



**CROSSROADS CHURCH**

# Wedding Guide

**One Church in Multiple Locations**

*17671 Glacier Way  
Lakeville, Minnesota 55044  
952.469.PRAY*

*5590 Babcock Trail  
Inver Grove Heights*

*101 East Grant St  
Minneapolis, MN 55024*

*[www. Crossroadschurch.org](http://www.Crossroadschurch.org)*



**CROSSROADS CHURCH**



Christian marriage is one of the most significant, God-given privileges attainable. Therefore, your wedding should reflect dignity, joy and reverence in every detail. Your wedding ceremony is not a show to impress friends. It is a testimony before God and those dear to you of your desire to live and grow together in the Lord. This WEDDING GUIDE has been prepared for your assistance in planning your wedding.

### *I. PREMARITAL COUNSELING*



## **CROSSROADS CHURCH**

Since it is our purpose to prepare couples for marriage as well as to perform the ceremony which unites them in marriage, the church requires all couples to spend a minimum of three (3) counseling sessions to discuss various aspects of marriage and life together. These sessions will be held with the officiating pastor or with another trained counselor, pending the couple's permission. At least one additional session with the Wedding Director will be required to plan the ceremony. These sessions are arranged at your convenience when you first contact the pastor and should begin a minimum of three (3) months prior to the wedding date. A background information form is requested from a couple that asks about each person's faith history. The pastor does not officiate at weddings in which one person is a born-again believer and the other person is not a believer. Changes and situations not covered in the above policy must have prior approval from the officiating pastor.

### *II. YOUR WEDDING PLANS*

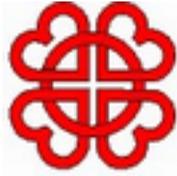
This is a joyful time for you and your fiancé. It is a time for commitment not only to each other but also to God. Since you are committing your lives to each other in the presence of God, it should be a ceremony that is fitting and honoring to the Lord. The policies and instructions of CROSSROADS CHURCH are set forth in this way to help make your wedding a worshipful experience.

### *III. OTHER ITEMS OF SPECIAL INTEREST*

Wedding Director: A Wedding Director from CROSSROADS CHURCH is assigned to every wedding at CROSSROADS CHURCH. The Wedding Director assists the wedding party and the officiating pastor in the details of the wedding ceremony, provides resources upon request and assists at the rehearsal and wedding ceremony. The Wedding Director will contact you to set up an initial consultation. The fee for the Wedding Director is the responsibility of the wedding party (see Fees section). The Director is not your Wedding Planner but acts as a liaison between the wedding party and the church.

Music: Your wedding will be a Christian wedding and the music should reflect Christian values. Since the wedding ceremony is uniquely personal and special to the bride and groom, the music should provide you an opportunity to testify of your love and devotion to one another and to the Lord. The music is a very important part of the ceremony and needs to be carefully planned and coordinated with the ceremony. The officiating pastor must approve the entire service, including the music.

Photographs: Flash photography or special lighting may not be used during the portions of the service in which there is speaking. Procession and recession photos with flash are permitted. The bride and groom are to inform the photographer about this. It is also recommended that you include a statement indicating this in your program/bulletin for your



**CROSSROADS CHURCH**

guests.

Video Taping: Video recording shall be planned in consultation with the Wedding Director.

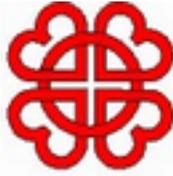
Sound System: The church sound system is available for your wedding. It will be the responsibility of the bride and groom to communicate technical needs to the Wedding Director. A CROSSROADS sound technician must be scheduled for weddings; arrangements for a sound technician will be made through consultation with the Wedding Director.

Decorations: All decorations need to be pre-approved by the Wedding Director. It is the responsibility of the wedding party to remove all decorations immediately following the wedding. (Name(s) of the person(s) responsible for removing the decorations should be provided to the Wedding Director in advance.

Gifts: All gifts must be removed from the church immediately following the wedding. It is recommended that you assign someone to be responsible for the care of gifts while at the church, and for transporting them after the ceremony.

Alcohol and smoking: Alcoholic beverages are not permitted on church property; smoking is permitted in designated areas outside the building. **Smoking is not permitted in front of the church at the main doors. Please make sure that your wedding party is made aware of this. See attached smoking map for designated areas.**

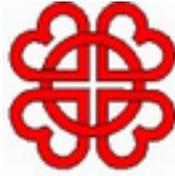
Send-off: No rice or birdseed is to be thrown on the property. We suggest bubbles as an alternative to throwing rice or birdseed.



**CROSSROADS CHURCH**

## REQUIRED FEES

<u>Fee</u>	<u>Amount</u>	<u>Date Due</u>	<u>Notes</u>
Damage Deposit	\$250	Due upon scheduling of church	This deposit is returned the week following the event, providing there is no damage done.
Wedding Director On Site at.	\$200	Due 2 weeks prior to wedding	<ul style="list-style-type: none"><li>▪ Liaison between CROSSROADS CHURCH and couple</li><li>▪ Assist couple in planning wedding ceremony</li><li>▪ Coordinates CROSSROADS CHURCH personnel for wedding</li><li>▪ Collects/distributes fees</li><li>▪ Attends rehearsal and wedding</li></ul>
PREPARE Inventory	\$35	Due at first meeting with Wedding Director.	<ul style="list-style-type: none"><li>▪ Life Innovations, Inc</li><li>▪ Offers a \$50 rebate on MN Marriage license</li></ul>
Facility Director	\$100	Due 2 weeks prior to wedding	<ul style="list-style-type: none"><li>▪ Building use contract must be signed and returned, with the deposit, upon scheduling of the church. (Please enter what the Facility Director covers for the \$100 – just like Wedding Director has a description.)</li></ul>
Officiating Pastor	\$300	Due 2 weeks prior to wedding	<ul style="list-style-type: none"><li>▪ Includes 3 counseling sessions</li><li>▪ Officiates ceremony</li></ul>
Sound Technician	\$100	Due 2 weeks prior to wedding	<ul style="list-style-type: none"><li>▪ Required if using prerecorded music or microphone.</li></ul>



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RATES FOR ROOMS:

Great Room (Ceremony)..... Non – Member - \$400 Member – \$300

\*Certain exceptions may be made at the pastor's discretion.

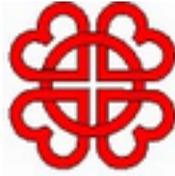
Estimated Total Fees for a Wedding at CROSSROADS CHURCH \$1235 + 250 Damage Deposit

## SUPPLEMENTAL FEES

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Videographer	Per Contract with CROSSROADS Audio Visual Evangelism (CRAVE)	Due 2 weeks prior to wedding	<ul style="list-style-type: none"> <li>▪ Please discuss additional technology needs with the Wedding Director. The CRAVE Team has a descriptive sheet of services that the Wedding Director can provide upon request.</li> </ul>
Instrumentalists*	\$100	Due 2 weeks prior to wedding	<ul style="list-style-type: none"> <li>▪ Confer with couple on music selection</li> <li>▪ Attend and play at rehearsal and wedding</li> </ul>
Vocal Soloist*	\$100	Due 2 weeks prior to wedding	<ul style="list-style-type: none"> <li>▪ Confer with couple on music selection</li> <li>▪ Attend and sing at rehearsal and wedding</li> </ul>
			<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>

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\*Refers to CROSSROADS CHURCH musicians, as arranged through the Wedding Director. Any other musicians participating in the wedding are the bridal couple's responsibility to pay or compensate.

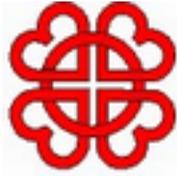
## **PREMARITAL COUNSELING COVENANT**

### **For couples planning their wedding with a Pastor from CROSSROADS CHURCH**

A covenant is a binding agreement. It is our desire to not merely perform a wedding ceremony, but to prepare people for a lifetime of marriage. In order to best facilitate this, we require a minimum of three (3) counseling sessions with the pastor or another trained counselor. This includes the PREPARE Inventory computer profile of the couple, which is to be paid by the couple at the first counseling session.

Also, since it is our desire as a church to honor God with all our ministries, including weddings, we have here outlined some of the responsibilities of the couple that we feel will best honor and represent our Lord. This covenant also represents our desire to serve you, not only in your wedding, but also in your spiritual growth as individuals and as a couple. It assures you of having the best start possible for your marriage. Any questions or hesitations you may have should be directed to the officiating pastor. Please read over these items carefully, then sign and date the sheet as indication of your willingness to complete the covenant. Return this sheet to the Wedding Director. Thank you.

1. We will read and follow the CROSSROADS CHURCH WEDDING GUIDE.
2. We will be on time and prepared for each counseling session.
3. We will attend each counseling session with an honest and open heart.
4. We will keep ourselves sexually pure before God and each other during the time of our engagement and counseling.
5. We will regularly attend church together.



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6. We will faithfully seek to honor each other as we prepare ourselves for a lifetime together.

Bride: \_\_\_\_\_ Date \_\_\_\_\_

Groom: \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your cooperation!*



**CROSSROADS CHURCH**

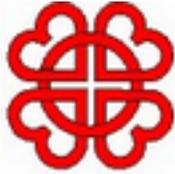
## CONTRACT AND RULES FOR USE OF CROSSROADS CHURCH

- 1 You are responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the Wedding Director.
- 2 You may decorate tastefully, in consultation with the Wedding Director. All areas used should be left as you found them.
- 3 The kitchen refrigerator and microwave are available for use. It is expected that the kitchen will be left in the condition in which it was found. All tableware, linens and paper products will be supplied by the bride and groom.
- 4 There are to be NO alcoholic beverages on the church property. Smoking is permitted only in designated areas outside the building.
- 5 Any beverage or food spilled is to be cared for promptly.
- 6 All food and decorations are to be removed by the responsible persons before leaving the premises.
- 7 Use of candles must be pre-approved by the Wedding Director.
- 8 You are responsible for any damages to the church property or equipment.
- 9 A \$250.00 damage deposit shall be due at the time the wedding is booked. The Wedding Director will refund the deposit amount 1 week after the wedding, upon satisfactory inspection of the building.
- 10 All fees are to be paid in full two (2) weeks prior to the date of the Wedding. Each service rendered will require an individual payment submitted to the Wedding Director for distribution.

I have read and agree to the contract rules and fees for use of facilities of CROSSROADS CHURCH.

Rooms we plan to Use \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**CROSSROADS CHURCH**

.....For Wedding Director's Use Only.....

Amount of Deposit \_\_\_\_\_ Date received \_\_\_\_\_ by \_\_\_\_\_

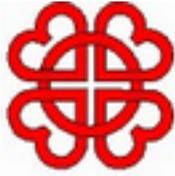
Fees (in full) due on \_\_\_\_\_ Received \_\_\_\_\_ by \_\_\_\_\_

.....Tear-off Receipt.....

Bride/Groom: \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Date received \_\_\_\_\_ by \_\_\_\_\_

Fees (in full) due on \_\_\_\_\_



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## BACKGROUND INFORMATION – BRIDE

Please complete and return to the Wedding Director prior to first counseling session.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Education: \_\_\_\_\_

How long have you attended CROSSROADS CHURCH? \_\_\_\_\_

Are you a member of another church? \_\_\_\_\_

Have you been married before? \_\_\_\_\_ Widowed or Divorced? \_\_\_\_\_

Does your family approve of this marriage? \_\_\_\_\_

If divorced, please respond to the following:

When were you divorced? \_\_\_\_\_

What were the circumstances for your divorce? \_\_\_\_\_

\_\_\_\_\_

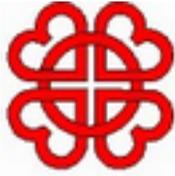
\_\_\_\_\_

\_\_\_\_\_

What steps did you take to attempt reconciliation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CROSSROADS CHURCH**

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Do you have children? \_\_\_\_\_ If so, explain their attitude about your marriage: \_\_\_\_\_

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Has your former spouse remarried? \_\_\_\_\_

Tell about your family (parents, brothers, sisters, where you grew up, etc.) church background and conversion experience:

Family: \_\_\_\_\_

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Church and spiritual experiences: \_\_\_\_\_

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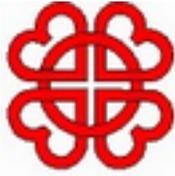
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Conversion experience (when and where did you become a Christian?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BACKGROUND INFORMATION - GROOM

Please complete and return to the Wedding Director prior to first counseling session.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Education: \_\_\_\_\_

How long have you attended CROSSROADS CHURCH? \_\_\_\_\_

Are you a member of another church? \_\_\_\_\_

Have you been married before? \_\_\_\_\_ Widowed or Divorced? \_\_\_\_\_

Does your family approve of this marriage? \_\_\_\_\_

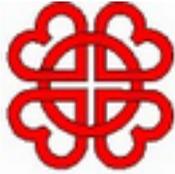
If divorced, please respond to the following:

When were you divorced? \_\_\_\_\_

What were the circumstances for your divorce? \_\_\_\_\_

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

What steps did you take to attempt reconciliation? \_\_\_\_\_



**CROSSROADS CHURCH**

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Do you have children? \_\_\_\_\_ If so, explain their attitude about your marriage: \_\_\_\_\_

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Has your former spouse remarried? \_\_\_\_\_

Tell about your family (parents, brothers, sisters, where you grew up, etc.) church background and conversion experience:

Family: \_\_\_\_\_

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Church and spiritual experiences: \_\_\_\_\_

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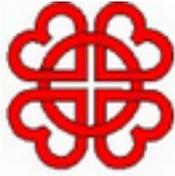
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**CROSSROADS CHURCH**

Conversion experience (when and where did you become a Christian?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BACKGROUND INFORMATION - COUPLE

Please complete and return to the Wedding Director prior to first counseling session.

How long have you been dating? \_\_\_\_\_ engaged? \_\_\_\_\_

Are you currently living apart or together? \_\_\_\_\_

Are you sexually active in your relationship? \_\_\_\_\_

Where do you plan to live after your wedding? \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

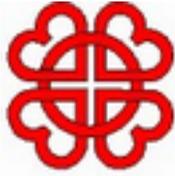
Will you be attending CROSSROADS CHURCH? \_\_\_\_\_

What relationships do you have at CROSSROADS CHURCH? \_\_\_\_\_

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

Have you attended any pre-marital seminars, had pre-marital (or divorce recovery) counseling, or read any books on marriage? (Please specify): \_\_\_\_\_

\_\_\_\_\_



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## WEDDING INFORMATION

*Please fill this out together and return to the Wedding Director. We understand that you may not know all of the details of your wedding ceremony at this time. Please fill in what you know. You will have an opportunity to revise this information as planning continues.*

### **ABOUT YOU AND YOUR WEDDING**

Bride's name: \_\_\_\_\_ Birth Date \_\_\_\_\_

Groom's name: \_\_\_\_\_ Birth Date \_\_\_\_\_

Wedding Date and Times \_\_\_\_\_

Rehearsal / Decorating Dates and Times \_\_\_\_\_

Bride  
Address \_\_\_\_\_

Groom  
Address \_\_\_\_\_

City/Zip \_\_\_\_\_

City/Zip \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

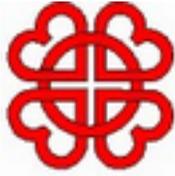
Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_



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Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**THE CEREMONY**

Officiating Pastor \_\_\_\_\_ Phone \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Maid of Honor \_\_\_\_\_

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

Attendants \_\_\_\_\_

Attendants \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ushers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Ring Bearer \_\_\_\_\_

Bride to be given away by (name/relation):

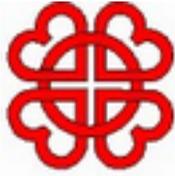
\_\_\_\_\_

Pianist \_\_\_\_\_

Other Musician(s) \_\_\_\_\_

Music Selections \_\_\_\_\_

\_\_\_\_\_



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Readers/Other Speakers and Selections \_\_\_\_\_

Other special parts of the ceremony: \_\_\_\_\_

Number of guests anticipated: \_\_\_\_\_

Chair arrangement in Great Room (center or side aisles):

Receiving line (dismissing by bride and groom, in church foyer, at reception):

Photographer \_\_\_\_\_

Photographer's planned time of arrival \_\_\_\_\_

When are pictures planned? Before and/or after ceremony \_\_\_\_\_

Florist \_\_\_\_\_

Florist delivery time \_\_\_\_\_

Whom do you plan to have pin on corsages and boutonnieres?

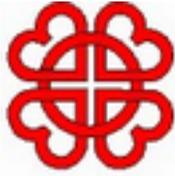
Person(s) responsible for removing all decorations and personal belongings from the church after the wedding (must be done the day of the wedding). Please indicate relationship to wedding couple.

**THE RECEPTION**

Reception Hall \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



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Phone:

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Transportation Planned to the Reception:

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**THE REHEARSAL**

Rehearsal dinner location:

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Planned/Expected time of rehearsal dinner:

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