

FOUNDATION FOR HISTORIC CHRIST CHURCH, INC.

Policy Governing

SERVICES OF HOLY BAPTISM, HOLY MATRIMONY, AND BURIAL OF THE DEAD

Adopted September 13, 2022

1. About Christ Church, Lancaster County, Virginia

Construction of Christ Church, Lancaster County, Virginia (“Christ Church”) was completed in 1735. Virtually the entire structure, including most interior furnishings and appointments, dates from that time. The church is a registered National Historic Landmark and a Virginia Historic Landmark. The church in its entirety, and its many individual parts, is a fragile, irreplaceable artifact, lovingly preserved with great care and at considerable expense by the Foundation for Historic Christ Church, Inc. (“Foundation”).

Access to Christ Church for your services and rites is a special privilege, subject to strict rules intended to ensure the continued preservation of the church in its pristine state. These rules must be followed exactly and without exception. Scheduled services such as weddings do not preclude the placement of scaffolding and other construction material required to meet preservation needs.

Christ Church is a living church through its affiliation with Grace Episcopal Church, Kilmarnock, Virginia (“Grace”). Regular services of worship, special services and other rites are conducted by or through the auspices of Grace. The affiliation with Grace and the Protestant Episcopal Diocese of Virginia does not preclude Christian services and rites that are ecumenical or performed by clergy of other denominations.

2. Rules and Regulations

Christ Church can be made available for the solemn rite of Holy Matrimony. Any other activities or celebrations associated with the wedding will not be allowed in the church, inside the churchyard wall or anywhere on the grounds of the Foundation.

All weddings will be consistent and compliant with the policies and procedures of Grace and shall be approved by the Rector of Grace.

All weddings will be performed by ordained clergy of any Christian denominations who are subject to approval by the Rector of Grace.

To help assure that members of the wedding party and their guests comply with these rules, the Wedding Director of Grace (“Wedding Director”) will announce at the rehearsal, and the officiant to the assembled guests prior to beginning the service, the following:

“Construction of Christ Church, Lancaster, was completed in 1735. Virtually the entire structure, including most interior furnishings and appointments, dates from that time. The church is a registered National Historic Landmark and a Virginia Historic Landmark. The church in its entirety, and its many individual parts, is a fragile, irreplaceable artifact, lovingly preserved with great care and at considerable expense by the Foundation for Historic Christ Church, Inc. The Foundation therefore asks that you help preserve this treasure by refraining from standing on the pews or in any other way endangering the church and its furnishings before, during or after this service.”

Weddings, rehearsals of the ceremony or rehearsals by musicians will not be scheduled during normal hours of presentation of the church to the public, which are 10:00 a.m. to 4:00 p.m. Monday through Saturday and 1:00 p.m. to 4:00 p.m. on Sunday. Rehearsals of the ceremony will be completed, and the church and the churchyard vacated, by 7:00 p.m. Wedding ceremonies, including photography, will be completed, and the church and the churchyard vacated, by 7:00 p.m.

Only musical instruments that can be hand carried by a single person without the assistance of affixed wheels or casters, carts, hand trucks or other similar devices are allowed in the church, and no more than four musicians are allowed in the church. Other than the existing organ, no electrified instruments are allowed in the church.

The number of the wedding party, guests, officiants, musicians, and any other persons associated with the ceremony who will be inside the church shall not exceed 200.

Pew doors will remain in the affixed open position at all times.

The exterior doors to the church will remain as the wedding party finds them.

The windows of the church will only be adjusted by persons from the Foundation staff or the Wedding Director or those approved and appointed by the Wedding Director.

There will be no access to the gallery at any time for any reason, including photography. There is **NO** photography during the ceremony outside of the guidelines set by the Rector of Grace. Any portion may be recreated and photographed following the ceremony.

No one will stand on pew seats at any time for any reason, including photography.

With the exception of clergy, or lay readers, there will be no access to any level of the pulpit or its stairs. Posing for photography is not permitted at any level of the pulpit or its stairs. Use of any level of the pulpit, or its stairs, by photographers is not permitted.

No candles, sparklers, oil lamps, or any other source of flame or smoke are permitted in the church or on foundation grounds at any time for any purpose. No smoking or vaping of any kind is permitted in the church or on foundation grounds at any time.

Only celebrants and authorized flower arrangers will be allowed inside the altar rail.

No flowers, greens, banners, bows, bunting, ribbons, streamers, or any other adornment of any sort whatsoever will be allowed on or inside the churchyard wall, and specifically, on the exterior of the church, on the doors, on the windows, pews, or any furnishings inside the church, except:

- a. up to two modest floral arrangements flanking the cross will be allowed on the altar, no higher than the arms of the cross (20 in.), and not in front of the cross;
- b. the bride, and the bride's attendants, may carry flowers;
- c. up to two modest floral arrangements flanking the west door of the church may be placed on the door stoop.

No artificial flowers will be permitted at services in Christ Church.

No alcoholic beverages will be allowed in the church, inside the churchyard wall or anywhere on the Foundation grounds with the exception of wine served during any communion.

No rice, birdseed, confetti, flower girl petals or other similar substance, whether loose or packaged, will be allowed in the church, inside the churchyard wall or anywhere on the Foundation grounds.

Any and all printed material brought into the church for use in the wedding ceremony will be removed by a responsible person associated with the wedding party immediately following the conclusion of the ceremony.

Parking for the wedding party, guests, officiants, musicians, and any other persons associated with the ceremony will be limited to designated campus parking lots or the marked handicapped parking area on the circle drive as required by disabled persons.

There are no dressing or restroom facilities in the church. Arrangements may be made to secure the use of the Bayne Center for these purposes and these purposes only. The Carter Reception Center, the Chase Center, and the restrooms attached thereto, are not available.

3. Arrangements and Communications

All arrangements will be made through, and all communication will be directed to, the Wedding Director, whose services are retained by Grace, except that:

- a. Availability of the church for a particular date should be cleared first with the Foundation. Please contact the Foundation office at (804) 438-6855 or info@christchurch1735.org to check availability. A date is officially confirmed only after clearing the date with the Wedding Director's calendar and when the Foundation receives payment of the fee for use of the church and a signed copy of the Wedding Agreement.
- b. Payment of the fees for (1) use of the church and (2) related damage deposit should be remitted directly to:

Foundation for Historic Christ Church, Inc.
P.O. Box 24
Irvington, VA 22480

The Wedding Director can be reached at (804) 436-4336.

The fees for use of Christ Church for weddings are as follows:

\$250 to the Wedding Director (\$50 upon signing the agreement and \$200 at the rehearsal). This fee pays the Wedding Director to help in conduct of the rehearsal and wedding and includes:

- a. an initial one- or two-hour consultation with the bride to review these regulations and discuss ceremony options and logistics;
- b. attendance at the rehearsal and wedding;
- c. opening, cleaning up after the rehearsal and wedding (including Bayne Center if used) and locking up.

\$250-\$350 to the Organist who provides:

- a. a one-hour consultation to discuss and select music,
- b. music for a one-hour rehearsal,
- c. wedding music to include a prelude, processional, recessional, postlude, and other music as agreed.

**NOTE: If additional time is needed to coordinate with outside soloists and/or musicians, fees may be increased accordingly.

Fees for the wedding director and organist are to be paid directly to them.

\$50 nonrefundable fee to place and hold the wedding date on the Foundation for Historic Christ Church, Inc. master calendar.

\$950 to the Foundation for Historic Christ Church, Inc. for the use of facilities at the time the Wedding Agreement is signed. Refundable up to 90 days before event at the discretion of the Foundation and the Rector of Grace.

\$500 damage deposit paid to the Foundation for Historic Christ Church, Inc. 30 days prior to the wedding (to be refunded if no damage occurs). Please make this check out separately from the use of facilities fee. Damages in excess of \$500, as determined by a professional historic preservationist and in consultation with the Virginia Department of Historic Resources, will be the responsibility of the wedding agreement signatory.

Compensation paid directly to the officiating clergy unless other arrangements have been made.

The bride is requested to provide an 8 x 10 photo to be placed in the Christ Church brides' book and kept in the archives of the Foundation for Christ Church, Inc.

4. Services of Holy Baptism and Burial of the Dead*

Services in Christ Church for Holy Baptism and Burial of the Dead are reserved for members of Grace unless specifically authorized by the Rector of Grace for others who may request such services.

*Burial of the Dead services conducted graveside are not affected by this policy.

5. Final Decision Authority

Any approved service at Christ Church will not preclude construction material (scaffolding, etc.) which might be in place at the time of the service.

The Rector of Grace is the final arbiter for services conducted at Christ Church.

This document is as amended,

February 2, 2015

March 23, 2016

January 7, 2021

September 22, 2022