

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.

Should we be married in the church?

University Policy

- Who may be married
- Form of Service to be used
- Who may solemnize your wedding

Required premarital counseling

Dates and times for weddings at All Saints' Chapel

Photography and Videography policy

Music

Carillon

Decoration of the Chapel

- Flowers and florists
- Candles
- Rice, bird seed and rose petals

Dressing arrangements

Bulletins

Scripture readings

Kneeling cushions

Marriage license

Seating

About the nave altar and the nave altar platform

Wedding staff

Procedure checklist, required forms, and fees

Other wedding arrangements

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 actualp

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.

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.

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.

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](http://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.



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.

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 court

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.

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 an emergency 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.

Mr. Ken Taylor is available to edit site photos that in 1/4 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 \_\_\_\_\_ to our Senior Associate University Chaplain for approval \_\_\_\_\_ 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.

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.

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

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.

The Chapel has a handsome, massive, free-standing altar platform, which is stationed in front of the chancel steps at the nave crossing.

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 ( \_\_\_\_\_ ) 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.

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.

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.

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](mailto: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](mailto: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.

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 Coordination in this matter is your responsibility.