

## **Guidelines for Use of Grace Chapel**

As you may be aware, Grace Chapel is an historic Chapel of Ease to St. John's Parish, John's Island. If you are looking to get married or have any other type of special service at the Chapel then you should read the following information.

The Celebration and Blessing of a marriage at Grace Chapel follows the order of service found in the Book of Common Prayer by an Episcopal priest. Weddings are not normally celebrated during Advent and Lent. An exception can be made for unusual pastoral considerations.

Here are a few guidelines to help prepare you for your blessed day. If you should have any questions, please call the church office for the number of a committee member.

1. Grace Chapel has no dressing/changing rooms or restrooms so you will need to make other arrangements for yourself and your attendants.
2. There is very little parking on the Grace Chapel property. The town of Rockville does not allow parking on Grace Chapel Road but you can park on Maybank Highway as long as no driveways are blocked.
3. All furnishings (pews, organ, pulpits, flower stand, Baptismal font, chairs, hymnals, prayer books, Bibles, altar brass, processional cross, candle snuffer, etc...) are in their proper place and may not be moved, removed, rearranged, or additions added. They are consecrated to the Glory of God for use at Grace Chapel and are not to be altered. Note that the hymnals are the 1940 edition, not the current one.
4. The 2 vases on the altar are the only vases to be used for your floral arrangement. Make sure that your florist knows that the arrangements must fit in the vases and not be taller than the cross. They may not hang over the front of the cross or stick out behind it. No arrangements may be placed behind the cross. No other flowers or plants may be used in the chancel area.
5. Absolutely no nails, tacks, floral putty, tape, glue, etc... may be used for attaching any decorations inside or outside Grace Chapel
6. Apart from the Communion candles and the candelabras on the altar, no other candles may be used in the church. This is fire code and will be strictly enforced.
7. Alcohol use and smoking are strictly prohibited both inside and on the outside grounds of Grace Chapel.
8. Cameras, flashes, video recording, cell phones, etc...are prohibited during the service.
9. Appropriate attire is to be worn at all times inside Grace Chapel.

10. Grace Chapel is an old building. Capacity is 100 persons including anyone on the front porch. If more than 100 attend your wedding, the overflow should observe from the grounds outside.
11. St. John's organist, Sally Dixon, has first right of refusal as organist for any weddings at Grace Chapel. All music and accompaniment (vocal and/or instrumental by sally or by others) are subject to Sally Dixon's approval.
12. Please make sure you remove all of your belongings after the service because the building will be locked following the service. We are not responsible for anything that is left behind.
13. Your fee of \$1500.00 for the use of Grace Chapel will cover reasonable cleanup before and after the service and the costs of your Grace Chapel Contact Person as described below. See the Wedding Policy for additional fees.
14. Your contact person for the use of Grace Chapel will be identified after approval of your wedding. They will meet with you and your wedding coordinator prior to the wedding and will be present for the rehearsal, set-up the day of and during the ceremony. They will be in charge of opening and locking up the building. Note that your contact person does not fill the role of your wedding planner. This person is there to provide assistance with anything that deals directly with the Chapel itself, and to enforce the rules as stated in these guidelines.
15. To request a wedding date, please see the Wedding Policy and the Request Form that should be submitted to the church.
16. You will be required to sign these guidelines as accepted after you have received approval from the Grace Chapel Committee to have your wedding in the Chapel.