

3041 Sandpiper Road
Virginia Beach, VA 23456

Phone: (757) 721-3105
Fax: 757-721-5198

Email: office@sccumc.org



Sandbridge Community Chapel

Pastor Clyde DeLoach
Email: pastorc@sccumc.org



A Guide to Your Wedding

We are pleased that you are considering our church for your wedding. If you do decide to share your special day with us, we will do everything possible to make it a joyful experience! May God bless your lives with grace and peace. A wedding is a sacred occasion where a man and a woman seek God's blessing on their marriage. Crossroads Fellowship wants to work with the bride and groom in preparation for their wedding day. The guidelines in this manual are designed to improve the communication between the church, the wedding party and any hired group involved with the ceremony. The areas covered within this booklet include the following:

CEREMONY / PASTOR

Our Pastor, Clyde DeLoach, will participate in all arrangements for wedding ceremonies held at SCC. The wedding couple is required to attend at least three counseling sessions prior to the wedding. This is to ensure that you better know one another and to begin planning for your wedding. It is the couple's responsibility to reserve the date of their wedding on the Church calendar through the Church office between 9:00 a.m. and 12:00 noon, Monday through Friday by telephoning (757)721-3105.

SCC MUSIC

SCC requires the use of our Music Director for your ceremony. Music on your special day should be something beautifully remembered. Whether your service is traditional or on the contemporary side, our Director of Music, Bryan Harrell, would be delighted to work with you. He can be reached at (757)721-0707 (bryfly@cox.net). **PLEASE NOTE:** It is the responsibility of the bride and groom to contact the Wedding Assistant, upon signing of our wedding application, to schedule first dialogue. The bride and groom will compensate the Wedding Coordinator, Pastor, and Music Director directly.

Please consult with him if you wish to involve outside musicians.

WEDDING ASSISTANT

All weddings that are held at SCC must use our Wedding Assistant. If you have a wedding planner, we will work closely with them to ensure everything runs effortlessly. Our assistant is Summer Lane and she can be contacted @ 757-641-3421 (sandbridge.events@gmail.com). The wedding assistant is responsible for directing your wedding ceremony & rehearsal. They will be present for supervision of set up and break down, as well. The SCC assistant is in charge of supervising our décor placement and/or if you move any furniture. The couple must provide volunteers to do set up, break down, and clean up of ceremony décor/flowers etc. Contact information, of persons from the wedding party that are in responsible for set up and break down, must be given to the Wedding Assistant. **PLEASE NOTE:** It is the responsibility of the bride and groom to contact the Wedding Assistant, upon signing of our wedding application, to schedule first dialogue. The bride and groom will compensate the Wedding Coordinator, Pastor, and Music Director directly.

SPACE

Approximate # of seats in specified areas:

Sanctuary.....175
Community Center.....100

The Sanctuary (Chapel) and Community Center and are 2 spaces that are available for your wedding and reception. The Community Center is available for receptions.

Your wedding fee includes your rehearsal (45 minutes) and the use of sanctuary for 2.5 hours: 1 hour prior to your wedding ceremony, ceremony (approximately 30 minutes in length), and 1 hour after your wedding ceremony for photography and clean up.

Rehearsal (lasting no more than 45 minutes) must be scheduled for the day before your wedding ceremony.

FLOWERS & DECORATIONS

Since your wedding ceremony is a worship service, we encourage the use of simple decorations. Much care must be taken to protect all church property.

Please use only ribbons to tie decorations to the pews. Pew hangers are permitted.

Please use ONLY removable adhesive putty (such as Blue Tak) if you wish to attach decorations to the walls, woodwork, furniture or floors. All ribbon & putty must be removed after ceremony.

Please remove all decorations immediately after your wedding.

Please contact the Wedding Assistant if you have any questions or if you need clarification regarding your decorations or flowers.

Country Flowers & Gifts is the preferred florist used by our church. . They are permitted to enter our building, for floral deliveries, if no one is at the church. Please consider using this business for your floral design.

Country Flowers & Gifts
1169 Nimmo Parkway
Virginia Beach, Va. 23456
757-427-7500

If you wish to leave your flowers for our Church service on Sunday, please notify the Wedding Assistant so that proper acknowledgement can be given in that Sunday's worship program. The Church is always happy to receive them.

PHOTOGRAPHY

We understand that photographs are an important remembrance of your wedding; your wedding ceremony is a worship service and should be the central focus of the day.

The Church Sanctuary and Chapel are available for one hour prior to or after the wedding for photography.

We do not allow flash photography during the ceremony.

Please do not take flash photos during the actual wedding ceremony.

The use of video cameras must be approved by the pastor.

Our minister work with your videographer to ensure they are correctly positioned for your wedding ceremony.

ADDITIONAL INFORMATION & POLICIES

We have ample parking for your family and your guests.

Please remember that no food or beverages are permitted in the Sanctuary or Chapel.

No tobacco products or alcohol are permitted on church property.

No rice or any other imitation material may be thrown on church property.

Bird seed and bubbles are permitted in the parking lot.

No nails, tacks, screws, hot glue, etc. may be used to hang décor.

Flags are not to be removed from sanctuary.

No food or drink is allowed in the sanctuary at **any time**.

Isle runners are not permitted.

The wedding party is responsible for insuring that the sanctuary is used in a respectful manner. Keep in mind that it is a place of worship.

It is the responsibility of the bride and groom to have family and friends available for wiping down all tables and chairs, and remove all trash. Trash is to be placed in the trash cans located on the west side of the building. In the bathroom areas please be sure to pick up all paper that may be on the floors and wipe up water that may be dripping off the counter. You and your family are responsible for removing all personal belongings and for the replacement of all furnishings and accessories. The florist /decorator and caterer are responsible for cleaning up their areas as well.

No red or dark color petals may be strewn in sanctuary. VERY light colored petals allowed and must be picked up after ceremony.

The persons having the wedding and reception will be held financially responsible for any breakage of and / or damage to the church property

It is required that you speak with our Wedding Assistant & Music Director prior to your ceremony. Please schedule meetings with them.

If you have ANY questions please contact our Church secretary @757-721-3105,

FEES

Non-Refundable Save the Date fee.....	\$200
Use of Chapel for members.....	Free
Use of Chapel for non members	\$300.00
Use of Community Center	
W/ Kitchen	\$300.00
W/O Kitchen.....	\$250.00
Custodial Fee	
Chapel.....	\$100.00
Community Center.....	\$100.00
Pastor's Fee	\$225.00
Music Director.....	\$150.00
Wedding Assistant.....	\$195.00

The Non-Refundable Save the Date fee is retained by the church for reserving the date of your wedding. This fee will be added to the total balance due for your wedding. Your wedding is not considered a firm booking until we have received and accepted your Non-Refundable Save the Date fee. You will be advised of acceptance of your wedding booking by contact from the Office Secretary.

For purposes of weddings, Active Members are defined as persons who have financially supported the church for at least 1 year prior to the booking of their wedding.

Please note: the balance of all fees are due in to the church office two weeks prior to your rehearsal date. Your confirmation letter will advise you of these fees and the date they are due.

The SCC Wedding Assistant, SCC Custodian, SCC Pastor and SCC Music Director are mandatory and are to be paid, by you, individually. We will give you that information upon receiving your booking fee.

CONTACTS:

Sandbridge Community Chapel	757-721-3105
Music Director.....	757-721-0707
Wedding Assistant.....	757-641-3421
Country Flowers.....	757-427-7500