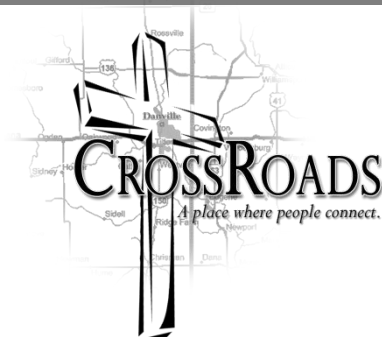




Wedding Policies & Procedures



CrossRoads Christian Church

3613 N. Vermilion St. Danville, IL 61832

(217) 443.4323

www.crossroadsofdanville.com

Welcome! Whether you are a life-long member or someone who has no previous relationship to our family of faith, we are glad that you have inquired into the possibility of making your marriage covenant in our church.

We have no greater joy or privilege than sharing in the union of two unique individuals into, as the Bible says, *one flesh*. So great does God view this union of husband and wife that He uses it as an illustration of the union between Jesus Christ and His Church on earth. Marriage is, in fact, the highest expression of physical, spiritual, emotional and intellectual union this side of heaven! Since God is the author of marriage, we at CrossRoads Christian Church take marriage very seriously. We want to do everything in our power to help you achieve a mutually enriching relationship expressed in a lifelong, constantly deepening commitment to each other. For us to do anything less would be to shirk our responsibility to our Lord.

This packet describes the means by which we as a church try to fulfill this high and holy responsibility.

WHAT IS A CHRISTIAN WEDDING?

That is the first question to ask yourselves. Perhaps another way to say it is, “Why do I want to be married at CrossRoads Christian Church? Why not simply a civil ceremony?” All of the attire, pageantry and festivity which we normally associate with weddings can be present without the wedding actually being part of a worship service officiated by a minister of the Gospel.

Obviously, there is a difference between Christian and civil ceremonies. What is the difference to you?

A Christian wedding involves:

- Vows taken before God
- Scriptural teaching and references which pertain to Christians
- A blessing and benediction from God upon the husband and wife
- A time of testimony to their faith in Christ
- A commitment to build their marriage upon biblical teachings
- A time of celebration and praise

Two things become immediately obvious. In a Christian wedding, the vows and covenant a couple makes to God are as important as the vows and covenant they make to each other. Just as we believers try to live out our faith in all aspects of life, in a Christian wedding, a couple must have the intentional desire to build their marriage on their personal faith in God and upon the teachings of His Word. We hope that you are approaching your future marriage in this way and with this spiritual motivation.

If you are confused or uncertain as to what a personal faith commitment to Jesus Christ really means, the pastor will be eager to talk about these things with you. All of us are growing in our faith commitments. None of us have “arrived.” The key question is, “Have you begun, or are you willing to begin, the journey of faith?” If not, then a civil ceremony might be every bit as meaningful for you as a religious ceremony.

THE PASTOR'S RESPONSIBILITY TO YOU

Upon being asked to marry a man and woman, the minister will participate in the instruction and discussion of the privileges and obligations they will assume in Christian marriage. He bears responsibility for providing education and counsel in preparation for marriage. If the minister is convinced that Christian commitment and responsibility are lacking, and the marriage is not one which offers promise of being blessed by God, he will not perform the ceremony.

Spiritual Foundation for Marriage
Becoming One Flesh
Communication: Listening, Expressing Yourself and Resolving Conflict
Roles and Responsibilities in Marriage: Moving Beyond the Cultural Stereotype
Financial Aspects of Marriage
Intimacy: Sexual Communication in Marriage

We have found that to discuss adequately these and other concerns that you might raise ordinarily requires five or six counseling sessions, each approximately one hour in length.

WHO CAN BE MARRIED AT CROSSROADS CHRISTIAN CHURCH?

The Weddings conducted at CrossRoads Christian Church are limited to those who are active in Worship attendance for six months prior to setting the wedding date. Pastors participating in the wedding ceremony must be pre-approved by CrossRoads Lead Pastor.

It is our mission to conduct a ceremony that reflects biblical principles and sets a foundation for a Christian marriage. We believe marriage is a spiritual event that requires an individual and collective walk with God.

CrossRoads Christian Church is devoted to God's principles for marriage and believes marriage is the uniting of one man and one woman in the presence of God. CrossRoads will only perform ceremonies that reflect the Bible's specific guidelines and perception of marriage.

Genesis 2:18, 21-24 Colossians 3:18-19
Matthew 19:3-12 Ephesians 5:21-33
1 Corinthians 7:1-40 1 Corinthians 13:4-8

PROCESS FOR SECURING A WEDDING DATE ON THE CHURCH CALENDAR

1. If you have a tentative date in mind, it should be entered on the church calendar as such.
However, it is not officially reserved at this time.
2. Read this booklet carefully and consider if our church's desires, motivations, and expectations regarding marriage match your own.
3. Your date will be confirmed on the church calendar by the Office Manager, an appointment will be made with the Pastor performing the Wedding Ceremony to discuss the generalities of the wedding.
4. Wedding Coordinator contact information will be given to you after your wedding date has been secured and the building use fee has been paid.

Obviously, the earlier you begin this process, the better! In most cases we suggest that you contact the church a minimum of six months before your anticipated wedding date. Dates will be entered in the church calendar on a first come, first served basis, and only by following the procedures above.

LEGAL DETAILS

The state, as well as the church, is interested in your marriage. Since the Wedding Service is binding in the eyes of civil as well as ecclesiastical law, there are certain legal requirements with which you must comply.

You must apply for a marriage license at the office of a County Clerk-Recorder. Marriage licenses are valid for 90 days from the date of issuance. You must be married on or after the issuance date, and on or before the expiration date. With a valid marriage license issued by any of the Illinois counties, you may be married anywhere in Illinois in the presence of at least one witness, and your marriage must be solemnized by a person authorized to perform marriages in Illinois.

You should bring your marriage license to the minister or the Wedding Coordinator before the day of the wedding, preferably at the time of rehearsal, if possible.

DETAILS REGARDING THE CEREMONY ITSELF WEDDING COORDINATOR

Your Wedding Coordinator plays a very important part in your wedding plans. She will contact you to confirm your wedding and rehearsal dates, and then again about six weeks prior to your wedding to assist you with your plans and answer all questions. She will coordinate the rehearsal and the ceremony. Please feel free to call her. All weddings will be assigned a Wedding Coordinator.

FACILITIES

You may be married in either the Worship Center or the Chapel depending upon the type of wedding desired and the number of people likely to attend. Our Chapel is adequate for a wedding of up to 75 guests. For larger weddings, the Worship Center, with a seating capacity of 500, is advised. Your service may be formal or informal and simple.

There is to be no smoking and no drinking of alcoholic beverages on the church premises, inside or outside. Please instruct ushers and attendants to help carry out these requests so that your guests do not violate the rules set by the church. Out of respect please do not be under the influence of drugs or alcohol.

Please care for and leave the church building in the best possible condition and have your guests do so also. It is best to ask your parents, ushers, or best man to see to these details for you. Rice, confetti or birdseed are not permitted inside or outside the church. Only Bubbles are permitted at Crossroads.

Fees charged for building use are listed on page seven. Fees cover operational costs of the facility, including utilities and additional janitorial services, as well as staffing provided by individuals. The request form and the building use fee should be turned into the church office as soon as possible, preferably a minimum of six months before your wedding.

MUSIC IN THE SERVICE

We have an instrumental wedding CD that can be played before and after the service. If you have music that you would like played either before, during or after the service, please discuss your selections with the Wedding Coordinator. Since the wedding ceremony is a Christian Worship Service, it is most important that the words do not contradict or appear out of place with the Christian message of faith and practice.

If you'd prefer to use live musicians, please discuss this with the Wedding Coordinator. Should the musicians be from CrossRoads, their fees would be paid directly to the musicians providing the service.

The use of all church-owned musical instruments and special sound equipment by other than CrossRoads musicians and authorized church personnel must be approved by the Lead Pastor, or in his absence, by the Associate Pastor. The Wedding Coordinator will assist you with requests for approval.

SOUND SYSTEM

It is required that you use a sound technician from CrossRoads. The Wedding Coordinator will contact the technician to make arrangements with him or her concerning rehearsal times, etc. Fees for the sound technician's services must be paid directly to the technician providing the service.

PHOTOGRAPHS

We request that the photographer (or family or friends) not in any way detract from the sacredness of the ceremony in their effort to get the perfect shot. The photographer should perform his or her services with professionalism and discretion. The Wedding Coordinator will meet with your photographer prior to the ceremony to answer any questions he or she may have with regard to church policy concerning photography.

DECORATIONS

It is best to keep your floral arrangements simple. Decorations used by your florist or someone helping you may not be attached to any part of the building in a way that will mar the finish or leave a lasting mark of any kind. No tacks, pins, nails, scotch tape or glue may be used. Pew bows may be attached to the chairs along the aisles with corsage pins. All floral arrangements must be in place no later than one and one-half hours preceding the service. Silk plants in the platform area of the Worship Center are not to be moved without the assistance of the Wedding Coordinator. *Only dripless candles may be used to prevent the spilling of wax on the carpet. The church does own candelabras and will provide dripless candles for the candelabras.*

The bridal party is responsible for making arrangements for the removal of all floral decorations after the ceremony. All rented equipment must be removed as quickly as possible after the ceremony.

REHEARSAL

A rehearsal is usually held the day before the wedding. All members of the wedding party should be present. If everyone is aware in advance of their place in the wedding, it will save last minute directions.

RECEPTIONS IN THE CHURCH

The church facilities are available for receptions. The CrossRoads Commons will comfortably seat approximately 150 guests for dinner. We ask that refreshments be handled by a professional caterer or a person responsible for the overall coordination of the reception. There is absolutely no smoking or drinking on the church premises; this includes champagne toasts.

Concerning the entertainment during the reception, to insure everything that is done is God honoring, CrossRoads retains the right to approve playlists & music used during the reception. This includes DJ's and live bands.

Use of our kitchen facilities and equipment must be cleared in advance with the church office. Kitchen use does not include paper plates, napkins, or other disposable items.

Twenty banquet tables (96x30) are available for your use, as are approximately 150 folding chairs. Wedding parties are expected to set up the tables and folding chairs, and to return them to their proper storage carts/cabinet at the conclusion of the reception. Those using church facilities must accept full responsibility for any damage incurred to the building or equipment during that use.

RESPONSIBILITIES AFTER BUILDING USE

It is the responsibility of those using the facility to set up, clean up and return the facility to the normal setup after the wedding.

With regard to the reception:

- Collect all garbage into bags and place them in the dumpster located outside the back of the building.
- Wipe off tables. If food or drink is involved, wipe all tables clean using mild soap and water solution. If stains occurs, please notify the Wedding Coordinator in order to insure correct cleaning solutions
- Return all tables, chairs, and other equipment to their proper places after the reception. Return all rooms used to their normal setup.
- If using the kitchen, please wash and dry all dishes used and return them to the correct cabinet. Take all extra food and beverage items with you unless specific plans for usage have been made.
- Wipe counters and leave kitchen clean and ready for the next use. Leave used dish cloths and towels in the sink. They will be picked up and laundered.
- Sweep floors and wipe up all spills. Report any damage to equipment or property promptly to Wedding Coordinator. All decorations should be removed after your event.
- Janitorial services will vacuum the sanctuary or chapel, their respective lobby areas, and any dressing areas used, and will empty trash cans in said areas. Janitorial services will clean the restrooms and will mop the fellowship center.

FEE SCHEDULE

Building Usage Fee to Reserve Date	
Worship Center	\$100.00
Chapel	\$50.00
Ministerial Fee	\$150.00
(Includes consultation, counseling, preparation and administration of the service)	
Audio Visual Technician	\$75.00
Primary Wedding Coordinator	\$100.00
(Pre-wedding meeting, Wedding Rehearsal, Wedding Day)	
Secondary Wedding Coordinator (Rehearsal & Wedding Day)	\$75.00
Keyboards/Pianist (Optional)	\$75.00
Videographer (Optional)	\$25.00
Janitorial	\$50.00
Janitorial Reception (Optional)	\$150.00

Building use fee is due as soon as possible after receiving Wedding Policy and Procedure Packet.

Payment for services provided from "FEE SCHEDULE" are to be paid on or before the day of the Wedding Rehearsal. A separate payment for each individual(s) providing a service is required. If writing checks for services rendered the Wedding Coordinator will make available the names of those providing the service.

Saturday weddings should begin no later than 4:00 p.m. to permit the building to be restored to order for Sunday services. A maximum of 3 hours is allowed for your event. Church facilities are not available on Sundays, the day before Easter, and in the month of December.

To prevent scheduling conflicts, the following form should be completed and returned to the church Office Manager with your building use fee as soon as possible.

QUESTIONS

Should you have any questions prior to first appointment please contact the Office Manager, Cheryl Thornsborough at (217) 443.4323, x201 or email at cthornsborough@crossroadsofdanville.com. After you are assigned an Wedding Coordinator all questions concerning the ceremony are directed to Wedding Coordinator.

WEDDING POLICY EXCEPTION CLAUSE

The leadership of CrossRoads Christian Church has written this policy to promote the Christian marriage that is described in Galatians chapter 5 and to offset some of the costs incurred for the use of the building. However we understand that in extreme cases there may be a need to waive some of these requirements and costs. Therefore if you desire to be married but know that you cannot meet certain requirements or costs of this policy you may apply for an exception. Please provide your contact person with a written request for the portion of the policy you are not able to comply with so that it can be considered for approval.

Any exceptions dealing with costs will require the approval of the administrative team at a minimum and will automatically reduce the venue to the chapel. Reduced or waived fees may require an agreed upon number of hours of setup and cleanup time be provided by the couple requesting the reduced or waived fees.

Any counseling or attendance exceptions will require the approval of the officiating minister.

Any schedule exceptions will require the approval of the office manager.

CrossRoads Christian Church

WEDDING REQUEST FORM

After reading our Wedding Policies and Procedures, if you are interested in having your wedding at our church, please complete this form and submit to: CrossRoads Christian Church, Attn: Cheryl Thornsborough, 3613 N. Vermilion St. Danville, IL 61832

Return this completed form with the building use fee. Completion of this form is not a guarantee of placement of your wedding date on the church calendar. Additionally, a minimum of six months notice prior to any requested wedding date is strongly recommended.

Once CrossRoads receives this completed form, the master calendar is checked for availability and your request is reviewed by our pastoral staff.

YOUR WEDDING

Approximate number of guests you anticipate will attend: _____

Please indicate which of the following church facilities are being requested to be reserved:

Worship Center (seats 500) Chapel (seats 75) Fellowship Hall (seats 150 for dinner)

Dates Requested—1st Choice:

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Dates Requested—2nd Choice:

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Reception Location: _____

If your reception will be held at the church, will a meal/food be served? Yes No

Catered Pot-luck type Prepared on the premises

ACKNOWLEDGEMENT

I have read the Wedding Policies and Procedures. I understand this is a building designed for Christian usage and I pledge to abide by the rules of the church.

Date: _____

Signature of the Bride

Signature of the Groom

BRIDE'S INFORMATION

Bride's Full Name: _____ Age: _____

Address: _____
Street Address City Zip Code

E-mail Address: _____

Telephone Numbers: Cell _____ Home _____ Work _____

Church Membership: Member of this Church? Yes No

If no, Regular Attendee? Yes No

Your Parents Names: _____

GROOM'S INFORMATION

Bride's Full Name: _____ Age: _____

Address: _____
Street Address City Zip Code

E-mail Address: _____

Telephone Numbers: Cell _____ Home _____ Work _____

Church Membership: Member of this Church? Yes No

If no, Regular Attendee? Yes No

Your Parents Names: _____

<p><i>For Office Use Only:</i></p> <p>Approved by: _____ Date: _____</p> <p>CC:</p> <p><input type="checkbox"/> Office <input type="checkbox"/> Wedding Coordinator <input type="checkbox"/> Treasurer <input type="checkbox"/> Fee Amount Paid \$ _____</p>
