



Guidelines for Christian Marriage

Congratulations on your engagement from Historic Pohick Church! In the Episcopal marriage service, we are reminded that, “The union of husband and wife in heart, body and mind is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God’s will, for the procreation of children and their nurture in the knowledge and love of the Lord. Therefore, marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God.” (BCP pg. 423)

GENERAL INFORMATION

We at Pohick Church rejoice with you at this special time and look forward to assisting you in planning a Christ-centered marriage and wedding service. Because the service is conducted in a Christian church, it should reflect the glory and honor due to God. It is a sacred service, and Pohick Church assumes that those who seek to be married here wish their relationship and their wedding to reflect their active commitment to Christ and His church. A wedding at Pohick Church is only appropriate for practicing Christians who are active parishioners of this church. An exception to this policy may be made by the Rector for former active members who are now living away from northern Virginia. Always reserve the Church (date and time) before making any other preparations.

No public announcement of your marriage should be made until arrangements with Pohick Church have been finalized. Because a wedding is a worship service, the Rector has final approval of the ceremony, decorations, music, liturgy, and conduct

of the service. Requests to be married should be made to the Rector at least 90 days prior to the contemplated marriage date.

Divorced persons who desire to be remarried must consult the Rector at least six months in advance of the contemplated marriage date, at which time the priest will explain Title I, Canon 18 of the Canons of the Episcopal Church. In the case of re-marriage of a divorced person, the priest must petition the bishop sixty days prior to the marriage for permission to officiate at the ceremony. Divorced persons who wish to be married at Pohick should be prepared to share the reasons for the dissolution of their prior marriage/marriages. It is the policy of this church that remarriages are permitted only if the previous marriage/marriages ended on the grounds of adultery, abuse, or abandonment.

Weddings are not typically scheduled during the Lenten Season, during Holy Week, or on Sundays. (Exceptions may be made at the discretion of the Rector.) During the period from December 16 through Christmas Day (a busy time in the life of the parish for clergy and musicians) a wedding may be scheduled only with special permission of the Rector, and then only after the Rector has been assured that no conflict will be created with worship services or parish activities. Weddings scheduled between December 26 and January 6 will be held in the Church with the full Christmas decorations remaining intact. During other seasons of the year, when particular decorations are present, these will remain in the Church. The marriage license must be given to the officiating priest or the parish office (along with all checks) at least one week in advance of the wedding.

CONSULTATIONS

The Canons of the Episcopal Church provide that the parties of the marriage shall be instructed “as to the nature, meaning and purpose of Holy Matrimony.” This is usually done in the form of discussions with them about some of the essential elements of a healthy Christian marriage. Normally, the Rector does this counseling, and at least three pre-marital consultations are required. We are open to professional counseling sessions as well. Out of town couples can arrange for consultations at their local parish, with the permission of the priest at Pohick Church who will officiate at their wedding. Pohick Church also requires the parties to sign the following Declaration of Intention.

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen. We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

The Declaration is signed by the bride and groom and dated, and this is done no later than the final pre-marital consultation session with the priest. The wedding license is signed after the Marriage Ceremony with the best man and maid of honor.

THE WEDDING REHEARSAL

Rehearsals of weddings are entirely under the direction of the priest officiating at the service, assisted by the parish's wedding directors. A wedding planner, family member, or friend is welcome to assist the wedding party in preparations taking place outside of the sanctuary.

- All members of the wedding party are to be present at the rehearsal at least 10 minutes prior to scheduled time.
- Due to space restrictions at the altar, a maximum of five bridesmaids and five groomsmen is preferred. Additional bridesmaids/groomsmen will need to be seated in the box pews on either side of the communion table.
- Photography is allowed at the rehearsal.
- The church's wedding directors will assist the rector with the processional, lining up the wedding party, and recessional.
- Alcohol is strictly prohibited in the church. Intoxicated members of the wedding party will be asked to leave.

THE DAY OF THE MARRIAGE

The bride and bridesmaids may dress in the Vestry House adjacent to the church. Groom, groomsmen/ushers may use the Parish House classrooms, which are located on the upper level of the Parish House. Groomsmen/Ushers should be dressed and in the narthex 60 minutes before the service. Ushering begins with the

arrival of the first wedding guest. Please notify the church office if limousines will be used in order that we may reserve appropriate parking in the front of the church.

- Snacks and non-alcoholic drinks are allowed in the bride and groom's dressing areas.
- Please leave the dressing areas tidy. Any personal items left in the dressing areas must be retrieved immediately after the service.

THE MARRIAGE SERVICE

The Celebration and Blessing of a Marriage from The Book of Common Prayer 1979 is the only marriage service used at Pohick Church. No personally composed or other services may be used.

The bride and groom may choose their scripture readings from the list given in Appendix A, and they may select members of the wedding party, their families, or friends to read these lessons at the wedding ceremony.

The Church also offers the bride and groom the option of including the celebration of Holy Communion as a part of their marriage ceremony. If a wedding includes Holy Communion, all those in the wedding party and in attendance who are baptized Christians are invited to receive the elements. This celebration makes it possible for the newly married couple to receive Holy Communion as their first act in marriage along with the entire congregation. Holy Communion may also take place following the rehearsal on the day before with the wedding party and family members.

Most worship services at Pohick Church, including marriage ceremonies, begin with the procession of the cross. A crucifer will be provided for the service. Guest acolytes may serve at the discretion of the Rector.

A worship bulletin can be prepared for the wedding service, or you may print your own (pending Rector approval). This can be produced by a printer of the wedding couple's choice, or it can be printed by the church office with the couple paying for the cost of the printing and paper. In either case, the bulletin must be approved by the priest before it is submitted for printing.

PHOTOGRAPHY AND VIDEOGRAPHY DURING THE MARRIAGE SERVICE

Individuals

No photographs or videos may be taken by individuals during the wedding service.

Photographers/videographers

Photographers may take pictures from a stationary location in the back of the church or on the balcony without the use of flashes. Photographers/videographers should speak to the Rector prior to the service. It is permissible to video the service from the balcony if no lights are used and if the camera is stationary on a stand.

Photographs may be taken after the marriage ceremony with use of lights.

Photographs may be taken as follows:

- In front of the altar area.
- In the bride's room with the bride, family, bridesmaids, etc.
- In the classroom or other designated area with the groom, best man, etc.
- Outside the south doors (entrance area) as the wedding party is lined up for the procession.
- A picture may be taken during the processional by standing at the back of church.
- Recessing down the southwest aisle once the recessional hymn begins by standing at the back of the church.
- In front of the altar following the service.
- Other times scheduled with the church office but will include an extra fee of \$100.

DECORATIONS IN POHICK CHURCH

- All decorations are to be planned in consultation with the Rector and Pohick wedding directors.
- Flowers may be placed on the pedestals on either side of the communion table. For a fee, the flower guild can make these arrangements. These flowers will remain in the front of the church for the Sunday services. The wedding party should make arrangements with the Altar Guild if they wish to claim them after the final Sunday service.

- Flowers and bows can be placed at the end of the pew boxes and in the windowsills.
- flowers and ribbons may be used on the exterior railings.
- Wreathes or swags may be placed on the exterior doors
- The wedding kneeler will be used at the altar, as provided by the Wedding Guild.
- The bride and groom may choose to use either the white altar hanging or to have the communion table uncovered.
- The use of rice, birdseed, confetti (paper or edible), artificial flowers and greenery, etc., on the church premises is not permitted.

GUEST CLERGY

All marriage services at Pohick Church are officiated by a member of the Pohick clergy staff. Clergy from outside Pohick Church may assist with the service when canonically appropriate at the discretion of the Rector. Only Episcopal clergy may administer the vows, offer the pronouncement, and bless the marriage. In the case of a request for a guest clergy to be a part of the service, the Rector should be given their contact information at the couple's first meeting with the Rector.

MUSIC FOR WEDDINGS

A wedding, though an obvious celebration of the couple's new life together in Christ, is first and foremost, a service of worship of Almighty God. All music must uphold and support the dignity, solemnity, and spirituality of Holy Matrimony. Therefore, we do not permit the use of secular music in the marriage service. To underscore the communal nature of the service, we encourage the inclusion of a congregational hymn. A list of appropriate hymns will be available.

The Minister of Music at Pohick Church plans the music for all marriage services in consultation with the couple and at the direction of the Rector. If you wish to have music at your ceremony, you should schedule a consultation appointment with the Minister of Music one month prior to your ceremony date. At the consultation you will be assisted and guided in the selection of all music. All music is subject to the approval of the Minister of Music and clergy.

The Minister of Music, pending availability, or an approved qualified organist, will be the Organist for your ceremony. If so desired by the couple, additional musicians: choir, singers, and instrumentalists may be arranged along with their fees with the Minister of Music.

FEES

Use of the church- All liturgies for sacramental rites, including marriage, are **free** to members of Pohick church.

Clergy- The sacramental duties of the clergy are **free**. One of the officiating priest's normal duties is to prepare people for Christian marriage and to celebrate and bless marriages in the name of God. You may wish to offer an honorarium (between **\$75-\$200** is suggested), which may be added to the discretionary fund of the priest. This fund is used to help those in need who turn to the Church for assistance.

Flowers

- **\$150**- This includes the two arrangements made by the Pohick Flower Guild that will be placed on the pedestals on either side of the communion table.
- All wedding flowers may be arranged by an outside florist with the permission of the Rector. Florist fees will vary.

Organist

- Service fee- **\$350** *To be paid directly to the Minister of Music.* (Includes a pre-service consultation, wedding rehearsal, wedding, accompaniment of soloists or instrumentalists, hymns, entrance and exit music and Holy Communion if applicable)
- Any desired additional music, special selections, rehearsals, preparations and additional consultations, all have additional fees to be agreed upon at the time of the consultation.

Cleaning/Sexton

- **\$250** To include 30 minutes prior to, during rehearsal, and 30 minutes following for securing facilities
- To include 2 hours prior to, during wedding, and following service for cleaning and securing facilities
- Other times scheduled by wedding party at **\$25** per hour.

Livestream of service- \$150

Use of Pohick facilities for Reception

- Please see Appendix E.

Appendix A- LESSONS AT THE CELEBRATION AND BLESSING OF A MARRIAGE *(In accordance with The Book of Common Prayer)*

The couple may choose one or two readers (family members or friends who are skilled at public reading) to read the Old Testament and the New Testament (epistle) readings. The Gospel reading is proclaimed by a member of the clergy. These decisions will be discussed with the priest who will be officiating at the marriage during pre-marital instruction with the couple.

Old Testament Lessons *(choose one)*

Genesis 1:26-28 God said, “Let us make humankind in our image, according to our likeness; and let them have dominion over the fish of the sea, and over the birds of the air, and over the cattle, and over all the wild animals of the earth, and over every creeping thing that creeps upon the earth.” So God created humankind in his image, in the image of God he created them; male and female he created them. God blessed them, and God said to them, “Be fruitful and multiply, and fill the earth and subdue it; and have dominion over the fish of the sea and over the birds of the air and over every living thing that moves upon the earth.”

Genesis 2:4-9, 15-25 These are the generations of the heavens and the earth when they were created. In the day that the LORD God made the earth and the heavens, when no plant of the field was yet in the earth and no herb of the field had yet sprung up-for the LORD God had not caused it to rain upon the earth, and there was no one to till the ground; but a stream would rise from the earth, and water the whole face of the ground-then the LORD God formed man from the dust of the ground, and breathed into his nostrils the breath of life; and the man became a living being. And the LORD God planted a garden in Eden, in the east; and there he put the man whom he had formed. Out of the ground the LORD God made to grow every tree that is pleasant to the sight and good for food, the tree of life also in the midst of the garden, and the tree of the knowledge of good and evil. The

LORD God took the man and put him in the garden of Eden to till it and keep it. And the LORD God commanded the man, “You may freely eat of every tree of the garden; but of the tree of the knowledge of good and evil you shall not eat, for in the day that you eat of it you shall die.” Then the LORD God said, “It is not good that the man should be alone; I will make him a helper as his partner.” So out of the ground the LORD God formed every animal of the field and every bird of the air, and brought them to the man to see what he would call them; and whatever the man called every living creature, that was its name. The man gave names to all cattle, and to the birds of the air, and to every animal of the field; but for the man there was not found a helper as his partner. So the LORD God caused a deep sleep to fall upon the man, and he slept; then he took one of his ribs and closed up its place with flesh. And the rib that the LORD God had taken from the man he made into a woman and brought her to the man. Then the man said, “This at last is bone of my bones and flesh of my flesh; this one shall be called Woman, for out of Man this one was taken.” Therefore a man leaves his father and his mother and clings to his wife, and they become one flesh. And the man and his wife were both naked, and were not ashamed.

Song of Solomon 2:10-13; 8:6-7 My beloved speaks and says to me: “Arise, my love, my fair one, and come away; for now, the winter is past, the rain is over and gone. The flowers appear on the earth, the time of singing has come, and the voice of the turtledove is heard in our land. The fig tree puts forth its figs, and the vines are in blossom; they give forth fragrance. Arise, my love, my fair one, and come away.” Set me as a seal upon your heart, as a seal upon your arm; for love is strong as death, passion fierce as the grave. Its flashes are flashes of fire, a most vehement flame. Many waters cannot quench love, neither can floods drown it. If one offered for love all the wealth of his house, it would be utterly scorned.

Tobit 8:5b-8 Tobias said to Sarah, “Sister, get up, and let us pray and implore our Lord that he grant us mercy and safety.” So she got up, and they began to pray and implore that they might be kept safe. Tobias began by saying, “Blessed are you, O God of our ancestors, and blessed is your name in all generations forever. Let the heavens and the whole creation bless you forever. You made Adam, and for him you made his wife Eve as a helper and support. From the two of them the human race has sprung. You said, ‘It is not good that the man should be alone; let us make a helper for him like himself.’ I now am taking this kinswoman of mine, not

because of lust, but with sincerity. Grant that she and I may find mercy and that we may grow old together.” And they both said, “Amen, Amen.”

Epistle Lessons (*choose one*)

1 Corinthians 13:1-13 If I speak in the tongues of mortals and of angels, but do not have love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but do not have love, I am nothing. If I give away all my possessions, and if I hand over my body so that I may boast, but do not have love, I gain nothing. Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things. Love never ends. But as for prophecies, they will come to an end; as for tongues, they will cease; as for knowledge, it will come to an end. For we know only in part, and we prophesy only in part; but when the complete comes, the partial will come to an end. When I was a child, I spoke like a child, I thought like a child, I reasoned like a child; when I became an adult, I put an end to childish ways. For now we see in a mirror, dimly, but then we will see face to face. Now I know only in part; then I will know fully, even as I have been fully known. And now faith, hope, and love abide, these three; and the greatest of these is love.

Ephesians 3:14-19 I bow my knees before the Father, from whom every family in heaven and on earth takes its name. I pray that, according to the riches of his glory, he may grant that you may be strengthened in your inner being with power through his Spirit, and that Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.

Ephesians 5:1-2, 21-33 Be imitators of God, as beloved children, and live in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. Be subject to one another out of reverence for Christ. Wives, be subject to your husbands as you are to the Lord. For the husband is the head of the wife just as Christ is the head of the church, the body of which he is the Savior. Just as the

church is subject to Christ, so also wives ought to be, in everything, subject to their husbands. Husbands, love your wives, just as Christ loved the Church and gave himself up for her, in order to make her holy by cleansing her with the washing of water by the word, so as to present the church to himself in splendor, without a spot or wrinkle or anything of the kind—yes, so that she may be holy and without blemish. In the same way, husbands should love their wives as they do their own bodies. He who loves his wife loves himself. For no one ever hates his own body, but he nourishes and tenderly cares for it, just as Christ does for the church, because we are members of his body. “For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh.” This is a great mystery, and I am applying it to Christ and the church. Each of you, however, should love his wife as himself, and a wife should respect her husband.

Colossians 3:12-17 As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meek-ness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

1 John 4:7-16 Beloved, let us love one another, because love is from God; everyone who loves is born of God and knows God. Whoever does not love does not know God, for God is love. God’s love was revealed among us in this way: God sent his only Son into the world so that we might live through him. In this is love, not that we loved God but that he loved us and sent his Son to be the atoning sacrifice for our sins. Beloved, since God loved us so much, we also ought to love one another. No one has ever seen God; if we love one another, God lives in us, and his love is perfected in us. By this we know that we abide in him and he in us, because he has given us of his Spirit. And we have seen and do testify that the Father has sent his Son as the Savior of the world. God abides in those who confess that Jesus is the Son of God, and they abide in God. So we have known and believe

the love that God has for us. God is love, and those who abide in love abide in God, and God abides in them.

Gospel Lessons (*choose one*)

Matthew 7:21, 24-29 Jesus said, “Not everyone who says to me, ‘Lord, Lord,’ will enter the kingdom of heaven, but only the one who does the will of my Father in heaven. Everyone then who hears these words of mine and acts on them will be like a wise man who built his house on rock. The rain fell, the floods came, and the winds blew and beat on that house, but it did not fall, because it had been founded on rock. And everyone who hears these words of mine and does not act on them will be like a foolish man who built his house on sand. The rain fell, and the floods came, and the winds blew and beat against that house, and it fell—and great was its fall!” Now when Jesus had finished saying these things, the crowds were astounded at his teaching, for he taught them as one having authority, and not as their scribes.

Mark 10:6-9, 13-16 Jesus said to the Pharisees, “But from the beginning of creation, ‘God made them male and female.’ ‘For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh.’ So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate.” People were bringing little children to him in order that he might touch them; and the disciples spoke sternly to them. But when Jesus saw this, he was indignant and said to them, “Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it.” And he took them up in his arms, laid his hands on them, and blessed them.

John 15:9-12 Jesus said to his disciples, “As the Father has loved me, so I have loved you; abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father’s commandments and abide in his love. I have said these things to you so that my joy may be in you, and that your joy may be complete. This is my commandment, that you love one another as I have loved you.”

These readings are taken from The New Revised Standard Version of the Bible. The couple may choose to use the King James Version as well.

Appendix B: WEDDING INFORMATION FORM

Wedding of (please use full names)

Bride _____

Groom _____

Date of Ceremony: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Bride contact info: phone: _____ email: _____

Groom contact info: phone: _____ email: _____

Bride's Address: _____

Groom's Address: _____

Parents of Bride: _____

Parents of Groom: _____

Names of those in the Bridal Party:

Preferred Pohick Officiant (we will try to honor your choice, but will be determined based on availability): _____

Organist: _____

Soloist/instrumentalist: _____

Communion: (yes or no) _____ If yes - number to prepare: _____

Crucifer: (yes or no) _____ If yes - name: _____

Reader: (yes or no)_____ If yes – name/names: _____

Photographer/videographer: _____

Would you like for the service to be livestreamed? (yes or no) _____

Will you be using the Pohick flower guild: (yes or no) _____

Name of florist: _____

If using a separate florist, what time will the florist deliver flowers? _____

Number of reserved pews needed: (fit up to 10, 8 comfortably) _____

The Church and Vestry House will be unlocked two hours before the ceremony. If this does not fit with your plans, please speak with the wedding coordinator to see if other arrangements can be made.

Is two hours adequate? yes____ no____

Bride and/or bridesmaids dressing here? (yes or no)_____ How many? _____

Groom and/or groomsmen dressing here (yes or no)_____ How many? _____

Would you like the Church to prepare and print your bulletin? (yes or no)_____

If yes, please see attached form. (Appendix C)

Do you plan to use the church facilities for a reception? (yes or no) _____

If yes, which spaces would you like to rent? (see Appendix E for pricing)

If yes, how many guests? _____

Name of caterer? (Name, contact person, phone) _____

What time does the rented spaces need to be open for decorating? _____

If using the Pohick spaces for your reception, will you be serving alcohol at the reception? (yes or no) _____

If yes, please see the Pohick alcohol policy in appendix D.

Appendix C: Bulletin Information Form

*PLEASE FILL OUT ONLY IF POHICK STAFF IS DOING YOUR BULLETIN.
INFO MUST BE RECEIVED AT LEAST 3 WEEKS BEFORE WEDDING AND
BRIDE and/or GROOM MUST PROOF BEFORE WEDDING.*

Organ Prelude _____

Processional music: _____

Old Testament Lesson: _____

Gradual Hymn: _____

New Testament (Epistle) Lesson _____

Hymn: _____

The Gospel Lesson: _____

Homilist (typically the officiant) _____

Recessional music: _____

*IF PLANNING ON OFFERING HOLY COMMUNION, PLEASE SELECT THE
FOLLOWING:*

Hymn/music during altar preparation: _____

Communion Hymn(s): _____

Would you like the altar flowers to be given in memory of any family?

Would you like Reception directions to be included on the back of the bulletin?

Would you like the couple's address listed on the back?

PLEASE INCLUDE A LIST OF THE WEDDING PARTY:

Parents of the Bride and Groom

Other Family members who will be formally seated

Maid of Honor _____

Matron of Honor _____

Flower girl _____

Bridesmaids

Best Man _____

Ring Bearer _____

Groomsmen

Ushers (If different from groomsmen)

Soloist(s)/ instrumentalist(s)

Appendix D: The Pohick Church Alcohol Policy

- I. GENERAL POLICY. The possession, storage, consumption and/or sale of alcoholic beverages is prohibited on the property of Pohick Church, absent the express prior approval of the Vestry. No alcohol shall be consumed or present at functions exclusively or primarily for children and/or youth. When authorized by the Vestry, the possession, storage, consumption and/or sale of alcohol shall be in strict compliance with the laws of the Commonwealth of Virginia. If any person or organization fails to adhere to this policy, the Vestry may prohibit the person or organization from holding events on the property of Pohick Church.
- II. ALCOHOL DEFINED. For purposes of this policy, “alcohol” is defined as beer or non-sacramental wine. Hard liquor or distilled spirits should not be served, stored, consumed or sold at any time.
- III. PRE-APPROVAL and APPROVAL PROCESS. The following annual or recurring events are deemed approved by the Vestry upon submission by the sponsoring organization of an Alcohol Control Plan (as described in Part IV, below) and approval of the Alcohol Control Plan by the Rector and Senior Warden:
 - St. Patrick’s Day Dinner
 - Crab Feast
 - Chili Cook Off
 - Apple Butter Weekend
 - Docent Guild Candlelight dinners
 - EFM Classes where all participants are over 21 years of age.

The Vestry may add annual or recurring events to this list from time to time.

For any other event, public or private, where the sponsoring organization or member wishes to serve alcohol, the sponsor must submit a request to the Vestry (through the Senior Warden) for consideration at a Vestry meeting that occurs before the date of the event. Such a request must be accompanied by an Alcohol Control Plan, as described below.

IV. ALCOHOL CONTROL PLAN DEFINED. An alcohol control plan must at a minimum include the following:

- A. The Name of the Sponsoring individual or organization, point of contact, name of the event, event location, and the beginning and ending time of availability of such alcoholic beverages. Such times are not to be extended without the permission of the clergy or Wardens present in the building at the time. If no such persons are present, the times specified must be adhered to.
- B. A description of how positive control over all alcoholic beverages before, during and after serving times will be accomplished. Plan to ensure responsible persons are in control of the serving of alcoholic beverages, including the names of the designated persons. [Virginia's ABC statutes require that servers of alcoholic beverages are liable to criminal charges if they (knowingly) serve someone who is: under age 21 or legally prohibited from drinking, or is intoxicated.]
- C. An explanation of how sponsors intend to provide transportation for anyone whose driving abilities may be impaired.
- D. A statement that ABC license will be obtained, if required, for the event where alcohol is served or is included in the price of a ticket, but such a license may not be applied for or obtained prior to Vestry approval. Unless sponsors have a license which specifically allows the sale of alcoholic beverages, they shall be made available for a donation rather than offered for sale.
- E. The sponsors' rationale for the serving of alcohol at the event.
- F. Acknowledgement that the person or persons identified in the Alcohol Control Action Plan as sellers and/or servers of alcoholic beverages cannot consume any type of alcoholic beverage before or during their designated shift.
- G. Acknowledgement that no alcohol will be stored unattended on the property of Pohick Church before or after the event absent the express approval of the Vestry.

RECTORY EXCLUDED. The Rectory and the immediate vicinity of the Rectory are excluded from the requirements of this policy. The Rector shall have the discretion to permit the possession, storage, and consumption of alcoholic beverages of any kind at the Rectory and in the immediate vicinity of the Rectory.

Appendix E: Pohick Rental Pricing

All rentals are for a 4-hour block. Additional fees apply for extended time.

Parish Hall/Common Room- \$650

Common Room Annex- \$150

Kitchen- \$200

Courtyard (between church and parish house)- \$1000

Upper patio/veranda- \$300

Lower Patio/veranda- \$200

Playground- \$100

Vestry House- \$100

Classroom- \$40 (per room)

Pohick Fairgrounds/picnic area- \$300

Dogwood chapel- \$300