

All Saints' Chapel

St. Augustine's Chapel

Initial requirements:

- Satisfy the criteria for being married in All Saints' Chapel
- Please completely read our Wedding Guidelines, sign the Consent Form, and return it to All Saints' Chapel.

Letters:

- Applicants request letter
- Local Clergy letter
- Officiant letter (if not a member of our Chapel staff)

All letters should be personally addressed to The Reverend Thomas E. Macfie, Jr., University Chaplain, and mailed or emailed to All Saints' Chapel (allsaints@sewanee.edu). Please do not send any correspondence to Chaplain Macfie. This may cause a delay in processing your letters.

Please note: No date will be set until our office has received all of the required letters and the University Chaplain has approved your request. When approval is granted, you will receive an approval letter. At this point, you may call the Wedding Administrator to set your wedding date and have it entered on our calendar. A wedding date may not be reserved more than eighteen months in advance.

Six Weeks Prior to Wedding:

- Declaration of Intention Form
- Holy Matrimony Form
- Wedding Information Form
- Fee Schedule and Payments
- Photography and/or Videography Policy forms (signed by service providers)

All forms can be found at sewanee.edu/student-life/spiritual-life/wedding-information. Completed forms should be mailed or emailed to All Saints' Chapel. If payments are not received six weeks prior to your wedding, the Chapel reserves the right to cancel your reservation date.

- ❖ Bulletin Information Form (If you plan to have University Print Services prepare your bulletin, send this completed form directly to them at printservices@sewanee.edu at least six weeks prior to your service.)

❖ Officiant

Local Clergy Options:

- The Rev. Thomas E. Macfie, Jr., University Chaplain
931.598.1274, tom.macfie@sewanee.edu
- The Rev. Dr. Melissa M. Hartley, Associate University Chaplain
931.598.1274, melissa.hartley@sewanee.edu

- The Rev. Canon Dr. James F. Turrell, Associate Dean, School of Theology
931.598.1392, jturrell@sewanee.edu
- The Rev. Annwn H. Myers, Associate Dean for Recruitment and Admissions,
School of Theology, 931.598.1373, amyers@sewanee.edu
- The Rev. Dr. Ray Gotko, 931.924.2253, rgotko@gmail.com
- ❖ Organist – Contact University Organist, Dr. Geoffrey Ward, ghward@sewanee.edu
- ❖ Carillonneur–Contact the Rev. Dr. Ray Gotko University Carillonneur,
rmgotko@sewanee.edu or online at sewanee.edu/carillon.
- ❖ Flower Guild – For additional flowers contact Ken Taylor, 931.598.5893
- ❖ Marriage License (state of Tennessee required)
 - Contact Franklin County Courthouse, Winchester, Tennessee
 - 931.967.2541
- ❖ Rent Campus Facilities (for Rehearsal Dinner, Reception) Administrative Services
 - 931.598.1124 or facilityrentals@sewanee.edu
- ❖ For the Sewanee Inn, Contact Dianna Gupton, 931.598.3570, dgupton@sewanee.edu
- ❖ Photographer/Videographer (see list of vendors provided)