



ST. ANNE'S
CHURCH

Weddings



PHILOSOPHY, POLICIES, PROCEDURES AND FEES



Table of Contents

Wedding Philosophy	2
Wedding Policies and Procedures	5
Wedding Focus, Facilities and Available Seating.....	5
Who Can Get Married at St. Anne’s Church.....	6
Available Days and Times for Weddings	6
How to Schedule Your Wedding	7
Meeting with Father DeWayne Adams.....	8
Wedding Coordinator and Wedding Team.....	8
Vendor List.....	9
Here to Help	9
Items Supplied by St. Anne’s Church	10
Wedding and Reception Providers and Vendors.....	10
Clergy	10
Music	11
Flowers, Candles and Other Decorations	12
Photography and Videography.....	13
Bridal Portraits.....	13
Wedding and Reception Photography	13
Flash Photography During the Wedding Ceremony.....	13
Videography During the Wedding Ceremony	14
Wedding Programs.....	14
Caterers.....	14
Additional Wedding Events	15
Your Bridal Shower.....	15
Your Wedding Rehearsal	16
Reception Policies and Procedures	17
Reception Accommodations and Available Seating.....	17
Food and Alcohol Policies.....	17
Reception Vendors.....	18
Wedding Coordinator and Wedding Team.....	18
Items Supplied by St. Anne’s Church	18
Receiving Line.....	18
Your Reception Planning	18
Décor.....	18
Wedding Cake	19
Beverages and Snacks	19
Catered Food	19
Servers.....	19
Music and Dancing.....	20
Showing Slideshows or Videos.....	20
Your Send-Off and Departure	21
Wedding and Reception Fees	21
Small Church Wedding.....	22
Our Wedding Packages.....	23
Included in Your Wedding Package	23
Wedding Package Fees.....	24
Why Choose St. Anne’s Church/Contact List	25

Wedding Philosophy

Definitions:

Marriage, Ceremony and Solemnization

To get a clear understanding of the position of the Church with respect to the Solemnization of Holy Matrimony, let's start with a good understanding of these terms: *marriage*, *ceremony* and *solemnization*.

In his book, *Faith and Practice*, The Rt. Reverend Frank E. Wilson (the late bishop of Eau Claire, Wisconsin), gives a clear explanation of each.

“A marriage consists of the mutual consent on the part of a man and woman to live together as husband and wife.”

“A Wedding is the Ceremony by which the consent is certified and made public.”



“The Solemnization is the Blessing by which the Church sanctifies the union.”

With the above definitions in mind, please consider the following statements from *Faith and Practice* by Reverend Wilson:

1. A Marriage is contracted by a man and a woman through the exchanging of vows made by one to the other; in short, the man and the woman marry one another. The Officiant at a marriage, be it a Justice of the Peace or a Clergyman, does not “marry” the couple; rather, he is a legally constituted representative of the state, certifying that the man and the woman have

lawfully wed one another in accordance with the laws of the particular civil jurisdiction in which the marriage takes place.

2. At the heart of The Ceremony is “ratification of the nuptial contract in the presence of witnesses.” Anything beyond this is but an enrichment for the purpose of creating either a meaningful or socially acceptable atmosphere (e.g., flowers, music, photographs and receptions). If a couple wishes for their wedding to take place in the living room of a home, or in a commercial chapel, or in a different Church, the Anglican Church has no particular requirements (unless, of course, a Priest of the Anglican Church is asked to officiate). For after all, the choice of the Officiant and the locale of the wedding is the prerogative of those involved, as is the choice of enrichments to embellish the ceremonies. If a couple genuinely desires their wedding to take place within a Christian context, they will want to be certain that the Ceremony (no matter where it takes place), is not marred with ostentation or a superficial regard for the Biblical teaching that marriage is essentially sacred in nature.
3. If a couple wishes to have their marriage Solemnized by a Priest of the Church in accordance with “The Form of Solemnization of Matrimony,” from the Book of Common Prayer, then the Anglican Church does have a great deal to say, for at this point it is the Church, and not the couple, who presides over the ceremony. This authority of the church is very proper because the Ceremony is no longer just a civil function, but a religious rite.

At the heart of The Solemnization are two essential functions instead of one:

A public ceremony of the nuptial contract in the presence of witnesses.

“Through its priest, the Church bestows the Blessing of God upon the union, with prayer that the parties concerned may have Grace to fulfill their vows of fidelity and to create a Christian family and home.”

The Canons of The Anglican Church

Please understand that the Church’s viewpoint is not one of arbitrariness and neither are its rules and regulations with respect to the Marriage and to the Ceremony. The Church’s responsibility is to be a steward of the Sanctity of Marriage.

In order to safeguard the Sanctity of Holy Matrimony as a lifetime union between a man and a woman and in order to be certain that a Christian Sacrament is neither administered lightly, nor indifferently received, the Canons of the Church stipulate these specific requirements:

According to the Canons of The Anglican Church, “No Minister of this Church shall solemnize any Marriage unless the following conditions are complied with:

He shall have ascertained the right of the parties to contract a marriage according to the laws of the State.

He shall have ascertained the right of the parties to contract a marriage according to the laws of this Church and not in violation of certain specified impediments, such as consanguinity, mental deficiency, insanity, duress or fraud.

He shall have ascertained that at least one of the parties has received Holy Baptism.

He shall have instructed the parties as to the nature of Holy Matrimony.

The intention of the parties to contract a marriage shall have been certified to the Minister at least three (3) months before the Service of Solemnization provided that, for weighty cause, the Minister may dispense with this requirement if one of the Parties is a member of his congregation or can furnish satisfactory evidence of his responsibility.

If either party has been divorced, then permission to remarry must be obtained from the Bishop no later than one (1) month before the wedding. The final decree must be presented to the Minister at the first counseling session.

There shall be present at least two (2) witnesses to the Solemnization.

The Minister shall have required that the parties sign the following Declaration of Intention:

“We, _____ and _____, desiring to receive the blessing of Holy Matrimony in the Church, do so solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the form of Solemnization of Holy Matrimony in The Book of Common Prayer. We believe it is for the purpose of mutual fellowship, encouragement and understanding, for the procreation (if it may be) of children, and their physical and spiritual nurture, for the safeguarding and benefit of society. And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God’s help thereto.”

In view of all of the foregoing, it is clear that the Church has a vested interest in each marriage it solemnizes. This means that the Church normally expects to have some continuing relationship with at least one, and preferably both, of the parties who contract the marriage.

Through this relationship, the marriage remains actively within the Fellowship of the Household of Faith. Guidance and counseling, for example, will be needed at one time or another; Christian nurture must be available for the children; and into the family’s full life will be brought the Grace of God, which is literally a must if the marriage is to endure in love, to

Wedding Policies and Procedures

Wedding Focus, Facilities and Available Seating

Given the Canons of The Anglican Church (see pages 3 and 4), the Sanctity of Holy Matrimony, and the Church's vested interest in true Christian Marriage, St. Anne's Church is much more than a wedding venue.

Your wedding ceremony in the Nave and Sanctuary at St. Anne's Church is a sacramental rite. Remember from page 2:

Through its priest, the Church bestows the Blessing of God upon the union, with prayer that the parties concerned may have Grace to fulfill their vows of fidelity and to create a Christian family and home.

St. Anne's Church ~ Wedding Ceremony

- ◆ Lovely, Christian house of worship in the Anglican tradition
- ◆ Stone church building with stained glass, pipe organ and wonderful acoustics
- ◆ Seating for up to 175 guests*
- ◆ Dressing rooms available for bride and bridesmaids, and for groom and groomsmen (ladies in the Brides Room pictured here; men in the Library)
- ◆ Grounds and church building available for scheduled bridal portraits



Parish Hall and Atrium ~ Wedding Reception

We provide comfortable reception space in our Parish Hall, with additional seating available in our Atrium, which extends beyond the Parish Hall. The glass wall between these two spaces can be opened.

- ◆ Seating at round tables for up to 100 guests
- ◆ Buffet/hors d'oeuvres reception space for up to 200 guests (some seated/some standing)
- ◆ Full kitchen available for reception prepping

Please see pages 17 through 21 for additional information about your wedding reception at St. Anne's Church. See page 15 for information on bridal showers.

*The local fire code allows for a maximum of 225 people in our building.

Who Can Get Married at St. Anne's Church

If the priest assesses that the bride and groom have met all of the requirements of the Canons of the Anglican Church (see pages 3 and 4), **one or more of these conditions must also be met in order for your wedding ceremony to take place at St. Anne's Church:**

- ◆ The bride or the groom is a member of St. Anne's Church.
- ◆ The bride or the groom attended St. Anne's Church in the past.
- ◆ One of the bride's or groom's parents or step-parents is a member of St. Anne's Church.
- ◆ One of the bride's or groom's grandparents or step-grandparents is a member of St. Anne's Church.
- ◆ One of the bride's or groom's aunts or uncles is a member of St. Anne's Church.
- ◆ The bride or the groom is an active member of a _____ Christian church, and _____.

Available Days and Times for Weddings

St. Anne's Church is available for weddings and wedding rehearsals every day of the week except for Sunday. Our church is not available for weddings on holidays or certain Holy Days on the church calendar.

In order to provide you with the best possible service and attention, we schedule one wedding per day.

Building Opening and Closing Times

Our church office is open from 9:00 A.M. to 3:00 P.M. Tuesday through Friday.

All of your wedding day events must be concluded, with the building and grounds vacated by all guests and vendors, by midnight.

Available Wedding Times

The earliest wedding time available is 10:00 A.M. The latest wedding time available is 7:00 P.M.

Morning Weddings

For a morning wedding, which can take place Monday through Saturday, you and your attendants and vendors may arrive at the building at 8:00 A.M. or later. Your Wedding Coordinator will coordinate your arrival time with you.





Saturday Weddings

Please note that the scheduling of a Saturday evening wedding includes an additional \$300 premium cost, to allow for the proper payment of our late-night custodial staff, who must prepare the church building for Sunday morning worship.

If your Saturday wedding and reception are completed by 6:00 P.M., you will not be required to pay the Saturday evening \$300 premium cost. Likewise, **if your wedding day events conclude after 6:00 P.M. on a Saturday, you will be required to pay the Saturday evening \$300 premium cost.**

How to Schedule Your Wedding

Holidays and various activities scheduled on our church calendar will impact the availability of St. Anne's Church for your wedding on a particular date. Please note that St. Anne's Church is not available for weddings during the Lenten Season or during the Advent Season. December weddings can be scheduled between December 26 and December 31, excluding Sundays.

Please contact the Parish Administrator at bev@stannesfw.org or 817-237-1888, or visit the church office between 9:00 A.M. and 3:00 P.M. Tuesday through Friday, to discuss the availability of your desired wedding date and time, and possible alternative dates and times.

After the Parish Administrator checks the church calendar, a Wedding Date Request Form will be submitted to Father DeWayne. When your wedding date and time have been approved by Father DeWayne, the Parish Administrator will contact you to confirm the availability of St. Anne's Church for your requested wedding date and time.

You must pay the appropriate fees to reserve the church for your wedding. See pages 21 to 24 for information about our fees. You'll receive a PayPal invoice via email. You can pay online or you can deliver or mail a check to the church office (St. Anne's Church, 6055 Azle Avenue, Ft. Worth, TX 76135).

Please contact us at least 3 months in advance of your desired wedding date, in order to comply with the Canons of The Anglican Church (see page 4), and to allow us to gather as much information as possible about your wedding plans and facility needs.



Meeting with Father DeWayne Adams

All couples are required to participate in counseling sessions with Father DeWayne before their wedding. The number of sessions required will be assessed at the first session. If either of you has been divorced, you must bring your divorce decree(s) to your first counseling session with Father DeWayne.

Please call the church office at 817-237-1888 or email Father DeWayne at rector@stannesfw.org with any questions and to schedule your first counseling session.

Wedding Coordinator and Wedding Team

To help make your wedding day an organized and joyful experience for you, your family and friends, and to ensure that our policies and procedures are understood and followed, we provide a Wedding Coordinator and Wedding Team to answer your questions and to help facilitate your wedding (and your reception, if held at St. Anne's Church). Please note that our Wedding Coordinator and Wedding Team do not assist with reception planning or management for receptions that are not held at St. Anne's Church.

The Wedding Coordinator will work with the bride and the head of her House Party to make sure your wedding day runs as smoothly as possible. (Your House Party is your group of friends/relatives who will be assisting you at your rehearsal, wedding and reception.)

Vendor List

The Wedding Coordinator will provide you with a list of recommended vendors to assist you in your wedding planning. You are not required to use the vendors from this list.

If you choose vendors who are not on the list provided by the Wedding Coordinator, make sure your florist, instrumentalists, photographer/videographer, caterers and any other vendors read and understand the policies and procedures detailed in this brochure.

All of your vendors will be required to comply with these policies and procedures.

Here to Help

Please contact our Wedding Coordinator with questions, to discuss ideas, and to keep her posted on your vendor selections and progress, as needed, as you complete various tasks to prepare for your wedding.

When Your Wedding Coordinator/Team Will Be Here

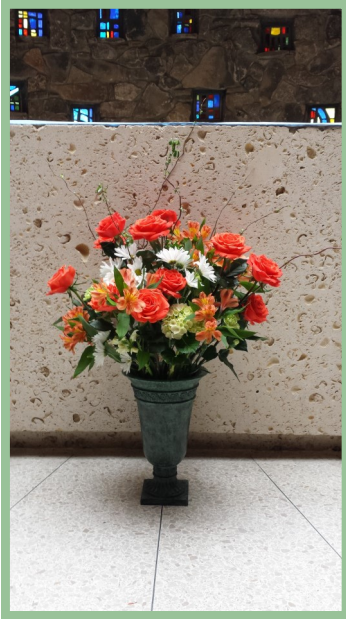
Your Wedding Coordinator and/or ladies from your Wedding Team will be here to help and answer questions during these times/events:

- ◆ Bridal shower at St. Anne's Church
- ◆ Any pew and reception table decorating
- ◆ Wedding rehearsal
- ◆ Wedding party preparation time before the wedding ceremony
- ◆ Wedding ceremony
- ◆ Reception, if held at St. Anne's Church



Services/Tasks

- ◆ Giving the bride (or groom) our current list of recommended vendors
- ◆ Being available for regular contact about wedding planning—with the bride and her vendors
- ◆ Providing information and assistance to the wedding party, vendors and guests
- ◆ Facilitating and providing guidance during the events listed on page 9, so they go smoothly and successfully
- ◆ Directing the wedding party down the aisle for the wedding ceremony



Items Supplied by St. Anne's Church

Wedding Gift Table

Your Wedding Team will provide a table and tablecloth for your wedding gifts.

If your reception will not be held at St. Anne's Church, designate the people who will be moving your gifts to vehicles for you.

Guest Book Pedestal Stand

The church will supply a pedestal stand for your guest book. This can be placed in the Narthex (front hall) or in the reception area, based on your preference.

Easel to Display

Your Bridal Portrait

Our easel can be positioned in the Narthex (front hall) or in the reception area, based on your preference. Your House Party can

move the easel and your portrait from the Narthex into the Parish Hall for your reception, if desired.

All other wedding ceremony decorations are the responsibility of the wedding party and must be approved by the Wedding Coordinator.

See the Contact List for names, phone numbers and emails.

Wedding and Reception Providers and Vendors

Clergy

The parish priest, Father DeWayne Adams, is in charge of the wedding rehearsal, and the wedding ceremony/service will be under his direction. **If both the bride and groom are communicants of the Church, communion may take place within the framework of the wedding.** All baptized Christians in the wedding party may receive communion. Persons not baptized may receive a blessing from Father DeWayne.

A priest from another parish may officiate at the wedding, if Father DeWayne has given permission. Also, a minister from another denomination may assist, provided that the Bishop has given his approval.

Music

Since your wedding ceremony is a sacramental rite, all music must be suitable for a church service, as distinguished from a social gathering. (For example, “Here Comes the Bride” is not one of the available Processional music choices.) Your music selections must be approved by our organist.

Instruments and/or recorded music is allowed. If you’d like, our parish organist is available to play the organ or the piano for your wedding ceremony at St. Anne’s Church.

Please contact Martha McKean, our organist, at kmbhurst@hotmail.com or 817-907-4510 to discuss specific details about the Processional and Recessional music, incidental music played before the service and—if you’d like—music suitable for solos.

If you’d like a soloist to sing at your wedding ceremony, please ensure that your soloist is available to rehearse with the accompanist (or recorded accompaniment) during your wedding rehearsal. See page 16 for more information about your wedding rehearsal.





Flowers, Candles and Other Decorations

The church does not assume responsibility for any items or equipment supplied by the florist, wedding party or decorator.

Do not attach anything to the walls in the church building.

Flowers for your Wedding Ceremony

One floral arrangement is placed in the Sanctuary in the center in front of the Altar.

Please have your florist consult the Wedding Coordinator regarding the time of delivery, as well as the arrangement, height and placement of the flowers.

Our Flower Team is available to provide floral arranging for your wedding and reception, starting at a minimum cost of \$100 for your altar flower arrangement.

Flower Girls

One or more flower girls may walk down the center aisle. Please consult the Wedding Coordinator about approved flowers for flower girls to drop.

Pew Decorations

Tape, nails and thumbtacks may not be used to attach items to our pews. If you'd like to attach anything to our pews, your attachment techniques must be approved by the Wedding Coordinator.

Candles

If candelabras are used, their height must allow an unobstructed view of the Altar from the pews. If you'd like votive candles in our stained glass window ledges for an evening wedding, there is a \$100 fee for this set-up.

A unity candle is permitted at your wedding at St. Anne's Church.

Use of Flowers After the Ceremony

The flowers on the Altar are for sacred use only. After the ceremony, the Altar Guild will either deliver them to those who are ill, or they will be left in place for the following Sunday as a Thank Offering from the bride and groom.

Flowers used elsewhere in the church may be used at the reception or for any other purpose desired by the bride's family, and should be removed from the church building by the wedding party.

Reception ~ Decorating in Parish Hall

Please consult the Wedding Coordinator regarding your decorating plans in Parish Hall, including the removal or covering of any items on the walls.

Our Flower Team, your florist, your wedding party and/or your decorator may arrange the flowers and/or other decorative items on the tables at the reception. If our Flower Team is providing/arranging the flowers for your reception, our vases must be left on the tables at the conclusion of your reception if you will not be providing your own vases.

St. Anne's Church will provide a lovely easel to hold your bridal portrait, if desired.

Photography and Videography

Bridal Portraits

Please contact our Parish Administrator at 817-237-1888 or bev@stannesfw.org to schedule your bridal portrait photography session at St. Anne's Church. You and your photographer will have access to both the inside of the church and the church grounds for your portrait session.

Wedding and Reception Photography

Photographs may be taken inside the church and outside on the church grounds.

Flash Photography During the Wedding Ceremony

Flash photography is not allowed during the wedding ceremony/service, except at the conclusion of the Recession. The photographer may take one or two flash pictures of the bridal party at the rear of the church as the wedding party concludes its Recession from the Altar (at the end of the wedding ceremony/service).





Videography During the Wedding Ceremony

Video cameras are allowed as long as the videographer is not a distraction to participants or guests. A stationary video camera is recommended.

Wedding Programs

Since your wedding ceremony at St. Anne's Church is a service of Holy Matrimony, the Parish Administrator will prepare and print your wedding programs (on white paper or white cardstock provided by St. Anne's Church, or on your own paper). You'll receive an email with more information.

Instructions for guests will be included in your wedding program. Guests will be asked to respect the traditions of the Church by remaining silent before the service of Holy Matrimony and during the Recession.

Caterers

Please have your cake, food and beverage caterers consult with the Wedding Coordinator regarding the time of delivery, the display and set-up, etc.

Your cake provider is responsible for the delivery and set-up of your wedding cakes, and for providing the proper storage boxes for the top layer of your wedding cake and for your cake topper, which will be sent with the bride and groom or their designated person at the conclusion of the reception.

Your caterers will coordinate the set-up/display of the food and beverages for your reception with the Wedding Coordinator.



Beer, wine and champagne are permitted at your reception in Parish Hall. If beer or wine (or champagne in addition to the toast) will be served, an off-duty police officer must be present at the reception to serve as your security officer. Please contact the Wedding Coordinator if you will need an off-duty police officer.

The serving of any alcohol must end at last 30 minutes before the conclusion of your reception. All wine/beer/champagne containers must be bagged and placed in our two large trash cans outside the kitchen door. If the volume of wine/beer/champagne containers exceeds what those two containers can hold, excess alcohol-related cans/bottles/boxes must be bagged and removed from the church property.

Please see pages 17 through 21 for more information about your reception.

Additional Wedding Events

Your Bridal Shower

Our Parish Hall is available for your bridal shower(s). Our kitchen may be used for prep only.



Beer, wine and/or champagne may be served at your bridal shower. A security officer is not required.

Your bridal shower may take place Monday through Saturday. The earliest available time is 10:00 A.M. The latest time your bridal shower may begin is 7:00 P.M. The building must be vacated no later than 9:00 P.M.

Please contact the Parish Administrator at bev@stannesfw.org or 817-237-1888 to reserve the Parish Hall for your bridal shower.

Your Wedding Rehearsal

Wedding rehearsals are usually held at 6:00 P.M. the evening before the wedding. The Parish Administrator will place your wedding rehearsal on the church calendar for this day and time (except in the case of a Monday wedding). Please contact the Parish Administrator at 817-237-1888 or bev@stannesfw.org if you need to schedule your wedding rehearsal for a different day and/or time.

Marriage License

The couple is responsible for obtaining a state marriage license and bringing their marriage license to the rehearsal. **Your wedding rehearsal will not be conducted without your marriage license.**

What to Bring to Your Wedding Rehearsal

Required:

- ◆ Marriage license

Recommended:

- ◆ Candles, napkins, snacks, etc., for the reception tables
- ◆ Dresses and tuxedos, if desired
- ◆ A small sewing kit with essential items (scissors, needles and thread, safety pins, spot remover, etc.)

If you have any questions, please ask. We want your special day to be filled with wonderful memories you will never forget.





Reception Policies and Procedures

Please note that our Wedding Coordinator and Wedding Team do not assist with reception planning or management for receptions that are not held at St. Anne's Church.

Reception Accommodations & Available Seating

Parish Hall and Atrium*

We provide comfortable reception space in our Parish Hall, with additional seating available in our Atrium, which extends beyond the Parish Hall. The glass wall between these two spaces can be opened.

- ◆ Seating at round tables for up to 100 guests
- ◆ Buffet/hors d'oeuvres reception space for up to 200 guests (some seated/ some standing)
- ◆ Full kitchen available for reception prepping

Food and Alcohol Policies

The bride and groom must select and purchase all food and beverages provided at the reception.

Food and beverages must be kept in the reception area—Parish Hall (and the Atrium, if used for the reception). Guests, vendors and/or the wedding party may not carry food or drinks into other areas of the church building.

*The local fire code allows for a maximum of 225 people in our building.

Beer, wine and champagne are permitted at your reception in Parish Hall. If beer or wine (or champagne in addition to the toast) will be served, an off-duty police officer must be present at the reception to serve as your security officer. Please contact the Wedding Coordinator if you will need an off-duty police officer.

The serving of any alcohol must end at last 30 minutes before the conclusion of the reception. All wine/beer/champagne containers must be bagged and placed in our two large trash cans outside the kitchen door. If the volume of wine/beer/champagne containers exceeds what those two containers can hold, excess alcohol-related cans/bottles/boxes must be bagged and removed from the church property.

Reception Vendors

For policies related to your florist, photographer, caterer, etc., please see the Wedding and Reception Providers and Vendors section beginning on page 10.

Wedding Coordinator and Wedding Team

Receptions at St. Anne's Church are directed by the Wedding Coordinator, who is assisted by the Wedding Team.

Items Supplied by St. Anne's Church

- ◆ We provide 8 round tables and 7 (8-foot-long) rectangular tables
- ◆ Up to 100 upholstered chairs
- ◆ Two 3-foot bar-height tables
- ◆ Small table for the groom's cake
- ◆ Small table with tablecloth for wedding gifts
- ◆ Easel for display of your bridal portrait

Receiving Line

Your Wedding Coordinator will help the head of your House Party plan this, if desired.

Your Reception Planning

Décor

1. The church does not assume responsibility for any items or equipment supplied by the florist, wedding party, decorator or any other provider.
2. Do not attach anything to the walls in the church building.
3. Other than the items provided by St. Anne's Church (listed above), **you are responsible for decorating decisions and costs, including the rental of table linens.**
4. Please consult the Wedding Coordinator for decorating ideas, if you'd like.
5. Remember to discuss your reception decorating plans with the Wedding Coordinator, including the removal or covering of any items on the walls.



Décor Items to Bring

- ◆ Candles
- ◆ Framed photos of the bride and groom, if desired
- ◆ Additional table decoration items you'd like to provide

Our Flower Team, your florist, the wedding party and/or a decorator may arrange the flowers and/or other decorative items on the tables at the reception, with the approval of the Wedding Coordinator.

Wedding Cake

See page 14 for information on our policies and procedures for Caterers, including the vendor who will be baking your cake(s).

Our kitchen is available to be used by your cake baker for prep only.

Let the Wedding Coordinator know who is responsible for taking the cake and cake topper boxes at the end of your reception.

Beverages and Snacks

Items to Bring

- ◆ Any sodas, bottled water and/or punch ingredients not being delivered by your caterer
- ◆ Coffee, tea, sugar and creamer, if not being delivered by your caterer
- ◆ Glasses or plastic cups for beverages, if needed; consult your caterer or Wedding Coordinator for recommendations
- ◆ Any desired snacks, such as nuts, candies, gourmet popcorn, etc.
- ◆ Napkins



Catered Food

See page 14 for information on our policies and procedures for Caterers.

Our kitchen is available to be used by your caterers for prep only.

Servers

You're responsible for providing any servers needed at your reception. Please contact your caterer to confirm the number of servers you will need for your catered food, and how many servers your caterer will be providing.

If your caterer will not be providing your servers, we recommend the following number of servers for your cake and beverage tables:

- ◆ Two servers for the wedding cake table—one to cut the cake and one to serve your guests
- ◆ One server for the groom's cake table, if needed
- ◆ Two servers to pour the coffee and tea—one at each end of the table
- ◆ One or two servers for the punch table



Music and Dancing

You're responsible for providing the music at your reception. If you'd like to include special dances at your reception, your DJ or the person coordinating your music will be responsible for directing the timing for your reception dances: (1) for the bride and groom, (2) for the bride with her father, and (3) for the groom with his mother.

Dancing is allowed at your reception. Your wedding party, House Party and any able-bodied teenagers and adults can move tables and chairs as needed to allow for the floor space you'd like to provide for dancing.

Showing Slideshows or Videos

You may use our technology to show a slideshow or video on our television screen in Parish Hall. You are responsible for testing your slideshow or video to ensure that your medium/file format will work. We recommend that you do a test run several days before your wedding to ensure that this aspect of your reception goes smoothly.

Your Send-Off and Departure

A number of options are available to make your departure from your reception at St. Anne's Church both festive and memorable.

Consider these options:

- ◆ Throwing birdseed
- ◆ Blowing bubbles
- ◆ Waving ribbon streamers
- ◆ Holding/waving sparklers (see your Wedding Coordinator for details)

The throwing of rice or confetti is prohibited. Please discuss any additional options with your Wedding Coordinator to ensure that they are permissible.

Remember, from page 6: **All of your wedding day events must be concluded, with the building and grounds vacated by all guests and vendors, by midnight.**

Wedding and Reception Fees

Choose from our Small Church Wedding, our Wedding and Reception Package or our Wedding Only Package.

Please note that the fee for your Small Church Wedding or the fees in section 1 or 2 of the Wedding Packages chart must be paid before your wedding will be added to the church calendar. See page 7 for more information about scheduling your wedding.



Small Church Wedding

We provide a Small Church Wedding for a maximum of 40 people, including the bride, groom, attendants (bridesmaids and groomsmen) and guests.

The Small Church Wedding provides you and your loved ones with the blessing of an affordable, beautiful church wedding for \$200. The \$200 fee provides the services of Father DeWayne Adams during your counseling sessions and on your wedding day, as well as the use of our building for two hours on your wedding day. **You must bring your marriage license on or before your wedding day in order to be married.**

Counseling sessions with Father DeWayne Adams are required for all weddings. See page 8 for more details.

The Small Church Wedding does not include bridal showers, a wedding rehearsal, your reception, or the services of our Wedding Coordinator or Wedding Team. Also, the Small Church Wedding may not take place on a Saturday evening. If your Small Church Wedding takes place on a Saturday, the building must be vacated by 6:00 P.M.

Please contact the Parish Administrator at bev@stannesfw.org or 817-237-1888 if you'd like to rent the church building for your bridal shower.

Your Small Church Wedding includes:

- ◆ Your pre-marriage counseling sessions and materials
- ◆ The availability of our facilities during business hours (9:00 A.M. to 3:00 P.M., Tuesday through Friday) for your scheduled bridal portraits
- ◆ The use of the church building for two hours on your wedding day for your wedding preparation and wedding ceremony





Our Wedding Packages

Choose from our Wedding and Reception Package or our Wedding Only Package. Additional services, like our Flower Team, votive candles placed in the Nave's window sills and lit for evening weddings, etc., may be added to your package cost to customize your special day.

See pages 8, 9, 10 and 18 for details about the services and items provided by your Wedding Coordinator, Wedding Team and St. Anne's Church.

Included in Your Wedding Package

Your **Wedding Package** includes:

- ◆ Your pre-marriage counseling materials
- ◆ The use of our facilities the day before your wedding, based on availability; please confirm with our Parish Administrator and Wedding Coordinator ahead of time
- ◆ The use of our facilities the day of your wedding; you, your wedding party your house party, and your vendors may arrive up to three hours before your wedding, but no earlier than 8:00 A.M.
- ◆ The use of our facilities for your bridal portraits, bridal shower(s) and wedding rehearsal (see pages 13, 15 and 16 for information about these special events)
- ◆ A \$250 honorarium for Father DeWayne Adams
- ◆ The services of our Wedding Coordinator and Wedding Team
- ◆ The services of our custodian and any additional staff required
- ◆ Your wedding programs
- ◆ The use of the items provided by St. Anne's Church (see pages 10 and 18)

Wedding Package Fees

<i>Item</i>	<i>Cost</i>	<i>Comments</i>
1. Wedding and Reception Package		
Monday through Thursday	\$750	The building is not available on Sundays for weddings or rehearsals.
Friday or Saturday	\$950	
Saturday evening ~ additional premium cost	\$300	See page 7 for details.
2. Wedding Only Package (reception held elsewhere)		
Monday through Thursday	\$550	The building is not available on Sundays for weddings or rehearsals.
Friday or Saturday	\$750	
Saturday evening ~ additional premium cost	\$300	See page 7 for details.
3. Optional Services		
Flower Team ~ Services to be itemized on your invoice, based on your requests	Starts at \$100	We can invoice you separately for this service. Invoice must be paid at least 2 weeks before your wedding.
Votive candles placed and lit in the window ledges in the Nave	\$100	
Organist Martha McKean	\$200	Our organist is available to play the organ and/or the piano for your wedding ceremony.
Security officer (off-duty police officer)	TBD	The Wedding Coordinator will let you know the current rate.



Why Choose St. Anne's Church?

- ◆ Choose St. Anne's for our beauty, reverence and hospitality.
- ◆ Choose St. Anne's for our experienced, dedicated Clergy, Organist, Wedding Coordinator and Wedding Team.
- ◆ Choose St. Anne's for our convenient location, ample parking and lovely grounds.
- ◆ Choose St. Anne's for our affordable wedding packages.



Contact List

Our clergy, staff and Wedding Coordinator are here to help make your wedding and reception at St. Anne's Church a joyful, wonderful time for you and your loved ones. Please contact us with any questions.

Cover photography, bridal photography and page 14 photography of the Nave by Christine Coleman, Little E Photography: <http://littleephotography.com>

<i>Name</i>	<i>Role</i>	<i>Phone</i>	<i>Email</i>
Fr. DeWayne Adams	Rector/Clergy	817-237-1888	rector@stannesfw.org
Melissa Baucum	Wedding Coordinator	817-999-3286	melissabaucum60@gmail.com
Martha McKean	Organist	817-907-4510	kmbhurst@hotmail.com
Bev Pierce	Parish Administrator	817-237-1888	bev@stannesfw.org

'The LORD bless you, and keep you.

The LORD make his face to shine on you, and be gracious to you.

The LORD lift up his face toward you, and give you peace.'



ST. ANNE'S
CHURCH 

6055 Azle Avenue
Fort Worth, TX 76135-2601
stannesfw.org
817-237-1888

Father DeWayne Adams, Interim Rector

Emails

Father DeWayne: rector@stannesfw.org
Church Office: bev@stannesfw.org

Office Hours: 9:00 A.M. to 3:00 P.M., Tuesday through Friday

Worship at 8:00 A.M. and 10:30 A.M.
Sunday School for Adults and Teens at 9:15 A.M.

Worship in Spanish at 1:00 P.M.
Sunday School at 1:00 P.M.
Youth Ministry at 1:00 P.M.

*St. Anne's: a Bible-based church
dedicated to healing, discipling and serving through Jesus Christ.*