

## ***We are excited that you plan to be married at Crossway Church.***

It is our job and privilege to assist in making your wedding a time of celebration. We have prepared the following information for prospective brides and grooms to outline the accepted customs, policies, and procedures relating to weddings at Crossway Church.

Please take a few minutes to read the following Wedding Policy information before submitting your application.

### **FIRST STEPS**

*If you desire to have your wedding at Crossway Church and have determined a date for your wedding, please complete the following:*

- Contact the church office at 601.636.2596 or go online to [crosswaychurch.com/weddings](http://crosswaychurch.com/weddings) and complete an application. Someone will then contact you to direct you to your next step.
- Bring a deposit of \$150 (\$650 if non-member) to the church office after the completion of the application. Your deposit will be held in a church account and used towards your final fee, determined by the requirements of the ceremony (fees will be addressed later in the policy).
  - Please submit your check payable to Crossway Church (memo line: Wedding) along with your application. The fee does not cover honorariums. Those are payable directly to the appropriate parties.

### **ARRANGEMENT WITH PASTOR | PREPARATION FOR MARRIAGE**

It is the responsibility of the bride or groom to contact a Crossway Church Pastor and coordinate the wedding date with the pastor. In the event that a pastor, other than that of Crossway Church, is desired to perform the wedding ceremony, permission must first be obtained from the Lead Pastor of Crossway Church.

Premarital counseling is required for all couples to be married in its Worship Center or grounds. This counseling is typically performed by Crossway Church's Lead Pastor or by the pastor whom the couple asked to officiate the wedding.

After successful counseling, the Lead Pastor will approve the marriage. The wedding may not be approved if the Lead Pastor feels that the commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise. Should this be necessary, the utmost confidentiality shall be maintained at all times by all parties.

It is acceptable for a couple to seek counseling from an outside therapist, another pastor or religious leader, or by attending a premarital workshop. Should the couple pursue one of these counseling alternatives, the counselor will be required to email or call Crossway's Lead Pastor with a report from those sessions.

The pastor's fee is not included in the fees paid to the church, nor shall they be paid by Crossway Church; i.e., you must make separate arrangements to compensate the pastor conducting the wedding ceremony.

## **SELECTING A DATE**

We want to be considerate of the employees of Crossway Church by not scheduling weddings or rehearsal on major holidays. Weddings may not be scheduled that conflict with the day-to-day operation of the ministries of Crossway Church.

## **ATTIRE AND BEHAVIOR**

Weddings at Crossway Church are sacred occasions taking place in God's house. Therefore, it is expected that each bride will select attire for herself and her attendants that is both tasteful and modest.

Alcohol may not be consumed at the rehearsal dinner and/or reception if held at Crossway. Alcohol consumption is not allowed in the building or on the grounds before, during, or after the wedding ceremony. If a member of the wedding party arrives visibly intoxicated, the Pastor or Wedding Consultant may cancel the ceremony.

Crossway Church is a non-smoking facility. No smoking is permitted anywhere in the building.

## **WEDDING CONSULTANT**

Wedding Consultants are required and must be approved by the church. A list of consultants will be provided that you may choose from to use. After a date is secured for your wedding, please refer to this list and submit the name of the consultant that will be responsible for your wedding.

## **DECORATIONS**

No birdseed, rice, confetti, petals, etc. may be used or thrown inside the Worship Center or on church grounds.

Bubbles or balloons (rather than rice or confetti) should be used outside the building as the couple departs.

No furniture in or outside the Worship Center or musical equipment may be moved or altered without the consent of the Wedding Consultant.

The florist will have access to the reserved spaces up to 4 hours prior to the wedding start time. Crossway Church does reserve the right to change this time should it conflict with church activities. Crossway does not have decorations available for public use.

Do not use nails, glue, or tape when decorating.

We ask that you clean up after you finish decorating, including your preparation area, stage, aisle, etc. Our janitorial team will clean the area before you arrive and will not return until the wedding is over.

Please remove all equipment, greenery, and flowers immediately after the wedding. We are not able to store items overnight and are not responsible for items left.

## **PHOTOGRAPHY | LIVESTREAM**

The reserved facility and surrounding church grounds are available for photographs immediately before, during, or after the ceremony. If you desire a reservation to have bridal portraits made in the church facilities or on the church grounds at another time, please connect with the Wedding Consultant to make these arrangements.

Flash photography is allowed during the ceremony at the discretion of the officiating minister. Please check with your officiating minister when planning photography taken during the ceremony. Crossway Church does not have photography equipment for public use.

Crossway Church can video or livestream your wedding ceremony for an additional fee. Please consult with your Wedding Consultant for more information about how to reserve those services.

*PLEASE NOTE THAT THE BRIDAL PARTY MAY ARRIVE UP TO 4 HOURS BEFORE THE CEREMONY.*

## **MUSIC & REHEARSALS**

Music must be approved by the Worship Pastor at least six weeks prior to the wedding. You may secure accompanists, soloists, and/or other musicians of your choice. If you would like a list of available musicians and vocalists, please do not hesitate to request this list from the Wedding Consultant. All fees for these services should be arranged between you and the individual providing the service. Because the time for the wedding rehearsal is limited, the Wedding Consultant will be happy to help you arrange rehearsal time for your musician or vocalist during normal business hours.

The Wedding Consultant will make arrangements for an audio technician. The audio technician will be available at the rehearsal and one hour before the wedding. All sound checks must be completed one-half hour prior to the start of the wedding. Please request that your soloist be there on time.

If the bride and groom are having a rehearsal the night before the wedding, the church will be open until 8:00 pm. On the day of the wedding, the building will be open 4 hours prior to the start of the ceremony.

## WEDDING USEAGE FEES

In order to ensure reservation of the facilities, please make sure you carefully read and understand the following breakdown. If there are questions, please consult the Wedding Consultant:

### GENERAL FEES\*\*:

	MEMBER COST	NON-MEMBER COST
<i>Worship Center</i>	\$0	\$200
<i>Fellowship Hall</i>	\$0	\$150
<i>Kitchen</i>	\$0	\$150
<i>Bridal Suite/Peripheral Rooms</i>	\$0	\$100
<i>Sound Person (if needed)</i>	\$100/day	\$100/day
<i>A/V Person (if needed)</i>	\$100/day	\$100/day
<i>Wedding Consultant Fee</i>	\$100	\$300
<i>Video Recording / Live Streaming***</i>	\$400	\$500

*\*\*Vocalists, instrumentalists, worship pastor and officiating pastor's honorariums are not included in the above and will not be paid through Crossway Church but directly to the individuals.*

*\*\*Does not include janitorial/clean up fee*

*\*\*\*Optional Add-On Service*

### DEPOSITS:

- Damage deposit (for non-members only) of \$500-refundable is due at the booking of the weddings date. Upon inspection after event, the amount will be refunded within 1 month of wedding date to the individual who made the deposit if there is no damage to repair (besides normal wear and tear)
- Non-members will be responsible for any damage done to any part of the facility above the \$500 deposit.
- Members will be responsible for any damage beyond normal wear and tear even though the \$500 deposit is not required.
- A \$150 deposit will accompany application and is refundable until 90 days prior to the event. It will be applied to the total fees.
- If booking the event within the 90 day window, all deposits and fees are due upon booking.

## **CLEAN-UP FEE:**

- A minimum \$200 janitorial fee/day is required to clean up after the event. This will cover 4 hours of clean-up. If the clean up requires more than 4 hours, each additional hour will cost \$50.
- It is optional to have a janitorial person come on the Rehearsal night to take care of trash and bathrooms that were used. If you opt to use this service, a minimum of \$200 will be charged.
- If more than 1 janitorial person is required (to be determined by the Executive Pastor), then a minimum of \$400 will be required to cover 2 individuals cleaning
- Crossway Church is not responsible for any personal property brought or left on the premises. All gifts, clothing, and personal belongings must be removed from the Worship Center and all additional rooms used following the ceremony.

## EXAMPLE FEES FOR USE OF FACILITIES FOR NON-MEMBER

**REHEARSAL DATE: Friday, DECEMBER 15TH, 2023**

**WEDDING DATE: Saturday, DECEMBER 16TH, 2023**

Friday night rehearsal + rehearsal dinner (6-9pm)

Saturday wedding (12pm - 4:30pm | Wedding @ 2pm)

Use of Worship Center:	\$200
Use of Fellowship Hall:	\$150
Use of Kitchen:	\$200
Use of Bridal Suite & Peripheral Rooms:	\$100
Sound Person (Fri & Sat):	\$200
A/V Person (Fri & Sat):	\$200
Wedding Consultant (non-member fee):	\$300
Damage Deposit (refundable non-member):	\$500
Janitorial:	\$200
<b>TOTAL COST:</b>	<b>\$2,050</b>
<b>Returned Deposit for Non-Member AFTER WEDDING</b>	<b>(\$500)</b>
<b>ALL-IN COST</b>	<b>\$1,550</b>

\$150 deposit + \$500 damage deposit due at reserving = \$650

Remaining balance of \$1,300 is due 90 days prior to wedding date (12.16.23) = 9.17.23

## EXAMPLE FEES FOR USE OF FACILITIES FOR MEMBER

**REHEARSAL DATE: Friday, DECEMBER 15TH, 2023**

**WEDDING DATE: Saturday, DECEMBER 16TH, 2023**

Friday night rehearsal + rehearsal dinner (6-9pm)

Saturday wedding (12pm - 4:30pm | Wedding @ 2pm)

Use of Worship Center (Fri & Sat):	\$0
Use of Fellowship Hall (Fri Only):	\$0
Use of Kitchen (Fri Only):	\$0
Use of Bridal Suite & Peripheral Rooms:	\$0
Sound Person (Fri & Sat):	\$200
A/V Person (Fri & Sat):	\$200
Wedding Consultant (member fee):	\$100
Janitorial:	\$200
<b><i>ALL-IN COST</i></b>	<b><i>\$700</i></b>

\$150 deposit due at reserving

Remaining balance of \$550 is due 90 days prior to wedding date (12.16.23) = 9.17.23