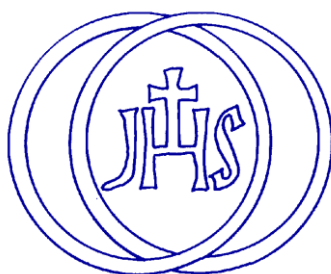


# Weddings at All Saints Episcopal Church



O God, you have so consecrated the covenant of marriage that in it is represented the spiritual unity between Christ and his Church: Send therefore your blessing upon these your servants, that they may so love, honor, and cherish each other in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and peace; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.”

*Book of Common Prayer, 431*



## **All Saints Episcopal Church**

8787 River Road, Richmond, Virginia 23229

804-288-7811

[allsaintsrichmond.org](http://allsaintsrichmond.org)

[info@allsaintsrichmond.org](mailto:info@allsaintsrichmond.org)

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# Wedding Planning Guidelines

1. Details and arrangements regarding the ceremony will be made by the Bride and Groom with guidance from the clergy. Outside wedding consultants should not be involved in the rehearsal or the ceremony.
2. Wedding rehearsals, held the day before the wedding, should take place before 5:30 pm.
3. Weddings should be held at or before 5:30 pm. The Church is available for dressing and photographs two hours prior to the start of the ceremony. Weddings are not celebrated during the season of Lent.
4. Contact **ANN CHAFFINS**, WEDDING GUILD CHAIRPERSON, at 804-512-2171. She will coordinate your contacts with the Altar Guild Chairperson serving the weekend of your wedding, and the Flower Guild Chairs, who will meet jointly with you to discuss flowers and related details for your wedding.
5. Music for your wedding will be coordinated by our music director, Scott Hayes.
6. Photographers are encouraged to take most of your pictures prior to the service. **Pictures taken after the service will take no more than 30 minutes.** Please refer to the Photographs and Videos for Your Wedding (page 6) for additional information.
7. The library and other rooms designated for use as dressing rooms are available two hours prior to the wedding.
8. For safety reasons bird seed, rice, flower petals, etc. are not allowed inside or outside of the church building.
9. Please do not consume alcohol on the premises at any time nor is smoking allowed inside the building.

*Please remember that you are in a church and that your wedding, while a celebration, first and foremost, is a sacred liturgy of the Church.*

# Music for Your Wedding

A marriage service in the Episcopal Church is a worship service where vows are made, prayers are offered, and a blessing is given. Any music used should be suitable for a worship service of the church and it should fit in with the other prayers, praises and thanksgivings offered to God. Secular (popular) music is not in keeping with the worship of the church. Therefore, All Saints offers these guidelines to assure that the music at your wedding is of the highest, most sacred order so that dignity and sanctity may be a hallmark of the service.

## MUSIC BEFORE THE SERVICE

Appropriate music is played for fifteen minutes before the service, while the guests are being seated. The music selected will reflect the worship mood of the service. Pieces of many styles, periods and composers will be included. If the couple has specific hymns which are meaningful to them, this would be an appropriate time to have them played. Normally the Organist will select all music for the prelude (i.e., pre-service music), but consideration will be given to hymn requests or organ works. Any music requests, other than hymns, must be reviewed by the Organist.

## MUSIC DURING THE SERVICE

The service begins when the Minister, Bride, Groom and Attendants enter the church. Every piece of music from the “Processional” until the “Recessional” is considered “service music.” The two most prominent pieces will be the works selected as the processional (which is played while all the wedding party enters the church) and the recessional (which is played as the wedding party leaves.) the Organist will assist the couple in choosing these works during a consultation before the wedding (see reverse side of this sheet).

At All Saints, there will be only one processional march, and the entire wedding party will enter to this selection. Hymns, sung by the choir (when there is one) or the congregation will enhance the service. The Organist will assist the couple in the selection of appropriate hymns.

Vocal or instrumental solos may also be used if desired. It is the policy of the church to encourage the use of professional vocalists and instrumentalists. Musicians other than those suggested by the Organist will be considered based on their experience and competence and only after an interview by the Organist.

At All Saints, the **Choir of Boys** is sometimes available to sing for the wedding. For the Choir of Boys to sing, the choirmaster must obtain a commitment from a minimum of fourteen boys. If you are interested in the choir, please let this be known at least two months before the wedding.

## MUSIC AFTER THE SERVICE

At the conclusion of the recessional, the Organist customarily plays one more selection of two or three minutes in length. This is enough music to cover the movement of honored guests (grandparents, etc.) as they are escorted out by ushers. Like the prelude music, the selection of this work is made by the Organist.

# Music for Your Wedding *(Continued)*

## CONSULTATION

As part of his services, the organist will consult with the couple to help them select music. It is generally helpful to have this consultation at least six weeks before the wedding. At this time, all matters of music selection will be covered, choices will normally be final.

A list of recommended processional and recessional music will be presented and a recording of them played. It is not required, but it is strongly recommended that the couple arrange for this conference. An important note for the couple: all music requested by the couple must be approved by the Organist, and a real copy of that music (not a photocopy) must be obtained by the couple for use by the Organist.

We pray that the joy of beautiful music may enrich your wedding ceremony. May the Lord grant you His richest blessing as you begin married life.

### Contact Information:

**Scott Hayes**

*Director of Music*

**804-288-7811, ext. 108**

**[shayes@allsaintsrichmond.org](mailto:shayes@allsaintsrichmond.org)**

# Photographs and Videos of Your Wedding

While we realize that a wedding is an important event in the life of a family and that photographs and videos provide lasting mementos of the occasion, we remind everyone associated with the wedding that it is, first and foremost, a worship service. Nothing should interfere with the service.

To avoid misunderstanding and confusion on the day of the wedding, it is the responsibility of the bride to provide a copy of the following guidelines for her photographer and/or cameraman BEFORE the wedding day and that the photographers and videographers meet with the officiant before the service. (Note that an extra copy of this page is provided in this packet, for you to give to your photographer.)

Photographers are encouraged to take most of the pictures prior to the service.

After the service we require that photographers restrict their picture taking session to 30 minutes. Photographers are also reminded that chancel furniture or items on the altar may NOT be moved at any time.

- A) Professional photographers are welcome to take non-flash pictures from the balcony during the service if they can do so inconspicuously.
- B) They may take flash pictures of the bride ONLY in the Narthex (back of the church) just as the bride prepares to walk down the aisle and as the couple comes out of church.
- C) Video photographers are permitted ONLY in the balcony and are subject to the same rules as the photographers.
- D) Nothing which could be construed as advertising or marketing from the photographers/ videographers may be distributed or made available to persons attending the wedding.

## PLEASE NOTE:

Flash photography is not permitted during the service. The ushers will mention this to any of your guests who enter with cameras.

# Financial Responsibilities for Members

Wedding Couple: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Officiant: \_\_\_\_\_

Fixed Fee:	Church	\$1000	_____
	Chapel	\$800	_____

This fixed fee (ABOVE) includes the services of:

Organist  
Acolyte  
Sexton  
Altar flowers  
Marriage preparation

## Optional Fees:

Organist's rehearsal with soloist	\$50	_____
Wedding bulletin	\$125	_____
Additional flowers (pew markers, door sprays, narthex arrangements)		
price determined by Flower Guild		_____

NOTE: Honorarium for clergy is separate.

NOTE: The All Saints Choir of Boys is available for weddings. All arrangements and fees are made through Scott Hayes, 804-288-7811.

Fixed Fee and any additional fees:      **TOTAL DUE**      \$\_\_\_\_\_

---

A check payable to All Saints Episcopal is due **no later than two weeks** before the wedding.

Date payment received \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature of responsible party: \_\_\_\_\_

# Financial Responsibilities for Non-Members

Wedding Couple: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Officiant: \_\_\_\_\_

Fixed Fee:	Church	\$2000	_____
	Chapel	\$1750	_____

This fixed fee (ABOVE) includes the services of:

Organist  
Acolyte  
Sexton  
Altar flowers  
Marriage preparation

Optional Fees:

Organist's rehearsal with soloist	\$50	_____
Wedding bulletin	\$125	_____
Additional flowers (pew markers, door sprays, narthex arrangements)		
price determined by Flower Guild		_____

NOTE: Honorarium for clergy is separate.

NOTE: The All Saints Choir of Boys is available for weddings. All arrangements and fees are made through Scott Hayes, 288-7811.

Fixed Fee and any additional fees:      **TOTAL DUE**      \$\_\_\_\_\_

---

A check payable to All Saints Episcopal is due **no later than two weeks** before the wedding.

Date payment received \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature of responsible party: \_\_\_\_\_



# Declaration of Intention

We, \_\_\_\_\_

and \_\_\_\_\_,

understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God.

We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

# Holy Matrimony Information Form

Date of Application: \_\_\_\_\_

## THE GROOM'S FULL NAME

---

*(Please circle the name you wish to be used during the ceremony)*

Address \_\_\_\_\_

*(Street address, city, state, zip)*

Cell \_\_\_\_\_ Work \_\_\_\_\_

Other \_\_\_\_\_

Email \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Have you been baptized? Yes ☐ No ☐

Name of Church/City/Date \_\_\_\_\_

Have you been confirmed/received into the Episcopal Church? Yes ☐ No ☐

Name of Church/City/Date \_\_\_\_\_

Are you a communicant of All Saints Church? Yes ☐ No ☐

If no, where is your church membership? \_\_\_\_\_

Have you been married before? Yes ☐ No ☐

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Place of Birth: city \_\_\_\_\_ State \_\_\_\_\_

Father's FULL name \_\_\_\_\_

Father's mailing address \_\_\_\_\_

Father's phone \_\_\_\_\_

Mother's FULL MAIDEN name \_\_\_\_\_

Mother's mailing address \_\_\_\_\_

Mother's phone \_\_\_\_\_

## THE BRIDE'S FULL NAME

---

*(Please circle the name you wish to be used during the ceremony)*

Address \_\_\_\_\_

*(Street address, city, state, zip)*

Cell \_\_\_\_\_ Work \_\_\_\_\_

Other \_\_\_\_\_

Email \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Have you been baptized? Yes ☐ No ☐

Name of Church/City/Date \_\_\_\_\_

Have you been confirmed/received into the Episcopal Church? Yes ☐ No ☐

Name of Church/City/Date \_\_\_\_\_

Are you a communicant of All Saints Church? Yes ☐ No ☐

If no, where is your church membership? \_\_\_\_\_

Have you been married before? Yes ☐ No ☐

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Place of Birth: city \_\_\_\_\_ State \_\_\_\_\_

Father's FULL name \_\_\_\_\_

Father's mailing address \_\_\_\_\_

Father's phone \_\_\_\_\_

Mother's FULL MAIDEN name \_\_\_\_\_

Mother's mailing address \_\_\_\_\_

Mother's phone \_\_\_\_\_

# The Wedding

DAY AND DATE OF WEDDING \_\_\_\_\_

TIME OF WEDDING \_\_\_\_\_

DAY AND DATE OF REHEARSAL \_\_\_\_\_

TIME OF REHEARSAL \_\_\_\_\_

PLACE OF CEREMONY:

Church \_\_\_\_\_ Chapel \_\_\_\_\_ Other \_\_\_\_\_

Officiant \_\_\_\_\_

DO YOU WANT A SERVICE BULLETIN (*EXTRA CHARGE OF \$125*)? Yes ☐ No ☐

If yes, how many copies do you need? \_\_\_\_\_

DO YOU WANT TO HAVE HOLY EUCHARIST AT YOUR SERVICE? Yes ☐ No ☐

WHO IS YOUR PHOTOGRAPHER?

\_\_\_\_\_ Phone \_\_\_\_\_

WHO IS YOUR VIDEOGRAPHER?

\_\_\_\_\_ Phone \_\_\_\_\_

OTHER DETAILS

---

---

---

# After The Wedding

PERMANENT ADDRESS AFTER MARRIAGE \_\_\_\_\_

---

PERMANENT PHONE(S) \_\_\_\_\_

BRIDE'S NAME AFTER MARRIAGE \_\_\_\_\_

# Marriage Ceremony Information Form

TO BE COMPLETED WITH THE WEDDING GUILD CHAIRPERSON

Bride:	Home Phone:	Cell Phone:	Work Phone:
Groom:	Home Phone:	Cell Phone:	Work Phone:

Wedding Date:	Wedding Time:	Rehearsal Date:	Rehearsal Time:
---------------	---------------	-----------------	-----------------

Location of Wedding:		Communion?		Choir of Boys?	
Church	Chapel	Yes	No	Yes	No
Priest:		Other Officiant(s):		Number of Expected Guests:	
_____		_____		_____	
_____		_____		_____	
Florist:		Photographer:		Videographer:	
_____		_____		_____	
Phone: _____		Phone: _____		Phone: _____	

SPECIAL INSTRUCTIONS:

Wedding Guild Members:	Member Phone Numbers:
1.	
2.	
3.	

Name of Bride's Honor Attendant(s):	Name of the Best Man:
Number of Bride's Maids: _____	Number of Groomsmen: _____ (1 per 50 guests should be sufficient for seating guests in a timely manner.)
Other Wedding Party (flower girl, ring bearer):	No. of Additional Ushers: _____

Consider which ushers/groomsmen will escort female members of the family letting all parties know who will be escorting them. Be sure to inform the escort of his responsibilities in seating special guests.

	Name	Escort
Mother of the Bride		
Stepmother		
Grandmother		
Grandmother		
Mother of the Groom		
Stepmother		
Grandmother		
Grandmother		
Other Special Friends/Family		

In deciding where family members and other special friends will sit, please keep in mind that *no more than four adults* should be seated in each pew in order to see the ceremony. Pew markers will be used to mark seating for special guests.

Please let your guest know in which pew they are to sit before the day of the wedding.

**Altar**

<b>Bride's Side</b>	<b>Groom's Side</b>
<b>PEW 1:</b>	<b>PEW 1:</b>
<b>PEW 2:</b>	<b>PEW 2:</b>
<b>PEW 3:</b>	<b>PEW 3:</b>
<b>PEW 4:</b>	<b>PEW 4:</b>
<b>PEW 5:</b>	<b>PEW 5:</b>

# Flower Guild Information Form

TO BE COMPLETED WITH THE FLOWER GUILD CHAIRPERSON

DAY/DATE OF YOUR WEDDING: \_\_\_\_\_

Time of Wedding Ceremony: \_\_\_\_\_ Time of rehearsal: \_\_\_\_\_

Location: \_\_\_\_\_ Church \_\_\_\_\_ Chapel

Celebrant: \_\_\_\_\_

BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: H: \_\_\_\_\_ O: \_\_\_\_\_ Phone: H: \_\_\_\_\_ O: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's Mother: \_\_\_\_\_ Or Other Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

HOLY EUCHARIST: \_\_\_\_\_ Yes \_\_\_\_\_ No

ALTAR FLOWERS:

Color Preferences: \_\_\_\_\_

Flower Preferences: \_\_\_\_\_

Flower Dislikes: \_\_\_\_\_

BRIDESMAIDS'

Color of Dresses: \_\_\_\_\_

Flowers in Bouquets: \_\_\_\_\_



# Wedding Bulletin Information Form

If you would like the help with the preparation of a bulletin for your wedding, please return this form to the church office three weeks prior to your ceremony via email or mail.

[whazlegrove@allsaintsrichmond.org](mailto:whazlegrove@allsaintsrichmond.org)

Full Name of Bride

---

Full Name of Groom

---

Day, date, and time of wedding \_\_\_\_\_

Music at the Procession into the Church (title and composer)

---

Other Vocal and/or instrumental solos (title and composer of each)

---

---

Name of soloist: \_\_\_\_\_

Readings: First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Gospel Reading \_\_\_\_\_

Holy Eucharist? Rite I \_\_\_\_\_ Rite II \_\_\_\_\_ No \_\_\_\_\_

Music for Recessional (title and composer)

---

How many copies of the bulletin will you need? \_\_\_\_\_

Name of Officiant: \_\_\_\_\_

Name of Organist: \_\_\_\_\_

Name of Readers:   #1 \_\_\_\_\_  
                                  #2 \_\_\_\_\_

**Wedding Party:**

- 1) Please print or type names as you want them to appear in the bulletin, e.g. Mr. John M. Doe, John Mudd Doe, Jack Doe; or Mary Ann Smith, Miss (Ms., Mrs.) Mary Ann Smith, Mary Ann Jones Smith; etc.
- 2) Try to be consistent with all names listed.
- 3) Include their position as you would like them identified, e. g. Maid of Honor, Groomsmen, Usher, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your email address: \_\_\_\_\_

Please return to: [whazlegrove@allsaintsrichmond.org](mailto:whazlegrove@allsaintsrichmond.org)

# Photographs and Videos of Your Wedding

Give this page to your photographer and/or videographer

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Photographers are encouraged to take most of the pictures prior to the service.

After the service we require that photographers restrict their picture taking session to 30 minutes. Photographers are also reminded that chancel furniture or items on the altar may NOT be moved at any time.

- A) Professional photographers are welcome to take non-flash pictures from the balcony during the service if they can do so inconspicuously.
- B) They may take flash pictures of the bride ONLY in the Narthex (back of the church) just as the bride prepares to walk down the aisle and as the couple comes out of church.
- C) Video photographers are permitted ONLY in the balcony and are subject to the same rules as the photographers.
- D) Nothing which could be construed as advertising or marketing from the photographers/ videographers may be distributed or made available to persons attending the wedding.

## PLEASE NOTE:

Flash pictures are not permitted during the service.



## **All Saints Episcopal Church**

**8787 River Road, Richmond, Virginia 23229**

804-288-7811

[allsaintsrichmond.org](http://allsaintsrichmond.org)

THE REV. PENNY NASH, INTERIM RECTOR - [pnash@allsaintsrichmond.org](mailto:pnash@allsaintsrichmond.org)

SCOTT HAYES, DIRECTOR OF MUSIC - [shayes@allsaintsrichmond.org](mailto:shayes@allsaintsrichmond.org)

WINSTON HAZLEGROVE, PARISH ADMINISTRATOR - [whazlegrove@allsaintsrichmond.org](mailto:whazlegrove@allsaintsrichmond.org)

NATALLIA CHYHRyna, FINANCIAL SECRETARY - [nchyhryna@allsaintsrichmond.org](mailto:nchyhryna@allsaintsrichmond.org)