



# PLANNING A CHRIST-CENTERED WEDDING

## Coordination & Direction

The Church Wedding Coordinator will help you establish a date on the church calendar for your wedding and assign a Wedding Director to assist you with the details of planning your wedding. The Wedding Director is a representative of the church in all implementations of the wedding policies. The Wedding Director must be used for all weddings. Due to her presence at the rehearsal, the pastor will attend as schedule permits. You may use your own Wedding Director and/or Coordinator; however, our Wedding Director will still be required to coordinate your wedding and the fee will be charged. The Wedding Director will assist you with the following:

- ❖ Reviewing church policy with the florist, caterer, videographer and photographer
- ❖ Building tour to show the Bride the rooms used for weddings and to determine if any additional rooms are needed
- ❖ Coordination of all details related to the rehearsal and wedding ceremony
- ❖ Assists the bride during the wedding preparation process

## Equipment

In our desire to help you have as beautiful a setting for your wedding as reasonably and conveniently possible, we provide an assortment of equipment that you may use included in the cost. The Wedding Director will be glad to talk to you about the available equipment and when let you see the equipment during your building tour.

## Video Taping & Photography

This is a lovely way to preserve the memory of your beautiful ceremony for a lifetime. Please note that Crossover Community Church does not provide any pictures or videos of your wedding or rehearsal. The Wedding Director will be happy to make recommendations of both videographers and photographers that we have worked with in the past.

## Receptions

The Fellowship Hall is available for use for your Wedding Reception (please confirm availability when booking your Wedding). Other rooms may be available for your reception upon request, based on availability. If you wish to use an outside caterer, please discuss this with the Wedding Coordinator. A fee will be charged when an outside caterer requires kitchen access (see Fee Information) and a permit is required (see Catering Guidelines/Permit). Please note that we do offer an ice machine for your use at no charge. If you wish to have your rehearsal dinner at the church, please contact Rosemary Medley, Special Events Coordinator, by calling

## Alcohol Policy

No Crossover Community Church resource shall be used in any wedding function that serves alcohol, imitation wine or champagne. These resources would include ministers, support staff, facilities and/or equipment. This policy would encompass the rehearsal dinner, the wedding and the reception.

## WEDDING CHECKLIST & TIMELINE

Your Wedding Date: \_\_\_\_\_

Your Wedding Director: \_\_\_\_\_

Church Wedding Coordinator: Rick Cortis 706-632-7872

- 10 Months prior to Wedding Date: Set date on Church Calendar and assignment of Wedding Director.
  
- 4-10 months prior to Wedding Date: Work with your Wedding Director to plan details of your wedding. She will assist you with referrals for a caterer, photographer, florist, musicians, videographer and other wedding services upon request.
  
- 4 months prior to Wedding Date: Turn in Wedding Application and deposit of \$75 to Church Wedding Coordinator.
  
- 2 months prior to Wedding Date: Turn in all permits, music approval form, diagrams for set-ups, and remainder of fees. Please contact the Church Wedding Coordinator to obtain the balance of your fees due. These fees may vary depending on the specific needs for your wedding.
  
- 6 weeks - 1 month prior to Wedding Date: Meet with your Wedding Director to confirm all details for your Order of Service and last minute wedding details.

**Special Note:** Your Wedding Director is available to serve you and help in all aspects of planning your wedding. Any questions and concerns regarding your wedding that she is unable to assist you with should be directed to the Church Wedding Coordinator at the number listed above.

# INDEX TO WEDDING POLICIES

*Wedding Application*

*Counseling Information & Procedures*

*Fee Information*

*General Church Policies*

*Music Guidelines / Permit*

*Florist Guidelines / Permit*

*Photography Guidelines / Permit*

*Videography Guidelines / Permit*

*Caterer Guidelines / Permit*

*Reception Hall & Worship Center Diagrams*

# WEDDING APPLICATION

Please complete this application and return to the Wedding Coordinator 120 days (4 months) prior to your wedding date along with your deposit of \$175. This information will be used to help the Wedding Coordinator to better plan for your upcoming wedding.

Mail to: CROSSOVER COMMUNITY CHURCH , Attn: Wedding Coordinator  
101 George Curtis Rd., Blue Ridge, Ga. 30513

## BRIDE

Full name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work \_\_\_\_\_  
Age \_\_\_\_\_

Location of Church Membership:  
\_\_\_\_\_

Previous Marriage: No \_\_\_ Yes \_\_\_  
Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

Parents' Names \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Location of church membership:  
\_\_\_\_\_

## Wedding Information

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_ Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_

Officiating Minister \_\_\_\_\_ (You will need to coordinate with his office for availability. If you desire for a minister outside of our church staff to officiate, this must be approved in advance by contacting the Wedding Coordinator.)

Please check rooms desired:

Worship Center \_\_\_\_\_ Family Bathroom Areas \_\_\_\_\_ Other \_\_\_\_\_  
Fellowship Hall \_\_\_\_\_ Pastor's Reception Room \_\_\_\_\_  
Crying Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Number of Guests Expected \_\_\_\_\_ Any Special Circumstances \_\_\_\_\_

We have read the information packet and agree to abide by the conditions stated therein. We will make every effort to ensure that our guests do likewise.

Date \_\_\_\_\_ Applicants' Signatures: \_\_\_\_\_

Address of couple after wedding: \_\_\_\_\_

## **PREMARITAL COUNSELING:**

**All couples must be interviewed by a Crossover Community Church staff minister and released in order to book a wedding date on the church calendar.**

**It is the responsibility for the officiating minister to provide or facilitate premarital counseling.**

**All couples will be expected to follow the officiating minister's recommendations for their premarital counseling needs.**

**At the point of ten (10) months and/or completion of the premarital counseling process, your wedding date will be confirmed on the church calendar. We are sorry, but no weddings will be placed on the church calendar, tentatively or confirmed, prior to ten (10) months before the proposed wedding date.**

**Any questions regarding counseling should be directed to the Wedding Coordinator by calling 706-632-7872. We will be happy to recommend a minister for the purpose of officiating and/or counseling if needed.**

## FEE INFORMATION

### Basic Wedding Fee

\$250.00 for members and \$350.00 for non-members. (A member includes children or grandchildren of members.)

### Fee Details

- I. The Wedding Coordinator will determine in advance the total fees for your wedding. Please contact the Wedding Coordinator at (706) 632-7872 for the total fees due. A deposit of \$100 & your wedding application are due 120 days (4 months) prior to your wedding date and the remainder of fees & all permits are due 60 days (2 months) prior to the ceremony.
- II. The church custodians MUST do all setting up of the Worship Center and Fellowship Hall. Standard set up for a wedding is to clear the platform of the pulpit and chairs and to clean & straighten the room. Standard set up for a reception is to set up the Fellowship Hall with tables, chairs, and partition according to the diagram agreed upon by the wedding coordinator and the bride/caterer. The equipment you have requested will be placed once by the custodians based on the diagram you have submitted. Further placement and decorating will be the responsibility of the bride or someone she hires. Crossover Community Church does not charge an additional fee for standard custodial services as described above related to your wedding; however, any request that would be required above and beyond these specified services will be charged at an hourly rate provided to you by the Wedding Coordinator.
- III. Standard sound support for your wedding and reception is to record the ceremony, assure soloist and/or musicians have required microphones and set up sound system in the Fellowship Hall for any music that may be requested. Any requests and/or additional fees that would be required over and above these specified services will be charged at an hourly rate provided to you by the Wedding Coordinator.
- IV. A Crossover Community Church employed Kitchen Supervisor is required to be present at each catered event. The fee for a Kitchen Supervisor is \$50.00 (for a total of 6 hours the day of the event). Their responsibility will be to insure the safe use of the Crossover Community Church food service facilities and to provide a liaison with the caterer and the Church. They are on hand to answer questions and oversee activities. They are not responsible for preparation, serving, or cleaning for the caterer. Any requests and/or additional services that would be required over and above these specified services will be charged at an hourly rate.
- V. No fee is charged for the services of the minister and the church does not compensate the minister for performing the ceremony. Therefore, an appropriate honorarium should be given to the minister. Guidance for this can be provided by your Wedding Director.

## GENERAL POLICY INFORMATION

We require acceptance of all policies of the church before you place your date on the church calendar and announce your plans. It is your responsibility to see that every person observes these policies involved in the wedding.

- ❖ During times of special church celebration or promotion, the Worship Center may be decorated, and it is understood that these decorations will not be removed for weddings.
- ❖ No Crossover Community Church resource shall be used in any wedding function that serves alcohol, imitation wine or champagne. These resources would include ministers, support staff, facilities and/or equipment. This policy would encompass the rehearsal dinner, the wedding and the reception.
- ❖ Any wedding party member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding.
- ❖ Smoking is not permitted anywhere in the church building, including the rest rooms and dressing rooms.
- ❖ Because the wedding is a sacred occasion, no flash photography will be permitted during the ceremony.
- ❖ Bird seed, rather than rice or confetti, may be thrown OUTSIDE the building as the couple departs.
- ❖ The bride and her family are responsible for all personal items brought to the church. If rented or borrowed property is used, it is their responsibility to see that it is returned immediately after the wedding. The church shall not be liable for anything that is lost, stolen or damaged.
- ❖ Please do not use the church furniture as ladders or move it as this may cause damage.
- ❖ Please leave the facility in the condition in which it was found.
- ❖ All activities and clean-up must be completed within 4 hours from the time the ceremony begins.
- ❖ Church custodians are not to be used for helping to decorate your wedding or reception. If there are heavy items, please have someone else available to help.
- ❖ Please do not prop the exterior doors open for an extended period of time.

# MUSIC GUIDELINES

Your Wedding Director will be happy to recommend to you a pianist, keyboardist, soloist, or other musicians. It is your responsibility to make all arrangements with individuals. You will need to ensure the vocalists and instrumentalists have all required sheet music, CD's and/or cassette tapes of the selections you choose.

Honorariums for the instrumentalists, vocalists, or others are personal and should be cared for in that manner. (Be prepared to pay each of them a fee set by the individual.)

All music used in the wedding ceremony must be submitted to the Wedding Coordinator for approval at least 60 days prior to the wedding.

The earlier your music is submitted for review, the sooner you will know your selections are approved thus allowing you to proceed in planning your ceremony.

-----

TO BE RETURNED TO WEDDING COORDINATOR 60 DAYS PRIOR TO EVENT DATE AT  
THE FOLLOWING ADDRESS: FIRST BAPTIST CHURCH, WOODSTOCK  
ATTN: WEDDING COORDINATOR  
11905 Highway 92, WOODSTOCK, GA 30188

## MUSIC APPROVAL FORM

Wedding Date \_\_\_\_\_ Bride's Name \_\_\_\_\_

Vocal Music (List Below)	Vocalist(s)
_____	_____
_____	_____
_____	_____

Instrumentalist(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that you may be asked to provide song lyrics for approval when deemed necessary. The earlier this form is submitted, the sooner we can approve your music selections thus allowing you to better plan your Wedding Ceremony without possible last minute changes.



# GUIDELINES FOR PHOTOGRAPHING WEDDINGS

We are privileged to have so many different people photograph weddings at our church, and many of you are here infrequently. We felt it would be helpful to you and to us to print guidelines that need to be followed when photographing weddings here.

1. All pictures taken will be posed in a manner that shows reverence to the Lord. These buildings have been dedicated to the glory of God, and we believe that all that takes place here should be done with that fact in mind.
2. During the Wedding, no flash photography will be taken. No television lights may be used either.
3. It is suggested that you arrange to take as many pictures as possible prior to the hour of the wedding.
4. The photographer must inform the entire wedding party that pictures are to be made immediately following the ceremony. This will assure the wedding party's immediate return to the Sanctuary.
5. Remember that guests will be waiting for the reception. The photographer and Bride should plan in advance the list of pictures to be made.

All photographers will be required to complete this permit and return it to Crossover Community Church before their services may be used. A permit may be revoked or a new permit not issued due to noncompliance of policies. A new permit is required for each event and must be received in the Wedding Coordinator's office at least 60 days prior to the event. We reserve the right to restrict any photographer whose actions or performance in the past do not meet the standards of our church.

I understand the ceremony I am photographing is to maintain a worshipful and reverent atmosphere. I understand there will be no flash photography taken during the wedding ceremony. (Flash may only be used as the wedding party enters and leaves the ceremony.) I also understand my placement in the Worship Center must be approved by the Wedding Director. By signing below, I acknowledge that I have read and agree to abide by the above stated guidelines:

---

Photographer's Printed Name & Signature

Date

Address & Phone Number: \_\_\_\_\_

Bride's Name & Wedding Date: \_\_\_\_\_

TO BE RETURNED TO WEDDING COORDINATOR 60 DAYS PRIOR TO EVENT DATE AT  
THE FOLLOWING ADDRESS:

Crossover Community Church, ATTN: WEDDING COORDINATOR  
101 George Curtis Rd., Blue Ridge, Ga. 30513

## GUIDELINES FOR VIDEOGRAPHY FOR WEDDINGS

1. Videographers will be required to complete this permit and return to Crossover Community Church before their services may be used. A permit may be revoked or a new permit not issued due to noncompliance of policies. A new permit is required for each event and must be received in the Wedding Coordinator office at least 60 days prior to the event.
2. Crossover Community Church reserves the right to restrict any videographer whose actions or performance in the past do not meet the standards of First Baptist Church, Woodstock.
3. The church does not provide any video of weddings.
4. No flashes or additional television lights may be used during the ceremony.
5. Videographers should stay in the back of the Worship Center to videotape. If a camera is desired in the choir loft, it would have to be a hidden, stationary camera with no person attending.

I understand the Wedding Director will advise me regarding what the Crossover Community Church deems appropriate for the videography of the event stated below. I understand the ceremony I am filming is to maintain a worshipful and reverent atmosphere. I also understand my placement in the Worship Center must be approved by the Wedding Director.

I have read and agree to abide by the above stated guidelines.

---

Videographer's Printed Name & Signature

Date

Address & Phone Number: \_\_\_\_\_

Bride's Name & Wedding Date: \_\_\_\_\_

TO BE RETURNED TO WEDDING COORDINATOR 60 DAYS PRIOR TO EVENT DATE AT  
THE FOLLOWING ADDRESS:

Crossover Community Church, ATTN: WEDDING COORDINATOR  
101 George Curtis Rd., Blue Ridge, Ga. 30513

## CATERING GUIDELINES & PERMIT

I have read, understand, and agree to abide by the Crossover Community Church Catering Guidelines (listed on the reverse side of this page) concerning the use of the Kitchen, Fellowship Hall, or other area requested where I may provide services as an outside caterer. I take full responsibility for clean up, condition of equipment after the event, and the conduct of any person employed by or acting on behalf of me.

I understand that Crossover Community Church requires that a Staff Kitchen Supervisor be present for all food service events requiring the use of the kitchen, and that there is a charge to the wedding party for this service.

I understand and agree that I will be held responsible for any and all damage to the church property incurred by the use of decorations, food service, and refreshments used in connection with the occasion for which this permit is issued. I also understand and agree not to hold Crossover Community Church responsible or liable for any injury or illness sustained or contracted by any person as a result of any use of facilities or equipment or my negligence with regard to safe and approved food service practices and I assume total responsibility for any and all food and beverage served at this event.

I understand that the kitchen facilities are available 3 hours before and until 3 hours following the event start time. Exceptions must be discussed with Wedding Director no later than 14 days prior to the event.

\_\_\_\_\_

Caterer's Printed Name & Signature

\_\_\_\_\_

Date

Address & Phone: \_\_\_\_\_

Bride's Name & Wedding Date: \_\_\_\_\_

Event Start Time \_\_\_\_\_

Food Service Approval \_\_\_\_\_ Date \_\_\_\_\_

Date returned \_\_\_\_\_

Assigned Supervisor \_\_\_\_\_

Please make a copy of both sides of this permit for your information & records.

TO BE RETURNED TO WEDDING COORDINATOR 60 DAYS PRIOR TO EVENT DATE AT  
THE FOLLOWING ADDRESS:

Crossover Community Church, ATTN: WEDDING COORDINATOR  
101 George Curtis Rd., Blue Ridge, Ga. 30513

## Catering Guidelines

- ❖ Crossover Community Church reserves the right to restrict any caterer whose actions or performance in the past do not meet the standards of Crossover Community Church.
- ❖ Please respect the policy that Crossover Community Church building and grounds remain SMOKE-FREE.
- ❖ Church Staff will not be responsible for loading and unloading equipment, emptying trash, assisting in food preparation and serving or otherwise assuming those responsibilities of the caterer.
- ❖ Caterers should plan to use the kitchen for final warming and plating of food only. Catered foods should arrive in finished form whenever possible. Ovens may be used to reheat foods if necessary.
- ❖ A refrigerator is available for your use. Space may vary.
- ❖ Cubed ice is available depending on amount needed and current ice machine production.
- ❖ It is the responsibility of the caterer to provide all utensils, buffet ware and cooking items needed for the event.
- ❖ The Church will provide tables and chairs only.
- ❖ Caterer must provide linens and dishes. These are not provided or made available thru Crossover Community Church.
- ❖ No CROSSOVER COMMUNITY CHURCH resource shall be used in any wedding function that serves alcohol, imitation wine or champagne. These resources would include ministers, support staff, facilities and/or equipment. This policy would encompass the rehearsal dinner, the wedding and the reception.
- ❖ Due to staining, please refrain from using RED PUNCH or liquids made with artificial red coloring.
- ❖ Caterers are responsible for cleanup of the room used for the reception and/or rehearsal dinner and the kitchen facilities used. If not properly cleaned, the caterer will be billed for any additional cleaning fees incurred.
- ❖ Due to the heavy usage of the rooms in our facility, we are unable to store any decorations. It is the responsibility of the caterer and/or florist to remove all items of decoration and catering equipment from the premises immediately following the wedding and reception.
- ❖ Only DRIPLESS or METAL SHEATHED Candles may be used and caterer will be responsible for any damage or additional cleaning required resulting from the dripping of candles from candelabra or food-warmers.
- ❖ Supplies for hand washing of kitchen utensils and equipment is provided. Please use them as needed.
- ❖ The kitchen dishwasher is available for use only when the event calls for the use of dishware, glassware, or flatware. Advance request must be made through the Operations Director.
- ❖ Two large trash receptacles with liners are provided in the kitchen for your use. Trash bags must be tied closed and properly disposed in the dumpster behind the main bldg. Please be careful not to overload bags. Please break down all cardboard boxes and place them in the dumpster behind the main building as well.
- ❖ Please wash down all sinks, worktables, and carts after use. Be sure all spilled food is removed from stovetops or warmers.
- ❖ Please make sure all warmers and ovens are turned off after use.
- ❖ We prefer that you not leave any leftover food in the Reception Hall or kitchen. If anything must be left, it must be wrapped, labeled, and arrangements made for pick up with the Wedding Director.
- ❖ Containers for leftover foods must be provided by the caterer. This would include foils, films, or plastic bags.
- ❖ Kitchen floor must be swept free of debris. Wet mop any major spills and heavily used areas. Supplies are furnished for this task.
- ❖ A final walkthrough will be made by the Kitchen Supervisor and caterer before departing. Caterer will be responsible for final cleaning as necessary.
- ❖ Kitchen Supervisor is provided for a maximum of six (6) hours. Any time required over 6 hours will be charged at an hourly rate.
- ❖ Procedures or questions may be addressed to the wedding coordinator at 706-632-7872.

**OPTIONAL INFORMATION**

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

Wedding Date \_\_\_\_\_

**Crossover Community Church  
Post-Wedding Satisfaction Survey**

The staff and volunteers that are involved in the wedding planning process at Crossover Community Church seek to serve each bride, groom and their families in a way that will honor Christ and provide helpful support during this special time in your lives. Please take the time to complete this survey to let us know how we have served you during this special time and how we can better serve other families in the future. Once you have completed this survey, please return it to us in the enclosed self-addressed, stamped envelope.

**PRE-MARITAL COUNSELING:**

The purpose of the pre-marital counseling offered and required at Crossover Community Church is to better prepare you as a couple for a lifetime together by providing spiritual, financial and emotional help from a person(s) trained in this area.

- Please describe in detail below the benefits you feel you received as a couple from completing your pre-marital counseling:

---

---

---

---

- Please tell us what you might change regarding the pre-marital counseling process to make it better for other couples in the future:

---

---

---

---

- Additional Comments:

---

---

---

---

## WEDDING COORDINATION AND DIRECTION:

The main objective of the Church Wedding Coordinator is to help the bride and her family establish a wedding date on the Church Calendar, assign a Wedding Director, and to work with the families (primarily through the Director) to communicate the church wedding policies and requirements as well as to provide assistance during any special circumstances that may come up during the planning process.

The Wedding Director's responsibilities include offering advice and her expertise during the wedding planning process. She will typically meet with the bride prior to the wedding date to finalize the Order of Service as well as provide solutions for any special concerns prior to the big day. She is to be present for the Wedding Rehearsal and on the Wedding Day as scheduled in advance. Her main objective is to make things easier by taking care of details on the Wedding Day that will relieve stress from the Wedding Party and all of the vendors involved (photographers, florists, caterers, etc.) while enforcing the policies and guidelines set forth by the church as described in the Wedding Policies handbook.

- Please describe in detail how you were served by the Wedding Coordinator during the planning of your wedding:  

---

---

---

---
- Please describe in detail how you were served by the Wedding Director during the planning of your wedding:  

---

---

---

---
- How could we have served you better?  

---

---

---
- Additional Comments:  

---

---

---

---

**SOUND AND OPERATIONS SUPPORT:**

The main objective of the Sound Technician is to be informed of the details of your Wedding Ceremony and Reception by attending the rehearsal and reviewing the Order of Service so that he can serve your sound and video needs to the best of his ability.

The main objective of the Operations Staff (Custodians and Security) is to serve and protect the bride, groom, their family and guests as well as to provide any necessary support to the Wedding Director on the Wedding Day by making sure the rooms used are clean, heated/cooled properly, and the requested equipment (tables, chairs, etc.) are provided and are in good working order.

- Please describe in detail how you were served by the Sound and Video Technicians during your Rehearsal and Wedding Ceremony:

---

---

---

---

- Please describe in detail how you were served by the Operations Staff (Custodians and Security) during your Rehearsal and Wedding Ceremony:

---

---

---

---

**OVERALL SATISFACTION:**

Please tell us in detail your overall satisfaction with the staff and volunteers that served you during your wedding. Our main objective is to honor Christ in our service to you - please tell us of any area where we might have disappointed or delighted Him:

---

---

---

---

---

Thank you for taking the time to complete and return this survey. May God richly bless your new family and grow you closer to Him in each of the years to come!