

Congratulations on your engagement! We welcome members and children of members to use our facility for their wedding ceremony and/or reception. Visit our [Membership webpage](#) for information on how to become a member. To begin the wedding application process, the first thing to do is secure your wedding and rehearsal dates and times by completing the following:

- **First:** Review the All Saints Wedding Contract & Policy Agreement and complete the Wedding Request Form online. The wedding coordinator will contact you soon after completion of the request form regarding the church's availability.
- **Second:** Receive pastoral approval for your marriage. Either the All Saints pastor officiating your ceremony will approve your marriage, or All Saints will extend an invitation to your desired pastor to officiate your wedding at All Saints. Either way, proof of completed pre-marital counseling is due 30 days before the wedding. A signed letter from your counselor may suffice.
- **Third:** Sign the All Saints Wedding Contract & Policy Agreement and submit it to the wedding coordinator along with the deposit at the time of your initial meeting with the wedding coordinator. The deposit is non-refundable but will be applied toward wedding fees.

*Please note, we cannot reserve the church for your wedding until these 3 steps are complete.*

## QUALIFICATIONS FOR MARRIAGE AT ALL SAINTS

1. All Saints invites all members and children of members to have their wedding ceremony and/or reception at our facilities.
2. Either the All Saints pastor officiating your ceremony will approve your marriage, or All Saints will extend an invitation to your desired pastor to perform your ceremony at All Saints.
3. All Saints requires all couples being married in our church to complete pre-marital counseling.
  - If an All Saints pastor is officiating your ceremony, you must go through pre-marital counseling with him. Please communicate with him directly to understand what his counseling requirements will be.
  - If an outside pastor is officiating your ceremony, a letter verifying completion of counseling by the counselor is required 30 days before the wedding.
  - Keep in mind that the “Texas Twogether” program allows applicants to waive a portion of their marriage license fee if they have completed a premarital education course and provide a certificate that the course was completed not more than 1 year before the date of the marriage license. Visit this website for more information:  
<http://www.twogetherintexas.com/UJ/HomePage.aspx>
4. Facilities are not available on the following dates: Easter, Holy Week, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day. Weddings are permitted to take place on Sundays as long as it does not interfere with worship or other All Saints events.

## CEREMONY

1. Suggested order of worship is as follows. Variations to this suggestion will be considered on a case by case basis and must be approved by the wedding coordinator no later than 30 days before the wedding.

1. Call to Worship
2. Explanation of Marriage
3. Declaration of Consent, Giving of Bride
4. Transition Time / Music
5. Ministry of the Word (Reading and Preaching)
6. Transition Time / Music
7. Vows
8. Transition Time / Music
9. Prayer
10. Kiss
11. Benediction
12. Presentation of the couple

2. Please include all music selections, including prelude and postlude music, when you submit your final order of worship to the wedding coordinator. All ceremony music selections must be approved by the Director of Music.
3. Musician suggestions are available upon request.
4. An All Saints sound engineer must be used when any vocalists or musicians are used.
5. A white altar cloth is available for use upon request.
6. If you would like the Eucharist to be served during your wedding ceremony, all guests must be invited to participate. All Saints' supplies must be used, and the wedding coordinator will set up the table for you. An additional fee applies.
7. In an effort to maintain a worshipful atmosphere during the ceremony, you must communicate the following to guests: no flash photography or video recording allowed during the ceremony. Please silence all electronic devices. This must either be printed in the program or displayed on a sign in a conspicuous place leading into the sanctuary or chapel.
8. Ushers should remind wedding guests whom they observe with cameras that flash photography or video recording are not allowed during the wedding ceremony.

## **WEDDING COORDINATOR**

1. All Saints will provide a wedding coordinator to assist the bride and groom throughout the entire wedding process. The wedding coordinator will communicate only with the bride and groom directly.
2. Responsibilities of and services provided by the wedding coordinator include: pre-wedding meetings, assistance related to All Saints communication and logistics, running the rehearsal along with the pastor, wedding day logistics, collection of fees and paperwork.
3. Bride and groom must meet together with the wedding coordinator for the initial planning meeting. This meeting will include a tour of the facilities, overview of the policies and procedures, collection of the deposit, and discussion of the desires of the bride and groom for the wedding.
4. The bride and groom must meet with the wedding coordinator once more before the rehearsal. The time of this meeting is encouraged to be at the same time of day as the wedding ceremony for the sake of the lighting. This meeting will include a detailed overview of the music, order of worship, the set-up of the sanctuary for wedding and/or reception, and discussion of any further desires of the bride and groom.
5. The wedding coordinator, along with the pastor, will run the wedding rehearsal. If an outside wedding planner is being hired, please provide their contact information to the All Saints wedding coordinator so that they may communicate before the rehearsal. Outside wedding planners are welcome to assist the bride and groom as needed, but all ceremony and All Saints building logistics will be managed by the All Saints wedding coordinator.
6. If needed, the wedding coordinator's contact information may be given to vendors as a day-of contact.

## **BUILDING USAGE**

1. For weddings taking place in the sanctuary, access is allowed to the sanctuary building, including the bride's room and the groom's room. For weddings taking place in the chapel, access is allowed to the chapel, the bride's room, and the groom's room.
2. If childcare is being provided, one children's room will be available in the children's wing.
3. The kitchen will be closed unless communion is being served or unless a reception will follow.
4. No alcohol is allowed to be consumed on the All Saints property prior to the wedding reception.
5. No tobacco may be consumed indoors. Smoking is only permitted outside in the designated area.
6. Vendors and bridal party are welcome to arrive up to 4 hours prior to the time of the wedding. All areas must be cleaned and swept within 1 hour after the bride and groom depart - this includes all floral, decorative, and rented items.
7. If you are also having a reception on site, the reception may last up to 3 hours. The premises must be cleaned, swept, and cleared out within 1 hour of the bride and groom's departure. This includes all floral, decorative, catered, and rented items.
8. For security and safety reasons, please do not leave purses, cameras, or any valuable personal property unattended at any time. All Saints is not responsible for lost, stolen, or damaged property.
9. For security and safety reasons, do not allow children to wander around the property unaccompanied by an adult.
10. If birdseed, rice, bubbles, confetti, etc. will be thrown on the property, you must notify the wedding coordinator ahead of time, and you must clean it up afterwards. Failure to do so will result in a damage fine. Sparklers are not allowed.
11. Occupancy capacities are as follows:
  - a. Seating in the sanctuary: 450
  - b. Seating in the chapel: 80
  - c. Standing in narthex: 200
12. **If you have friends and family helping with the clean up, they must understand the importance of staying until everything is cleaned and approved by the wedding coordinator. Please make sure you have an adequate number of people helping to clean up within the 1-hour time frame.**

## RECEPTIONS

1. The sanctuary space may also be converted into a space suitable for your reception needs if you desire to have a reception at All Saints. Please discuss seating, music, dancing, and catering desires with the wedding coordinator as there are many ways the space could be arranged to fit your needs.
2. All Saints owns a set of glassware, dishes, utensils, serving pieces, etc. that may be used for an additional fee.
3. Access to the space behind the communion rail is prohibited during receptions.
4. Alcohol is allowed for wedding receptions but is limited to wine, beer, and champagne. The wedding party is responsible to ensure no underage drinking occurs. The wedding party is also responsible to ensure that any vendors selling alcohol must be TABC-certified.
5. All Saints does not provide custodial assistance in transitioning the space for a reception following the ceremony. The wedding coordinator can direct a team of people you provide to set up the space as desired. The wedding coordinator can also direct any other vendors to ensure the space is set up as planned.
6. All music played during the reception must be in good taste, appropriate, and not dishonoring to the Church. Due to its often explicit nature, rap music will not be allowed. The wedding coordinator may at any time direct the band or DJ to stop playing a song if necessary.

## VENDORS

All vendors, including florists, caterers, photographers, videographers, bands, DJs, etc., must sign a waiver and an agreement before being allowed to participate in the wedding. These forms must be submitted no later than 30 days before the wedding date.

## REHEARSALS

1. The date and time of the rehearsal must be approved by the wedding coordinator.
2. The wedding rehearsal will be conducted by the officiating pastor along with the All Saints wedding coordinator.
3. The entire rehearsal will take no longer than 1 hour.
4. Please advise all rehearsal guests to arrive 30 minutes early and caution all guests about Austin's traffic conditions.
5. The wedding coordinator will have communicated with the bride and groom before the rehearsal to finalize all ceremony details.
6. All bridesmaids, groomsmen, readers, ministers, ushers, flower girls, and ring bearers need to be present. Musicians and soloists are also welcome to participate if desired.

**FEES**

1. A 50% deposit is non-refundable and due at the initial meeting with the wedding coordinator.
2. The remaining balance is due 30 days prior to the wedding date.
3. Musicians and pastors will be paid separately on the day of the wedding\*.
4. In the event of the engagement being broken or the marriage being delayed at the recommendation of a pastor or counselor, a full refund may be issued including the deposit.
5. Below are customary honorariums to be considered for any All Saints pastor officiating the wedding:
  - a. officiating and counseling for All Saints member: \$200-\$500
  - b. officiating and counseling for non-member: \$500-\$700

<b>FEES</b>	
Sanctuary Ceremony	\$600
Chapel Ceremony	\$250
Reception	\$500
+ communion during ceremony	\$30
+ use of church serving ware	
Any <b>musicians</b> should be paid individually on the day of the wedding.	
Any <b>pastors</b> should be paid individually on the day of the wedding.	

Total amount: \$ \_\_\_\_\_

50% Deposit: \$ \_\_\_\_\_

Due: \_\_\_\_\_

Balance: \$ \_\_\_\_\_

Due: \_\_\_\_\_

## MARRIAGE LICENSES

The Travis County Clerk issues marriage licenses at the [5501 Airport Boulevard Office](#) in Austin, Texas. If you need additional assistance, please contact the office of the clerk at (512) 854-9188.

### Marriage License Waiting Period

There is a required 3-day waiting period between the time a marriage license is obtained and the ceremony ([Texas Family Code, Chapter 2, Section 2.204](#)). The marriage ceremony may not take place during the 72-hour period immediately following the issuance of the marriage license unless an applicant:

- Is a member of the armed forces of the United States and on active duty,
- Performs work for the United States Department of Defense as an employee or contract worker,
- Obtains a written waiver from a judge of a court with jurisdiction in family law cases, a justice of the supreme court, a judge of the court of criminal appeals, a county judge, or a judge of a court of appeals, or
- Completes a premarital education course described by Texas Family Code Section 2.013 and provides the County Clerk with a course completion certificate indicating completion of the course within one year of the date the marriage license application is filed with the Clerk.

### Marriage License Expiration

A marriage license is valid for 89 days from the date it is issued. A marriage license expires if it has not been used before the 90th day after it was issued. If a couple wishes to marry after the expiration date, a new license must be purchased.

### Steps in Obtaining a Marriage License

1. The bride and groom must bring the following to the [Travis County Clerk's Airport Boulevard location](#) (not the Travis County Courthouse):
  - Proof of identity and age using documents approved by state law. These may include an official copy of the applicant's birth certificate, a driver's license or state-issued identification card, or an approved document issued by Texas or another state, the United States, or a foreign government (i.e., passport, visa, military identification, etc.). For more proof of identity and age options, please call our office at (512) 854-9188.
  - The Social Security Number of each applicant (if the applicant has one). Applicants do not need to show a Social Security Card.
  - If divorced, and the divorce was finalized in Texas within the previous 30 days, an applicant must provide a certified copy of the divorce decree which states that the 30-day waiting period has been waived. This does not apply to out-of-state divorcees.

(If a previously-divorced applicant wishes to use her maiden name, she will need to provide identification showing that maiden name (such as a certified copy of her birth certificate or a certified copy of her divorce decree that states her name is to be changed)).

2. At the Clerk's Office, the bride and groom will complete a marriage license application and pay the \$81.00 license fee.
  - Note: The [Texas Twogether Program](#) allows applicants to waive a portion of the marriage license fee if they complete a premarital education course and provide a certificate that the course was completed not more than one year before the date of the marriage license.



- Additionally, a member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States Secretary of Defense is exempt from marriage license fees.
3. Following the ceremony, the person authorized to conduct the service must date, sign, and note the county where the ceremony occurred on the certificate. The marriage license must then be returned to the Travis County Clerk's Office within 30 days from the ceremony date. Once the office receives the license, it will be copied and filed and the original will be returned to you.

## FLORAL/DÉCOR POLICIES

1. We do not allow the use of any nails, pins, tape, tacks, tape, or any other foreign substance to be added to our premises.
2. No candles are allowed unless they are enclosed in a hurricane vase or votive containers.
3. Nothing may be placed on the altar table.
4. Décor may not be excessive and must be in keeping with a worshipful atmosphere.
5. All Saints does not offer any vases for use.
6. For safety purposes, aisle runners are not allowed.
7. Completed floral/décor plans must be sent to the wedding coordinator no later than 30 days prior to wedding date for approval.
8. Florists and other décor vendors may arrive up to 4 hours prior to the time of the wedding. Everything brought in must be cleared out within 1 hour of the event ending. You must clean up thoroughly behind yourself and leave the space “broom clean.”
9. It is understood that florists and any outside vendors and their employees are prohibited from the use of alcohol or discourteous language or actions while on the premises of All Saints Presbyterian Church.

I have read this wedding policy and agree to abide by its terms.

Florist Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTOGRAPHER/VIDEOGRAPHER POLICIES**

1. A wedding ceremony is first and foremost a worship service. As such, we request that photographers and videographers refrain from any activity that would disrupt the reverent atmosphere.
2. No flash photography at any point during the ceremony.
3. Do not at any point come forward past the second row of guests.
4. If you plan to move around during the ceremony, please do so in a quiet and discreet manner. Walk slowly, quietly, and reverently. Try not to block the view of a guest for very long.
5. It is understood that you are prohibited from the use of alcohol or discourteous language or actions while on the premises of All Saints Presbyterian Church.

I have read this wedding policy and agree to abide by its terms.

Photographer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CATERING/KITCHEN USE AGREEMENT**

1. Caterers may arrive up to 4 hours prior to the time of the wedding. Everything must be cleared out within 1 hour of the event ending. Caterers must clean up thoroughly behind themselves and leave the space "broom clean." Any All Saints dishes or serving ware used must be cleaned and put away before leaving.
2. Caterers are welcome to use the kitchen equipment.
3. Any damages must be reported immediately to the wedding coordinator.
4. The church pantry and stocked dry goods are off limits.
5. Caterer must notify the wedding coordinator before leaving the premises.
6. If alcohol is being served at the reception, caterers must provide TABC-certified bartenders to serve the guests. Guests are not allowed to serve themselves alcohol. The caterer must take responsibility for verifying the age of all guests consuming alcohol.
7. It is understood that all catering staff are prohibited from the use of alcohol or discourteous language or actions while on the premises of All Saints Presbyterian Church.

I have read this wedding policy and agree to abide by its terms.

Caterer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total amount: \$ \_\_\_\_\_

50% Deposit: \$ \_\_\_\_\_

Due: \_\_\_\_\_

Balance: \$ \_\_\_\_\_

Due: \_\_\_\_\_

I have read this wedding policy and agree to abide by its terms.

\_\_\_\_\_

Bride's Name

\_\_\_\_\_

Bride's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Groom's Name

\_\_\_\_\_

Groom's Signature

\_\_\_\_\_

Date