

# Wedding Guidelines

Policies and procedures aligned with Walker Chapel's  
Guiding Principles

**LAST UPDATE**  
16 JANUARY 2024



**Thank you** for considering Walker Chapel as the location of your wedding. A wedding at Walker Chapel is a service of worship and celebration of a specific, joyful occasion.

We the congregation of Walker Chapel believe that marriage is a gift from God for **all** people. We believe this to be a threshold moment in life, and we want to share in your joy on this day. Persons from many faith traditions have begun a life together in our sanctuary, and we want to invite you to discuss your unique story with the pastor as a part of your preparation for your wedding day and marriage. We believe in God whose character is to be loving, gracious and full of hope for us as we make life-long covenants with each other. We want to extend the hospitality of God's household to you, and to all those whom you love and invite to share in your wedding day.

Grace and peace,

The community of Walker Chapel United Methodist Church

#### INTRODUCTION

The Walker Chapel congregation, pastor, and staff wish to join with you in making this special day fulfill your highest expectations.

We hope that your wedding will be one of the most moving and memorable events of your lives. As you enter into marriage, you also will be participating in a profound worship service, one filled with joy and a festive air.

These guidelines are intended to answer many of your questions, establish the context for a religious ceremony, and set standards for preserving in good order church facilities that are used by many other people for various occasions.

After you have read these guidelines and you are ready for a discussion, please contact the Church Office at [office@walkerchapel.org](mailto:office@walkerchapel.org) or (703) 538-5200 and you will be put in touch with the pastor.



## PASTORAL CARE

The pastor requires meeting with persons desiring to be married for three counseling sessions before the wedding—a get-to-know-one-another session followed by two counseling and planning sessions. This provides an opportunity for the couple to begin to develop a relationship that may extend beyond the wedding day as well as understand thoroughly the meaning of the worship and wedding service.

It is expected that the Walker Chapel pastor will conduct any wedding ceremony held at Walker Chapel. However, at the discretion of the Walker Chapel pastor, a guest minister from another United Methodist Church or other denomination or faith may assist Walker Chapel's pastor with the wedding ceremony. Walker Chapel's pastor will determine which officiant performs which part of the ceremony. In such situations, the guest officiant will receive a formal letter of invitation from Walker Chapel's pastor.

## CHURCH FACILITIES

Following coordination with the Walker Chapel pastor, reservations for Walker Chapel's sanctuary and/or the reception area may be made through the church office at [office@walkerchapel.org](mailto:office@walkerchapel.org). Dates of availability will depend upon the church calendar (found at [www.walkerchapel.org/events](http://www.walkerchapel.org/events)) and the pastor's calendar. Weddings are scheduled on a first come, first served basis.

The **Walker Chapel Sanctuary** comfortably seats a total of 241 people – 166 in the center nave area, 44 in the transepts, and 31 in the balcony. The length from the narthex doors to the first chancel area step is approximately 50 feet. There are 40 pews available for seating (24 in the center area, 8 in the transept areas and 8 in the balcony). The main sanctuary nave pews each holds seven people comfortably. Capacity and seating numbers (and capacities listed below for other church facilities) may be temporarily reduced in cases where required, such as to address health concerns as arose during the COVID-19 pandemic.

Two separate wedding party rooms are available for pre-ceremony preparation. Lounges for this purpose are located on both the Sanctuary level and the Fellowship Hall level.

The **Walker Chapel Fellowship Hall** may be engaged for use as a reception area if the wedding party desires. Reservations and arrangements should be made at the time the Sanctuary is reserved. This 1,862 square-foot facility has an occupant capacity varying from 109 people (with 88 table-seated) to 181 (limited seating); see the Fellowship Hall floor plan for more information. The Fellowship Hall



is supported by a newly-remodeled kitchen available for catering use as a staging and serving preparation area; the kitchen is not suitable for large-volume meal cooking. A Fellowship Hall stage is available for making announcements and/or to accommodate small musical ensembles.

The wedding couple or family will be responsible for all food and beverage arrangements along with the purchase and installation of any church-appropriate decor enhancements that will not damage walls, ceilings and floors when removed (see “Decorations” below for more information). Unless prior alternative arrangements have been agreed upon, the wedding party’s organizers shall be responsible for removing and disposing of décor enhancements immediately after the reception.

There is on-site parking for 51 automobiles. Nearby street parking is available on Old Glebe Road and N. Tazewell Street. Parking is not permitted on N. Glebe Road (State Route 120).

Wheelchair access to both the sanctuary level and Fellowship Hall is available through the church driveway lower entrance door. An elevator up to the sanctuary level is located to the left as the entrance corridor meets the corridor into Fellowship Hall.

#### **THE WEDDING SERVICE**

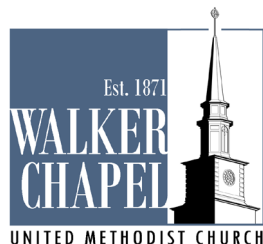
The United Methodist Church wedding liturgies will be used for the wedding service. The service used will be selected by the wedding couple in consultation with the pastor. Any variation in the service must have the approval of the pastor.

The couple’s choice of liturgy and music is also welcomed, subject to other guidelines herein. Special arrangements befitting a time of worship (lighting of a unity candle, the celebration of the Eucharist, and other personal aspects of the service) may, of course, be made after consultation with the pastor.

Communion is available with congregational participation as a part of the wedding service. This should be discussed with and agreed to by the Walker Chapel pastor. If provided, Communion should be for the entire congregation and the Eucharist will be served by intinction.

The marriage license is due at the church office no later than one week before the wedding rehearsal.

Wedding music is an integral part of the religious ceremony of marriage and should be chosen with Christian worship in mind. The church music director and/or pastor shall be consulted in making choices of all appropriate music including instrumental selections, pre-recorded music and guest vocal or instrumental soloist musical pieces.



Couples must design and print their own wedding programs. Prior to printing, the pastor must review and approve the design and content. The wedding party should bring the printed, approved programs to the church on the date of their wedding rehearsal.

It is the responsibility of the wedding party to assure that outside vendors retained by the wedding party (photographer, videographer, florist, etc.) are aware of and abide by Walker Chapel's wedding policies. The church's videography and electronic display monitor equipment may only be operated by church-trained personnel.

#### **WEDDING SERVICE REHEARSAL**

The wedding party contributes to the significance of the occasion by participating in the rehearsal and in the service with the dignity befitting a time of worship. The pastor will preface the rehearsal with introductory comments on the history and meaning of the wedding service, after which the pastor will conduct the rehearsal.

The wedding ceremony rehearsal usually is scheduled to take place during the day before the wedding. The pastor will set the time for the rehearsal in consultation with the wedding couple. Please be on time and allow a reasonable amount of time (generally about one hour) for the rehearsal and let all those involved know well in advance when and where to meet. It is best for all members of the wedding party to be present for the rehearsal.

#### **BOOKING YOUR WEDDING**

Please refer to the Wedding Service Application form near the end of this guide. Both members and non-members may book a wedding at Walker Chapel; a wedding is considered a "member wedding" if one of the wedding party, one of their parents, grandparents, or siblings is an active member of Walker Chapel. All couples married at Walker Chapel must agree to the policies as defined in this guide and discussed with the pastor. Once the pastor and the wedding party are in general agreement to proceed with scheduling the ceremony, the wedding is considered confirmed and secure upon submittal of the reservation form and receipt of the non-refundable deposit. This deposit will be applied against the total wedding ceremony fee obligation.



## DECORATIONS

The interior design of Walker Chapel's sanctuary is a restrained yet elegant visual statement of New England colonial revival architecture; as such, a single floral arrangement (approximately 30" high and 36" wide) placed on the altar will suffice as added decoration. Two single candles with stands are provided on the altar for the wedding service. Some couples prefer to substitute the church-provided candelabra with seven candles per stand. The paraments will be changed to white for weddings, the traditional liturgical color for the service of Holy Matrimony.

If you wish to use additional decorations, please carefully adhere to the following guidelines:

1. No decorations may change or disguise the visual symbology of the church.
2. Flowers, palms, potted greenery, and candelabra should be placed so they do not hide the altar, pulpit, or lectern. As in all church decorating, everything should be arranged to direct attention toward the altar.
3. Tacks, nails, or tape which leave traces of use are not permitted anywhere in the building.
4. No church furniture is to be moved without approval of the pastor or the church wedding coordinator.
5. You should avoid positioning decorations that interfere with the participants in the wedding ceremony or the full, clear view of the congregation.
6. The only decorations to be placed on the altar are the cross, candles and altar flowers. If a unity candle is used, however, it too may be placed on the altar after consultation with the pastor.
7. If lighted candles other than those on the altar are used, a protective cover is to be placed on the flooring underneath.
8. If damage results to the church or furnishings from failure to follow the above instructions or from neglect to exercise reasonable care, the cost of all repairs shall be the obligation of the wedding couple.

## OTHER IMPORTANT POLICIES

1. Until such time as church policy may be revised, no alcoholic beverages of any kind are allowed



in a United Methodist Church or on church property per the UMC Book of Discipline. This includes champagne for toasting; other non-alcoholic beverages are acceptable. The pastor may refuse to perform a wedding for anyone considered to be under the influence of alcohol or illicit drugs at the time of the wedding.

2. Smoking is not permitted anywhere inside the church facilities.
3. The applicant is responsible for reimbursing the church for any damage to church property resulting from actions of the wedding party, guests, assistants or other personnel engaged for the occasion.
4. No rice, confetti, or other materials may be thrown inside the church. Bird seed may be thrown outside the building.
5. No animals, butterflies, birds, etc. may be released within the church.

#### **WEDDING SERVICE FEES**

Wedding service fees and recommended honoraria are outlined in the fee and honoraria schedule following the Wedding Service Application form.

A non-refundable reservation fee will hold the church facilities for the date desired; this deposit is required of all non-church member parties, payable within two weeks after conferring with the pastor. The balance of non-honorarium payments due to Walker Chapel must be paid in full not later than one month prior to the wedding rehearsal date. Checks should be made payable to Walker Chapel UMC.

The recommended pastor's honorarium includes time for planning, counseling, rehearsal as well as the actual wedding service time. Checks should be made out directly to the pastor. Similarly, checks to the optional service providers should be made out directly to each person involved (if any).

If you must cancel your wedding, please contact the pastor immediately. The remaining balance of the Wedding Service Fee (after the non-refundable deposit) is refundable, although if cancelled fewer than four weeks prior to the wedding date a cancellation fee shall apply.



## WALKER CHAPEL WEDDING SERVICE APPLICATION v.2024-01-16

NAMES OF THOSE TO BE MARRIED		
EMAIL ADDRESS		
MOBILE TELEPHONE		
REQUESTED DATE AND TIME OF WEDDING		
APPROXIMATE NUMBER OF WEDDING GUESTS INCLUDING WEDDING PARTY		
DO ONE OR BOTH OF YOU QUALIFY AS A WALKER CHAPEL CHURCH MEMBER? (SEE "BOOKING YOUR WEDDING", P.4)		
IF QUALIFYING AS A CHURCH MEMBER THROUGH FAMILY AFFILIATION, DESCRIBE YOUR FAMILY CONNECTION		
IF NOT A CHURCH MEMBER, HAVE YOU AN INTEREST IN BECOMING ONE?		

By submitting this application, you confirm that you have read the Walker Chapel Wedding Guide and agree to abide by its policies including accepting responsibility for ensuring that any vendors you may retain are made aware of Walker Chapel's policies and agree to observe these policies.

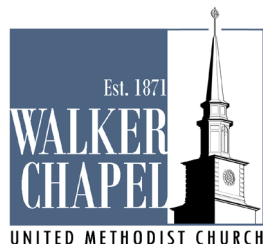
SIGNATURES		
DATE		

PLEASE SEND THIS COMPLETED APPLICATION FORM TO: Rev. Teer Hardy, Pastor, Walker Chapel UMC. The Pastor or the Church Administrative Office Manager will contact you to schedule an initial meeting with Pastor Hardy.

EMAIL: [pastor@walkerchapel.org](mailto:pastor@walkerchapel.org)

4102 N. Glebe Road  
Arlington, VA 22207  
(703) 538-5200





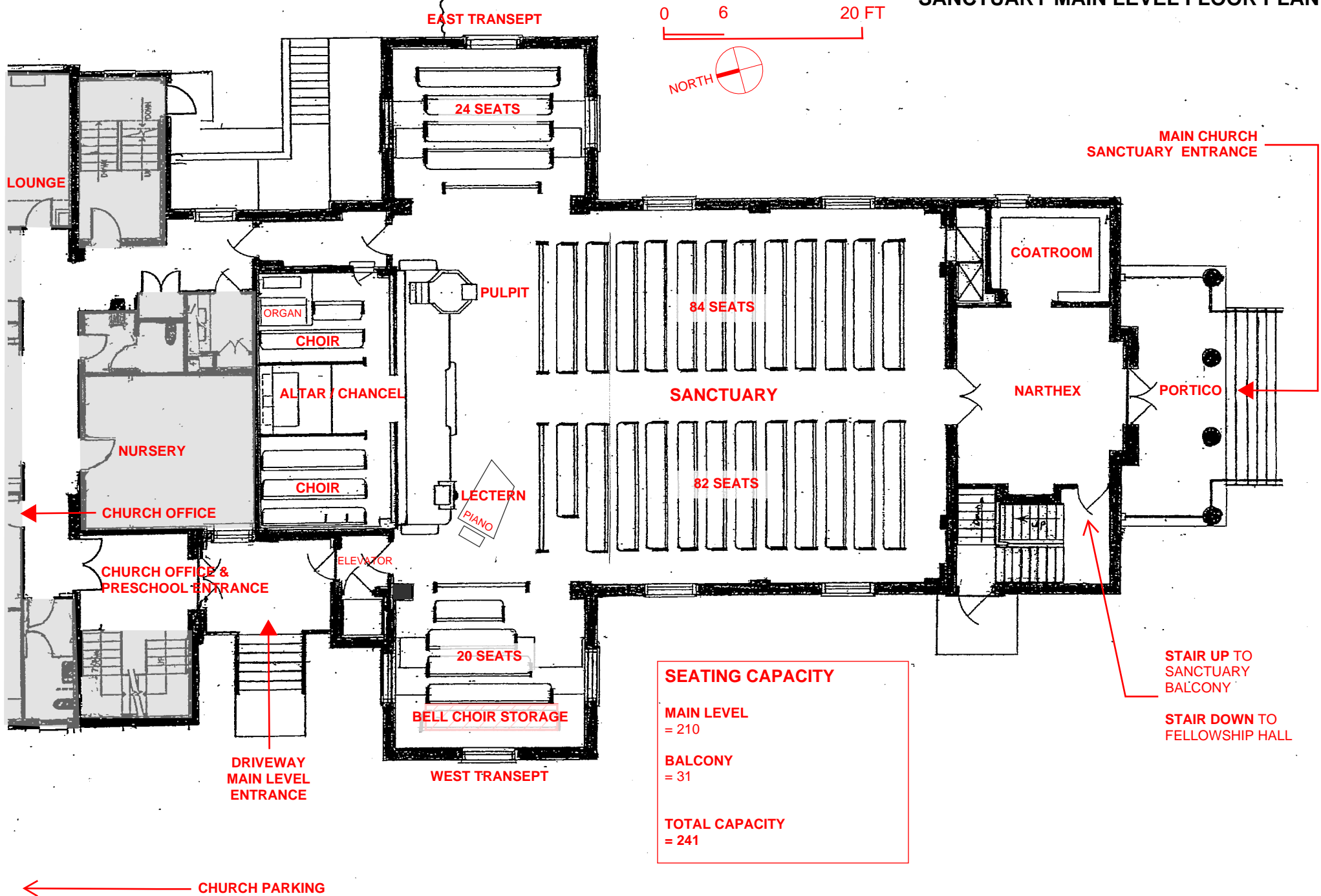
## SCHEDULE OF WEDDING SERVICE FEES AND HONORARIA v.2024-01-16

SELECTED (X)	SERVICE ITEM	CHURCH NON-MEMBER	CHURCH MEMBER	NOTE
	<b>BUILDING FACILITY USE</b>			
X	Sanctuary and wedding party preparation rooms	\$500	N/C	Payable to Walker Chapel UMC
	OPTIONAL: Fellowship Hall (reception area)	\$300	N/C	Payable to Walker Chapel UMC
	<b>SERVICES</b>			
X	Pastor	\$500	N/C	Recommended honoraria paid directly to Pastor at the rehearsal session
	OPTIONAL and at DISCRETION OF WALKER CHAPEL PASTOR: Guest pastor at invitation of Walker Chapel pastor	Honoraria to be determined by wedding party agreement with guest pastor	Honoraria to be determined by wedding party agreement with guest pastor	Honoraria paid directly to guest pastor
	OPTIONAL: Church choir vocal soloist (includes rehearsal)	\$250	\$250	Recommended honoraria paid directly to Soloist at the rehearsal session
	OPTIONAL: Organist/Pianist (includes rehearsal)	\$400	\$400	Recommended honoraria paid directly to Organist/Pianist at the rehearsal session
X	Custodian (Sanctuary only)	\$200	N/C	Payable to Walker Chapel UMC
	OPTIONAL: Custodian (Fellowship Hall; includes pre-reception table/seating set-up and post-reception take-down and cleaning)	\$250	\$250	Payable to Walker Chapel UMC
	OPTIONAL: Nursery attendant (wedding service only, up to five infants)	\$75	N/C	Recommended honoraria paid directly to Attendant prior to wedding ceremony
	OPTIONAL: Production and printing of wedding service programs	\$150 ≤ 100 \$200 >100	\$150 ≤ 100 \$200 >100	Payable to Walker Chapel UMC
	OPTIONAL: Live-streaming and/or use of Sanctuary monitors	\$300	N/C	Payable to Walker Chapel UMC
	<b>TOTAL AMOUNT DUE WALKER CHAPEL (EXCLUDES HONORARIA)</b>	\$	\$	
X	<b>DEPOSIT</b>	\$300	N/C	Non-refundable

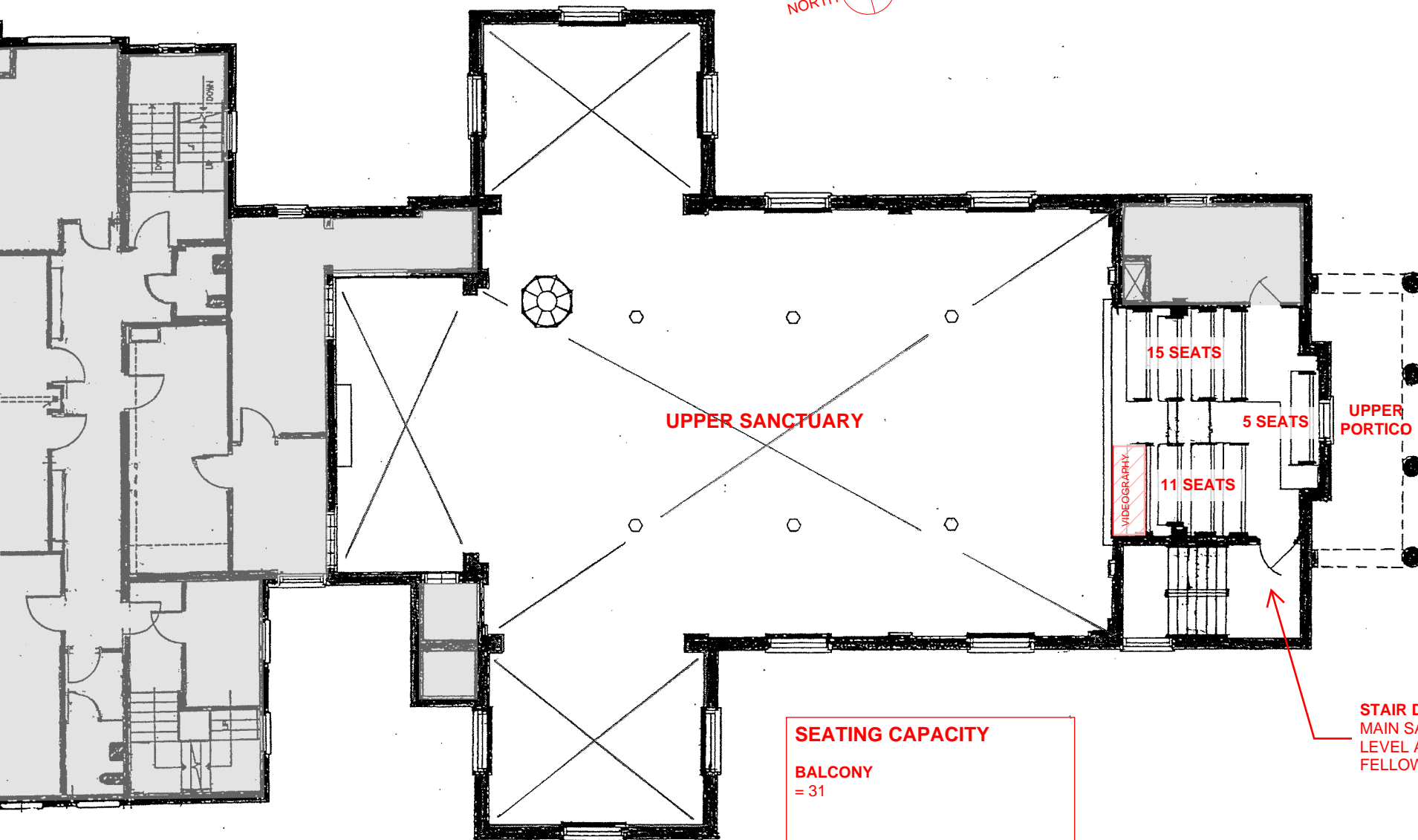
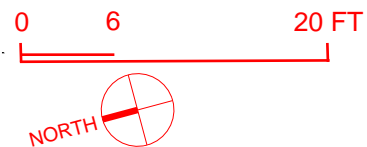
A non-refundable reservation fee of \$300 to hold the church facilities for the date desired is required of all non-church member parties, payable within two weeks after conferring with the pastor. The balance of non-honorarium payments due to Walker Chapel must be paid in full not later than one month prior to the wedding rehearsal date. Checks should be made payable to Walker Chapel UMC.

If you must cancel your wedding, please contact the pastor immediately. The remaining balance of the Wedding Service Fee (after the non-refundable \$300 deposit) is refundable if cancellation occurs four or more weeks in advance of the scheduled wedding. If cancelled fewer than four weeks prior to the scheduled wedding date, a \$500 cancellation fee shall apply.

WALKER CHAPEL UNITED METHODIST CHURCH  
**SANCTUARY MAIN LEVEL FLOOR PLAN**



WALKER CHAPEL UNITED METHODIST CHURCH  
**SANCTUARY BALCONY LEVEL  
FLOOR PLAN**



**SEATING CAPACITY**

**BALCONY**  
= 31

WALKER CHAPEL UNITED METHODIST CHURCH  
**FELLOWSHIP HALL FLOOR PLAN**  
BASEMENT LEVEL

