



WEDDING GUIDE

Congratulations on your upcoming wedding! Please use this guide as preparations are made for this special celebration. If you have any questions throughout this process, please contact the PCC Office at 757-867-8530. Additional staff contact information can be found at the end of this document.

Weddings are only accommodated for PCC Members. All wedding-specific policies are outlined in this guide.

GENERAL INFORMATION

PREPARATION & PLANNING

Please contact the PCC office (757-867-8530 | office@pccyorktown.com) as soon as possible regarding your upcoming wedding. We ask that you begin this process *at least* 60 days in advance to allow adequate time for all preparations. Events are often scheduled 6+ months in advance on the PCC calendar and building availability is limited.

When contacting the PCC office, please be prepared to provide your name, contact information, proposed date(s) for the wedding and/or reception, and if you would like to request one of PCC's pastors to officiate the ceremony. *(More information on officiating clergy is provided below).*

After contacting the PCC office, you will be notified within 7 days regarding the status of your request. If it is approved, your date will be reserved on the PCC calendar. If you requested a PCC pastor to officiate the ceremony, they will contact you and schedule a time to meet. If clergy other than PCC is officiating, please provide the officiant's contact information to the PCC office.

Upon approval, we request that you fill out the [Facilities Request Form](#). This will provide our staff with all necessary information regarding the building usage for your wedding. Upon receipt of the form, you'll be contacted by them to further discuss the needs for that day.

OFFICIATING CLERGY

One of our pastors would be happy to meet with you to discuss officiating the ceremony. If a PCC pastor is officiating your ceremony, pre-marital counseling with the pastor will be required. The purpose of this is twofold: first, to enable the pastor to assess accurately the couple's readiness for marriage; and second, to provide the couple with practical counsel which may help to avoid problems or serve to enhance their relationship.

If clergy other than a PCC pastor are to officiate the entire ceremony, they must be approved by the PCC Board of Elders and must provide PCC with a copy of their license.

Guest clergy are also welcomed to participate in your wedding along with one of our pastors. Please make your request to the officiating PCC pastor, who will then extend the invitation to the designated clergyperson. *(This is in accordance with generally accepted ministerial etiquette).*

FEES

It is not the policy of the church to look upon weddings as a source of revenue. However, there are expenses connected with the operation of the various building areas used for ceremonies and receptions, and for the time and skills of our staff. All fees for the use of the facility may be found in PCC's Building Usage Fees on the PCC website.

PCC FACILITY USE POLICY

All wedding reservations will abide by the policies stated within the PCC Facility Use Policy. A Facilities License Agreement will be produced by PCC and signed between you and PCC binding each other to it.

WEDDING-SPECIFIC GUIDELINES

CEREMONY: If a PCC pastor is officiating the ceremony, please be prepared to talk through the various components of the service. Our desire is that the ceremony would be a time that worships God and reflects His creation and intentions for a marriage ceremony.

LICENSE: A license for marriage in Virginia is issued by the clerk of a circuit court in any county or city in the Commonwealth of Virginia. The license should be given to the minister at the time of the rehearsal.

CALENDAR: Wedding-related events may not be scheduled on holidays that the PCC Office is closed.

MUSIC: The music (live or recorded) should be in keeping with the dignity, beauty, sacredness, and celebration of a wedding. We do not have specific rules regarding secular or Christian music, but we ask that care and thoughtfulness is put into planning the music, particularly for the ceremony.

REHEARSAL: When scheduling a rehearsal, approximately one hour should be allowed (not including setup or decorating). All members of the wedding party, including parents and ushers, should be present and on time.

RECEPTIONS: Each wedding party is responsible for securing its own catering service and making arrangements for food service, decorations, and clean up. General rule of thumb is to leave the facilities as you found them.

- Rice and confetti are not allowed inside or outside the building.
- Sparklers are only allowed outside, if there are no York County fire restrictions due to weather/drought.
- Alcoholic beverages are prohibited on PCC property.
- Smoking (including e-cigarettes) is prohibited on PCC property.
- After use, the kitchen shall be returned to the condition in which it was found.
- Receptions (including cleanup) are to end no later than 11:00PM.
- Various details concerning receptions may be discussed with the Facilities Director.

WHAT PCC WILL PROVIDE

PCC will provide the requested room(s), heated / cooled for the duration of the reservation. All Setup requests that have been paid for will be completed in time by PCC Facilities Staff. PCC will provide one AVL technician at no extra cost for the rehearsal and ceremony.

All setup by PCC Facilities Staff will be completed before the time of reservation. PCC will not provide staff in the middle of your reservation to changeover a space from a ceremony to a reception.

PCC is not responsible for decorating, food services, dishware, utensils, flowers, event coordination, linens, tablecloths, DJ services, rental equipment, photography, videography, or any other specialized wedding service. However, we have several contacts with local businesses, and we would be happy to connect you with people who provide these services.

Our staff will be as helpful as possible, but we do not have a Wedding Coordinator on staff. We strongly recommend you assign or provide a Mistress of Ceremonies and/or a Wedding Coordinator to run the logistics for your wedding.

CONTACT INFORMATION

Peninsula Community Chapel: 4209 Big Bethel Road, Yorktown, VA 23693
Phone: 757-867-8530 | Email: office@pccyorktown.com | Website: pccyorktown.com

SUPPORT STAFF

Linda Carmichael (Office Manager)

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PASTORAL STAFF

Garrett Spitz (Lead Pastor)

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