

CROSSWAY BAPTIST CHURCH

**2900 N. Barnes
Springfield, MO 65803**

WEDDING / RENEWAL OF VOWS POLICIES & GUIDELINES

These policies and guidelines have been prepared to assist you in planning your wedding ceremony. The information will let you know what is expected of you and what you may expect from the church. We hope that this will be helpful to you and request that you read all of the guidelines and follow them accordingly. Please contact the church Wedding Coordinator if you have any questions.

Crossway Baptist is happy to make its facilities available to all our church members. Both the bride and groom must be born again believers and at least one must be a member of our church for at least three months prior to the request. A wedding will not be scheduled if the prospective Bride and Groom are already living together. However, if a couple is living together, both parties are saved and would like to join the church and get married, one of the Pastors will marry them in the church if they agree to separate and undergo premarital counseling. If the couple chooses not to separate but they agree to sexually abstain until they are married and also undergo premarital counseling, one of the Pastors will marry them but not in the church.

Setting the Wedding Date

All scheduled church activities will take priority over weddings. The church and its Pastors are available only to church members. Requests to place a date on the church calendar must be made at least three months in advance. A date will not be confirmed and placed on the church calendar until a reservation form is received. In order to have the church in proper order for Sunday morning services, we ask that no wedding be scheduled after 2:00 p.m. on Saturday. If the reception is scheduled elsewhere, the wedding may be scheduled at or before 4:00 p.m.

Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled during the month of December or on the following holidays: Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, New Year's Eve and New Year's Day. Wedding ceremonies and wedding rehearsals will not be scheduled on Sundays or at times that will conflict with church services or special church events.

The following areas are available for reservation:

- Main Auditorium (for 75 guests or greater)
- Chapel (for 75 guests or less)
 - Nothing is to be taped or pinned to the walls or ceilings.
 - Tables and chairs will be set up and removed as requested.
- KidZone Gym or Student Center Gym for large Rehearsal Dinners/Receptions (for 75 guests or greater)
 - Tables and chairs will be set-up and removed as requested.
- Hospitality area for small Rehearsal Dinners and/or small Receptions (for 75 guests or less).
 - Tables and chairs are not to be moved.
 - All furniture and fixtures should be used in the location they are currently placed.

Counseling (for prospective Bride & Groom)

A wedding is a lifelong covenant before God and others. Because of the importance of your upcoming marriage, all couples getting married at Crossway Baptist Church are required to complete the prescribed premarital counseling provided by the church prior to the wedding. Premarital counseling sessions must be scheduled with the Pastor or his designee.

Wedding Planning

The church has a Wedding Coordinator who will assist you in understanding and following the church policies pertaining to your wedding ceremony, reception, and/or rehearsal dinner. Meeting with the Wedding Coordinator is required by the church to assure that things will go smoothly for your special day. After your application is received and your wedding date is confirmed, the Wedding Coordinator will contact you to arrange an appointment.

The basic functions of the church Wedding Coordinator are as follows:

1. Assist in completing information forms and explaining church policies and guidelines.
2. Show church facilities and available equipment.
3. Assist in making plans for your reception and the use of the church facilities.
4. Meet or arrange for someone to meet and admit the florist, caterer, etc. and assist in getting the equipment to be used.
5. Assist in directing the wedding party during the rehearsal and before and after the wedding ceremony.
6. Assure that clean-up arrangements after the wedding, reception, and/or rehearsal dinner are made and fulfilled.
7. If you have hired a Wedding Planner, the church Wedding Coordinator will still be required to attend the rehearsal, wedding and reception. She will serve as a liaison between the Wedding Planner and those individuals responsible for the functions provided by the church.

Rehearsal

The Wedding Coordinator must be notified of the desired date and time of the rehearsal when the wedding date is reserved.

1. Please see that all attendants and participants attend the rehearsal on time. Let all those involved know when they are expected to arrive and where to meet. It is very important that the wedding party arrives on time for rehearsal.
2. Soloists and any instrumentalists are advised to attend the rehearsal.
3. Please determine the order of service and any special desires prior to the rehearsal and give it to the Wedding Coordinator.
4. Remember to give the marriage license to the Wedding Coordinator at the beginning of the rehearsal.

Wedding Party Conduct

Although the wedding is a joyous occasion, it is good to remember that it is also a sacred ceremony before God, family and friends. We would encourage all participants in the wedding party to conduct themselves in a manner befitting the occasion.

1. The use of alcoholic beverages will not be permitted on the church premises.
2. No wedding or rehearsal will be conducted while any member of the wedding party or their family members present are under the influence of drugs or alcohol.
3. Abusive or profane language, abuse or destruction of church property will not be tolerated.
4. The Bride and Wedding Party should select attire that is appropriate and tasteful for the wedding rehearsal and wedding ceremony.
5. We ask all participants and guests not to smoke in our buildings.
6. Those who do not abide by our request will be asked to leave Crossway Baptist property.
7. Crossway Baptist reserves the right to cancel all wedding activities at any time if the conduct of all parties involved is deemed to go against these guidelines.

Decorations and Set-Up

The time for decorating the auditorium must be scheduled with the Wedding Coordinator so that she can arrange to be present if needed and have the building open. The florist or person doing the decorating will be asked to abide by the following policies:

1. No tacks, pins, nails, glue or tape shall be used to fasten any decorations to the furniture, building or carpet. Only plastic clips or ribbon that will not mar the pew ends shall be used to fasten bows.
2. Candles may not be used in the aisle except those which are battery operated.
3. Plastic protectors are to be used beneath candles and any floral arrangements that might leak.
4. Please make specific arrangements with those in your wedding party and your family to remove all flowers, food, decorations and property following the wedding and reception. The church cannot be responsible for personal items.
5. Your florist/decorator is welcome to set up either the day before the wedding or the day of the wedding provided these times do not conflict with activities on the church calendar. All supplies need to be provided by those decorating.

6. Plants, trees, furniture and decorations in the foyer and auditorium are not to be moved unless approved by the Wedding Coordinator.
7. It is the responsibility of the bride to inform the florist/decorator of these policies.
8. Arrangements should be made for all flowers and decorations to be removed within one hour following the ceremony and pictures. The church does not store any wedding decorations. The facilities should be left clean and ready for the next event after removal of all decorations.
9. Only Crossway Baptist facilities personnel are permitted to move or remove furniture, podiums, large plants, etc. Please ask the Wedding Coordinator for assistance, if necessary.

Planning the Reception

The gymnasium and kitchen must be reserved at the time you reserve the date for the ceremony if you wish to have your reception at the church. The caterer or other food preparation persons must be made aware of the kitchen and facility policies and procedures. It is the responsibility of the bride and/or her family to see that these policies are observed.

1. The bride is responsible for decorating the gymnasium.
2. The church Wedding Coordinator must be notified of the time at which equipment and supplies are to be brought to the kitchen and reception area.
3. The church Wedding Coordinator will designate which church equipment may be used and will provide proper operating instructions.
4. Smoking, alcoholic beverages and dancing are not allowed.
5. All remaining food, decorations and equipment should be removed immediately following the reception. We will not be responsible for decorations left after the wedding is over.
6. Rice is not permitted to be thrown at the bride and groom. Birdseed may be thrown outside the church buildings.
7. Disposable items such as paper plates, bowls, cups, napkins, plastic silverware, aluminum pans and food or drink supplies belonging to the church are not to be used. In addition, glassware such as glass plates, bowls, glasses, aluminum silverware, metal or plastic serving trays, decanters and punch bowls are also not available for use.

Planning the Rehearsal Dinner

The gymnasium or the hospitality area must be reserved for the rehearsal dinner at the time the date for the ceremony is reserved. All previously stated policies pertaining to the kitchen and gymnasium for receptions will also apply to the rehearsal dinner.

Music Guidelines

The church wedding is a religious ceremony and all music should be chosen to contribute to worship and a witness of your faith.

1. If you need assistance selecting music, please feel free to contact the church Wedding Coordinator.

2. The bride may arrange for a pianist or organist in the church to provide keyboard music. Their phone numbers will be made available.
3. A pianist from outside of the church must be approved and must consult with the church music staff regarding proper use of the piano or organ.
4. The bride should meet with the instrumentalists and/or soloists at least one month prior to the wedding to plan the music.
5. Practice times in the auditorium for any instrumentalists or soloists must be arranged through the Wedding Coordinator.
6. If using CD's, you may use more than one song per CD.

Photographer Guidelines

A Christian wedding is a worship service and photography of the wedding should not interfere with the spirit of worship. The bride should discuss her plans for photographs with the church Wedding Coordinator prior to the ceremony. Flash photographs are not to be taken during the ceremony but may be made during the processional and recessional. The photographer should be as unobtrusive as possible. If a videotape of the ceremony is to be made, the church Wedding Coordinator should be consulted regarding the best location for the video camera and the procedures to be used.

Custodial Services

Custodial services include the following:

1. Chair and table set-up and/or removal.
2. Furniture replacement.
3. Pre and post function general cleaning including floors and bathrooms and the removal of all trash.
4. Opening and closing of the building.
5. Sweeping sidewalks where birdseed has been thrown after a wedding.

The church Wedding Coordinator should be aware if there is a desired arrangement of tables and chairs for the reception and/or rehearsal dinner. She will notify the custodian of these requests. The custodian will not be expected to remove flowers and decorations from the auditorium or Gym or wash dishes in the kitchen.

Sound Technician Services

Arrangements must be made with the church Wedding Coordinator for a sound technician from the church to operate the sound system in the auditorium. Only Crossway Baptist sound technicians are to be used. No outside people are to run the system.

General Policies

1. If you desire a minister from another church to officiate your wedding ceremony, the request must be submitted to the church Wedding Coordinator. This must be approved by the Pastor of Crossway Baptist Church.
2. No food or drink is allowed in the church auditorium.

3. No dance bands or dances will be permitted at the church reception.
4. Office equipment is not available for use.
5. Specific arrangements should be made with your family or wedding party to remove all flowers, food, decorations and personal property following the wedding and reception. The church cannot be responsible for personal items, tableware, serving trays, clothing or rental items.
6. All policies and guidelines regarding the use of the facilities at Crossway Baptist Church are to be observed. It is the responsibility of the bride and groom to review these policies with the members of the wedding party and all persons involved with the wedding.
7. The wedding party assumes responsibility for any payment or repairs related to any breakage, damage or areas requiring extra cleaning.
8. Any exceptions to these policies may be made only by the church staff.

Charges

The church does not charge for the use of the facilities. However, the following fees are required. Payment is to be submitted to the Wedding Coordinator on the day of the Wedding Rehearsal.

- CUSTODIAL SERVICES FOR MAIN AUDITORIUM & GYMNASIUM

Rehearsal and Wedding	\$100.00
Rehearsal Dinner	\$100.00
Reception	\$100.00

- CUSTODIAL SERVICES FOR CHAPEL & HOSPITALITY AREA

Rehearsal and Wedding	\$ 50.00
Rehearsal Dinner	\$ 50.00
Reception	\$ 50.00

- SOUND TECHNICIAN \$ 25.00/hour

- KITCHEN ATTENDANT \$ 20.00/hour
(A Kitchen Attendant is required when the gym kitchen is reserved and there are plans to cook and prepare meals. If there is no cooking involved, the Kitchen Attendant fee would not be applicable.)

- The Pastor who performs the wedding ceremony is pleased to serve you and an honorarium is left up to your discretion.