

Cranford United Methodist Church

9912 Old Colchester Road, Lorton, VA 22079

(703) 339-5382

www.cranfordumc.org



Facility Use Policy

HISTORIC GROUNDS AND FACILITIES

The cemetery was established in 1730. Lewis Hall was completed in 1857 and was originally located at the southwestern corner of the property – near where the flag pole is now. The Sanctuary was completed in 1900. Lewis Hall was moved to its current location in 1953. That same year the structure connecting Lewis Hall to the Sanctuary was built that contains offices, class rooms, restrooms and the nursery. Annex VIII provides more detail on the history of the church, the property and the cemetery.

OVERALL POLICY

Cranford United Methodist Church (CUMC) is a community of faith in God, empowered by the Holy Spirit for active fulfillment of Christ's command to love our neighbors as ourselves and to love one another as He loves us. To that end three general rules govern Cranford UMC which are:

Do no harm, "avoiding evil of all kinds"; Do good, "of every possible sort, and as far as possible, to all;" Practice "the ordinances of God," and engage in individual and communal spiritual practices such as prayer, Bible reading, worship and the Lord's Supper.

All use of CUMC's facilities are guided by the church's mission as defined by "Social Principles" in the current edition of The Book of Discipline of the United Methodist Church. It is expected that all users recognize it is a privilege to use the church facilities and will conduct their activities in a manner that is respectful of the property.

No activity inconsistent with the above will be permitted in or on Cranford UMC facilities or property.

GENERAL USE/ACTIVITY AREAS

Use of CUMC facilities by members of the congregation strengthens our Christian life through wholesome social fellowship. CUMC makes some of these facilities available to community groups as part of our outreach ministry.

The policies described herein are applicable for using the following church facilities or property:

Sanctuary	Library	Pastor's Office	Church Office
Blue Room	Nursery	Class Room	Lewis Hall
Kitchen	Back Porch	Hallway	Storage Closets
Outside Storage Sheds and lawn-care equipment			
Grounds – exterior areas of the church property, except the cemetery			
Cemetery			

Equipment includes: piano in the Sanctuary, piano in Lewis Hall, office equipment, kitchen equipment, furniture, cleaning equipment, audiovisual equipment.

DEFINITION OF USE AND USERS

- **Cranford Church Programs** – worship services, Sunday School, children and youth activities, church committee meetings and programs approved by the Church Council
- **Member** – a person either on the official membership roll of CUMC or based on his/her routine attendance to be considered a member by the Pastor.
- **Sponsored Congregation Members** – Members of a separate church congregation permitted to use CUMC facilities for regular scheduled worship services.
- **Non-member** – any individual person not covered by the above
- **Community Groups** –not-for-profit community-oriented groups, such as, American Heritage Girls, Boy Scouts, Girl Scouts, and Mason Neck Citizens Association. Each such organization must have a User Representative to serve as its point of contact.

FACILITY USE REQUEST

Except for activities related directly to Cranford Church Programs, all requests to use any church facility must be submitted to the Church Secretary by completing a FACILITY USE APPLICATION (Annex I).

The Church Secretary may be contacted during office hours which are Monday through Thursday, 9:00 AM – 1:00 PM and

Fridays 9:00 AM – 12:00 PM.

Phone: 703-339-5382

The Church Secretary shall maintain a file of approved facility use requests and a calendar reflecting scheduled use of all facilities including date, user, facility and/or equipment.

Cranford Church Programs have first priority for facility use and are approved by Church Council.

The Secretary will manage day-to-day the scheduling of activities under the overall authority of the Trustees who shall resolve any scheduling conflicts.

The Church has the right to cancel, relocate, or reschedule any event due to Cranford Church Programs.

The FACILITY USE APPLICATION for a non-church related activity should be received by the church Secretary at least 45 days in advance of the activity unless it is a recurring scheduled weekly/monthly meeting. Applicants should expect 30 days for processing their request. The Secretary will resolve any scheduling conflicts and will make any adjustments necessary for use of the facility.

The FACILITY USE APPLICATION requests for either a one-time or recurring use for a church or non-church sponsored activity shall be submitted to the Secretary for review and scheduling. The Trustees must approve the FACILITY USE APPLICATION for one-time or recurring use. Request of continuing use by all groups must be renewed bi-annually or as determined by the Trustees.

A usage fee is not normally required; however one may be assessed as determined by the Trustees.

Except as an extension of the Church's ministry, commercial or profit-making activities are prohibited.

WEDDINGS

The CUMC Wedding Policy provides information for weddings.

FACILITY ACCESS

The Pastor, Trustees, and other select church officials have a key that will unlock any of the exterior doors.

Those who have only been provided an access code must use the CUMC main (ramp) entrance for entry and exit.

The main entrance into the CUMC building complex is via the ramp entry doors. The lock will open when a valid access code is entered. No user will be provided an access code without approval of the Trustee Chair.

Each user will have a unique access code. The Trustees will monitor facility usage by the access codes used.

The user representative will be provided a four-digit access code to enable entry. The access code provided to the user representative may be shared by the representative with other officials within the user's organization; however, the user representative remains accountable for anyone with whom that access code was shared.

RESPONSIBILITIES - ALL USERS

General – This is our church home; it should be treated better than we treat our individual homes. Users must leave the premises in a clean and orderly state, equal to or better than when their activity started.

All users are required to exercise care, respect, and judgment to avoid damage or abuse of the property. The Trustees, in their role as custodians of the church property, will monitor user's compliance with this policy. Chronic abuses of the property or repeated violations of this policy may result in withdrawal of use privileges. Activities and conduct of users shall not result in any damage or abuse of the property

The Trustees or their representative will determine whether the user has created a need for custodial services. When a user creates an unforeseen need for custodial services or damages any facility, the user shall reimburse CUMC for all costs incurred, as determined by the Trustees.

No alcoholic beverages or illegal drugs are to be brought onto any church property.

Smoking is not permitted in any CMUC building or outside within 100 feet of any building entrance.

A CUMC Accident/Injury Report Form must be completed and left with for the church Secretary if there is an accident or injury on CUMC property. Copies of the report form will be available next to the church office.

All activities will be restricted to the assigned area, no exceptions without prior approval. All activities of non-adults must be supervised by an adult member of the organization, including the hallways before, during, and after the activity. Adults shall supervise all children's or youth programs in accordance with the Child/Youth Protection Policy (attached).

Running, noisy, or dangerous behavior will not be tolerated. Permission to use the facility is not permission to disturb others.

Heating/Air Conditioning Controls – These controls are to be operated exclusively by the Trustees.

Except for notices, bulletins, announcements, art objects, and the like that are necessary for display during the meeting time of the time the user, no materials are to be up on CUMC furniture, walls or other property. Such materials that are necessary to be displayed during the meeting may only be placed using removable tape; use of other tape, adhesives, nails, tacks, screws or anything else that may leave a residue or mark shall not be used.

AREA USE - General –

No object of any kind shall be attached to any wall or ceiling, by any means, without the expressed consent of the Trustees. Bulletin boards or tack strips are provided for displays; no other surface shall be used. All administrative supplies will be furnished by the user. Usage of other equipment is permitted only if requested and approved on Facility Application. Only dry erase markers will be used on boards. A fee will be charged for damage to boards by improper markers being used.

Furniture shall be restored to its original arrangement when the activity is completed.

AREA USE – Specific -

Sanctuary - The pulpit and Sanctuary furniture shall not be moved without prior approval of the Pastor or Worship Committee. With approval of the Pastor or Worship Committee, movement or other rearrangement of furniture consistent with upcoming worship services may be accomplished. Refer to the CUMC Wedding Policy for applicable additional guidance. Except for water and communion elements or other special services, no food or drink is permitted in the

Sanctuary.

Library – This area is reserved primarily for the Music Director and for the storage of CUMC books and other materials.

Pastor's Office – Reserved for the exclusive use by the Pastor.

Church Office – Reserved for the Secretary, the Pastor and church committee members.

The Blue Room and Sunday School Room – These rooms may be used by members for classes, and program-related purposes. Users shall return furniture to its original configuration at the end of their use. Food and drink are permitted in these rooms by CUMC members.

Nursery – Reserved for nursery activities under the control of the CUMC Nursery Staff.

Lewis Hall - Food and drink are permitted only in Lewis Hall, kitchen and grounds. Lost and found items (including clothing, cookware, etc.) will be placed on the small table in the corner of Lewis Hall. Any continuous use of Lewis Hall for such collection purposes shall be submitted to the Trustees for approval. Unless otherwise specified by the Trustees, Lewis Hall is the room to be used by non-member and community group meetings and activities.

Kitchen – Under the permit issued by Fairfax County (Fire Marshal), use of the kitchen shall be restricted to reheating of food (non-members and community groups shall not use the kitchen without the express permission of the Trustee Chair). Workspace and Floors in kitchens shall be left clean. The user shall dispose of leftover food; it shall not be stored in refrigerators or freezers. All trash and recyclable material will be disposed of in the outside applicable bins.

Back Porch – The back porch not be used for storage, accumulation, or collection except as approved by the Trustees.

Hallway – The wagon in the hallway outside the Blue Room is reserved for food and related items collected for the Lorton Community Action Center. The hallway shall not be used for storage

Bulletin Board - The Secretary or CUMC Committee members must approve all items posted on any bulletin board. All items posted on the bulletin boards shall be no larger than 11x17 inches and shall be dated. The Secretary will remove and discard all outdated items.

Storage Closets – CUMC has very limited storage space the majority of which is used exclusively for CUMC materials. Two storage closets behind the Library accessed via the hallway are exclusively for CUMC materials. The closet in the back porch is exclusively for CUMC cleaning-related equipment, materials and supplies.

Approximately 50% of the room/closet near the Nursery is for CUMC materials. The remainder of space has been made available to specified community organizations.

Church Owned Equipment – Pianos and organs may be used by Organist and Choir Directors for church activities. Other use is by one time permit with prior review and recommendation by

the Organist or Choir Director and approval by Trustees. Audio/visual equipment must be requested and approved on Facility Use Application. Refer to the CUMC Wedding Policy as applicable.

Equipment – General - It is the Trustees' policy that church owned equipment will not be used off the church property.

Office Equipment – Office equipment, including copiers, printers, fax machines, and computers are for the sole use of conducting CUMC business. Phones are for emergency or local calls ONLY.

Storage Sheds and lawn-care equipment – The three outside storage sheds are for CUMC property and managed by the Trustees. The lawn-care and other equipment is exclusively for use by the Trustees and other members as authorized by the Trustees.

Grounds and Cemetery – Refer to Annex VI. The grounds are defined as all exterior areas of the church property, except the cemetery. Use of the grounds by non-members and community organizations must be specified in the FACILITY USE APPLICATION.

Requests for cemetery plots shall be submitted to the CUMC Cemetery Committee Chair.

The only flag permitted to be displayed in or on the grounds or cemetery is the current 50-star flag of the United States.

NON-MEMBER AND COMMUNITY GROUP USERS:

Use of areas inside the building complex by non-member and community groups is restricted to Lewis Hall, the restrooms and the hallway leading to the restrooms and to the group's assigned storage area if applicable. No other area inside the building complex shall be used without prior written approval of the Trustee Chair, obtained a minimum of seven days beforehand.

If the user has been granted permission to have a storage area on CUMC property, materials required by the user in conducting their activity shall be stored only in the storage area assigned to them by the Trustees. No materials belonging to any other group will be used or removed.

Users shall be on CUMC property only during the time and day assigned to them, unless otherwise approved at least seven days in advance by the Trustees. Unless otherwise approved, the times of access will be between 8 AM and 10 p.m.

When the use period is ended, users are to confirm completion of applicable items on the FACILITY USE CHECKLIST. Completed forms are to be placed into the mail slot next to the ramp entry doors or in the designated bin next to the church office door at the conclusion of the facility use.

Parking on the grass is not permitted.

Leftover food shall be removed from the premises.

Grounds – Use of the grounds must be approved on Facility Use application. No advertisements or signs will be posted on CUMC buildings, grounds or in the cemetery without prior written approval from the Trustees. Upon completion of an activity, users will pick up all trash and litter from their use areas and carry it away or dispose of it in the trash/recycle bins.

EXCEPTIONS

Any exception to this CUMC Facility Use policy must receive specific written approval by the TRUSTEES.

FACILITY USE APPLICATION Annex I
FACILITY USE CHECKLISTAnnex II
CHILD PROTECTION POLICY Annex III
ACCESS LOCK AND LOCK UP PROCEDURES Annex IV
WEDDING POLICY Annex V
CEMETERY POLICY Annex VI
INCIDENT/INJURY REPORT Annex VII
CRANFORD SITE HISTORY Annex VIII

Cranford United Methodist Church

FACILITY USE APPLICATION

ADMINISTRATIVE USE ONLY

Date of Application: _____

Date of Approval: _____

Applicant – Individual/Organization/Group Name: _____

Organization Representative/Group Leader Full Name _____

Address: _____

NUMBER & STREET

CITY

STATE

ZIP

Email Address: _____

Name of Group Leader: _____

Phone Numbers _____

HOME

OFFICE

CELL

Number of Organization/Group Participants:

Adults

Youths

Children

TOTAL

(including chaperones) _____

(13-20 yrs) _____

(12 & under) _____

Cranford Facilities Requested - check applicable choice(s)

Lewis Hall

Nursery

Blue Room

Classroom

Sanctuary

Kitchen

Grounds

Picnic area

Parking Lot

Playground

Piano

Specific equipment:

Type of Request

One Time Request

Multiple/Recurring Frequency of Use per month

Dates/Day(s) of Week Requested

Start Date: _____

End Date: _____

Time: Start Time

End Time

Description of use, e.g.: meeting, training, dancing, physical exercise, arts & crafts:

SIGNATURE OF APPLICANT

DATE

CUMC SECRETARY

DATE

DIRECTOR OF MUSIC (IF PIANO REQUESTED)

DATE

CUMC BOARD OF TRUSTEES CHAIR

DATE

COMMENTS:

Setup (additional Fee)

Yes

No

Amount

\$

VALID FOR TWO YEARS FROM DATE OF APPROVAL

Applicant initial received the following:

CUMC Facility Use Policy _____

Checklist _____

Guidelines _____

Door Code _____

Walk-through by CUMC Trustee _____

Child Protection Policy (CPP) _____

Understand & will comply with CPP _____

Evidence/Proof of nonprofit status must be submitted with the FACILITY USE APPLICATION and will be retained for future use.

Cranford United Methodist Church

Child Protection Policy

As a condition of using Cranford facilities, I hereby acknowledge and agree to comply with the following Child Protection and Safety Guidelines

1. Anyone who is under 18 years of age will be considered a child.
2. There must be at least two adults present for all activities involving children.
3. If the group is mixed gender, there will be one male and female adult
4. Except in emergency situations a child will not be left alone with an adult. This includes driving a child in a car. A parent may be left alone with his or her own child
5. If a child must be spoken apart from the group to have their behavior corrected the conversation will take in public in plain view.
6. Under no circumstances will a child be subjected to physical punishment or verbal abuse
7. The organizer of the activity will ensure adequate supervision at all times. The following guidelines will be used:
 - Age zero to 12 months - One adult per 3 children
 - Age 12-24 months - One adult per 4 children
 - Age 24-36 months - One adult per 6 children
 - Age 3-18 years old - One adult per 8 children
8. The organizer of the activity will attest that he/she has no knowledge that any of the adults providing supervision has been convicted of a crime against a child
9. The organizer of the activity will brief adults providing supervision on these policies
10. Any incident or accident involving a child will be reported immediately to the pastor of church front office.

ACKNOWLEDGEMENT/UNDERSTANDING

I understand and agree to these policies and acknowledge that violation of any of them may lead to denial of facility use.

Signature of Requestor / Activity Organizer Date

CRANFORD UNITED METHODIST CHURCH

ACCESS UNLOCK AND LOCK UP PROCEDURES

All users are responsible for the following when their activity is concluded, and no other users remain in the building.

WINDOWS: Ensure all windows are closed and locked

LIGHTS: Ensure all lights throughout the building are turned off.

KITCHEN AND BACK PORCH: Ensure faucets are turned off and ensure all refrigerator doors are closed.

BATHROOMS: Ensure the toilets have been flushed and are not “running.” Ensure faucets are turned off.

DOORS: Ensure all doors are both closed and locked. See below for door unlocking and locking procedures

All of CUMC’s doors are to remain locked when users are in the building – **except that the ramp doors may have the push bars “dogged open” for up to ten minutes after the start of the meeting/event.**

When locked, an access code or key is required to open the doors from the outside. All of the doors, even when locked, will permit exit by anyone pushing on the Push Bar.

The Push Bars on the Sanctuary and Main entrance will be “dogged open” during the first ten minutes of the Sunday service time. After ten minutes the ushers will close the doors and undog the push bars. During the first ten minutes all persons may enter the building through those specific doors without use of a key or access code. The doors may be closed but are opened simply pulling on the handle from the outside.

After ten minutes persons arriving late will need to knock on the door to gain entry.

Non-members and Community Groups shall only have dogged open the Main entrance doors. No other doors are to be dogged open.

***“Dogging” the Push Bars**

Dogging open the Push Bars requires use of an allen wrench. Insert the allen wrench into the hole, then push on the Push Bar to depress it fully, then turn the allen wrench. A noticeable “click” sound will be made if successful. Once dogged open, the doors may be closed, but can be opened from the outside simply by pulling on the handle. Both the left and right-side Push Bars are to be dogged open.

Undogging the Push bars is the reverse procedure. Insert the allen wrench in the hole, push on the Push Bar, turn the allen wrench. A noticeable “click” sound will be made if successful. The push bar should then fully retract on its own. By pushing on the door, not the bar, one should verify that the push bar is now locking the door. Ensure both the left and right-side push bars are undogged.

*****IMPORTANT*****

UNLOCKING THE MAIN ENTRANCE DOORS

The push buttons to operate the automatic door opener on the Main entrance doors will not work until the automatic door opener is switched on. **DO NOT** switch on the opener until both Push Bars have been dogged open!

LOCKING THE MAIN ENTRANCE DOORS

To lock the Main Entrance doors, first switch off the automatic door opener. Then proceed to undog both Push Bars.

Leaving the automatic door opener switch in the on position when the doors are in a locked state – not dogged open – may result in damage to the opener if one of the push buttons is pressed.

Cranford United Methodist Church

Weddings

The covenant of marriage is a sacred relationship between two persons and God. A Christian wedding is a holy occasion, celebrated in the presence of God and conducted in a worshipful manner. At Cranford you may affirm your marriage covenant and establish a relationship that lasts a lifetime.

Cranford offers weddings to our church members and their immediate family. Non-active member weddings will be permitted at the sole discretion of the pastor. The main Sanctuary can accommodate approximately 100 guests.

A member of our congregation is defined as an adult who has officially joined the congregation at least six months prior to reserving a wedding date. (Adult and minor children of active members are also eligible to use our facilities as members.) This document provides the customs and requirements of wedding ceremonies held at Cranford United Methodist Church.

WEDDING GUIDELINES

The information covered here will help to ensure a beautiful and smooth-running wedding day for you and all who participate in your ceremony. Please read these instructions and policies carefully and keep it handy for frequent reference as you plan your wedding.

RESERVING CRANFORD UMC FOR YOUR WEDDING

When you decide to be married at Cranford, please call the Church office to reserve a date. After consulting with the Pastor, church staff will call you back with a confirmation of your requested date and time.

All wedding dates, when possible, should be established at least six months prior to the scheduled wedding. Weddings will be scheduled on a “first come, first serve basis.” The Church office will then reserve the Sanctuary facilities for you.

THE ROLE OF THE CRANFORD PASTOR

The Cranford Pastor will be the one to officiate at your service at Cranford. The pastor will meet with you to determine ceremony planning requirements and discuss whether or not you will use the Pastor’s services regarding premarital counseling.

Together you and the pastor will make arrangements for the Service of Marriage. All aspects of the service should be worked out with the pastor prior to the date of the rehearsal. The Pastor will schedule time to meet with the prospective Bride and Groom to discuss premarital counseling, the order of worship and other matters pertaining to the service.

MUSIC AT YOUR WEDDING

You are responsible for making the arrangements for all music for your wedding. You may hire the service of the Cranford musician. The selection of the musician should be finalized as soon as possible, well before the date of your ceremony. Guest musicians are permitted only with the Director of Music and Pastor’s approval. This is primarily to assure the musician is familiar with the instruments at Cranford and is willing to provide piano music at your rehearsal and wedding ceremony.

You are responsible for determining the fee for all musicians and will be expected to pay them directly (Please note the standard musician fee in the financial information section on page 6 below).

If you have any questions about sound equipment etc., please direct them to our Music Director. Please remember that all musical selections should direct one's thoughts toward God and reflect the mood and meaning of your Christian wedding service. The Music Director will be able to guide you in choosing appropriate music for your wedding service.

DRESSING AT THE CHURCH

Cranford has two rooms that can be used as a dressing rooms one of which has a mirror. If you would like to secure valuables during your ceremony, you can make special arrangements with the appointed Wedding Trustee, However, Cranford UMC is not responsible for lost or stolen items.

ROLE OF THE CRANFORD WEDDING TRUSTEE

We require a Cranford Wedding Trustee for all weddings. The Trustee, selected by the Pastor, will meet with you and the Pastor prior to your wedding to discuss special needs and help prepare the ceremony. At this meeting you will review your ceremony, finalize the details and arrangements, confirm that your plans conform with church policy and discuss any questions that you may have. At this review you should ensure you are willing to abide by Cranford's wedding policies described in this document.

The Wedding Trustee will arrive at least ½ hour before your rehearsal time to open the facility, adjust the lighting/heating/air conditioning and assist with the rehearsal.

The Trustee will arrive two hours before the wedding to unlock the church facilities and adjust the lighting/heating/air conditioning. The Wedding Trustee will be available to assist the Pastor and the bridal party before, during and following the wedding.

After your rehearsal and again after your wedding photographs are finished, the Wedding Party is responsible for assuring compliance with this policy to restore the church back to the way it was found. The Wedding Trustee will remain on site to assure this accomplished.

DECORATIONS

The sanctuary is designed for Christian worship services such as a wedding. Decorations are not to disguise the sanctuary. Flowers, palms, potted greenery, and candelabras should be placed so as not to hide furniture or symbols of faith. No items in the Sanctuary are to be moved without consulting the Wedding Trustee. If anything is approved to be moved, it is to be returned to its original location following the service. In using candles, care must be taken to insure both the safety and protection of church property. Only dripless candles are permitted in the sanctuary. If a unity candle is to be used it must be provided by the wedding party.

The church can provide:

- Two, 1-candle candelabras for the altar
- A table for your unity candles and holders if the altar is not used

Cranford does not have a large Bible available for your wedding. If one is desired for your wedding, please furnish it yourself.

Pew bows may be attached only by tying (no tape, tacks, pins, etc.). We do not provide an isle runner. If you wish to use one, you will need to provide it. These are available at most florist shops in the area. Decorating of the sanctuary for the wedding or related events cannot be done prior to the day of the rehearsal or wedding without specific permission to do so.

If damage results to the church or its furnishings from failure to observe these regulations, or neglect to exercise reasonable care, the cost of the repair shall be the obligation of the Wedding Party.

If you intend to leave flowers in the sanctuary for Sunday morning worship, please let the Wedding Trustee know at least two weeks prior to your wedding, so that it may be properly acknowledged in the bulletin.

PHOTOGRAPHY

Flash photographs shall not be taken at any time during the wedding service (from the time of the bride's mother is seated until the pastor leaves). There will be an opportunity after the service to re-enact any part of the service for photographs.

Your ushers are responsible for telling guests with cameras to refrain from taking pictures during the ceremony. You are responsible for seeing that your photographer and ushers understand these guidelines. At no time is a photographer or videographer allowed in either aisle during the processional or wedding service.

Video-taping is permitted from certain locations in the sanctuary. Video equipment must be in place one-half hour before the service. All photographers and videographers must remain stationary during the service.

USE OF A PROGRAM FOR YOUR WEDDING CEREMONY

If you wish to provide your guests with a program/bulletin, the purchase, production, and distribution of bulletins for the wedding are your option and your responsibility. If you decide to have a bulletin, a draft of it must be reviewed by the Pastor at least two weeks before the wedding. Please include in your bulletin that photography is not allowed during the ceremony.

OTHER PERTINENT POLICIES FOR USE OF BUILDINGS & GROUNDS

- No rice is to be used. Bird seed is permitted, but its use is restricted to outside the building only.
- Smoking, including e-cigarettes, is not permitted anywhere inside any of the buildings or within 100 ft. of any building exterior door.
- The presence of alcoholic beverages (including wine and champagne) is not permitted in the church or on church property as per The Book of Discipline of the United Methodist Church.
- If you plan to use a flower girl/boy, please use only artificial flower petals
- Parking at the church is limited. As part of your review of whether Cranford will accommodate your wedding plans, please take the available into consideration.

- Members of the wedding party should be at the church one hour before prior to the wedding.
- The marriage license is required before the rehearsal begins and must be given to the clergy performing your ceremony.
- If the pastor is requested to attend the rehearsal dinner and/or a wedding reception, an appropriate invitation should be issued, including whether or not the pastor's spouse is also invited and if any service such as prayer or a blessing is expected. The pastor will offer prayers for the bride and groom, their families, or grace before meals. Please inform the pastor in advance what service will be expected of him/her.
- Holy Communion is a church sacrament. In the United Methodist Church, it should not be served to some while being denied to others. If the bride and groom desire to share Holy Communion it should be shared with the entire congregation. The bride and groom as well as any other members of the wedding party may assist the minister in serving the guests. In this way, a bride and groom may share and even serve their guests their first meal together as husband and wife. It is the responsibility of the participants to provide the elements (bread and unfermented wine, 100% real juice) for use as Holy Communion.
- The Pastor with the Bride and Groom are responsible for determining the wedding service. There are numerous sources for wedding vows both contemporary and traditional. The Pastor reserves the right to make the final determination of the order of worship and all aspects of the wedding service.

WEDDING RECEPTIONS AT CRANFORD

The Lewis Hall portion of Cranford Church is available for wedding receptions but is only available to MEMBERS of the Cranford congregation.

A Cranford Trustee will appoint a Reception Coordinator to coordinate with you and your caterer prior to and during your reception to ensure the success of your event.

FINANCIAL INFORMATION FOR YOUR WEDDING

Sanctuary: The fee for use of the Sanctuary for a wedding is \$250. This covers the services of a Cranford Trustee for any set-up (as per instructions provided by the bridal couple) and ensure the Blue Room and adjoining bathrooms are cleaned before and after the wedding. This custodian fee established by the church is required even if you hire others to clean. It is your responsibility to restore the facility to the condition it was before you arrived.

Minister: There is no established wedding fee for the minister for the wedding services; however, it is customary to consider an honorarium.

Musician: The standard suggested fee for a musician at a wedding starts at \$200.

Reception: The fee for using Lewis Hall and/or the kitchen for reception-related activities is \$500 which includes the cost of custodial services to clean the Lewis Hall, the kitchen, and adjoining space before and after the reception.

All fees are payable to Cranford UMC and must be remitted to the church office at least two weeks prior to the scheduled wedding.

Cranford United Methodist Church Cranford Memorial Cemetery Policy

The cemetery was formally established in 1730 by Pohick Church. Since 1857, the property has been owned by Cranford United Methodist Church (UMC) which has exclusive responsibility for it.

Purpose

The cemetery's purpose is to serve as a resting place for the remains of the departed and as a tranquil, serene setting for thoughtful reflection by visitors. Cranford UMC will maintain the cemetery as a place free from worldly distractions where God's love may be felt and that honors those whose remains are there.

Policy

It is the policy of Cranford UMC that nothing will be permitted to be placed or displayed on grave markers or anywhere on the cemetery grounds contrary to that purpose. Cranford UMC will be solely responsible for making determinations on what may or may not be placed or displayed.

Cranford UMC will fly the flag of the United States of America over the cemetery to honor all whose remains are buried there. The current 50-star U.S. national flag is the only flag that will be flown or displayed anywhere on cemetery grounds. It represents the freedom to worship God and serves to singularly represent the history of the land and myriad backgrounds of all those whose resting place is the cemetery (see attached).

Permitted Displays

Real or artificial flowers, either with or without a vase, may be placed on or immediately next to a grave marker at any time of the year. When the appearance of the flowers diminishes to a point where they detract from the site, they will be removed.

Relatives of those buried in the cemetery in marked graves may place a single small U.S. 50-star flag no larger than 12" x 18" on or immediately next to the grave marker during times of official U.S. national holidays. Those small flags will be removed no later than 21 days after the holiday. Removal serves to retain respect for the flags which are especially susceptible to deterioration from weather.

Cemetery Grave Sites

Grave Sites are priced at \$750.00 as of July 2018. Approximately 10 single Grave Sites are available as of July 2018. Grave Sites may be sold to current members of the Cranford United Methodist Church or to former pastors of the Cranford United Methodist Church and their immediate families only. Single Grave Sites may contain one casket or two caskets, one above the other. All caskets must be enclosed within a metal vault or concrete liner. Single Grave Sites may contain up to 4 urns with cremated remains, in addition to or instead of any casket(s).

Cemetery Maintenance

Most mowing, leaf removal and hedge trimming is performed by contractors, while some is performed by volunteers. Flowers and other decorations are placed at Grave Sites by friends and family. Removal of perishable flowers and other decorations are primarily the responsibility of those who placed them at the Grave Sites. Some perishable flowers and other decorations may be removed by Cranford UMC personnel or by contractors if necessary for them to complete their mowing, leaf removal or hedge trimming work. With wind as a common occurrence, flowers, vases and flags are subject to being blown about the grounds. Any found no longer next to grave markers will be removed. Cranford UMC will be solely responsible for making determination on what may need to be removed. Perishable flowers and other decorations may be disposed of in garbage cans located in the cemetery and near the church.

Cemetery Structure

The New Section of the cemetery is located to the right of the gravel road running from the church parking lot toward Gunston road. The New Section consists of Sections (or Rows), identified AA, A, B, C, D, E, F, G, H, I, J, K, and L. Each Section consists of a variable number of Lots, measuring 16 ft. by 16 ft., except Section G Lots, which are 18 Ft. by 16 Ft., and Section H Lots, which are 17 ft. by 16 ft. Each Lot consists of 8 (Grave) Sites, measuring 4 ft. wide by 8 ft. long. All Aisles between Sections are 5 ft. wide, except Aisles in Sections F and G, which are 6 ft. wide and the Aisle between Sections AA and A, which is 3 ft. wide. The Old Section of the cemetery is located to the left of the gravel road running from the church parking lot toward Gunston road. The Cranford Family Cemetery is located in a separate plot now within the Noman M. Cole waste water treatment plant property.

**Cranford United Methodist Church
Incident/ Accident/ Injury Report**

Today's Date _____ Date of Incident/Accident/ Injury _____

Time of Incident/Accident/Injury _____ AM or PM _____

Name(s) of Person(s) involved: _____

Description of Event (include place, i.e., Lewis Hall, nursery, parking lot, playground, picnic area, etc.):

Action Taken (i.e., called 911, administered CPR, bandaged, etc.) and by whom:

PERSON COMPLETING THIS REPORT:

PRINTED NAME

SIGNATURE

Notification of incident provided to: _____ Date _____

Notification by: (check): Phone Number _____

e-mail address _____ Text no _____

Letter or other: _____

Copies to: Pastor Trustee Chair

Others (by name and title): _____

** THE ORIGINAL REMAINS WITH CHURCH SECRETARY **

Cranford United Methodist Church

Site History

Prehistory

Hunter-gatherers lived on what is now called Mason Neck thousands of years ago. Artifacts have been found throughout Mason Neck including on the cemetery grounds with the oldest dated by archeologists to around 5,000 BC. The Fairfax County archeologist has found artifacts dated to 12,000 BC on what had once been Mason Neck land that is now just off shore and under the waters of the Potomac River.

Descendants of those early hunter-gatherers became the tribes of the various major native Americans known, including the Powhatan, Algonquin, Iroquois, and smaller tribes including the Piscataway, Wittowee, Douge and Nanticoke.

History

Between September 1608 and August 1609, Captain John Smith led an exploration along the rivers of Virginia, including the Potomac River, during which he became the first English explorer to map the Chesapeake Bay area. His maps indicate his ships sailed north beyond Mason Neck.

In the late 1600's an Englishman named Thomas Barton and his family lived on the land that is now Cranford UMC property. A county historical marker on Gunston Hall Rd. immediately adjacent to the cemetery relays the following:

Quote: "Certain Unknown Indians" attacked the house of Thomas Barton about 3:00 P.M. on Sunday, 16 June 1700, killing eight persons with "arrowes & Wooden Tommahawkes." The neighboring Piscataway Indians denied making the attack and blamed the Wittowees. The Indians involved probably were angered by colonial encroachment on their land and may have been encouraged by the French. Lt. Col. George Mason wrote Gov. Francis Nicholson that "this murder was the Horriblest that ever was" in present-day Fairfax Co., then part of Stafford Co. Mason increased the number of militia patrols, but the Indians escaped. Unquote.

Sometime prior to 1724, the first permanent church (part of the Church of England) in the colony of Virginia was established north of the Occoquan River. It was called "the Mother Church of Northern Virginia" and was also originally referred to as the "Occoquan Church" because of its location near the Occoquan River in the town of Colchester. Occoquan Church congregants moved and occupied a new church site in 1730. The church was then referred to as "Pohick Church" because of its proximity to Pohick Creek. George Washington's map of the area locates this long-lost wooden edifice near a site now occupied by Cranford United Methodist Church. The cemetery was established the same year, in 1730.

In 1765, the old Pohick Church, a frame building, began to show symptoms of decay and the question of rebuilding or removal came before the vestry. George Washington favored removal to a more central site. George Mason of Gunston Hall opposed removal, pleading that their ancestors had worshipped at the old church and many of them were buried in the adjoining cemetery. Armed with survey maps, Washington was said to have argued for the new site on the King's Highway (US Route 1), just north of the old church, as being more centrally located. Washington prepared a map of the neighborhood that showed the houses of the members of the congregation.

This map also provides evidence that the church was moved to what is now Pohick Episcopal Church on US Rt 1.



Map of Colchester & surrounding area in George Washington & George Mason's day

with the three site locations noted in red letters added.

In 1767, the Pohick Church Vestry, including Vestrymen George Washington, George Mason and George William Fairfax, supervised the construction of a new building for Pohick Church. It was completed in 1774, just before the outbreak of the Revolutionary War. It was constructed out of elegant and more durable colonial brick and is the present location of Pohick Episcopal Church.

The grave markers of those ancestors referred to by George Mason (noted above in bold) and others placed in the cemetery during Pohick Church's occupation of the site from 1730 to 1774 were also moved to Pohick's new location. However, the buried remains were not moved making for an unfortunate circumstance in the cemetery of numerous unmarked graves. Most buried at the time would have been citizens of the British Empire, however, others could certainly include citizens and indentured servants from other European countries. It is possible, but not recorded, that African slaves and native Americans could have also been buried in the cemetery.

In 1781 the Colonial army under General George Washington and a French army under the command of General Jean Baptiste Rochambeau travelled from the New York/New Jersey area to Yorktown, VA. Their route included what is now Old Colchester Road and those two armies marched within yards of the cemetery.

During the War of 1812. British naval ships sailed up the Potomac River to Washington D.C. passing Mason Neck on the way. Landing parties may have come ashore on Mason Neck to take on fresh water and/or scout the area. Likewise, American units may have had reconnaissance units tracking British naval movements.

One of the oldest surviving grave stones in the cemetery is located near where the Pohick Church had been; it is

that of Thompson Clarke, who died March 8, 1842, aged 51 years. His grave attests to at least one use of the cemetery during a time when no church building occupied the site. Others of unknown nationality may also have been buried in the cemetery in that time.

In 1857, the first Methodist Church in the area was built. James and John Cranford did much of the work on the new church. The spot selected for it was the former location of the old Pohick Church. When the new church was dedicated it received the name of Lewis Chapel, in honor of the Rev. John Lewis, who inspired the Methodist movement. Lewis Hall was originally located at the southwestern corner of the property – near where the flag pole is now.

*“On February 24, 1862 (during the War Between the States) an unknown Confederate unit attacked Union pickets about a mile beyond Pohick Church, at Lewis Chapel. Although the Confederate force was not identified, the Southern drums were heard all along the Union picket line. There were two regiments, about 1,200 Union troops. On outpost duty. Two regiments from Brigadier General Israel Richardson’s brigade advanced to support the troops at Lewis Chapel and a battery of Union artillery was also sent from headquarters. Brigadier General Richardson personally went to Lewis Chapel to take command if necessary. The attack really didn’t amount to much. The only damage reported was that all the telegraph lines around Lewis Chapel were down.”**

The mini balls imbedded in Lewis Chapel (now covered by siding) were from this skirmish. There were no reported casualties during the brief fight.

Five Confederate soldiers were buried in Cranford’s cemetery representing three separate military units. There are grave markers for two of these soldiers both of whom lived into the 20th century. Records for the other three indicate they lived after the end of Civil War. Records for the reported four Union soldiers also buried in Cranford’s cemetery are yet to be found.

The cemetery includes marked gravesites dating to the period of 1898, the time of the Spanish American War. It is not established whether any veterans from that war were buried here. Records do indicate that veterans from the First and Second World Wars, and the Korean War are buried here. Veterans of the Viet Nam war and other more recent conflicts either are or plan to be buried in Cranford’s cemetery.

On or about the mid-1980’s, a cemetery clean-up effort resulted in many of the early grave markers from the latter half of the 19th century being removed. The markers, which were just stones, were not recognized by the clean-up crew as being what they were. The markers for three Confederate soldiers and the four Union soldiers were apparently among those removed.

The Sanctuary was completed in 1900. Lewis Hall was moved to its current location in 1953. That same year the structure connecting Lewis Hall to the Sanctuary was built that contains offices, class rooms, restrooms and the nursery.

History of Flags over Cranford Church and Cemetery Property

The first known flag(s) to be flown over Virginia were those of the British Empire from the 1600’s until the American Revolution. After 1776, there were 16 official variations of the U.S. flag until the War Between the States. That number does not include the unofficial versions of the “Stars and Stripes” that had varying patterns for the stars.

During the Civil War there were a multiplicity of flags of various sizes, shapes, designs and colors. The primary

Union Civil War era flags were the United States flag, known as the Stars and Stripes or National Colors and regimental colors. The latter was a dark blue cloth, usually with gold fringe; stars for each state appeared at the top, above a version of the Great Seal of the United States: an American eagle with a stars-and-stripes shield on his chest and a banner with the motto "E Pluribus Unum" ("Out of many, one") in his mouth. His talons hold arrows of war and an olive branch representing peace. Below the eagle would be a banner with the regiment or battery's name.

The Confederate States of America had three different national flags over the course of four years. These national flags were also used as battle flags by some Confederate units. Today the most recognizable Confederate flag was is not one of the South's national flags, but was either the Confederate States Navy Jack or the very similar Army of Tennessee Battle Flag. The Army of Northern Virginia battle flag was also of the same design but was square, not a rectangle. Not all Confederate national flags were accepted and/or flown by all military units within the Confederacy.

On both the Union and Confederate sides there were corps, brigade and regimental flags and flags for various branches of military service. There were also various ethnic militias that fought on both sides, notably Irish and German units, each with their own flags. The flags of the Irish militias on the Confederate side and on the Union side were green albeit with different designs.

In 1861 Virginia seceded from the Union making the land of Lewis Chapel (now Cranford UMC) part of Confederate States of America. To protect the capital, Union military lines extended into Virginia to an area just south of the church property, close to the Occoquan River. The church and cemetery site therefore remained under the U.S. flag of the time and not any of the various Confederate national flags – notwithstanding the brief skirmish of February 24, 1862 involving Confederate troops on Lewis Chapel property.

After 1865 up to present time there were eleven variations of the official U.S. flag with the 11th being the current 50-star flag. Virginia has had five different flags from its time as a colony to the present-day.

References:

- a) Pohick Episcopal Church records
- b) County of Fairfax, Office of the County Archeologist
- c) **"This Forgotten Land"* by Donald Hakenson
- d) American Battlefield Trust, *Flags of the Civil War*, by Historian Greg Biggs