

Wedding Policy for Ceremonies with Non-CWC Pastors

In an effort to serve you best, as well as protect the interest of the staff of Crosswinds, the following policy is in place for those who are planning on using the church facility for their wedding, but are using a pastor or other officiate who is not a staff member of Crosswinds Wesleyan Church.

To Get Started:

We have a wedding hostess who will assist you in all aspects of your wedding that relate to Crosswinds. Her role is to serve you, and she will assist you in coordinating church logistics, planning your ceremony, answering your questions, and will also be present at the rehearsal and ceremony for any last minute details or concerns. Therefore, the use of the Crosswinds wedding hostess is **mandatory** for every wedding and/or renewal ceremony that takes place on the church campus. There are no exceptions.

In order to begin the scheduling/planning process, please complete the attached wedding information sheet and mail/give it to the wedding hostess (her contact information is at the end of this policy). She will then schedule a brief meeting with you in order to discuss possible dates and answer any questions you may have. Wedding dates are subject to the availability of the chapel/ministry center, and should generally be scheduled at least six months prior to the anticipated wedding date.

Additional notes:

- **The service of marriage:** The church wedding service is an act of worship. This fact should affect your wedding in a couple of ways. First, it means that in planning your wedding ceremony, worship and thanksgiving to God should be primary. Second, all who attend should come with an attitude of reverence and respect. A wedding is a joyful event, but it is not a party. Your attendants, family, and all guests must remember that it is first and foremost a service of worship.
- **Pastors:** There are several Crosswinds pastors on staff who are able to officiate at weddings. You may request which pastor you prefer and we will honor as many of those requests as possible. In the event that the pastor you prefer is unavailable or unable to do your wedding, another member of the pastoral staff will be available to serve you.
- **Weddings with another pastor:** Although it is the general policy of Crosswinds that one of our pastors officiate at ceremonies that are conducted in our church, exceptions to this policy can be made with the approval of the Executive Pastor. Under no circumstances will such a wedding be approved

if the desired pastor is not a professing Christian. Please note that Crosswinds reserves the right to request proof of ministerial credentials.

- **Location options:** We have two rooms in which weddings can be held: the chapel seats up to 175, and the ministry center can accommodate up to 800 guests.
- **Rehearsal:** A rehearsal date must be scheduled. We recommend that these be held in the late afternoon (4:00 or 5:00 p.m.) the day before the wedding. Approximately one hour should be allowed for the rehearsal. Please make sure to notify all wedding participants of the rehearsal time.
- **Wedding times:** Because we have a Saturday evening worship service that the facilities and pastors must be ready for, we ask that Saturday weddings be held as early in the day as possible. Saturday weddings will be scheduled no later than 12:00 noon, and all activities (including pictures) must be completed by 2:00 p.m.
- **License:** New York State law requires that a marriage license be obtained. You can apply for one at any town or city clerk in the state. There is a 24 hour waiting period before the wedding can be performed, so it is recommended that you obtain the license at least one week before the ceremony. Please bring the license to the rehearsal and deliver it to the officiating pastor at that time.
- **Music:** The wedding hostess can direct you to musicians and soloists from within the Crosswinds Church family. These musicians and soloists are professionals and have individual fees. They will work directly with you to determine the specific musical needs for your ceremony. If you wish to use musicians from outside Crosswinds Church, please discuss this with the wedding hostess. All musicians and soloists need to be present for both the wedding rehearsal and the ceremony. Due to the sacred nature of a church wedding, we prefer that only religious or classical music be used in the ceremony. In the event that you wish to use secular music in your ceremony, you must discuss that with the wedding hostess.
- **Photographers:** Photographers are requested to refrain from taking flash pictures during the wedding ceremony. These are a distraction to the couple, the pastor, and to attendees, and also detract from the sacred nature of the wedding. Non-flash pictures and videos may be taken from an inconspicuous place in the sanctuary. Ceremony poses can be reenacted for flash photography before or after the ceremony. Final decision regarding the use of flash or video photography will be left to the discretion of the officiating pastor.
- **Decorations:** The decorating of the facility is solely the responsibility of the bride and groom. Arrangements for floral decorations should be made through the florist of your choice. All decorations should be attached in a way that facilitates easy removal and leaves no permanent marks. Your florist should contact the wedding hostess to make sure the church will be available at the hour desired for setting up the decorations.
- **Sound booth:** It has been our experience that every wedding, regardless of size, requires use of the church sound system. One of Crosswinds' sound technicians will be required to operate this system.

- **Printed programs:** It is recommended that you have a printed program for your guests. Please submit a rough draft to the wedding hostess at least two weeks prior to the ceremony. Printing is the responsibility of the bride and groom.
- **Facilities guidelines:** Smoking and alcohol use are strictly prohibited in church facilities. We assume that all church facilities will be treated with respect and care. In the interest of safety, rice may not be thrown. It is preferred that birdseed or something similar be used. All such material must be used outside the church building and pre-approved by the wedding hostess.
- **Custodian:** In order to ensure that the church building is cleaned before and after your wedding, we will hire someone to come in and take care of that for you. There will be a modest fee for this service.
- **Church receptions:** Because of the need to get the building clean and ready for the weekend services, the church generally does not host wedding receptions. If you would like to request this, please speak with the wedding hostess.

Expenses: We make every effort to assist in keeping wedding costs at a minimum. However, there are some expenses which the bride and groom will be expected to cover:

- Chapel: \$150 (no charge for Crosswinds members or regular attenders)
- Wedding hostess: \$150
- Sound and lights technician: \$75 per technician (fee may be subject to change based upon technical needs required)
- Custodial fee: \$75

To cover these costs, a check for \$450 payable to **Crosswinds Wesleyan Church** is necessary to reserve the wedding date. There is no charge for the services of a Crosswinds pastor; however, some couples do choose to give a monetary gift to the pastor.

While these costs might add up to what seems like a significant amount of money, couples are encouraged to remember that in comparison to what is often spent on other aspects of the wedding (flowers, clothing, photographer, reception, honeymoon, etc.), these costs are really very modest.

Questions? Please contact our wedding hostess. We hope to be able to serve you!

Joanne Neary, Crosswinds Wesleyan Church, 3360 Middle Cheshire Road, Canandaigua, NY 14424. 585-469-9403 or e-mail: jrose158@hotmail.com

WEDDING INFORMATION SHEET

This form is intended to help us gather some basic information about you and your relationship. Please return this completed form to the wedding hostess; upon receipt of this form, she will set up an initial meeting with you. The space provided here for answers is very limited, so please feel free to attach additional sheets.

Bride's name: _____

Address _____

Work phone: _____ Home/Cell Phone: _____

Groom's name: _____

Address _____

Work phone: _____ Home/Cell Phone: _____

Desired date and time of wedding: _____

Desired location: ___ Chapel ___ Ministry Center ___ Other:

Name of pastor: _____

Church affiliation: _____

Address _____

Work phone: _____ Home/Cell Phone: _____

Approximate number of guests: _____

*By signing and submitting this form, we acknowledge that we have read the Crosswinds Church wedding policy completely and will abide by all of its expectations and requirements. **We further understand that failure to abide by this policy may result in the cancellation of the wedding and the use of the Crosswinds Church facility, as well the possible forfeit of any fees that have been paid.***

Bride's signature: _____ Date: _____

Groom's signature: _____ Date: _____

Wedding Ceremony Worksheet

This worksheet is intended to help you do some preliminary thinking about your wedding ceremony. The wedding hostess will go over this in detail with you a few weeks before your wedding. It is suggestive only, and we invite you to be creative in the planning of your wedding.

Bride: _____

Groom: _____

Participants

Parents of bride:

Parents of groom:

Maid/Matron of honor:

Bridesmaids:

Flower girl:

Best man:

Groomsmen:

Ushers:

Ring bearer:

Scripture readers:

Musicians:

Others:

Suggested order of worship

Prelude/lighting of candles

Seating of mothers

Entrance of men

Processional – Musical selection

Bridal march – musical selection

Welcome “Dearly beloved...”

Opening prayer

Giving away of bride (Who gives this woman...”)

Declaration of intent (Will you have this man...? I will.)

Scripture readings

Homily (wedding sermon-optional)

Exchange of vows (“For better, for worse...”)

Exchange of rings

Unity candle with musical selection

Pastoral prayer

Pronouncement of marriage

Kiss presentation of couple, and recessional