

# WEDDING GUIDELINES FOR NONMEMBERS

OLD DONATION EPISCOPAL CHURCH  
(since 1637)



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Welcome to Old Donation Episcopal, our church home! We are delighted that you wish to be married in our historic church. As part of our ministries of hospitality and ecumenism, we open our doors to Christians outside of our parish family several times a year for weddings. We are honored to host you, and we invite you to honor us by following the guidelines below.

## PLANNING GUIDELINES FOR YOUR WEDDING

**CLERGY:** We assume you will provide clergy from your church.

**WEDDING COORDINATOR:** A member of Old Donation’s Altar Guild will assist you in planning many details of your wedding. She will attend your rehearsal and wedding, help arrange for the altar flowers, reserve family pews, direct the ushers in their duties, and assist in seating mothers and starting the procession down the aisle. In addition, she will be able to answer numerous questions relating to use of the church, wedding etiquette, and planning details – especially those related to the information that follows in these guidelines. **After signing these guidelines, please refer all questions to your assigned coordinator, not to the Old Donation church office.**

Other wedding coordinators (commercial consultants or family friends) are not necessary, but if you would like a family member involved in overseeing the rehearsal, working with the Altar Guild, please ask the wedding consultant. Naturally, you may invite anyone you wish to help with details at home or at the reception.

**MUSIC:** The parish organist will play at all in-parish weddings if he is available. Please contact him as soon as you have a wedding date. **Parish Organist: Paul Hudgins, 757-621-0539**

If the parish organist is unavailable for your wedding, we will assist you in arranging for a qualified substitute. If you wish instrumentalists or vocal soloists, please consult with the parish organist. The singing of congregational hymns during the service is highly encouraged. Since a wedding is a sacramental rite of the church (a worship service), the music should reflect a reverent atmosphere. The parish organist must approve all music selections. “Popular” music and recorded music are prohibited.

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**FLOWERS:** Our flower guild places flower arrangements in the sanctuary on Saturdays for our Sunday worship. If you wish to use these for your wedding, and do not wish to specify colors or types of flowers, there is no charge. If you wish to specify colors or flowers, the charge is \$120.00. If you wish to supply flowers from an outside florist, that florist must coordinate with our flower guild. The wedding coordinator can make that connection. The flowers must be left at the church for Sunday services. Please note that during the season of Advent (between Thanksgiving and Christmas) only greenery is placed on the altar. **During Lent (the six (6) weeks prior to Easter) the church has no flowers on the altar. During these seasons you are welcome to provide your own flowers.**

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**DECORATIONS:** The simplicity of the architecture and decoration of Old Donation Church is part of its uniqueness and charm. Bows may be placed on the ends of pews reserved for the family and candles with hurricane globes may be placed in the windows for evening weddings. **These items are supplied by the Church. Additional decoration is not permitted. PLEASE consult with the wedding coordinator before your wedding for candles and decorations.**

We hope that you will respect our sanctuary as our sacred space. The altar, lectern and pulpit coverings used for weddings are white with a Jacobean pattern. In addition, the red kneeling cushions must remain in place for the service. We do not move the historic baptismal font from its place in the center aisle for weddings. Our prayer books and hymnals need to remain in the pews, but the baskets with nametags and pens may be moved beneath the seats, provided they are returned to the ends of the pews immediately following the service. If a flower girl distributes flowers, it is mandatory that your wedding party sweep them up following the service.

**WEDDING REHEARSAL:** Rehearsals usually take place 5:00 p.m. or later the afternoon prior to the wedding. If anyone needs entrance to the church prior to the time of the rehearsal, please arrange this with the wedding coordinator, as the church is usually locked by 4:00 p.m., and the church office may be closed. The wedding consultant can arrange to open the church up to one hour prior to the service.

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**BRIDAL PARTY DRESSING AREA:** The bridal party may use our library as a dressing area. The bridal party may arrive up to two hours before the service, and all items must be removed as soon as possible after the service, as this room may be needed for a meeting later in the afternoon or evening.

**NUMBER OF GUESTS AND SIZE OF BRIDAL PARTY:** The church comfortably seats 180-220 guests for a wedding. The number of groomsmen and bridesmaids should be discussed with the wedding consultant.

**RESTROOMS:** Our historic church lacks restrooms, but they are available in the parish hall.

**RECEPTIONS:** Our facilities are not normally available for out of parish wedding receptions due to the many schedule conflicts. The rector may approve individual requests on exception.

## OLD DONATION CHURCH WEDDING FEES FOR NONMEMBERS

FEE	AMOUNT DUE	PAY TO	DATE DUE
Use of Church	\$900.00	ODEC	\$300.00 <b>non refundable</b> deposit upon reservation, with balance due not later than 2 weeks prior to the wedding date.
Old Donation Episcopal Church Priest	\$200.00	ODEC	Not later than 2 weeks prior to the wedding date.
Altar Flowers	No cost if using altar flowers provided. No flowers are provided during Lent. \$120.00 if you specify color or type of flowers.	ODEC	Not later than 2 weeks prior to the wedding date.
Organist	\$300.00	Paul Hudgins (please use a separate check made out to him)	Not later than 2 weeks prior to the wedding date.
Altar Guild Wedding Coordinator	\$150.00	Martha Wilson (make a separate check out to her)	Not later than 2 weeks prior to the wedding date.
Sexton's Fee (only if using the Parish Hall)	\$250.00	ODEC	Not later than 2 weeks prior to the wedding date.
Parish Hall (Rector's permission required)	\$600.00	ODEC	Not later than 2 weeks prior to the wedding date.

\*please see Music section above for information on substitute/out of parish organists.

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If you wish to be married at Old Donation and are willing to follow these guidelines, please sign this document and return it to our Parish Administrator with a deposit check made out to ODEC for \$300.00 so that we can reserve the date and time for your wedding. **Please Note:** We do not allow Old Donation Episcopal Church to be used as a back-up or rain date location for weddings.

**If you book the church and do not use it, you forfeit all fees.**

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**Contact information for 2020:**

**Altar Guild:** Martha Wilson, 310-430-2306

**Parish Organist:** Paul Hudgins, 757-621-0539

**Parish Administrator:** Gretchen Hood, 757-497-0563

We have read the document *Wedding Guidelines for Nonmembers at Old Donation Episcopal Church* and agree to observe all guidelines and fees.

Name	Signature	Date

Date and time of wedding: \_\_\_\_\_

Date and time of rehearsal: \_\_\_\_\_

**Contact information for the Bride and Groom:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

FOR OFFICE USE

Received By	Date