



*Your  
Wedding*  
**AT CROSSROADS**

# Congratulations!

*We are pleased that you have chosen Crossroads Christian Church for your wedding ceremony. We are prepared to serve you through the stages of your wedding planning, and hope to make this process smooth for you.*

This document will serve to direct you in all aspects of wedding planning relating to our facility, the role of the pastor, pre-marital counseling, and the order of events during your ceremony. Feel free to contact us if you have any questions.

God's favor on your wedding journey,

**Phil Heller**

Lead Pastor, Crossroads Christian Church





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# THE WEDDING PARTY



Phil Heller is our pastor who meets with couples, discusses possible available wedding dates, and gives final approval to the wedding.

## **OFFICIATING PASTOR**

The officiating pastor is the pastor who will marry the couple. A list of ordained pastors from Crossroads is listed on page 18 of this booklet. Guest pastors may perform a ceremony at Crossroads, but must receive permission from Phil Heller. It is the couples' responsibility to request and arrange for the officiating pastor.

## **WEDDING DIRECTOR**

The Crossroads Wedding Director's role is vital to weddings taking place at Crossroads. The Director will meet with the couple after the wedding date has been confirmed to discuss various details of the ceremony. The Wedding Director will coordinate everything having to do with facilities (set-up, lighting, media, sound) and will coordinate the program with the couple so the events run smoothly. Questions regarding use of facilities, scheduling, set-up/tear-down, dressing rooms, etc. should be directed to the Wedding Director. All fees and honoraria should be given to the Wedding Director to distribute as well.



# PLANNING YOUR WEDDING

In order to begin planning a ceremony at Crossroads Christian Church, it is necessary to confirm that the location, date and time, pastor, and facilities are available.

## **APPROVAL OF WEDDING REQUEST**

Pastor Phil Heller is responsible for meeting with couples and approving wedding requests. Please call 812-518-1408 to set up an appointment to meet with Phil. Please complete the Crossroads Wedding Application and return it to him prior to this meeting. After completion, the date and building use will be reviewed for approval. You will receive and complete a General Information Sheet at your appointment. You will also receive a Registration Request form to formally request the use of the building on your wedding date. Once the forms are completed, the date and building use will be tentatively scheduled (pending counseling approval).

## **PRE-MARITAL COUNSELING**

Crossroads Christian Church requires pre-marital counseling for every couple married at Crossroads Christian Church or by a Crossroads pastor.

To meet this requirement, at least three pre-marital counseling sessions will be scheduled for each couple. There is a charge of \$60 per session, plus a one-time testing fee of \$15 for the FOCCUS Assessment, which is required.

The couple will also be asked to sign a consent form to allow the counselor and pastor to communicate. Your wedding date can not be confirmed until counseling sessions are complete, and counseling approval is obtained. The officiating pastor reserves the right to refuse to conduct the ceremony at any time as a result of these sessions.

You may schedule your sessions with the Crossroads Counseling Center at 812-518-1490.

## **SCHEDULING AND FACILITIES**

All wedding dates are confirmed with the couple following:

- Counselor/Pastoral approval
- Receipt of Registration Request Form
- Date approval from the Crossroads Counseling Center Administrative Assistant.
- Approval for media resources and other Crossroads Christian Church support teams.

The bride will receive confirmation from the Wedding Director stating rehearsal and ceremony dates, and time and room usage.

### **Wedding Times**

Weddings may be scheduled on the hour or half hour any time between 10:00 AM and 4:00 PM on Saturdays.

### **Rehearsal Times**

All rehearsals are at 6:00 PM, Friday.

### **Facility Scheduling**

The facility will be scheduled for use by the wedding party from the time of the rehearsal until *one hour after* the end of the ceremony.

### **Cancellation**

Notice of cancellation must be made in writing to the Wedding Director as soon as possible. The pastoral staff reserves the right to postpone or deny any services. Postponement or denial by one member of the pastoral staff will inhibit requests to other members.

## **Chapel**

Crossroads' Chapel has complete lighting and sound controls. It can accommodate up to 270 guests. An aisle runner (provided by the couple) may be used with silk flowers or potpourri. Real flower petals are not permitted. The aisle runner should be 75 feet long.

## **Dressing Rooms**

Crossroads offers two rooms - one for the bride's party, one for the groom's. Room 104 is available for bridal dressing. Room 228 is available for the groom.

## **Atrium or Gym**

The Atrium or Gym is available for receptions.

*\*Smoking and alcoholic beverages are not permitted on the grounds or in Crossroads' buildings.*

**WEDDING COSTS AT CROSSROADS**

These fees reflect the minimal charge we need to provide staffing for your event. All fees are due upon date of confirmation. Fees should be given to the Wedding Director and checks should be made out to Crossroads Christian Church. The following fees are mandatory:

**Deposit** (refundable if no damages incurred)..... **\$100**

**Rehearsal & Wedding Ceremony**

Up to 150 guests ..... **\$425**

**Rehearsal & Wedding Ceremony**

Over 150 guests ..... **\$600**

**Chapel Rental (Crossroads Member)** ..... **None**

**Chapel Rental (Non-Member)** ..... **\$500**

**Reception**

Up to 150 guests ..... **\$175**

More than 150 guests ..... **\$300**

**Additional charge(s):**

Holiday Weekend ..... **\$150**

Atrium Rehearsal Dinner ..... **\$60**

**Audio, Visual and Lighting Packages for Crossroads Chapel**

**Tier 1** ..... **\$125\*\***

(1) wireless headset mic, (1) wireless handheld mic, podium mic, photo/video on side screens, pre-recorded music, basic lighting look, atrium mic (if needed)

**Tier 2** ..... **\$150\*\***

Tier 1 items + live music (basic)

- Live music (basic) includes audio support for one instrument and one vocal.

**Tier 3** ..... **\$200\*\***

Tier 1 items + live music (plus)

- Live music (plus) is audio support for anything more than one instrument and one vocal.

**Tier 4** ..... **\$250\*\***

Tier 3 + lyrics for select songs on the screens.

\*\*Price point set to include tech support for set-up, rehearsal, and ceremony.



**ADDITIONAL COSTS**

There will be other costs associated with weddings at Crossroads.

**Pastor’s Honorarium**..... amount TBD

**Musician Fees** (negotiated with musicians and reflect wedding and rehearsal times.)

\* Regarding the honorarium to the Pastor, please take into account the time and consideration they take to ensure that your wedding is a positive experience.



# THE CEREMONY

## REHEARSAL

The following participants should be present:

- Bride, Bridesmaids, Flower Girl
- Groom, Groomsmen, Ushers, Ring Bearer
- Bride's Parents
- Groom's Parents
- Scripture Readers
- Musicians

The following items are needed at the rehearsal:

- Wedding license or marriage certificate
- Wedding program (copies for everyone present)
- Scriptures to be read during ceremony
- Aisle runner

These items are needed 2 weeks prior to the rehearsal:

- CDs (if used for musical selections)
- DVDs (if used for video presentation)
- Playlists from itunes, computers, iphone or other musical devices

The rehearsal is conducted in its entirety by the officiating pastor. The Wedding Director will verify placement of all staging property and will cue the attendants and Bride for the processional.

## WEDDING

Crossroads facilities will be available from the time of rehearsal to one hour after the service. Please plan to have all participants and service people arrive at least one hour before the ceremony or at the time your photographer suggests.

### **Wedding Director**

The Wedding Director will verify placement of staging property, and will cue attendants.

### **Photography**

Pre-wedding photography is encouraged. The Bridal party and parents should make advance arrangements with the Wedding Director to make appropriate room reservations. Photographers should arrive 60-90 minutes before the ceremony, depending on pre-wedding photography.

## **Florists**

Florists should arrive no later than 60-90 minutes before the service to place floral arrangements.

## **Candles**

All candles used must be flameless/battery operated, with the exception of the Unity Candle. All candles must be dripless.

## **Music**

The couple is responsible to provide music for the ceremony. Musical selections should be submitted to the Wedding Director up to four (4) weeks before the rehearsal for approval and to verify their use in Crossroads' equipment. For a list of Crossroads vocalists or instrumentalists, contact the Wedding Director.

## **Exit**

Rice and domestic birdseed are not permitted to shower the couple on Crossroads' grounds. Fresh flower petals may be used outside the building only.

## **RECEPTION**

### **Location**

Receptions may be scheduled in the Atrium or Gym. The Gym will accommodate approximately 350 guests. Folding chairs and banquet tables are available for guests as well as food service.

### **Set-up**

The wedding party is responsible for all decorating. Please discuss decorations with the Wedding Director 4 weeks prior to the wedding to verify placement and appropriateness. The wedding party is also responsible for clean up of the room and removal of gifts and decorations after the wedding or reception. The custodial team will tear down tables and chairs and vacuum. The custodial fee for the reception is listed on page 7.

### **Food/Entertainment**

The friends or caterer providing food and beverage must be approved by the Wedding Director. The caterer is responsible for clean-up of kitchen facilities. No alcohol is allowed on the premises.

Dancing is permitted in the church building during the reception ONLY for the purpose of dances between: bride/groom, mother (or other parental female figure)/groom, bride/father (or other male parental figure.) All musical choices or arrangements must be submitted to and approved by the Wedding Director 4 weeks prior to the wedding. NO exceptions. should you have questions or concerns regarding this policy, you may contact Phil Heller at 812-518-1408.



# THE WEDDING PLAN SHEET

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Maid/Matron of Honor

\_\_\_\_\_  
Best Man

Bridesmaids:

Groomsmen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Flower Girl

Ring Bearer

\_\_\_\_\_  
Musicians:

\_\_\_\_\_  
Ushers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Guests expected \_\_\_\_\_

Items requested for reservation from Crossroads:

- \_\_\_ guest register table
- \_\_\_ keyboard
- \_\_\_ sound system/microphones
- \_\_\_ music stands
- \_\_\_ unity candle table
- \_\_\_ communion ware
- \_\_\_ podium for Scripture reader

**Prelude**

Music \_\_\_\_\_

Grandparents seated by:

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

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

Mothers seated by:

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

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

Carpet unrolled by: \_\_\_\_\_

Solo: \_\_\_\_\_

**Processional**

Music for pastor's, groom's, attendants' entry:

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Music for bride's entry

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## **Ceremony** (traditional order)

- Opening Remarks - Pastor
- Homily - Pastor
- Scripture Reading: \_\_\_\_\_
- Solo: \_\_\_\_\_
- Declaration of Consent ("I Do") - Bride and Groom
- Marriage Vows - Bride and Groom
- Exchange of Rings - Bride and Groom
- Pronouncement - Pastor
- Prayer of Blessing - Pastor
- Solo: \_\_\_\_\_
- Communion (circle) YES      NO
- Prayer for Bride and Groom - Pastor
- The Kiss
- Presentation of Newlyweds - Pastor

# Recessional

Music: \_\_\_\_\_

Bride's mother escorted by: \_\_\_\_\_

Groom's mother escorted by: \_\_\_\_\_

Grandmothers escorted by: \_\_\_\_\_

Receiving Line (circle)    HERE        AT RECEPTION

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## **~Old Testament~**

Genesis 1:26-27; 2:4-7, 18-22, 24

Ruth 1:16, 17

Psalms 29:1, 2; 34:3; 37:4; 63:1-4; 95:1-6; 100; 127; 128;  
150

Proverbs 3:5, 6; 18:22; 24:3,4; 31:10-31

Ecclesiastes 4:9-12

Song of Solomon 2:11-13; 5:16; 6:3; 8:6, 7a

Isaiah 61:10; 62:5

Jeremiah 33:11; 32:38, 39

Hosea 2:19, 20

## **~New Testament~**

Matthew 5:3-11

Matthew 19:4-6

John 2:1-11

John 15:9-17

John 17:22, 23

I Corinthians 7:1-7

I Corinthians 13

Ephesians 5:21-33

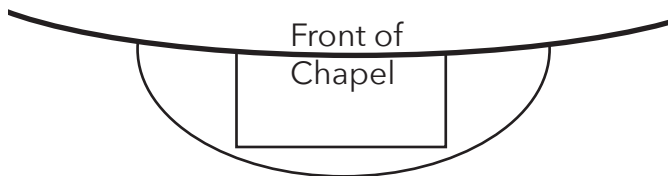
Philippians 2:5-1a

Colossians 3:12-17

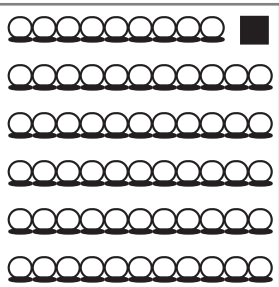
I Peter 3:1-7

I John 3:16; 4:7-19

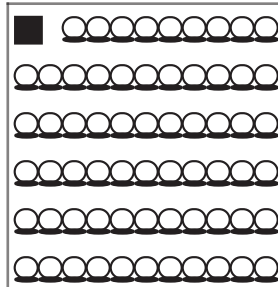




With Walls Open



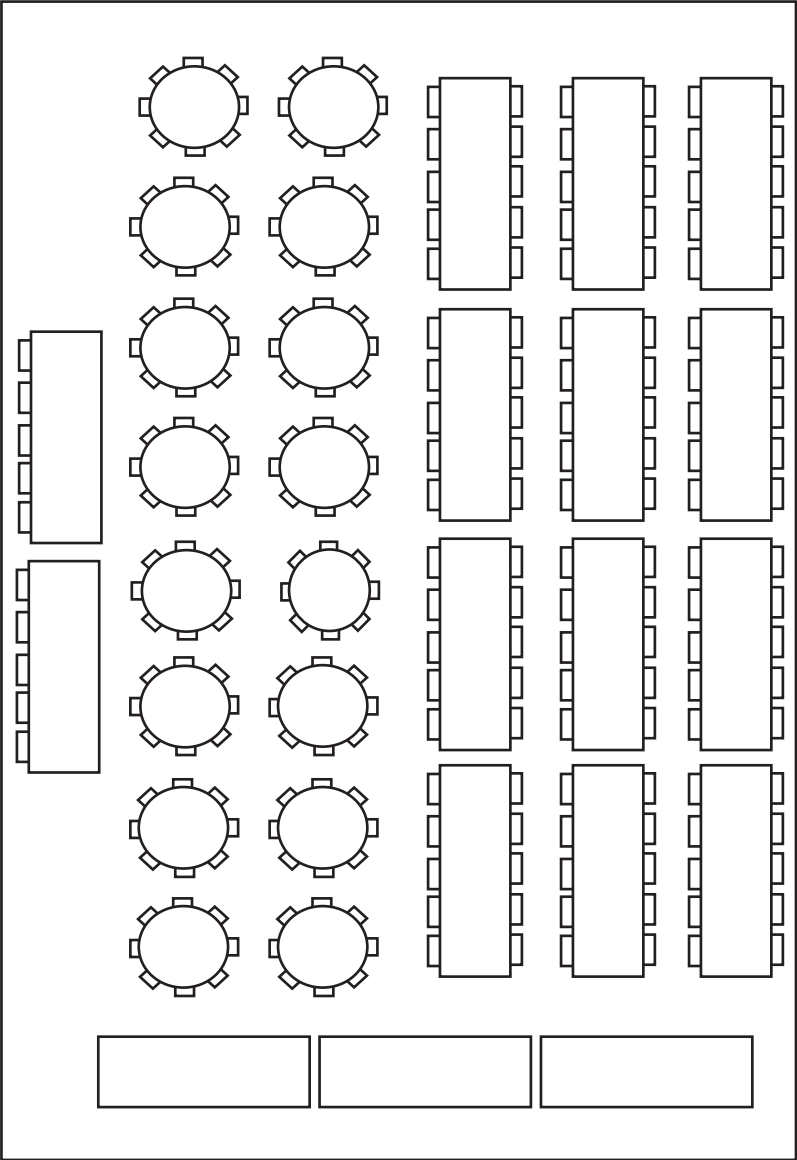
With Walls Open





# Reception Hall

Crossroads' Gym





# **A list of our Crossroads Pastors**

Andrew Bondurant

Phil Heller

Ryan King

Matthew Philip

Jeremiah Roop

Tyler Webb



**CROSSROADS**  
CHRISTIAN CHURCH

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