



All Saints Catholic Church
620 North Cedar Bluff Road
Knoxville, Tennessee 37931
Phone: (865) 531-0770 • Fax: (865) 531-1009
E-mail: admin@allsaintsknoxville.com

All Saints Wedding Information and Guidelines

Revised March 2016

Wedding Coordination Staff

Wedding Director Point of Contact	Diane Conklin	(865) 438-8885
Music Ministry Director	Andrew Ballew	(865) 851-4366
Facilities Manager	Bill Menhinick	(865) 405-4680

We join in your excitement about your upcoming wedding. We also pray that God's blessings will be with you as you make this important commitment! As a Catholic faith community, we believe your marriage ceremony at All Saints includes who we are and what we, as a community, believe about marriage. Hence, we ask the following guidelines be followed. In addition, we hope you, as a couple, will take the time to read the provided workbook in preparation for planning your ceremony.

Beginning to Plan Your Wedding

1. The initial contact with All Saints should be made by either the Bride or the Groom.
2. No wedding will be booked less than four months before the anticipated wedding date.
3. The couple should read these regulations and guidelines carefully so they are aware of what is expected.
4. This information should be shared with the appropriate vendors as soon as possible.

Date & Time Regulations for Weddings

1. All Saints offers two times on Saturdays for weddings: 11:00 a.m. and 2:00 p.m.
2. Wedding parties will be given access to the church no more than two hours prior to the ceremony.
3. Monday through Friday, weddings can be celebrated depending upon availability of the church and priest/deacon.
4. **NO** weddings will be celebrated on Sundays
5. **NO** more than two weddings will be scheduled on a Saturday.



Date & Time Regulations for Rehearsals

1. Rehearsals are scheduled depending on the availability of the church, the priest / deacon and the wedding directors. They normally take place in the evenings between 5:00 p.m.-7:00 p.m.
2. On the First Friday of each month, rehearsals cannot be scheduled prior to 6:30 p.m.
3. Rehearsals will take at least one hour. Please plan rehearsal dinners accordingly.

Scheduling the Wedding and Rehearsal

1. It is the responsibility of the couple to secure a Catholic priest or deacon to preside at their ceremony and make arrangements for the couple's Marriage Preparation. The wedding **WILL NOT BE BOOKED** until the couple has secured their celebrant and the leader of their Marriage Preparation. (This can be the same person.).
2. Once a celebrant has been selected, it is time to schedule the wedding. Be sure to check with the chosen celebrant to confirm his schedule. It is recommended that the couple have several dates as options, in case their first choice is already booked.
3. Normally, it's only the Bride and/or Groom who should make contact with the parish office.
4. The couple should schedule the rehearsal while they are scheduling the wedding to be assured of the time of their choice for both events.
5. Wedding rehearsals last at least one hour. Please plan accordingly.

Scheduling the Wedding Director and Decorations

1. All Saints' Lead Wedding Director must be contacted at least **TWO MONTHS IN ADVANCE** so you can begin meeting with your team of directors. Wedding Directors oversee all wedding activity at All Saints and can answer questions regarding permissible decorations, use of All Saints' decorating materials, access to the bridal room and grooms' changing room, etc. Directors must be aware of wedding plans well in advance to assure your wedding day runs as smoothly as possible.
2. All Saints provides our own Wedding Directors who will direct your wedding and be on-hand throughout your rehearsal and wedding day to assist the bridal party members. Because the directors commit several hours of time to planning your ceremony, the rehearsal and the wedding day, a fee of \$150 (total, no matter how many directors work on your wedding) is charged and paid directly to the Wedding Directors at the wedding rehearsal.
3. All Saints discourages the use of an outside Wedding Director as the church's Wedding Directors can provide the same services during the ceremony and are familiar with the parish and the priests.
4. Brides can choose to use the wide assortment of fabrics, candles and adornments, greenery and other items available to decorate the church and sanctuary for their wedding day. The Wedding Directors are also the parish's Wedding Decorators and will meet with brides and plan the layout of decorations for the wedding day. No fee is charged for the décor, but since the directors/decorators will be devoting a minimum of five hours to your wedding celebration, a fee of up to \$250 is charged (in addition to the director fee) and paid directly to the decorators at the wedding rehearsal. Many brides may choose to bring their florist, photographer or videographer to acquaint them with the facility and ask any questions they may have. Amount of décor may be limited by the amount of time available prior to or after the ceremony.



5. All decisions about what happens within the church rest with the priest / deacon, the Wedding Directors and the policies of All Saints.
6. All Saints has a **unity candle** stand that can be used free of charge. If the bride wishes, she may purchase unity candles from All Saints at a cost of \$45. In order to fit in the candle stand, the main unity candle must be **three inches** wide. The side candles must be **one inch** wide.
7. The **Request for Decorations Form** included in this packet should be completed during your meeting with the Wedding Directors / Decorators. Copies will be made for your records, and the Wedding Directors / Decorators will keep the original.
8. **No furnishings may be moved in the church building without specific permission of one of the All Saints parish priests/deacons or the Wedding Directors / Decorators.**
9. The All Saints Wedding Directors / Decorators is working for you in a professional capacity. Please do not feel obligated to invite the director to your rehearsal dinner or wedding reception.

Scheduling Vocalists/Accompanists & Music Regulations

1. All Saints' Director of Music must be contacted at least **FOUR MONTHS IN ADVANCE**. The Director of Music provides guidance with music selection and can recommend approved accompanists and vocalists.
2. If you have a relative or friend who is a professional organist/pianist and is familiar with the format of a Catholic wedding liturgy or ceremony or if you wish to hire an outside accompanist, you may invite that person to serve at your wedding. **This person must be auditioned and approved in advance by the Director of Music.** Only competent, professional organists are qualified to play our organ. If the person you have in mind is uncomfortable with the idea of playing an unfamiliar organ, it is best to leave that important role to the recommendation of the Director of Music. Director of Music may require having an All Saints Music Ministry employee on hand in the event of equipment/sound system malfunction.
3. Vocalists / Accompanists / Instrumentalists must perform from the area designated.
4. Arrangements for musicians to attend the wedding rehearsal should be discussed with each musician.
5. Fees for each vocalist / accompanist / instrumentalist are not set by All Saints and should be discussed with those hired and paid to the individual at the wedding rehearsal or at the designation of the musicians.
6. All Saints does not permit pre-recorded music at any time before, during or after the ceremony.
7. Approved secular music may only be sung before the wedding ceremony.
8. Mainstream "pop music" is not acceptable for any sacred liturgy.
9. Vocalists / Accompanists / Instrumentalists should be provided with a Wedding Program / Worship Aide prior to the wedding day.
10. Vocalists / Accompanists / Instrumentalists are working for you in a professional capacity. Please do not feel obligated to invite them to your rehearsal dinner or wedding reception.



Diocese of Knoxville General Guidelines

1. All Saints is part of a larger church, the Diocese of Knoxville. In keeping with Diocesan policy, all weddings must be scheduled at least **four months in advance**.
2. Each couple must go through a period of instructions with the parish priest / deacon. The Catholic party must be a practicing Catholic and the couple must participate in one of the following opportunities:
 - a. Attend a weekend for the engaged:
Weekends for the engaged begin on Friday evenings and end Sunday afternoons at a nearby retreat/conference center and take place as often as six times a year. The cost is approximately \$250. Additional information, including how to register, can be obtained from the parish office or from the priest/deacon preparing you for your wedding.
 - b. Attend weeknights for the engaged:
Weeknights for the engaged consist of five two-hour sessions with a host couple at their home. A great deal of flexibility is needed to participate in this program. There is no cost to attend this program. To register or for more information, contact the parish office.

NOTE: *If a couple is completing their marriage preparation in another Diocese, All Saints must have written verification four weeks prior to the ceremony that all requirements for the Diocese in which the preparation is done have been fulfilled.*

3. Each couple must meet with a Facilitator to take and discuss the FOCCUS Inventory. The inventory is administered here at All Saints. This inventory focuses on helping a couple explore issues related to marriage (e.g. communication skills, finance, in-law relationships, faith issues, parenting issues and personality styles). The inventory involves completing a questionnaire and follow-up sessions. At the completion of the FOCCUS Inventory you will receive a certificate which provides a discount on the purchase of your marriage license.
4. You may not be aware that the Catholic Church feels couples' living together before marriage is not in harmony with gospel values. We are happy to witness your marriage so your living arrangements can be brought into harmony with God's laws. However, we strongly encourage you to consider living apart during the crucial time of discernment. It is profoundly important your choice to marry is one made with total freedom, and that freedom can be more readily achieved if you are not already living together. We know God will bless your decision to live separately. If you cannot do so, however, we encourage you to receive the Sacrament of Reconciliation prior to your wedding.
5. An All Saints parish priest / deacon must approve all wedding plans to be sure that they keep within the spirit of the church's instructions on wedding ceremonies. If you have questions about anything not covered in these guidelines, please contact the Wedding Director before making final decisions.
6. The priest / deacon who is to preside at your wedding will administer the Pre-Nuptial Investigation which is required to be filled out by all Catholics wishing to be sacramentally married.
7. Baptized non-Catholics must supply a copy of their Baptismal Certificates.
8. Baptized Catholics must notify the church where they were baptized to send a recent copy (*issued in the last six months*) of their Baptismal Certificate.



9. If the bride or groom has not been baptized, the presiding priest / deacon will help apply for a dispensation (*special permission from the bishop*).
10. If either the bride or groom has been previously married (in any church or civil ceremony), then a Catholic Church Declaration of Nullity of the previous marriage must be obtained. This process could take years to complete, depending on the circumstances. In the case of a marriage being dissolved by the death of a spouse, a death certificate must be obtained before plans proceed.
11. In order for a priest / deacon to participate in a wedding taking place at a non-Catholic church, a dispensation must be obtained. The presiding priest/deacon will provide you with proper forms.
12. The Catholic Church does not normally allow outdoor weddings. Permission for an outdoor wedding may be granted only by the Bishop. This permission is rarely granted and is done so only in extraordinary circumstances.

All Saints Parish General Guidelines

1. Ministers for other denominations are welcome to assist in wedding ceremonies at All Saints. Please provide one month's notification to the priest / deacon and Wedding Directors if you will be bringing a guest minister.
1. Flower girls and ring bearers are welcomed, but if not at least five years old, they should sit with parents in pews after the procession and not remain in the sanctuary with the bridal party.
2. Lectors chosen to do the readings at weddings should be picked because of the ability to speak publicly and should be willing to practice their selected reading during the wedding rehearsal.
3. Couples must supply their own marriage licenses.
4. All sacramental paperwork (baptismal certificates, Declaration of Nullity, etc.) should be filed with All Saints **no later than four weeks before the wedding**.
5. For insurance and safety reasons, no rice or birdseed may be thrown or handed out on the premises.
6. All Saints is a smoke-free property. Please ask your guests to respect this policy.
7. No alcoholic beverages are allowed in the church building at any time.
8. Changing rooms for both men and women are provided. Please leave the rooms in the same order and cleanliness as you found them.
9. The Reconciliation Room is not available for use (e.g. storage of items) at weddings.
10. For safety and insurance reasons, we do not allow aisle runners or flower petals to be dropped along the aisle.
11. All wedding parties are asked to leave the church and all church furnishings in the same cleanliness and order in which they were found. Please note that All Saints Parish does not have a janitor or cleaning service. **The Church is maintained and cleaned by parish volunteers.** Your cooperation will be greatly appreciated!
12. It is the responsibility of the couple to share the "General Guidelines" as well as specific instructions for various vendors with all groups involved with the wedding.



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All Saints Florist Guidelines

Revised February 2015

The following guidelines should be shared with your florist:

1. For daytime weddings, the florists will be allowed to decorate the church two hours in advance as long as there are no other scheduled sacramental celebrations.
2. Sanctuary furnishings may not be moved except by an All Saints Parish priest / deacon or the Wedding Directors / Decorators.
3. No floral arrangements can be placed on or in front of any sanctuary furnishings (e.g. altar, ambo, etc.) Flowers in front of the crucifix may not cover any of the cross. You are welcome to use flower stands owned by the church. Please make arrangements with the Wedding Directors / Decorators to use these stands before the day of the wedding.
4. Arrangements beyond floral décor should be made following the consultation with the Wedding Directors / Decorators.
5. Depending on the church's liturgical season, there may be limitations on decorations allowed (e.g. Advent, Lent, Easter, etc.) If you are unsure, please check with the Wedding Directors / Decorators.
6. Candles, flowers, plants or other decorations which are not being donated to the church must be removed within two hours of the end of the wedding ceremony or before the next regularly scheduled Mass.
7. It is the responsibility of the florist to clean up any fallen leaves, petals, etc. Vacuum cleaners are available at the church for this purpose.
8. Only dripless candles can be used.
9. Nothing may be nailed or otherwise attached into any All Saints walls or furnishings
10. Decorations may not be attached to pews in any way that may remove the pew finish (e.g. no tape).



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All Saints Photographer Guidelines

Revised February 2015

The following guidelines should be shared with your photographer:

1. Photographers are not allowed in the sanctuary (red carpeted area) at any time during the wedding ceremony.
2. Please check with the Wedding Directors / Decorators to determine additional locations in the church where photography is appropriate.
3. No flash photography may be taken during the wedding ceremony but is allowed during the procession in and out of the church.
4. Once the ceremony has begun, photographers should remain in one place and not be moving around.
5. All photography sessions must end at least forty-five minutes before the next scheduled parish Mass.
6. Photographers may not move parish furnishings.
7. Photographers may use the Parish Hall for pictures only if the Parish Hall has been reserved by the wedding party.
8. Photographers may not stand on any church furnishings. The church does have several step ladders available.



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All Saints Videographer Policies

Revised January 2015

The following guidelines should be shared with your video photographer:

1. Please check with the Wedding Directors / Decorators to approve all locations for video cameras.
2. An unmanned video camera may be set up in the sanctuary - check with the Wedding Director for location approval.
3. All manned video cameras must be stationary during the entire wedding ceremony.
4. All Saints can provide a direct audio feed.
5. All Saints can provide a view from the sound room, which is up high in the rear of the church.



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All Saints Parish Hall Guidelines

Revised February 2015

1. Bill Menhinick, Facilities Manager, must be contacted **FOUR MONTHS IN ADVANCE** when you schedule the Parish Hall for your reception. Bill oversees the cleaning, set-up and use of the hall.
2. If the Parish Hall is being used for the reception, a meeting must be scheduled with Bill Menhinick at least **FOUR WEEKS IN ADVANCE**. You will be instructed on how to unlock the Parish Hall, turn on lights, control the heating and air-conditioning system and other details.
3. The Parish Hall fee you pay covers set up of Tables and Chairs only. It does not include decorations, linens or table settings.
4. All reception vendors (D.J., caterer, etc.) must contact Bill Menhinick at least **FOUR WEEKS IN ADVANCE** to be instructed on use of the Parish Hall and policies specific to their needs.
5. If alcohol is to be served at a reception, it should be noted that All Saints allows only wine, champagne and / or beer to be served, and only inside the Parish Hall. **No "hard" liquors are permitted without permission. Only licensed bartenders may serve alcohol.**
6. For insurance reasons, no rice or birdseed may be thrown or handed out on the premises.
7. All Saints is a smoke-free property. Please ask your guests to respect this. It is your responsibility to check outdoor areas for cigarette butts before you leave. If an All Saints volunteer or employee has to do this, the deposit fee will be forfeited.
8. All Saints' 25 round tables are 60 inches in diameter and stand 30 inches above the ground.
9. No decorations may be attached to the walls or ceiling surfaces. Only dripless candles may be used.
10. All Saints coffee makers may be used, but receptions must supply their own coffee and supplies.
11. Because of our concern about environmental issues, the Diocese of Knoxville has requested that no Styrofoam products be used.
12. **All Saints allows only one wedding reception to be scheduled on a given day.** This is done on a first come basis by filling out paperwork included in this packet and returning it with the appropriate deposit.
13. All Saints' Wedding Directors / Decorators are available to coordinate your on-site reception for an additional fee, to be determined upon meeting with the couple.



The Wedding Rehearsal

1. The All Saints Wedding Directors / Decorators will be present for both the wedding rehearsal and the wedding liturgy to facilitate the ceremony. (*see page 2*).
2. Please review pages 1 and 2 for time constraints on scheduling your wedding rehearsal.
3. The wedding rehearsal is directed by the presiding priest / deacon and focuses on all those who have specific duties during the ceremony. These people are expected to attend the wedding rehearsal.
 - Bride and Groom
 - Best Man and Groomsmen; Maid / Matron of Honor and Bridesmaids
 - Any children in the wedding party, accompanied by their adult caretakers
 - Parents of the Bride and Groom
 - Grandparents of the Bride and Groom (if they are involved in the procession)
 - Lectors (people proclaiming the Scripture readings)
 - Offertory Gift-bearers (only if Mass is celebrated)
 - Commissioned Roman Catholic Extraordinary Ministers of the Eucharist (only if Mass is celebrated)
 - Ushers, Greeters
 - Wedding Director
4. The couple and presiding priest / deacon are responsible for completing all required legal and sacramental paperwork. All sacramental paperwork should have been filed with All Saints no later than four weeks before the wedding. However, legal paperwork will not have been completed. Please bring the marriage license to the wedding rehearsal and give it to the presiding priest / deacon or All Saints Wedding Directors.
5. Checks for vocalists, accompanists, instrumentalists, parish or presider gifts (if given) and Wedding Directors should be distributed to the parties at beginning or end of rehearsal.
6. If you are using unity candles not provided by All Saints, the candles should be brought to the rehearsal.
7. Wedding programs should be brought to the rehearsal.



The Wedding Day

1. Outside vendors may begin decorating the church or setting up equipment two hours prior to your scheduled wedding.
2. A dressing room for the bride and her attendants is available in the main church building. During the week, the room doubles as the parish resource room. The room is furnished with a private bathroom, full length mirror and make-up counter with extra lighting. Food and drinks are allowed, however, no alcoholic beverages are permitted. For security purposes, we ask you to remove your personal belongings as soon as possible following your wedding. The bridal room will be locked during the ceremony.
3. A dressing room for the groom and groomsmen is available in the Parish Hall. The room is furnished with a big screen TV and couches and is across from bathroom facilities. Food and drinks are allowed, however, no alcoholic beverages are permitted. For security purposes, we ask you to remove your personal belongings as soon as possible following your wedding. The room will be locked during the ceremony.
4. All Saints' Wedding Directors will assist you and your wedding party at the rehearsal and on your wedding day. The directors will arrive early to open the church, provide vendors with any necessary tools or equipment, decorate with All Saints' décor per the couple's specifications, turn on the sound system for approved musicians from outside the parish and answer any questions the couple or the wedding party may have.
5. Please ask someone to be responsible for immediately removing any decorative items you will not be donating to the church.

After The Wedding Day

1. If you will be living within All Saints' parish community, we hope to welcome you to our Christian community. Please register as a new family. Parish census forms are available in the main church or from the parish office. We encourage you to become involved in parish life. Registering at All Saints is important for future considerations including baptisms and attendance at area Catholic schools.
2. If you will be living elsewhere, please register at your local parish and become actively involved in your new Christian community.
3. Please know that the priest / deacon who presided at your wedding and assisted you with your marriage preparation is always available for ongoing discussion about the sacrament of Marriage or any aspect of married life.



All Saints Marriage Preparation Form

Groom

Bride

Full Name	_____	_____
Address	_____ _____	_____ _____
Phone	(H) _____ (C) _____	(H) _____ (C) _____
Date of Birth	_____	_____
Place of Birth	_____	_____
Religion	_____	_____
Church Attending	_____	_____
Baptized	Yes _____ No _____	Yes _____ No _____
Previously Married	Yes _____ No _____	Yes _____ No _____
Instruction Option	Weekend for Engaged _____ Weeknights for Engaged _____	FOCCUS Inventory <u>X</u> <i>(required of all couples)</i>
Mass at Wedding	Yes _____ No _____	
Wedding Date	_____	Wedding Time _____
Maid/Matron of Honor	_____	Number of Bridesmaids _____
Best Man	_____	Number of Groomsmen _____
Wedding Location (if other than All Saints)	_____	
Location of Wedding Reception	_____	
Rehearsal Date	_____	Rehearsal Time _____ <i>(not before 6:00 p.m. on the first Friday of the month)</i>
Location of Rehearsal Dinner	_____	
Priest / Deacon	_____	

We have read the attached "Wedding Guidelines" and understand it is our obligation to communicate these guidelines to the appropriate people we will be using for our wedding ceremony.

Signature of Groom

Signature of Bride



Request for Church Decorations

Bride: _____

Phone: _____

Groom: _____

Phone: _____

Date of Ceremony: _____

Time: _____

Date of Rehearsal: _____

Time: _____

This form should be completed during your meeting with All Saints' Wedding Directors/Decorators, even if you choose not to use anything listed here. A copy will be made for your records and the Wedding Director/Decorator will keep the original.

Check Selections

- Unity Candle Stand
- All Saints Unity Candles (**Fee: \$45**) Check if you are providing Unity Candles
- White Draping on Sanctuary Candles
- Greenery/White Flowers on Sanctuary Candles
- Two Flower Stands/Two Flower Columns (select one)
- Greenery/Candles/Flowers arranged between Sanctuary Candles

Describe after meeting with Wedding Director/Decorator _____

- Large Candles and White Draping Lining Main Aisle
- Table Arranged for Wedding Programs/Guestbook
- White Draping Around Church's Main Doors
- Other

Describe after meeting with Wedding Director/Decorator _____

Decorator Fee: up to \$150

I have read this form, and I choose not to use any of the items listed here.

Initials



All Saints Facilities Fee Schedule

(Effective July 1, 2015)

Please use the following to estimate your cost for use of our facilities.

Definitions:

1. **Active Registered Parishioner** – A person who is registered with All Saints Parish and has consistently (weekly) contributed financially to the parish for at least 12 months.
2. **Non – Active Registered Parishioner** – A person who is registered with All Saints Parish but does not consistently (weekly) contribute financially to the parish or who has been a registered member for less than 12 months.
3. **Non – Registered** – A person who is not a registered parishioner of All Saints Parish.

Use of the Church

Registered parishioners No fee

All Saints is your home and we welcome the opportunity to celebrate with you.

Catholics from other parishes \$500

Gift to church to cover utilities, cleaning, insurance Voluntary

These fees must be paid at the time the church is reserved.

Presiding Priest / Deacon Voluntary

Part of the regular duty of a priest/deacon is to prepare a couple for marriage and preside at the ceremony. He is grateful for any act of appreciation by there is no set fee involved.

Decorating the Church

Fabric, tables, unity candle stand, silk flowers & greenery No fee

Unity Candle \$45

Decorator (see page 2)..... up to \$250

These fees must be paid at the wedding rehearsal.

Wedding Director \$150

These fees must be paid at the wedding rehearsal.

Musicians

Accompanist TBD with chosen accompanist

Soloist / Vocalists TBD with chosen vocalists

These fees must be paid at the wedding rehearsal or at the designation of the hired musician(s).



Use of the Parish Hall (Receptions/Rehearsal Dinners)

Registered Active Parishioners	\$350
Registered Non-Active Parishioner	\$750
Catholics Not Registered	\$1,000
Set Up Fee (includes set-up and take down of tables and chairs)	\$1.00/person, \$100 minimum
Refundable Deposit	\$250

(This fee will be returned in its entirety if the Parish Hall is left in the same condition as which it was found. If extra clean up is necessary, \$25 per hour [one-hour minimum] will be deducted from the deposit for cleanup.)

These fees must be paid at the time the parish hall is reserved.

Fees for Use of Parish Hall Kitchen Facilities

Category 1 – Cold Storage and use for food preparation that does not include cooking or use of cooking / preparation equipment.

Registered and Active Members of All Saints Parish	
Use Fee	\$150
Refundable Damage Deposit	\$200

Registered but Non-Active Members of All Saints Parish	
Use Fee	\$300
Refundable Damage Deposit	\$250

Not -Registered with All Saints Parish	
Use Fee	\$500
Refundable Damage Deposit	\$250

Category 2 – Full use including all equipment

Registered and Active Members of All Saints Parish	
Use Fee	\$300
Refundable Damage Deposit	\$200

Registered but Non-Active Members of All Saints Parish	
Use Fee	\$500
Refundable Damage Deposit	\$250

Not -Registered with All Saints Parish	
Use Fee	\$750
Refundable Damage Deposit	\$250