



# *Wedding Policy & Procedure Manual*

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## **INTRODUCTION**

We appreciate your interest in celebrating your marriage at Crosspointe Baptist Church. This guide is designed to walk you through the process of determining if our campus and staff will meet the desires for your special day.

Since God created and ordained marriage, it only reaches its ultimate potential when founded on Him. Our goal is that each wedding we participate in, results in a life-long union through Jesus Christ. Each couple married here must be willing to commit to Christ in both their lives and marriage. In pursuing that goal we also ask each couple to commit to some practical preparation as well. You must prayerfully decide if these requirements are consistent with your desires for marriage and wedding ceremony.

No matter what type of wedding you are planning, large or small, simple or elegant, the main purpose is to unite two lives into one through the exchanging of vows in a covenant relationship. This covenant relationship is made with and before God as a spiritual act of worship. Therefore a second purpose of this handbook is to assist you in planning a wedding that is pleasing both to the Lord and yourselves.

Please read this guide carefully. If you want to use the facilities and a minister of Crosspointe Baptist Church, then fill out and return the application (pages 9-10) to the church office. May God bless as you pursue His direction for your future.

## **REQUIREMENTS OF WEDDING COUPLE**

The couple, both groom and bride, must meet the following requirements in order for a wedding ceremony to be conducted in the facilities or on the campus of Crosspointe Baptist Church.

1. The groom and bride must be baptized followers of Christ in agreement with the faith and practice of Crosspointe Baptist Church.
2. The groom and bride must want to build a Christian marriage based on the Word of God as interpreted by the beliefs of Crosspointe Baptist Church.
3. The groom and bride should be regularly attending worship at a scripturally based church.
4. The groom and bride must attend at least three (3) pre-marital counseling sessions with the staff minister officiating the ceremony.

\* This policy is subject to change without prior notice

## **POLICIES REGARDING MARRIAGE**

The following polices apply to all marriage applications received for consideration by Crosspointe Baptist Church.

1. We believe God has ordained marriage and according to the Bible is defined as the union between one man and one woman in covenant commitment for a lifetime. We believe the Bible teaches that sexual intimacy should only occur between a man and a woman who are married to each other and that a man and a woman should not engage in intimate sexual activity outside marriage. We believe that the Bible also teaches that any form of sexual immorality, such as adultery, fornication homosexuality, prostitution, polygamy, pedophilia, bisexual conduct, incest, bestiality, any attempt to change one's birth sex, disagreement with one's biological sex, or pornography is sinful and offensive to God. Therefore, the ministers and staff of Crosspointe Baptist Church will not officiate the marriage ceremony and the church will not provide services, accommodations, or facilities for any ceremony or celebration of a marriage that contradicts this belief.
2. As a local church, we believe a wedding ceremony is a spiritual act of worship of God who created this institution. The Officiating Minister of Crosspointe shall decline to make Crosspointe property available for a ceremony when in his judgment, there are significant concerns that either: 1) such a marriage would be inconsistent with the terms of this policy or 2) the groom and/or bride may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.
3. A minister of the Crosspointe Baptist Church staff must be the Officiating minister of marriage ceremonies taking place on the church property. A guest minister may be involved in a wedding ceremony at Crosspointe Baptist Church but only upon approval of the officiating Crosspointe minister. Any guest minister must abide by this policy while in the facilities or on the campus of Crosspointe Baptist Church.
4. The pastoral staff will not conduct the ceremony if the groom or bride displays signs of being under the influence of alcohol or drugs during the rehearsal and/or wedding ceremony. Members of the wedding party who are under the influence of alcohol or drugs will not be allowed to participate in the wedding ceremony.
5. Even if a particular marriage would be consistent with Crosspointe Baptist Church Policy, one or more of our ministerial staff may have a personal policy that prevents him from officiating or participating in a particular wedding. Therefore, the

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prospective wedding parties should contact the staff minister of their choice to make sure their anticipated marriage would also be consistent with his personal policy. No Crosspointe Minister is required or obligated to officiate at any wedding.

6. If there are extenuating circumstances that are not covered by this policy the couple may meet with the senior pastor or officiating staff minister to discuss their situation. Based on the nature of the situation the deacon body or church leadership team may be consulted.

### **POLICES FOR THE WEDDING CEREMONY**

The following guidelines apply to all wedding ceremonies and celebrations performed in the church facilities or campus of Crosspointe Baptist Church.

1. Couples interested in using the facilities or grounds must submit a completed wedding application of no less than four (4) months prior to the wedding date and be approved before the ceremony will be placed on the church schedule. Applications submitted less than four months prior to the wedding date will be considered, but approval will be difficult because of the church schedule.
2. If a wedding is held on Saturday, the wedding party must vacate the Worship Center with all decorations removed and photography sessions completed by 7:00 p.m.
3. Crosspointe's audio and video equipment is very complex and may only be used by the church's trained staff. As part of the basic ceremony fee the church will provide audio & video technicians for the rehearsal and wedding, and the movement of equipment on and off the stage.
4. A wedding is a ceremony of the worship of God, therefore music selections and or videos using foul language, inappropriate lyrics or lewd pictures may be refused. All music and video selections must be provided to the officiating minister (1) month before the rehearsal.
5. The notification and compensation of vocalists and instrumentalist are the responsibility of the wedding party. Any use of the church's instruments will need to be scheduled with the worship leader at least one (1) month before the ceremony.

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6. A standard stage arrangement is used for regular worship. Any changes needed in the stage arrangement must be stated when the ceremony date is requested. The Worship Leader will make any changes in the stage arrangement. During certain seasons and special events stage setup changes will be limited.
7. Decorating for the ceremony, setting up and taking down tables/chairs for rehearsal dinner/reception, and clean up is the responsibility of the wedding party. The church will not supply any decorations for the ceremony. Drip-less candles must be used and anything attached to chairs or wall must be accomplished with removable adhesive strips or methods that does not remove paint or damage the furniture or upholstery. All decorations must be taken down immediately following the ceremony and furniture, other than stage furniture returned to the locations they were found.
8. Please treat the church property with proper respect.
  - a. You are requested to only use the area of the facilities you have reserved.
  - b. The wedding party is responsible for any property damage.
  - c. Rice may not be used on church property.
  - d. Pets are not allowed inside church facility, unless they are service animals.
9. The use of tobacco products, e-cigarettes, alcoholic beverages, illegal use of drugs, and dancing are not permitted on church property.
10. The wedding party is responsible for any damages resulting from the use of a florist, caterer or photographer. Flash photography is not permitted during the exchanging of vows in the service. Photographers must be discrete in positioning themselves during the ceremony. This service of worship and the wedding couple is the focus of attention.

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## PROCESS OF SCHEDULING A WEDDING CEREMONY

**STEP 1** – The couple will obtain a wedding guide from the church office or website and carefully read the expectations of the church.

**STEP 2** – Complete the wedding application and return it to the church office in person or via mail no less than four (4) months prior to the wedding date.

**No Later than 4 months before the wedding date – Complete /Return Application  
To be completed by \_\_\_\_\_**

**STEP 3** – The senior pastor and officiating minister will review the application and have an initial consultation with the couple. If the application is policy compliant the process will continue.

**STEP 4** – The officiating minister arranges three (3), one (1) hour pre-marriage counseling sessions.

**No Later than 1 month before the wedding date – Complete Pre-marriage  
Counseling - To be completed by \_\_\_\_\_**

**STEP 5** – Following an initial consultation with the couple, the performing minister will take the application and ceremony date to the church leadership team for date approval. The couple should not make definite plans with photographer, caterer, florist, invitations, etc, until after this approval.

### **Date of Wedding Approved or Denied**

**STEP 6** – The couple will be notified that your wedding ceremony is officially booked on the church schedule at which time 25% of the wedding fee will be due to hold date.

**Upon Approval to 1 month prior to wedding date – All Payment of Fees  
To be completed by \_\_\_\_\_**

## WEDDING CEREMONY FEES

### **Crosspointe Member**

*Crosspointe member OR grandparent, parent, child, or grandchild of a Crosspointe member -  
Basic Fee - \$480*

The basic fee for members includes the use of the worship center/lobby, 2 dressing rooms, minister fee, pre-marital counseling fee, 2 audio/video technicians (up to 6hr.), stage setup (up to 4hr.) and custodial services (up to 3hr.). If additional time is needed members will be billed after the event. (The Crosspointe Member affiliated with the wedding party will be the trained staff responsible for obtaining and returning key/ opening and securing the building)

### **Friend of Crosspointe**

*Extended Relative OR Friend of a Crosspointe Member  
Basic Fee - \$720 plus \$300 refundable deposit*

The basic fee for non-members includes the use of the worship center/lobby, 2 dressing rooms, minister fee, pre-marital counseling fee, 2 audio/video technicians (up to 6hr.), trained staff (up to 6hr.), stage setup (up to 4 hr) and custodial services (up to 3hr.). Any additional time or damage repairs will be deducted from the deposit. Please allow (1) month before the return of deposit.

Any time served by the custodian over the time listed will be charged at a rate of \$20/ hour. Any time served by the audio/video technicians or trained staff over the time listed will be charged at a rate of \$20/hour. Additional expenses may be incurred if professional cleaning is required.

*Reception fee: \$200*

The reception fee includes the use of the fellowship hall\*\*, kitchen, and tables & chairs for a reception. This fee is for a rental period of up to six (6) hours.

*Rehearsal Dinner Fee: \$150*

This fee includes the use of the fellowship hall\*\*, kitchen, and tables & chairs for the rehearsal dinner. This fee is a rental period of up to three (3) hours.

*Reception & Rehearsal Dinner Fee: \$300*

This fee includes the use of the fellowship hall\*\*, kitchen, and tables & chairs for reception and rehearsal dinner. This fee is for a rental period of up to six (6) hours.

\*\*If the R.O.C.K. (gym) is used for the Reception or Rehearsal Dinner an additional \$150 fee will be added.

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**Payment of Fees**

1. Twenty-five percent (25%) of all fees and the total deposit (where deposit is applicable) will be due upon final approval of dates. All fees should be paid in full, one (1) month prior to the wedding date. Fees should be submitted to the church office during business hours. Crosspointe Baptist Church is not obligated to hold the wedding date if payment is not received on time.
2. If the actual hours served by the trained staff or custodian exceed the hours of the basic fee and/or if there are fees for damages the couple will be contacted for payment of the additional amount.

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## Crosspointe Baptist Church Wedding Application

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

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

Officiating Minister \_\_\_\_\_

### Bride Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Member or attending what church \_\_\_\_\_

### Groom Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Member or attending what church \_\_\_\_\_

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Please indicate the areas of the building you would like to use for your wedding ceremony

- \_\_\_\_\_ Worship Center & dressing areas
- \_\_\_\_\_ Fellowship hall & kitchen for rehearsal dinner
- \_\_\_\_\_ Fellowship hall & Kitchen for reception
- \_\_\_\_\_ Gym for reception and / or rehearsal dinner

I have read and understand Crosspointe’s guidelines for wedding ceremonies. Upon completing and submitting this application I agree to adhere to the policies outlined by Crosspointe Baptist Church. Furthermore, I understand that approval of the requested wedding date is subject to the church calendar and approval of the officiating minister. In addition I agree to remit all remaining fees required by Crosspointe Baptist one (1) month prior to the wedding date. I further agree to pay any additional fees and costs due to additional time the facility/personnel is used and/or damage done to the facility or grounds.

Bride Signature \_\_\_\_\_

Groom Signature \_\_\_\_\_

Date \_\_\_\_\_

**Church Use Only**

Application Received On \_\_\_\_\_

Counseling Completed On \_\_\_\_\_

Approved by Church Leadership Team on \_\_\_\_\_

Total Fees \_\_\_\_\_

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## DISBURSEMENT OF FEES

### Crosspointe Member

Service	Hour Rate	Total
Officiating Minister Rehearsal & Ceremony	2 hours @ \$50	\$100.00
Premarital Counseling	3 hours @ \$50	\$150.00
Audio Technician	3 hours @ \$15	\$45.00
Video Technician	3 hours @ \$15	\$45.00
Custodian	3 hours @ \$20	\$60.00
Stage Prep & Setup	4 hours @ \$20	\$80.00
<b>Total</b>		<b>\$480.00</b>

### Friend of Crosspointe

Service	Hour Rate	Total
Officiating Minister Rehearsal & Ceremony	2 hours @ \$50	\$100.00
Premarital Counseling	3 hours @ \$50	\$150.00
Audio Technician	3 hours @ \$15	\$45.00
Video Technician	3 hours @ \$15	\$45.00
Custodian	3 hours @ \$20	\$60.00
Stage Prep & Setup	4 hours @ \$20	\$80.00
Trained Staff	6 hours @ \$15	\$90.00
Building Use	6 hours @ \$25	\$150.00
<b>Total</b>		<b>\$720.00</b>

The worship leader & production team shall be responsible for scheduling the audio/video technician and the stage prep and setup.

The trustees shall be responsible for scheduling custodians and a trained staff person for Non-member wedding ceremonies.

The Church Financial Secretary shall be responsible for collecting and disbursing fees. Fees will be disbursed to those who have fulfilled their appropriate role.

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