



# *Wedding Manual*



*July 2016*

**Prices and policies effective for weddings scheduled after July 15, 2016.**



*Crossroads Baptist Church*  
*Wedding Manual*

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*Dear Bride and Groom,*

*Congratulations on your engagement! This is such an exciting time for you and we are so honored that you are considering Crossroads Baptist Church as the place for your wedding. In constructing our new building, our people were committed to building a house of worship that would also be a very special place to host weddings. Hopefully, you will find everything that you need to know in our Wedding Manual. It has been prayerfully put together by those who have been a part a many special wedding events.*

*We are committed to helping you plan, pray, and prepare for a weekend that will be sacred and honoring to the Lord and to your families. It is our desire for it to be a sweet time of celebrating the Lord as he has brought the two of you to the wedding altar.*

*Next to the day that you received Jesus as your Savior, your wedding day ranks as second most important day in your life. We are sincerely honored to help you make wonderful memories as your following the Lord during this treasured time with family and friends.*

*As you work through the details of planning, I urge you to relax ... breathe ... take in all of God's intention and blessings for these special days. "A wedding is for a day, a marriage is for a lifetime." Please let us know how we can serve you and pray with you.*

*Jeremiah 29:11*

*Rob Mullins  
Pastor*





## **The Purpose of a Wedding**

A Christian wedding is a sacred occasion. Crossroads Baptist Church believes a Christian wedding is more than a ceremony. It is a worship celebration uniting a man and a woman who have put their faith in Jesus Christ and are committed to living in accordance with Scriptural principles. It is a public statement that the bride and groom want Jesus to be the Lord of their new life together.

As you make your marriage commitment, you enter a covenant relationship that pictures God's covenant with His people. A covenant is an agreement one person makes with another in a solemn vow before God. Entering into such a covenant is sacred and holy unto the Lord. Our church regards any other rationale for a church wedding as secondary, and by itself insufficient to justify the use of the Crossroads facilities.

## **Premarital Counseling**

Crossroads is committed to helping couples build a strong marriage based on Biblical principles. We see our role as far more than a wedding chapel and want to provide biblical support in helping each couple prepare for a life long covenant.

Everyone desiring to be married at Crossroads Baptist Church or at an off-site location by a Crossroads minister must complete (as a couple) the required six hours of pre-marital counseling. This is offered by Crossroads ministers at no charge. Pastor approved wedding officiants may conduct the majority of the counseling.

Appointment scheduling and arrangements are the responsibility of the couple and appointments need to be during the church office hours.

## **Who Can Perform Your Wedding at Crossroads**

Ideally, a Crossroads minister will be the primary officiating minister at weddings at CBC. In special cases, other CBC pastor approved ministers (whose beliefs are consistent with the mission and vision of Crossroads Baptist Church) may be involved in the ceremony as the officiating minister.

Regardless of who officiates the wedding, it will be a CBC minister who approves the wedding to take place at Crossroads and is responsible for overseeing the marriage preparation process.

It is the responsibility of the couple to schedule and make arrangements to meet with a Crossroads pastor for wedding approval. (Until this is completed your requested date will be considered tentative.)



## Who Can Be Married at CBC

Crossroads is committed to using our facilities to establish and encourage biblical marriages. We are not a wedding chapel. Our focus is more on biblical marriages than beautiful weddings. While we want you to have a beautiful wedding, a Crossroad wedding must also represent a commitment to biblical marriage on the part of the couple.

God's Word and our Bylaws founded on biblical precepts, define who can be married at CBC.

### ***Section 6. Our Statement on Marriage, Family, and Sexuality:***

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's genetic sex is a rejection of the image of God within that person.

We believe that the term "Marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no sexual activity be engaged in outside of marriage. CBC will only recognize marriages between a man and a woman who are defined according to our Creator God's original DNA gender designation of male or female (Psalm 139). Therefore, in fulfillment of God's plan as revealed in the Bible, the ministers and staff of CBC shall only participate in weddings and solemnize marriages between one adult man and one adult woman. The facilities and property of CBC will only host or support weddings between one adult man and one adult woman. All resources of CBC will be utilized in a manner consistent with our beliefs including the Biblical standard of marriage in the precepts set forth in Matthew 19:4-6.

We believe that any form of sexual immorality is sinful and offensive to God (I Corinthians 6:9-11, Leviticus 18, Romans 1:26-27). "For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age." (Titus 2:11-12)

### **Qualifications to Marry at Crossroads:**

- Both must be believers
- One of the couple or one of their parents/grandparents must be a member of CBC.
- The couple must be one male and one female defined according to our Creator God's original DNA gender designation of male or female.
- The couple must complete the premarital requirements listed in Appendix 2 at least prior to the wedding date.
- The Bible teaches that only within the marriage covenant does a couple cohabit. Therefore, if any couple has reversed the order set forth in the Bible, that will need to be remedied immediately.

### **Divorce and Remarriage**

Cases where one or both have been previously married will be evaluated for eligibility for being married at Crossroads by the pastoral staff at CBC.



## THE PROCESS

### A Checklist for the Crossroads Process

- \_\_\_\_\_ 1. Call the church office to request a wedding manual or download a copy from the website at [www.crossroadsmemphis.com](http://www.crossroadsmemphis.com).
- \_\_\_\_\_ 2. Turn in completed:
  - Wedding Reservation Form (Appendix 1)
  - Marriage Covenant Form (Appendix 2)
  - Policies at a Glance Form (Appendix 3)
  - Deposit Check.
- \_\_\_\_\_ 3. Schedule an appointment with the CBC Pastor for approval as candidates for a wedding at Crossroads Baptist Church. Upon approval, you will be officially added to the church calendar and your deposit check will be put in the bank.
- \_\_\_\_\_ 4. Schedule and make arrangements for your first premarital counseling session with a CBC pastor.
- \_\_\_\_\_ 5. Your CBC Wedding Coordinator will contact you to schedule your first meeting with her.
- \_\_\_\_\_ 6. Fees will be identified based on building use determined at this meeting.
- \_\_\_\_\_ 7. Schedule the remaining premarital counseling sessions through the church office. Plan for the last session to be about three weeks prior to the wedding.

#### ***By six weeks before the wedding:***

- \_\_\_\_\_ All music should be turned in to the Music Ministry for approval
- \_\_\_\_\_ Instrumentalists and vocalists should be enlisted. (It is recommended that this be completed much earlier.)
- \_\_\_\_\_ Secure all sheet music and tracks for musicians.
- \_\_\_\_\_ Schedule additional decorating time if needed.
- \_\_\_\_\_ Request choir chair removal if desired (additional fee of \$50)

#### ***By three weeks before the wedding:***

- \_\_\_\_\_ Turn all wedding fees to your Wedding Coordinator
- \_\_\_\_\_ Be sure your florist, caterer, and photographer/ videographer agreement forms have been turned in to the Wedding Coordinator





## BEGINNING THE PROCESS

### Reserving Your Date

Weddings dates must be scheduled in writing by filling out the Wedding Application (Appendix 1). This will temporarily hold the date until a CBC minister meets with you as a couple and fills out the Officiating Minister Agreement Form agreeing to perform the wedding or oversee the marriage preparation process. *It is the responsibility of the couple to schedule and make arrangements to meet with a Crossroads pastor for wedding approval.* (This should take place no more than three weeks after turning in the completed application.)

### Available Dates:

We will make every effort to schedule your wedding on the date you desire. However, because of the church schedule you may want to have several dates in mind when inquiring about reserving your date. It should be noted the church does not schedule weddings on Sunday, Wednesday evening, holidays, or during church wide events.

Holiday weddings are those that fall on a weekend in which the church office is closed on a Friday or Monday due to a holiday. *Applicable holidays:* New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

December is a very busy month. The holiday season is extremely busy with activities focused on celebrating our Savior's birth. Securing a wedding date during this month may be difficult, but it is a possibility. During this time holiday decorations are up throughout the church and will not be moved.

Weddings should be scheduled to begin no later than 6:30 p.m. Only one wedding will be scheduled per day. Weddings cannot be scheduled more than one year in advance. All weddings and receptions must conclude within three hours of the scheduled ceremony time. Example: If a 6:30 p.m. wedding is scheduled, the event must conclude completely by 10:00 p.m. in order for the church to be cleaned and prepared for Sunday.

### Available Locations:

#### **Wedding Ceremony:**

The Sanctuary comfortably seats 500-550 people. The Sanctuary will be available by 8:00 a.m. the day of your wedding to accommodate your florist, photographer, and attendants. If needed, brides may request additional decorating time through the wedding coordinator. (It needs to be noted that in rare instances, this may not be possible due to unavoidable circumstances such as a funeral. CBC will do everything possible to work all of these unforeseen details out to meet everyone's needs.)

Please note:

Nursery facilities are not available.

Food and drinks are not permitted in the sanctuary





***Reception Areas:***

**Parlor:** Capacity seated - max is 50 (seated at round tables)

Capacity with standing - 75-100 (with tables for refreshments only)

**Fellowship Hall:** Seating capacity max 60,

Capacity standing 100-150 (with tables for refreshments only)

**Narthex:** No seated receptions are permitted in the NatheX;

Capacity - 250-300 standing (depending on number of serving tables)

Dressing areas are provided for your wedding. The usual areas are: (1) Choir Room and (2) the AWANA room. The wedding party may use **ONLY** those rooms which have been reserved in advance. If you have additional dressing requirements, these must be arranged with your wedding coordinator in advance.

The dressing room areas can be secured during the service. The wedding party is responsible for removing all personal items from the dressing rooms immediately following the service. The church will not be responsible for lost or stolen items.

Refreshments for the wedding party can be set up in the dressing rooms only. Food should be in disposable containers and it is the responsibility of the wedding party to remove all food from the dressing rooms immediately following the service.

***Informal Weddings:***

We are able to accommodate small informal weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed during office hours in our Sanctuary, if available, with a maximum of 20 guests. Decorations for these weddings are limited to a main floral arrangement.

## **The CBC Wedding Coordinator**

The Crossroads Wedding Coordinator will help with your wedding. Your Crossroads Wedding Coordinator will be assigned to you once (1) your wedding application paperwork is submitted, (2) you are approved by our pastor, and (3) your deposit is received by the church.

The coordinator's experience will be invaluable to you in working out the many details related to the use of the church facilities for your wedding and reception. She will coordinate details including the date, time, rooms, sound, and lighting, order of service, rehearsal, and will work closely with your reception caterer and photographer to insure your wishes are carried out.

Any other wedding director/consultant you choose to contract with for additional help must defer to the Crossroads Wedding Coordinator in all matters pertaining to facility usage and church policy. Any outside help must sign the *Outside Consultant Agreement Form*.



## GUIDELINES

A wedding is one of the most important days in a person's life, and we want to make your wedding at Crossroads as wonderful as possible. The following are the Crossroads Baptist Church Wedding Guidelines to help plan for your special day:

### Facility Usage

The church is available for weddings and receptions. The kitchen is available for caterers for staging and serving. Other rooms may be available to meet your unique needs upon request.

#### Vendors:

The couple is responsible for communicating church policy to caterers, florists, photographers, and other vendors assisting with the wedding. Each vendor is required to sign the appropriate agreement form and return it to the church at least three weeks prior to the wedding.

#### Equipment:

Church property within the sanctuary may only be moved by CBC employees. No furniture may be moved from one part of the building to another. The grand piano may not be moved off the platform.

#### Furniture

Our furniture cannot be moved. The only exceptions are as follows:

1. *Sanctuary:* The normal pulpit furniture will be removed. Normally, the choir loft chairs stay in place. They can be moved upon request for an additional cost of \$50.
2. *Fellowship Hall, Parlor, AWANA rooms:* Folding tables and chairs will be set up and/or removed by church staff.
3. *Narthex (foyer):* The center table can be moved or used for your convenience. The ottomans in the Foyer may be moved for safety purposes. Other large pieces of furnitures must remain in place.

***The church staff will oversee the moving of any church property.***

#### Room Arrangement/Set-Up:

All set up arrangements for the reception must be indicated on the Set-Up/Maintenance Request Forms and given to the church office two weeks prior to the wedding.

#### Clean-Up:

Please clean up after you finish decorating, including your preparation area, stage, aisle, reception room. All flowers and greenery need to be removed from the church immediately following the wedding.

#### Liability

Crossroads Baptist Church is not responsible for any loss or damage to decoration items or equipment, nor are they responsible for anything left at the church. Borrowed or rented items will not be the responsibility of Crossroads Baptist Church.

**Please Note:** No alcohol or drugs are permitted on CBC property at any time. This policy extends to the wedding party and your guests. Smoking is not permitted on CBC property.



## The Rehearsal

The rehearsal time should be scheduled through your wedding coordinator. Normally, the rehearsal is the evening before the wedding ceremony. It is usually easier to get the wedding party together before dinner. The suggested time for the rehearsal is 6:00 p.m. Please encourage your wedding party to be on time. Most rehearsals should take less than one hour. The CBC wedding coordinator will direct the rehearsal.

Rehearsal dinners are allowed at the church for approved weddings. The meal will need to be catered. At this time the CBC kitchen is furnished as a catering space with refrigerators, warmers, sinks, and limited dinnerware and flatware (neither an oven or stove currently available.) If utilized, it is the responsibility of the wedding party to clean the dinnerware, flatware, and other items used.

## Receptions

If there is to be a reception at the church, the concerned parties should meet with the CBC wedding coordinator to arrange for the use of the kitchen and available equipment. The church kitchen is only equipped to serve as a staging and warming area for caterers.

For receptions which are not catered by a professional caterer, it is important that the parties concerned furnish sufficient help to remove equipment and leave the areas used clean and neat. The Wedding Coordinator should be supplied with a list of the people who will be responsible for this task, along with the name and phone number of the one who will be in charge.

- Caterers offering their services for Crossroads weddings must have a signed agreement form on file with the wedding coordinator at Crossroads indicating that the caterer has read the guidelines for catering and will comply with these policies. It is the responsibility of the couple to see that this is accomplished at least three weeks prior to the wedding.
- The Caterer is responsible for bringing, utensils, plates, serving dishes, and other items needed for the reception.
- Caterers should enter the building through the West Exterior Kitchen Entrance
- Caterer is responsible for cleaning of kitchen/reception area and removal of food, utensils, and other items brought in.
- Any liquid containing red dye is strictly prohibited
- Smashing of cake in the couple's faces is not permitted at Crossroads Baptist Church receptions.
- **Due to space constraints, sit down dinner receptions are limited to a maximum of 100 guests.**
- Dancing is not permitted at receptions.
- The bridal couple's car should be protected from having offensive words or statements written on it.
- The bride is responsible for providing servers for the food. CBC wedding coordinators or staff will serve in an emergency at **\$10 per plate**.



## Decorations and Flowers

Feasting and celebrating a new covenant is exemplified in Scripture. The guidelines below are in place to ensure the celebration of your wedding in the best way possible and to preserve the church facility.

- Florists offering their services for Crossroads weddings must have a signed agreement form on file with the Wedding Coordinator at Crossroads indicating that the florist has read the guidelines for flowers and decorations and will comply with these policies. It is the responsibility of the couple to see that this accomplished at least three weeks prior to the wedding.
- Flower arrangements and/or plants must be placed in waterproof containers with an oasis filled with water. Some type of waterproof barrier should be placed under arrangements/plants to prevent leakage onto the carpet.
- All corsages, boutonnieres, bride's, and bridesmaid's flowers should be placed in the Bride's Room so that the Wedding Coordinator can see that the entire Bridal party receives the appropriate flowers at the proper time.
- A flower girl may only drop silk or paper petals to prevent staining the carpet.
- Only flowers approved by the wedding coordinator may be left for Sunday services. The bride is responsible for making her florist aware that ALL sanctuary decorations must be removed from the building immediately following the service.
- Florists are responsible for cleaning the decorated area of any leaves, loose dirt, etc. Wedding decorations cannot be stored at the church.
- Flowers, plants, candles, or other decorative items are NOT allowed on the piano or other equipment inside the sanctuary
- All candles used in the ceremony and reception must be paradise type candles in metal sleeves. (<http://www.paradisecandles.com>). Battery operated candles are acceptable. The carpet must be fully protected.
- Nails, tacks, pins, adhesives, etc. are not to be used for supporting any types of decorations. Only Gaffer tape may be used to secure cords to the carpet.
- Nothing may be hung from the ceiling.
- Aisle runners cannot be used due to safety constraints.
- The sanctuary and reception area will be available for decorating four hours prior to the wedding. Brides may request additional decorating time through the Wedding Coordinator.
- At the conclusion of the wedding and reception, the wedding couple is responsible for arranging for immediate removal of all items, including items rented, and brought in for use in the wedding. This includes all items from the sanctuary, bride's room, groom's room, reception room, kitchen, and any other area of the church. CBC is NOT responsible for rental or personal items left in the building overnight.



## Photography and Videography

Photographers and videographers offering their services for Crossroads weddings must have a signed statement/contract on file with the Wedding Coordinator at Crossroads indicating that the photographer/videographer has read the guidelines for photography/videography and will comply with these policies. It is the responsibility of the couple to see that this accomplished at least three weeks prior to the wedding.

- We ask that photographers and videographers be as unobtrusive as possible, and all that are involved in photographing and videoing your wedding be dressed appropriately for a wedding.
- Flash photos may be taken of the bride as she enters and leaves the sanctuary as long as they are confined to the rear of the sanctuary. Since the ceremony is a sacred service, flash photography is not allowed during the ceremony. There is to be no movement near the altar during the ceremony.
- Non-flash pictures may be taken from the rear of the sanctuary during the ceremony.
- The ceremony can be videotaped. The Wedding Coordinator will show the videographer where camera can be located. (Video equipment cannot be placed on furniture. CBC is not able to supply video equipment at this time.)
- The photographer may take as many pictures before the ceremony as needed. If it is necessary to take formal sanctuary pictures before the normally allotted time of three hours prior to the ceremony, additional time must be scheduled through your wedding coordinator.

### **Please Note:**

- Additional lighting is not allowed.
- The presence of a photographer or videographer in the choir area or stage is prohibited during the service.
- Standing on pews is not allowed.
- All photography will be under the general supervision of the Wedding Coordinator
- **Noncompliance** with these guidelines and the instructions of the CBC Wedding Coordinator can result in the vendor's exclusion from future events at CBC.

## Housekeeping Staff

A custodian or staff member is required to be present to open the building prior to the rehearsal and wedding. He will open the building, adjust the heating/air conditioning, and assist in the set-up and return of church equipment to its proper place, turn on-off lights, and lock up the building. The Wedding Coordinator will make these arrangements for you.



## Wedding Music at Crossroads

A wedding is a sacred ceremony, and all the music selected should reflect such. Reception music in the Crossroads facility should be in keeping with this goal.

### Music Selection

- All music must be approved by the Music Ministry **six weeks** prior to the wedding. (This includes all accompaniment tracks that will be used.)
- All music (vocal and instrumental) must be appropriate for a worship service.
- Instrumental music must be sacred or classical.
- All vocal music must be sacred.
- All sheet music and accompaniment tracks must be secured by the bride or groom.
- Reception music can be secular pending approval.
- Final approval and acceptance of all music selections will be determined by Crossroads.

### Securing Musicians

It is the Bride's responsibility to contract with any musicians being used for wedding ceremony; therefore musicians must consult bride directly with any music related questions. If you desire assistance securing musicians for your wedding or reception, the Music Ministry is available to help you. This process must begin at least six weeks before your wedding. Fees for instrumentalists and vocalists vary. It would be wise to inquire about the fee a musician or vocalist will charge when you first discuss the possibility of their playing or singing at your wedding. Fees are affected by the amount of time involved in planning and rehearsing your music.

- You are responsible to make sure all musicians have the sheet music that they need.
- Checks for paying musicians scheduled through the Music Ministry should be given to your Wedding Coordinator at your meeting three weeks before the wedding.
- Instrumentalists are not required to attend the rehearsal. If your instrumentalists are to accompany any vocal numbers, it is best if the instrumentalists and soloists rehearse together prior to the day of the wedding.
- The sound technician is not required to attend the rehearsal. He will be available for a microphone check an hour and a half before the wedding. The sound check must be completed before the lighting of the candles. If it is deemed necessary for the sound technician to be at the rehearsal, those arrangements must be made with him through the Wedding Coordinator and a charge for his services will be incurred for the extra hours.



## Fee Schedule

### WEDDING

**Sanctuary** (Seating capacity - 500-550)

<b>Refundable Deposit**</b>	[ \$300 ]
Sanctuary fee includes the Coordinator, Sound technician, and Custodian	\$650
Optional choir chair removal	\$50
<b>Informal Wedding</b> (less than 20 guests, no decorations)	No Charge
<i>An honorarium of \$150 for the officiating minister is suggested</i>	

### RECEPTION

<b>Refundable Deposit**</b>	[ \$100 ]
<b>Parlor, Fellowship Hall, AWANA Room</b> (See p.10 for capacity)	
Morning & Afternoon Receptions	\$450
Evening Receptions ending after 9:00 p.m.	\$550
<i>Crossroads provides a small portable sound system.</i>	
<b>Narthex</b> (See p.10 for capacity)	
Morning & Afternoon Receptions	\$550
Evening Receptions ending after 9:00 p.m.	\$650
Sound (optional \$50 per hour) only Crossroads sound equipment	\$50 x hours

### REHEARSAL DINNER

<b>Refundable Deposit**</b>	[ \$250 ]
If room is used for both rehearsal dinner and reception additional set-up/tear down fee	\$200
<b>Parlor, Fellowship Hall, AWANA Room</b>	\$400
<i>Crossroads provides a small portable sound system (See p.10 for capacity) m.</i>	
<b>Narthex</b> (See p.10 for capacity)	\$500
Sound (optional \$50 per hour) only Crossroads sound equipment	\$50 x hour

### DEPOSIT\*\* TOTAL

**Due when you secure your wedding date:**

### TOTAL WEDDING FEE

**Due 3 weeks prior to the wedding date:**

#### REFUNDABLE DEPOSIT\*\*

The deposit is due when wedding is approved by a CBC minister. (Your wedding date will be tentative until pastoral approval, all completed/signed documents, and deposit are received.)

PLEASE NOTE: Damage to the church facility or furnishing or violations of any of the policies included in the wedding manual may result in loss of deposit and/or additional costs to make repairs\* if it exceeds the deposit amount.

\* (1) Documentation and invoices will be provided. (2) Vendor for repair services will only be selected by Crossroads and satisfaction will be determined only by Crossroads.

\*\*All deposits will be processed.





## Wedding Request Form

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### BRIDE

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Church Members: ☐ yes ☐ no Name of church \_\_\_\_\_

Previous Marriage ☐ No ☐ Yes ☐ Divorced ☐ Widowed

Parents' Names \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Are parents or grandparents members of Crossroads? ☐ No ☐ Yes

If yes, please list their names: \_\_\_\_\_

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### GROOM

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Church Members: ☐ yes ☐ no Name of church \_\_\_\_\_

Previous Marriage ☐ No ☐ Yes ☐ Divorced ☐ Widowed

Parents' Names \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Are parents or grandparents members of Crossroads? ☐ No ☐ Yes

If yes, please list their names: \_\_\_\_\_



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## Wedding Information

Desired Date \_\_\_\_\_ Time \_\_\_\_\_ Location:    ☐ Informal   ☐ Sanctuary

Alternate dates you will consider: 2nd choice \_\_\_\_\_

3rd choice \_\_\_\_\_

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

Counseling Minister \_\_\_\_\_

(6 hours required for ceremonies held at Crossroads or officiated by a Crossroads minister)

Number of Invitations being Sent: \_\_\_\_\_ Number of Guests Expected to Attend: \_\_\_\_\_

Florist's Name \_\_\_\_\_

Photographer's Name \_\_\_\_\_

Videographer's Name \_\_\_\_\_

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## Rehearsal Information

Desired Date \_\_\_\_\_ Time \_\_\_\_\_ Location:    ☐ Informal   ☐ Sanctuary

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## Reception Information

Reception at Crossroads    ☐ Yes    ☐ No

If yes, Desired Date \_\_\_\_\_ Time \_\_\_\_\_

Location:   ☐ Narthex (foyer)   ☐ Parlor   ☐ Fellowship Hall   ☐ AWANA Room

Caterer's name \_\_\_\_\_

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## Rehearsal Dinner Information

Rehearsal Dinner at Crossroads    ☐ Yes    ☐ No

If yes, Desired Date \_\_\_\_\_ Time \_\_\_\_\_

Location:   ☐ Narthex (foyer)   ☐ Parlor   ☐ Fellowship Hall   ☐ AWANA Room

Caterer's name \_\_\_\_\_



## Marriage Covenant Statement

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's genetic sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no sexual activity be engaged in outside of marriage. CBC will only recognize marriages between a man and a woman who are defined according to our Creator God's original DNA gender designation of male or female (Psalm 139). Therefore, in fulfillment of God's plan as revealed in the Bible, the ministers and staff at CBC shall only participate in weddings and solemnize marriages between one adult man and one adult woman. The facilities and property of CBC will only host or support weddings between one adult man and one adult woman. All resources of CBC will be utilized in a manner consistent with our beliefs including the Biblical standard of marriage in the precepts set forth in Matthew 19:4-6.

We believe that any form of sexual immorality is sinful and offensive to God (1 Corinthians 6:9-11, Leviticus 18, Romans 1:26-27) "For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age." (Titus 2:11-12).

### Reminders on Use of the Facilities:

1. I understand that upon approval of the Wedding Application I will need to provide a security deposit of \$\_\_\_\_\_ that will be refunded within 7 business days after the wedding ceremony should there be no damage found to the property of Crossroads Baptist Church.
2. I understand that I am responsible for any damage exceeding the \$\_\_\_\_\_ security deposit upon completion of the ceremony and violations of any of the policies in the wedding manual may result in the loss of the deposit.
3. I understand that there is to be no alcohol or drugs permitted on CBC property at any time. This policy extends to the wedding party and guests.
4. Smoking is not permitted on CBC property.
5. At the conclusion of the wedding and reception, the wedding couple is responsible for arranging for immediate removal of all items, including items rented, and brought in for use in the wedding. This includes all items from the sanctuary, bride's room, groom's room, reception room, kitchen, and any other area of the church. CBC is NOT responsible for rental or personal items left in the building overnight.
6. I have read the manual and agree to comply with all the policies contained therein.

Names \_\_\_\_\_

Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

## Policies at a Glance

The following are some reminders regarding the use of facilities. Upon signing this you are aware that the violation of any may result in the loss of your deposit. Please indicate your acceptance of each item by initialing in the box to the right of each item and then signing the form.

1.	Birdseed and flower petals may be thrown outside the building as the couple departs. Rice, confetti, bubbles, and sparklers are not permitted.
2.	Alcohol, drugs, or tobacco products are NOT allowed in the building or on the church property. Smoking is not permitted anywhere in the building.
3.	Free-standing candle holders must use "Paradise" style non-drip candle shafts. (The carpet must be fully protected)
4.	Caterers are responsible for bringing, utensils, plates, serving dishes, and other items needed for the reception and/or rehearsal dinner.
5.	The caterer is responsible for the cleaning of kitchen/reception areas and removal of food, utensils, and other item brought in.
6.	Due to safety constraints, aisle runners are not allowed.
7.	During special celebrations, holidays, or promotional times, the sanctuary and building may be decorated for these occasions, and it is understood that these decorations will not be removed for weddings and receptions.
8.	Furniture can not be removed or exchanged, except for the normal pulpit furniture and the tables and chairs in the classrooms. The church staff will oversee the moving of any furniture.
9.	Food and drinks are not permitted in the sanctuary
10.	The bridal couple's car should be protected from having offensive words or statements written on it.
11.	Nursery facilities are not available.
12.	Crossroads Baptist Church is not responsible for any loss or damage to decoration items or equipment, nor are they responsible for anything left at the church. Borrowed or rented items will not be the responsibility of Crossroads Baptist Church
13.	Tents must be placed according to specifications in the CBC Tent Policy.
14.	Nails, tacks, pins, adhesives, etc. are not to be used for supporting any types of decorations. Only Gaffer tape may be used to secure cords to the carpet. Nothing may be hung from the ceiling.
15.	Real flower petals are not to be dropped on the carpet due to the possibility of carpet stains. Silk or paper petals may be used
16.	The dressing room areas can be secured during the service. The wedding party is responsible for removing all personal items from the dressing rooms immediately following the service.
17.	Only Crossroads Baptist Church sound systems can be used in the sanctuary and for receptions. Only trained Crossroads Baptist Church sound/lighting technicians may operate the sound/lighting equipment
18.	Flash photography is not allowed during the ceremony or as the wedding party is coming down the isle (except the bride from the rear of the sanctuary as she enters and leaves) and photographers and videographers are not to be positioned down front during the ceremony.
19.	<b>Any liquid containing red dye is strictly prohibited</b>
20.	Flowers may not be left for Sunday unless approved at least 2 weeks prior to the date of the wedding. Florists are responsible for cleaning the decorated area of any leaves, loose dirt, etc. Wedding decorations cannot be stored at the church.
21.	Flower arrangements and/or plants must be placed in waterproof containers with an oasis filled with water. Some type of waterproof barrier should be placed under arrangements/plants to prevent leakage onto the carpet. Flowers, plants, candles, or other decorative items are NOT allowed on the piano or other equipment inside the sanctuary
22.	The bride is responsible for making her florist aware that ALL sanctuary decorations must be removed from the building immediately following the service.
23.	The choir loft chairs are NOT normally removed, but can be upon request for any additional \$50 fee.
24.	Smashing of cake in the couple's faces is not permitted at Crossroads Baptist Church receptions.
25.	The sanctuary and reception area will be available for decorating at 8:00 a.m. the day of the wedding.
26.	Dancing is not permitted at receptions
27.	The deposit is due when wedding is approved by a CBC minister. (Your wedding date will be tentative until pastoral approval, all completed/signed documents, and deposit are received.)

I acknowledge I have **read** the wedding guidelines at Crossroads Baptist Church and **agree** to conform to them entirely.

\_\_\_\_\_  
Bride's signature/date

\_\_\_\_\_  
Groom's signature/date



## Crossroads Baptist Church Photography/Videography Agreement Form

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

Bride's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Listed below are the wedding policies of Crossroads Baptist church that pertain to photography and/or videography for weddings and receptions on our premises. We reserve the right to suspend services at any point of noncompliance with these policies

- NO FLASH photography will be allowed during the ceremony. The ceremony begins when the bride arrives at the end of the aisle. Flash photos may be taken of the bride as she enters the sanctuary as well as the bride and groom as they recess as long as camera are confined to the rear of the sanctuary.
- Non-flash pictures may be taken from the rear of the sanctuary during the ceremony.
- The use of tripods, stands, and other equipment is allowed as long as their use does not deface any of the church furnishings and does not interfere with the movement in the aisles. The Wedding Coordinator will show the videographer where camera can be located.
- Photographers/videographers and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
- No food or drink may be taken into the Sanctuary.
- Any trash should be placed in its proper receptacle or be removed from the church when you leave.
- Photographers and videographers be as unobtrusive as possible, be dressed appropriately for a wedding.
- There is to be no movement near the altar during the ceremony. The presence of a photographer or videographer in the choir area or stage is not permitted.
- The photographer may take as many pictures before the ceremony as needed. If it is necessary to take formal sanctuary pictures before the normally allotted time of three hours prior to the ceremony, additional time must be scheduled by the bride through the Wedding Coordinator.
- Additional lighting is prohibited.
- All photography will be under the general supervision of the Wedding Coordinator
- All those assisting the Photographer/Videographer are expected to abide by these same guidelines.

I/We agree to comply with the rules and regulations of Crossroads Baptist Church regarding Photographer and/or Videographers as described above.

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Videographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

*Please sign this form and mail it to the Wedding Coordinator at least three weeks prior to the wedding.*

Crossroads Baptist Church  
125 S. Houston Levee Road  
Eads, TN 38028  
Attn: Wedding Coordinator

## Crossroads Baptist Church Caterer Agreement Form

Wedding Date and Time \_\_\_\_\_  
 Bride's Name \_\_\_\_\_  
 Telephone \_\_\_\_\_

Listed below are the wedding policies of Crossroads Baptist church that pertain to catering wedding receptions and/or rehearsal dinners on our premises. We reserve the right to suspend services at any point of noncompliance with these policies

Please note: At this time the CBC kitchen is furnished as a catering space with refrigerators, warmers, sinks, and limited dinnerware and flatware.

- The Caterer is responsible for bringing, utensils, plates, serving dishes, and other items needed for the reception.
- The Caterer is responsible for cleaning the kitchen/reception area(s) and removal of food, utensils, and other items brought in.
- Any liquid containing red dye is strictly prohibited
- No alcoholic beverages or items containing alcohol may be served at the reception or any other wedding related activities on the church premises.
- A Wedding Coordinator must be present for receptions. No exceptions.
- The caterer and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
- The caterer may arrive 4 hours prior to the ceremony to begin set up.
- Absolutely no food or drink is to be taken into the Sanctuary.
- The use of church buildings for all wedding activities must conclude no later than 10:00 pm. There are no exceptions to this policy. The church Facility Maintenance personnel will be setting up the rooms for the next days' activities. After 9:00 pm, there will be a surcharge of \$100 for the facility and \$50 per hour for the Wedding Coordinator.
- Caterers should enter the building through the West Exterior Kitchen Entrance

**NOTE:** CBC does NOT have ovens or cooktops.

I/We agree to comply with the rules and regulations of Crossroads Baptist Church regarding conduct, service, etc., as described above for weddings, recedptions, and/or rehearsal dinners.

Catering Company \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

*Please sign this form and mail it to the Wedding Coordinator at least three weeks prior to the wedding.*

Crossroads Baptist Church  
 125 S. Houston Levee Road  
 Eads, TN 38028  
 Attn: Wedding Coordinator



## Crossroads Baptist Church Florist Agreement Form

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

Bride's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Listed below are the wedding policies of Crossroads Baptist church that pertain to florists and decorations for weddings and receptions on our premises. We reserve the right to suspend services at any point of noncompliance with these policies

- Flower arrangements/plants must be placed in waterproof containers with an oasis filled with water. Some type of waterproof barrier should be placed under arrangements/plants to prevent leakage onto the carpet.
- All flowers and decorations must be removed immediately after the wedding. The church has no place to store these items and anything left will be discarded.
- No nails, screws, tacks, glue, or cellophane tape may be used on the walls, carpet, floors, stage, furniture, or woodwork. Only Gaffer tape may be used to secure cords to the carpet.
- No real petals are to be dropped in the church aisles. Silk/paper petals must be picked up after the service.
- All corsages, boutonnieres, bride's and bridesmaid's flowers should be placed in the Bride's Room
- Florists are responsible for cleaning the decorated area of any leaves, loose dirt, etc.
- Flowers, plants, candles, or other decorative items are NOT allowed on the piano or other equipment inside the sanctuary
- All candles used in the ceremony and reception must be paradise type candles in metal sleeves. (<http://www.paradisecandles.com>). Battery operated candles are acceptable. The carpet must be fully protected.
- Nothing may be hung from the ceiling.
- Aisle runners cannot be used due to safety constraints.
- The sanctuary and reception area will be available for decorating 4 hours prior to the event. *(If needed, the bride may request additional decorating time through the wedding coordinator.)*
- The florist and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
- Absolutely no food or drink is to be taken into the Worship Center.

I/We agree to comply with the rules and regulations of Crossroads Baptist Church regarding Photographer and/or Videographers as described above.

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Florist's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

*Please sign this form and mail it to the Wedding Coordinator at least three weeks prior to the wedding.*

Crossroads Baptist Church  
125 S. Houston Levee Road  
Eads, TN 38028  
Attn: Wedding Coordinator





## Crossroads Baptist Church Outside Consultant Agreement

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

Bride's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Each wedding held at Crossroads Baptist Church will be assigned a Crossroads Wedding Coordinator who will be present for all activities scheduled for the wedding. Outside consultants must defer to the CBC Wedding Coordinator in all matters pertaining to facility usage and church policy.

The outside consultant agrees to do the following:

- Ensure that all communication and special requests with the church go through the Wedding Coordinator.
- Defer all decisions and interpretation of policies to the assigned CBC Wedding Coordinator. Outside Consultant and Wedding Coordinator will go over the policies of the Church and the Consultant will be responsible that all wedding attendees follow the policies.
- Provide names and phone numbers of any vendors providing services to the wedding party at least three weeks prior to the event, with a description of services to be provided.
- Provide information on technical needs directly to the Wedding Coordinator.
- Be able to conduct the rehearsal provided that all details have been discussed with the Wedding Coordinator prior to rehearsal night.
- Understand that under no circumstances will the Outside Consultant move any furniture, flowers, plants, instruments, panels, cameras, or ask technical staff to move them without first consulting the CBC Wedding Coordinator.
- Ensure that the wedding party stay confined to only those areas which have been reserved for the wedding.
- Non-compliance to this request may result in additional fees or loss of security deposit.
- Ensure that the wedding ceremony begins and ends on time.
- Ensure that they and their employees refrain from the use of irreverent language, and discourteous actions.

I/We agree to comply with the rules and regulations of Crossroads Baptist Church as described above.

Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Consultant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

*Please sign this form and mail it to the Wedding Coordinator at least three weeks prior to the wedding.*

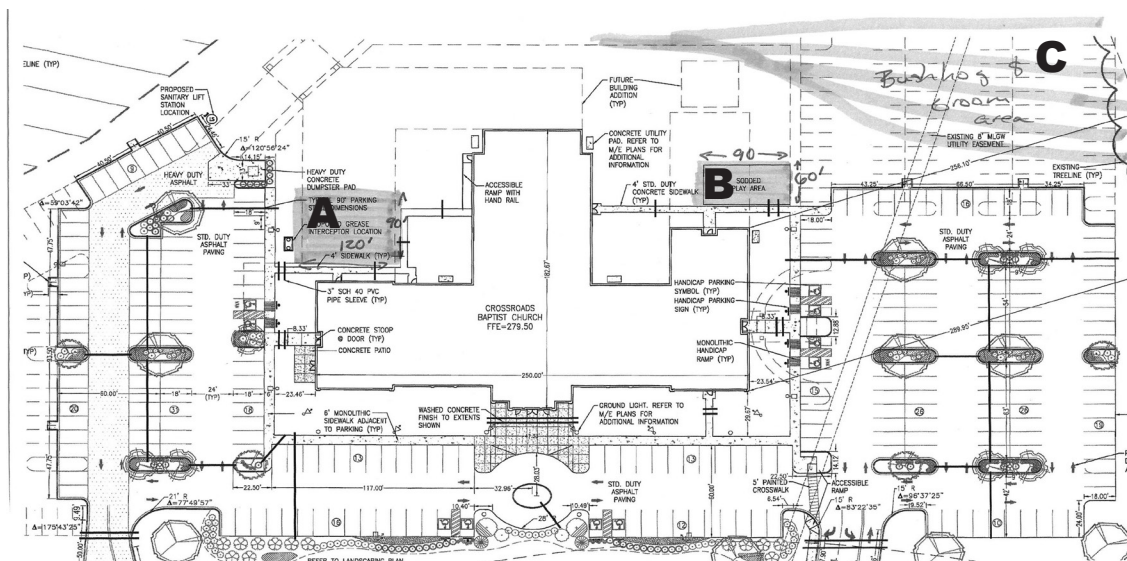
Crossroads Baptist Church  
125 S. Houston Levee Road  
Eads, TN 38028  
Attn: Wedding Coordinator



## Guidelines for Tent Use on the Crossroads Property

Tents may be used only according to the following guidelines:

- Location A and B (See map below) require that the tent poles be barreled due to under ground irrigation system.
- Location C may require bush hogging at the expense of the event host.
- Crossroads Baptist Church building will not be available as a back up option due to poor weather conditions.
- All items used in the tent reception must be rented and not the property of Crossroads Baptist Church.
- Crossroads will provide one single circuit 15AMP service to the tent. Anything beyond that will need to be supported by a generator or other source.
- A post event clean up fee of \$100 will be due three weeks prior to the event.
- An additional hostess fee of \$60 must be paid to secure a second hostess for the interior of the building during the event. This fee will be due three weeks prior to the event.
- The event must be concluded by 10:00 PM and only the approved items may be used to send the couple off (See Wedding Packet).
- All guidelines listed in the Crossroads Wedding Packet regarding receptions apply to outdoor receptions as well as indoor receptions.
- Tent must be removed from the Crossroads Property immediately following the event, if possible, and no later than 7:00PM the following day.
- Crossroads is not responsible and cannot provide storage for any items used at the event.
- The event host is responsible for any damage done to Crossroads Baptist Church Property.





## Table Linens

Crossroads Baptist Church currently has a limited supply of linens for use. We gladly make available our supply with the following policy and associated costs.

The linens that are the property of Crossroads Baptist Church must stay on site; they may not be used at any other venue other than here at Houston Levee. Crossroads also is the sole provider of their use and laundry return service. The cost per table cloth used is \$8.00. This amount includes their use and their laundry.

*Please note:* Linens provided will have been professionally laundered, however, you will probably need to plan on pressing them again before use.

Crossroads table sizes are:

**Rectangular** - 30"x 72" (35 available)  
**Round** – 60" in diameter (16 available)

Inventory Available:

**White:**

Rectangular: 30  
 Round: 1

**Gray:**

Round: 14

**Pink:**

Round: 4

**Blue:**

Rectangular: 1

**Black:**

Rectangular: 4

**Green and Brown:**

Rectangular: 1

**Cream:**

Rectangular: 2

**Red:**

Rectangular: 1

**Aquamarine:**

Rectangular: 4

Requests for linens, in writing, specifying color and shape along with the rental fee must be received *2 weeks prior to the event.*