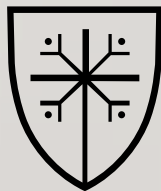




# WEDDINGS

*All Saints Presbyterian Church | Austin, TX*

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# ALL SAINTS

P R E S B Y T E R I A N

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## INTRODUCTION

Thank you for your interest in All Saints as your wedding venue. We look forward to getting to know you and being a part of this special occasion in your life.

To begin the wedding application process, first complete the online [Wedding Request Form](#). The All Saints church wedding coordinator (from here forward called the church coordinator) will contact you soon after the form is submitted regarding the church's availability and next steps.

We ask that every couple review the policies outlined in this packet prior to their first meeting with the church coordinator. Doing so will help ensure that the meeting is productive, efficient, and answers any questions you may regarding church policies and procedures.

## QUALIFICATIONS FOR MARRIAGE AT ALL SAINTS

- All Saints welcomes church members, children and grandchildren of members, and members in good standing of other PCA (Presbyterian Church in America) churches to have their Christian wedding ceremony at our church. Weddings for former All Saints' members and their children who do not currently attend a PCA church will be decided on a case-by-case basis by the Session.
- An All Saints (or PCA) pastor must either be the presiding officiant or be present for weddings officiated by pastors outside the PCA; non-PCA pastors will be approved on a case-by-case basis by the the co-officiating All Saints pastor.
- All couples married at All Saints must undergo premarital counseling prior to the ceremony.
- Facilities are not available on the following dates: Holy Week through Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Sundays may be available on a case-by-case basis though additional fees may apply.



**OFFICIANT ROLE**

In tandem with reserving the the church facility, it is the couple’s responsibility to contact and secure the wedding officiant directly. There are three officiant options at All Saints:

- 1. Select an available All Saints pastor
- 2. Select a non-All Saints pastor within the PCA
- 3. Request a non-All Saints pastor outside the PCA - in this scenario, an All Saints pastor must be present as a co-officiating pastor. Non-PCA pastors will be approved on a case-by-case basis by the the co-officiating All Saints pastor.

All Saints Pastors	Way to Contact
Tim Frickenschmidt	Sandra Boone: <a href="mailto:sboone@allsaintsaustin.org">sboone@allsaintsaustin.org</a>
Brent Baker	<a href="mailto:bbaker@allsaintsaustin.org">bbaker@allsaintsaustin.org</a>
Craig Chapman	<a href="mailto:cchapman@allsaintsaustin.org">cchapman@allsaintsaustin.org</a>
Josh Keller	Blaire Phillips: <a href="mailto:bphillips@allsaintsaustin.org">bphillips@allsaintsaustin.org</a>
Will Stockdale	<a href="mailto:wstockdale@allsaintsaustin.org">wstockdale@allsaintsaustin.org</a>
David Vilches	<a href="mailto:dvilches@allsaintsaustin.org">dvilches@allsaintsaustin.org</a>

**PREMARITAL COUNSELING**

All couples married at All Saints must undergo premarital counseling prior to the ceremony.

- If an All Saints pastor is officiating the ceremony, pre-marital counseling is with him. Please communicate with that pastor directly to understand counseling requirements and timing.
- If an outside pastor is officiating the ceremony, a letter verifying completion of counseling by the counselor is required 30 days before the wedding.
- All Saints also offers a premarital counseling class called Merge. Completion of this class also qualifies for the Texas Two-gether program marriage license discount. For more information on upcoming classes, visit [allsaintsaustin.org/merge](http://allsaintsaustin.org/merge).

*The State of Texas “Texas Two-gether” program allows for \$60 to be waived from the marriage license fee if a certificate of completion of a qualified pre-marital counseling program is presented. The certificate must be signed and dated by the All Saints pastor.*



## ALL SAINTS CHURCH COORDINATOR ROLE

1. The All Saints church coordinator is tasked with assisting the bride and groom on facility use and ceremony preparation. Responsibilities include: serving as a liaison between the church and the couple, upholding church rules and regulations, facilitating two pre-wedding meetings with the bride and groom (held during weekday office hours), managing All Saints communications and building logistics, leading the rehearsal alongside the pastor, ensuring the building is appropriately utilized during the rehearsal and wedding day, and collection of fees and paperwork.
2. While the church coordinator may gather information on the use and involvement of flowers, decor, photography, videography, and outside wedding planners, he/she does not plan or assist in the execution of such tasks.
3. The church coordinator will communicate exclusively with the bride and groom. If an outside wedding planner is retained, he/she may be added as a secondary point of contact.
4. The church coordinator reserves the right to amend or not accept any plans that do not abide by All Saints' wedding policies or that are deemed as not in keeping with All Saints' philosophy of ministry as a church.
5. The church coordinator (or day-of church representative) will be present for all on-site activities, including vendor deliveries, rehearsal, ceremony, and reception.
6. If needed, the All Saints church coordinator's contact information may be given to vendors as a day-of contact, but will not act as a representative of the couple for such purposes.

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## OUTSIDE WEDDING PLANNER ROLE

1. All Saints welcomes outside wedding planners to assist the bride and groom with the planning and execution of the ceremony (and reception if applicable).
2. A professional, outside planner **MUST** be present for all weddings with on-site receptions.
3. Outside planners, with the permission of the bride and groom, may attend either or both of the two on-site meetings set up by the church coordinator. Outside planners may not attend these meetings as the sole representative of the couple (i.e. bride and groom must be present).
4. Outside planners will defer all decisions related to and interpretation of All Saints' wedding policies to the church coordinator. They must sign a policy agreement no later than 90 days before the wedding date.
5. Outside planners must submit all ceremony and reception details and plans for facility use to the All Saints church coordinator no later than thirty (30) days before the wedding date.
6. Outside planners will discuss any desired changes to the plan (decor, flowers, music and related equipment, photography/videography, seating, procession, etc.) with the church coordinator prior to making such modifications. This includes day-of, last minute changes.
7. It is understood that outside teams their employees are prohibited from the use of alcohol, tobacco, or any other drug, discourteous language, or injurious actions while on church premises.

## CEREMONY ORDER

Suggested order of worship is as follows. Variations to this suggestion will be considered on a case-by-case basis. The couple will discuss details related to the ceremony order (scripture selections, prayers, etc.) with the officiating pastor. All wedding liturgies will be submitted to the church coordinator and approved by an All Saints pastor no less than 30 days before the wedding.

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

## CEREMONY REQUIREMENTS

- The altar table and pulpit at the front of the sanctuary will be draped with All Saints' white linens due to the nature of the wedding ceremony as a worship service and a celebration of new life.
- At least one usher must be provided by the couple to lead seating before the ceremony and (if applicable) direct guests to communion.
- If serving communion, the couple will need to have individuals present who are qualified to serve communion within All Saints. Please discuss this with the church coordinator, if needed.
- In an effort to maintain a worshipful atmosphere during the ceremony, you must communicate (via printed in the wedding program or displayed on a sign) the following to guests:
  - "No flash photography or video recording allowed during the ceremony. Please silence all electronic devices."

## CEREMONY OPTIONS (ADDITIONAL FEES APPLY)

- Wedding Programs: All Saints offers a few wedding program templates that can be personalized and printed for weddings held at the church. In order for All Saints to print programs, a template must be selected and information needed to personalize the program must be received no less than 30 days before the wedding.
- Eucharist (communion): If a couple would like the Eucharist to be served during the wedding ceremony, all guests must be invited to participate. All Saints' supplies must be used and the church coordinator will lead set up and clean up of the supplies.
- Livestream: The All Saints Sanctuary is equipped to livestream services for guests and family who may not be able to attend the wedding ceremony. If livestream services are requested, the All Saints church coordinator must be informed in writing no less than 90 days before the wedding. All Saints will schedule a camera operator and provide a link to distribute prior to the wedding.

## **BUILDING USAGE**

*NOTE: A \$250 security deposit is required at the time of reserving the space. This deposit will be refunded after the wedding less any damages or additional staff labor incurred due to failure to follow All Saints' building usage policies, including:*

- Vendors and bridal party are allowed access to the building up to four (4) hours before the wedding. Due to the size of the bride's and groom's rooms, the building is not equipped for "getting ready." As such, we highly encourage the wedding party to arrive with hair and make-up completed so that they only need to change upon arrival.
- Everything brought in for the wedding must be cleared out no more than one (1) hour after the wedding ends - this includes floral arrangements, decorations, rented items, food and personal belongings. We strongly encourage assigning friends/family members to coordinate this effort.
- All furniture on stage is fixed and cannot be moved. Music equipment and microphones will be arranged by All Saints staff only to accommodate wedding musicians. All Saints reserves the right to leave other altar-area furnishings as needed for Sunday worship priorities.
- Art on display in the Narthex changes seasonally and may not be altered or removed.
- Only the following corresponding rooms will be accessible for weddings in the:
  - Interim Sanctuary - bride's room, groom's room, library, and Narthex restrooms
  - Chapel - bride's room, groom's room, restrooms across from the Chapel
  - The kitchen will be closed unless communion is served or an on-site reception will follow
  - All other rooms (including the office) are strictly off-limits
- If the couple would like to provide childcare to their guests, one children's room will be made available in the children's wing. The room must be left in the condition in which it was found. All Saints is not responsible for the finding, vetting, or monitoring of childcare providers.
- For security and safety reasons, do not allow children to wander around the property unaccompanied by an adult.
- No alcohol, tobacco, or any other drugs are allowed on the All Saints property at any time. The only exception granted is select alcohol during on-site receptions (see "Receptions" section).
- Animals are not permitted indoors with the exception of certified service animals.
- 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.
- Any rice, bubbles, confetti, etc. thrown on property must be pre-approved in writing by the church coordinator and also must be cleaned up afterwards. Failure to do so will result not only in forfeiture of the security deposit, but also an additional damage fine. Sparklers are not allowed.
- Occupancy capacities are strictly as follows:
  - 450 - Interim Sanctuary Seating
  - 70 - Chapel Seating
  - 150 - Standing-Room Only Reception (Narthex + Back Half of Interim Sanctuary)
  - 72 - Seated Reception in Back Half of Interim Sanctuary (9 chairs per table at 8 tables)

## OUTSIDE VENDORS

*The church coordinator reserves the right to make changes to outside vendor plans if anything falls outside the parameters of All Saints' policies and procedures.*

*It is understood that outside teams and their employees are prohibited from the use of alcohol, tobacco, or any other drug, discourteous language, or injurious actions while on church premises.*

*The church coordinator will provide couples a link to \*more detailed policies\* to review and send to outside vendors to sign no less than 30 days before the wedding.*

## FLORISTS AND DECOR TEAMS

- Florists and other décor vendors may arrive up to four (4) hours before the wedding. Floral and décor set up must be completed one (1) hour before the start of ceremony.
- All furnishings and fixtures in the Sanctuary and Chapel are considered permanent and may only be moved by All Saints staff.
- Any floral arrangements or décor that interact with the church's furnishings and fixtures (including but not limited to the chairs, posts, floor, cross, and lights) require advanced discussion and expressed permission by the church coordinator.
- Nothing may be placed on the altar table. All Saints can provide two white pillar stands at the front of the sanctuary if floral arrangements are desired in lieu arrangements on the altar table.
- No nails, screws, pins, tape, tacks, glue, or any other foreign adhesive substance may be used or added to the premise. For safety purposes, aisle runners are not allowed.
- No candles are allowed unless they are enclosed in a hurricane vase or votive containers. This includes unity candles used during the ceremony.
- All items brought in must be cleared out within one (1) hour of the wedding ending. Clean up is expected and the space must be left "broom clean."

## PHOTOGRAPHERS / VIDEOGRAPHERS

- All group/individual photography in the Sanctuary and Chapel must cease one (1) hour prior to the ceremony start time.
- All stationary cameras must be in place 45 minutes prior to the ceremony start time. No equipment can be hung or affixed to the walls or church furnishings at any time.
- No flash photography or artificial lighting is allowed from the beginning of the procession to the end of the recessional.
- Photographers are not allowed, at any point, to come forward past the second row of seats.
- Photographers may not stand on church furniture at any time. They may provide their own ladder, if desired, which may be used discreetly in the back of the Sanctuary/Chapel.
- On-stage photography after the ceremony is limited to the level just behind the communion rail. Do not approach the altar area.
- The Sanctuary/Chapel must be cleared and cleaned up within one (1) hour after the end of the ceremony. This includes tear down of floral arrangements and decor. Please keep this in mind when taking after-ceremony photography.

## CEREMONY MUSIC

- All Saints does not provide musicians, but can help connect couples with those we have worked with in the past. All musical selections will need to be approved by the Music + Arts Ministry Coordinator no less than 90 days before the wedding.
- An All Saints sound engineer must be used when any vocalists or musicians are part of the wedding. The fee for the sound engineer is included in your wedding fees.



## WEDDING REHEARSALS

- The date and time of the rehearsal must be approved by the church coordinator.
- The rehearsal will be conducted by the officiating pastor, assisted by the church coordinator.
- The entire rehearsal will take no longer than one (1) hour.
- Please advise all rehearsal guests to arrive thirty (30) minutes early and precaution them about Austin's traffic conditions (especially if the rehearsal is during rush hour).
- All bridesmaids, groomsmen, readers, ushers, flower girls, ring bearers, and non-All Saints officiating pastors must be present at the rehearsal. Musicians and soloists are welcome to participate if desired. The sound engineer will not be present at the rehearsal. *\*A separate time should be scheduled for musician soundcheck prior to the ceremony.\**

## RECEPTIONS

- Receptions for 150 guests or less can be considered on a case-by-case basis. The All Saints campus is currently under construction as a new Sanctuary is built. The church coordinator can provide more details on which facilities are available during construction.
- All on-site receptions must have a professional outside wedding planner present to handle logistics relating to the reception and vendors. The All Saints church coordinator can advise on the parameters and best use of the space, but will not coordinate the reception.
- Access to the space in front of the middle communion rail is prohibited during receptions.
- All Saints is not equipped to transition the Sanctuary/Narthex for a reception following the ceremony. As such, the reception must be set up prior to the start of the wedding ceremony.
  - All reception set-up (whether done by the All Saints custodial team, the wedding party, or provided by outside vendors) must occur in the four (4) hours before the ceremony and finalized one (1) hour before the ceremony begins.
- Receptions (including subsequent tear down and clean up) may last up to three (3) hours after the wedding ceremony ends or until 9:00 pm (whichever comes first). Anything brought in or rented for the reception must be cleaned and/or cleared out within one (1) hour of the couple leaving. The same clear out policies listed on the "Building Usage" page apply.
- Rentals: All Saints owns a limited amount of tables, chairs, linens, glassware, dishes, utensils, serving pieces, etc. that may be rented for an additional fee. Couples may also seek approval for use of outside vendor rentals within the Interim Sanctuary, Narthex, and Outdoor Courtyard.
- DJs/Bands must abide by the same parameters listed on the "Outside Vendors" page.
  - All music played during the reception must be in good taste, appropriate, and not dishonoring to the church. Due to its often explicit nature, any rap music selections must be pre-approved by the church coordinator. The church coordinator may, at any time, direct the band or DJ to stop playing a song if necessary.
- Caterers /Bartenders must abide by the same parameters listed on the "Outside Vendors" page.
  - Caterers are welcome to use the kitchen stoves, ovens, sinks, and prep area. They must bring their own cooking/serving dishware and utensils and cleaning supplies. The church pantry, stocked food/drink items, and cleaning supplies are off limits. Any use of the refrigerator requires pre-approval by the church coordinator.
  - Caterers must perform a kitchen walk through with the church coordinator both before use and after clean up.
  - Any damages must be reported immediately to the church coordinator and repairs/replacement must be paid for by the catering group and/or couple.
  - Alcohol is allowed for wedding receptions but is limited to wine, beer, and champagne. The couple is responsible for ensuring that:
    - Vendors selling/providing alcohol and their bartenders are TABC-certified
    - No underage drinking occurs

## WEDDING FEES

- A 50% non-refundable deposit and \$250 refundable security deposit are due within one (1) week of the initial meeting with the church coordinator. The wedding date will not be confirmed until the church has received the deposit and signed wedding contract.
- The remaining balance is due thirty (30) days before the wedding.
- Any outside vendors, including wedding planners, musicians, florists, photographers, etc. are paid separately by the couple per their own fee schedule. The church coordinator will not be involved in any payments to outside vendors.
- Should the wedding be cancelled or postponed, a refund may be issued (including the security deposit) minus fees incurred for the church staff's time spent planning the event (varies, dependent upon cancellation timing).

## WEDDING FEES

	All Saints Member	Non-Member
Sanctuary Ceremony	\$1,300	\$1,500
Chapel Ceremony	\$1,000	\$1,200
\$250 Refundable Security Deposit		
Pastor Honorarium (see details below)		

## Optional Add-Ons

	All Saints Member	Non-Member
Wedding Programs	\$2.50/program	\$3/program
Eucharist (Communion)	\$150 for less than 150 guests; \$250 for more than 150 guests	
Livestreaming Ceremony	\$200	\$250
On-Site Reception	varies - discuss needs with church coordinator	

*Additional fees may apply for special requests. Such requests will be discussed by the couple and church coordinator at their initial meeting and finalized before the first deposit is made.*

## PASTOR HONORARIUM

When a pastor agrees to officiate a wedding, he commits to ensuring the couple not only have an organized rehearsal and beautiful wedding day, but that their married life begins on a firm foundation of a shared life in Christ. **It is customary for a couple to honor their officiant with an honorarium in the range of \$300-\$1,000.**

Because All Saints pastors schedule weddings independently from their pastoral duties at the church, it is also expected that the couple will reimburse any necessary travel expenses (mileage or airfare) and childcare (if appropriate) incurred for the rehearsal and ceremony. Appropriate expenses for reimbursement include:

- Driving-distance travel: mileage reimbursement (rate of 67¢/mile)
- Long-distance travel: airfare, airport parking or transit to/from the airport, meals while traveling, rental car, lodging
- Childcare during rehearsal/rehearsal dinner and/or ceremony, when applicable.

The honorarium and all reimbursements should be paid directly to the pastor.

## **MARRIAGE LICENSES in Travis County, Texas**

### **Requirements:**

- Complete a marriage license application - both parties appear together at the county clerk's office located at 5501 Airport Boulevard, Austin, TX 78751 once an appointment is scheduled;
- Provide a proof of identity using documents approved by state law;
- Not be divorced within the last 30 days (or provide a waiver);
- Not presently married to someone other than the other applicant;
- Not be related to the other applicant;
- Be 18 years or older to obtain a marriage license. Effective September 1, 2017, Texas Family Code 2.003 states, a person under the age of 18 years of age may not marry unless the person has been granted by this state or another state a court order removing the disabilities of minority of the person for general purposes.

### **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 ). 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;
  - 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.

### **After the Ceremony:**

The marriage license must then be returned to the Travis County Clerk's Office within 30 days from the ceremony date. The license will be recorded into public records and returned to you.

Return Address for completed marriage license:

Recording Division  
Travis County Clerk  
P.O. Box 149325  
Austin, TX 78714

### **Fee(s):**

- Cash Only: \$81.00 license fee; \$21.00 with completed premarital education course (Texas Twogether Program). Must present certificate at time of issuance of license;
- 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.

### **Special Circumstances:**

- Texas law does allow certain exceptions to the requirement that both applicants appear before the County Clerk to apply for a marriage license. In such situations, a completed affidavit of absent applicant can be used for the issuance of marriage license.
- Instructions for Affidavit of Absent Applicant.
- Affidavit of Absent Applicant.

## ALL SAINTS WEDDING CHECKLIST



### **REQUIRED to Reserve Wedding Date**

Complete Wedding Request Form  
Schedule Pastor  
Meeting with Church Coordinator  
Sign Wedding Contract  
Make Initial Wedding Deposit



### **Ongoing Tasks**

Complete Wedding Details Sheet  
Premarital Counseling



### **Due 90 Days Before Wedding**

Wedding Planner Agreement  
Music Details Due To Music Coordinator  
  
*If Applicable:*  
*Livestream Request Submitted*



### **Due 30 Days Before Wedding**

Order of Worship Determined  
Processional Details Complete  
Photography Agreement  
Floral / Decor Agreement  
Floral / Decor Plan Delivered  
Final Meeting with Church Coordinator  
Final Balance Due  
  
*If Applicable:*  
*Program Information Delivered*  
*Wedding Planner Plan Delivered*



### **Rehearsal and Day of Wedding**

Pastor Honorarium Payment  
Marriage License (pastor signature required)



ALL SAINTS

PRESBYTERIAN