

WEDDINGS

All Saints Presbyterian Church | Austin, TX

ALL SAINTS
PRESBYTERIAN

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INTRODUCTION

Thank you for your interest in All Saints as your wedding venue. We look forward to getting to know you and being a part of this special occasion!

To begin the wedding application process, first complete the online Wedding Request Form. The All Saints church coordinator in charge of weddings will contact you soon after the form is submitted regarding the church's availability and next steps.

BOOKING QUALIFICATIONS FOR MARRIAGE AT ALL SAINTS

2027 Facility Booking Permanent Sanctuary - seats up to 900 ***Interim Sanctuary - ceremony seats up to 300 ***Social Hall - reception seating up to 200 Chapel - seats up to 70 ****The Interim Sanctuary will undergo renovation in Q1 2027 to convert into a Social Hall capable of hosting ceremonies or receptions*	<u>Members and Children of Members</u> **12-months** in advance (if available) <u>Pending Members, Members of other PCA Churches, and Grandchildren of Members</u> *Requires approval by an All Saints Pastor* **6-months** in advance (if available) <u>Regular All Saints Attendees and Non-Members</u> *Considered on a case-by-case basis* **6-months** in advance (if available)
Pastor Booking *Tim Frickenschmidt, Brent Baker, Craig Chapman, Josh Keller, Will Stockdale, David Vilches*	Specific All Saints Pastors can be booked **6-months** in advance - if the facility is booked before then, All Saints can assure that one of our six pastors will be available to officiate. *However, a specific pastor will not be confirmed until the 6-month mark.*

- An All Saints (or PCA) pastor must either be the presiding officiant or be present for weddings officiated by pastors outside the PCA; non-PCA pastors will be approved on a case-by-case basis by the co-officiating All Saints pastor.
- All couples must undergo premarital counseling led or approved by All Saints.
- Facilities are not available on the following dates: Holy Week through Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Other holiday weekends will be considered on a case-by-case basis.

BUILDING AVAILABILITY DURING CONSTRUCTION

Construction Timeline	Permanent Sanctuary	Interim Sanctuary	Chapel	Social Hall Receptions
January - April 2027	*All Saints guarantees sanctuary availability, but cannot assign a specific sanctuary until later date*		Available	**Unavailable**
May - August 2027	Available	**TBD**	Available	**TBD**
September 2027 - Onward	Available	Case-By-Case for up to 300	Available	Case-By-Case for up to 200

ALL SAINTS CHURCH COORDINATOR ROLE

1. The All Saints church coordinator is tasked with assisting the bride and groom on facility use and ceremony preparation. Responsibilities include: serving as a liaison between the church and the couple, upholding church rules and regulations, facilitating two pre-wedding meetings with the bride and groom (held during weekday office hours), managing All Saints communications and building logistics, leading the rehearsal alongside the officiant(s), ensuring the building is appropriately utilized during the rehearsal and wedding day, and collection of fees and paperwork.

2. While the church coordinator may gather information on the use and involvement of flowers, decor, photography, videography, and outside wedding planners, he/she does not plan or assist in the execution of such tasks.

3. The church coordinator will communicate exclusively with the bride and groom. If an outside wedding planner is retained, he/she may be added as a secondary point of contact.

4. The church coordinator reserves the right to amend or not accept any plans that do not abide by All Saints' wedding policies or that are deemed as not in keeping with All Saints' philosophy of ministry as a church.

5. The church coordinator (or a day-of church representative) will be present for all on-site activities, including vendor deliveries, rehearsal, ceremony, and reception.

6. If needed, the All Saints church coordinator's contact information may be given to vendors as a day-of contact, but will not act as a representative of the couple for such purposes.

OUTSIDE WEDDING PLANNER ROLE

1. All Saints welcomes outside wedding planners to assist the bride and groom with the planning and execution of the ceremony.

2. A professional, outside wedding planner MUST be be involved in the planning, vendor booking, and on-site execution of all on-campus receptions. Month-of / Day-of wedding coordinators do not qualify - the planner needs to be involved in and manage the full planning process.

3. Outside planners, with the permission of the bride and groom, may attend either or both of the two on-site meetings set up by the church coordinator. Outside planners may not attend these meetings as the sole representative of the couple (i.e. bride and groom must be present).

4. Outside planners will defer all decisions related to and interpretation of All Saints' wedding policies to the church coordinator. They must sign a policy agreement no later than 90 days before the wedding date.

5. Outside planners must submit all ceremony and reception details and plans for facility use to the All Saints church coordinator no later than thirty (30) days before the wedding date.

6. Outside planners will discuss any desired changes to the plan (decor, flowers, music and related equipment, photography/videography, seating, procession, etc.) with the church coordinator prior to making such modifications. This includes day-of, last minute changes.

PREMARITAL COUNSELING

All couples married at All Saints must undergo premarital counseling:

- If an All Saints pastor officiates the ceremony, pre-marital counseling will be with him. Please communicate with that pastor directly to understand counseling requirements and timing.
- If an outside pastor is officiating the ceremony, a letter verifying completion of counseling by the counselor is required 30 days before the wedding.
- All Saints also offers a premarital counseling class called Merge. For more information on upcoming classes, visit allsaintsaustin.org/merge.
- Completion of official premarital counseling qualifies couples for the Texas Two-gether program marriage license discount.

WEDDING REHEARSALS

- The date and time of the rehearsal must be approved by the church coordinator.
- The rehearsal will be conducted by the officiating pastor, assisted by the church coordinator.
- Please advise all rehearsal guests to arrive fifteen(15) minutes early and precaution them about Austin's traffic conditions (especially if the rehearsal is during rush hour). Rehearsals will not be delayed for late arrivals.
- All individuals involved in the processional (family, officiants, bridesmaids, groomsmen, flower girls, ring bearers) must be present at the rehearsal. Musicians are welcome to participate if desired, but not required. The sound engineer will not be present at the rehearsal.

CEREMONY ORDER

Standard All Saints Order of Worship is as follows. Variations to this suggestion will be considered on a case-by-case basis. The couple will discuss details related to the ceremony order (scripture selections, music, etc.) with the officiating pastor. All wedding liturgies will be determined with and approved by the All Saints officiant no less than 30 days before the wedding.

Call to Worship ~ Explanation of Marriage ~ Declaration of Intent & Giving of Bride
Scripture Reading ~ Homily ~ Vows & Exchanging of Rings
Prayers ~ Benediction

CEREMONY REQUIREMENTS

- The altar table and pulpit at the front of the sanctuary will be draped with All Saints' white linens due to the nature of the wedding ceremony as a worship service and a celebration of new life. The Christ candle will be present and lit next to the altar table.

- At least one usher per 100 guests must be provided by the couple to pass out programs and direct seating before the ceremony.

- If communion is served, it must be made available to all in attendance. The couple will need individuals present who are qualified to serve communion and usher guests. Please discuss further details with the church coordinator.

- Music does not need to be strictly hymns/Christian songs but must be congruent with the worshipful nature of the ceremony. All song choices require pre-approval by the officiant.

BUILDING USAGE

NOTE: A $250 security deposit is required at the time of reserving the space. This deposit will be refunded after the wedding less any damages or additional staff labor incurred due to failure to follow All Saints' building usage policies, including:

- Access to the building is provided up to three (3) hours before the start of the ceremony - this includes vendor deliveries.
- Everything brought in for the wedding must be cleared out no more than one (1) hour after the ceremony ends - this includes floral arrangements, decorations, rented items, food and personal belongings. We strongly encourage assigning friends/family members to coordinate this effort.
- All furniture on stage is fixed and cannot be moved. Music equipment and microphones will be arranged by All Saints staff only to accommodate wedding musicians. All Saints reserves the right to leave other altar-area furnishings as needed for Sunday worship.
- The art displayed on campus changes seasonally and may not be altered or removed.
- Weddings are restricted to the following rooms based on reserved location(s):
  - Sanctuary - bridal suite, vestry, narthex, and mezzanine
  - Interim Sanctuary - bridal suite, conference room, library, and gallery
  - Chapel - bridal suite, one classroom for groom, and classroom restrooms
  - Reception - social hall, gallery, kitchen, and conference room
  - All other rooms (including the office) are strictly off-limits
- For security and safety reasons, children must be accompanied by a responsible adult at all times while on campus.
- No alcohol, tobacco, or any other drugs are allowed on the All Saints property at any time. The only exception granted is select alcohol during on-site receptions (see "Receptions" section).
- Animals are not permitted indoors with the exception of certified service animals.
- Do not leave purses, cameras, or any valuable personal property unattended at any time. All Saints is not responsible for lost, stolen, or damaged property.
- Any flower petals or comparable items wishing to be thrown before/during/after the wedding must be pre-approved in writing by the church coordinator. If approved, an additional cleaning fee may apply. Failure to gain permission in advance will result not only in forfeiture of the security deposit, but possibly an additional damage fine. Sparklers are never allowed.
- Occupancy capacities are strictly as follows:
  - 940 - Sanctuary
  - 300 - Interim Sanctuary (ceremony purposes)
  - 200 - Social Hall (reception purposes)
  - 70 - Chapel

OUTSIDE VENDORS

The church coordinator reserves the right to make changes to outside vendor plans if anything falls outside the parameters of All Saints' policies and procedures.

It is understood that outside teams and their employees are prohibited from the use of alcohol, tobacco, or any other drug, discourteous language, or injurious actions while on church premises.

*The church coordinator will provide couples a link to *more detailed policies* to review and send to outside vendors to sign no less than 30 days before the wedding.*

FLORISTS AND DECOR TEAMS

- Florists and other décor vendors may arrive up to three (3) hours before the wedding. Floral and décor set up must be completed one (1) hour before the start of ceremony.
- All furnishings and fixtures in the Sanctuary and Chapel are considered permanent and may only be moved by All Saints staff.
- Any floral arrangements or décor that interact with the church's furnishings and fixtures (including but not limited to the chairs, posts, floor, cross, and lights) require advanced discussion and expressed permission by the church coordinator.
- No nails, screws, pins, tape, tacks, glue, or any other foreign adhesive substance may be used or added to the premise. For safety purposes, aisle runners are not allowed.
- Nothing may be placed on the altar table. All Saints provides two white floral pillars for floral arrangements to flank the altar table, if desired.
- No candles are allowed unless they are enclosed in a hurricane vase or votive containers. This includes unity or remembrance candles used during the ceremony.
- All items brought in must be cleared out within one (1) hour of the wedding ending. Clean up is expected and the space must be left "broom clean."

PHOTOGRAPHERS / VIDEOGRAPHERS

- All group/individual photography in the Sanctuary and Chapel must cease one (1) hour prior to the ceremony start time.
- All stationary cameras must be in place 45 minutes prior to the ceremony start time. No equipment may be hung or affixed to the walls or church furnishings at any time.
- No flash photography or artificial lighting is allowed from the beginning of the procession to the end of the recessional.
- Photographers are not allowed, at any point, to come forward past the third row of seats.
- Photographers may not stand on church furniture at any time. They may provide their own ladder, if desired, which may be used discreetly in the back of the Sanctuary/Chapel.
- The Sanctuary/Chapel must be cleared and cleaned up within one (1) hour of the end of the ceremony. This includes tear down of floral arrangements and decor. Please keep this in mind when planning and taking after-ceremony photography.

CEREMONY MUSIC

- All Saints does not provide musicians, but can help connect couples with those who have worked with our church in the past. All musical selections will need to be discussed with and approved by the officiating pastor no less than 30 days before the wedding.
- All Sanctuary weddings require a sound engineer for all audio needs (musicians, pastors, and scripture readers). The fee for the sound engineer is included in the wedding fees.

WEDDING FEES

- A 50% non-refundable deposit and $250 refundable security deposit are due within one (1) week of the initial meeting with the church coordinator. The wedding date will not be confirmed until the church has received the deposit and signed wedding contract.
- The remaining balance is due thirty (30) days before the wedding.
- Any outside vendors, including wedding planners, musicians, florists, photographers, etc. are paid separately by the couple per their own fee schedule without All Saints' involvement.
- Should the wedding be cancelled or postponed, a refund may be issued (including the security deposit) minus fees incurred for the church staff's time spent planning the event.
- Additional fees may apply for special requests. Such requests will be discussed by the couple and church coordinator at their initial meeting and finalized before the first deposit is made.

PASTOR HONORARIUM

- When an officiating All Saints pastor agrees to officiate a wedding, he commits to ensuring the couple not only have an organized rehearsal and beautiful wedding day, but that their married life begins on a firm foundation of a shared life in Christ. It is customary for a couple to honor their officiant with an honorarium in the range of $500-$1,500.
- Off-Campus Weddings: Because All Saints pastors schedule weddings independently from their pastoral duties at the church, it is also expected that the couple will reimburse any necessary travel expenses (mileage or airfare) and childcare incurred for the rehearsal and ceremony.

WEDDING FEES

	All Saints Member	Non-Member
Sanctuary Ceremony	$1,500	$2,000
Chapel Ceremony	$1,000	$1,500
$250 Refundable Security Deposit		
Pastor Honorarium		

Optional Add-Ons

	All Saints Member	Non-Member
Wedding Programs	$2.50/program	$2.50/program
Communion	$1.00/guest, $200 minimum	
Livestreaming Ceremony	$250	$250
On-Site Reception	varies - discuss options with church coordinator	

OPTIONAL ADD-ONS (BASED ON AVAILABILTY)

- Wedding Programs: All Saints can personalize and print templated wedding programs for your wedding. A template must be selected and information provided to personalize the program no less than 30 days before the wedding.

- Communion: If selected, all guests must be invited to participate in communion during the ceremony. The church staff will set up and clean up the elements. Final guest count must be provided seven (7) days before the wedding for fee and prep purposes.

- Livestream: The All Saints Sanctuary (not Chapel) is equipped to livestream services for guests and family who may not be able to attend the wedding ceremony. Livestream requests must be made to the church coordinator in writing no less than 90 days before the wedding.

ON-CAMPUS RECEPTIONS

ELIGIBILITY AND CAPACITY

- Beginning in September 2027, All Saints will consider wedding receptions in the Social Hall (plus adjoining Gallery and outdoor Courtyard, weather permitting) on a case-by-case basis.
- Receptions are available only to couples whose wedding ceremony takes place at All Saints on the same day.
- Receptions are limited to 200 guests. Actual capacity may be lower depending on the approved floor plan (table seating, lounge seating, dance floor, food and beverage stations, etc).
- A final floor plan must be submitted to the church coordinator for approval at least sixty (60) days before the wedding. All exits, aisles, and walkways must remain clear at all times.

PLANNING AND VENDORS

- The couple must hire a professional wedding planner, who must be on-site for the entire reception. The planner is responsible for all reception logistics and vendor management. The All Saints church coordinator will advise on use of the space and enforce church policies, but will not coordinate the reception.
- All reception vendors must be professional, full-service providers under signed contract. Each contract must include setup, staffing, breakdown, and cleanup. Drop-off and à la carte services are not permitted.
- DIY is limited to basic décor, such as linens and centerpieces. The couple must name a point of contact, other than the couple themselves, who is responsible for any DIY setup and removal.

VENDOR INSURANCE (Certificates of Insurance)

- Every reception vendor must provide the church coordinator a certificate of insurance (COI) at least (30) days before the wedding. Coverage must be in effect on the wedding date.
- Any vendor serving alcohol must also carry liquor liability coverage.
- A vendor without an All Saints-approved COI on file may not work the event.

SCHEDULE

- Reception setup may begin no earlier than three (3) hours before the ceremony and must be complete thirty (30) minutes before the ceremony begins.
- All Saints does not have an indoor space where guests can wait between the ceremony and the reception. Guests will go directly from the ceremony to the reception space, so the reception space must be fully set and staffed before the ceremony begins.
- The reception space is available for three (3) hours after the ceremony ends, or until 9:00 pm, whichever comes first. This time includes all breakdown, removal of items, and cleanup. Couples and their planners should plan the reception timeline (including couple and guest departure) with this in mind.
- All vendors, rentals, décor, and personal items must be removed and cleanup completed by the end of the three-hour window. The clear-out policies on the “Building Usage” page also apply.

RENTALS

- All Saints has a limited number of tables, chairs, and linens available to rent for an additional fee, subject to availability. All other items must be supplied by the couple or their vendors.

ON-CAMPUS RECEPTIONS CONTINUED

MUSIC

- DJs and bands must follow all guidelines on the “Outside Vendors” page.
- All music must be appropriate for a church setting. Songs with explicit or offensive lyrics, in any genre, must be played as clean or radio edits.
- The church coordinator may direct the DJ or band to stop or change any song at any time.

CATERING AND KITCHEN

- A professional catering team may use the All Saints kitchen as a prep kitchen, subject to availability. This includes the stoves, ovens, sinks, and available counter space.
- Caterers must bring their own cookware, serving ware, utensils, and cleaning supplies.
- The church pantry, stocked food and drink, and church cleaning supplies are off limits. Use of the refrigerator requires prior approval from the church coordinator.
- Caterers must conduct a walk through of the kitchen with the church coordinator both before use and after cleanup. Any damage must be reported to the church coordinator immediately. The catering company and/or the couple will pay for any repair or replacement.
- Caterers (including alcohol vendors) must follow all guidelines on the “Outside Vendors” page.

ALCOHOL

- Alcohol is permitted only at receptions and is limited to beer, wine, and champagne. All other alcohol, including liquor, mixed drinks, shots, and spiked punches, are not permitted.
- All alcohol must be provided and served by the contracted bar vendor or caterer. Its bartenders must be TABC-certified. The couple, guests, and other vendors may not bring alcohol onto church property.
- No self-service: all drinks must be poured and served by bartenders or catering staff. No unattended bars, coolers, or table bottles are permitted.
- Bartenders must check a valid photo ID for any guest who appears to be under thirty (30), and must refuse service to anyone underage or visibly intoxicated.
- Alcohol may be served and consumed only in the Social Hall and Gallery (+ Courtyard, weather permitting). It is not allowed in the sanctuary, broader church campus, parking lot, or vehicles.
- Alcohol service may begin after the ceremony ends. Last call must be no later than 45 minutes before guests depart, and all service must end 30 minutes before guests depart.
- All unopened and open alcohol must be removed from the property by the bar vendor at the end of the event. No alcohol may be left behind or taken by guests.
- The church coordinator, security personnel, or bar staff may stop service to any guest, or end alcohol service entirely, at their discretion.
- The church coordinator may end the reception early if guest conduct or safety concerns warrant it, or if church policies are violated. No refund will be issued.
- All Saints may require licensed security or off-duty officers, at the couple’s expense, based on guest count and alcohol service.
- The couple is responsible for the conduct of their guests. They are strongly encouraged to arrange safe transportation for any guest who has been drinking.

ADDITIONAL POLICIES AND FEES

- Receptions are subject to additional policies, fees, deposits, and a separate reception agreement. These will be reviewed with the church coordinator before a reception is approved.
- Approval of a wedding ceremony at All Saints does not guarantee approval of a reception.

ALL SAINTS WEDDING CHECKLIST

 **REQUIRED to Reserve Wedding Date**	Complete Wedding Request Form Schedule Pastor Meeting with Church Coordinator Sign Wedding Contract Make Initial Wedding Deposit
 **Ongoing Tasks**	Complete Wedding Details Sheet Premarital Counseling
 **Due 90 Days Before Wedding**	Wedding Planner Agreement *If Applicable:* *Livestream Request Submitted*
 **Due 30 Days Before Wedding**	Order of Worship Determined Processional Details Complete Music Details Provided Photography Agreement Floral / Decor Agreement Final Meeting with Church Coordinator Final Balance Due *If Applicable:* *Program Information Delivered*
 **Rehearsal and Day of Wedding**	Pastor Honorarium Payment Marriage License (pastor signature required)