



WEDDINGS

All Saints Presbyterian Church | Austin, TX

All Saints welcomes members and children of members to use our facility for their wedding ceremony and/or reception; as well as services officiated by ministers who adhere to the central Christian beliefs outlined by the historic creeds - the Apostles Creed and the Nicene Creed - and who are ordained within a denomination that shares the PCA's convictions concerning ordination.

To begin the wedding application process, the first thing to do is complete the online Wedding Request Form. The All Saints wedding 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 wedding coordinator. This will help to move the meeting along and give you the opportunity to ask any questions you may have.

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 occasion in your life.



QUALIFICATIONS FOR MARRIAGE AT ALL SAINTS

1. All Saints welcomes members and children of members to use our facility for their wedding ceremony and/or reception; as well as services officiated by ministers who adhere to the central Christian beliefs outlined by the historic creeds - the Apostles Creed and the Nicene Creed - and who fall within our denomination's convictions concerning ordination.
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 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. The wedding coordinator can provide you with a certificate to fill out stating completion of the required counseling.
 - 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.
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.

ALL SAINTS WEDDING COORDINATOR

1. The All Saints Wedding Coordinator is available to assist the bride and groom throughout the entire wedding process with those things related to the ceremony or facility use. The wedding coordinator will communicate primarily with the bride and groom. If an outside wedding planner is being hired, he or she may also serve as a point of contact.
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 All Saints wedding coordinator's contact information may be given to vendors as a day-of contact.

CEREMONY

- 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 All Saints 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
- 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.
- 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.
- At least one usher must be provided by the couple during the ceremony.
- 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.
- Ushers should remind wedding guests whom they observe with cameras that flash photography or video recording are not allowed during the wedding ceremony.

CEREMONY MUSIC

- As soon as your wedding is approved by the All Saints Wedding Coordinator and a date is set, you will need to begin the process of securing musicians. All Saints does not provide musicians but we are happy to help connect you with those we know. If you need assistance with this process, please contact the Music + Arts Ministry Coordinator, Carrie Zinnecker (czinnecker@allsaintsaustin.org)
- All ceremony music selections must be approved by the Director of Music no less than 30 days prior to the wedding.
- An All Saints sound engineer must be used when any vocalists or musicians are used. The fee for the sound engineer is included in your wedding fees.

LIVESTREAMING SERVICE

- The All Saints Sanctuary is equipped to livestream worship services for guests and family who may not be able to attend the ceremony.
- If you wish to livestream your ceremony, please inform the All Saints Wedding Coordinator no less than 60 days prior to the wedding. Additional fees apply.
- All Saints will schedule a camera operator and provide a link for you to distribute prior to the wedding.

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. Videographers are asked to please check in with the All Saints Sound Engineer upon arrival in order to coordinate lapel mics and sound.
3. No flash photography at any point during the ceremony.
4. Do not at any point come forward past the second row of guests. If photographs of the front of the church behind the communion rail are desired, please arrange to take these pictures before the guests arrive for the ceremony.
5. 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.
6. 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.

FLORAL/DÉCOR POLICIES

** The Wedding Coordinator will give you a separate sheet detailing these policies for your florist to sign. If you are doing all florals and decoration yourself, your signature of the contract page serves as acceptance of the following 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. If you are not sure whether or not something will be able to be removed cleanly without leaving any damage, please ask the wedding coordinator.
2. No candles are allowed unless they are enclosed in a hurricane vase or votive containers. This includes unity candles in the ceremony.
3. Nothing may be placed on the altar table. All Saints can provide two white pillar stands if floral arrangements are desired in the front of the sanctuary in lieu of placing arrangements 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. We can provide the two white pillar stands mentioned above. All other materials must be provided by the couple or vendors.
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.
10. The wedding coordinator reserves the right to ask for changes to the floral and décor plan if anything falls outside of these policies.

BUILDING USAGE

1. Vendors and bridal party are allowed access to the building 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.
2. For weddings taking place in the Interim 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 and the restrooms across from the Chapel.
3. If childcare is being provided for those in the wedding party, 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.
4. The kitchen will be closed unless communion is being served or unless a reception will follow.
5. No alcohol is allowed to be consumed on the All Saints property at any time prior to the wedding reception.
6. No tobacco may be consumed indoors. Smoking is only permitted outside in the designated area.
7. Animals are not permitted indoors with the exception of certified service animals.
8. 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 by vendors, family and friends within 1 hour of the bride and groom's departure. This includes all floral, decorative, catered, and rented items. If this policy is not adhered to, additional fees may apply.
9. 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.
10. For security and safety reasons, do not allow children to wander around the property unaccompanied by an adult.
11. 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.
12. Occupancy capacities are strictly as follows:
 - Seating in the sanctuary: 400
 - Seating in the chapel: 70
 - Standing reception in narthex: 150
 - Seating at tables in the back half of the sanctuary: 72
13. 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 for an additional fee. Please discuss seating, music, dancing, and catering desires with the wedding coordinator as there are several ways the space could be arranged to fit your needs. All Saints set-up crew will handle the initial set-up and final tear-down of tables in the back of the sanctuary and the fee is included in your sanctuary reception fee.
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 for ensuring 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, all rap music selections must be approved by the wedding coordinator prior to the wedding date. The wedding coordinator may at any time direct the band or DJ to stop playing a song if necessary.

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. 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.

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.

OUTSIDE WEDDING COORDINATOR AGREEMENT

1. All Saints welcomes outside wedding coordinators to assist the bride and groom with the planning and execution of the ceremony (and reception if applicable).
2. The outside coordinator must submit all ceremony details and plans for facility use to the All Saints Wedding Coordinator no later than 30 days prior to the wedding date.
3. The All Saints Coordinator reserves the right to amend or not accept any plans that do not abide by the policies already stated in this document or that are deemed as not in keeping with All Saints philosophy of ministry as a church.
4. It is understood that the coordinator and their employees are prohibited from the use of alcohol or discourteous language or actions while on the premises of All Saints Presbyterian Church.

FEES*

1. A 50% deposit is non-refundable and due within a week of the initial meeting with the wedding coordinator. The wedding date will not be held until we have received a deposit.
2. The remaining balance is due 30 days prior to the wedding date.
3. Musicians will be paid separately on the day of the wedding. The fee per musician will be communicated by the Music Director in advance.
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.

FEES		
	ASPC Member	Non-member
Sanctuary Ceremony	\$1250	\$1375
Chapel Ceremony	\$925	\$1025
Sanctuary Reception	\$1050	\$1175
Narthex and/or Outdoor Reception	\$575	\$650
Communion during ceremony	\$125 for less than 150 guests; \$200 for more than 150 guests	
Use of Serving Ware	\$500/100 guests	
Design and Printing Programs (restrictions apply)	\$350/100 programs BW \$375/100 programs Color	\$400/100 programs BW \$425/100 programs Color
Live Streaming Ceremony	\$100	\$125

**Additional fees may apply for special requests. These will be discussed between the couple and the wedding coordinator at their initial meeting and finalized before the contract is signed.*

Total amount: \$_____

50% Deposit: \$_____ Due: _____

Balance: \$_____ Due: _____

PASTOR HONORARIUM

Below are customary honorarium amounts to be considered for any pastor officiating the wedding. The honorarium should be paid directly to the pastor:

- Officiating and counseling: \$300-\$700
- Compensation for mileage or airfare if appropriate.
- Compensation for childcare during rehearsal dinner and/or ceremony if appropriate.

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, See list;
- Not be divorced within the last 30 days (or provide a waiver);
- Not presently married to someone other than the other applicant;
- Not 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.

Once the application has been submitted, please [click here](#) to schedule an appointment.

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:

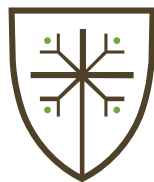
Recording Division
Travis County Clerk
P.O. Box 149325
Austin, TX 78714

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.
- If you have questions regarding these forms or a situation not described above please contact our office at (512) 854-9188.



ALL SAINTS

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

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