



CROSSPOINT
CHURCH

Wedding Policy

Revised 10/10/16

What Marriage Means at Crosspoint – Definition of Marriage

“God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.”

- Baptist Faith and Message, 2000

Wedding Application Process

- Submit a Wedding Application at least 4 months prior to the desired date of your wedding.
- Upon receipt of your Wedding Application, the Site Coordinator will contact you to schedule a first meeting.
- Upon Site Coordinator approval and receipt of your \$200 security deposit, your event will be officially reserved on the church calendar.

Schedule of Due Dates

- 4 months prior to wedding date: Wedding Application due.
- Upon meeting with Site Coordinator: \$200 Security Deposit due.
- 3 months prior to wedding date: Pre-Marital Counseling Plan Letter due.
- 2 months prior to wedding date: Music plan due.
- 1 month prior to wedding date: Full payment is due.
- 3 weeks prior to wedding date: Final meeting with Site Coordinator.

Pastors and Premarital Counseling

Crosspoint Pastors

Crosspoint pastors are happy to officiate your wedding depending on availability. Crosspoint pastors will only officiate the wedding of individuals in agreement with the definition of marriage represented on page 1 of this document (Baptist Faith and Message 2000). Reserving the church does not automatically reserve the senior pastor or any other pastor of Crosspoint Church. Arrangements must be made directly between the bride/groom and the pastor himself.

Outside Pastors

It is permissible to have an outside pastor officiate from a Christian evangelical church other than Crosspoint Church; however, the minister will be required to be approved by writing a letter to the elders of Crosspoint outlining from what church and/or denomination he is a pastor, his intentions for pre-marital counseling (written transcript of questions and key discussion points), and his plans for the wedding ceremony. The letter can be sent via mail or as an email attachment to connect@crosspointclemsonton.org. The minister will work with the bride/groom to plan the order of worship for the wedding ceremony. This letter is due no less than three months before the wedding date.

Premarital Counseling

Couples seeking to be married at Crosspoint Church are required to participate in pre-marital counseling by either a Crosspoint pastor or another pastor that is approved.

Site Coordinator

A Crosspoint Site Coordinator is assigned to your wedding when you submit your wedding application. The Crosspoint Site Coordinator will be in attendance for the rehearsal, wedding, and any needed meetings. Three weeks prior to your wedding, the Coordinator will schedule a final appointment with you to confirm the details of your wedding. The Site Coordinator will arrive 2 hours prior to the wedding and will remain at the church until the ceremony is complete and all guests have exited.

Sound Technician

Crosspoint Church will assign a sound technician to your wedding, which is included in the wedding fee. The sound technician will run sound for your rehearsal and wedding ceremony. The Crosspoint Sound Technician is the only person who can adjust any sound or lighting components or move any equipment on or off of the stage. These requests can be made to the Site Coordinator.

Rehearsal

Times & Guidelines

Please plan your rehearsal dinner to follow the rehearsal. This will allow you the most flexibility with your evening and will allow the Crosspoint staff to spend the evening with their families.

Rehearsals are usually scheduled as follows:

- Rehearsals at 6:00pm Thursday for a scheduled Friday evening wedding
- Rehearsals at 6:00pm Friday for a scheduled Saturday wedding

Attendance at Rehearsal

Please communicate effectively to ensure that the following people attend the rehearsal to ensure a smooth wedding ceremony.

- Officiating Pastor
- Crosspoint Site Coordinator & Crosspoint Sound Technician

If you wish for the sound technician to remain after the rehearsal to enable musicians to practice, you must make these arrangements prior to the rehearsal. There will be an additional charge for this additional time commitment (\$25/hour)

Items to Bring to Your Rehearsal

- Your programs
- Payment envelopes for each wedding service (Pastor's honorarium, musicians fee, etc.)
- Any pre-recorded music (CDs) that you wish to use in the ceremony
- Do not bring any bridal or bridesmaids dresses or any tuxes the evening of the rehearsal. They cannot be stored at the church.

Ceremony

Arrival Times

Decorating times are outlined below, unless otherwise indicated by the Site Coordinator:

- Thursday Rehearsals - Sanctuary available 3 hours prior to rehearsal
- Friday Rehearsals - Sanctuary available at 10am on day of rehearsal

Dressing Rooms

The dressing room for women will be Room 101, right off the foyer. The restroom that the women can use is in the foyer. Closer to the time of the wedding, when guests begin to arrive, the bride may use the bathrooms in the corner nursery rooms. Neither a full size mirror nor clothing rack is provided. Anything beyond the chairs and tables will need to be provided by the bridal party.

The suggested dressing room for men is Nursery Room 6. There is a restroom near this room, but there is not a full size mirror. Two round tables with 8 chairs around each table will be provided; anything beyond the chairs and tables will need to be provided by the bridal party.

Please note that the Dressing rooms will be set up for our normal Sunday events. You may rearrange them based on your needs. At the end of the event, return the tables and/or chairs to the original set up.

All items must be removed from dressing rooms prior to the beginning of the ceremony. Going-away clothes for the bride and a make-up case may remain in the dressing room for later use, but must be placed along the wall so our custodians can clean the remainder of the room.

We cannot allow eating of/or the presence of peanuts in the dressing room areas as some other who use the room have life-threatening allergies. All other food/drink products must be disposed of before the wedding ceremony begins.

Decorations

The auditorium is intended as a setting for a sacred service, which is dignified and beautiful; therefore, decorations should be carefully planned.

Please note that during seasonal celebrations (Christmas, etc.) major decorations, for example, wreaths on the walls of the auditorium, must remain in place and cannot be removed.

Crosspoint does not provide a kneeling bench, candelabra or candle lighter.

Please note that Crosspoint requires that Event Rentals in Anderson, SC be used for the rental of all equipment, tables, chairs, etc. (864) 965-9100

Specific decoration guidelines:

- Ribbons or simple floral arrangements can be used to mark seats.
- No tacks, nail, tape, pins or wire are to be used to attach decorations to furniture or the building property (inside or out).
- All potted plants/greenery must have the pots covered and padded. They must be placed on polypropylene film, so they will not damage the wood or carpet.
- Dripleless candles can be placed in candelabras. Please use caution if arranging greenery in candelabras so to prevent fire. Candelabras must be placed on polyethylene film.
- All rental equipment must be arranged by the bride/groom and must be removed promptly after the wedding.
- It is the responsibility of the bride/groom to make arrangements with the florist and rental company to deliver and pick up products to/from the church.
- The church is not obligated to make available or to furnish equipment not owned by the church at the time of the wedding.
- All decorations must be removed promptly after the ceremony to allow for cleanup of the building.
- No glitter may be used in decorations of any kind.

Who is Involved

Your Minister

Pastor's Honorarium: This is the responsibility of the bride/groom and should be given directly to the pastor prior to the service. There is no set fee for this service. The usual range is \$100-\$300 in addition to travel costs.

Site Coordinator

A site coordinator provides valuable assistance from the first meeting until the wedding is over. S/he works as the primary liaison between the bride/groom and Crosspoint Church. S/he is available to answer any questions regarding church facilities and wedding policies. *Note: This is not the Wedding Director or Coordinator. Utilizing a Wedding Director/Coordinator is the choice of the bride/groom.

Musicians

Music can encourage people to worship and will set the tone for the marriage service. Give careful consideration to the music you select as your intent should be to glorify God. The overall music plan must be reviewed by the elders, or Worship Minister of Crosspoint Church. This plan must be submitted for review no later than two months prior to the wedding date.

Sound Technician

A Crosspoint sound technician must operate the audio and lighting equipment for the wedding ceremony and rehearsal. The church will assign a technician. The fee for the technician is included in the Auditorium Fee.

Photographer/Videographer

Because a wedding ceremony is a worship service, it is the responsibility of the bride/groom along with the wedding director to instruct the photographer that no flash pictures are permissible in the auditorium once the processional begins or during the recessional.

Florist

It is the responsibility of the bride/groom to make arrangements with a florist to deliver flowers to the church. All floral supplies must be disposed of and removed from the building before the ceremony begins.

Facilities

Time and Place of Ceremony

Wedding ceremonies can only take place in the auditorium. Weddings may begin no later than 4:00pm to allow sufficient time for cleaning following the ceremony. The auditorium has an approximate 500-person capacity.

Clean Up

All wedding decorations must be removed and trash discarded by 7pm after the ceremony in preparation for cleaning before the worship services on Sunday. Cleaning is a required service and is included in the Auditorium Fee.

Auditorium Chairs

Removing or rearranging chairs in the auditorium is not permitted. Doing so will result in the loss of the security deposit.

Stage Equipment and Instruments

No equipment is to be removed from the stage unless prior approval has been granted from and coordinated with the Site Coordinator. Upon approval, Crosspoint sound technicians will be responsible for moving any equipment.

Childcare

Nursery rooms are not available for care of small children during the ceremony.

Reception

A Wedding Reception is a separate event from the Wedding Ceremony and must be reserved through the normal channels of event rental at Crosspoint (see Site Coordinator). At this time, Crosspoint Church does not allow for Wedding Receptions in the Auditorium wing of the facility. Larger rooms in the Equipping Center may be used for a Wedding Reception.

The reception must be finished and all decorations removed by 9pm in order to leave time for cleaning and setting up for Sunday worship the next day.

The throwing of rose petals or birdseed, blowing bubbles or using sparklers as the bride and groom leave is permitted outside only. Please discard used or left over items in the proper trash receptacles. The use of rice is not permitted.

Property Damage or Defacement

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Wedding Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment that has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Fees

Wedding fees are based on the various services and personnel necessary to provide for a beautiful wedding day. The fees are the responsibility of the bride/groom to pay in full one month prior to the wedding. Failure to pay all fees will result in the forfeit of use of Crosspoint's facility. The security deposit is required in order to initially reserve the church for the desired date. Please make checks out to Crosspoint Church with "Wedding Fees-Last Name" in the memo line. Payments for any additional services which may include reception venue, rehearsal dinner venue, kitchen, musicians, caterers, equipment rentals, pastor honorarium, etc. are the responsibility of the bride/groom. It is understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons or services. Crosspoint charges fees to cover the cost of ministering to the community by making our facility available, not to generate a profit.

Fee Schedule

Security Deposit - \$200 (Refunded upon Site Coordinator approval after event)

- Due upon reservation of facility
- Crosspoint Church remains the right to withhold the security deposit if the policies outlined in this document are not followed. Some, if not all, of the security deposit will be lost if:
 - The chairs in the auditorium are moved
 - The equipment on the stage is moved without prior approval from and coordinating with the Site Coordinator.
 - Decorations and/or trash are left in the facility.
 - General damages and/or alterations are sustained to the facility (carpets, chairs, walls, etc.)

Wedding Fee - \$550

- Due 1 month prior to event
- Includes:
 - Use of the facility the day of the ceremony for set up, arrival of guests, ceremony, and post ceremony photographs.
 - Use of the facility for the corresponding rehearsal the night before the wedding.
 - The use of a Crosspoint Site Coordinator for the months leading up to the wedding and a sound technician for the rehearsal and ceremony (up to 3 total hours).
 - Custodial services

Other Policies

Alcohol and Smoking Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including outdoor courts and parking lots. All individuals and members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or deny use in the future.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the elders shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

Parking

Parking on the church property is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for handicapped individuals and all spots reserved for Dollar General. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Pets

No Pets, excluding service animals, are allowed inside the Crosspoint Church buildings.

Supervision of Children and Youth

No fewer than two adults, ages 16 or older, must be present at all times during any program or event involving children. Children should not be left unattended anywhere on the church property.