

# **CROSSROADS CHRISTIAN CHURCH WEDDING POLICIES & PROCEDURES**

At CrossRoads Christian Church, we believe God is the author of marriage and 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.

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

## **WHO CAN BE MARRIED AT CROSSROADS CHRISTIAN CHURCH?**

Weddings conducted at CrossRoads Christian Church are limited to those who are active in worship attendance six months prior to setting the wedding date.

Pastors participating in the wedding ceremony must be pre-approved by CrossRoads Christian Church's 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



## **WHAT IS THE PROCESS FOR SECURING A WEDDING DATE ON THE CHURCH CALENDAR?**

1. Read this booklet carefully and consider if our church's desires, motivations, and expectations regarding marriage match your own.
2. If you have a tentative date in mind, it should be entered on the church calendar by the church secretary. *However, it is not officially reserved at this time.*
3. Your date will be confirmed on the church calendar by the Administrative Pastor. An appointment will be made for you to meet with the Administrative Pastor and the Primary Wedding Coordinator (see page 4) 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 (see Fees on page 8) has been paid.

The earlier you begin this process, the better! Please 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.

## **WHAT IS A CHRISTIAN WEDDING?**

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

There is a difference between Christian and civil ceremonies.

A Christian wedding involves:

- Vows taken before God
- Scriptural teaching and references which pertain to Christians
- A time of testimony to the bride and groom's faith in Christ
- A commitment to build their marriage upon biblical teachings

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 Believers



try to live out their 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.

If you are confused or uncertain as to what a personal 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. 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.

### **WHAT IS THE PASTOR’S RESPONSIBILITY TO YOU?**

Upon being asked to marry a man and woman, the pastor will participate in the instruction and discussion of the privileges and obligations the bride and groom will assume as husband and wife in Christian marriage. The pastor bears responsibility for providing education and counsel in preparation for marriage. If the pastor 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.

Counseling topics of discussion:

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

To adequately discuss the above topics and other concerns that you might raise ordinarily requires five or six counseling sessions, each approximately one hour in length.

### **LEGAL DETAILS, OR WHAT IS THE LAW?**

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 the County Clerk. Marriage licenses are valid for 60 days from the date of issuance. You must be married one day 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 pastor or the Wedding Coordinator before the day of the wedding, preferably at the time of rehearsal, if possible.

## **DETAILS REGARDING THE CEREMONY ITSELF:**

### **WEDDING COORDINATORS**

All weddings will be assigned a Primary and Secondary Wedding Coordinator. Your Wedding Coordinators play a very important part in your wedding plans. You will be contacted by your Primary Wedding Coordinator again about six weeks prior to your wedding to assist you with your plans and answer all questions. Please feel free to call any time.

### **FACILITIES**

You may be married in either the Worship Center or the Chapel depending on the type of wedding desired and the number of people likely to attend. Your service may be formal or informal. Our Chapel is adequate for a wedding of up to 75 guests. For larger weddings, the Worship Center is set up to seat 360 and has a seating capacity of 500. However, seating capacity for over 360 will be the responsibility of the wedding party for setup and return to normal setup after the wedding.

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 attached Wedding Request Form should be completed and returned to the Administrative Pastor with your building use fee as soon as possible.

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.

## **MUSIC**

We have instrumental wedding music 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 your Wedding Coordinator. Since the wedding ceremony is a Christian Worship Service, it is most important that the words do not contradict the Christian message of faith and practice.

If you would prefer to use live musicians, please discuss this with your 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 Administrative 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**

Photographers (or family or friends) should not in any way detract from the sacredness of the ceremony in their effort to get the perfect shot. The photographer should perform their service with professionalism and discretion. The Wedding Coordinator will meet with your photographer prior to the ceremony to answer any questions they 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 wedding 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.

## **RECEPTIONS IN THE CHURCH**

The church facilities are available for receptions. The CrossRoads Commons is setup to seat 120 and will comfortably seat approximately 150 guests for dinner. Any setup over 120 will be the responsibility of the wedding party for setup and return to normal setup after the wedding. 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.

These responsibilities include:

- Return all tables, chairs, and other equipment to their proper places. Return all rooms used to their normal setup.
- 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.
- Custodial 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.
- If stains occur, please notify the Wedding Coordinator in order to ensure correct cleaning solutions.

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 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.
- Janitorial services will mop the Commons.

## FEES

Fees cover operational costs of the facility, including utilities and additional custodial services, as well as staffing. The request form and the building use fee should be turned into the church secretary as soon as possible, preferably a minimum of six months before your wedding.

Payment for services provided 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 Coordinators will make available the names of those providing the service.



Building Usage Fee to Reserve Date:

Worship Center.....	\$100.00
Chapel.....	\$50.00

Fees Due at Rehearsal:

Ministerial Fee .....	\$150.00
<i>(Includes consultation, counseling, preparation and administration of the service)</i>	
Audio Visual Technician.....	\$75.00
Primary Wedding Coordinator.....	\$100.00
Secondary Wedding Coordinator .....	\$75.00
<i>(Rehearsal &amp; Wedding Day only)</i>	
Custodial .....	\$50.00
Keyboards/Pianist <i>(Optional)</i> .....	\$75.00
Videographer <i>(Optional)</i> .....	\$25.00
Custodial Reception <i>(Optional)</i> .....	\$150.00

**QUESTIONS**

Should you have any questions prior to your first appointment please contact the Administrative Pastor, Rob Ketcherside at (217) 443.4323, x202 or email at rketcherside@crossroadsfordanville.com. After you are assigned a Primary Wedding Coordinator, all questions concerning the ceremony are directed to your 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 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 information 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 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 exceptions will require the approval of the officiating pastor.

After reading our Wedding Policies and Procedures, if you are interested in having your wedding at our church, please complete the attached Wedding Request Form and building use fee only and submit to: CrossRoads Christian Church, Attn: Rob Ketcherside, 3613 N. Vermilion St. Danville, IL 61832.

Completion of the 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 the completed Wedding Request Form, the master calendar is checked for availability and your request is reviewed by our Administrative Team.

Please keep a copy of these Policies and Procedures for your records.





# CROSSROADS CHRISTIAN CHURCH

## WEDDING REQUEST FORM

### 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) Commons (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 Cake/Punch Reception only

### 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**

Groom'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: \_\_\_\_\_

*For Office Use Only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CC:

Office  Wedding Coordinator  Treasurer  Deposit Amount Paid \$ \_\_\_\_\_

*Fees to be paid at Rehearsal:*

- Ministerial Fee
- Wedding Coordinators
- Videographer
- Custodial Reception
- A/V Tech
- Keyboard/Pianist
- Custodial



