APPENDIX A
POLICY FOR WEDDINGS AT CROSSWALK CHURCH MEMBERS

"Dearly beloved, we are gathered together here in the sight of God, and in the face of this company, to join together this Man and this Woman in Holy Matrimony, which is an honorable estate, instituted of God, signifying unto us the mystical union that is betwixt Christ and His Church…"

Your wedding is a sacred and holy occasion. It will be meaningful and special when it is conducted with reverence and joy. Careful planning will allow you and your guests to enjoy this very special day. The following information will enable you to plan your ceremony in accordance with the policies of Crosswalk Church.

The first step in planning the wedding is to contact the Church Administrative Assistant to determine the availability of the sanctuary and the Pastor for your chosen date. If available, she can reserve it on the church calendar for you. This should be done as far in advance as possible. All church services and church activities will take precedence for the use of the facilities. A deposit of $200.00 is required at the time of reserving your date on the church calendar. This is refundable one (1) week after the wedding unless there are cleaning or breakage fees to be deducted.

The Admin. Asst. will give you a copy of our policies. After reading them, please contact the Wedding Coordinator. She will plan a meeting with you to discuss necessary plans, schedules and various costs. This meeting should be held six (6) months before the wedding date, if possible. It will assist you in establishing the following:

- An appointment for premarital counseling with the Pastor;
- Scheduling rehearsal times;
- Reviewing fees for rentals of church decorations;
- The securing of required staff; and
- Discussion of general wedding information.

The following policies will help you understand the expectations of Crosswalk Church and hopefully clarify any questions which you may have.

Along with this policy booklet, there is a list of the various costs which are involved. Please read this information carefully before the meeting with the Wedding Coordinator so that if there are any questions they can be discussed at that time.

GENERAL INFORMATION:

- The Crosswalk Church facilities are available if the Bride, Groom or one of their parents are members.

- Weddings may be scheduled for either Fridays or Saturdays. The weddings on Saturdays must begin no later than 5:00 p.m. Sundays may be scheduled only with special permission on an exception basis.

- Weddings during holidays, especially during the Christmas period, are discouraged due to the large number of church events during that period.

- Crosswalk Church is a house of God and a wedding is considered a worship service. We ask that all wedding party members conduct themselves accordingly. It is to be a joyous occasion, not a raucous event. **Smoking and alcoholic beverages will be not allowed on church property at any time**.

- We ask that rice, confetti and birdseed not be used in the church itself. We do allow birdseed, bubbles and balloons to be used outside.

- Damage to any church property or equipment will be paid for by the users at current replacement cost.

- All established fees are due for payment one (1) month prior to the wedding date. Failure to pay one (1) month in advance will result in the cancellation of the reserved wedding date.

DECORATIONS:

Flowers, decorations and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

The following guidelines will be followed:

- Floral decorations will be so arranged that there will be no necessity to anchor or fasten them to the building or furniture and rugs; furniture must be protected from stain or drippings when potted plants or greens are used.

- No flowers or decorations may be placed on the communion table, pulpit, or piano.

- Decorations must not obscure or damage furnishings and symbols in the worship area. No furniture or symbol will be moved from their usual location in the worship area without approval.

- No nails or screws will be driven into walls, floors or furnishings.

- Candles should be used with drip cups, and carpets and other surfaces will be protected from wax drippings by a protective cloth.

- Aisle cloths (runners) are allowed.

- Flowers or flower petals may be strewn by flower girls or attendants.

The facilities will be available for decorating no more than four (4) hours prior to the wedding.

All non-church owned decorations must be removed from the facilities immediately following the wedding/reception. The church will not be responsible for such items nor their loss or damage. Failure to comply with this requirement will result in the Bride and Groom being responsible for the costs of clean up.

If families wish to leave wedding flowers for use in worship on the Sunday following the wedding, arrangements should be made through the church office no later than two (2) weeks prior to the wedding. An acknowledgement will be placed in the Sunday bulletin.

MUSIC:

The marriage ceremony in the Crosswalk Church is a service of worship. Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer.

Subsequent to meeting with the minister, the Bride and Groom will meet with the Church Music Director for the purpose of planning music for the service. The Music Director can offer suitable and appropriate suggestions for all the music of the wedding, including processional and recessional music. All selections must be approved by the Music Director prior to the rehearsal, and every effort will be made to approve music selected by the Bride and Groom. However, the final decision regarding the music for the service remains with the Music Director.

- Since a Christian wedding is a worship service, the music selected should be in keeping with this.

- The Minister of Music of Crosswalk Church is available by appointment to counsel with the Bride and Groom regarding the proper use of music, and should be contacted to assist in the choice of suitable sacred music for a Christian ceremony.

- The Music Director needs to approve all use of church instruments.

PHOTOGRAPHER:

- It is the responsibility of the wedding party to instruct the photographer that no flash pictures are permitted during the ceremony. A photograph may be taken as the Bride and father (escort) come down the center aisle and as the Bride and Groom leave. Videotaping is allowed at any time.

- It is suggested that you arrange to take as many pictures as possible prior to the hour of the wedding.

- The minister will be available for pictures following the ceremony. Please see that those involving him are taken first.

- The photographer must bring a protective cloth if he plans to stand on the pews or other furniture to take pictures.

- The candelabra may not be rearranged for pictures (this causes hot wax spillage on the furnishings).

FACILITIES AND EQUIPMENT:

The sanctuary of Crosswalk Church seats 450 people. The Fellowship Hall will hold 200 seated guests and 275 guests for a stand-up reception.

The church nursery will serve as the Bride's room and the Groom will have the use of the Board Room.

The charges for the sanctuary rental are shown on the attached scheduled. They include the rental of the sanctuary for one and one-half (1½) hours for the rehearsal and for a maximum of six (6) hours on the day of the wedding. This includes the time for placing decorations in the church.

The Fellowship Hall is available for rehearsal dinner as well as for the reception. A kitchen is available adjacent to the Fellowship Hall. The kitchen is small and is therefore more suited to setting up and serving catered food.

We have 20 large rectangular tables and 3 large round tables. All seat 8-10 persons. Linens, china and decorations will be the responsibility for those planning the rehearsal dinner/reception.

Although there are janitorial services available for cleaning the Fellowship Hall, the cleaning of the kitchen is the job of the responsible party.

There is a sound system available in the Fellowship Hall along with an upright piano. Dancing is allowed in the Fellowship Hall.

The rule of no alcohol or smoking also applies to the Fellowship Hall.

MINISTER:

The ceremony will be conducted by Pastor Josh Huisman of Crosswalk Church. A guest minister may participate with the permission of the Pastor. If another minister is performing the ceremony, he must confirm by letter to Pastor Huisman that pre-marital counseling has been completed.

Pastor Huisman conducts three (3) pre-marital counseling sessions. These must be completed at least three (3) weeks prior to the wedding. The purpose of the counseling is to:

- Discuss the meaning and responsibilities of a Christian marriage.
- Discuss the basis for a Christian marriage with God as a foundation.
- Discuss the meaning of vows and commitments made to one another.
- To discuss and plan the wedding ceremony. The wedding ceremony is the traditional service unless otherwise specified. (A stand will be provided if a unity candle is going to be used.) If the Bride and Groom desire to rewrite the vows or change any part of the service, it must be reviewed and approved by Pastor Huisman.
- Review the legal requirements of the State of Tennessee.
- Review whether the Bride and Groom desire to partake of communion and include guests. This is necessary so that the Pastor and Wedding Coordinator can make sure that the elements are prepared appropriately.

If the minister is convinced after discussion with the couple that commitment, responsibility, maturity or Christian understanding are so lacking that the marriage is unwise, the minister will assure the couple of the church's continuing concern for them and not conduct the ceremony.

Pastor Huisman has the discretion to reject any candidates for matrimony.

Pastor Huisman will conduct the rehearsal. This should last no longer than one and one-half (1½) hours. All members of the wedding party should plan on attending the rehearsal. The marriage license should be given to Pastor Huisman no later than at the rehearsal.

On the day of the wedding, Pastor Huisman will meet with the Groom and the Best Man in the Pastor's office fifteen (15) minutes before the music begins.

Wedding Fees for Crosswalk Members,
Daycare Employees, and Church Staff

COST

SANCTUARY (includes services of an officiating pastor, Worship Arts Pastor, Technical Arts Assistant, Wedding Director, and Janitor) ..... $ 1,000.00

REHEARSAL DINNER (in the Fellowship Hall - includes services of Wedding Director, Technical Arts Assistant, and Janitor) ..... $ 250.00

RECEPTION (in the Fellowship Hall - includes services of Technical Arts Assistant, Wedding Director, and Janitor) ..... $ 250.00

NOTE: THE ABOVE FEES ARE ALL-INCLUSIVE.

DEPOSIT (REFUNDABLE) ..... $ 200.00

YOUR CHECK FOR THE BALANCE OWED IS TO BE MADE PAYABLE TO CROSSWALK CHURCH AND PAID ONE MONTH IN ADVANCE OF THE WEDDING. FAILURE TO PAY ONE MONTH IN ADVANCE MAY RESULT IN THE CANCELLATION OF THE RESERVED WEDDING DATE.