



*And the two shall become one
in the sight of God*

***The Sacrament of
Holy Matrimony***

Dear Friends,

We are delighted that you are interested in being married at All Saints' Episcopal Church! An exciting part of our ministry as clergy is to prepare couples for this occasion and to celebrate and bless their marriage. At All Saints' Episcopal Church, we believe a Christian Marriage is a solemn and public covenant between two people in the presence of God. In the Episcopal Church it is required that at least one of the couple must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church" (BCP, p.422).

In addition, All Saints' asks that you observe some customs, traditions, and policies that serve as guidelines for all weddings performed here. Our hope is that this booklet will serve as an initial and helpful way for us to communicate that understanding, but do know that nothing is "set in stone" until all is given final approval by the priest who will be the Celebrant. After reading this booklet, the first step is to schedule a consultation with one of us. We would be pleased to answer any questions that you may have.

It is most appropriate that your service be within the context of a celebration of The Holy Eucharist (in other words, with communion), but it is not necessary and will need to be discussed with one of us.

Remarriage is permitted in the Episcopal Church only after such a request has been made by the priest and approval granted by the Bishop.

The Celebration and Blessing of your marriage is a Sacramental Rite in the life of the Church in which a couple enters into a life-long union, makes their vows before God and the Church, and receives the grace and blessing of God to help them fulfill their vows. (BCP, p.861). We trust that you have prayerfully considered entering into this holy union and we look forward to the possibility of sharing in the joy of such an occasion with you!

In Christ,

The Clergy of All Saints'

The Rev. Lane Hensley
Interim Rector

512-476-3589, ext. 104
lane@allsaints-austin.org

The Rev. Dr. Stephen Kinney
Assisting Priest

512-476-3589, ext. 105
swk.kinney@gmail.com

The Rev. Dr. Travis Helms
*University Missioner
at UT Episcopal Student Center*

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Scheduling Your Wedding

One cannot assume that the church and/or clergy will be available for the date you have in mind. **Please do not set a date or make any arrangements for your wedding prior to your scheduled consultation with one of our clergy.** Therefore, you will need to call and schedule a consultation with one of the clergy of All Saints' as soon as possible to discuss the preferred date of marriage.

As an Episcopal Church in the Diocese of Texas and with the understanding that Holy Matrimony is a Sacramental Rite of the Church, All Saints' is not a "wedding chapel" that is "rented." The following priority list for use of our church has been set:

- Members of All Saints' parish, family of members, and members of The UT Episcopal Student Center are given first priority for setting a wedding date. Members of The Episcopal Student Center are included as "members" in the fees section that follows.

- Episcopalians who are not members of All Saints' and whose Rector/Vicar/Lay-Person-in-Charge has requested the use of the church are given the next priority.

- A non-member will be given consideration only after consultation with the clergy, but no wedding date can be set prior to six months before the date of the proposed wedding.

Unless there is a need for a "pastoral exception," marriages are **NOT** scheduled for New Year's Eve or Day, Ash Wednesday, any time during Lent or Holy Week (for which the dates will vary), Easter Day, Thanksgiving Day or weekend, Christmas Eve, or Christmas Day. In addition, there may be scheduled activities at All Saints' that will take precedence. By Episcopal Church canon law, it is within the discretion of any clergy of this Church to decline to solemnize any marriage (Canon 17, Sec. 4).

Once you have had your consultation with one of our priests, you will be asked to contact our Wedding Coordinator, Sandra Kelley. You may reach her at 512-444-0402 (leave message) or s.kelley@utexas.edu. Sandra will send you an *Application for Holy Matrimony* and ask you to carefully complete the front side of the form and return the original copy of the application – along with any appropriate fees to her at the All Saints' address (209 W. 27th St., Austin, TX 78705). Sandra will also schedule a time to meet with you regarding the particulars of your wedding including discussing your florist, photographer, etc.

Please note that our church has a seating capacity of just over 200 people in the main part of the nave. Additional seating is available in the transepts, but provide limited viewing of the ceremony.

Episcopal Weddings

There are some wedding traditions that are not practiced in the Episcopal Church. Some examples include:

1. Unity candle(s)
2. Additional candles
3. Substitute brides at the rehearsal
4. Professional Wedding Consultant (may help plan the festivities and the reception but may not assist during the rehearsal or wedding, as they are not familiar with our customs).

Wedding Party Size

Please keep in mind when determining wedding party size: **only six attendants**, for each wedding participant including the two honor attendants, is the maximum All Saints' space can handle. The recommendation is for five or fewer attendants.

Premarital Consultations

Premarital sessions are required by the Canons of the Episcopal Church for anyone desiring to be married in the Episcopal Church. Depending on the priest, this usually requires three to six sessions with the priest who will be the Celebrant (or another priest or licensed premarital counselor approved by the Celebrant).

Celebrant and Other Ministers

All marriages at All Saints' have one of the clergy of All Saints' as the Chief Celebrant. If it is desired, however, that another priest or minister take part in the service, the Rector must first be consulted, and will then invite the other priest/minister, as deemed appropriate. On occasion we do allow another Episcopal priest to perform the ceremony, but permission must be obtained by the Rector (and in the case of an Episcopal priest from another diocese, the Rector will need the Bishop of the Diocese of Texas' approval). In all cases an Episcopal priest must conduct wedding in the Episcopal Church.

Music

Because a church wedding is a service of worship, the music chosen is to proclaim and exemplify the Christian understanding of marriage, particularly respecting the usual piety and practice of All Saints' Episcopal Church. As we have already stated, marriage is a Sacrament of the Church, therefore musical selections should be appropriate to

the solemnity of the occasion. And, as a Sacrament, the marriage is not simply an expression of the love of two individuals, but rather it is the outward sign of the Church's hope that two may become one as a sign of God's Kingdom in this world. Our general "rule of thumb," if you will, is this: if you are not likely to hear it in our church on Sunday, then it is probably not appropriate for your wedding.

Gregory Eaton serves as the All Saints' Organist/Choirmaster, and as a staff member of this church Gregory has oversight of all music, including weddings. Therefore, all musical selections are to be made in consultation with him. You may contact Gregory at 512-476-3589 ext 118 or gregory@allsaints-austin.org. After your wedding at All Saints' has been approved, please arrange your meeting with Gregory no later than 30 days before the service. **However, three months in advance is strongly recommended!** During your consultation with Gregory you will discuss: an overview of the music you want (to include the use of extra musicians such as a singer, trumpet player, violinist, etc., if applicable); where vocal or instrumental music is appropriate during the service; suggestions for and selection of music that will be used; and additional fees, if applicable.

Should Gregory be unavailable, he will find an appropriate replacement. If another organist is asked to play in lieu of the available All Saints' organist and he/she is approved by Gregory to play, and **the fee for the All Saints' organist must still be paid.** If additional musicians or a soloist are to be involved, they (and their instruments) must be approved by Gregory, and are subject to the Church's restrictions, requirements, and additional fees.

Furthermore, please note that All Saints' does **not** permit the playing of Mendelssohn's *Wedding March* or Wagner's *Bridal Chorus*. In addition, since the Lord's Prayer occurs within the Order of Service, a soloist does not typically sing it.

Flowers

The Wedding Coordinator must approve all decorations.

The altar and the altar cross is the focal point of the church. Nothing may be used which will obstruct the view of the altar cross or detract attention from it. The sanctuary is that portion of the church that is enclosed by the altar rail. No persons other than clergy, acolytes, or

members of the altar guild ever go unescorted into the sanctuary. Therefore, the flowers for the altar are to be delivered to the sacristy and a member of the altar guild will place them on the altar. No decoration other than altar flowers is permitted behind the altar rail.

Flowers for the altar must be ordered from the florist used by All Saints' Church. This florist is *The Flower Bucket*, (512-453-6692).

Individual wedding party flowers can be ordered from any florist of your choosing, but must be delivered no later than 2 hours before the start of the service, or they may be delivered early in the day. We have a large walk-in refrigerator for storage.

Additional Decorations

Remember, All Saints' is a historical, sacred space. Pew bows are permitted on the end of the **designated family pews only**. They must be secured by floral clamps, so do not use tape, wire, or glue. There are no other decorations permitted in the church. Approach rails at the entrance doors may be decorated if desired, and a small vase of flowers may be put on the table in the narthex. No other flowers are permitted in the church.

A seven-branch candelabra set will be provided for the wedding, and we have six sconces hung from beams that may be used for weddings. Use of the candle sconces do require an additional fee to be paid to the Sexton/Facilities Director, and they must be handled by him only.

Dressing

Provisions can be made for the bride(s) and their attendants to dress in Gregg House. Arrangements are made through the Wedding Coordinator. Depending on the time of the wedding, the bridal party is permitted to have cold drinks and snacks, **BUT UNDER NO CIRCUMSTANCES WILL ALCOHOL BE PERMITTED.**

It is suggested that male participants come already attired (experience indicates that they are more comfortable this way). They will have a space available for waiting and are permitted to have cold drinks and snacks, **BUT UNDER NO CIRCUMSTANCES WILL ALCOHOL BE PERMITTED.**

The couple should arrange for two friends or relatives NOT in the wedding party to collect and remove all personal belongings from the dressing and waiting areas. This should take place just after the service, while pictures are being taken, for example. One or two large collection boxes are excellent for this task.

Wedding Consultant

All Saints' Wedding Coordinator, Sandra Kelley, is very experienced in handling weddings for us and will be present at the rehearsal and at the service to see that your wedding goes as planned. We suggest you save your money and not hire an outside wedding consultant except perhaps for help in planning your reception.

Sexton/Facilities Director

“Sexton” is the church term for the person in charge of buildings and grounds. The services of our Sexton/Facilities Director, Marvin Jones (512-476-3589, ext. 108 or marvin@allsaints-austin.org), are also a necessary part of each wedding at All Saints' – for example, to have the church and dressing areas unlocked, clean and heated or cooled for the rehearsal and the wedding. Marvin is usually the first to arrive so as to prepare for the wedding and the last to leave after a wedding, staying to prepare the buildings for the next service or activity. When the rehearsal dinner or the reception is held at the church or if you decide to use the candle sconces there will be an additional fee for the Sexton's services (see fees page 8).

Alcohol

Consumption of alcoholic beverages is not allowed on the grounds or in the building of the church before, during, or after the rehearsal or wedding. Champagne, wine or beer may be served at the reception, but there must be a non-alcoholic beverage available and served in a correspondingly attractive manner (*Diocese of Texas and All Saints' policy*).

Rice, Birdseed, or Other Items

Rice, birdseed, rose petals, bubbles, bells, etc. are not permitted anywhere inside or on the grounds of All Saints'. Please keep this mind if you choose to use the Parish Hall for your reception.

Aisle Cloth, Guest Registers

Aisle cloths are not permitted. Kneeling cushions are provided. Guest registers are used at the entrance to the reception area, providing for helpful time consumption during the after-service pictures. A guest register may **not** be placed at the entrance to the church (Narthex) prior to the service. Past experience shows that a long line of guests waiting to sign can frustratingly delay the service. When the wedding party arrives at the door of the church anyone still waiting to be seated will have to remain outside until the wedding party has processed down the aisle.

Rehearsals

Rehearsals are for reviewing and practicing how the wedding was planned, not for deciding how it is to be done. Rehearsals that tend to become involved with planning or negotiating are usually not productive and can become very time consuming. Rehearsals are scheduled in consultation with the priest who will officiate at the wedding. Rehearsals begin when all involved in the service are present (e.g. wedding couple, honor attendants, ushers, readers, parents). The priest, who is primarily responsible for your wedding, will be in charge of the rehearsal. The use of professional wedding directors or consultants is not permitted at the rehearsal. The All Saints' Wedding Coordinator or her authorized associate will be on hand to aid in the proceedings. Oh, and because the All Saints' staff often has additional plans for the evening of the rehearsal we do request that all participants be encouraged to be on time. **And, please bring the marriage license to the rehearsal. The signing of the license and church documents is not part of the service.** In order not to have to worry about that after the wedding, all (except the priest) will sign at the beginning of the rehearsal.

Marriage License

A wedding license should be obtained from the Travis County Clerk of Court's Office, 5501 Airport Blvd., no more than 90 days prior to the service and no later than 72 hours before the service.

Pictures

As a sacramental rite of the Church, your wedding is first and foremost to be a worship experience in which all in attendance are participating, and it is not to be viewed as simply a "play" or something "to watch." Understandably, you, your family and your friends will want pictures of your wedding and will cherish them. Therefore, in trying to maintain the reverence of the solemn rite and the desire to "capture" the moment on film, All Saints' requires that certain rules and guidelines be followed:

1. One professional still photographer with an assistant, if desired, may take photos...
 - a. Of the rehearsal.
 - b. Of the preliminaries and preparations before the service. This normally occurs in the dressing or waiting areas, parish hall, and/or yard. Photo sessions in the church prior to the service require the wedding party to be dressed 60 minutes before the

service. All such pictures must be completed 30 minutes before the start of the service. And, please note that early access for the photographer to the dressing and waiting areas or church for pictures must be coordinated with Wedding Coordinator.

- c. The wedding party upon their entering the church. No further photos are permitted.
- d. Of the wedding party leaving the church.
- e. Immediately following the service – any re-enactments or groupings that are desirable. We do request that any pictures after the service that will include the priest be taken first. Photo sessions in the church following the service should normally take 15 minutes, and in no case exceed 30 minutes.

NO photos by your photographer or by family members or anyone are permitted AT ANY TIME during the service. Ushers will be asked to kindly remind guests at the door to take no pictures inside the church until after the mothers have been escorted out and the postlude concludes.

2. Concerning Videography...

A video camera on a stationary stand or “tri-pod” may be placed at the front of the nave. It must not be “manned,” and must be set up 45 minutes before the start of the service.

NO hand-held cameras, cell-phone cameras, or any “roaming videographer” is permitted at any time during the service. Such may be utilized as per “1.a or 1.b” only (see page 7). **NO extra lighting is permitted.** An insert is provided for the photographer of your choice detailing these guidelines.

Fees

For active communicants of All Saints' or members of their family:

Church: No charge

Use of Candle Sconces: \$75

Chapel of the Holy Spirit: No charge

Organist: \$350

Sexton: \$300

Wedding Coordinator: \$350

Priest: No charge (*although an honorarium is appropriate*)

For inactive communicants of All Saints' or members of their family:

Church: \$2000 (*due at the time the application is submitted*)

Use of Candle Sconces: \$75

Chapel of the Holy Spirit: \$600 (*due at the time the application is submitted*)

Organist: \$350

Sexton: \$300

Wedding Coordinator: \$350

Priest: No charge (*although an honorarium is appropriate with a suggested minimum of \$300*)

For non-members of All Saints':

Church: \$3000 (*due at the time the application is submitted*)

Use of Candle Sconces: \$75

Chapel of the Holy Spirit \$1000 (*due at the time the application is submitted*)

Organist: \$350

Sexton: \$300

Wedding Coordinator: \$350

Priest: \$500

All fees for personnel are due at least two weeks before the day of the wedding or may be paid at the time of the first consultation with the Wedding Coordinator.

There are additional charges if the Kinsolving Parish Hall is used for a reception (*please see next page and back cover*).

Kinsolving Parish Hall, Masterson Library, and Bennett Garden:

Kinsolving Parish Hall in Gregg House is located just behind the church and may be available for the reception. Please check with the Sexton/Facilities Director about the availability.

If the reception is to be held in Kinsolving Parish Hall, you or a caterer must furnish all supplies, except the tables and chairs. Receptions are not to exceed three hours, counting from the end of the actual service (including time for photos). All times for the preparing/decorating for the reception must be coordinated through the Sexton/Facilities Director

- and, this includes any musicians and any others participating in the reception activities. Please have your chosen caterer, musician(s), etc. contact the Sexton/Facilities Director at least two weeks prior to the reception. All reception activities (including clean-up) must be completed by 9:00 p.m. This will allow time to prepare for activities that will take place Sunday morning (or at a time following the service).

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You will need to provide the Sexton/Facilities Director a diagram of how you would like the tables and chairs arranged. For a seated affair the capacity is 100-125.

Masterson Library seats a maximum of 25 people.

Our Bennett Garden is also available for a wedding reception.

Catering must be arranged with a local caterer. Flowers for the table and the wedding cake are ordered and paid for by the wedding participants. The Altar Flowers may not be used for the reception.

Kinsolving Parish Hall and/or the Masterson Library must be cleared of all reception items before leaving the building. These rooms are used daily for other parish functions and the Sexton/Facilities Director will need time to arrange tables and chairs.

If the kitchen is to be used, a deposit of \$300 is required. The deposit will be refunded if the kitchen is left in satisfactory condition. The Sexton/Facilities Director will make this determination.

Champagne, wine or beer – in moderate amounts – are the only alcoholic beverages allowed on the church premises for the rehearsal dinner or the reception. If champagne, beer, or wine is served, non-alcoholic beverages must be available and served in an equally attractive manner. All alcoholic beverages must be dispensed by a server.

Additional fees (on back cover)

Additional Fees

For active communicants of All Saints' or members of their family:

Kinsolving Parish Hall: No charge

Masterson Library: No charge

Bennett Garden: No charge

Sexton for rehearsal dinner: \$300

Sexton for reception: \$250

Sexton for Nursery: \$75 (*in addition to charges for services of a sitter*)

Kitchen deposit: \$300

For inactive communicants of All Saints' or members of their family:

Kinsolving Parish Hall: \$1000

Masterson Library: \$200

Bennett Garden: \$200

Sexton for rehearsal dinner: \$300

Sexton for reception: \$250

Sexton for Nursery: \$75 (*in addition to charges for services of a sitter*)

Kitchen deposit: \$300

For non-members:

Kinsolving Parish Hall: \$2000 (*due at the time of reservation*)

Masterson Library: \$500 (*due at the time of reservation*)

Bennett Garden: \$300

Sexton for rehearsal dinner: \$300

Sexton for reception: \$250

Sexton for Nursery: \$75 (*in addition to charges for services of a sitter*)

Kitchen deposit: \$300

Contact Information:

The Rev. Lane Hensley
Interim Rector

512-476-3589, ext. 104
lane@allsaints-austin.org

The Rev. Dr. Stephen Kinney
Assisting Priest

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Sandra Kelley
Wedding Coordinator

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