



Holy Trinity Church

140 Brooke Street • Thornhill, Ontario L4J 1Y9
Tel: 905 889 5931 • Fax: 905 889 5632
E-mail: info@holytrinity-thornhill.ca
www.holytrinity-thornhill.ca

WEDDING INFORMATION

CONCERNING MARRIAGE

Those who are seeking marriage shall be baptized members of the Christian Church. If one of the persons has not been baptized, the matter will be referred to the bishop for direction. (*see Book of Alternative Services, page 526*)

NOTICE

The couple is required to give notice to the minister at least three months before the day proposed for the wedding.

DATE

The date and time of the Rehearsal and Marriage Service will be discussed at the time of the initial interview with the Clergy. One week following the initial interview, the couple **MUST** confirm their acceptance of the arrangements for the wedding ceremony. **At which time, they will make a non-refundable deposit of \$50.00 and both will sign application form confirming their acceptance.**

MARRIAGE PREPARATION

All couples are asked to attend a recognized Marriage Preparation Course. The "Humancare Programme" is recommended. Call "Humancare" - (905) 841-3173 to register or register online. **Web Site: www.marriageprep.com.** The course takes place Friday evening and all day on Saturday, year round. A ***Marriageprep webinar*** is also offered. This online educational resource designed for couples who will not be able to physically attend one of our seminars. It offers the same content as the seminar and can be accessed by a couple individually or together in same or different locations, from anywhere the world wide web is available. In addition to the marriage preparation course, each couple will have at least three preparation meetings with the Clergy.

CHURCH ATTENDANCE

It is expected that all couples, in preparation of their marriage, will attend the church worship regularly and participate in the community life of the parish.

OFFICIATING CLERGY

It is expected that one of the clergy of Holy Trinity Church will officiate. If other arrangements are desired, this must be cleared with the Rector first. With regard to your reception, the clergy do not expect to be invited and if they are, may not be able to attend. If the priest is invited (and says yes), do clarify who is to say 'Grace'.

LICENCE

Couples must procure a licence from any Municipal Office. This can be done up to three (3) months prior to the wedding. ***The licence and return envelope (and the wedding fee) MUST be brought/sent to the church office at least TWO (2) weeks prior to the wedding.***

DIVORCEES

Divorced persons may be remarried in the Anglican Church. Where one partner is or both applicants are, divorced, proof of the divorce (Decree Absolute of Divorce Certificate or Legal Letter of Opinion if divorced anywhere outside of Canada) must be presented. The officiating minister must be assured adequate provision has been made for any children born to the previous marriage which applicable.

ORGANIST

After finalizing the order of service with the clergy, please discuss the music for the wedding with the parish Director of Music, **Mrs. Rachel Yoon at 416 910 3133**. Please ***contact her no later than ONE (1) MONTH prior to the wedding.*** The fee (***see Fees***) includes one meeting to discuss and decide on the music (no photocopies please) for the wedding. If a soloist is assisting, music must be provided in the correct key. The fee also includes a brief rehearsal with the soloist one hour before the wedding. If extra rehearsal time is required an additional fee is applicable.

If the wedding party intends to bring in their own musicians the fee to the Music Director can only be waived by the Music Director.

SEXTON (A Church Official)

The Sexton (caretaker) is asked to be present before, during and after the wedding to ensure there are no distractions, to guide the photographer, to assist the wedding party in lining up, and to clean the premises following the wedding. **NO CONFETTI** is allowed in any part of the building or on the grounds of the church premises. Please ensure that guests are aware of this regulation.

PUNCTUALITY

Couples are expected to be **on time for the Rehearsal and the Marriage**. **A refundable late fee of \$200.00 must be deposited with other fees.** Where couples are late for the Rehearsal or the Marriage, \$100.00 will be deducted from the late fee for every 15 minutes or part thereof.

BRIDAL PARTY

Prior to the wedding rehearsal please decide the order of the bridal procession and which groomsman/usher will walk with each bridesmaid. This will assist the clergy at the time of the rehearsal.

ALTAR GUILD & FLOWERS

Brides are required to consult **Mrs. Marilyn Olivares at 905 731 7604** concerning Altar Flowers ***no later than TWO (2) MONTHS prior to the wedding date.*** We will try to accommodate your wishes pertaining to the colour and flower preferences. Members of the Altar Guild will prepare the church for the wedding. Flowers for the altar, pew markers, candles, etc. are under their direction.

Note: *If your wedding is being held on or close to a festival weekend (harvest Thanksgiving/Christmas) there will be special decorations in the church.*

PHOTOGRAPHY & VIDEOGRAPHY

The ceremony is a service of worship and is intended for everyone to participate free of distractions. The use of Cameras (video and conventional) is at the discretion of the Clergy. In order to maintain a proper and fitting sense of dignity and reverence during the ceremony, it is imperative that you inform THE clergy of plans for photographs and video taping on or before the second interview. Your official photographer and/or videographer **MUST MEET WITH THE CLERGY BEFORE THE CEREMONY**.

Video recording is only permitted if the equipment and the operator are in place before the service begins. Video personnel are not permitted to move during the service nor use additional lighting. There are two permitted stations, i.e. the balcony and the back choir stall behind the pulpit.

FEES

Please **bring/mail the fees & the marriage licence** to the Church Office at least **TWO (2) WEEKS** prior to your wedding day.

¹ Church	\$350	(a donation to Holy Trinity Church)
¹ Altar Guild	\$150	(inclusive of regular altar flowers)
² Organist	\$225	(additional \$50 for rehearsal, if required)
² Sexton	\$ 75	
Total Fee	\$800	
³ Clergy	\$400	<i>(applicable to non-members of Holy Trinity Church)</i>
⁴ Late Fee	\$200	(SEE NOTE ON PUNCTUALITY)

INCUMBENT'S DISCRETION

The clergy may exercise their discretion in the application of these requirements.

¹ Cheque is payable to Holy Trinity Church. A tax receipt will be issued for the Church & Altar Guild fees total of \$500. **For members of Holy Trinity Church, a donation to the church is at your discretion**

² Paid directly to the organist and sexton.

³ Paid directly to the clergy at the rehearsal

³ **For members of Holy Trinity Church, an honorarium for the officiant is at your discretion.** Should you be offering an honorarium, please give this to the officiant of your wedding service at the rehearsal.

⁴ **Late Fee is to be paid in cash**

WEDDING EXTRAS

The following decorations can be arranged by calling Mrs. Hazel Denning at 905 881 8683. Please contact her **no later than TWO (2) MONTHS prior to the wedding**. Payment of the following extras should be made together with the wedding fees.

- CANDLE LAMPS** to be placed down the aisles on ends of alternate pews. Cost \$90.00.
- Note:** *It takes eight (8) pairs to place on every other row to the back of the church. Decorations of the candle stands are at additional cost.*
- CANDELABRA** A pair of black wrought iron stands of seven (7) candles each, decorated with flowers in co-ordination with the wedding flowers
- Cost ♦ **\$50.00 each pair – candles only**
- ♦ **\$100.00 each pair – decorated with flowers**
- ALTAR GUILD**
- ♦ White silk tassels will be placed at the end of alternate rows of pews if desired.
 - ♦ White needlepoint kneeling cushions are placed at the altar rail for the bride & groom.

CELEBRATION GARDENS

Wedding couples are welcome to use Holy Trinity Church gardens as a site for taking photographs. We hope you will enjoy the beauty of our church, outside as well as inside.

The fees quoted are valid for year 2014. These rates are reviewed annually



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WEDDING APPLICATION

Celebrant / Officiant: _____ Time: 1st choice _____

Proposed wedding date: _____

BRIDE

GROOM

Name

E-mail Address

Mailing Address

City / Postal Code

Home: _____

Home: _____

Work: _____

Work: _____

Occupation

Status

never married

divorced

widow

never married

divorced

widower

Date of Birth

Place of Birth

Citizenship

Date of Baptism

Denomination

Church currently attended

Father's Name

Mother's Name

Mother's Maiden Name

Future address

(if known)

Please turn over



WITNESSES

	Name	
	Address	

Name of Photographer(s)

Phone (business, home, cell – please list all)

Name of Videographers(s)

Phone (business, home, cell – please list all)

FOR OFFICE USE ONLY

Single ring or double		Rehearsal Date & Time

Bride's Signature		Groom's Signature

Please inform the Church Office (905) 889-5931 ext. 21 immediately of any changes in the above information, or notify by e-mail to: info@holytrinity.ca