

# All Saints Anglican Church Wedding Policy

2751 E Galloway Street  
Springfield MO, 65804

- I. Officiant
  - A. With the Rector's permission, the officiant may be any of the ordained clergy on staff at All Saints Anglican Church, or, any ordained clergy in the ACNA.
  - B. Ministers from other Christian churches may be allowed to participate in officiating the marriage, but will not be allowed to preside over the exchange of vows or to pronounce the nuptial blessing.
  - C. Any involvement of visiting clergy will be at the discretion of the officiant, with the Rector's permission.
  
- II. Requirements For Scheduling a Wedding at All Saints
  - A. Canonical Requirements:
    1. All Saints Anglican Church is bound to submit to the canon law of the province of the Anglican Church in North America (ACNA)
    2. Both bride and groom seeking to be married at All Saints Anglican Church must be baptized, believing Christians (Title II. Canon 7).
  - B. Membership Requirements
    1. One member of the couple must meet at least one of the following criteria:
      - a) Be a member of All Saints Anglican Church
      - b) Be an immediate family-member of members of All Saints Anglican Church and an active member of another Christian church.
      - c) Be a member of another ACNA church elsewhere in need of a church in Springfield for the wedding.
    2. The Rector may use his discretion for couples in special circumstances.
  - C. Marital Status Requirements
    1. Couples who are currently cohabiting or have previously cohabited need the Rector's permission to get married at All Saints and will only be permitted to use the Chapel.
    2. The re-marriage of divorced persons may be considered only if both persons are members of an ACNA congregation (per the regulations of the Diocese of Pittsburgh).
    3. Divorced persons must be examined for their fitness for re-marriage.
      - a) This includes producing copies of divorce-documents, explaining the details of the failed marriage to the proposed-officiant and obtaining expressed permission from the Bishop of Pittsburgh to be married at All Saints Anglican Church.
      - b) This process will be facilitated by the proposed officiant.
      - c) There is no guarantee that the bishop will or will not authorize the marriage, and couples should not presume any outcome.
      - d) The bishop's decision is final.
  - D. Counseling Requirements
    1. Pre-marital counseling is required for all eligible couples.
    2. It is expected that this will be done by the officiant from All Saints.
    3. At the officiant's discretion, it may be done elsewhere, as long as the counseling is deemed sufficiently preparatory by the Rector.
  - E. Ceremonial Requirements
    1. The rite that shall be used will be a rite authorized by the ACNA, namely: it shall be taken directly from an authorized Book of Common Prayer.

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2. There shall be no ceremonial additions (e.g. unity candles, personal statements, etc.) or subtractions (e.g. removal of Scripture readings).
3. Except in extreme circumstances, no weddings shall take place during Lent.

F. Musical Requirements

1. The All Saints Anglican Church staff organist has the right of first refusal if an organist is required for the wedding unless special arrangements have been made with the officiant and approved by the Rector.
2. All music must be of a classical or Christian nature.
3. Pre-recorded music is not permitted.
4. All musical selections must be submitted to and approved by the officiant.

G. Licensing Requirements

1. It is the responsibility of the bride and groom to procure a marriage license from a Missouri county and bring it to the officiant at the rehearsal.
2. Failure to do so will lead to a cancellation of the wedding.
3. Instructions on how to obtain a marriage license in Greene County can be found at: [https://greenecountymo.gov/recorder/marriage\\_licenses.php](https://greenecountymo.gov/recorder/marriage_licenses.php)

III. The Wedding

A. Capacity

1. Our nave can hold a maximum of 170 people. Chairs can be brought in to increase this to 190.
2. If you are planning on having more guests than this you will need to explore other location options for the service.
3. McGlynn Hall can accommodate 136 people for a sit down reception. If a dance floor is going to be brought in this number should be reduced to 112.

B. Timing

1. The rehearsal will be the day before the wedding at either 4:00 p.m. (unless arranged otherwise with the officiant).
2. A Saturday wedding can be held any time between 11 am and 4 pm.
  - a) The church building must be totally vacated by 7 pm.
3. A weekday wedding can be held any time between 11 am and 7 pm.
  - a) The church building must be totally vacated by 10:00 pm.
4. A non-eucharistic wedding will usually take about 30 minutes.
5. A eucharistic wedding will usually take about 1 hour.
6. If a reception is to be held at the church, the parish hall (McGlynn Hall) may be decorated the day before the wedding, *provided* there are no scheduling conflicts, according to the church's wedding coordinator.
7. The building can be opened at 10:00 am on the day of the wedding for vendors.
8. The wedding party may arrive at the church no sooner than 2 hours before the wedding (exceptions may be made if the church will be the place where the bridal party dresses).

C. The Wedding Coordinator will be provided by the church who will:

1. interact with the wedding party
2. guide the wedding party toward the various rooms in the church;
3. help ensure smooth functioning of the procedure before and during the service;
4. interact with all church staff and the officiant to ensure that the wedding details are understood, necessary services are scheduled and staffed;
5. interact with the director of hospitality regarding the director's requirements for the use of the kitchen and McGlynn Hall;
6. when applicable, arrange a meeting between the hospitality director and the caterer so that the caterer is clear on kitchen operation and requirements;
7. ensure that the wedding party's plans are understood and accommodated within the bounds of this Policy, e.g. special covers or paper for the service booklet, etc.

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8. The use of an outside wedding planner is not allowed for anything occurring on the property of All Saints Anglican Church

D. Additional Expectations

1. It is assumed that no nursery worker(s) will be available during the service, unless it is agreed otherwise with the wedding coordinator.
  - a) In the event that nursery services are required, workers certified by the church must be hired at their hourly rate (see last section).
2. Use of the sound system in the church is standard and requires a technician supplied by the church at the rate specified (see last section).

E. Guidelines for Contracted Vendors (Florist, Photographer, Caterer, etc.)

1. Photographers/Videographers
  - a) Once the service begins, photographers may only take pictures from the back of the Nave
  - b) Flash photography during the service is prohibited.
  - c) One stationary video camera on a tripod may be placed in an unobtrusive area and turned on prior to the service
  - d) If photographers and/or videographers are to be at the wedding, they must be present at the rehearsal to see the design of the service and go over expectations with the celebrant
  - e) The photographer and videographer must be willing to be constrained and directed by the officiant for what may or may not be done during the service.
2. Florists/decorators
  - a) Flower arrangements for the service are limited to two matching arrangements that must fit into the sanctuary flower vases and will be placed on the grandine (i.e. the shelf behind the altar).
  - b) Bridal party flowers are permitted, but no other flower arrangements will be allowed in the nave or chancel.
  - c) Pew candles are available upon request (\$20 to cover the cost of the candles).
  - d) No additional decorations will be permitted in the nave or chancel.
  - e) For receptions in McGlynn Hall decorations may be brought in, provided that no permanent holes or marks are on the building or furniture (nails, glue, etc.)
  - f) Everything brought into the building by the wedding party, guests, or vendors must be removed before 7 pm that evening.
  - g) Please be advised that anything left after 7 pm on the day of the wedding is liable to be discarded. Check with the parish secretary afterwards if valuable items are discovered missing in case they were turned in for safekeeping.

IV. Expectations of Conduct

- A. Please honor the no-smoking policy on the church campus.
- B. No alcohol consumption in the church before the ceremony.
  1. If either the Bride or Groom is intoxicated the service will not proceed.
  2. If any member of the bridal party is intoxicated they will be required to leave before the service will begin.
- C. The wedding party (and early guests) may use the bridal room (parlor), groom's room and McGlynn Hall prior to the service, but do not have permission to enter church offices, Sunday school rooms, or nursery rooms.
  1. Please see the wedding coordinator if there is any question about use of space in the building.
  2. The wedding party is responsible to return the room(s) used to the condition in which they were found.
  3. Please use only bird seed or bubbles outside the church as the bride and groom depart.

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- a) Other things, such as rice, can create health hazards and require extensive cleanup.

#### V. Receptions/Dinners at the church

- A. A reception may be held in the parish hall, at the discretion of the Rector.
- B. The wedding coordinator will consult with the parish director of hospitality on all matters of preparation pertaining to the kitchen, furnishings, dishes, etc.
- C. A small, outside-catered rehearsal dinner may be scheduled for the wedding party and immediate family in McGlynn Hall after the rehearsal.
- D. Any catering company must be willing to abide any stipulations of All Saints Church, and/or the director of hospitality.
  - 1. In particular—the condition of the parish hall and kitchen must be fit for use for Sunday worship, as deemed by the wedding coordinator.
  - 2. This includes removal of any decorations or the approval of the wedding coordinator for later removal.
  - 3. No caterer should be dismissed until approved to do so by the wedding coordinator.
- E. Wine and champagne are permitted for the reception but not prior to the wedding
  - 1. Alcohol may not be sold on the premises

#### VI. Liabilities

- A. While All Saints Anglican Church carries all of the requisite Insurances, nevertheless All Saints Anglican Church does not assume responsibility for any injuries or damages occurring on church-owned property, that are caused by accoutrements or arrangements for the wedding (e.g. wedding party or guests slipping on bird-seed, tripping on a dress, guests getting into a fight, etc.)
- B. Any damage (beyond the normal wear-and-tear of ordinary usage) done to the building, property or decorations of All Saints Anglican Church by any guest or member of the wedding-party is the responsibility of the bride and groom.
- C. Appropriate recompense (if necessary) will be negotiated with the Rector.

#### VII. Required fee schedule

- A. Required fees
  - 1. Wedding coordinator: \$200, or \$350 if a reception is to be held at the church
  - 2. Organist: \$150
  - 3. Sound Technician: \$100
  - 4. Custodial fees: \$150, or \$300 if a reception is to be held at the church
  - 5. Total: \$600 (wedding only) or \$900 (wedding and reception)
- B. Optional fees
  - 1. Nursery workers: \$12/hour per person (minimum of 2 nursery workers are required)
- C. Fees should be paid prior to the start of the service
  - 1. Checks (or envelopes of cash) are to be paid to each recipient individually (not a single check to the church).
  - 2. The coordinator can receive and disburse these payments.

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We the undersigned have read and understand the All Saints Anglican Church wedding policy and agree to abide by all stipulations contained within it. The Bride and Groom understand that it is their responsibility to communicate these policies and expectations to family, guests, and vendors when necessary. The Rector of All Saints Anglican Church is the final authority for anything that may or may not happen on the property of All Saints Anglican Church.

\_\_\_\_\_  
Officiant (print name)

\_\_\_\_\_  
Officiant (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bride (print name)

\_\_\_\_\_  
Bride (signature and date)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom (print name)

\_\_\_\_\_  
Groom (signature and date)

\_\_\_\_\_  
Date

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