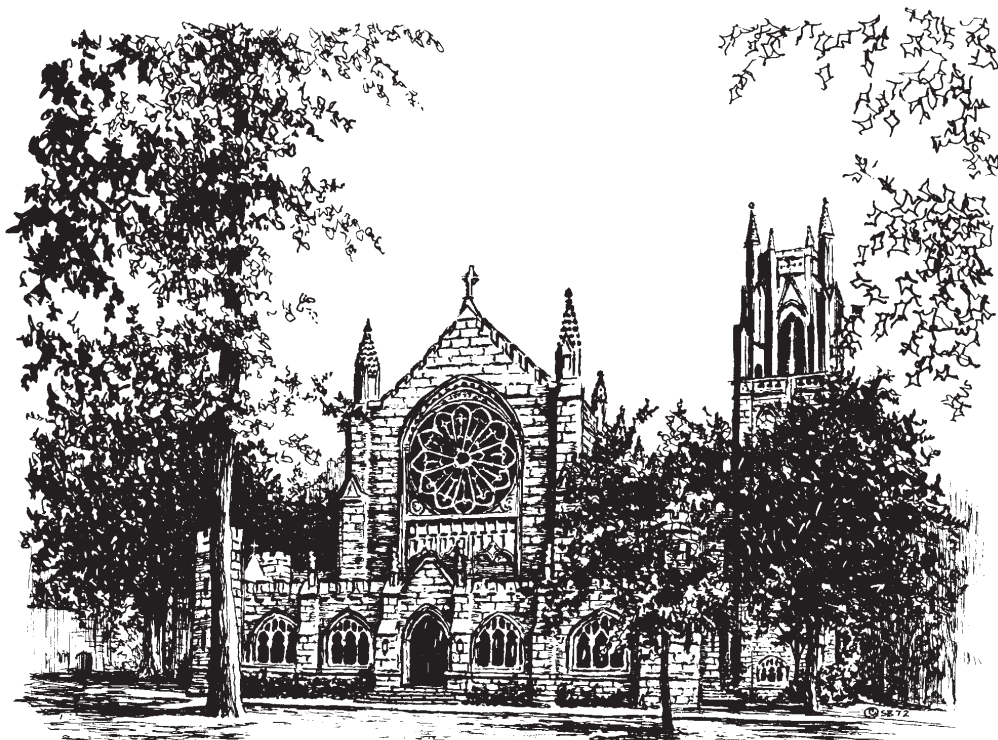


A Guide to Planning a Wedding in Sewanee



*All Saints Chapel
University of the South, Sewanee, Tennessee*

Sammy Bowen



ALL SAINTS' CHAPEL

Congratulations on your forthcoming marriage! This will be one of the most memorable moments in your life, and we are pleased that you are considering celebrating your wedding and beginning your married life together here in Sewanee.

As you can imagine, the University receives many requests each year from people who want to be married on the Mountain. And, like you, each has his or her own ideas about how to make a wedding work. In preparing this Wedding Guideline we hope to be of help as you plan this special day. Most of our requests are for marrying in one of the University's Chapels. Services there require that some established order be in place so that you, your families, the attending clergy, florists, photographers, etc. can move into this context with as much ease as possible; we have included guidelines specific to those Chapels. For those of you interested in marrying elsewhere on the domain, information and guidelines are provided under the tab labeled "Alternative Wedding Sites."

The policies contained herein are firm. We send them to you now so that you may be aware of them as you begin making plans and in order to avoid any disappointment or confusion later on.

To that end, we ask that you read this Wedding Guideline carefully. Should you choose to marry in one of our Chapels, please cut out and return the Consent Form (found in the respective Chapel section) at your earliest convenience. We hope that the next months will be filled with much joy and anticipation as you begin to prepare for your life together.

Katie Lamb
Wedding Administrator

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**All Saints' Chapel
Wedding Guidelines**

WEDDING PROCEDURE CHECKLIST

- Satisfy initial criteria for being married in All Saints' Chapel (see page 3-4).
- Read completely All Saints' Chapel's Wedding Guidelines. Sign the Consent Form below, and return to the Wedding Administrator, Katie Lamb, within two weeks.
- Send separate letters from both the bride and groom to the Wedding Administrator stating the reasons why you wish to be married in All Saints'. (These letters should be personally addressed to The Rev. Tom Macfie, but mailed to Katie Lamb, the Wedding Administrator.)
- Request a letter from your local pastor/minister/priest attesting to a pre-existing relationship in the local parish church, and have this letter sent to our office, in care of Katie Lamb.
- If you are not booking a member of the Chapel staff as an officiant, please inform your officiant that he/she must send a letter to our Chaplain (via Katie Lamb) requesting permission to officiate. Please see page 4 for details on who may solemnize your marriage.
- Please collect all letters described above, including a letter from your chosen officiant (if not a member of the Chapel staff), and send them together with the signed Consent Form as one packet. When this packet has been received, the Wedding Administrator will call to acknowledge the "return-receipt" of these. If approval is granted, you will receive an acceptance letter and may then call the Administrator to set the wedding date and have it entered on our calendar. (Please note: A wedding date may not be reserved more than one year in advance.)
- Fill in the Declaration of Intention, the Holy Matrimony Information blank, the Wedding Request form and Fee Schedule (which are found in the front pocket of the folder) and mail all four at least six weeks before the wedding date.
- If you plan to have University Print Services prepare your bulletin, fill in the Bulletin Information Form (found in the front pocket of the folder) and send to Print Services at least six weeks prior to the service.
- Your wedding fee payment must be received in the Chapel office no later than six weeks prior to the event. If payment is not received on time, the Chapel reserves the right to cancel your reservation date.
- Please have the photography and videography policy forms found in the front pocket signed, and return them to the Wedding Administrator.



CONSENT FORM

DATE _____

I/We have read completely All Saints' Chapel's Wedding Guidelines and agree to abide by all the policies as stated herein—including all policies on University rental facilities.

Signature of bride

Signature of person(s) responsible for fee payment

Please detach and return form to:

All Saints' Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, Tennessee 37383-1000

SHOULD WE BE MARRIED IN THE CHURCH?

At this point, the above may sound like a silly question. However, it is one you should consider.

A marriage is, at the least, a legal occasion, in that all marriages must conform to the laws of the state in which they are performed. It may also be a social occasion when family and friends gather together and, borrowing from a rich array of customs and traditions, join in celebrating the union of man and woman. All that is actually necessary for the legal and social requirements for marriage to be fulfilled is an appropriate place for the ceremony (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.

If either of the persons being married is a committed Christian, a third dimension is added to the legal and social aspects. By choosing to be married inside the church, a faith statement is made to family and friends which in effect says, "As a couple, we are choosing to make a marriage covenant before God and in the presence of God's people. In a service of worship we want to stand before God's altar and commit ourselves to each other for the rest of our lives. We intend to live our married life in the community of the faithful (the Church). We are inviting God's life and love to be at the center of our marriage. In order to make an appropriate beginning, we have come to this place to ask a priest in the name of God to bless our commitment and to ask the congregation gathered to pray for us."

As you can see, a Christian wedding is far more than a legal and/or social event; it is above all a service of worship. Indeed, it is a sacrament—an event 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 a solemn occasion whereby one declares before God and the company there gathered one's 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 of the Christian marriage is the invocation of the blessing of God, whose grace and love alone can sustain a Christian marriage.

WHO MAY BE MARRIED AT ALL SAINTS'?

All Saints' Chapel is available for marriage ceremonies when one of the persons to be married is

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

In addition, there are these criteria:

- 1) At least one of you must be presently tied to a worshipping community and provide the Chaplain's office with:
 - a) a letter from your pastor/minister/priest attesting to this relationship, and
 - b) separate letters (from both the bride and groom) describing your reasons for wanting to be married in All Saints' Chapel.

PLEASE NOTE: NO DATE WILL BE SET UNTIL ALL THREE OF THESE LETTERS HAVE BEEN RECEIVED IN OUR OFFICE

- 2) One of you (the bride or groom) must be a baptized Christian.
- 3) The canons (laws) of the Episcopal Church require a minimum of thirty days' notice to the clergy preceding the wedding date. However, it is far better to contact the clergy well in advance in order to guarantee that no conflicts in scheduling develop.
- 4) In the event that either one 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.

(Please note that All Saints' Chapel is not a "wedding chapel" per se. It is important to us and to the ministry that we seek to carry out here that persons married in All Saints' be first grounded in the church at the local parish level. To this end, the Chapel staff 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.)

FORM OF SERVICE TO BE USED

All wedding services held in All Saints' Chapel must conform to the worship tradition of the Episcopal Church as found in the Book of Common Prayer. 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.

WHO MAY SOLEMNIZE YOUR WEDDING?

The question of who officiates at your wedding is an important one. Hopefully, the choice of presider is an invitation that the couple extends to someone they know and trust, someone with whom they feel comfortable in his or her role as representative of the Church. Though it is appropriate to ask the availability of one of the University Chaplains, they are not always able to preside. It is the responsibility of the couple (not the Chapel staff personnel) to find an Episcopal priest willing to solemnize the wedding. Once this person has been selected, he or she must write a letter to the Chaplain of the University requesting permission to preside in this place. It is not necessary for that priest to write to the Bishop of the Diocese of Tennessee nor the Chancellor of the University for permission to officiate.

While the Chapel staff is willing to provide the names of one or two local clergy, it is not their job to secure these services for you. This is your responsibility. Should, however, one of these local clergy be selected to solemnize the marriage rite, a minimum honorarium of \$200 will be added to the base fee for their services.

PREMARITAL COUNSELING

The Episcopal Church requires premarital counseling for the couple with a member of its ordained clergy prior to the actual wedding. This is canon law and as such cannot be waived. This counseling, however, does not have to be conducted by the same person who solemnizes the wedding; it may be conducted by a different priest in a different locale. It is necessary, however, that the two priests be in contact with one another. The counseling priest should correspond, in writing, with the officiant, attesting to the course and satisfactory completion of the several sessions and should send a copy of this correspondence to the Wedding Administrator as well.

In the case of one or more of the parties being previously married and divorced, copies of the divorce decree(s) and letters of intention must be given to the priest conducting the premarital counseling. The priest performing the ceremony must apply to his or her bishop for Godly consent to solemnize the event.

OUR WEDDING STAFF

Katie Lamb serves as our Wedding Administrator. Her job is to work closely with you throughout the planning process. With our Wedding Guideline in hand, you can begin to make the necessary and proper arrangements to insure not only that your wedding day flows beautifully and smoothly, but that the customs and traditions of the Anglican Church are honored and upheld. Closer to the time of the wedding, she will assign one of our Wedding Hostesses to assist you and your attendants on the wedding day as well as at the rehearsal. Each of these hostesses has also been trained in the area of wedding etiquette and has had experience in coordinating Chapel weddings.

DATES AND TIMES FOR THE WEDDING

A wedding may be held at any time in the course of the year at All Saints' with the exception of Freshman Orientation weekend, Fall Break, Thanksgiving weekend, the weekend of Lessons and Carols (in early December), the season of Lent, Easter Day, Commencement weekend, or other times when the scheduling of University (and/or Chapel) events prohibits. Because of the heavy scheduling of All Saints' Chapel for regular services and other University events, our policy can permit no more than one wedding per day. Saturday weddings in All Saints' will be scheduled no earlier than 10:00 a.m. and no later than 7:00 p.m.

The wedding rehearsal is normally held on the day before the wedding between the hours of 4:00 p.m. and 7:00 p.m. ALL members of the wedding party must be in attendance and on time, since the rehearsal involves the time of many people. If there is to be a dinner or party, it should always be scheduled after the rehearsal. A rehearsal usually lasts one hour. The officiating priest, with the help of an All Saints' wedding hostess, will conduct the rehearsal. Private consultants hired by the bride or her family have no authority once inside the doors of the Chapel. They may assist our hostess, but only at her discretion.

ABOUT THE NAVE ALTAR AND 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 circumstances. 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 this may be done only by members of the University Physical Plant crew. A full

month's notice is required, along with an additional fee to cover the cost of overtime moving expenses and storage.

PHOTOGRAPHY AND VIDEO TAPING

Chapel policy does not allow flash photography of any kind during the wedding ceremony itself. The use of flash, artificial lights, and shutter-clicking interrupts and 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 bride and groom as they leave the church.

We understand, however, the importance that most married couples place upon the preservation of their wedding day in photographs, and will provide opportunities 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 . . . bearing in mind the importance of not keeping guests at the reception waiting. If any photographs are to include the officiating priest and/or sacristans, it will be greatly appreciated if she or he could be in the first photograph(s).

We might also suggest that posed pictures of the wedding party be taken prior to the service utilizing the beauty of the Sewanee outdoors—for example, in Guerry Garth or under the cloisters of Walsh-Ellett. St. Augustine's Chapel can be made available for an additional fee, which is to be paid prior to the wedding day. (If St. Augustine's is the site of the ceremony, this fee, of course, will be waived.) Please notify the wedding administrator if you plan to have photographs taken prior to the wedding.

All pre-wedding photographs taken inside the Chapel must be concluded no less than 45 minutes prior to the beginning of the service. All photographs made in the Chapel must be of a sacred nature only; photographs of the groom removing the bride's garter, for example, should be reserved for the reception.

Video taping 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 microphone may be used.

A final note: An extra copy of the "Photography and Video Taping" section of this guidebook is included. Please provide your photographer and/or videographer with a copy of the attached document. After they have read and agreed to the policy, please have them sign the Wedding Photography and Videography Policy attached on page 21 and return same to All Saints' Chapel. 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 IN ALL SAINTS'

All weddings in All Saints' Chapel are worship services, and so the music selected for such should be of an appropriate nature. Music at Chapel weddings must be in accordance with normal standards of Anglican worship. The music chosen, in collaboration with the Assistant University organist, will add beauty, grace, and spiritual depth to the service.

Texts of hymns and other music must be from the *Hymnal 1982*, the *Book of Common Prayer*, or directly from Holy Scripture. Texts of a secular source 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 will be your responsibility to contact Jason Farris, the Assistant University Organist, to request a CD of available music and to set up a time to plan the service music. He can be reached through the Music Department office at 931/598-1205. 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 in, hymns and other service music as needed during the ceremony, and a hymn or instrumental piece for the procession out. (Note: The secular "traditional" wedding music of Mendelssohn and Wagner is not used; there are alternatives which are more suitable for Anglican weddings.) It is the norm that the organist be present for one hour of the wedding rehearsal. Please plan to rehearse all parts of the ceremony that involve music (Processional, Recessional, etc.) during the first hour of the rehearsal. The use of soloists and instrumentalists can be a lovely addition to the service; however, all these must be approved by the assistant University organist at the time of your music consultation. An additional fee may be 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.

Should the Assistant University Organist be unavailable for your wedding, he will make arrangements 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 of the University staff. This organist must contact Mr. Farris for approval, and for information about University organ and its policies.

DECORATIONS FLOWERS AND THE FLORIST

At the Celebration and Blessing of a Marriage, flower arrangements are appropriate at the high altar as well as the nave altar. For the nave altar, arrangements may be either on, or in front of, the chancel railing, in front of the lectern and pulpit, or on the two wrought-iron brackets mounted on the front pillar columns.

Katie Lamb will inform you of our policies and practices and can offer many helpful suggestions. Plastic or artificial flowers, feathers, and plumes are not permitted. If a wedding is held just after the service of Lessons and Carols (in early December) or immediately after Easter, and the Chapel is already adorned for the occasion, such flowers and greenery are to remain in place for the wedding.

The number of flower arrangements for the service is left entirely up to the bride. However, one set of arrangements must be done by the members of St. Augustine's Flower Guild, and will remain in the Chapel for the Sunday service. (Please indicate on the Wedding Request Form if these are to be left in memory of someone or in thanksgiving of your marriage; either or both will be noted in the following Sunday's bulletin). The fee for these arrangements is included on the fee schedule.

If the ceremony is to take place at the high altar, the bride typically chooses to have only the abovementioned set of arrangements. However, if the ceremony is to be at the nave altar, the bride has the following choices:

- I. To leave the flowers arranged by the Guild at the high altar and have additional arrangements done by the florist of her choice for the nave altar. These may be taken after the ceremony.

OR

2. To use the arrangements done by the Guild at the nave altar thereby leaving the high altar with no flowers. These must be left in the Chapel for the Sunday service.

Please note: If a florist needs to use the Chapel Guild Room to arrange flowers, the bride must obtain approval from Katie Lamb. This room **MUST** be vacated one hour before the wedding is to begin and **MUST** be left in its original state.

The bridal bouquet (and those of her attendants), corsages, boutonnieres, etc. should be ordered separately through local florists. Please see the wedding arrangement section for local vendors.

CANDLES

Included in the Chapel's wedding fee is the provision for (1) two tall candles for the high altar and enough candles for the two seven-branch candelabras on either side of the reredos; or (2) 4 pavement 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 Eucharistic candles. These will only be lit if the wedding includes a Eucharist. An additional fee (see Fee Schedule on page 17) is required for the use of all other candles (i.e. choir and nave pillars). Requests for additional candles should be made on the Wedding Request Form (see page 13).

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 perhaps best reserved for the wedding reception following.

RICE, BIRD SEED, 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 rose petals down the center aisle is likewise permitted. If you so choose, please notify the Wedding Administrator so that special arrangements can be made for clean-up following the service.

BRIDAL PARTY DRESSING ARRANGEMENTS

There is no good place for the bridal party to dress at the Chapel. The Guild Room is too small and the Chapel offices are not available, being reserved for their normal functions. We therefore recommend that you dress where you are staying. If you should use the Guild Room to freshen up prior to the wedding, please note that all personal belongings must be removed immediately following the service and before you leave the premises for the reception. For security reasons, the Guild Room will be locked once the wedding party has left and it cannot be opened until the next working day.

PLEASE NOTE: THE USE OF ALCOHOLIC BEVERAGES ON THE CHAPEL PREMISES IS STRICTLY FORBIDDEN.

BULLETINS

Programs for a wedding ceremony are not required, but can be helpful if a majority of guests are not familiar with the Episcopal liturgy. These can be printed at an extra charge by Print Services and should be ordered directly from Print Services at 598-1571. They must be ordered six weeks in advance and proofed by our Minister of Ceremony before going to the press. Our office reserves the

right for final approval of the order of service. Brides must plan to pick up the bulletins from the press; payment is due at that time. Please use the Wedding Bulletin Information Form located in the front pocket of this book as your guide. It has been the Chapel's experience that a one page bulletin like the sample, also in the front of this packet, is an ample and useful tool to guide your guests through the wedding service. However, should you choose to print the entire service, Print Services is able to do that as well. If interested, Katie Lamb will provide a form for the longer bulletin upon request; please keep in mind that both typesetting and printing costs will be substantially higher for this version.

Please note: The sample copy you have received with this packet is the sole property of The University of the South. As such, the border of it may not be reproduced by any printing firm other than the Print Services located here in Sewanee.

SCRIPTURE READING

The version of the Bible normally used at All Saints' is the New Revised Standard Version (NRSV). Readers of lessons should prepare their readings in this translation or the Revised Standard Version (RSV). Readers should be chosen by the bride and groom. 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.

CARILLON

All Saints' Chapel is blessed with a lovely set of bells located in Shapard Tower. The bells can be played following the wedding ceremony. Please contact Katie Lamb to book the carillon no later than six weeks in advance. Dr. John Bordley, our carillonneur, will then contact you with further information. He will help in the selection of music. An additional fee is required for the carillonneur. As a safety precaution, the carillon will not be played in the event of rain and/or lightening. If the carillonneur is unable to play due to bad weather you will be refunded 50% of the fee paid and the carillonneur will be paid 50% for his preparation time and commitment to play. Please note: The bells can be played only when they do not conflict with University classes or previously scheduled University events.

AISLE RUNNER

The use of a white aisle runner for the entrance of the bride and her escort is not recommended in All Saints' Chapel. There is a real danger of slipping on the marble floor and the University cannot assume liability for this.

KNEELING CUSHIONS

The Chapel provides white brocade kneeling cushions for the bride and groom at either the nave platform or the high altar.

MARRIAGE LICENSE

Persons being married at All Saints' Chapel in Sewanee are required to obtain a marriage license from the state of Tennessee. Such a license can be obtained at any court house across the state. If you are from out-of-state you may get your license at the Franklin County Court House on the downtown square in Winchester (931/967-2541). The County Clerk's Office is located on the main floor and is open Monday through Friday, 8:00 a.m. to 4:30 p.m. The fee in Winchester must be paid in cash.

No blood test is required; both parties must be 18 years of age or older and each must present a valid driver's license or birth certificate and a social security number. The license may be picked up as late as the day before the wedding and is valid for 30 days from the date issued.

OTHER WEDDING ARRANGEMENTS

The Wedding Administrator may assist families with advice about making other arrangements (such as housing, catering, and photography). The actual arrangements, however, must be made by the family directly with the particular service provider.

WEDDING REQUEST
ALL SAINTS' CHAPEL
THE UNIVERSITY OF THE SOUTH
735 UNIVERSITY AVENUE
SEWANEE, TENNESSEE 37383-1000
931/598-3559

PLEASE TYPE OR WRITE IN BLACK INK

This information **MUST** be returned to the Wedding Administrator not later than six weeks **BEFORE** your wedding date. Your cooperation in this will greatly expedite our planning and preparation for your arrival at All Saints'. Thank you.

Today's Date: _____

Wedding Hostess: _____

BRIDE: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____ Date of Birth: _____

Email: _____ **Cell:** _____

Check One: First Marriage _____ Divorced _____ Widower _____

Bride's Parents: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

GROOM: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____ Date of Birth: _____

Email: _____ **Cell:** _____

Check One: First Marriage _____ Divorced _____ Widower _____

Groom's Parents: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

OFFICIANT: _____ Business Phone: _____

Address: _____ Name of Church: _____

_____ (Zip) _____ Position Held: _____

Email: _____

HAS OFFICIANT SOLEMNIZED A WEDDING IN ALL SAINT'S BEFORE? _____

PREMARITAL COUNSELOR: _____

Address: _____ Business Phone: _____
_____ (Zip) _____

PHOTOGRAPHER: Name of Firm: _____

Address: _____ Business Phone: _____
_____ (Zip) _____

Email: _____

Will pictures be made before or after service? Before _____ After _____

Will pictures be made inside or out? In _____ Out _____

Will St. Augustine's be used for photographs?: (\$25.00) Yes _____ No _____

VIDEOGRAPHER: Name of Firm: _____

Address: _____ Business Phone _____
_____ (Zip) _____

Email: _____

One or two cameras? _____

ORGANIST: _____ Business Phone: _____

Address: _____
_____ (Zip) _____

FLORIST:

Name: _____ Phone: _____

Contact person: _____

Address: _____

Email _____

If flowers are to remain in place for the Sunday service, please note how you would like the notice listed in the bulletin (i.e.: In thanksgiving for, in memory of). Please indicate full names.

In thanksgiving of _____ or

In memory of _____

SOLOIST: Name: _____

Musical Selection: _____

SERVICE DETAILS: Requested Wedding Date: _____ Time: _____
Rehearsal Date: _____ Time: _____

In All Saints' Chapel _____ St. Augustine's _____

For All Saints' Chapel specify: at Nave Altar _____ at High Altar _____

Do you want the Nave Altar moved? (\$300.00) Yes _____ No _____

Request Choir-Stall Candles: (\$50.00) Yes _____ No _____

Request Nave Pillar Candles: (\$50.00) Yes _____ No _____

Request Guild Floral Arrangements*: In white _____ In coordinating colors _____

Floral Arrangements** at Nave Altar _____ High Altar _____

Rose Petals inside Chapel: Yes _____ No _____

Programs: Yes _____ No _____

Printed by Print Services Yes _____ No _____

Carillonneur Yes _____ No _____

Holy Eucharist Yes _____ No _____

Rite I _____ Rite II _____

Bride and Groom to bring Bread and Wine to Altar: Yes _____ No _____

Bride/groom can supply chalice bearers: Yes _____ No _____

Bride/groom: Will bake own bread _____ Will use Chapel wafers _____

Selected Readings (see Book of Common Prayer p.426 for choices)

Old Testament _____ Reader _____

Psalm _____ Reader _____

New Testament _____ Reader _____

Gospel _____ Reader _____

(Please note: There must be a Gospel reading if there is a Eucharist; it must be read by an ordained clergyperson. If there is not a Eucharist, a layperson may be chosen to read a selection from one of the Gospels.)

Homily Yes _____ No _____

* This refers to the arrangements for which our Guild is responsible and will remain in the Chapel.

** This refers to the placement of any additional floral arrangements provided by the florist that you book. These arrangements do not have to remain in the Chapel.

CEREMONY INFORMATION

Who will escort the Mother of the Bride? _____

Who will escort the Mother of the Groom? _____

List all other family members to be escorted (including grandmothers)

<u>Name</u>	<u>Relationship to Bride or Groom</u>	<u>Escorted by</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WEDDING ATTENDANTS

Number of Bridesmaids (including Maid/Matron of Honor):

Flower Girl: Yes _____ No _____

Number of Groomsmen (including Best Man): _____

Ring Bearer: Yes _____ No _____

PROCESSION ARRANGEMENT

(The Chapel will provide a crucifer unless other arrangements are made.)

Officiant/Celebrant will enter behind the crucifer.

Please check:

_____ Groomsmen will enter in single file

_____ Best Man and Groom will enter from side

_____ Best Man and Groom will process in behind Groomsmen

_____ Bridesmaids will enter in single file

_____ Bridesmaids will enter in pairs

Who is escorting the Bride? _____ Relationship _____

Does he/she give the bride away? _____ or present? _____

List any other persons involved in the procession: _____

Bridal train length: Short _____ Long _____ Cathedral _____

Approximate number of guests expected at the wedding: _____

Site for Reception: _____

NAME OF PERSON FILING THIS FORM: _____

RELATIONSHIP TO THE BRIDE (IF NOT BRIDE): _____

WEDDING FEE SCHEDULE
for weddings held in
ALL SAINTS' CHAPEL

Please complete and return the Wedding Fee Schedule (also found in the front pocket), along with your payment and the Wedding Request form, to the address below.

(PLEASE NOTE THAT NONE OF THESE SERVICES IS OPTIONAL)

Chapel Rental	\$375.00		\$375.00
Flower Guild	150.00		150.00
**Organist	300.00		
**Sacristan	75.00		
**Wedding Hostess	100.00		
**Associate clergy honorarium	<u>150.00</u>		
TOTAL	\$1150.00	TOTAL	<u>\$525.00*</u>

OPTIONAL SERVICES:

Use of St. Augustine's for photography	\$ 25.00		_____
Choir candles	50.00		_____
Nave pillar candles	50.00		_____
Organist rehearsal with soloist	25.00		_____
Moving nave altar	300.00		_____
**Carillon	<u>225.00</u>		
		TOTAL \$	\$_____

* These payments can be combined and made payable to THE CHAPLAINS' DISCRETIONARY FUND

** Payments for the following services must be made payable to the service providers themselves. Please consult with Katie Lamb for the names of these providers.

Organist	Associate Clergy
Sacristan	Carillonneur
Wedding Hostess	

Please mail all checks to:

All Saints' Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, Tennessee 37383-1000

WEDDING FEE SCHEDULE
for weddings held in
ST. AUGUSTINE'S CHAPEL

Please complete and return the Wedding Fee Schedule (also found in the front pocket), along with your payment and the Wedding Request form, to the address below.

(PLEASE NOTE THAT NONE OF THESE SERVICES IS OPTIONAL)

Chapel Rental	\$ 125.00		\$125.00
Flower Guild	150.00		150.00
**Sacristan	75.00		
**Wedding Hostess	100.00		
**Associate clergy honorarium	<u>150.00</u>		
TOTAL	\$600.00	TOTAL	<u>\$275.00*</u>

*Payable to THE CHAPLAINS' DISCRETIONARY FUND

OPTIONAL SERVICES:

**Carillon	225.00
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** Payments for the following services must be made payable to the service providers themselves. Please consult with Katie Lamb for the names of these providers.

Sacristan	Wedding Hostess	Associate Clergy	Carillonneur
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Please mail all checks to:

All Saints' Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, Tennessee 37383-1000

**PHOTOGRAPHY AND VIDEOGRAPHY POLICY
FOR UNIVERSITY CHAPELS
SEWANEE, TENNESSEE 37383-1000**

Below, you will find a copy of our wedding photography and videography policy for the University's chapels. It is imperative that these rules be respected and followed. A signature indicates agreement to and a willingness to adhere to them.

Please forward this form to your photographer and videographer (copies are found in the front pocket) and ask them to complete, sign and return to Katie Lamb at the address listed below:

Chapel policy does not allow flash photography of any kind during the wedding ceremony itself. The use of flash, artificial lights, and shutter-clicking interrupts and 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 bride and groom as they leave the church.

We understand, however, the importance that most married couples place upon the preservation of their wedding day in photographs, and will provide opportunities 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 . . . bearing in mind the importance of not keeping guests at the reception waiting. If any photographs are to include the officiating priest and/or sacristans, it will be greatly appreciated if she or he could be in the first photograph(s).

We might also suggest that posed pictures of the wedding party be taken prior to the service utilizing the beauty of the Sewanee outdoors. Please notify your wedding hostess if you plan to have photographs taken prior to the wedding.

All pre-wedding photographs taken inside the Chapel must be concluded no less than 45 minutes prior to the beginning of the service. All photographs made in the Chapel must be of a sacred nature only; photographs of the groom removing the bride's garter, for example, should be reserved for the reception.

Video taping 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 microphone may be used.

I, _____, have read and fully understand the wedding photography and videography guidelines established for the University chapels in Sewanee, Tennessee. It is my intention to respect and follow these guidelines.

SIGNATURE: _____

FIRM: _____

ADDRESS: _____

OFFICE PHONE: _____

EMAIL: _____

NAME OF BRIDE/GROOM: _____

DATE OF WEDDING: _____

Please return to: All Saints' Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, TN 37383-1000

**Chapel of the Apostles
Wedding Guidelines**

WEDDING PROCEDURE CHECKLIST

- Satisfy initial criteria for being married in All Saints' Chapel (see page 3-4).
- Read completely All Saints' Chapel's Wedding Guidelines. Sign the Consent Form below, and return to the Wedding Administrator, Katie Lamb, within two weeks.
- Send separate letters from both the bride and groom to the Wedding Administrator stating the reasons why you wish to be married in All Saints'. (These letters should be personally addressed to The Rev. Tom Macfie, but mailed to Katie Lamb, the Wedding Administrator.)
- Request a letter from your local pastor/minister/priest attesting to a pre-existing relationship in the local parish church, and have this letter sent to our office, in care of Katie Lamb.
- If you are not booking a member of the Chapel staff as an officiant, please inform your officiant that he/she must send a letter to our Chaplain (via Katie Lamb) requesting permission to officiate. Please see page 4 for details on who may solemnize your marriage.
- Please collect all letters described above, including a letter from your chosen officiant (if not a member of the Chapel staff), and send them together with the signed Consent Form as one packet. When this packet has been received, the Wedding Administrator will call to acknowledge the "return-receipt" of these. If approval is granted, you will receive an acceptance letter and may then call the Administrator to set the wedding date and have it entered on our calendar. (Please note: A wedding date may not be reserved more than one year in advance.)
- Fill in the Declaration of Intention, the Holy Matrimony Information blank, the Wedding Request form and Fee Schedule (which are found in the front pocket of the folder) and mail all four at least six weeks before the wedding date.
- If you plan to have University Print Services prepare your bulletin, fill in the Bulletin Information Form (found in the front pocket of the folder) and send to Print Services at least six weeks prior to the service.
- Your wedding fee payment must be received in the Chapel office no later than six weeks prior to the event. If payment is not received on time, the Chapel reserves the right to cancel your reservation date.
- Please have the photography and videography policy forms found in the front pocket signed, and return them to the Wedding Administrator.



CONSENT FORM

DATE _____

I/We have read completely All Saints' Chapel's Wedding Guidelines and agree to abide by all the policies as stated herein—including all policies on University rental facilities.

Signature of bride

Signature of person(s) responsible for fee payment

Please detach and return form to:

All Saints' Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, Tennessee 37383-1000

SHOULD WE BE MARRIED IN THE CHURCH?

At this point, the above may sound like a silly question. However, it is one you should consider.

A marriage is, at the least, a *legal occasion*, in that all marriages must conform to the laws of the state in which they are performed. It may also be a *social occasion* when family and friends gather together and, borrowing from a rich array of customs and traditions, join in celebrating the union of man and woman. All that is actually necessary for the legal and social requirements for marriage to be fulfilled is an appropriate place for the ceremony (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.

If either of the persons being married is a committed Christian, a third dimension is added to the legal and social aspects. By choosing to be married inside the church, a faith statement is made to family and friends which in effect says, “As a couple, we are choosing to make a marriage covenant before God and in the presence of God’s people. In a service of worship we want to stand before God’s altar and commit ourselves to each other for the rest of our lives. We intend to live our married life in the community of the faithful (the Church). We are inviting God’s life and love to be at the center of our marriage. In order to make an appropriate beginning, we have come to this place to ask a priest in the name of God to bless our commitment and to ask the congregation gathered to pray for us.”

As you can see, a Christian wedding is far more than a legal and/or social event; it is above all a service of worship. Indeed, it is a sacrament—an event 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 a solemn occasion whereby one declares before God and the company there gathered one’s 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 of the Christian marriage is the invocation of the blessing of God, whose grace and love alone can sustain a Christian marriage.

WHO MAY BE MARRIED AT THE CHAPEL OF THE APOSTLES?

The Chapel of the Apostles is available for marriage ceremonies when one of the persons to be married is

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

In addition, there are these criteria:

- I) At least one of you must be presently tied to a worshipping community and provide the Chaplain’s office with:
 - a) a letter from your pastor/minister/priest attesting to this relationship, and
 - b) separate letters (from both the bride and groom) describing your reasons for wanting to be married in the Chapel.

PLEASE NOTE: NO DATE WILL BE SET UNTIL ALL THREE OF THESE LETTERS HAVE BEEN RECEIVED IN OUR OFFICE

- 2) One of you (the bride or groom) must be a baptized Christian.
- 3) The canons (laws) of the Episcopal Church require a minimum of thirty days' notice to the clergy preceding the wedding date. However, it is far better to contact the clergy well in advance in order to guarantee that no conflicts in scheduling develop.
- 4) In the event that either one 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.

(Please note that the Chapel of the Apostles is not a "wedding chapel" *per se*. It is important to us and to the ministry that we seek to carry out here that persons married in the Chapel be first grounded in the church at the local parish level. To this end, the Chapel staff 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.)

FORM OF SERVICE TO BE USED

All wedding services held in the Chapel must conform to the worship tradition of the Episcopal Church as found in the Book of Common Prayer. 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.

WHO MAY SOLEMNIZE YOUR WEDDING?

The question of who officiates at your wedding is an important one. Ideally, your choice of presider will involve you inviting someone you know and trust, someone with whom you feel comfortable in his or her role as representative of the Church. Though it is appropriate to ask the availability of a priest on the faculty of the School of Theology or one of the University Chaplains, they are not always able to preside. It is the responsibility of the couple (not the Chapel staff personnel) to find an Episcopal priest willing to solemnize the wedding. Once this person has been selected, he or she must write a letter to the Chaplain of the University requesting permission to preside in this place. It is not necessary for that priest to write to the Bishop of the Diocese of Tennessee nor the Chancellor of the University for permission to officiate.

While the Wedding Administrator is willing to provide the names of one or two local clergy, it is not their job to secure these services for you. This is your responsibility. Should, however, one of these local clergy be selected to solemnize the marriage rite, a minimum honorarium of \$200 will be added to the base fee for their services.

PREMARITAL INSTRUCTION

The Episcopal Church requires premarital instruction in the nature, meaning, and purpose of Christian marriage for the couple by a member of its ordained clergy prior to the actual wedding. This is canon law and as such cannot be waived. This instruction, however, does not have to be conducted by the same person who solemnizes the wedding; it may be conducted by a different priest in a different locale. It is necessary, however, that the two priests be in contact with one another. The instructing priest should correspond, in writing, with the officiant, attesting to the course and satisfactory completion of the several sessions and should send a copy of this correspondence to the Wedding Administrator as well.

In the case of one or more of the parties being previously married and divorced, copies of the divorce decree(s) and letters of intention must be given to the priest conducting the premarital discussions. The priest performing the ceremony must apply to his or her bishop for Godly consent to solemnize the event.

OUR WEDDING STAFF

Katie Lamb serves as our Wedding Administrator. Her job is to work closely with you throughout the planning process. With our *Wedding Guideline* in hand, you can begin to make the necessary and proper arrangements to insure not only that your wedding day flows beautifully and smoothly, but that the customs and traditions of the Anglican Church are honored and upheld. Closer to the time of the wedding, she will assign one of our Wedding Hostesses to assist you and your attendants on the wedding day as well as at the rehearsal. A sacristan will assist the clergy with their needs at the rehearsal and the wedding itself.

DATES AND TIMES FOR THE WEDDING

A wedding may be held at any time in the course of the year at the Chapel of the Apostles with the exception of the weekend of the DuBose lectures, Fall reading week, Thanksgiving weekend, the season of Lent, Holy Week, Easter Week, Commencement weekend, or other times when the scheduling of University (and/or Chapel) events prohibits. Because of the heavy scheduling of the Chapel for regular services and other University events, our policy can permit no more than one wedding per day. Saturday weddings in the Chapel of the Apostles will be scheduled no earlier than 10:00 a.m. and no later than 7:00 p.m.

The wedding rehearsal is normally held on the day before the wedding between the hours of 6:15 p.m. and 7:00 p.m. ALL members of the wedding party must be in attendance and on time, since the rehearsal involves the time of many people. If there is to be a dinner or party, it should always be scheduled after the rehearsal. A rehearsal may last up to one hour and a half. The officiating priest, with the help of a sacristan and a wedding hostess, will conduct the rehearsal. Private consultants hired by the bride or her family have no authority once inside the doors of the Chapel.

PHOTOGRAPHY AND VIDEO TAPING

Chapel policy does not allow flash photography of any kind during the wedding ceremony itself. The use of flash, artificial lights, and shutter-clicking interrupts and 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 bride and groom as they leave the church.

We understand, however, the importance that most married couples place upon the preservation of their wedding day in photographs, and will provide opportunities 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 . . . bearing in mind the importance of not keeping guests at the reception waiting. If any photographs are to include the officiating priest and/or assistants, it will be greatly appreciated if she or he could be in the first photograph(s).

We might also suggest that posed pictures of the wedding party be taken prior to the service utilizing the beauty of the Sewanee outdoors—for example, in Guerry Garth, under the cloisters of Walsh-Ellett, or in the garden in front of the Chapel of the Apostles. St. Augustine's Chapel can be made available for an additional fee, which is to be paid prior to the wedding day. Please notify the wedding administrator if you plan to have photographs taken prior to the wedding.

All pre-wedding photographs taken inside the Chapel must be concluded no less than 45 minutes prior to the beginning of the service. All photographs made in the Chapel must be of an appropriate nature for a religious ceremony; photographs of the groom removing the bride's garter, for example, should be reserved for the reception.

Video taping 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 microphone may be used. The Chapel is equipped with a built-in video system located at the rear of the Chapel. Should you wish to have your wedding recorded using this camera, it must be operated by a trained School of Theology student for a fee of \$75.00. (An additional \$20.00 fee will be charged for a broadcast-quality videotape.) Please note that the Chapel's video system is not designed to provide the quality of recording you might expect from a professional videographer. If additional microphones are requested for use by the officiant, bride and groom, a trained audio system operator must also be present for a fee of \$75.00. Please notify Katie Lamb if you would like more information about this option.

A final note: An extra copy of the "Photography and Video Taping" section of this guidebook is included. Please provide your photographer and/or videographer with a copy of the attached document. After they have read and agreed to the policy, please have them sign the Wedding Photography and Videography Policy attached on page 17 and return same to the Wedding Administrator. 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 IN THE CHAPEL OF THE APOSTLES

All weddings in the Chapel of the Apostles are worship services, and so the music selected for such should be of an appropriate nature. Music at Chapel weddings must be in accordance with normal standards of Anglican worship. The music chosen, in collaboration with the Assistant University Organist, will add beauty, grace, and spiritual depth to the service.

Texts of hymns and other music must be from the Hymnal 1982, the Book of Common Prayer, or directly from Holy Scripture. Texts of a secular source 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 will be your responsibility to contact Jason Farris, the Assistant University Organist, to request a CD of available music and to set up a time to plan the service music. He can be reached through the Music Department office at 931/598-1205. 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 in, hymns and other service music as needed during the ceremony, and a hymn or instrumental piece for the procession out. (Note: The secular "traditional" wedding music of Mendelssohn and Wagner is not used; there are alternatives which are more suitable for Anglican weddings.) It is the norm that the organist be present for one hour of the wedding rehearsal. Please plan to rehearse all parts of the ceremony that involve music (Processional, Recessional, etc.) during the first hour of the rehearsal. The use of soloists and instrumentalists can be a lovely addition to the service; however, all these must be approved by the assistant University organist at the time of your music consultation. An additional fee may be 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.

Should the Assitant University Organist be unavailable for your wedding he/she will make arrangements 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 of the University staff. This organist must contact Mr. Farris for approval, and for information about University organ and its policies.

DECORATIONS

FLOWERS AND THE FLORIST

At the Celebration and Blessing of a Marriage, flower arrangements may be placed in front of the lectern/pulpit, or in, in the case of a modestly sized arrangement, in front of the altar itself. One may also be placed at the font at the entry to the chapel.

The Wedding Administrator will inform you of our policies and practices and can offer many helpful suggestions. Plastic or artificial flowers, feathers, and plumes are not permitted.

The number of flower arrangements for the service is left entirely up to the bride. Please note: There is no space available for a florist to use to arrange flowers on site.

Please see the wedding arrangement section for local vendors.

CANDLES

Included in the Chapel's wedding fee is the provision for two candles for the altar. Please note that the candles at the altar are Eucharistic candles. These will only be lit if the wedding includes a Eucharist. An additional fee is required for use of chapel candelabras. Requests for additional candles should be made on the Wedding Request Form (see page II).

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 should be reserved for the wedding reception following; it may *not* be used in the Chapel.

RICE, BIRD SEED, AND ROSE PETALS

The use of rice is forbidden at the Chapel because it poses a serious hazard to birds. The use of bird seed is permissible, but should be thrown only outdoors. Rose petals may likewise be thrown, but only outdoors.

BRIDAL PARTY DRESSING ARRANGEMENTS

There is no good place for the bridal party to dress at the Chapel. We therefore recommend that you dress where you are staying.

PLEASE NOTE: THE USE OF ALCOHOLIC BEVERAGES ON THE CHAPEL PREMISES IS STRICTLY FORBIDDEN.

BULLETINS

Programs for a wedding ceremony are not required, but can be helpful if a majority of guests are not familiar with the Episcopal liturgy. These can be printed at an extra charge by Print Services and should be ordered directly from Print Services at 598-1571. They must be ordered six weeks in advance and proofed by the Subdean or the Director before going to the press. Our office reserves the right for final approval of the order of service. Brides must plan to pick up the bulletins from

the press; payment is due at that time. Please use the Wedding Bulletin Information Form located in the front pocket of this book as your guide. It has been the Chapel's experience that a one page bulletin like the sample, also in the front of this packet, is an ample and useful tool to guide your guests through the wedding service. However, should you choose to print the entire service, Print Services is able to do that as well. If interested, the Wedding Administrator will provide a form for the longer bulletin upon request; please keep in mind that both typesetting and printing costs will be substantially higher for this version.

Please note: The sample copy you have received with this packet is the sole property of The University of the South. As such, the border of it may not be reproduced by any printing firm other than the Print Services located here in Sewanee.

SCRIPTURE READING

The version of the Bible normally used at the Chapel is the New Revised Standard Version (NRSV). Readers of lessons should prepare their readings in this translation, the Revised Standard Version (RSV), or the New American Bible (NAB). Readers should be chosen by the bride and groom. 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 red kneeling cushions for the bride and groom.

MARRIAGE LICENSE

Persons being married at the Chapel of the Apostles in Sewanee are required to obtain a marriage license from the state of Tennessee. Such a license can be obtained at any court house across the state. If you are from out-of-state you may get your license at the Franklin County Court House on the downtown square in Winchester (931/967-2541). The County Clerk's Office is located on the main floor and is open Monday through Friday, 8:00 a.m. to 4:30 p.m. The fee in Winchester must be paid in cash. (This fee may vary from place to place.) No blood test is required; both parties must be 18 years of age or older and each must present a valid driver's license or birth certificate and a social security number. The license may be picked up as late as the day before the wedding and is valid for 30 days from the date issued.

SEATING ARRANGEMENT

The Chapel of the Apostles utilizes a collegiate-style seating arrangement, as it is a seminary chapel. This seating arrangement is a type of arrangement not often seen in most churches. The seating arrangement cannot be moved under any circumstances due to its frequent use by the seminary and the damage the furniture suffers in moving. Please make arrangements to view personally this seating arrangement before booking the Chapel of the Apostles.

OTHER WEDDING ARRANGEMENTS

The Wedding Administrator may assist families with advice about making other arrangements (such as housing, catering, and photography). The actual arrangements, however, must be made by the family directly with the particular service provider.

WEDDING REQUEST
CHAPEL OF THE APOSTLES

MAIL TO:
WEDDING ADMINISTRATOR
ALL SAINTS' CHAPEL
THE UNIVERSITY OF THE SOUTH
735 UNIVERSITY AVENUE
SEWANEE, TENNESSEE 37383-1000
931/598-1879

PLEASE TYPE OR WRITE IN BLACK INK

This information **MUST** be returned to the Wedding Administrator not later than six weeks **BEFORE** your wedding date. Your cooperation in this will greatly expedite our planning and preparation for your arrival at the Chapel. Thank you.

Today's Date: _____

Wedding Hostess: _____

BRIDE: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____ Date of Birth: _____

Email: _____ **Cell:** _____

Check One: First Marriage: _____ Divorced: _____ Widower: _____

Bride's Parents: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

GROOM: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____ Date of Birth: _____

Email: _____ **Cell:** _____

Check One: First Marriage: _____ Divorced: _____ Widower: _____

Groom's Parents: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

OFFICIANT: _____ Business Phone: _____

Address: _____ Name of Church: _____

_____ (Zip) _____ Position Held: _____

Email: _____

HAS OFFICIANT SOLEMNIZED A WEDDING IN A UNIVERSITY CHAPEL BEFORE? ____

PREMARITAL COUNSELOR: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

PHOTOGRAPHER: Name of Firm: _____

Address: _____ Business Phone : _____

_____ (Zip) _____

Email: _____

Will pictures be made before or after service? Before _____ After _____

Will pictures be made inside or out? In _____ Out _____

Will St. Augustine's be used for photographs? (\$25.00) Yes _____ No _____

VIDEOGRAPHER: Name of Firm: _____

Address: _____ Business Phone: _____

_____ (Zip) _____

Email: _____

One or two cameras? _____

ORGANIST: _____ Business Phone: _____

Address: _____

_____ (Zip) _____

FLORIST:

Name: _____ Phone: _____

Contact person: _____

Address: _____

Email: _____

SOLOIST: Name : _____

Musical Selection: _____

CHAPEL OF THE APOSTLES

SERVICE DETAILS: Requested Wedding Date : _____ Time _____

Rehearsal Date: _____ Time _____

Request Candelabras: Yes _____ No _____

Floral Arrangements: Altar _____ lectern _____ font _____

Petals/Seed outside Chapel: Yes _____ No _____

Programs: Yes _____ No _____

Printed by Print Services: Yes _____ No _____

Holy Eucharist: Yes _____ No _____

Rite I _____ Rite II _____

Bride and Groom to bring Bread and Wine to Altar: Yes _____ No _____

Bride/groom can supply chalice bearers: Yes _____ No _____

Bride/groom: Will bake own bread _____ Will use Chapel wafers _____

Selected Readings (see Book of Common Prayer p. 426 for choices)

Old Testament _____ Reader _____

Psalm _____ Reader _____

New Testament _____ Reader _____

Gospel _____ Reader _____

(Please note: There must be a Gospel reading if there is a Eucharist; it must be read by an ordained clergyperson. If there is not a Eucharist, a layperson may be chosen to read a selection from one of the Gospels.)

Homily Yes _____ No _____

CEREMONY INFORMATION:

Who will escort the Mother of the Bride? _____

Who will escort the Mother of the Groom? _____

List all other family members to be escorted (including grandmothers)

<u>Name</u>	<u>Relationship to Bride or Groom</u>	<u>Escorted by</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WEDDING ATTENDANTS

Number of Bridesmaids (including Maid/Matron of Honor):

Flower Girl: Yes _____ No _____

Number of Groomsmen (including Best Man): _____

Ring Bearer: Yes _____ No _____

PROCESSION ARRANGEMENT:

(The Chapel will provide a crucifer unless other arrangements are made.)

Officiant/Celebrant will enter behind the crucifer.

Please check:

_____ Groomsmen will enter in single file

_____ Groomsmen will enter in pairs

_____ Best Man and Groom will enter from side

_____ Best Man and Groom will process in behind Groomsmen

_____ Bridesmaids will enter in single file

_____ Bridesmaids will enter in pairs

Who is escorting the Bride? _____ Relationship: _____

Does he/she give the bride away? _____ or present? _____

List any other persons involved in the procession: _____

Bridal train length: Short _____ Long _____ Cathedral _____

Approximate number of guests expected at the wedding : _____

Site for Reception: _____

NAME OF PERSON FILING THIS FORM: _____

RELATIONSHIP TO THE BRIDE (IF NOT BRIDE): _____

**WEDDING FEE SCHEDULE
for weddings held in
CHAPEL OF THE APOSTLES**

Please complete and return the Wedding Fee Schedule (also found in the front pocket), along with your payment and the Wedding Request form, to the address below.

(PLEASE NOTE THAT NONE OF THESE SERVICES IS OPTIONAL)

Chapel Rental	\$ 300.00		\$300.00
**Organist	300.00		
**Wedding Hostess	100.00		
**Sacristan	75.00		
**Clergy honorarium	<u>150.00</u>		
TOTAL	\$925.00	TOTAL	<u>\$300.00*</u>

OPTIONAL SERVICES:

*Use of St. Augustine's for photography	\$ 25.00		
*Organist rehearsal with soloist	25.00		
**School of Theology Videographer	75.00		
*Broadcast Quality Videotape	20.00		
**Audio System Operator	75.00		
		TOTAL	\$ _____*

- * These payments can be combined and made payable to THE UNIVERSITY OF THE SOUTH
- ** *Payments for the following services must be made payable to the service providers themselves. Please consult with the Wedding Administrator for the names of these providers.*

Organist	Associate Clergy	School of Theology Videographer
Wedding Hostess	Sacristan	Audio System Operator

Please mail all checks to:

Wedding Administrator
c/o All Saints' Chapel
735 University Avenue
Sewanee, Tennessee 37383-1000

**PHOTOGRAPHY AND VIDEOGRAPHY POLICY
FOR UNIVERSITY CHAPELS
SEWANEE, TENNESSEE 37383-1000**

Below, you will find a copy of our wedding photography and videography policy for the University’s chapels. It is imperative that these rules be respected and followed. A signature indicates agreement to and a willingness to adhere to them.

Please forward this form to your photographer and videographer (copies are found in the front pocket) and ask them to complete, sign and return to Katie Lamb at the address listed below:

Chapel policy does not allow flash photography of any kind during the wedding ceremony itself. The use of flash, artificial lights, and shutter-clicking interrupts and 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 bride and groom as they leave the church.

We understand, however, the importance that most married couples place upon the preservation of their wedding day in photographs, and will provide opportunities 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 . . . bearing in mind the importance of not keeping guests at the reception waiting. If any photographs are to include the officiating priest and/or sacristans, it will be greatly appreciated if she or he could be in the first photograph(s).

We might also suggest that posed pictures of the wedding party be taken prior to the service utilizing the beauty of the Sewanee outdoors. Please notify your wedding hostess if you plan to have photographs taken prior to the wedding.

All pre-wedding photographs taken inside the Chapel must be concluded no less than 45 minutes prior to the beginning of the service. All photographs made in the Chapel must be of a sacred nature only; photographs of the groom removing the bride’s garter, for example, should be reserved for the reception.

Video taping 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 microphone may be used.

I, _____, have read and fully understand the wedding photography and videography guidelines established for the University chapels in Sewanee, Tennessee. It is my intention to respect and follow these guidelines.

SIGNATURE: _____

FIRM: _____

ADDRESS: _____

OFFICE PHONE: _____

EMAIL: _____

NAME OF BRIDE/GROOM: _____

DATE OF WEDDING: _____

Please return to: All Saints’ Chapel
Katie Lamb—Wedding Administrator
735 University Avenue
Sewanee, TN 37383-1000

ALTERNATIVE WEDDING SITES ON THE DOMAIN

In addition to the University's Chapels, several other locations have been approved for wedding ceremonies. Unlike University Chapels, which allow only Episcopal services for those who have close ties to the University, the following venues may be reserved. Weddings may not take place on any University controlled property other than the sites listed below:

1. ABBO'S ALLEY GAZEBO AREA

Maximum of 100 guests

Contact: Jan Seigmund

Phone: (931) 598-1734

Cost: \$200 plus a \$100 refundable deposit

Please note: No security is provided. There are no restroom facilities nor rain locations provided. There is no parking near the Gazebo; guests may park on University Avenue and behind Cannon and/or Fulford Hall. Abbo's Alley may be reserved up to 12 months in advance. The area must be left in the same condition as it was found.

2. THE CROSS

Maximum of 50 guests

Contact: Jan Seigmund

Phone: (931) 598-1734

Cost: \$200 plus a \$100 refundable deposit

Please note: The road to the Cross is not closed for the service nor is security provided. There are no restroom facilities nor rain locations provided. Tents may not be erected. Parking is allowed only in the designated areas which accommodate approximately six cars; additional parking is behind Cravens. The Cross can be reserved up to six months in advance. The area must be left in the same condition as it was found.

3. LAKE CHESTON PAVILLION AND OPEN STAGE AREA (only available June and July)

Maximum of 200 guests

Contact: Randall Taylor

Phone: (931) 598-1250

Cost: \$200 plus a \$200 refundable deposit and any required mowing charges

Please note: No security is provided. There are no restroom facilities nor rain locations provided. The Lake Cheston area may be reserved up to 6 months in advance. The area must be left in the same condition as it was found.

Please note, should you plan to marry at one of these sites, the Chapel staff will be unable to provide their services. Those are only offered to those who are marrying in one of the University's Chapels.

POLICIES AND PRICES FOR RENTAL OF APPROVED UNIVERSITY FACILITIES

The University is always pleased to welcome back to the Mountain alumni and friends for such occasions as weddings and the events that surround them. However, scheduling for (and around) University-related events such as lectures, convocations, Fall and Spring breaks, and summer programs necessarily takes precedence over non-academic events.

Listed below are the facilities we are able to offer for consideration surrounding your wedding plans.

A. ACADEMIC YEAR RENTALS: August (Orientation Sunday) to
May (Commencement Weekend)

1) **The Sewanee Inn**—available for reservation 9 months in advance

Interior Use: Stand up reception—200 maximum
Seated reception/Dining Room—125 maximum
Seated reception/Hearth Room—45 maximum

Exterior Use: The green space behind the Inn may be used for events with more than 200 guests; host must provide tent; guests must remain off the golf course greens.

Cost: \$750 rental fee plus a \$500 security deposit and any miscellaneous fees such as those for security officers, band electrical support, and taxes

2) **Cravens Hall**—available for reservation 9 months in advance

Please note: No amplified music during the DuBose Lecture Series.

Interior Use:

- Upstairs Stand up reception—450 maximum
Seated reception—350 maximum
- Downstairs Stand up reception—350 maximum
Seated reception—250 maximum

Exterior Use: The green space beside Cravens may be used provided the field has not been reserved for an athletic/University event

Cost: \$950 rental fee plus a \$500 security deposit and any miscellaneous fees such as those for security officers, band electrical support, and taxes

3) **McGriff Alumni House**—available for reservation 9 months in advance.

Please note: Because its location is in the center of campus, no amplified music is permitted during the academic year.

Interior Use: Stand up reception—100 maximum
Seated reception—50 maximum (in Presidents' Hall only)

Cost: Groups of 50 or less \$250 rental fee plus a \$250 security deposit
Groups of 51-100 \$500 rental fee plus a \$500 security deposit
Host must pay for any miscellaneous fees such as those for security officers, band electrical supports and taxes.

B. SUMMER RENTALS: Late May (After Commencement) to
Mid-August (Orientation Weekend)

1) **The Sewanee Inn**—available for reservation 9 months in advance

Please note: This facility is not available during the Sewanee Writers' Conference, the Sewanee Alumni Golf Classic, or Alumni Volunteer Weekend.

- Interior Use: Stand up reception—200 maximum
Seated reception/Dining Room—125 maximum
Seated reception/Hearth Room—45 maximum
- Exterior Use: The green space behind the Inn may be used for events with more than 200 guests; host must provide tent; guests must remain off the golf course greens.
- Cost: \$750 rental fee plus a \$500 security deposit and any miscellaneous fees such as those for security officers, band electrical support, and taxes

2) **Cravens Hall**—available for reservation after January 15

- Interior Use:
- Upstairs Stand up reception—450 maximum
Seated reception—350 maximum
 - Downstairs Stand up reception—350 maximum
Seated reception—250 maximum
- Exterior Use: The green space beside Cravens may be used provided the field has not been reserved for an athletic/University event
- Cost: \$950 rental fee plus a \$500 security deposit and any miscellaneous fees such as those for security officers, band electrical support, and taxes

3) **McGriff Alumni House**—available for reservation 9 months in advance

Please note: This facility is not available during Alumni Volunteer Weekend, and there is limited availability during the Sewanee Alumni Golf Classic. No amplified music is permitted during the Sewanee Summer Music Festival (SSMF). At other times special permission for amplified music must be obtained from Jan Seigmund whose contact information is below. Dates for the SSMF are available on the master calendar on the University website at www.sewanee.edu.

- Interior Use: Stand up reception—100 maximum
Seated reception—50 maximum
(in Presidents' Hall only)
- Cost: Groups of 50 or less \$250 rental fee plus a \$250 security deposit
Groups of 51-100 \$500 rental fee plus a \$500 security deposit
Host must pay for any miscellaneous fees such as those for security officers, band electrical supports and taxes.

***Please contact Jan Seigmund at 931-598-1734 or jseigmun@sewanee.edu for further information or, to reserve any of the above facilities. To reserve an individual University facility for a wedding event, a rental policy and reservation form for each facility must be signed and returned to Ms. Seigmund before the use of any site or rental is confirmed.**

Because of the limited bathroom and kitchen facilities, their location on the University campus and their use for unscheduled University events as they arise, the following venues are not available for wedding rental:

- Rebel's Rest
- Convocation Hall
- The University Quadrangle
- Guerry Garth
- The Spencer Lawn

**NON-UNIVERSITY FACILITIES
FOR REHEARSAL DINNERS AND RECEPTIONS**

On-Campus Locations

Note: Since the following sites are located on the University Domain, the University Lease Committee must give approval before their rental is confirmed.

Brooks Hall at Otey Parish (Karen Keele)	(931) 598-5876
The Hurst Home on Roark's Cove Road (Michael and Joan Hurst)	(931) 598-0588
The Parker House (Betsy and Horry Parker)	(843) 722-1462
Fraternity Houses— Contact Associate Dean of Campus Life for a list of fraternity officers	(931) 598-1959

Off-Campus Locations

Franklin-Pearson House (Cowan)	(931) 962-3223
High Point	(931) 924-4600
Monteagle Inn	(888) 480-3245
Myers Point Barn (Melissa Campbell Goodson, Locals)	(931) 598-0400
Natural BridgeEvents (Jane Bartha, proprietor)	(931) 598-5566
St. Mary's Retreat	(931) 598-5342

UNIVERSITY ACCOMODATIONS AND GUESTROOMS

The Sewanee Inn	(931) 598-1686
Rebel's Rest	(931) 598-1686

Accomodations at Rebel's Rest or the Sewanee Inn may be reserved up to six months in advance of the wedding date.

NON-UNIVERSITY ACCOMODATIONS AND GUESTROOMS

On or Near Campus

Full Circle B & B	Harry and Cathy Clark www.cafes.net/fullcircle	(931) 598-5180
The Parker House	Horry and Betsy Parker	(843) 722-1462
Brooks Lane	Tom and Joy Rue tsr@johnstoneadams.com	(251) 476-4451
Private Cottages	see Mountain Messenger (local newspaper)	(931) 598-9949
Laurel Point Properties	Martha & Peter Keeble	(931) 598-0838
Cabin III	Susan & Bob Askew www.cabinIII.com	(931) 598-5311

Cowan

Franklin-Pearson House	www.franklinpearson.com	(931) 962-3223
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Monteagle

American Eagle Inn	(931) 924-8880
Budget Host Inn	(931) 924-2221
Days Inn	(931) 924-2900
Edgeworth Inn (Bed and Breakfast)	(931) 924-2669
Monteagle Assembly Houses—Assembly Office	(931) 924-2272
Monteagle Inn	(888) 480-3245
Smokehouse Lodge	(931) 924-2091

Winchester

Jameson Inn	(931) 962-0130
Royal Inn	(931) 967-9444

