish is invited to collaborate in the execution of these responsibilities. The Rector also supervises parish staff, unless supervision of specific staff is delegated to the Parish Administrator. This includes maintaining current job descriptions, providing regular supervision and annual evaluations. Similarly, although Rector and Vestry share responsibility for parish finances and ministries, the Rector oversees these areas on a day to day basis. A primary responsibility of the Rector is to identify and equip lay leadership to guide all parish activities, to form a collaborative team of clergy, staff, Vestry members and ministry leaders to keep the parish on a clear course of responding to God's mission of restoring and reconciling all things to God in Jesus Christ, assuring that all decisions taken in the parish represent this mission focus. The Rector works particularly closely with the Executive Committee (officers of the Vestry) and the Vestry itself, providing orientation, training, and spiritual leadership as needed. Key additional responsibilities include leading worship in the parish, and tending to the spiritual needs of members through organizing a strong pastoral care capacity, using the talents of both lay members and clergy, and providing Christian formation for all ages. Finally, the Rector typically represents the parish to the local community, developing collaborative responses with other churches, faiths, and community groups to respond to the needs of God's people locally and beyond.

This page: January 2018

VESTRY:

Executive Committee:

This team of officers acts for the Vestry in between monthly Vestry meetings. It generally meets on the first Tuesday of the month, solicits agenda items from Vestry members, prepares the agenda for the upcoming Vestry meeting, and deliberates on important policy or practical issues in order to frame questions and/or prepare recommendations to be presented at the upcoming Vestry meeting. Membership includes the Rector, the Senior and Junior Wardens, the Treasurer, and the Clerk.

Vestry Commissions: See the *Vestry Handbook*

Vestry Handbook:

This is a separate document published as Appendix B to this manual.

PARISH LIFE:

ALCOHOL, USE OF:

The use of any alcoholic beverages at any function on Church property or sponsored by the Church must first be approved by the Rector and the Vestry and recorded in the Vestry minutes of a regular or special Vestry meeting. If alcoholic beverages are used, a one-day event policy must be purchased from an independent insurance carrier with a copy of this policy given to the Parish Administrator. All provisions listed in the ECCT “*Model Policy on the Use of Alcoholic Beverages in Parishes, Worshipping Communities and all church related events*” must be followed. A copy of this policy may be found in the *Building Use Policy*. The group must also comply with Trinity’s *Alcohol Use Policy*.

BUILDING USE:

The Parish Hall, kitchen, lounge, and classrooms may be used by parishioners and outside groups, in exchange for a contribution to defray costs. Parishioners and groups using the facilities must complete a “Request for Use of Facilities” form available from the Parish Administrator. Refer to the *Building Use Policy* for additional information.

One Time Use:

For a single event, the date must be cleared with the Parish Administrator and a proper form filled out by the person responsible. The Facilities Chairperson should be notified, as well as the Sexton.

Regular Use:

An organization or individual who wishes to use a portion of the building on a regular (weekly, monthly) basis must have the approval of the Vestry. A proper form must be filled out and filed in the Church Office. The Facilities Chairperson should be notified, as well as the Sexton.

Contribution Rate:

Please consult the *Building Use Policy* for the most current guidance.

FUND RAISING:

A fundraiser is defined as a community event to benefit a specific cause which is not covered by the parish budget. The whole congregation and members of the local communities are invited. The Fundraising Committee is led by a Vestry Member and seeks to plan one or more designated fund raising events with the purpose of raising additional funds to support specific work of the church, build outreach capacity of the church, or to support designated projects of the church. These events may vary from year to year and may be one large event or a series of events. Fundraising will be an agenda item at the Annual Meeting in January of each year at which time fundraising events will be selected and scheduled and a chairperson selected for each event. This will allow for adequate planning time to insure the success of the event. All fundraising events must be approved by the Rector and the Vestry.

MAIL:

Mail for the church and from the church is handled by the Parish Administrator

MEMORIAL GIFTS:

Trinity provides the opportunity for gifts, both large and small, as memorials, thanksgivings, or occasions of recognition. Acknowledgement will be made, in writing, when the donor's address is included. When appropriate, families of individuals in whose name gifts are made, will be notified of the donation.

All restricted monetary donations are made by check payable to: *Trinity Episcopal Church*. The family may designate, in consultation with the Rector and Wardens, certain Memorial allocations for appropriate church programs and/or memorials. In such cases, when the allocation is made, and at a time appropriate to the family and parish, a formal dedication will take place at a worship service. All unrestricted funds will be deposited in the *Book of Remembrance*.

MONETARY ASSISTANCE:

From time to time individuals seeking money or food come into the Church Office.

The policy has been that we do not give money. However, we do offer any food that might be available in the food basket found in the Narthex.

The Rector's Discretionary Fund has been reserved for members of the parish in genuine need.

PRIMARY MINISTRIES:

Acolytes * Adult Formation * Altar Guild * Bible Study * Caring Connections * Children & Youth * Choirs * Church School Superintendent * Diocesan Delegates * Facilities & Grounds * Fund Raising * Greater Bridgeport Ministry Network * Hospitality * Liturgical Assistants * Outreach * Sextons * Stewardship * Treasurer * Ushers * Vestry Clerk * Wardens * Worship

SCHOLARSHIPS:

In 1987, the Charles L. Dennis Scholarship Fund was established for Trinity Church. The donors requested:

The principal be maintained as a segregated fund which shall be designated as the "Charles L. Dennis Scholarship Fund."

- The Fund be administered by the Vestry of Trinity Church and/or a committee appointed by it.

- The income from this Fund shall be used to provide college level scholarships to members of the "Trinity Family" in the following order of preference: 1) children of the incumbent Rector of Trinity Church, 2) children of the paid staff of Trinity Church, 3) members or the children of members of Trinity Church.
- If, in any calendar year, there is excess income because the Vestry, in the exercise of its discretion, determined that it was inappropriate to award a scholarship that year, or for any other reason, said excess income shall be added to and become part of the principal of the fund.

Scholarship Committee:

A Scholarship Committee is formed by the Rector as the need arises. When formed, it generally consists of the Rector, a Warden, a Vestryperson, and a Parishioner in good standing chosen by the Vestry.

At the January meeting of the Vestry, the amount of interest available for scholarships is determined and approved.

SUNDAY BULLETIN:

The Sunday order of service, or Bulletin, is printed in the Church Office.

Musical information is given to the Parish Administrator by the Organist on Monday mornings.

Liturgical Assistant and Acolyte Schedules are found on the bulletin board in the office.

Information for the Parish Notices should be called in to the Church Office no later than 11am Tuesday morning.

Contents:

The Bulletin includes the order of service, including the music, Collect, and Readings for the day, parish notices, the Parish Prayer List, and any appropriate announcements.

Additions and changes for the printed Prayer List must also be submitted on a Prayer List Request Form which is found in the Narthex. These may be turned in to the Parish Administrator or placed in the collection plate during the offertory.

THE TRUMPET:

The *Trumpet* is Trinity's quarterly newsletter distributed in March, June, September, and December.

Copy deadline is the 15th of the previous month. Copy should be left in the *Trumpet* file found in the Church Office or submitted to the Parish Administrator.

The Trumpet is printed and collated in the Church Office. This is coordinated by the Parish Administrator and it is sent out Third Class Mail. The Trumpet is distributed electronically to Parishioners whose email addresses are on file.

WORSHIP AND MUSIC:

ACOLYTES:

Trinity Acolytes include adults and young people (Grade 3 and older). Acolytes serve in the following capacities:

- Bookbearer – Beginner Acolytes bear the Gospel Book in Procession and hold the Gospel Book during the reading.
- Crucifer – Acolytes who are physically capable of carrying the Processional Cross may serve in this capacity. Smaller Acolytes may bear the wooden Church School Cross.

- Server – Acolytes who have been confirmed or are preparing for confirmation may serve the Priest at the Altar.
- Torchbearers – Acolytes who are physically able of carrying the Processional Torches may serve in this capacity.
- Thurifer – An Acolyte who is qualified as a Server may function in this capacity provided a thurible is available.

Scheduling – Acolyte schedules are prepared by the Parish Administrator. These schedules are reviewed by the Rector and mailed through the Church Office. It is the responsibility of the individual to find a replacement in case of scheduling conflicts and to notify the Church Office of such scheduling change so that the proper name may be printed in the Sunday Bulletin.

At the 9am service, there is a Crucifer, Torchbearers, Server, and Bookbearer.

Training – Manuals have been prepared for; Crucifer, Torchbearers, Bookbearer, and Server.

ALTAR GUILD:

The Altar Guild is under the direction of the Altar Guild Director. A schedule is prepared according to the Worship Schedule: Altar Guild members are scheduled in teams of two for weekly services and extra services as required.

Communion wine is supplied by the Director and is stored in the Sacristy.

Altar Bread, gluten free wafers, and white grape juice, are procured by the Parish Administrator from Almy or Cokesbury.

All candles (except the Advent Wreath) are oil-filled. Oil is available from Kerry Candle Co. Candles should be refilled weekly. Wicks should be replaced annually. Further details may be found in the *Altar Guild Handbook*

Additional wax candles, (Baptismal, hand-held, candelabra, etc.) as needed, are procured by the Parish Administrator.

EUCCHARIST:

The Holy Eucharist is celebrated every Sunday at 9am. The service is Rite II (Contemporary) with hymns, and a sung *Gloria*, *Presentation*, and *Sanctus*. Eucharistic prayers are drawn from the *Book of Common Prayer* or *Enriching Our Worship*. On the 5th Sundays of the month, the service is Rite I although the hymnody does not change. The service includes an entering procession (crucifer, torches, chalice bearer, and clergy, including Gospeller or Bookbearer, Preacher and Celebrant as available), a Gospel procession, and a retiring procession at the end. After the Peace, parishioners with birthdays or anniversaries come forward for a blessing. The service bulletin will contain the order of service as well as the music and important announcements. According to the discretion of the priest, the *Sursum Corda*, the Proper Preface, the Presentation, the Fraction and the Our Father may be sung, either on Feast Days, or during a particular liturgical season. The parish has also offered special services, such as an outdoor *Mass on the Grass* in the summer, *Blessing of the Animals* on St. Francis Day, and others. Readings are done from the Lectern, and the sermon is delivered from the pulpit or the aisle by clergy preference. Prayers of the people are from the lectern, and the congregation reads specific names from cards distributed before the service, of parishioners who are ill or otherwise in need of prayer.

LITURGICAL SEASONS:

ADVENT:

The season of Advent is the four weeks (including Sundays) before Christmas.

The liturgy:

During Advent several changes are made in the church furnishings and the liturgy.

- The Altar is vested in blue. This is done by the Altar Guild.
- Traditionally, baptisms and weddings are not performed, however, they may be performed with the permission of the Rector.
- There may be a silent procession.
- The Lord's Prayer may be sung.
- The Celebrant wears purple blue vestments.
- The Advent Wreath is lit either before the service or at an appropriate place in the service. It has been customary to have newcomers or families do this during the 9am Eucharist.

Advent/Christmas Mailing:

Early in Advent a special mailing, electronic or first class mail, is sent to members of the parish. This mailing includes a letter from the Rector inviting parishioners to the Christmas services (which are listed in the letter) as well as a Book of Remembrance order form and a Christmas Memorial Flower order form.

Hanging of the Greens:

On the first Sunday in Advent, following the 9AM service, the church is decorated with non-living "greens" and Advent wreaths are placed on the exterior doors. Just prior to Christmas, live greens and seasonal plants/flowers are placed around the Altar and church. Supplies are stored in the undercroft.

These decorations should be taken down by Epiphany (twelve days after Christmas).

CHRISTMAS:

Christmas services traditionally consist of the following:

- Christmas Eve - 5pm Family Eucharist and Pageant
- Christmas Eve - 11pm Festival Eucharist with Carols at 10:30pm
- Christmas Day - 9am Said Eucharist
- Private Communion - to shut-ins as necessary. This is frequently done during the first few days after Christmas.

LENT AND HOLY WEEK:

The season of Lent is the forty days preceding Easter. This is a penitential season. The Liturgy:

During Lent, several changes are made in the church furnishings and the liturgy.

- The Altar is vested in purple and all crosses are veiled in purple. This is done by the Altar Guild.
- Noontime prayer services are conducted on Wednesdays
- Traditionally, baptisms and weddings are not performed.
- There may be a silent procession.
- The liturgy begins with the Penitential Office.
- The Celebrant wears purple vestments.

Ash Wednesday:

The Eucharist, with Imposition of Ashes, is normally celebrated at noon and 7:30pm. Palm Sunday:

The 9am Eucharist begins in the Parish Hall with the blessing of the palms. The procession then proceeds (outdoors if the weather is appropriate) into the church.

Holy Week:

A daily Eucharist may be celebrated.

Maundy Thursday there is a solemn Eucharist with foot washing, and Stripping of the Altar. This has often been a historical liturgy or simply High Mass using Rite I. Incense has occasionally been used (although the parish does not own a thurible). This service is usually preceded by a Pot Luck or Agape meal.

An *All Night Vigil* may be held in cooperation with neighboring Episcopal parishes.

On *Good Friday* there is usually an ecumenical service at noon sponsored by the Trumbull Interfaith Committee. The Good Friday Liturgy has been conducted at Trinity, often including the Stations of the Cross, at 7:30pm.

Lent/Easter Mailing:

Midway through Lent a special mailing, electronic or first class mail, is sent to members of the parish. This mailing includes a letter from the Rector inviting parishioners to the Holy Week and Easter services (which are listed in the letter) as well as a Book of Remembrance order form and an Easter Memorial Flower form.

LITURGICAL ASSISTANTS:

Trinity currently has four classifications of Liturgical Assistants:

Lectors and Psalmists: Authorized by the parish to read the Lessons, Psalms, and lead the Prayers of the People.

Lay Readers: Authorized by the ECCT to conduct Morning Prayer.

Eucharistic Ministers: Authorized by the ECCT to administer the chalice at Holy Communion.

Eucharistic Lay Visitors: Authorized by the ECCT to administer pre-consecrated Elements to shut-ins.

MUSIC OVERVIEW:

CHOIRS:

All church choirs are under the direction of the Organist/Choir Director.

PASTORAL SERVICES:

BAPTISMS:

The policy has been liberal. Membership in the parish is not required for Baptism. Baptisms are performed on Sundays at the 9am Eucharist.

The Parish Administrator sends informational material to the family. The Rector will meet with the baptismal family in preparation for the baptism. Family sits in front pew, closest to the Baptismal Font. The sermon is usually an instructional opportunity.

CONFIRMATION:

It has been the custom that Confirmation classes have been held when there is a sufficient number of candidates to justify classes. Recommended age for Confirmation has been is 16. Classes are conducted by the Rector.

Confirmations take place during the Bishop's Parish visit or at a Regional Confirmation service arranged by the ECCT.

FUNERALS:

There are several types of funeral services performed by Trinity Church:

- Celebration of the Life of a Parishioner (Eucharistic or non-Eucharistic Service)
- Burial Office for a parishioner or a Non-Member (at the Funeral Home)

Celebration of the Life of a Parishioner or Non-Parishioner:

The service is conducted in the church with either the body or cremains present. It may be a Eucharistic or non-Eucharistic service, depending on the preferences of the family, although typically this will be a Eucharistic service, either Rite I or Rite II. Typically, the Parish Administrator prepares a bulletin for the service.

Burial Office for a Parishioner or a Non-Member:

This service is used when the Rector has been asked by a local Funeral Director to perform this service in the Funeral Home. This is taken directly from the *Book of Common Prayer*.

Other Procedural Notes:

- All burials shall be noted in the Parish Register
- Funeral Directors should supply the clergy with a record of the deceased's information
- There is no set "fee" for the Rector's services. An honorarium may be given. Most Funeral Directors will directly charge the families for clergy services. This is usually about \$200-\$300.
- When funerals are performed in the church, the following people must be notified:
 - Organist: Music may be suggested by the family or the organist and the Priest may select appropriate music. This is often included in the prepared booklet. Funeral Directors should be informed that the organist's fee is \$200.
 - Parish Administrator: The Parish Administrator is paid \$50 for preparing the bulletin.
 - Altar Guild: The Altar Guild is responsible for setting up the altar and putting out the Pall.
 - Sexton: The Sexton is responsible for being sure the church is cleaned before and after a funeral. The Sexton's fee is \$50.

HOUSE BLESSINGS:

Parishioners who move into a new home, or who wish to bless their departure from a home they have lived in for many years, may ask the priest to provide a House Blessing, included in the *Book of Occasional Services*. Often, other parishioners are invited to those blessings.

THANKSGIVING FOR THE BIRTH OF A CHILD:

This service in the *Book of Common Prayer*, may be offered either at the hospital or with relatives after the parent returns home.

WEDDINGS:

The wedding policy at Trinity is outlined in the booklet *Your Wedding at Trinity Church*, reprinted below.

Your Wedding at Trinity Church:

This booklet is designed to help you plan your wedding at Trinity Episcopal Church in Trumbull, Connecticut. Please read it over carefully before your initial meeting with the Rector. Trinity welcomes heterosexual and same-gender couples to be married in the parish, and has available several rites for weddings from the *Book of Common Prayer*, as well as the recently developed alternative, *I will Bless you and you will be a Blessing*.

Pre-Marital Conversation:

The first step in planning your wedding is to contact the Rector. The rector will arrange for your initial appointment. Both members of the couple should be available for this. Be prepared to discuss the date of your wedding.

Being married in the Church is more than just an outward ceremony. If you wish the Church to bless your marriage, then both the ceremony and your marriage itself need to be discussed. The Rector requires a number of sessions of Pre-Marital Conversation depending on your situation. In the event that this is a second marriage for one or both of you, an additional session or more may be necessary and an application to the Bishop will be made, primarily focused on assuring care for any children from prior marriages.

Who May Be Married at Trinity?

The following will help you understand who may be married at Trinity and under what circumstances. Please note that the Rector has the right to decline any marriage.

Parish Members:

Any Trinity Church parish member may be married here. Only one member of the couple **MUST** be baptized. An initial appointment should be made as far as possible in advance of the wedding.

Non-Members:

People who are not members of the parish may also be married at Trinity if they are interested in becoming part of the church family. In such cases, we ask that couples begin the process by attending church and worshipping with us.

Rental of the Church for Weddings:

Couples may also be married at Trinity for a rental fee for the facility. In those cases, they supply their own clergy or Justice of the Peace, and pay any regular fees such as those for the Sexton. In such cases, there is no Marriage Preparation process with the Rector.

The Ceremony:

During the marriage preparation process, the Rector will plan the details of the service with the couple, including details of the ceremony, hymns or other sacred music, scripture or other sacred readings, whether it will be a Eucharistic service, whether other clergy will participate, and other details. As noted above, a variety of liturgical resources are available for couples to help them design their wedding.

Photography:

No flash photographs may be taken during the ceremony itself. Flash may be used during the procession and recession but once the Priest begins to speak, flash is not permitted. Available light pictures may be taken from the back of the church or the balcony during the service. Pictures may be "staged" after the service at which time flash is permitted.

Videography:

Weddings may be video-taped. However, no extra lights are permitted, and the videographer will be limited to the balcony or the back of the church. A second camera may be used during the procession or recession.

Flowers: Altar flowers may be provided from your florist if you wish.

Rehearsal:

The wedding rehearsal is usually held the night before the ceremony. All members of the bridal party should be present along with both sets of parents, and any individuals who are doing Scripture readings. The following items must be brought to the rehearsal: *Marriage License, Wedding Rings, Fees and Donations.*

Service Leaflets:

Typically, couples arrange the preparation of their own service bulletin with assistance from the Rector. Arrangements may be made with the Parish Administrator to produce the bulletin at an extra charge.

Marriage License:

This must be obtained at the Trumbull Town Hall and should be applied for about 30 days before the wedding. This must be given to the Rector on the night of the wedding rehearsal. Under no circumstances will a wedding be performed without a properly executed marriage license.

Fees:

The following fees are appropriate:

- Organist - a minimum fee of \$200. This is negotiated with the Organist who is able to supply additional music and soloists.
- Parish Administrator – a fee of \$50 for coordinating administrative aspects of the service.
- Sexton - a standard fee of \$50 for cleaning the church and helping to co-ordinate the service.
- Church Donation - it is expected that non-members will make a donation of at least \$500 to the church.
- Clergy - There is no set fee for the wedding ceremony itself, although there is a minimum fee of \$200 for the pre-marital counseling. It is customary to make a donation of at least \$200 to the Trinity Rector's Discretionary Fund which is used exclusively to help people in need.

Clergy from Other Churches:

In the event that they come from different religious backgrounds, couples sometimes request the presence of a clergyperson from another denomination. This can usually be arranged with no problem.

WORSHIP SCHEDULE:

The Parish Administrator maintains and updates an annual electronic calendar which includes all parish events, including worship services. This calendar is then used to prepare assignments for all the liturgical roles, such as the Altar Guild, Acolytes, Liturgical Assistants, and Ushers.

The calendar is regularly reviewed by the Rector and schedules are sent to members of each of the groups by the Parish Administrator monthly.

Post card reminders are sent weekly to Acolytes, Liturgical Assistants, Ushers, Coffee Hour Hosts, and Offertory Families. This is done by the Parish Administrator.

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