

**Saint Stephen's Episcopal Church**

***WEDDING POLICY ACCEPTANCE STATEMENT***

We understand and accept the policies and customs as expressed in the Wedding Guide regarding the Celebration and Blessing of our Marriage at Saint Stephen's Episcopal Church, Sherman, Texas.

We further understand that, in accordance with the Canons of The Episcopal Church, all pre-marital counseling requirements must be met and approval obtained from the Parish Clergy or the Rector of Saint Stephen's Episcopal Church (and the Bishop of the Diocese of Dallas if one or both parties have previously been married and are divorced) before a wedding may take place in the church.

We agree to abide by these policies and customs, as well as those given to us verbally by the Clergy, staff and representatives of Saint Stephen's Episcopal Church, in regard to the planning and celebration of our wedding.

*Signed* \_\_\_\_\_  
Bride

*Signed* \_\_\_\_\_  
Groom

*Date* \_\_\_\_\_

*Signed* \_\_\_\_\_  
Parish Clergy

*Wedding Date* \_\_\_\_\_

*This Wedding Policy Acceptance Statement is to be signed at the first interview in the presence of the Parish Clergy of Saint Stephen's Episcopal Church.*

## Saint Stephen's Episcopal Church

### *WEDDING PREPARATION*

The Celebration and Blessing of a Marriage is one of the sacramental rites of the Church, in accordance with the Book of Common Prayer and the Canons of the Episcopal Church (Title I, Canon 18). As a couple, you have decided that you wish to have the Celebration and Blessing of your Christian marriage in Saint Stephen's Episcopal Church. Given that fact, here are some important things for you to know.

- One of the two persons requesting the sacrament of Holy Matrimony must have been a communicant in good standing of the Episcopal Church and a member of Saint Stephen's for at least six months prior to meeting with the Rector. "Good standing," means actively and regularly worshipping as a member of the church.
- A member of an Episcopal church other than Saint Stephen's may be married at Saint Stephen's, at the Rector's discretion. The member must provide a letter of reference as to his/her standing from the office of the Rector of his/her other congregation before permission to marry at St. Stephen's Episcopal Church may be granted. We are not able to accept requests for weddings of persons who are not active members of some Christian community and who cannot provide the above letter of reference.
- Canon law requires that all persons who desire to be married in the Episcopal Church be instructed in the Episcopal Church's teaching on Marriage, and sign the Declaration of Intention indicating their intention to make the marriage life-long, holy and life affirming.
- If this is a second marriage for either or both of you, the Bishop of the diocese of Dallas must give his consent. This process usually requires a minimum of 90 days after the initial meeting with the Rector.
- The Bishop does not usually give his consent for a third marriage of either party. Only under the most extraordinary of circumstances (i.e., the death of the spouse of a second marriage) will the Rector authorize application to the Bishop after a second marriage. If it is not granted by the Bishop, the marriage may not take place at Saint Stephen's nor can a member of the parish clergy officiate it in any other place.
- **No commitments of any sort** should be made until you have met with the Parish Clergy. Saint Stephen's Episcopal Church will not be held responsible for financial commitments made by the wedding party (i.e., wedding stationery).
- To affirm your commitment to the life necessary for Christian marriage, it is expected you participate in the life of the parish during your wedding preparation by weekly attendance at services and supporting the church with your time, talent and treasure.
- Optional, following the wedding, you are requested to forward a 3" x 5" photograph of the bridal couple with the clergy to the Wedding Director. A special page will be prepared for the Saint Stephen's Wedding Album to commemorate your marriage in the history of the church. (This Wedding Album has not been prepared at this time.)

Our parish will support you during the pre-marital counseling, wedding planning stage, your wedding day and beyond. Please feel free to contact us if you have questions or concerns about any aspect of your plans. God bless you as you continue with your marriage preparations.

## Saint Stephen's Episcopal Church

### ***WEDDING INFORMATION SHEET***

<i><b>Groom</b></i>		<i><b>Bride</b></i>	
Full Name		Full Name	
Address		Address	
City, State Zip		City, State, Zip	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
E-mail		E-mail	
Date of Birth		Date of Birth	
Church Membership & Denomination		Church Membership & Denomination	
Groom's Mother*		Bride's Mother*	
Mother's Hometown		Mother's Hometown	
Groom's Father*		Bride's Father*	
Father's Hometown		Father's Hometown	
Groom's Step-Mother		Bride's Step Mother	
Groom's Step-Father		Bride's Step Father	
<i>*Please list mother's full (including maiden) name and father's complete name.</i>			
Groom's Honor Attendant		Bride's Honor Attendant	
Groom's Attendants (Including Honor Attendant)	___ No ___ Yes Number _____	Bride's Attendants (Including Honor Attendant)	___ No ___ Yes Number _____
Mother Seated	___ No ___ Yes Number _____	Mother Seated	___ No ___ Yes Number _____
Grandmothers Seated	___ No ___ Yes Number _____	Grandmothers Seated	___ No ___ Yes Number _____
Ushers (Total)	___ No ___ Yes Number _____	Flower Attendant(s)	___ No ___ Yes Number ___ Age ___
	Attendants as Ushers Number _____ Additional Ushers Number _____	Ring Bearer(s)	___ No ___ Yes Number ___ Age ___

Date of Wedding \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

***PLEASE TURN PAGE OVER AND COMPLETE THE INFORMATION REQUESTED THERE, AS WELL.***

**Please return one copy of this completed form to the Parish office AND one copy to the Wedding Director no later than 8 weeks prior to Wedding date.**

Saint Stephen's Episcopal Church Parish Telephone 903-892-6610  
 Church Secretary: Helen Summer  
 401 S. Crockett Street  
 Sherman, Texas 75090 E-mail: office@saintstephenssherman.org

• Anna Keller Home: 903-893-7234  
 • Wedding Director Cell: 214-538-6145  
 • 1901 Skaggs Road  
 • Sherman, TX 75090 E-mail: annask@mindspring.com

# Saint Stephen's Episcopal Church

*Wedding Information, continued*

Priest Officiating \_\_\_\_\_

Eucharist \_\_\_ Yes \_\_\_ No      If yes, Priest Celebrating \_\_\_\_\_

Assisting Clergyperson \_\_\_\_\_ Phone No. \_\_\_\_\_

If not from Saint Stephen's, Name and Denomination: \_\_\_\_\_

Photographer \_\_\_\_\_ Phone No. \_\_\_\_\_

Florist \_\_\_\_\_ Phone No. \_\_\_\_\_

Use aisle decorations \_\_\_ No \_\_\_ Yes      If yes, number and location \_\_\_\_\_

Number of expected guests \_\_\_\_\_

**Please return one copy of this completed form to the Parish office AND one copy to the Wedding Director no later than 8 weeks prior to Wedding date.**

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- Sherman, TX 75090 E-mail: annask@mindspring.com

## Saint Stephen's Episcopal Church

### ***WEDDING MINI-DIRECTORY***

Please contact the following persons in the order listed:

- \_\_\_\_\_ 1.    **The Parish Office**, 903-892-6610.  
Permission **must** be received from the Parish Clergy or Rector before any plans are made for a wedding at Saint Stephen's. The Parish Clergy or Rector will discuss the spiritual aspects and marriage requirements, will review with you the wedding liturgy and guide you in making liturgical selections. A wedding should be scheduled well in advance no fewer than 90 days before the service. It is general practice to allow anywhere from 6 months to one year before the desired date. *Note: After permission to marry has been given by the Parish Clergy or Rector, you may proceed to contact the following persons who will assist you in making your plans.*
  
- \_\_\_\_\_ 2.    **Pre-Marital Counseling**  
Counseling is a canonical requirement, necessary to complete before proceeding. Please see "*Pre-Marital Counseling*" section, page 9, for details.
  
- \_\_\_\_\_ 3.    **Wedding Guild Director, Anna Keller**, 903-893-7234 (home) or 214-538-6145 (cell) or e-mail to [annask@mindspring.com](mailto:annask@mindspring.com). A meeting with the Wedding Guild Director should be arranged as soon as possible after receiving permission for the wedding from the Clergy. The Bride and Groom should be familiar with the Wedding Guide prior to that meeting. Please see "*Wedding Guild*" section, page 21, for details.
  
- \_\_\_\_\_ 4.    **Organist**, through the parish office, 903-892-6610.  
All music used before, during and after the service in the church is under the direct supervision of the Director of Music Ministries who must be consulted six to eight weeks prior to the wedding in planning any music for the service. Please see "*Wedding Music*" section, page 11, for details.
  
- \_\_\_\_\_ 5.    **The Parish Clergy or Rector**, 903-892-6610 (parish office).  
Contact the Parish Clergy or Rector again six weeks prior to the wedding date for an appointment to complete work on your wedding liturgy. Please have in mind any special needs you may have for your service, seating arrangements, and arrangements for guests needing special assistance. Please see "*Wedding Liturgy*" section, page 13, for details. If necessary, schedule a meeting with the Parish Clergy, Rector or Priest selected to officiate at your marriage approximately 4 weeks before your wedding day.

## Saint Stephen's Episcopal Church

### ***WEDDING POLICIES STATEMENT AND CUSTOMS***

Saint Stephen's Episcopal Church celebrates marriages according to the Book of Common Prayer, pages 422-438. You will see that the rite is prescribed, but that there is ample provision to make the service special for you by offering alternative selections in the liturgy. In making these choices, the Priests, Wedding Guild Director and Director of Music will guide you to ensure that all is done in accordance with the Canons of The Episcopal Church and is in keeping with the integrity of worship maintained in all Transfiguration services of worship.

In order to enhance the religious aspect of the wedding service, the following policies of Saint Stephen's Episcopal Church have been prepared in response to frequently asked questions:

1. Any person requesting marriage in Saint Stephen's Episcopal Church must be a communicant in good standing for at least six months before the initial planning meeting with the Clergy.
2. Permission to have the marriage at Saint Stephen's Episcopal Church must be received from the Parish Clergy or Rector before any plans are made, especially those that involve expense (stationery printed, reception deposit, florist deposit, etc.).
3. Weddings are normally scheduled on Saturdays and may not be scheduled between Ash Wednesday and Easter Day; during Advent; on New Year's Eve or Day; or on any major feast of the Church Year. Special requests may be made but must be scheduled around existing church services or activities.
4. The vows exchanged by the Bride and Groom are provided in the Book of Common Prayer. Therefore, no other vows may be substituted.
5. Weddings begin promptly at the scheduled time out of courtesy to the guests and many participants.
6. The congregation stands at the sound of the Sacristy Bell, signaling the beginning of the wedding service and wedding procession.
7. The Bride may be escorted to the altar, or she may enter alone. The Bride may be presented in marriage, or not, as she prefers.
8. The Bride enters the church on the **left** side of her escort.
9. If the Bride wears a "blusher" as part of her veil, the officiating priest is responsible for raising it at the correct time and will take the Bride's bouquet or Prayer Book from her when she arrives at the wedding kneeler.
10. All attendants should follow the order of service in the Prayer Books provided.
11. The Groom's Honor Attendant has custody of the rings. Ring bearers may be used, but the rings held by them are imitations. When asked for the rings, the Groom's Honor Attendant places both rings on the Priest's Prayer Book without comment.
12. In the Episcopal service, the response of the Bride and Groom is "**I will**," not "I do."
13. A "unity" candle is not used during the service. Some choose to include this custom at their reception.
14. The parents of the Bride and Groom may elect to light a prayer votive candle as they are seated prior to the wedding service. Discuss this with the Wedding Director.

## Saint Stephen's Episcopal Church

### **WEDDING POLICIES STATEMENT AND CUSTOMS**

*Continued*

15. Non-scriptural readings or poems are not appropriate for use in the service, but may be used at the reception.
16. Secular songs are generally not appropriate, but certain classical or traditional music of great import to the families may be allowed with specific approval of the Rector.
17. All soloists and/or instrumentalists must be contracted by the Director of Music or church office.
18. Decorations and flower arrangements in place for major festivals cannot be removed for weddings. Additional flowers may be added using the aisles or placed in locations at the direction of the Wedding Director.
19. Weddings are conducted around the life of the church. The church may be involved in projects that include displays to be arranged in the corridors leading to the church. Such displays cannot be removed for weddings, but will not be in the way of orderly conducting weddings or of people entering or leaving the property.
20. Saint Stephen's Episcopal Church provides the Wedding Guild to direct the church wedding service and related wedding activities. Professional Wedding Consultants do not participate in the religious aspects of weddings here. Please see "*Wedding Guild*" section, page 21.
21. Please observe our decorations policy as detailed in the "*Wedding Decorations*" section, page 22 - 23 (page 24 - 25 for florist).
22. Aisle runners and flowers dropped in the aisle in procession are permitted if secure and will not be dangerous to guests and participants.
23. It is fun to have the guests blow bubbles as a couple send-off, but throwing flowers, rice, birdseed or other materials is not permitted anywhere in the church buildings or on the grounds.
24. Guests are seated from the side aisles to avoid moving or stepping over guests already seated. The center aisle is used for the wedding party.
25. To maintain the sacredness of the wedding service, no still photography or artificial video lights are permitted during the service. Please see "*Wedding Photography*" section, page 26 (page 27 for Photographer), for details.
26. Clergy are forbidden to witness the exchange of life-long vows between persons who do not appear to be fully aware of what they are doing. The use of drugs of any kind is not permitted on this property, nor may alcoholic beverages be consumed prior to the wedding service by members of the wedding party.
27. Personal discipline and common sense must prevail in order to ensure that members of the wedding party arrive for the wedding service at their best. The sanctity of the day is violated when the participants are ill or disruptive, regardless of the well-meant intentions.
28. A wedding is an act of worship done in accordance with the Canon law of the Church, not a theatrical production. The lighting will be appropriate for a regular worship service with the congregation participating in the wedding service.
29. Childcare is available during rehearsals, weddings or on-site receptions using our facilities. For more information, contact the Parish office, 903-892-6610. Please see "*Wedding Fees*" section, page 10, for fee schedule.

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30. The wedding party participants should arrive at the Church no earlier than 1-1/2 hours and no later than 1 hour prior to the wedding service.
31. Members of the Wedding Guild will assist the Bride and attendants at all times in the church.



## Saint Stephen's Episcopal Church

### ***WEDDING LEGAL DOCUMENTS***

Canon law forbids the marriage in the church of anyone who does not have the legal right to marry. Note that Regardless of civil qualification, the Canons of the Church grant the right of “any Member of the Clergy of this Church to decline to solemnize or bless any marriage.” If the Rector declines to officiate this also implies the wedding being declines by the Parish. Legal requirements are:

1. Current law in Texas sets minimum marriage age at 18. Persons 16 or 17 may be granted a marriage license only if legally emancipated and with the approval of a judge; note that the Rector may not consent to Matrimony for persons of such young age at all, or may only agree under very strict circumstances and much longer pre-marital counseling.
2. If either person to be married has been previously married and divorced, a certified copy of the final divorce decree(s) must be obtained and submitted to the Rector at the time of the first appointment and not fewer than 90 days prior to the wedding.
3. The Marriage License, issued by the Civil Authority, must be obtained by the couple at least 3 days (72 hours) prior to the wedding and is only valid for 90 days prior to the wedding. The Officiating Priest must be given the License prior to the Rehearsal. If divorced, a marriage license can only be issued 30 days after the divorce is final.

A valid government issued ID (one of the following) is required to obtain a Marriage License:

- Birth Certificate
- valid Drivers License (from any state)
- valid Passport
- Social Security card
- Military ID

#### **Locations of local Marriage License Office:**

Downtown Sherman Court House: Grayson County Clerk, 903-813-4243

*Note: A Marriage License can be obtained anywhere in the state of Texas and be used anywhere within the state.*

You may call the County Clerk (in any county) for their specific identification options, under age 18 requirements and hours of operation.

4. The State Marriage License will be signed by the Priest immediately after the service. He will mail it to the appropriate authority. The civil Authority will record details from the License and forward it to the couple at the address recorded on the License.
5. The church keeps its own record of the marriage in the Marriage Register. The Bride and Groom sign this immediately following the service. Up to three other persons may be invited, by the couple, to sign as witnesses, usually including the Honor Attendants of the Bride and Groom.

## Saint Stephen's Episcopal Church

### *PRE-MARITAL COUNSELING*

Counseling is a canonical requirement and necessary to complete before proceeding with wedding plans. This counseling involves professional assistance in asking such questions of you and of each other to ascertain your maturity and readiness for this commitment. Where potential problems are revealed, suggestions are made for your consideration in addressing the concerns. When your counseling is completed, the counselor will ask you to sign a release form so that he or she may communicate your readiness for marriage in accordance with the Canons of the Church.

Typically, this counseling is provided by the Rector or other clergy officiating the ceremony. Other alternatives may be provided at the discretion of the clergy.

Experience has shown that one of the most important preparations that a couple can make is that of effective pre-marital counseling.

Saint Stephen's Episcopal Church

**WEDDING FEES**

**ALL FEES ARE REQUIRED TO BE PAID TO THE PARISH OFFICE NO LATER THAN TWO WEEKS PRIOR TO THE WEDDING DATE.**

Checks should be made payable to St. Stephen's Episcopal Church.

**The Church**

There is no fee for the use of the church for weddings. A free-will offering is suggested to cover additional custodial support and building use expense outside the regular budget.

**The Clergy**

No fee is required for the Clergy, but an honorarium for the Clergy or to the Clergy's Discretionary Fund is customary and appreciated.

**Organist**

The Organist receives a contract fee which should be discussed with the organist ahead of time. This fee includes playing at the wedding and wedding rehearsal services. Any additional rehearsals with vocal or instrumental soloists will incur an additional fee.

**Soloist / Instrumentalist**

The Church does not contract the services of vocal or instrumental soloists. All contract for these services are by special arrangement with the artists and fees are paid directly to them.

**Wedding Guild**

There is no fee for the services of the Wedding Guild. A monetary gift to the Wedding Guild in appreciation for the work of the Guild is welcome but not required.

**Parish Hall/Parlor**

The Parish Hall, Parlor or Garth can be used for a reception if the church is used for the wedding ceremony. The fee is \$300. On the day of the wedding, set-up time will be provided by arrangement with the Parish Administrator. Please be aware that the church is a multi-use facility. On Saturday evenings, wedding receptions must end by 11:00 p.m. in order for the custodian, Wedding Guild and Altar Guild to prepare for Sunday morning activities and services. The fee includes the use of the Hall, tables and chairs and kitchen facilities. The fee does not include the use of linens, china, silver, crystal or serving pieces. The parish office must approve caterers and musical groups. Please contact the parish office to reserve this space.

**Childcare**

The fee for up to and including 10 children, each occasion:  
\$50.00 per hour or portion thereof rounded up to the half-hour.

**ALL FEES ARE REQUIRED TO BE PAID TO THE PARISH OFFICE NO LATER THAN TWO WEEKS PRIOR TO THE WEDDING DATE.**

## Saint Stephen's Episcopal Church

### *WEDDING MUSIC*

All music used before, during and after the service in the church is under the direct supervision and authority of the Clergy, 903-892-6610 (Parish office). The Clergy must be consulted at the earliest opportunity, once the wedding has been entered on the church calendar, for planning any music for the service.

The Clergy is governed by the Canon laws of the Church concerning what music may be used in the church (Canon II.5). This Canon ensures that all music used in a service of the church will be in keeping with the solemnity and meaning of the service, and within the tradition of this parish.

1. The music to be used at your wedding, whether instrumental, vocal or choral, is to be chosen in consultation with the Clergy. Music you have heard in another church may not be acceptable here.
2. The wedding march of Mendelssohn is not used due to its context as a satire of Marriage in *Midsummer Night's Dream*. Wagner's piece is strongly discouraged and care should be taken to ensure all music upholds the dignity of the event. Because we at St. Stephen's emphasize the religious as opposed to the secular aspect of Holy Matrimony, any secular instrumental music needs specific approval by the Rector. Certain classical pieces may be acceptable even if not written specifically as religious music.

## Saint Stephen's Episcopal Church

### *WEDDING BELLS*

Saint Stephen's Episcopal Church is blessed with bells housed in the bell tower. These bells may be rung as part of the celebration of a wedding, and the request is made through the Parish Clergy or Rector.

Bells may be rung after the music for the concluding procession has ended if requested.

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### *WEDDING LITURGY*

The Rector will work with you on the wedding liturgy and should be contacted for an appointment as soon as possible after your initial interview with him. The Rector is responsible for:

1. Any special requests you may have for your service.
2. Assistance in the selection of the passages from Holy Scripture to be read. Please see "Scripture Readings for Holy Matrimony" following this section.
3. Reviewing, along with the Director of Music Ministry, and approving wedding programs or other printed materials to be used at the wedding.
4. Instructions related to the Holy Eucharist if it is to be celebrated.
5. Discussion of the spiritual aspects of Holy Matrimony and Christian marital life.

**Saint Stephen's Episcopal Church**

***SCRIPTURE READINGS CHECKLIST***

The full texts of the scripture readings appointed for use in your wedding are printed on the pages that follow. Please read them carefully and when you have made your selections, check the corresponding boxes on this sheet. Please return the sheet at the time of your interview with the Rector to complete the Liturgy.

Please note that this information is found in *The Book of Common Prayer* on page 426.

**OLD TESTAMENT READINGS** (Select one - may be read by reader of your choice)

- Genesis 1:26-28 (God created them male and female)
- Genesis 2:4-9, 15-24 (A man clings to his wife, and they become one flesh)
- Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)
- Tobit 8:5b-8 (Grant that she and I may grow old together)

Read by: \_\_\_\_\_

**GRADUAL PSALMS** (Read or sung by the congregation in unison - select one. Other psalms may be used, see *The Book of Common Prayer* pages 585-808)

- Psalm 67
- Psalm 127
- Psalm 128

**NEW TESTAMENT READINGS** (Select one - may be read by reader of your choice)

- I Corinthians 13:1-13 (Love is patient and kind)
- Ephesians 3:14-19 (The Father from whom every family takes its name)
- Ephesians 5:1-2, 21-33 (Live in love, as Christ loved us)
- Colossians 3:12-17 (Love which binds everything together in perfect harmony)
- I John 4:7-16 (Let us love one another, because love is from God)

Read by: \_\_\_\_\_

**GOSPEL READINGS** (Must be included if the Eucharist is celebrated - select one. Gospel must be read by a member of the Clergy)

- Matthew 5:1-10 (The Beatitudes)
- Matthew 5:13-16 (You are the light . . . Let your light so shine before others)
- Matthew 7:21, 24-29 (Like the wise man who built his house on rock)
- Mark 10:6-9, 13-16 (They are no longer two, but one flesh)
- John 15:9-12 (Love one another as Christ has loved you)

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*These are the scripture readings appointed for use in your wedding. You may select one reading from the Old Testament, one from the New Testament Epistles, and one from the Gospels. However, it is not necessary that there be three readings; often only two are read with a psalm, hymn or solo in between. The Gradual Psalm selected is read by the congregation between the first and second lessons. If there is to be a celebration of the Holy Eucharist, the final reading must be one of the Gospel selections. Any approved translation may be used, ask the Rector for details.*

### OLD TESTAMENT READINGS:

#### **Genesis 1:26-28**

Then God said, "Let us make man in our image, after our likeness; and let them have dominion over the fish of the sea, and over the birds of the air, and over the cattle, and over all the earth, and over every creeping thing that creeps upon the earth." So God created man in his own image, in the image of God he created him; male and female he created them. And God blessed them, and God said to them, "Be fruitful and multiply, and fill the earth and subdue it."

#### **Genesis 2:4-9; 5-24**

These are the generations of the heavens and the earth when they were created. In the day that the Lord God made the earth and the heavens, when no plant of the field was yet in the earth and no herb of the field had yet sprung up--for the Lord God had not caused it to rain upon the earth, and there was no man to till the ground; but a mist went up from the earth and watered the whole face of the ground--then the Lord God formed man of dust from the ground, and breathed into his nostrils the breath of life; and man became a living being. And the Lord God planted a garden in Eden, in the east; and there he put the man whom he had formed. And out of the ground the Lord God made to grow every tree that is pleasant to the sight and good for food, the tree of life also in the midst of the garden, and the tree of the knowledge of good and evil. The Lord God took the man and put him in the garden of Eden to till it and keep it. And the Lord God commanded the man, saying, "You may freely eat of every tree of the garden; but of the tree of the knowledge of good and evil you shall not eat, for in the day that you eat of it you shall die." Then the Lord God said, "It is not good that the man should be alone; I will make him a helper fit for him." So out of the ground the Lord God formed every beast of the field and every bird of the air, and brought them to the man to see what he would call them; and whatever the man called every living creature, that was its name. The man gave names to all cattle, and to the birds of the air, and to every beast of the field; but for the man there was not found a helper fit for him. So the Lord God caused a deep sleep to fall upon the man, and while he slept took one of his ribs and closed up its place with flesh; and the rib which the Lord God had taken from the man he made into a woman and brought her to the man. Then the man said, "This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man." Therefore a man leaves his father and his mother and cleaves to his wife, and they become one flesh.



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### Song of Solomon 2:10-13; 8:6-7

My beloved speaks and says to me: "Arise, my love, my fair one, and come away; for lo, the winter is past, the rain is over and gone. The flowers appear on the earth, the time of singing has come, and the voice of the turtledove is heard in our land. The fig tree puts forth its figs, and the vines are in blossom; they give forth fragrance. Arise, my love, my fair one, and come away. Set me as a seal upon your heart, as a seal upon your arm; for love is strong as death, jealousy is cruel as the grave. Its flashes are flashes of fire, a most vehement flame. Many waters cannot quench love, neither can floods drown it. If a man offered for love all the wealth of his house, it would be utterly scorned.

### Tobit 8:5b-8 (*New English Bible*)

Tobias said:

"We praise thee, O God of our fathers,

    We praise thy name for ever and ever.

Let the heavens and all thy creation praise thee for ever.

Thou madest Adam, and Eve his wife

    To be his helper and support;

    And those two were the parents of the human race.

This was thy word: 'It is not good for the man to be alone;

    Let us make him a helper like him.'

I now take this my beloved to wife,

    Not out of lust

    but in true marriage.

Grant that she and I may find mercy

    and grow old together."

They both said "Amen."

## GRADUAL PSALMS

*Between the Readings, a Psalm, hymn, or anthem may be sung or said.*

*Appropriate Psalms are*

### Psalm 67

May God be merciful to us and bless us, \*

    show us the light of his countenance and come to us.

Let your ways be known upon earth, \*

    your saving health among all nations.

Let the peoples praise you, O God; \*

    let all the peoples praise you.

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Let the nations be glad and sing for joy, \*  
for you judge the peoples with equity  
and guide all the nations upon earth.

Let the peoples praise you, O God; \*  
let all the peoples praise you.

The earth has brought forth her increase; \*  
may God, our own God, give us his blessing.

May God give us his blessing, \*  
and may all the ends of the earth stand in awe of him.

### Psalm 127

Unless the Lord builds the house, \*  
their labor is in vain who build it.

Unless the Lord watches over the city, \*  
in vain the watchman keeps his vigil.

It is in vain that you rise so early and go to bed so late; \*  
vain, too, to eat the bread of toil,  
for he gives to his beloved sleep.

Children are a heritage from the Lord, \*  
and the fruit of the womb is a gift.

Like arrows in the hand of a warrior \*  
are the children of one's youth.

Happy is the man who has his quiver full of them! \*  
he shall not be put to shame  
when he contends with his enemies in the gate.

### Psalm 128

Happy are they all who fear the Lord, \*  
and who follow in his ways!

You shall eat the fruit of your labor; \*  
happiness and prosperity shall be yours.

Your wife shall be like a fruitful vine within your house, \*  
your children like olive shoots round about your table.

The man who fears the Lord \*  
shall thus indeed be blessed.

The Lord bless you from Zion, \*  
and may you see the prosperity of Jerusalem all the days of your life.

May you live to see your children's children; \*  
may peace be upon Israel.

## NEW TESTAMENT EPISTLE READINGS:

### **1 Corinthians 13:1-13**

If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing. If I give away all I have, and if I deliver my body to be burned, but have not love, I gain nothing. Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude. Love does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrong, but rejoices in the right. Love bears all things, believes all things, hopes all things, endures all things. Love never ends; as for prophecies, they will pass away; as for tongues, they will cease; as for knowledge, it will pass away. For our knowledge is imperfect and our prophecy is imperfect; but when the perfect comes, the imperfect will pass away. When I was a child, I spoke like a child, I thought like a child, I reasoned like a child; when I became a man, I gave up childish ways. For now we see in a mirror dimly, but then face to face. Now I know in part; then I shall understand fully, even as I have been fully understood. So faith, hope, love abide, these three; but the greatest of these is love.

### **Ephesians 3:14-19**

For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of his glory he may grant you to be strengthened with might through his Spirit in the inner man, and that Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may have power to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ which surpasses knowledge, that you may be filled with all the fullness of God.

### **Ephesians 5:1-2, 21-33**

Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. Be subject to one another out of reverence for Christ. Wives, be subject to your husbands, as to the Lord. For the husband is the head of the wife as Christ is the head of the church, his body, and is himself its Savior. As the church is subject to Christ, so let wives also be subject in everything to their husbands. Husbands, love your wives, as Christ loved the church and gave himself up for her, that he might sanctify her, having cleansed her by the washing of water with the word, that he might present the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. Even so husbands should love their wives as their own bodies. He who loves his wife loves himself. For no man ever hates his own flesh, but nourishes and cherishes it, as Christ does the church, because we are members of his body. "For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh." This mystery is a profound one, and I am saying that it refers to Christ and the church; however, let each one of you love his wife as himself, and let the wife see that she respects her husband.

## **Saint Stephen's Episcopal Church**

### **Colossians 3:12-17**

Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly, teach and admonish one another in all wisdom, and sing psalms and hymns and spiritual songs with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

### **1 John 4:7-16**

Beloved, let us love one another; for love is of God, and he who loves is born of God and knows God. He who does not love does not know God; for God is love. In this the love of God was made manifest among us, that God sent his only Son into the world, so that we might live through him. In this is love, not that we loved God but that he loved us and sent his Son to be the expiation for our sins. Beloved, if God so loved us, we also ought to love one another. No man has ever seen God; if we love one another, God abides in us and his love is perfected in us. By this we know that we abide in him and he in us, because he has given us of his own Spirit. And we have seen and testify that the Father has sent his Son as the Savior of the world. Whoever confesses that Jesus is the Son of God, God abides in him, and he in God. So we know and believe the love God has for us. God is love, and he who abides in love abides in God, and God abides in him.

## **GOSPEL READINGS:**

### **Matthew 5:1-10**

Seeing the crowds, Jesus went up on the mountain, and when he sat down his disciples came to him. And he opened his mouth and taught them, saying: "Blessed are the poor in spirit, for theirs is the kingdom of heaven. "Blessed are those who mourn, for they shall be comforted. "Blessed are the meek, for they shall inherit the earth. "Blessed are those who hunger and thirst for righteousness, for they shall be satisfied. "Blessed are the merciful, for they shall obtain mercy. "Blessed are the pure in heart, for they shall see God. "Blessed are the peacemakers, for they shall be called sons of God. "Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven.

### **Matthew 5:13-16**

Jesus said to the crowd, "You are the salt of the earth; but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trodden under foot by men. "You are the light of the world. A city set on a hill cannot be hid. Nor do men light a lamp and put it under a bushel, but on a stand, and it gives light to all in the house. Let your light so shine before men, that they may see your good works and give glory to your Father who is in heaven.

## **Saint Stephen's Episcopal Church**

### **Matthew 7:21, 24-29**

Jesus told the crowd, "Not every one who says to me, 'Lord, Lord,' shall enter the kingdom of heaven, but he who does the will of my Father who is in heaven. "Every one then who hears these words of mine and does them will be like a wise man who built his house upon the rock; and the rain fell, and the floods came, and the winds blew and beat upon that house, but it did not fall, because it had been founded on the rock. And every one who hears these words of mine and does not do them will be like a foolish man who built his house upon the sand; and the rain fell, and the floods came, and the winds blew and beat against that house, and it fell; and great was the fall of it." And when Jesus finished these sayings, the crowds were astonished at his teaching, for he taught them as one who had authority, and not as their scribes.

### **Mark 10:6-9, 13-16**

Jesus said, "From the beginning of creation, 'God made them male and female.' 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh.' So they are no longer two but one flesh. What therefore God has joined together, let not man put asunder." And they were bringing children to him, that he might touch them; and the disciples rebuked them. But when Jesus saw it he was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And he took them in his arms and blessed them, laying his hands upon them.

### **John 15:9-12**

Jesus said to his disciples, "As the Father has loved me, so have I loved you; abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father's commandments and abide in his love. These things I have spoken to you, that my joy may be in you, and that your joy may be full. This is my commandment, that you love one another as I have loved you."

## Saint Stephen's Episcopal Church

### *WEDDING GUILD*

Our Wedding Guild is a special segment of the Altar Guild and will have the pleasure of assisting you at your wedding. Anna Keller, Wedding Guild Director, may be reached at 903-893-7234 (home) or 214-538-6145 (cell) or e-mail at [annask@mindspring.com](mailto:annask@mindspring.com).

#### Wedding Guild Information and Responsibilities:

1. Supervise all arrangements in accordance with Canon law, parish custom, and the direction of the Clergy.
2. Consult and give advice regarding wedding plans and related matters. Professional Wedding Consultants are not permitted to arrange the wedding service and wedding service activities at Saint Stephen's. Wedding consultants are welcome at meetings with the Wedding Guild.
3. Advise on protocol at this church.
4. Conduct the General Rehearsal. Typically, clergy and musicians do not attend the General Rehearsal.
5. Act as liaison for any special request. Requests will be given every consideration and granted whenever possible.
6. Supply resources for flowers and photographers.
7. Consult with photographer and florist prior to wedding to communicate allowable behavior during the wedding ceremony and use of the building.
8. Prepare the Bride's Dressing Room for the Bride and her attendants to dress for the wedding.
9. Assist with flowers for mothers, grandparents, Groom and attendants, and others as appropriate.
10. Rope off any special pews (i.e., family) and check flowers, candles, prayer books, and wedding kneeler.
11. Remain with the Bride and attendants at all times, in the church Parlor, to solve any unexpected problems, check appearance and clothing, clear Bride's Dressing Room of personal items, direct bridal party and organize attendants in readiness for the procession into the church.
12. Be available to assist the Groom and his attendants to solve any unexpected problems, check appearance and clothing, clear sacristy of personal items, and organize attendants in readiness for the procession.

## Saint Stephen's Episcopal Church

### *WEDDING DECORATIONS*

Floral arrangements for your wedding can be provided by the St. Stephen's Flower Guild at your expense. The Wedding Guild Director **must** be informed of your plans for other floral arrangements.

1. As noted in our Wedding Policies and Customs, decorations and flower arrangements in place for major festivals will not be removed for weddings. Additional flowers may be added using the aisles or placed in locations at the direction of the Wedding Guild Director.
2. The white wedding frontal will be used for weddings. No frontal is also an option.
3. If flower arrangements are not in place for major festivals, two flower arrangements of your color and design choice may be placed on the shelf on the sides of the altar. Artificial flowers are not allowed for these arrangements.
4. Flower arrangements placed in the church are considered a gift from the bridal couple and remain in place following the service. An acknowledgment of the gift will be made in the church service bulletin for that weekend.
5. Additional arrangements may be placed in certain other positions at the entrance of the church at the direction of the Wedding Guild Director. Some Brides use their "throw away bouquet" on the table at the reception or near the sign-in book.
6. Bridal party flowers may be delivered during the day or when the bridal party arrives at the church.
7. Center aisle 6' high candle/flower (poles) or low pew height flower containers, up to twelve (six on each side), may be rented and used. Additional streamers, ribbons or other pole decorations must be kept at a minimum to avoid obstructing the view of the congregation.
8. Aisle runners and flowers dropped in the aisle in the procession are permitted if they will not make it dangerous for the guests and participants.
9. Throwing flowers, rice, birdseed or other materials is not permitted anywhere in the church buildings. Some couples have chosen to use bubbles instead.
10. Two couples being married on the same day may share the floral expense if they so desire.
11. All service candles are lighted for the wedding service.
12. The use of tape, adhesives, tacks, staples, etc. are prohibited as they damage surfaces. The Wedding Guild Director or the Flower Guild Director can offer acceptable suggestions of ways to secure decorations or provide plastic pew clips.
13. Weddings are conducted around the life of the church. The church may be involved in projects that include displays to be arranged in the corridors leading to the church. Such displays may not be removed for weddings, but will not be in the way of orderly conducting weddings or of people entering and leaving the property.

## Saint Stephen's Episcopal Church

### ***WEDDING PHOTOGRAPHY***

The photographer for your wedding may be of your choice. Upon request, the Wedding Guild Director can provide a list of satisfactory photographers who are familiar with Saint Stephen's Episcopal Church. The Director must be given the name and telephone number of your photographer and/or videographer and she must be kept informed of any changes in plans.

All photographic services must conform to the guidelines set by the parish. Photographers who do not comply will be asked to leave and the service will not proceed until they have done so. An extra copy of this "*Wedding Photography*" section is included here as page 27. Please forward it to your photographer and/or videographer and advise them to contact the Wedding Guild Director prior to the wedding to confirm their understanding of regulations at Saint Stephen's. Please be familiar with regulations concerning photography for services at Saint Stephen's, which are as follows:

1. Any church service or activity in progress must be respected and photographs may only be taken in such a manner as not to be disruptive (i.e., no flash or special lighting, no entering the area beyond the steps).
2. Photographs may be taken of the Groom and his attendants in the church one hour prior to the wedding service and of the Bride and her attendants in the Bride's Dressing Room or garden area thirty minutes prior to the wedding service.
- Specially posed pictures using a flash are permitted both before and after the service. The Clergy are always glad to participate in such pictures within the limits of their time.
4. Pictures after the wedding service should be limited to twenty (20) minutes. Guests are waiting for you at the reception.
5. Flower arrangements and other church appointments may not be moved for picture taking.
6. Flash pictures may be taken from the narthex looking into the church as the Bride enters or as the couple process from the church.
7. No photographs taken by guests are permitted during the service. Please inform family and guests and alert ushers to inform anyone entering the church with a camera. If this rule is not observed, the officiating Clergy will interrupt the service to ask that no pictures be taken.
8. The professional photographer is only permitted non-flash photographs at designated locations inside the church during the wedding service.
9. One or two video cameras may be used in the church. The video cameras may be placed on stationary tripods in a location specified by the Wedding Guild Director. Camera operator is to be in place, with camera, 20 minutes prior to service. The videographer must stay with the camera at all times. Camera and operator are to remain in place until conclusion of music following service. Available light should be used. No extra lights are permitted during the service.



## Saint Stephen's Episcopal Church

### **WEDDING PHOTOGRAPHY** *PHOTOGRAPHER/VIDEOGRAPHER COPY*

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## Saint Stephen's Episcopal Church

### *WEDDING REHEARSALS*

#### *The Rehearsal*

1. The Wedding Guild Director normally conducts the Rehearsal on the evening before the day of the wedding. It typically starts at 6:15 p.m. and will require approximately 1 ½ to 2 hours. Please stress punctuality and appropriate behavior inside the church.
2. The rehearsal includes all attendants and guests to be escorted to special seating.
3. The processions are rehearsed and instructions given to all participants as to when, where, and how to move and stand.
4. Friends or relatives who will read lessons during the wedding may rehearse their readings at this time. They could also rehearse during the half-hour prior to the guests arriving for the wedding service.
5. Schedules and locations for wedding day preparations will be announced.
6. Attendance at the Rehearsal by the Organist is optional.
7. The number of attendants in the church, including Honor Attendants for the Bride and Groom should not exceed 14 (7 for the bride, 7 for the groom). Please complete the schematic after page 29 to list the names of your attendants as they will stand at the front of the church and note other special seating. **E-mail to [annask@mindspring.com](mailto:annask@mindspring.com) or mail to the Wedding Guild Director, Anna Keller, at 1901 Skaggs Road, Sherman, TX 75090 by Monday prior to the Rehearsal.**
8. **The marriage license is given to the Priest prior to the Rehearsal.**

## Saint Stephen's Episcopal Church

### ***WEDDING TIMETABLE***

*Check when completed:*

- \_\_\_\_\_ Initial interview with the Rector well in advance of the requested wedding date (No less than 90 days and preferably 6 months to a year. Additional time may be required if either party is divorced:
  - a) Complete necessary paperwork.
  - b) Parish Clergy or Rector and/or Bishop must officially grant permission to marry in the church.
  - c) Set wedding date and time.
  - d) Set dates for Rehearsals.
  - e) Discuss general aspects of marriage in this church.
- \_\_\_\_\_ Interview with the Parish Clergy or Rector to discuss liturgy, counseling and other wedding plans related to the service in and services of the church.
- \_\_\_\_\_ Interview with Wedding Guild Director as soon as possible after interview with the Clergy.
- \_\_\_\_\_ Interview with Director of Music Ministries as soon as possible after interview with the Clergy.
- \_\_\_\_\_ Order invitations (after approved by the Clergy).
- \_\_\_\_\_ Meet with St. Stephen's Flower Guild Director and select arrangements for your wedding service. Inform Wedding Guild Director of floral details.
- \_\_\_\_\_ Select photographer and forward the Photographer's copy of the Wedding Photography section to him/her. Inform Wedding Guild Director of selection and telephone number.
- \_\_\_\_\_ Arrange for reception. To use the Parish Hall/Parlor, call the parish office to check on availability.
- \_\_\_\_\_ Contact all attendants. Provide clear directions in written form for all details such as duties, dress, dates, times, and location of church.
- \_\_\_\_\_ Meet with the Clergy **six weeks** prior to the wedding date to finalize the liturgy of the wedding service and any special arrangements.
- \_\_\_\_\_ If service programs are to be used, obtain approval of final copy from the Clergy and Director of Music, then arrange for printing.
- \_\_\_\_\_ Obtain marriage license at any county seat in Texas at least 3 days prior and not more than 30 days to the wedding.
- \_\_\_\_\_ Check details with Wedding Guild Director and confirm any last-minute changes.
- \_\_\_\_\_ Confirm location and time of the Rehearsal with all those required to attend (maps help).
- \_\_\_\_\_ Attend the Rehearsal with Wedding Guild Director.
- \_\_\_\_\_ Get a ***good night's rest.***

**Saint Stephen's Episcopal Church**

***WEDDING SCHEDULE***

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Meetings with Clergy:  
Parish Clergy or Rector: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Parish Clergy or Rector I: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Parish Clergy or Rector II: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Officiant: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Meeting with Counselor: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_  
\_\_\_\_\_, 201\_\_ Time: \_\_:\_\_  
\_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Meeting with Wedding Guild Director: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Meeting with Music Director: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Meeting with Floral Guild Director: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Rehearsal Date: \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

***YOUR WEDDING DAY***

Flowers for church to be delivered \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Flowers for Bridal Party to be delivered \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Bride to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Bride's attendants to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Groom to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Groom's attendants to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Ushers to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

Photographer to arrive at church \_\_\_\_\_, 201\_\_ Time: \_\_:\_\_

***CHURCH FACILITIES RESERVED***

\_\_\_\_\_ Church (Wedding Service)

\_\_\_\_\_ Bridal Party dressing facilities

\_\_\_\_\_ Parish Hall/Parlor (Reception)