



# **Crossroads Wedding Policies and Procedures Manual**

**A collection of our Policies and Procedures  
to help you plan your wedding**

## About Our Wedding Manual

A wedding is a sacred occasion where a man and a woman seek God's blessing on their marriage. Crossroads Fellowship wants to work with the bride and groom in preparation for their wedding day. The guidelines in this manual are designed to improve the communication between the church, the wedding party, and any hired group involved with the ceremony. The areas covered within this booklet include the following:

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## **Who May Be Married at Crossroads Fellowship**

In the interest of building strong and biblical marriages, Crossroads Fellowship has adopted certain guidelines which govern weddings performed in or by this church family.

Couples desiring to be married by a pastor of Crossroads Fellowship are asked to carefully read the following information regarding this church's guidelines and expectations. If one or both of the parties requesting marriage through Crossroads Fellowship is unable or unwilling to meet these requirements, it will not be possible for a Crossroads pastor to officiate at the wedding. If the guidelines are met, we will be delighted to talk with the engaged couple about officiating at their wedding ceremony.

- ☞ If either the groom-to-be or the bride-to-be is a born-again Christian, the other must be also. Our pastors are permitted to marry two Christians or two non-Christians, but cannot sanction a spiritually "incompatible" marriage. (II Corinthians 6:14-15)
- ☞ Engaged couples must agree to maintain separate residences and abstain from sexual relations until after the wedding. If a couple is already involved in cohabitation or sexual immorality, the situation must be corrected before any pastor of Crossroads can agree to perform the ceremony. (Ephesians 5:3)
- ☞ The Couple must have dated exclusively or dated with marriage in mind for at least six month before asking a pastor to marry them.
- ☞ If either party has been previously married, one or more of the following must apply to each former marriage:
  - The former spouse is no longer living (Romans 7:2) or refuses reconciliation (I Corinthians 7:15)
  - Unfaithfulness (immorality) on the part of the former spouse was a factor that contributed to the divorce (Matthew 5:32)
  - The non-Christian former spouse initiated the separation/divorce (desertion) due to his/her unwillingness to live with a Christian spouse (I Corinthians 7:15)
  - The former spouse is remarried (I Corinthians 7:15)
  - The divorce preceded salvation (2 Corinthians 5:17)
  - The person is engaged to be married to his/her most recent former spouse (Deuteronomy 24:1-4)
  - By doctrine and teaching, Crossroads Fellowship Church believes marriage is to be solely between one man and one woman. As such, the church will not perform same-sex marriages.

Crossroads Fellowship will not be able to accommodate people who are not members or regular attendees of Crossroads Fellowship. An attendee is characterized by having attended at least six (6) months on a constant basis.

In addition to the above, children of Members or regular attendees (as defined above) who also meet the general guidelines of eligibility are also welcomed to be married at Crossroads Fellowship.

**NOTE:**

**While Crossroads Fellowship policy does not allow its staff to perform a ceremony for divorced individuals who do not fit into any of these categories, we do realize that these are not the only instances in which God allows remarriage, nor do we deny a person's right to hold a different view on the issue. We affirm the total forgiveness of all sin, including divorce, and joyfully accept divorcees into our fellowship without judgment.**

## Choosing A Pastor & Pre-Marital Counseling

### Choosing a Pastor

Members of Crossroads Fellowship and others who may wish to be married in our Worship Center may invite one of our pastors to perform the wedding ceremony. You may choose from the following list:

Stephen Barine  
John Frye  
Doug Gamble  
Andy George  
Daniel Cwiakala  
Jon Henry

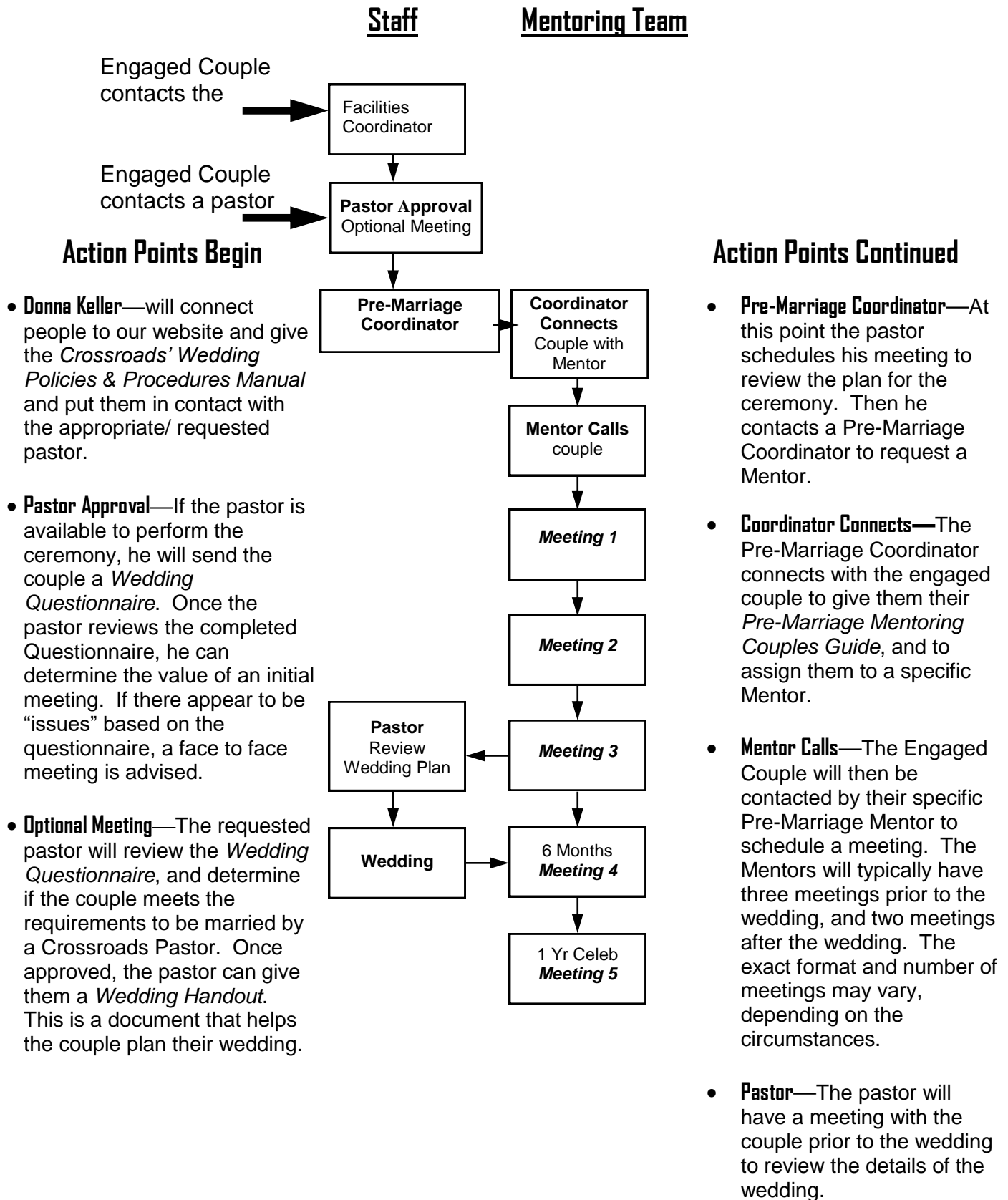
Daniel Messina  
David Howell  
Mark Stroupe  
Anthony Thomas  
Aaron Pippin  
Robbie Thomas

### Pre-Marital Counseling

As a couple, you must agree to attend pre-marriage counseling as set forth by the officiating pastor. An appointment with the desired pastor needs to be made to request his services and arrange a mutually agreeable date. **Do not establish a firm wedding date without consulting the officiating pastor and the Facilities Coordinator.** Part of the counseling process with the officiating pastor will involve choosing the order of service, the vows, ring ceremony, etc... Additional pre-marriage counseling or suggested readings may be required by the pastor. These will vary depending on who is performing the ceremony.

# Pre-Marriage Mentoring Process

## A Pastor's Pictorial View



## **Arrangements**

Once the couple has been approved by a pastor and has arranged for pre-marital counseling, the Facilities Coordinator will assist you with the following:

- ☞ Securing a date on the calendar
- ☞ Tour of the facility (call for an appointment)
- ☞ Securing the signed liability release forms
- ☞ Explanation of the fee schedule

## **Wedding Coordinator**

All weddings that take place at Crossroads Fellowship must use an approved Wedding Coordinator, who will work side by side with your Wedding Director to ensure everything goes smoothly. These trained coordinators have a complete understanding of the wedding policies of Crossroads Fellowship.

### **Wedding Coordinator's Duties/Responsibilities**

#### **Family:**

- ☞ Interview (3-5 hours)
- ☞ Review the Wedding Information Form with the couple
- ☞ Meet with Bride and Groom one month prior to the wedding to clarify their desires (Wedding Information Form **must** be completed prior to this meeting)
- ☞ Complete run through of details for rehearsal and wedding day

#### **Facility:**

- ☞ Be familiar with correct venues to be used/Set-up
- ☞ Be aware of fire escape routes (note: the church will take care of the fire alarms)
- ☞ Monitor the set-up, decorations, candles, and break-down
- ☞ Supervise moving of furniture (Wedding Coordinator will not move or re-set furniture)
- ☞ Supervision of basic clean up (see Clean-up Check List)

#### **Rehearsal:**

- ☞ Be available at rehearsal to direct and answer questions
- ☞ If the Rehearsal Dinner is to be at Crossroads, rehearsal must begin at 5:00pm and vacate no later than 9:00pm

#### **Wedding Day:**

- ☞ Five Hours Maximum... 2½ hours for set-up, 2½ hours for break-down
- ☞ If set-up and break-down last longer than 5 hours, an additional fee will be charged
- ☞ Wedding Coordinator must stay until clean-up is done
- ☞ Wedding Coordinator must be available during wedding and reception (if reception is at Crossroads) to supervise and answer questions

## General Building Policies

### Wedding Venues

- ☞ Weddings may be held in the Worship Center (maximum seating capacity approximately 900 people), Great Room (maximum capacity: 520), The Chapel (maximum capacity: 288), and the Cross Cafe (maximum capacity: 150).

### Reception Venues

- ☞ Receptions may be held in the Great Room (maximum seating capacity of 520 people or, 200 people for dinner reception), The Chapel (maximum capacity of 288 people, and 168 people for dinner reception). Please Note: **The facility must be vacated no later than 9:00pm.**
- ☞ Family Responsible for Set-up and Break-down:  
**It is the responsibility of the bride and groom to have friends and family available to...** Set-up tables and chairs, decorate, break down and remove decorations, floral arrangements, rental furnishings, tables, clean tables, and restore all rooms to original condition after the event.
- ☞ Florist:
  - Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants.
  - Please notify the Facilities Coordinator 15 days prior to your wedding day to inform us when you will be arriving on the premises to decorate. This is so heat/air conditioning maybe turned on and temperature controlled by the time you arrive.
  - Flower delivery for summer weddings should not be made more than two hours prior to the ceremony because the Worship Center will not be cool.
- ☞ Candles:
  - Metal cylinder and dripless candles are the only types of candles that may be used. Candles and candelabras **MUST** be placed on a protective covering on the carpet.
- ☞ Caterer:
  - Crossroads Fellowship has a list of approved caterers. If an approved caterer is used you will not need a Kitchen Supervisor. Should you choose to use a non-approved caterer a Kitchen Supervisor will be needed. If a Kitchen Supervisor is needed you will need to plan a time to meet with the caterer and the Kitchen Supervisor in the kitchen two weeks before the wedding. The caterer must sign the Caterer Liability Release Form.



☞ Removal of Furniture and/or Decorations:

- Furnishings and Accessories:  
Under the supervision of the Wedding Coordinator you are allowed to remove Crossroads Fellowship Ministry tables and signs from the area your event will be held. All ministry tables and signs must be returned to their original placements. Ministry tables in the main hallways may not be moved. All furnishings that are used **MUST** be returned to the original locations
- Tables and Supplies:  
Large round and rectangular tables are available for your use, and are located in the warehouse. See the Facilities Coordinator about using these items. The church does not supply linens; therefore, you will need to rent them
- Stage:  
The A/V Tech is the only person to move or remove any items on the stage
- Decorations:  
Nothing should be hung from the ceiling, windows, walls, or doors. The partitions may be used to hide additional tables. No lights or electrical wires may be hung on these partitions due to fire regulations. Anything moved or removed should be returned to its original position. **The use of nails, tacks, staples, safety pins, adhesives, and bare wire is not allowed.** We suggest the use of wrapped wire, chenille or ribbon

## **Set up and Break Down**

**Wedding Coordinator is responsible for:**

- ☞ Supervising the moving of furniture
- ☞ Supervision of basic clean up (see Clean-up Check List)

**Wedding Coordinator is not responsible for:**

- ☞ Moving or re-set of furniture/venues

**Wedding Party is responsible for:**

- ☞ Replacing all furniture used or removed for the wedding in all areas used
- ☞ Basic clean up (see enclosed Clean-up Check List)
- ☞ Removal of all personal items

☞ Cleaning:

**It is the responsibility of the bride and groom to have family and friends available for wiping down all tables and chairs, and removing all trash.** Trash is to be placed in the dumpster located in the designated area. In the bathroom areas please be sure to pick up all paper that may be on the floors and wipe up water that may be dripping off the counter. You and your family are responsible for removing all personal belongings and for the replacement of all furnishings and accessories. The florist /decorator and caterer are responsible for cleaning up their areas as well.

- ☞ Birdseed:  
Birdseed may be thrown outside the church when the couple is leaving the parking lot. After the couple has departed, the family must sweep the birdseed into the lawn.
- ☞ Bubbles:  
Bubbles may be used outside the church when the couple is leaving the parking lot. Please throw all bottles and wands in the trash.
- ☞ Sparklers:  
Sparklers are not permitted due to safety concerns.
- ☞ Rose Petals:  
Rose petals may be thrown outside the church when the couple is leaving the parking lot. After the couple has departed, the family must sweep up the rose petals and dispose in the trash.
- ☞ Door Schedule:  
The Facilities Coordinator will work with you in scheduling all doors to be opened for the rehearsal, wedding, and reception (if applicable). When scheduling door times please consider arrival times of guests, caterer, and florist, as well as the wedding party.

**Note:**

**Notify Facilities Coordinator if you do not need the doors unlocked for the hours specified above. Otherwise someone must remain in the building until all doors have locked after your event.**

- ☞ Final Notes:  
Thank you in advance for using the facility responsibly and for asking your wedding party to conduct themselves in a manner appropriate for the atmosphere of a place of worship.
  - No alcoholic beverages are allowed on the church property. Please refrain from using alcoholic beverages immediately prior to the rehearsal and wedding.
  - No smoking is permitted anywhere within the church building.
  - The persons having the wedding and reception will be held financially responsible for any breakage of and/or damage to the church property.

**Conclusion:**

Every effort will be made in order to make your wedding a meaningful and memorable occasion. Please keep in close contact with the Facilities Coordinator as you plan for your event. The church reserves the right to make final decisions in regard to any details and areas not covered by these policy statements.

## **Rehearsals and Ceremonies**

### **The Rehearsal**

- ☞ Rehearsal Schedule:  
If a rehearsal is being held, the bride and groom should make sure that all members of their wedding party are at the church at the scheduled time of the rehearsal.
  
- ☞ Rehearsal Direction:  
All rehearsals are under the direction of the officiating pastor. In order that the rehearsal may progress smoothly, the following issues need to be resolved in advance:
  - Ushers to escort the groom's mother, the bride's mother, and any other honorees to be seated
  - Exact standing arrangement for members of the bridal party in the chosen venue and the order in which they will process and recess
  - The marriage license is to be brought to the rehearsal and given to the officiating pastor upon arrival
  - The order of the ceremony is to be given to the pastor

### **The Ceremony**

- ☞ Pre-wedding Dressing Rooms:  
Rooms 202 through 210 in the Preschool wing may be used as the dressing room for the bride and her attendants. There is a mirror in the bathroom located between rooms 202 and 204. The groom and ushers will use the Rehearsal Room to the left of the stage in the Worship Center.
  
- ☞ Wedding Music:  
Your choice of music may be sacred or secular, but keep in mind the spirit of worship. If you have any concerns regarding the appropriateness of musical selections, discuss them with the officiating pastor. The piano in the Worship Center may be used, but only in the Worship Center.
  
- ☞ Children:  
Childcare or use of the nursery rooms is not allowed during weddings. Children are to be monitored at all times during set-up, break-down, and clean up. Please keep children confined to the area of the church reserved for the wedding party. We welcome any children at the wedding, it is the bride and groom's responsibility to allow children at the wedding, not the church's.

## **A/V Technician**

All weddings that take place at Crossroads Fellowship must use an approved A/V Technician. No equipment is to be moved or removed from the stage except by the Tapestry Department A/V Technician.

Please make and establish your A/V plans **six to eight weeks in advance**. Guest vocalists and/or instrumentalists are welcome at your ceremony. Please advise the A/V Technician of their participation and their specific sound/media requirements.

**PLEASE NOTE:** It is the responsibility of the bride and groom to contact the A/V Technician.

## **Policies For Photographer**

- ☞ Pictures may be made during the ceremony using the available light and time exposure
- ☞ The photographer must remain inconspicuous during the ceremony
- ☞ No flash photography will be used during the ceremony
- ☞ Pictures may be taken during the processional and recessional if made from or near the back of the chosen venue
- ☞ Please do not stand on any chairs or other furniture while taking pictures
- ☞ Videotaping of the ceremony may be done, but the camera must be placed in position 1 (one) hour prior to the ceremony, and remain stationary for the entire ceremony. Movement or conversation is NOT allowed during the service by those videotaping
- ☞ All used and other discarded materials are to be removed by the photographer and placed in a trash can

## **Policies For Florist/Decorator**

- ☞ Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants
- ☞ Please notify the facilities coordinator 15 days prior to the wedding day to inform us when the florist will be arriving on the premises to decorate. This is so heat/air conditioning may be turned on and temperature-controlled by the time he/she arrives
- ☞ For summer weddings, flower delivery should not be made more than two hours prior to the ceremony because the chosen venue will not yet be cool

- ☞ Metal cylinder and dripless candles are the only types that may be used. Candles and candelabras MUST be placed on a protective covering on the carpet
- ☞ Fastening Decorations– **The use of nails, tacks, staples, safety pins, adhesives, and bare wire is not allowed.** We suggest the use of wrapped wire, chenille, or ribbon.
- ☞ All decorating needs to be done prior to the scheduled rehearsal
- ☞ All decorations must be picked up by 4 pm on the following business day (Monday)
- ☞ All items need to be clearly labeled for pick-up
- ☞ Crossroads Fellowship is not responsible for lost, stolen or damaged items

## **Candle Policies**

Please observe the following procedures:

- ☞ Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants
- ☞ All candles must be metal cylinder or dripless
- ☞ A floor covering must be placed under all candles
- ☞ No nails, tacks, staples, pins, adhesives, or anything that will mar the furniture or walls may be used

## **Kitchen Policies**

Crossroads Fellowship has a list of approved caterers. If an approved caterer is used you will not need a Kitchen Supervisor. Should you choose to use a non-approved caterer a Kitchen Supervisor will be needed. If a Kitchen Supervisor is needed you will need to plan a time to meet with the caterer and the Kitchen Supervisor in the kitchen two weeks before the wedding. The caterer must sign the Caterer Liability Release Form.

### **In Lieu Of A Caterer:**

Family members and friends of the bride and groom who will help serve food during the reception and/or rehearsal dinner must meet with the Kitchen Supervisor one month prior to the wedding for training.

Family members and friends of the bride and groom who will help serve food during the reception and/or rehearsal dinner must arrive 3 hours before the event for set-up and preparation as required by the Kitchen Supervisor

## **Wedding Fees**

**All Weddings require a wedding coordinator approved by Crossroads Fellowship.**  
(For fees see attached worksheet)

A 50% deposit towards the Wedding Fee is due at the time of confirming the wedding date on the church calendar. The remaining 50% of the Wedding Fee is due one (1) month before the wedding.

### **A/V Tech fees are defined below:**

- ☞ Wedding Rehearsal and Ceremony are combined to count as one event. Time allowances for this event are:
  - Rehearsal up to two (2) hours
  - Wedding up to three (3) hoursTotal fee for both \$200.00
- ☞ Wedding Reception: \$100.00
- ☞ Rehearsal Dinner: \$100.00

### **Kitchen Supervisor fees are defined below:**

- ☞ Kitchen Supervisor Reception Fee \$200.00 (8 hours maximum)
- ☞ Rehearsal Dinner \$150.00 (6 hours maximum)

**Please write one check payable to Crossroads Fellowship Church. In the memo area please write Wedding Fees.**

### **Suggested Pastor Gift**

A pastor at Crossroads does not “charge” for his service of officiating a ceremony; however it is appropriate for the couple to offer a gift of some amount to the presiding pastor. Couples typically pay anywhere from \$100 - \$200, according to their ability.

# Wedding Fees and Worksheet Millbrook Campus

| <b>Rooms</b>   | <b>Fee</b> |   |          |
|--|------------|---|----------|
| Worship Center<br>Room capacity: 950 chairs only                 | \$850.00   | Wedding only includes Wedding Coordinator fee of \$250.00 | \$ _____ |
| Great Room<br>Room Capacity: 520 chairs ** 280 chairs and tables | \$600.00   | Wedding only includes Wedding Coordinator fee of \$250.00 | \$ _____ |
| The Chapel<br>Room Capacity: 288 chairs ** 168 chairs and tables | \$500.00   | Wedding only includes Wedding Coordinator fee of \$250.00 | \$ _____ |
| Cross Area<br>Room Capacity: 150 chairs                          | \$300.00   | Wedding only includes Wedding Coordinator fee of \$250.00 | \$ _____ |

## Reception/Rehearsal Dinner

|                     |          |  |          |
|---------------------|----------|--|----------|
| Great Room          | \$250.00 | Reception or Rehearsal Dinner only                         | \$ _____ |
| The Chapel          | \$150.00 | Reception or Rehearsal Dinner only                         | \$ _____ |
| Wedding Coordinator | \$150.00 | Reception or Rehearsal Dinner only                         | \$ _____ |
| A/V Tech.           | \$250.00 | (Rehearsal & Wedding 5 hours)                              | \$ _____ |
| A/V Tech.           | \$150.00 | (Wedding reception 2½ hours)                               | \$ _____ |
| A/V Tech.           | \$150.00 | (Rehearsal dinner 2½ hours)                                | \$ _____ |
| Kitchen Supervisor  | \$200.00 | (Wedding Reception 8 hours maximum)                        | \$ _____ |
| Kitchen Supervisor  | \$150.00 | (Rehearsal Dinner 6 hours maximum)                         | \$ _____ |
| Pastor Gift         |          | To be decided by couple and pastor paid directly to pastor |          |

**TOTAL** \$ \_\_\_\_\_

# Wedding Fees and Worksheet Wake Forest Campus

| <b>Rooms</b>                                   | <b>Fee</b> |  |          |
|--|------------|--|----------|
| Worship Center<br>Room capacity: 420 pews only | \$600.00   | Wedding only includes Wedding Coordinator fee of \$250.00  | \$ _____ |
| <b>Reception/Rehearsal Dinner</b>              |            |  |          |
| Rooms 103,105,113<br>Retractable walls         | \$150.00   | Reception or Rehearsal Dinner only                         | \$ _____ |
| Wedding Coordinator                            | \$150.00   | Reception or Rehearsal Dinner only                         | \$ _____ |
| A/V Tech.                                      | \$250.00   | (Rehearsal & Wedding 5 hours)                              | \$ _____ |
| A/V Tech.                                      | \$150.00   | (Wedding reception 2½ hours)                               | \$ _____ |
| A/V Tech.                                      | \$150.00   | (Rehearsal dinner 2½ hours)                                | \$ _____ |
| Kitchen Supervisor                             | \$200.00   | (Wedding Reception 8 hours maximum)                        | \$ _____ |
| Kitchen Supervisor                             | \$150.00   | (Rehearsal Dinner 6 hours maximum)                         | \$ _____ |
| Pastor Gift                                    |            | To be decided by couple and pastor paid directly to pastor |          |
|  |            | <b>TOTAL</b>   | \$ _____ |



## **Approved Crossroads Caterers:**

Susan Cannon (919)554-9920  
349-4166©

Michelle Kurtz 304-360-0411

Lynda Gowing (919)643-2491  
649-5977©

Rick Remmis (919)872-8770  
(919)981-5159

Steven Vagasky (919)846-0124

# Wedding Information Overview

## 1. Wedding Information Form

- Please fill out as much as you can before our first premarital counseling session.

## 2. Wedding Ceremony Outline

- Please give me your feedback on the order of the ceremony. Especially the music placement and what items to include and not include. I need this feedback by our 2<sup>nd</sup> meeting.

## 3. Marriage License

- Here's the link which tells you the requirements for obtaining a marriage license: <http://web.co.wake.nc.us/rdeeds/marriage/marriage.htm>
- Please read through this and take note of requirements & expectations. It is critical that these are signed by me & two witnesses immediately following the wedding. Typically the groomsman is responsible for mailing this out the day after the wedding.

## 4. Schedule & Assigned Reading for Pre-Marriage Counseling Sessions:

- *Pre-Marriage Counseling Plan:* The pastor will contact Pre-Marriage Mentoring Coordinator to initiate a Pre-Marriage Mentoring relationship. You will be contacted within two weeks by the Pre-Mentoring Coordinator.
- In the mean time please purchase the books: Saving Your Marriage Before It Starts & Getting Your Sex Life Off To A Great Start from a Christian Bookstore.
- Here is a quick outline of the Pre-Marriage Counseling Appointments.
  - \_\_\_\_\_ 1st Meeting with Pastor (Approval / mentoring process)
  - \_\_\_\_\_ 1st Meeting with Mentor (Getting Acquainted / Family Issues)
  - \_\_\_\_\_ 2nd Meeting with Mentor (Review Worksheets)
  - \_\_\_\_\_ 2nd Meeting with Pastor (Plan the wedding)
  - \_\_\_\_\_ Wedding Date
  - \_\_\_\_\_ 3 Month Meeting with Mentor (Chapters 1 & 2 in SYMBIS)
  - \_\_\_\_\_ 7 Month Meeting with Mentor (Chapters 3 - 5 in SYMBIS)
  - \_\_\_\_\_ 1 Year Meeting with Mentor (Chapters 6 & 7 in SYMBIS)

## 5. Expectations of Officiator Pastor

- To oversee and coordinate the pre-marital counseling process.
- To oversee and coordinate the actual ceremony itself, including the content and order of service.
- To welcome input from the couple regarding their ceremony but reserve the right to make the final decision about order and content.
- To typically do not attend the rehearsal dinner.
- To do and can perform ceremonies in multiple locations (other churches, outside, etc).

## 6. Fees for Services

- Although there are no set "fees" for officiating the ceremony, it is appropriate for the couple to offer a gift of some amount to the presiding pastor. Couples typically pay anywhere from \$100-\$200, according to their ability.
- There is no charge for pre-marital counseling, but there are minimal costs for materials used for the pre-marital counseling process.

# Bride and Groom's Liability Release

By signing this release, we certify that we have read the Wedding Policies and Procedures Manual, and agree to comply with all rules, regulations and restrictions of Crossroads Fellowship, which are contained in the manual.

Further, we agree that in return for the use of the church facility, we will be responsible for paying for any damages beyond \$300.00 incurred by our guests, as well as businesses and individuals we contract for services or products for our wedding occasion.

We realize that all signed releases and final fees must be submitted one (1) month prior to our wedding, and that failure to do so will be reason for the termination of this contract.

We understand that Crossroads Fellowship reserves the right to make the final decision in regard to any details and areas not covered by the policy statement as outlined in the Wedding Policies and Procedures Manual.

We further understand that the bride and groom are responsible for selecting family or friends for set up, break down and clean up of all areas reserved for the wedding under the supervision of the Wedding Coordinator.

All rental decorations must be picked up by 4 pm on the following business day (Monday).

Crossroads Fellowship is not responsible for lost or stolen items.

Every effort will be made in order to make your wedding a meaningful and memorable occasion. Please keep in close contact with the Facilities Coordinator as you plan for your event.

Responsible Volunteer(s) for set up, break down, and clean up of facility:

---

Volunteer(s) Name

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Caterer's Policy & Liability Release Form

In order to preserve the condition of the church building and for the safety of or our guests, Crossroads Fellowship has adopted the following procedures for caterers:

All weddings that take place at Crossroads Fellowship must have a Kitchen Supervisor. Caterer, bride and groom, and all wedding party volunteers that will help with the food preparation, serving and clean up must meet with the kitchen supervisor two (2) weeks prior to the event. (NOTE: A Kitchen Supervisor is not required if an approved Crossroads caterer is used).

Storage and serving containers must be approved by the Health and Agriculture Departments. Propane may not be used in the building, but sterno heating devices may be used. Caterer must provide sterno fuels. The church does not supply sterno fuel.

Alcoholic beverages are not to be served.

The kitchen may be used as a staging area for food service, set up and preparation. The couple must reserve the kitchen at the time of booking the wedding with the Administrative Assistant. The caterer will be accountable with the kitchen supervisor for staging, preparation, kitchen utensils, and clean up.

In return for the use of Crossroads facility, I agree to be responsible to the church by paying for any damage incurred by the catering company. I also agree to comply with the rules and restrictions contained in the Caterer's Policy.

-----  
Signature of Bride and Groom

-----  
Date signed by bride and groom

---

This is to certify that I have read the Caterer's Policy of Crossroads Fellowship and agree to comply with the above stated requirements.

-----  
Company Name

-----  
Date of Event

-----  
Company Address

-----  
Company Phone#

-----  
Signature of Caterer

-----  
Date signed by caterer

If you have any questions regarding the use of Crossroads Fellowship, please call the Facilities Coordinator (Donna Keller) at 981-0222 or email [dkeller@crossroads.org](mailto:dkeller@crossroads.org)

# Photographer's Procedures

Please observe the following procedures:

- ☞ Photographer may take pictures before and/or after the ceremony in any part of the building reserved by the wedding party.
- ☞ Pictures may be made during the ceremony using the available light and time exposure.
- ☞ The photographer must remain inconspicuous during the ceremony.
- ☞ No flash photography is to use during the ceremony.
- ☞ Pictures may be taken during the processional and recessional if made from or near the back of the Worship Center.
- ☞ Please do not stand on any chairs or other furniture while taking pictures.
- ☞ Videotaping of the ceremony may be done, but the camera must be placed in position 1 (one) hour prior to the ceremony, and remain stationary for the entire ceremony. Movement or conversation is NOT allowed during the service by those videotaping.
- ☞ All used or discarded materials are to be removed by the photographer and placed in a trashcan.

**NOTE: Please give a copy of this sheet to your photographer.**

I have read the above photographer procedures and agree to comply with these procedures as directed by the church.

-----  
Signature of Bride and Groom

-----  
Date signed by bride and groom

-----  
Company Name

-----  
Date of Event

-----  
Company Address

-----  
Company Phone#

-----  
Signature of Photographer

-----  
Date signed by Photographer

If you have any questions regarding the use of Crossroads Fellowship, please call the Facilities Coordinator (Donna Keller) at 981-0222 or email [dkeller@crossroads.org](mailto:dkeller@crossroads.org)

# Florist/Decorator Procedures

Please observe the following procedures:

- ☞ Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants.
- ☞ Please notify the Facilities Coordinator 15 days prior to your wedding day to inform us when you will be arriving on the premises to decorate. This is so heat/air conditioning can be turned on and temperature controlled by the time you arrive.
- ☞ For summer weddings, flower delivery should not be made more than two hours prior to the ceremony because the Worship center will not yet be cool.
- ☞ Metal cylinder and drip less candles are the only types that may be used. Candles and candelabras MUST be placed on a protective covering on the carpet.
- ☞ A floor covering must be placed under all candles.
- ☞ Fastening Decorations— **The use of nails, tacks, staples, pins, adhesives, and bare wire is not allowed. Recommended fasteners- wrapped wire, chenille, or ribbon.**

**NOTE: Please give a copy of this sheet to your florist.**

I have read the above florist/decorator procedures and agree to comply with these procedures as directed by the church.

-----  
Signature of Bride and Groom

-----  
Date signed by bride and groom

-----  
Company Name

-----  
Date of Event

-----  
Company Address

-----  
Company Phone#

-----  
Signature of Florist

-----  
Date signed by Florist

If you have any questions regarding the use of Crossroads Fellowship, please call the Facilities Coordinator (Donna Keller) at 981-0222 or email [dkeller@crossroads.org](mailto:dkeller@crossroads.org)

# Wedding Information Form

(Please have this form filled out prior to the first meeting with the Wedding Coordinator)

Bride's full name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_

Groom's full name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_

(Officiating Pastor) \_\_\_\_\_

Wedding Date \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Rehearsal Dress Code (circle one)      casual      semi-formal      other

Rehearsal Dinner Time \_\_\_\_\_ Rehearsal Dinner Place \_\_\_\_\_

Reception Time \_\_\_\_\_ Reception Place \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_

**Ceremony**

Candle Lighters \_\_\_\_\_

Candle Lighters \_\_\_\_\_

Candle Lighters \_\_\_\_\_

**Special Guest/Family Members and Escorts**

**Bride's Side**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Groom's Side**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Bride's Grandparents and Escorts**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



Groom's Grandparents and Escorts

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Bride's Parents and Escorts (Procession)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Bride's Parents and Escorts (Recession)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Groom's Parents and Escorts (Procession)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Groom's Parents and Escorts (Recession)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Bridesmaids

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Groomsmen

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Maid/Matron Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids and Escorts (Processional)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Bridesmaids and Escorts (Recessional please indicate if same as above or different)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

**Processional Specifics**

Men in first? \_\_\_\_\_ From back or side \_\_\_\_\_

Alternate men and women? \_\_\_\_\_

Processional Music for Bridesmaids/Groomsmen \_\_\_\_\_

Processional Music for Bride \_\_\_\_\_

Guest Musicians \_\_\_\_\_

Indicate Times of Special Music, Performer, Song or Music to be used

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Communion**

Who will provide elements?

\_\_\_\_\_

Music during Communion \_\_\_\_\_

Communion served at kneeling bench? \_\_\_\_\_ If not where \_\_\_\_\_

Guest Register \_\_\_\_\_

Gift Attendant(s) \_\_\_\_\_

Program Attendant(s) \_\_\_\_\_

Reception Attendant(s)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Florist \_\_\_\_\_

Caterer \_\_\_\_\_

Photographer \_\_\_\_\_

Videographer \_\_\_\_\_

Sound Technician \_\_\_\_\_

**NOTE: For Weddings up to 200 people a Set up / Break down crew of 5 is necessary.  
For Weddings over 200 people a Set up / Break down crew of 7 is necessary.**

Wedding Set Up Crew:

Please provide the names and telephone numbers of the Set up / Break down crew.

1. \_\_\_\_\_ Phone# \_\_\_\_\_

2. \_\_\_\_\_ Phone# \_\_\_\_\_

3. \_\_\_\_\_ Phone# \_\_\_\_\_

4. \_\_\_\_\_ Phone# \_\_\_\_\_

5. \_\_\_\_\_ Phone# \_\_\_\_\_

6. \_\_\_\_\_ Phone# \_\_\_\_\_

7. \_\_\_\_\_ Phone# \_\_\_\_\_

Wedding Break Down Crew:

1. \_\_\_\_\_ Phone# \_\_\_\_\_

2. \_\_\_\_\_ Phone# \_\_\_\_\_

3. \_\_\_\_\_ Phone# \_\_\_\_\_

4. \_\_\_\_\_ Phone# \_\_\_\_\_

5. \_\_\_\_\_ Phone# \_\_\_\_\_

6. \_\_\_\_\_ Phone# \_\_\_\_\_

7. \_\_\_\_\_ Phone# \_\_\_\_\_

Reception Set Up Crew:

1. \_\_\_\_\_ Phone# \_\_\_\_\_

2. \_\_\_\_\_ Phone# \_\_\_\_\_

3. \_\_\_\_\_ Phone# \_\_\_\_\_

4. \_\_\_\_\_ Phone# \_\_\_\_\_

5. \_\_\_\_\_ Phone# \_\_\_\_\_

Reception Break Down Crew:

1. \_\_\_\_\_ Phone# \_\_\_\_\_

2. \_\_\_\_\_ Phone# \_\_\_\_\_

3. \_\_\_\_\_ Phone# \_\_\_\_\_

4. \_\_\_\_\_ Phone# \_\_\_\_\_

5. \_\_\_\_\_ Phone# \_\_\_\_\_

6. \_\_\_\_\_ Phone# \_\_\_\_\_

7. \_\_\_\_\_ Phone# \_\_\_\_\_