

**Trinity Episcopal Church  
Mackinac Island, Michigan  
Vow Renewal Policy**

An opportunity exists to hold your Christian Vow Renewal at Trinity Episcopal Church on Mackinac Island. Our facility is available throughout the year, with the summer season being the most frequently requested time for weddings and vow renewals.

The members of Trinity Church have agreed upon specific criteria that will ensure all of these events will respect the Christian values of Trinity and be in keeping with its traditions. Please read and completely understand all requirements before agreeing to and signing the following. We trust that if you do not agree with each of the following points, you will find a more appropriate place for your ceremony. We appreciate your thoughtfulness and respect to this matter.

The following are procedures that must be followed in the planning of your vow renewal.

1. Preliminary Planning:

A letter of application must be submitted, to the Vestry at Trinity Episcopal Church, P.O. Box 472, Mackinac Island, Michigan 49757. It would state the requested date, the officiating clergy you are providing and denomination, and a signed copy of these policies.

The date of the ceremony needs to be mutually agreed upon between the Vestry and the couple. This should be done early in the planning process to avoid scheduling conflicts.

Trinity does not provide clergy to perform the ceremony. If this is an Episcopal ceremony, we do have a list of clergy for you to contact if you wish. Otherwise, it is the responsibility of the couple to obtain clergy to perform the ceremony.

There is a \$300.00 required donation for the use of Trinity Church. There is an additional required donation of \$50.00 if the wedding couple wishes to use the Parish Hall for the reception. No alcohol is permitted and the Parish Hall is a smoke free facility.

Half of the donation(s) should be paid upon reserving the date, with the remaining donation(s) due one month prior to the vow renewal. Checks are payable to Trinity Episcopal Church.

The fees for officiating must be negotiated directly with contracting clergy.

2. Music:

Music chosen for your ceremony should reflect the tradition of the Christian church as a whole. An organ and a piano are in the church sanctuary and are available at no additional charge. These instruments must be respected and not altered or moved in any way.

If you have unique ideas for music or additional musical instruments for your ceremony, please contact the music coordinator before final preparations. You may engage the church organist for the ceremony at his availability. Please negotiate his fee for this service directly with him.

If you wish to use your own organist or pianist, it must be with the approval of Trinity's church organist.

Contact:

Dan Seeley, Organist and Music Coordinator

Box 74

Mackinac Island, Michigan 49757

Phone: 906.847.6364

### 3. Flowers:

There are brass vases that may be used for floral arrangements on the altar. Additional flowers may be placed elsewhere in the church at the discretion of the couple. Flowers can left in the sanctuary to share with Trinity's congregation if you so desire. Otherwise, the flowers must be removed within one hour of the service.

### 4. Ceremony Day:

The Parish Hall is available for your use prior to the ceremony for dressing, photography, etc. It will be available two hours before the start of the ceremony. It must be completely cleared out no later than one hour after the ceremony. Please assign someone from your party to clear out the Parish Hall. Trinity is not responsible for items lost, stolen or are left in the Parish Hall.

### 5. Photography/Videography:

Photography inside the church building must respect and honor the reverence of the ceremony. All flash photography is prohibited, amateur and professional, during the service. A sign will be placed just outside the sanctuary for guests to read before entering the your ceremony. During the ceremony, no photographic equipment of any kind (still or video) will be placed near, behind, or around the altar. One professional video recording machine will be allowed and must be stationary at all times during the ceremony. This should be placed at an assigned place in the back of the church. Still photographer(s) must also stay in the very back of the church remaining unobtrusive so as not to distract from the spiritual significance of the ceremony. After the ceremony, photographs may be taken inside the church with the appropriate equipment required.

6. Other:

Trinity Episcopal Church is a lovely historic church and as such does not need a lot of decoration. However, if decorations are used they must be fire retardant and kept to a minimum. Furniture, fixtures, and the piano in the church may not be moved. In addition, the use of nails, screws, tape, etc. is prohibited. There are two electrical outlets in the church for equipment and there are no extension cords available. If extension cords are needed, the wedding couple is responsible for obtaining these.

The church is not air conditioned; however, there are two ceiling fans. There are altar candelabra as well as free standing candelabra available for use. If other candles are used, they must be enclosed.

Thank you for considering Trinity Episcopal Church. We hope that we can be of service to you at this important time of your life. We wish you well.

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We have read, understand and agree to abide by the vow renewal policies of Trinity Episcopal Church, as stated above. Please return this entire document with your signatures.

\_\_\_\_\_  
Husband

\_\_\_\_\_  
Wife

\_\_\_\_\_  
Date

Please tell us what helped you select Trinity Episcopal Church-Mackinac Island for your vow renewal: