



Congratulations! We are delighted you are considering having your wedding ceremony at Church at the Crossing (CATC). We want to make this an especially joyous and pleasant occasion for you.

### **Weddings at CATC**

1. Contact the church office and request to speak with the Caring Ministries Administrative Assistant at 317.844.9355. They will send you the application and begin the process.
2. If you wish to have a pastor at CATC officiate your wedding, please either contact that pastor directly or ask for suggestions from the Caring Ministries Admin. The CATC pastor will meet with you for at least three or four pre-marital counseling sessions. After at least one session, if s/he agrees to officiate your wedding s/he will inform the wedding coordinator and sign-off on the Wedding Application.
3. If you wish to have a non-CATC pastor officiate your wedding, please have the pastor contact Pastor Mandy Baldwin at 317.844.9355 ext. 39 or [mbaldwin@golove.org](mailto:mbaldwin@golove.org). Pre-marital counseling is still a requirement to having your wedding at CATC.
4. Once you have completed the Wedding Application, it will be processed and you will receive a call or email from the wedding coordinator within three weeks. From this point forward, all your communication will be with the wedding coordinator who will meet with you to review the wedding policies and procedures and begin planning your rehearsal and wedding.
5. As every wedding is special, your specific wedding fee schedule will be discussed with you at your initial meeting with the wedding coordinator.

## Wedding Coordinator

In order to use CATC's facilities, you must have a church wedding coordinator. These individuals are familiar with CATC and its wedding policies, have knowledge of wedding etiquette, and skill in directing weddings.

The Coordinator will work with you to:

- Provide the bride and groom with support, encouragement and prayer
- Reserve rooms and confirm requested dates and times
- Assure all necessary decisions and plans have been made
- Guide you through the planning stages
- Answer questions regarding church policy and procedures
- Coordinate plans with church personnel (custodian, sound tech, organist, etc) assisting with your wedding
- Unlock the church prior to the rehearsal and wedding
- Lock building after activities
- Arrange for appropriate pre-event and post-event clean ups
- Reserve and arrange for moving of church equipment
- Make contact with the kitchen supervisor if the kitchen is needed
- Work with florists and photographers
- Pin on boutonnieres and corsages
- Pin down the aisle runner
- Provide communion elements
- Insure bride's train is laid out before walking down the aisle
- Direct and assist presiding pastor with wedding rehearsal
- Direct and assist on wedding day activities
- Supervise the flow of the reception, if held at CATC
- Ensure all wedding related items are removed from CATC
- Assist family and guests with any arising questions/needs
- Ensure that the facility entrance is clear from debris and safe from ice/snow

## Facilities Use

**Blackout Dates:** Due to church activities, we cannot have weddings the months of November and December. We will not have weddings during Holy Week (Palm Weekend through Easter Weekend) and the first two weeks of August.

Holiday or seasonal decorations will only be removed from the sanctuary with prior approval of the wedding coordinator and church staff. Banners hanging along the sides cannot be removed.

Smoking and alcoholic beverages are not allowed at CATC. Your ushers and your wedding party are responsible to see that this policy is observed by your wedding party and your guests.

Throwing rice, bird seed, loose glitter or confetti is not permitted on Church grounds. Bells and bubbles are permitted.

CATC is not responsible for lost or stolen items. Please lock away all valuable items, including wallets and purses, during the ceremony. Please do not leave any of these items in your vehicle in the parking lot.

Food and beverages may not be taken into the sanctuary.

## Ushers

At least two ushers are needed for most weddings. The rule of thumb is one usher per 50 people.

## Wedding Photographs

After determining whether pictures will be taken before or after the ceremony (or both), make a list of all the pictures you want taken and give a copy to your wedding coordinator, bridal attendant and/or photographer. At the rehearsal, you can explain to everyone how and when the pictures will be taken the next day. If the wedding party is well-informed, they will make themselves available when needed. If you don't want the groom to see the bride before the wedding, you can still take many of the pictures before the ceremony.

The gazebo outside the lobby is a wonderful place to have pictures taken if the weather is nice. Make sure you let your photographer know of that possibility.

It is helpful if the bride has her own personal attendant who will stay with her while she is getting ready. The attendant will also help the bride when being photographed to make sure her hair, gown and jewelry are picture perfect. The attendant should carry a water bottle, hair spray and make up for

touch ups. Also, the attendant might have a camera to take candid shots of the bridal party during the day. This person is often the maid-of-honor.

## **Wedding Music**

If a soloist will be singing a secular song at the wedding, the lyrics must be appropriate to the Christian setting.

If various musicians or singers are needed, your wedding coordinator can assist you in hiring them. We have many gifted musicians at CATC.

Because of the complexity of our church organ, we ask that the church's staff organist or an accomplished organist be retained to play for your wedding. Organ keys may not be reprogrammed except by the church organist. The organist will be able to suggest a vast repertoire of appropriate wedding music.

## **Decorating the Church**

It is your responsibility to decorate for your wedding. Your florist will be helpful with suggestions. The candles on the candelabra must be in casements (i.e., retained within special metal tubes that keep the wax from dripping onto the floor). Please discuss florist arrival time with the wedding coordinator. You may also want to give your wedding coordinator a list of the items to be delivered. If candelabra are delivered, ask the florist to arrange for their pickup immediately following the service. All live floral arrangements are to be placed on plastic; not directly on wood furniture.

The church will provide the following items at no cost: silver candelabra and candles, kneeling bench, guest book stand, ceremonial table (for communion and/or unity candle), communion elements and a gift table (in the lobby). Please let your wedding coordinator know which of these items you would like to use.

- The sanctuary will seat 610 people. There are four sections of 16 rows of chairs in the sanctuary. Aisle runners should be 70' long.
- The Gym will seat 240 people (using round tables with 8 per table). The Gathering Place will seat 128 people at tables.
- On the gift table, be sure to include a box or basket for cards.
- Ask the person who takes the gifts from the church to scotch tape loose tags and cards to the presents.

- **The bride doesn't have to do all the work.** That just leads to great stress. Ask your friends and family to help you. They will be honored.

## Sanctuary Stage

Due to Sunday morning tech needs, the stage will not be cleared during the school year months. We can do a push back which will look similar to this:





During the summer months, we will be able to clear the stage and it will look like this:





**\*\* Your wedding coordinator will know specific dates when the stage can and cannot be cleared. Please communicate with them for further details.**

## **The Ceremony**

Work with the officiating Pastor on the flow and details for the ceremony. Then communicate with the wedding coordinator the outline of service.

Discuss how you would like to dismiss your guests from the sanctuary. There are several choices which affect the timing for starting the reception.

If you choose to have a sendoff after the wedding and before the reception, it is helpful to have all of your pictures taken before the ceremony. If you choose to take pictures after the ceremony and a sendoff is important to you, you might want to leave the church immediately after the sendoff and drive around the block. Your guests will go on to the reception. When you return to the church a few minutes later, you can quickly finish taking the pictures that weren't taken before the wedding. Another option is to do the sendoff after the reception.

Your wedding day will fly by so it's very important to enjoy each moment of that precious day. Relax and trust the people around you to make it happen smoothly.

## **Reception Policy**

Food and beverages may not be taken out of the reception room.

CATC requires a \$200 deposit for all receptions. This money will be refunded after the reception unless there are carpet stains which require cleaning or damage to the facility. Those costs will be deducted from the deposit amount and the remainder will be refunded.

If a caterer is brought in, the kitchen needs to be reserved. It is the responsibility of the marrying couple to notify the caterer of their responsibility to clean the kitchen, and to return any used items to their original place.

Delivery arrangements for food items will need to be made with the wedding coordinator.

## **Marriage License**

The marriage license and the marriage certificate must be presented to the officiating Pastor prior to the wedding rehearsal. The portion of the marriage certificate entitled Record of Marriage should be completed by the bride and groom. The license and certificate are obtained from the office of the clerk in the county of residence of the bride and/or groom.

## **Honoraria Guidelines**

Please remember that the honoraria for those people participating in your ceremony, including the officiating pastor, vocalists, instrumentalists, readers, etc. They are not included in the facility fee structure. Honoraria should be given to each individual or group at the wedding rehearsal.

Guidelines for such honoraria are listed below:

### **The Officiating Pastor**

Honorarium is customarily given directly to the Pastor at the wedding rehearsal. The amount given should be determined by your wedding requirements and pre-marital counseling. This is in appreciation of his/her services, and the normal range is \$100-\$250.

### **Musicians and Vocalists**

The amount of music performed and rehearsal time required should be considered in determining an appropriate honorarium. Many musicians have a set fee for weddings, and you will want to determine that when scheduling your wedding date with them. Customary amounts range from \$50-\$250.

If you choose to use CATC's organ, your wedding coordinator can assist you with requesting the services of our organist and will inform you of the fee for this service.

## CATC Wedding Fees

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

Date of Wedding: \_\_\_\_\_

Sanctuary (Rehearsal & Wedding)	\$300
Gym and or Gathering Place (Rehearsal Dinner)	\$100-\$125/each to start with (Depending on Kitchen use)
Gym and or Gathering Place (Reception)	\$100-\$125/each to start with (Depending on Kitchen use)
Custodial*	\$100
Lighting/Sound Technician*	\$100
Wedding Coordinator(s)*	\$200
Application Fee	\$50
Church Organist	\$200

**Fees agreed upon as follows:**

Application Fee (Non-Negotiable)	\$	50.00
Sanctuary (Rehearsal and Wedding)	\$	_____
Security Deposit Gym and/or Gathering Place ((\$200/room non-negotiable but refundable minus the total cost of room usage)	\$	_____
Gym and/or Gathering Place (Rehearsal Dinner)	\$	_____
Gym and/or Gathering Place (Reception)	\$	_____
Custodial* (varies according to needs)	\$	_____
Special Requests and/or Event Team* (Varies according to needs) (Table Set up/tear down: \$10/table – after 4 tables; \$10/hr/worker)	\$	_____
Wedding Coordinator(s)* (Varies according to needs)	\$	_____
Lighting and Sound Technicians* (Varies according to needs)	\$	_____
Church Organist	\$	_____
<b>Total Due:</b>	<b>\$</b>	<b>_____</b>

**\*Fees quoted above are only estimates for traditional weddings performed at CATC. Your wedding coordinator will discuss those services and fees with you. If additional items or services are requested by the bride/groom, prices will be adjusted accordingly. Fees are due 30 days before the wedding. Make checks payable to: Church at the Crossing.**