



Weddings

Welcome to Ivy Creek United Methodist Church! We are so pleased you are considering our church as the site for your upcoming wedding.

We are happy to share our facilities with the community and take great joy as we prepare to help you with this very special occasion. As you make your plans please remember that it is a privilege to use the buildings and grounds at Ivy Creek United Methodist Church and we hope that you will treat them with dignity as you remember they are dedicated to the glory of God.

We strive to establish a relationship with each couple considering a wedding at Ivy Creek because you are special in God's eyes and in our eyes, as well. We want to provide you with a ceremony that is joyful, reverent, and memorable. Wedding services at Ivy Creek are not restricted to its members and are available to all who desire a sacred ceremony that emphasizes Christian marriage. Each Wedding service is conducted as a sacred experience with reverence and professional care. If you are a United Methodist, your wedding service will be consistent with the ritual of the United Methodist Church, conducted by the pastor of Ivy Creek or another elder of the United Methodist Church.

Again, if you are a member of Ivy Creek you will enjoy a time of pre-marital counseling with our clergy or another elder of the United Methodist Church. We will do all we can to assure your wedding day and your life together are everything you hope they will be. If you are not members of Ivy Creek, it is our prayer that you will seek pre-marital counseling prior to your wedding.

Please remember that a wedding is not officially booked on our church calendar until the bride and/or her representative have filled out the necessary information and have met with a Wedding Coordinator of Ivy Creek Church.

We hope this information is helpful in your decision on selecting a church to host your wedding. If you have any further questions, desire more information or wish to arrange a visit, please contact the Church Office by phone at 434.973.4793 or email your request to ivycreekumc@gmail.com.

Facility Use Guidelines

Setting Your Date - The Wedding Coordinator will help you find a day and time on the Church Master Calendar for your wedding . You will need to complete a Wedding Reservation form that, with the required deposit, will hold the date for your wedding. A Wedding Contract, with the terms and conditions covered, will be provided for your signature. A copy of the Contract will be forwarded to the Wedding Coordinator, Pat Toms, would will review with you use requirements and provide additional assistance and information.

Wedding Coordinator—The Ivy Creek Wedding Coordinator is Pat Toms. Pat will be the Church contact person for your Wedding planning and any alteration in plans must be cleared with her. Our Wedding Coordinators assists the pastor in directing rehearsals and coordinating the wedding ceremony. They directs the wedding, as you wish, but according to Church standards. They will guide you in the use of available equipment, wedding rehearsal, actual wedding, and reception if held at Ivy Creek.

If the Bride has a Wedding Consultant, our Wedding Coordinator will work with the Bride's Wedding Consultant.

Church Calendar—Please be sure that your have approval for your wedding date and that is has been put on the Church calendar prior to making any public announcement. The wedding cannot be put on the calendar until the registration fee has been received (please see Fee Schedule). Weddings on Saturday must be scheduled no later than 2:00 PM, if a reception is also being held at the Church Fellowship Hall. Otherwise, the latest a wedding can be scheduled is 6:00 PM for members and 4:00 PM for non members.

Wedding Reservation Form—To secure your date on the calendar, immediately return the registration form with the registration fee to the Church Office (even though all information may not yet be available).

Wedding Service - If your are a member of Ivy Creek United Methodist Church or another United Methodist Church, the ceremony provided is both joyful and reverent as befits this important step in your lives. Several options within the Wedding service can be discussed with the officiating Pastor. Examples are: A family member or friend may read a scripture passage; communion may be celebrated. All options must be discussed with and approved by the officiating Pastor.

Facilities - Ivy Creek United Methodist Church has a long history in Albemarle County with its beginnings dating back to 1808. The current facility constructed in 1920 is a quaint rock building complemented by grassy lawns, walkways and parking—all overlooking a beautiful mountain setting. The stones used to construct this facility are native to the Albemarle County area and Ivy Creek is one of the few stone churches in this area; as a matter of fact, it is often referred to as the Rock Church. Pure Gothic in architecture the church has beautiful stained glass windows. We have 19 pews on either side of the center aisle, with each pew comfortably seating six to eight adults, giving us a capacity of approximately 130 people.

Guest Pastor - If a guest Pastor is requested to officiate the Wedding service, Ivy Creek's

Pastor must approve. If a member of Ivy creek desires to have another Pastor participate in the Wedding service, we are glad to accommodate other guest Pastors with the understanding that he/she will assist Ivy Creek's Pastor who will work out the Wedding service details.

Flowers and Decorations - Most families like to arrange with a local Florist for floral enhancements for the wedding. The Wedding Coordinator can assist you with ideas and placement of floral and other permitted decorations. **AISLE RUNNERS ARE NOT PERMITTED FOR SAFETY REASONS.** A wedding banner is used for all weddings and this detail will be handled by the Wedding Coordinator. We request that you submit your plans for flowers, candles and greenery to the wedding Coordinator.

Rice, Seeds, Etc. - *For reasons of personal safety and potential property damage, rice, bird seed, confetti, balloons and similar materials are NOT permitted.* Silk Rose petals may be used in the sanctuary, and if a reception is held at our facility we recommend that souvenir "wedding bubbles" be used. However, if they are used here, they must remain outside the buildings and all refuse from them must be collected by someone in the wedding party/family.

Smoking - NO SMOKING IS ALLOWED in any of the church buildings nor on the church grounds.

Alcohol/Illegal Drugs - NO ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS are permitted anywhere on church grounds.

Food/Drinks - Food is NOT permitted in the Sanctuary at any time. You may bring bottled water into the Bride and Groom's Rooms only.

Music - A church wedding is a religious ceremony in a sacred place, and the Music, whether classical or contemporary, should spiritually uplift those present. Our Organist's services may be available and the Organist will be prepared to play appropriate pre-wedding, processional, recessional, and bride and groom entrance music, as well as for soloist(s). Or, you may hire an organist and additional musicians (trumpet, string ensembles, and the like.) Be sure these requests are cleared through the Coordinator BEFORE contracting with them. (Payment to them is your responsibility.)

Photographer/Videographer - The Wedding Coordinator must have the opportunity to discuss with your Photographer our picture-taking policies. One hour after the ceremony is provided for pictures inside the Church NO FLASH photography is permitted during the Ceremony.

If you engage a Videographer, recording MUST be done with existing light. The operator is NOT permitted to move about during the ceremony. The Coordinator will be glad to meet with both the Photographer and Videographer to discuss areas where these activities can be done to ensure reverence for the Service and respect for the wedding party and guests.

License - We recommend you begin arranging for your license at least one month before the wedding. **The Wedding License is Valid for 90 Days.** Please bring the License, in the envelope provided, to the Wedding Rehearsal. **Without the License in Hand, the**

Wedding Cannot be Held. Once the Wedding service is over and signatures are affixed, the Church Office mails the document to the County Recorder's Office.

Rehearsal - You need to notify all members of the Wedding Party of the date and time of the Rehearsal. One Hour is set aside for your Rehearsal and will be conducted by the Wedding Coordinator. The Rehearsal is vital to ensure that the ceremony goes smoothly. It also allows the Bride and Groom to make final changes and decisions. **It is crucial that the entire Wedding party be present and on time.** If a Wedding Consultant is involved, that person should attend the Rehearsal, as well. Please remember: **Each person with a role in the Wedding is needed at the Rehearsal.**

Building Access - The Church will be open two (2) hours before the scheduled Wedding time. Please arrange with your Florist, Photographer and/or Videographer to arrive accordingly. The building will be closed one (1) hour following the conclusion of the Wedding service.

Dressing Rooms - The Church provides space for the Bride and her attendants to use and to wait in until the Wedding service begins. Also, there is a separate Waiting Room for the Groom and his attendants, whom we request arrive dressed, when practical to do so. The Bride needs to arrange for a responsible person to clear her belongings from the Bride's Room following the service. The Groom should also arrange for some one to clear the Groom's Room of personal articles. Each Attendant is responsible for his/her own belongings.

Receptions - Ivy Creek also offers services and facilities for Wedding Receptions. Our facilities include a Fellowship Hall, with a fully equipped kitchen and Rest Rooms. Ivy Creek can provide "Cake & Beverage" Receptions (with no-dining or alcoholic beverages involved.) to accommodate up to 200 people. If a seated event is desired the capacity is for approximately 100. Please contact the Wedding Coordinator for availability, services, options.

When receptions are held here at Ivy Creek United Methodist Church, the caterer must furnish liability insurance, all china, cutlery, table linens and crystal. If use of the kitchen is required, make sure this is coordinated through the church office.

Participants - Thirty (30) minutes prior to the scheduled Wedding time, the Bride and all Attendants, the Groom, Best Man and Groomsmen must be in their reserved area(s) for the start of the ceremony. Twenty (20) minutes prior to the start of the Service, the parents and grandparents of the Bride and Groom will be asked to wait in the Narthex (Foyer area) for seating or further instruction. We request that children, participating in the wedding service be at least five (5) years old. Generally, only the Bride, Groom, Maid of Honor, Best Man and Pastor(s) go inside the Chancel (Altar) area for the remainder of the Service. The remaining Attendants stand where rehearsed in/near the Altar area and steps.

Responsibilities - The Bride and Groom are responsible for seeing that all members of the Wedding party and any outside contracted persons, are aware of these policies. Any church property damaged or destroyed becomes the full replacement responsibility of the Bride and Groom. Ivy Creek United Methodist Church reserves the right to modify these policies at any time.

*Please prepare a list of any questions you may have before calling the
Wedding Coordinator for your initial meeting.*

Wedding Contract with Ivy Creek United Methodist Church

This contract is to be signed by the Bride and Groom and should be returned to the Church Office (674 Woodlands Road, Charlottesville, VA 22901) with appropriate fees.

We have read and will discuss with our families, the photographers, the audio-videographers, the florist, and musician, the Wedding Guidelines for Ivy Creek United Methodist Church and we agree to abide by them.

Signature of the Bride

Date

Signature of the Groom

Date

Date and Time of wedding: _____

Trustee approval:

Chair of Trustees

(Date)

Wedding Coordinator

(Date)

Church Office Use Only:

Pastor's Approval:

(Date)

Posted on Calendar:

(Date)

Ivy Creek United Methodist Church Wedding Information Sheet

Bride: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Groom: _____

Address: _____

Daytime Telephone: _____

Evening Telephone: _____

Best Man: _____

Is the Bride of member of Ivy Creek? _____

Is the Groom a member of Ivy Creek? _____

Are there family relations at Ivy Creek? _____

Please identify those relations: _____

Individual(s) presenting the Bride for marriage: _____

Why did you select Ivy Creek as your wedding site? _____

Maid/Matron of Honor: _____

Bridesmaids

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Wedding Information Sheet
Page two

Ushers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Flower Girl(s): _____

Ring Bearer(s): _____

Officiating Clergy: _____

Address: _____

Musician: _____

Address: _____

Wedding Consultant: Yes _____ No _____

Name: _____

Phone #: _____

Wedding Date/Time: _____

Rehearsal Date/Time: _____

Soloist: _____

Reader: _____

Photographer/Videographer: _____

Candelabra: Yes _____ No _____

Church Reception: Yes _____ No _____

Caterer: _____

Caterer's Phone #: _____

Florist: _____

Florist Phone #: _____

Wedding Information Sheet

Page three

Will flowers be left for Sunday Service? _____Yes _____No
(If yes, check with the Church Office to see if flowers have already been designated for that particular Sunday).

Tell us how you would like the Sunday bulletin note regarding flowers worded. (Example: The flowers on the altar are from the “date” wedding of Mr. & Mrs. “name” and are given to the glory of God on this happy occasion). Flowers may also be given in memory or honor of someone.

Bride and Groom’s address following the wedding:

Deposit refund is to be made payable to (name and address):

Wedding Guidelines and Regulations

Many couples choose to have a record of the events of their wedding. Please remember that your wedding is an act of worship and therefore these guidelines are stated so as not to distract from the service.

- ? Flash photography/auxiliary lighting is not permitted once the wedding party is in place.
- ? Photography is not to advance beyond the third pew during the processional.
- ? Photography of the wedding party prior to the ceremony is to end at least 15 minutes prior to the time of the actual service.
- ? Ushers are to “remind” guests of the request regarding “Flash” photography
- ? Photographer is permitted to photograph only from the rear once the service has begun.
- ? Please limit the shutter action to only a few discreet times and not during periods of prayer.
- ? An additional 30 minutes following the services is reserved for additional photography.

These Guidelines are given to the Bride/Groom to read as well as reviewed with the Photographer. Both the Bride/Groom and the Photographer are to sign this agreement and it is to be returned to the Church Office no later than two weeks prior to the wedding.

Date of Wedding: _____

Time of Wedding: _____

Bride/Groom: _____

Photographer: _____

Wedding Guidelines and Regulations For Video Cameras

- ? Only unmanned stationary cameras are allowed within the Nave. These must be in place at least one hour prior to the service. There will be a maximum of three cameras allowed. No supplemental lighting will be allowed. The cameras must be setup in the following approved locations:
 - o Choir loft.
 - o Rear of the sanctuary

- ? The only place a manned camera is permitted is in the rear of the church. Again, no supplemental lighting will be allowed.

These Guidelines will be given to the Bride/Groom to read as well as review with the Videographer. Both the Bride/Groom and the Videographer are to sign these guidelines and then return to document to the Church Office no later than two weeks prior to the wedding.

Bride/Groom: _____

Date of Wedding: _____

Time of Wedding: _____

Videographer: _____

BRIDE/GROOM'S CHECKLIST

- Pre-Wedding consultation if Ivy Creek Pastor is Officiating _____
- Musician contacted _____
- Ivy Creek Wedding Coordinator contacted and meeting set _____
- Wedding Guidelines Information Sheet completed _____
- Double check wedding date with Church Office following the pre-wedding consultation with the Minister and/or Wedding Coordinator _____
- Caterer (if applicable) has contacted Ivy Creek Church _____
- Photographer/Videographer has "guidelines" (this needs to be signed by both bride/groom and photographer and forwarded to the church office) _____
- All payments completed at least 2 weeks prior to wedding date _____
- Licenses to be given to minister at rehearsal. _____
- If church is preparing Wedding Program it must be to the church at least three weeks prior to wedding _____
- For janitorial, please Contact Eugene at 981-1538 _____

**Ivy Creek United Methodist Church
Wedding Fees**

Will Use (Y/N)	Item	Member Cost	Non-Member Cost	Paid
	Refundable Registration Fee for Wedding and rehearsal	No Fee	50.00	
	Use of Sanctuary Area Only	No Fee	250.00	
	Use of Fellowship Hall	No Fee	250.00	
	Sanctuary and Fellowship Hall (Kitchen light use)	No Fee	500.00	
	Sanctuary, Fellowship Hall with Kitchen use and food preparation/cooking	No Fee	600.00	
	Janitorial Fee (wedding Only)	65.00	65.00	
	Janitorial Fee (wedding and Reception)	130.00	130.00	
	Ivy creek Wedding Coordinator	125.00	125.00	
	Ivy Creek Pastor Officiating	Honorarium	\$150.00	
	Altar Candles	No fee	10.00	
	Program Preparation	No Fee	50.00	

Wedding Reservation Form

We the undersigned request approval to have a wedding at Ivy Creek United Methodist Church.

Bride: _____

Address: _____

Daytime Telephone: _____

Evening Telephone: _____

Groom: _____

Address: _____

Daytime Telephone: _____

Evening Telephone: _____

First Choice for Date and Time of wedding: _____

Second Choice of Date and Time of wedding: _____

Church Office Use only:

Name of Assigned Wedding Coordinator: _____

Church Office Notified: _____

Trustee approval: _____

Chair of Trustees

_____ (Date)