

WEDDING POLICIES
CROZET UNITED METHODIST CHURCH
1156 Crozet Avenue P.O. Box 70
Crozet, Virginia 22932
804-823-4420
www.crozetumc.org

Your wedding is a joyous occasion. It is also a very special, sacred, religious service. Marriage is an ordinance of God, and its solemnization at the altar is a placing of the marriage relationship under the blessing and commandment of God. A church wedding, therefore, should be a sacred wedding from beginning to end.

To assure the wedding will be the serious and memorable experience you desire, we make the following statements to govern the plans for weddings at Crozet United Methodist Church.

TO BEGIN

1. Contact the church office, 823-4420, to clear your date with the church calendar PRIOR to making any public announcement. Members of the church may secure a date on the calendar at any time the church is available. **Non members may secure a date on the calendar no earlier than six months prior to the wedding.**
2. Contact the pastor. The pastor will require some counseling sessions BEFORE agreeing to perform the ceremony.
3. Fill out and return the reservation form, along with fee payments, to the church office immediately to insure your preference of dates.
4. Any alteration of plans must be cleared by the wedding party with all persons involved (church office, pastor, organist, sound technician).
5. The officiating pastor shall be in complete charge of the rehearsal and the ceremony. If a wedding director or assistants are used, they should consult with the pastor no later than one week prior to the rehearsal.
6. The wedding party will present the wedding license to the church office for safekeeping no later than the wedding rehearsal and preferably earlier. Failure to provide the license before the wedding is a valid reason to deny the ceremony. The officiating clergy is responsible for mailing the official certificate to the Clerk's Office.

PLANNING

1. The pastor of Crozet United Methodist Church must officiate, assist, or give approval for **all** weddings held in the church. A pastor from another congregation may be included after consulting with the pastor of Crozet United Methodist church.
2. The Crozet United Methodist Church organist shall have first opportunity to serve as wedding organist and shall have the right to set his/her own fees.

PLANNING (continued)

3. Because the marriage ceremony is a Christian service of worship, all music used before, during or after the ceremony must be appropriate in character and approved by the pastor.
4. Selection and payment of florists and photographers shall be the responsibility of the wedding party. Specific instructions for the florist and photographer are included below. The wedding party is responsible for compliance with these regulations
5. The ceremony may be recorded if desired. Video taping should be coordinated with the presiding pastor at least one week prior to the wedding. Important: If the church's sound system is needed for a soloist or instrumentalist(s), a Crozet United Methodist Church sound technician must be consulted.
6. A representative of Crozet United Methodist Church will be on duty for the rehearsal and ceremony and for any receptions held in the church. This person will enforce church policies as necessary and see that the building is kept in order. The bride should arrange directly with this individual for florist and caterer arrivals and needs. Moving any furniture, including the piano and the organ must be arranged with the church representative.

THE CEREMONY

Arrangements for the exact form of the ceremony shall be made by the bride and groom with the officiating pastor. Inclusion of any extra readings, etc. shall be arranged with the pastor and should reflect the Christian nature of the worship service.

WEDDING PHOTOGRAPHERS AND VIDEOGRAPHERS

1. The wedding ceremony in Crozet United Methodist Church is a religious worship service. Therefore, pictures may be taken during the wedding ceremony only without a flash, without autowind, and out of the line of sight of the congregation. Adequate time may be arranged for photographs following the service. Photographers and video-graphers should consult with the pastor of Crozet United Methodist Church regarding special requests. Photographers are expected to abide by the Code of Ethics of the Professional Photographers of America(<http://ethics.iit.edu/codes/coe/pro.photographers.amer.html>)
2. Photographers/videographers may not stand on the pews or furniture. A stool or stand may be brought in if needed.

FLOWERS AND DECORATIONS

1. Whenever candles are used, they must be high quality "dripleless" candles and they must be in a candelabrum which will catch and contain any drippings. The floor must be thoroughly protected. The wedding party will be held directly responsible for the cleaning of wax from floor covering and furniture. No candles are allowed on or beside the piano or organ. Because of air flow in the sanctuary, we suggest votive candles be considered.
2. Under no conditions shall decorations be attached to the pews or other furniture with glue, nails, pins, screws, thumbtacks, tape, or wire. Contact the church representative for guidance in affixing decorations.

3. All decorations, flowers, palms, and other equipment shall be removed from the building immediately following use unless prior arrangements were made to use some of the flowers in worship, etc. (There are no facilities for storing.)
4. All facilities must be left "broom clean" after removal of flowers, candles, etc. (In the event that extra help is required by the church to put facilities back into their usual condition, the amount will be deducted from the deposit.)
5. Air conditioning or heating will be turned on only at a reasonable time before any scheduled event. Florist should note this and not bring flowers too early.
6. The furniture in the sanctuary may not be used as flower stands. This includes the piano and organ. Do not use bibles or hymnals for stands.
7. All buildings and grounds are smoke free.

THE RECEPTION

1. Food, supplies, and linens for the reception shall be the responsibility of the wedding party, or other members of the wedding party.
2. **No alcoholic beverages** may be served in the buildings or on the grounds of the church.
3. All buildings and grounds are smoke free.
4. Arrangements for music for the reception must be approved by the pastor one month prior to the reception.
5. Stoves, ovens, and dishwasher are to be used very carefully by adults. Refrigerators, sinks, warming cabinet, and microwave oven are available for use.
6. Leftover food and supplies are to be removed promptly, and the kitchen and reception area are to be left clean.
7. **The care and safety of children present at the rehearsal, wedding or reception is the sole responsibility of their parents or guardians, who are to be with them at all times. Children are not to be allowed to roam the building and/or grounds.**

OTHER ITEMS:

1. Both the rehearsal and the wedding **will** begin on the scheduled time, so the couple and their wedding party should plan to be prompt. The rehearsal should be completed within an hour and a half. There will be a charge of \$25 per hour for additional time. Schedules for all involved should be considered **before** arranging times.
2. Only bird seed may be used to shower the couple and should be thrown outside of church buildings. The bride should arrange for an appropriate outdoor place.
3. The groom and bride are responsible to make sure the members of the wedding party act appropriately in keeping with a church setting.

**CROZET UNITED METHODIST CHURCH
WEDDING FEES FOR USE OF FACILITIES
Non-Member Wedding**

Non-Member Wedding

Sanctuary (Accommodates up to 330 guests)	\$300
Fellowship Hall without Kitchen (Accommodates up to 150 guests)	\$275
Fellowship Hall with Kitchen	\$325
Security Deposit	\$100
Church Representative Fee	
– Rehearsal/Service	\$150
– Reception	\$75

The pastor and organist set their own fees in consultation with the wedding party.
The sanctuary and fellowship hall fees include custodial fees.
The sanctuary fee includes the sound technician fee.

Fees are based on three hours of facilities use. Additional time will be charged at \$25 per hour.

The security deposit will be returned within two weeks of the activity if the key has been returned and no damages have occurred. This fee should be paid by check separately from other fees so that this check can be voided and returned to you. Some of the reasons for keeping part or all of the security deposit include not returning rooms to their original condition, using church supplies, damaging property, using areas which were not approved, or using the facilities for longer than requested. If any damage occurs which is not covered by the \$100 deposit, the wedding party will be billed for the remaining balance.

Checks should be made payable to Crozet United Methodist Church.

These fees will be reviewed and revised annually by the Board of Trustees and approved by the Church Council.

*To be classified as a Member Wedding the bride or groom must be a member of Crozet United Methodist Church or the child of a member (members).

**CROZET UNITED METHODIST CHURCH
WEDDING FEES FOR USE OF FACILITIES
Member Wedding**

*Member Wedding

Sanctuary (Accommodates up to 330 guests)	\$-0-
Fellowship Hall without Kitchen (Accommodates up to 150 guests)	\$-0-
Fellowship Hall with Kitchen	\$-0-
Security Deposit	\$100
Custodial Fee – Sanctuary	\$50
– Fellowship Hall	\$75
Church Representative Fee	
– Rehearsal/Service	\$150
– Reception	\$75
Sound Technician	\$50

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REQUEST FOR WEDDING RESERVATIONS
CROZET UNITED METHODIST CHURCH
1156 Crozet Avenue P.O. Box 70
Crozet, Virginia 22932
434-823-4420

DATE _____

NAME OF BRIDE _____

PRESENT ADDRESS _____ TELEPHONE _____

NAME OF GROOM _____

PRESENT ADDRESS _____ TELEPHONE _____

NEW ADDRESS _____ TELEPHONE _____

IS EITHER A MEMBER OF CROZET UNITED METHODIST CHURCH? YES _____ NO _____

HAS EITHER A PARENT WHO IS A MEMBER OF CROZET UNITED METHODIST CHURCH?
YES _____ NO _____

NAME OF FLORIST _____ TELEPHONE _____

NAME OF PHOTOGRAPHER _____ TELEPHONE _____

NAME OF VIDEOGRAPHER _____ TELEPHONE _____

NAME OF CATERER _____ TELEPHONE _____

Please reserve for us: (please check all that apply) Sanctuary for wedding _____
Fellowship Hall for wedding reception _____ Fellowship Hall for rehearsal dinner _____

Describe table and chair needs _____

Time of rehearsal: Date _____ Hour _____

Time of wedding: Date _____ Hour _____

Pastor _____

Organist _____

Please return this form with fees to the church office to confirm your reservation.

We agree to comply with the rules and regulations of the Crozet United Methodist Church
regarding church weddings and church receptions

_____ BRIDE _____ GROOM