



Church of Our Saviour
Episcopal

CHURCH OF OUR SAVIOUR WEDDINGS

Weddings in the COOS chapel and church are reserved for members and immediate family of members. All couples getting married in this church must undergo pre-marital counseling by an Episcopal priest and Episcopal clergy must be present in the marriage ceremony. Couples are advised not to announce their wedding date until they meet with the rector and schedule pre-marital counseling.

In order to tentatively reserve the church or chapel for the wedding and rehearsal dates/times, please contact the Parish Administrator, Carolyn Bancroft, at 434 973 6512 or cvbancroft@cooschv.org. These dates become secure once pre-marital counseling is underway.

The church does not have a wedding planner/consultant. If you need an organist, we will find one for you. Please plan to arrange logistical church details with the parish administrator at least one month prior to the wedding. This can be done by telephone or email.

FEES FOR WEDDINGS

There is a \$700 fee for church/chapel usage, organist's fee, and sexton's fee. In the event that the couple arranges for their own organist to play and that person is not a church employee, the fee is \$450, and financial arrangements are made independently with the chosen organist.

If the wedding reception is to be held in the parish hall, an additional \$175 is added to the total.

Clergy gifts are at the discretion of the couple.

Checks are to be written out to Church of Our Saviour and must be given to the parish administrator at least one week prior to the wedding.

DETAILS AND PROCEDURES

Seating in chapel: 80. Seating in church: 240.

Music: Once an organist is found, couples work out music selections with the organist directly. If you are providing additional music, please know that acoustics in the main church are not good for certain instruments as the sound does not carry well. Vocalists should plan to use a microphone, which we have in the church.

Photography: Still photography is not allowed in the church and chapel at any time during the service, but photos can be taken before and after. Photos can be taken after the ceremony as soon as the recessional music begins. The church grounds can be used in photography. Videos of the wedding can be taken from the choir loft in the church.

Flowers: Plan to order one large flower arrangement for the altar in the main church or two small arrangements for the rock chapel. If you are unsure of which florist to use, Patterson Florist does all of the church Sunday arrangements and can advise. If you would like to leave the flower arrangement for the church to use on Sunday, please advise the parish administrator.

Bulletins: The church office can provide simple wedding bulletins - done on a wedding bulletin cover we have in the church office - to those getting married on church property. These consist of a service format where details are added – custom bulletins are not done by the church office. Many couples prefer to do their own bulletins in order to accommodate multiple pages, ribbons, rice paper, etc. Bulletins are not available to those marrying off-site. If the church office is involved with creating the bulletin, all information must be into the church office no later than one week prior to the wedding.

Rehearsal Dinner: The parish hall may be used for a rehearsal dinner, depending on space availability. The fee for using the parish hall for the rehearsal dinner is \$175. The guidelines for usage must be strictly followed.

Throwing of flower petals inside of church/chapel is not allowed, unless it is on a runner and the runner and petals are completely cleaned up afterwards. Throwing of rice, birdseed, or petals of any sort outside of the church/chapel or anywhere on church grounds is not allowed. Bubble blowing is allowable outside.

Contact information:

Rector: David M. Stoddart 434.973.6512, ext. 102

Assistant Rector: Mary L. Staley 434.973.6512, ext. 108

Parish Administrator: Carolyn Bancroft 434.973,6512, ext. 105 cvbancroft@cooschv.org

