

A Guide to Planning a Wedding at All Saints' Chapel

Congratulations on your upcoming wedding! We are pleased that you are considering celebrating it here at All Saints' Chapel and beginning your married life together in Sewanee.

Weddings at All Saints' Chapel (and St. Augustine's Chapel) must conform to the laws of the State of Tennessee, the canons of the Episcopal Church, and the policies of the University of the South. In addition, there are policies specific to the Chapels. These policies are firm.

We ask that you read this Wedding Guideline carefully, and we hope that the next months will be filled with joy and anticipation as you begin to prepare for your life together.

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Should we be married in a church?

This may seem like a silly question; however, it is one you should consider. A wedding is, in part, a legal occasion, in that all weddings must conform to the laws of the state in which they are performed. It might also be a social occasion when family and friends gather together and, choosing from a rich array of customs and traditions, join in celebrating the union of two persons. All that is actually necessary for the legal and social requirements for a wedding to be fulfilled is an appropriate place (such as a house or garden) and a properly licensed official (such as a judge). If neither party in the marriage is a committed Christian, this kind of arrangement would be entirely proper; there would be no need for a church, and indeed a church would be inappropriate.

A third dimension is added to the legal and social aspects if either of the persons being married is a committed Christian. By choosing to be married inside the Church, the couple sets their marriage in the context of God's gracious action in salvation history.

Therefore, a Christian wedding is far more than a legal and/or social event. It is a sacramental rite, whereby the grace and love of God are given and made known through the words and actions of the couple.

As such, it is both a joyful and solemn occasion, whereby a person declares before God and God's people the intention to share a whole life with another person and to ask God's blessing upon that union. The promises of marriage cannot be maintained by human love alone, so the vital element in a Christian marriage is the invocation of the blessing of God, whose grace and love alone can sustain a Christian marriage.

University Wedding Policy

Who may be married in a Chapel of the University of the South?

All Saints' Chapel, St. Augustine's Chapel, and the Chapel of the Apostles may be reserved for wedding ceremonies when one of the persons to be married is:

- ❖ A student currently enrolled full-time in the University, or
- ❖ A current member of the staff or faculty, or one of the University's governing boards, or
- ❖ A year-round resident of the Sewanee Community, or
- ❖ The direct offspring (i.e. son or daughter) of one of the above, or
- ❖ A graduate with a degree from either the College or the School of Theology

In addition, there are these requirements:

- At least one of the persons must be tied to a Christian worshipping community and provide the following:
 - ❖ A letter from your pastor/minister/priest attesting to this relationship, and
 - ❖ Separate letters from both applicants describing the reasons for wishing to be married in All Saints' Chapel, St. Augustine's Chapel, or the Chapel of the Apostles.
 - ❖ One of you must be a baptized Christian.
 - ❖ The Canons of the Episcopal Church require a minimum of 30 days' notice to the clergy preceding the wedding date.
 - ❖ In the event that either of you has been previously married and has had that union annulled or dissolved by a civil court, the officiating priest must request from his or her own bishop permission to solemnize the marriage.
 - ❖ The Episcopal Church requires premarital counseling for the couple prior to the actual wedding. More information about this requirement can be found on page 5 of these guidelines.

The University reserves the right to decline consent on any request made if the rationale behind being married here is contrary to our understanding of the sacrament of marriage.

***Please note that a date cannot be entered on the calendar officially until the initial letters have been received in our office and approved by the Senior Associate University Chaplain, and dates may not be set more than 18 months in advance of the ceremony.**

Form of service to be used:

All wedding services held in University Chapels must conform to the worship tradition of the Episcopal Church as found in the 1979 Book of Common Prayer and its authorized rites (“The Witnessing and Blessing of a Marriage” and “The Celebration and Blessing of a Marriage (2)”).

Rites for same-sex marriages: “The Witnessing and Blessing of a Marriage” and “The Celebration and Blessing of a Marriage” (2),” authorized for use by the Episcopal Church for same-sex and opposite-sex couples, may be used in All Saints’ Chapel, St. Augustines’ Chapel, and the Chapel of the Apostles. The priest who presides acts under the direction and with the permission of his or her own bishop. The Chaplain or Dean will need written evidence from the presiding priest that he or she has permission to use these rites.

Who may solemnize your wedding?

All services are to be conducted by an Episcopal priest (Ministers from other traditions may be invited to participate in the service, but cannot be responsible for conducting the Episcopal rite). If one or both of the persons to be married are Episcopalian, you may request that your parish priest officiate. Your priest will need to make this request in writing to the Senior Associate University Chaplain. Permission to officiate at the Chapel of the Apostles is sought from the Dean of the School of Theology.

Marriage license

Persons being married in a University chapel are required to obtain a marriage license from the state of Tennessee; this can be obtained at any courthouse across the state.

If you are from out-of-state, you may get your license at the Franklin County Courthouse:

Franklin County Clerk: Phillip Custer
1 South Jefferson Street
Winchester, TN 37398
Phone: (931)967-2541

The office is located on the main floor and is open Monday-Friday, 8 a.m.- 4 p.m. The cost of the marriage license is \$100. However, if your premarital preparation conforms to certain requirements established by the state, and if you bring a completed Premarital Preparation Course Certificate of Completion (found at tn.gov/topics/forms) signed by your priest and notarized, the fee is reduced. No blood test is required; both parties must be 18 years of age or older and each person must present a valid driver’s license or birth certificate and a social security card. The license may be picked up as late as the day before the wedding and is valid for 30 days from the date issued. The marriage license should be given to the officiant at the rehearsal.

Premarital Instruction

The Episcopal Church requires premarital counseling for the couple prior to the actual wedding. This instruction is to be done by the priest who will officiate or by “persons known by a member of the Clergy to be competent and responsible.” This is canon law and as such cannot be waived. The person providing the instruction (if different from the officiant) should correspond in writing with the officiant, attesting to the course and satisfactory completion of several sessions. In the case of one or more of the parties having been previously married and divorced, copies of the divorce decree(s) and letters of intention must be given to the priest who will officiate. The priest performing the ceremony must apply for her or his bishop’s consent to solemnize the wedding.

Dates and times for the wedding

A wedding may be held at any time in the course of the year at All Saints’ or St. Augustine’s Chapel with the exception of the season of Lent, Holy Week, Commencement (this includes the two weeks both preceding and following Commencement weekend), or other times when the scheduling of University or Chapel events prohibits. Because of the heavy scheduling of All Saints’ Chapel and St. Augustine’s Chapel for regular services and University events, only one wedding per day is permitted. Weddings may be scheduled on Saturdays no earlier than 9 a.m. and no later than 7 p.m. On rare occasions, an exception may be made in scheduling a wedding on a day other than Saturday if there are compelling circumstances.

The wedding rehearsal will be scheduled on the Friday before the ceremony between 4:30 p.m. and 7:00 p.m. All members of the wedding party must be in attendance and on time. If there is to be a dinner or party, it should always be scheduled after the rehearsal. A rehearsal usually lasts one hour, and the officiating priest, with the help of an All Saints’ wedding liaison and sacristan, will conduct the rehearsal. Private wedding planners and consultants are welcome to attend, but they will have no authority once inside the doors of the Chapel.

Photography and Videography

Chapel policy does not allow flash photography of any kind during the wedding ceremony itself. The use of flash and/or artificial lighting destroys the sanctity of worship and the flow of the ceremony. At the end of the service, it is permissible for the photographer to stand in the narthex and take flash photos of the couple as they leave the church. The officiant has the final authority on all matters concerning photography and videography.

We understand the importance that most married couples place upon the preservation of their wedding day in photographs, and opportunities will be provided for pictures to be taken before and/or after the ceremony. If group photographs of the wedding party in front of the altar are desired, they may be made in the Chapel after the congregation has left. If any photographs are to include the officiating priest and/or sacristans, it will be greatly appreciated if they could

be in the first photograph(s). We might also suggest that posed pictures of the wedding party be taken prior to the service. All pre-wedding photographs taken inside the Chapel must be concluded no later than 45 minutes prior to the beginning of the service. All photographs made in the Chapel must be of a sacred nature only; less formal pictures should be reserved for the reception.

Video recording of the service may be done provided the camera is stationary, capable of running without a camera operator, and does not require the use of distracting lights. No portable microphones may be used. Please discuss camera placement with your officiant prior to the service.

Please provide your photographer and/or videographer with a copy of the Wedding Photography and Videography Policy form - sewanee.edu/media/student-life/believe/PhotoPolicy.pdf/ After they have read and agreed to the policy, it is your responsibility to make sure they sign and return it to the Wedding Coordinator. This will ensure that there are no misunderstandings regarding our photography policy. Ushers will also be asked to inform family and guests that pictures may not be taken once the bridal procession has begun.

Music

All weddings in All Saints' Chapel are worship services; consequently, the music selected should be appropriate for the occasion. Working in collaboration with the University Organist, the music you choose will add beauty and spiritual depth to the service.

Texts of hymns and other music must be from the *Hymnal 1982, Lift Every Voice and Sing*, the *Book of Common Prayer*, or directly from Holy Scripture. Texts from secular sources are not permitted, nor are texts from semi-religious songs. Music of a light romantic nature or from Broadway shows, film scores and other popular sources is better suited for the reception following the service.

It is your responsibility to contact the University Organist to initiate the conversation regarding your music. Selections will be provided for you to consider, and you will schedule a time to plan the service music. The normal pattern of musical pieces is as follows: a 20-30 minute prelude recital before the wedding, a hymn or instrumental piece for the procession, hymns and other service music as needed during the liturgy, and a hymn or instrumental piece for the recessional. (Note: the secular traditional wedding music of Mendelssohn and Wagner is not used; there are alternatives which are more appropriate for Episcopal weddings.) It is customary for the organist to be present at the rehearsal for one hour - please plan to rehearse all parts of the ceremony that involve music (processional, recessional, etc.) during the first hour. The use of soloists and instrumentalists can be a lovely addition to the service, but the University Organist must approve these additions at the time of your music consultation. An additional fee is required if the soloist must rehearse with the organist. Again, all music played

or sung by soloists must be of a sacred nature and conform to the criteria listed above. Soloists are responsible for providing their own music.

Should the University Organist be unavailable for your wedding, arrangements will be made for a qualified substitute.

The use of non-staff organists will be considered on an individual basis and is solely at the discretion of the University Organist. An offset fee is requested if you would like to book an organist outside the University staff. This organist must contact the University Organist for approval and for information about the University organ and its policies.

Carillon

All Saints' Chapel is blessed with a lovely set of bells located in Shapard Tower. If you would like to have the bells played following your wedding ceremony (see the Fee Schedule for the additional charge), contact the University Carillonneur and he or she will help in the selection of music. Note that in the event of inclement weather that might create unsafe conditions, the carillon will not be played, and you will be refunded 50 percent of the total fee. Note also that the carillon may not be played at any time which might conflict with University classes or previously scheduled University events.

Decorations

Mr. Ken Taylor is the sole provider of all flower arrangements and decorations in University chapels, and it is your responsibility to contact him as you plan for your wedding flowers in the Chapel. He can be reached at (931)598-5893. The flower fee is included in the Chapel rental fee and three floral arrangements will be provided for your ceremony: one on the high altar behind the cross, and two either in the high altar niches or on both sides of the nave platform altar. **These arrangements will remain in the Chapel after your ceremony for Sunday's worship service.** If you would like additional flowers in the Chapel, you may work with Mr. Taylor to explore your options. Additional arrangements are not included in the rental fee.

If a wedding is held the first weekend following the annual Festival of Lessons and Carols or the first weekend following Easter Day, and the Chapel is already adorned, such flowers and greenery are to remain in place for the wedding.

Plastic or artificial flowers, feathers, and plumes are not permitted.

Candles

Included in the base Chapel fee is the provision for two tall candles for the high altar and candles for the two seven-branch candelabras on either side of the reredos; **or** four pavement candles and two lectern candles for the nave altar. Please note that the two tall candles at the

high altar and the four pavement candles at the nave altar are Eucharist candles; these candles will only be lit if the ceremony includes a Eucharist. An additional fee is required for the use of all other candles (i.e. choir and nave pillar candles). Requests for these candles should be made on the Wedding Information Form.

The use of what is commonly referred to in other denominations as a “Unity Candle” is not a part of the Episcopal ceremonial rite for weddings. If the wedding party should desire to make use of such a practice, it is best reserved for the wedding reception.

Rice, birdseed, and rose petals

The use of rice is forbidden at All Saints’ Chapel, because it poses a serious hazard to birds. The use of birdseed is permissible, but should be thrown only outdoors. The scattering of a few rose petals down the center aisle is likewise permitted. If you so choose, please indicate this on the Wedding Information Form so that special arrangements can be made for clean-up following the service.

Party dressing arrangements

One party may use the Trudy Cunningham Room, located in lower Carnegie next to the Chapel, to dress for the wedding. This room is equipped with a full-length three-way mirror, comfortable seating, tables, a counter for makeup application, and a private bathroom. The other party may use the Guild Room, located in the back hallway of All Saints’ Chapel.

Please inform the Chapel Liaison of your planned arrival time at the Chapel on the day of your wedding and they will make sure the doors to these rooms are unlocked. **All personal belongings must be removed before you leave the premises for the reception.** For security reasons, the Trudy Cunningham Room and Guild Room will be locked once the wedding party has left and cannot be reopened until the next working day. **Please note: The use of alcoholic beverages on the Chapel premises is strictly prohibited (this includes the Trudy Cunningham Room).**

Bulletins

Programs for a wedding ceremony are not required, but can be most helpful. University Print Services can assist you in this matter, and can advise you on the cost. Please fill out the Bulletin Information Form and email it to printservices@sewanee.edu. Bulletins must be ordered **at least** six weeks before the date of your wedding. Print services may charge an additional rush fee for late Bulletin Information Forms. **You are responsible for picking up your bulletins from Print Services and payment is due at that time (cash or check only).**

For reference, you may request to see a sample bulletin, which shows the typical design, layout and order of service. (Please note: The sample bulletin is the sole property of the University of

the South. As such, any printing firm other than University Print Services may not reproduce the border shown.)

If you wish to print your own bulletin, you **must submit a proof of this bulletin** to our Senior Associate University Chaplain for approval **no later than 6 weeks** prior to the wedding. The bulletin must be approved before it goes to print, and our office reserves the right for final approval of the order of service.

Scripture readings

Please refer to the Book of Common Prayer or the authorized liturgies for a list of the appropriate scripture readings for a wedding ceremony. Your officiant should assist you in your choice of lessons. Please indicate chosen readings on the Wedding Information Form so that the Chapel staff can provide printed copies for both the rehearsal and the wedding. The Chapel normally uses the New Revised Standard Version (NRSV) of the Bible. Should readers wish to familiarize themselves in advance with their passage, they should use this translation.

The couple should choose readers. It is quite appropriate for members of the family, the wedding party, or guests to participate in this way. If you so choose, a member of the clergy may read all the lessons.

Kneeling cushions

The Chapel provides kneeling cushions for the couple at either the nave platform or the high altar.

Seating

All Saints' Chapel is normally set to seat approximately 480 guests, with 250 in the front section, and 110 in the back section, and 130 along both sides. For an additional fee, more chairs may be added. Full seating capacity for St. Augustine's Chapel is approximately 40 chairs. If the service is being conducted at the high altar, the chancel seats approximately 125 guests.

A note about the nave altar and the nave altar platform

The Chapel has a handsome, massive, free-standing altar platform, which is stationed in front of the chancel steps at the nave crossing. **The platform with its four pavement candles cannot be moved under any circumstance.** Ceremonies conducted at the high altar involving a full formal procession from the back of the church will process around the platform. Under no circumstances may anyone cross over the platform. If a wedding takes place at the high altar, the nave altar only (**not the platform**) may be moved, and only members of the University Facilities Management crew may do this. A full month's notice is required along with an additional fee of \$1,000.00 to cover the cost of overtime, moving expenses, and storage.

All Saints' wedding staff

The wedding coordinator's job is to work closely with you throughout the planning process. With our Wedding Guidelines in hand, you can begin to make the necessary and proper arrangements to ensure not only that your wedding day flows beautifully and smoothly, but that the customs and traditions of the Episcopal Church are honored and upheld. As your wedding day approaches, they will assign one of our Chapel Liaisons to assist you on your wedding day as well as the rehearsal. All Saints' wedding liaisons have been trained in the area of wedding etiquette and have experience in coordinating Chapel weddings. An All Saints' sacristan will be assigned to assist the clergy at the rehearsal and at the wedding. You should schedule at least one meeting with the wedding coordinator early in your planning process and one meeting with your chapel liaison before your rehearsal. Please note that it is very important to copy them on all correspondence related to the logistics of both the service and the rehearsal so that they will be able to answer questions quickly and prevent delays and scheduling conflicts.

Checklist, required forms, and fees

After the couple confirms that they meet the criteria to be married in one of the University Chapels, sends the appropriate letters of request and clergy attestation letter, and the Consent Form, the Senior Associate University Chaplain will review the information and decide whether to approve your request. When approval is granted, your date may then be entered formally on the All Saints' calendar. Wedding dates may be set no further than 18 months in advance.

Six weeks (at least) prior to your wedding, the following is due:

- Chapel Fee (this does not include the associated fees - those will be due at the time of your rehearsal)
- Wedding Information Form
- Declaration of Intention Form
- Holy Matrimony Form
- Bulletin Information Form
- Photography and Videography Form (signed by the service provider)

The completed forms should be emailed to allsaintsweddings@sewanee.edu or mailed to All Saints' Chapel, attn. Wedding Coordinator, 735 University Ave. Sewanee, TN 37383.

The Bulletin Information Form should also be emailed to University Print Services (printservices@sewanee.edu).

A note about required associated fees due at rehearsal: At your initial meeting, the wedding coordinator will give you the necessary information regarding these fees, along with the options related to your ceremony.

Other wedding arrangements

The All Saints' Chapel staff, as a courtesy, will try to accommodate you in your planning process as you consider locations for your wedding reception, but please note that setting a date on the All Saints' calendar **does not guarantee availability at area reception venues**. Coordination in this matter is your responsibility.