

WEDDING GUIDELINES AT
CHRIST EPISCOPAL CHURCH
CHARLOTTESVILLE, VIRGINIA



We're glad you're considering a wedding at Christ Church. We hope you find these guidelines helpful.

WHO MAY BE MARRIED AT CHRIST CHURCH

In the Episcopal Church, it is required that one of the parties be a baptized Christian. If either or both persons have had a previous marriage, the minister needs to know this at the first meeting. Divorce is not in itself a barrier to remarriage but the Church requires certain steps to be followed.

PRE-MARITAL INSTRUCTION

Pre-marital instruction is a requirement in the Episcopal Church. If possible, make arrangements for pre-marital instruction at least 3 months in advance of the wedding date. Couples normally meet with the minister at least 3 times before the wedding.

WHO MAY OFFICIATE

The officiating minister is normally one of the parish ministers, but always an Episcopal minister.

CONCERNING THE LITURGY

We use the liturgy found in the Book of Common Prayer on pages 423-438.

OTHER DETAILS

We have a team of people ready to work with you on your wedding, beginning with our ministers. The team includes our Organist, our Praise Band leader, our Wedding Coordinator, Sexton and Parish Administrator. Begin the process with a phone call to the church (293-2347); ask for Marcy. *No weddings in the church during Lent or Advent. Our clergy are not available to officiate a wedding on Sundays, nor are weddings allowed in our church on Sundays. No exceptions. Bridal parties are limited to 8 bridesmaids and 8 groomsmen.*

CONCERNING MUSIC

We offer both traditional and contemporary music at Christ Church. All music and participation by outside musicians must be approved by one of our music ministers.

CONCERNING DECORATIONS

Flowers are allowed only on the altars and arrangements will be placed by a member of our Altar Guild. Wreaths can be placed on the entrance doors and the pots outside the main entrance can be re-planted. The Altar flowers normally remain on the altar for the following Sunday services as a reminder to the congregation of the Wedding that has taken place. Dropping of flower petals, runners, floral arches and candles on pews are not allowed.

ABOUT THE REHEARSAL

The rehearsal is always under the direction of the officiating minister and our wedding coordinator and begins promptly at 5 pm. Those participating in the rehearsal should arrive 1/2 hour ahead. Please bring the following to the rehearsal:

- All fees (an email outlining the fees will be sent the week of the wedding)
- Wedding license
- Bulletins

CONCERNING PHOTOGRAPHS

Please provide us with your photographer's contact information, and we will send our photography guidelines to him/her and copy you. We do not allow Videography.

FEES AND OTHER REQUIREMENTS

- For current members, there is no fee for the use of the church. Nor is there any fee for the Officiant, although an honorarium is suggested. (The fee is \$750 for non-parishioners.)
- Non-members will be charged \$1,500 (\$500 is a non-refundable deposit) for the use of the building, and \$750 for the minister's time in pre-marital instruction, the rehearsal and officiating. Non-members also pay \$500 to our Wedding Facilitator.
- A \$300 fee to the music minister, a \$200 fee to the Sexton, and a \$250 fee to the Church's Wedding Facilitator will be paid by all couples. Call us (293-2347) for Praise Band fees.
- We will provide an acolyte for your wedding. That fee is \$30.
- Optional: The carillon can be played before or after the service. The fee is \$100.
- The latest time of day for a wedding is 5 p.m.
- One of our music ministers plays for all weddings, unless other arrangements have been made with the music minister.

FEES AND OTHER REQUIREMENTS

- The Church provides a Wedding Bulletin, the cost of which is the responsibility of the couple, although a simple outline bulletin can be produced at the church at no cost. Examples are available upon request. The Wedding Bulletin must be approved at least two weeks prior to the wedding.
- No outside facilitator/director is permitted.

WEDDING PREPARATION TIMELINE

- Call to make appointment with a Christ Church minister to discuss potential wedding.
- With minister approval, set wedding date. Make appointment for follow up instructional meetings with minister.
- Complete Wedding Information Sheet. Page one needs to be completed prior to meeting with our wedding coordinator, page two before meeting with or at the meeting with the clergy.
- Two months prior to wedding, send completed Bulletin Prep page to Marcy Hooker (marcy@christchurchville.org).
- One month prior to wedding, review bulletin and make arrangements to print bulletin.
- Day before wedding, bring marriage license, bulletins and all fees to rehearsal.