



Wedding Policy Guide

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Congratulations!

The two most important decisions of your life are:

1. Giving your life to Christ
2. Giving your heart to another person in a lifelong commitment of marriage.

On behalf of the members and leadership of Crosswater Community Church, we offer our sincere ***congratulations*** and pray God's blessings on your upcoming marriage. We hope this booklet will help you in your planning. It explains our policies at Crosswater Community Church.

Christian Marriage:

A “Christian” marriage is one where both parties have a commitment to Christ. This will enable you to fulfill your commitments to each other. Therefore, a personal commitment to Christ and demonstration of this commitment are key elements for a successful marriage. In cases of marriage and remarriage, couples should be demonstrating a commitment to biblical standards for their lifestyles.

Crosswater’s Wedding Mission Statement:

Our desire is to create an atmosphere of joy and worship for your Christian marriage. Our commitment is to work with you to make this one of the most enjoyable days of your lives. Christian marriage is a divine institution, established by God in creation, blessed by Jesus Christ in His public ministry, our church is committed to doing all we can to assist you in building a loving relationship, blessed of God for all time.

Pre-Marital Counseling:

We require all couples to complete pre-marital counseling with one of our Pastors, a marriage mentor couple from Crosswater, a licensed counselor, or a Pastor from another church. During the pre marital counseling sessions with the officiating Pastor the couple will discuss their current relationship to Christ. Christian marriage is a serious responsibility, requiring a high level of commitment by two persons. Therefore, the interviewing and/or marrying Pastor will counsel and advise the perspective couple on how to proceed.

It is **best** to begin this process as soon as possible and at least four months before the wedding. This must be completed before we can place your wedding date in a “definite” status on our church calendar. This is designed to assist couples as they prepare for one of the most significant experiences of their lives - marriage! Couples committed to making their marriage a fulfilling and growing relationship will find a wealth of biblical principles and practical ideas for building a firm foundation for their future together.

Important note on TIMING: It is important to allow 2 - 4 months to complete your pre-marital counseling and coordinate with church scheduling commitments. Please note that we can only **tentatively** schedule a wedding date that is 6 months or more in advance. **We will confirm the date 4 months in advance upon requisites being met.**

Scheduling Prerequisites

The following is a typical schedule of events to help you in planning your wedding.

- 1.) The bride or groom calls the church office, requesting the church facility for their wedding and is put in touch with a wedding liaison. All weddings are scheduled through the wedding liaison. Please note, the church cannot schedule weddings or rehearsals during the month of December and on certain holiday weekends (Easter). If you only desire the services of a Pastor for the wedding and not the use of the facility, an appointment will be made for you to meet with the Pastor you desire to officiate.
- 2.) Before the church facility (indoors or outdoors) can be reserved or the Pastor can commit to performing the ceremony, the caller will be sent this CCC Wedding Policy Guide.
- 3.) The guide includes registration materials to be completed, signed and returned to the wedding liaison.
- 4.) A CCC pastor will review the material and then contact the couple to schedule an initial interview to discuss their registration material and then the wedding date will be placed on the schedule in a “tentative” status. NOTE: **Premarital counseling must be completed before a wedding date will be placed in the “definite” status on the church calendar.**
- 5.) The couple must make arrangements to complete a premarital counseling program as assigned by the officiating Pastor or make arrangements for a CCC Marriage Mentoring couple to complete premarital counseling.
- 6.) Once this counseling program is completed, the couple schedules an appointment with the Pastor performing the ceremony. The wedding will then be placed in the “definite” status on the CCC calendar.

- 7.) All fees must be paid 4 weeks prior to the wedding date. All checks *except* for the counseling and the Pastor may be given to the wedding liaison to disburse.
- 8.) The Marriage License is presented to the Pastor or wedding liaison at the rehearsal.
- 9.) **The wedding party and guests should be informed of any applicable information in this manual.**

Choice of Location:

The Christian marriage ceremony is a worship service, and involves the congregation as witnesses and supporters of the marriage; therefore, **we prefer** that couples be married in their home church. However, weddings that are off-site from the church facility will be given consideration.

Unfortunately, we have to limit the weddings at Crosswater Community to members and regular attendees of our church. Neither staff nor facility scheduling will allow us to accommodate the general public. All weddings performed at Crosswater must be conducted by one of our Pastors or a Pastor from another congregation that has been approved by someone on our Pastoral staff.

Description of Services Provided:

IMPORTANT NOTE: A Crosswater Wedding Liaison OR Director *must* be used to hold a Wedding at Crosswater Community Church.

Wedding Liaison:

The Wedding Liaison serves to assist the church office in preparation for your wedding. She establishes the appointed times for the use of the church facilities and meets with the bride to determine many of the details of your wedding. The Wedding Liaison coordinates dates, a Pastor from CCC to perform your ceremony, facilities, and types of services, rehearsal arrangements, sound and custodial responsibilities.

Wedding Director:

The Wedding Director does all the Wedding Liaison responsibilities and in cooperation with the Pastor the following additional services: 1) conduct the rehearsal and 2) assist the Pastor and wedding party in the process of the ceremony. If you desire a friend or family member to help in some way on the day of your wedding, speak with the Wedding Director for suggestions on what they can do to be helpful. There is no need to have an additional Wedding Director. Be sure to meet with the Wedding Director as soon as possible after making the initial plans for your wedding.

Wedding Planner:

A Wedding Planner does all the work that a Wedding Liaison/Director does but in addition plans the entire wedding event with the bride and groom and their family. This is a much more detailed service that is provided. You *may* use one from outside the church or choose from one approved by our church. You will contract with them on an individual basis.

Sound and Light Technician:

The Crosswater Community Church sanctuary is equipped with state-of-the-art professional media technologies. Appropriate use of lighting, sound, and digital projection greatly enhances both traditional and contemporary ceremonies. Included in the fee is a media operator who will assist in the setup, operation and strike down of media equipment including microphones and other platform gear. The use of musicians, video, computer projection, CD's, etc., should be coordinated through the Crosswater Wedding Liaison/Director and production assistant. These technical elements should be planned *a minimum* of four weeks in advance of the event.

Photo presentations may be put on DVD. Any multi-media presentations must be completed, submitted and approved *at least* 10 days prior to the wedding.

Should professional production and musical services be required, they may be coordinated through our Worship Department. The Crosswater Wedding Liaison/Director will coordinate this on your behalf.

Our technical operator will be present at the rehearsal and it is expected that anyone involved in your ceremony will participate in the rehearsal as well. The positioning of outside video operators and photographers should be discussed in advance due to the fact that they often do not participate in the rehearsal. ONLY APPROVED SOUND AND LIGHTING TECHNICANS FROM Crosswater CAN OPERATE THE CHURCH EQUIPMENT. NO OTHER MEMBER OF THE WEDDING PARTY IS TO TRY TO USE THE EQUIPMENT AT ALL.

Music:

The wedding ceremony is one of the most sacred and artistic services we have the privilege to offer here at Crosswater. Our goal is to support with great care and subtlety, the beauty and simplicity of Holy Matrimony.

The music selected for your wedding should reflect the joy and uphold the sacredness of the Christian marriage service. Some guidelines to follow to help you plan this portion of your ceremony:

1.) You are responsible for contacting instrumentalists, soloists and any other musicians. A piano is available in the sanctuary. If needed, our church has musicians and vocalists available for your wedding. The Crosswater Wedding Liaison/Director can assist you with this.

2.) It is strongly recommended that all musicians and vocalists attend the rehearsal. The only exception is if the musician or vocalist is a professional and would charge an additional, unaffordable fee to be present at the rehearsal.

3.) Prelude music should begin 30 minutes before the wedding as guests are seated. Your pianist can help you select appropriate music.

4.) Pre-recorded CD's may be used at your wedding. If you use CD's, the Prelude, Processional, Soloists's music, Recessional, etc. should all be on individual CD's and marked. Be sure to get any pre-recorded music to the Crosswater Wedding Liaison/Director or production assistant at least a week in advance of your wedding.

Custodian:

The custodian will prepare the facilities for the rehearsal, wedding, reception, etc. according to directions from the Pastor or Wedding Liaison. The custodian will straighten the sanctuary, foyer, dressing area, etc. following the wedding and/or reception. All personal belongings will need to be removed from the dressing rooms soon after the wedding so the custodian can begin. Clean up of all food and decorations following a wedding or reception are the responsibility of the bride's family or caterer. The building will be available for

decorations at least 2 hours prior to the wedding. Please communicate the specific time desired for entering the building to the Wedding Liaison.

Decorations:

You are responsible for the decorations and making sure that the guidelines of the church are followed. Appoint someone, or have your florist set up things like the candelabra, pinning of aisle cloth in position, attaching of chair bows and any other decorating. Crosswater **does not** have furniture and fixtures for weddings. They will have to be obtained from the outside.

Candelabra - The candles used in the candelabra should be dripless.

Unity Candle - This can be a free standing candelabrum or three separate candles in holders.

Candle Lighter - You will need to provide these if you want your candles lit as part of the ceremony while the guests are watching. Usually the candles are lit either before pictures or before seating guests. If so, there is no need to provide candle lighters.

Aisle Cloth - A disposable cloth is recommended. The center aisle is approximately 65 feet long.

Kneeling Bench

Chair Decorations - Please attach these to the chairs with ribbon or chenille wire. We do **not** allow tape, tacks, screws, hot wax or floral tack to be used on any of the furnishings. We encourage the use of simple decorations that contribute to the spiritual ceremony and are not distracting.

Audio/Visuals:

A.) Video Recording: a video of your wedding will also be a treasured keepsake. Please inform your videographer of the following guidelines:

1.) A camera can be positioned on the platform in the Worship Center only if the bride and groom have approved of this. If there is going to be a camera on the platform, please inform the Crosswater Wedding Liaison/Director in advance.

2.) Inform the florist of this as well since the placement of flowers and candelabra need to be taken into consideration.

B.) Slide or video presentations may be used in the actual wedding service. However, the content must be in keeping with a Christ centered wedding and must be approved by the Crosswater Wedding Liaison/Director a *minimum* of 10 days prior to the wedding. All video and computer presentations will have to be shown by the sound and lighting technician of Crosswater.

Setting the Time of Your Wedding

Careful planning is essential for all weddings. It is extremely important that the exact time indicated for the rehearsal and wedding ceremonies are observed. Care should be taken to have all members of the wedding party in their respective places at the time indicated. Wedding ceremonies must not conflict with regular worship services or any other scheduled event on the church calendar. The wedding ceremony may begin as early as 10:00 A.M. and start no later than 3:00 P.M. on Saturday afternoons. The wedding and pictures in the CCC Worship Center must be completed no later than 5:00 P.M. on Saturday evenings to allow ample time for clean-up and set-up for Sunday morning worship services.

Facilities Available

The following areas are available for weddings and/or receptions. (Because a Saturday wedding comes just before Sunday's worship service, a few restrictions must be made.)

1.) Church Worship Center

- Must vacate by 5:00 P.M.
- Rearrangement of sanctuary chairs is not allowed.
- Any rearranging of furniture will require an additional fee and **must be done by staff**.
- Candles may only be placed on the stage in candelabras. All candles must have wax catchers so that wax doesn't end up on carpet.
- Guests may *not* have individual burning wax candles.
- Inside the building, rose petals may be thrown on an aisle runner only. Otherwise, bird seed and rose petals must be thrown outside only. No rice is permitted.
- CCC will *not* provide cleaning of carpet or chairs unless it was already scheduled and budgeted by staff.

- CCC often uses sets on the platform for Worship Services; therefore it is possible that the stage as well as surrounding walls will be set up for a theme or series. **The Church will NOT dismantle the stage/set for a wedding.**

2.) Church Café

- Receptions in this room must be finished by 7:00 P.M.
- Rental allows for standard set up of existing tables and chairs. It does not include removing chairs. (Any extra set up will be billed at an hourly rate.)
- Wedding party is responsible for all associated provisions (plates, cups, utensils, etc. for Café rental.
- Any rearranging of furniture will require an additional fee and **must be done by staff.**

The Wedding Rehearsal

Crosswater's Senior Pastor does not attend rehearsals or rehearsal dinners. He will work with you as a couple in your counseling sessions to plan his participation in the wedding. The Crosswater Wedding Director will know how he conducts a wedding and can direct the rehearsal accordingly.

In the consultation with the bride and groom concerning their ceremony, the Pastor and/or the Crosswater Wedding Director will make every attempt to personalize the service according to the wishes of the wedding couple. Once the service is planned, it is the responsibility of the Crosswater Wedding Director and/or Pastor (except Sr Pastor) to conduct the rehearsal and wedding accordingly. If a separate Wedding Planner is to be involved, arrangements must be approved by the Crosswater Wedding Director under direction of Pastoral Staff.

The rehearsal is an important part of the preparation process for the wedding. The Crosswater Wedding Director and/or Pastor will exclusively conduct the rehearsal according to the bride's specifications.

Please be sure to take care of the following important rehearsal *details at least one month* before the wedding:

1.) Brides, please call the Crosswater Wedding Director to schedule an appointment to talk over the final details. All fees should have been paid by this time. If there are other people (i.e. groom, mother, etc.) who have been significantly involved in helping plan the wedding, please include them in this meeting, if possible.

2.) All decisions will need to be completely finalized and communicated to the Crosswater Wedding Director during this meeting. This appointment is very important and will take approximately 60 minutes.

3.) We will strive to complete the wedding rehearsal in 60 - 90 minutes.

4.) Both sets of parents, all members of the wedding party and all ushers must attend the rehearsal. Please have everyone, especially the ushers, arrive 15 minutes before the scheduled time for the rehearsal to begin and *stress the necessity* of being prompt.

5.) If a flower girl or ring bearer is to be used, it is *recommended* that the children are over five years of age.

6.) Be sure everyone knows the exact location of Crosswater Community Church and that they allow plenty of travel time (afternoon and evening traffic in Jacksonville and the Beaches can be very heavy.)

7.) Suggestion: Mail reminder cards with pertinent information to the wedding party *2 weeks before* the rehearsal. Then *follow up* with phone call or e-mail reminders.

The wedding and rehearsal times are not to be changed without prior advance approval from the Crosswater Wedding Director.

Wedding Party & Immediate Family

Please supply the Crosswater Wedding Director with a list of the names of all Bride's Attendants, Groomsmen, Ushers, Parents and Grandparents of the Bride and Groom. If any other family or friends are to be seated in a special place, be sure she has those names as well. (Groomsmen may also serve as ushers or you may have additional ushers who do not serve as groomsmen.)

Wedding Program

If you plan to have a wedding program, please give a rough copy to the Crosswater Wedding Director and the Pastor prior to printing the final program so they can help you make sure all the information is in order.

Changes of Phone or Address

If your home and/or work number or address changes, please be sure to inform the Crosswater Wedding Liaison/Director as soon as is reasonable.

Additional Information

- 1.) Please remember, no smoking is allowed in the church building and no alcoholic beverages may be brought onto the church property.
- 2.) The bride is strongly urged not to leave her wedding dress or bridesmaid's dresses in the church overnight. The church will in no way be responsible for personal items brought to the church for use in a wedding or reception.
- 3.) Delivery of items should be done the day of the wedding when a representative of the wedding party can sign and accept responsibility for rented items. Members of the church staff may not sign for rental items.
- 4.) Rented items must be removed the day of the wedding. It is your responsibility to make arrangements for pick up.
- 5.) If you place signs, balloons etc. anywhere on the church property, it is your responsibility to have them removed immediately following the wedding.
- 6.) A Rehearsal Dinner at the church requires a full separate application and fee, and should not be automatically considered part of the wedding day application. The church does not yet have a kitchen to cook meals in.

9.) All wedding decorations in both the Worship Center and Foyer must be removed so that the room is ready for Sunday morning. Caterers must leave the kitchen area and Foyer as they found it. All trash must be removed to dumpster.

Any possible exception must have prior written approval through the Crosswater Wedding Liaison/Director and may require the payment of overtime labor for the maintenance staff.

Reception Notes:

Receptions on the church premises are considered an adjunct to the worship service. Please talk with the Crosswater Wedding Liaison/Director about reception options. To insure availability, the Café should be reserved for the reception at the same time the sanctuary is reserved for the wedding. A sketch of tables and chairs (including the number needed) for the reception must be submitted at least 2 weeks in advance of the wedding day.

Crosswater Application for Wedding Reservation

Date Submitted: _____

Crosswater Wedding Service Desired: Liaison / Director / Planner (circle one)

If applicable, please provide outside Wedding Planner name and contact information:

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Pastor Name: _____

Pastor Phone (if not at Crosswater): _____

Full Name of **Bride**: _____

Preferred Name for Ceremony: _____

Present Address: _____

Mobile Phone: _____ Work Phone: _____

E-mail: _____

Full Name of **Groom**: _____

Preferred Name for Ceremony: _____

Present Address: _____

Mobile Phone: _____ Work Phone: _____

E-mail: _____

Couple's Address after marriage (if known): _____

Number of Bridesmaids: _____ Number of Groomsmen: _____

Number of guests expected to attend ceremony: _____

Is the Bride a member of Crosswater Community Church? Yes___ No___

Is the Groom a member of Crosswater Community Church? Yes___ No___

How long has either been attending Crosswater Community? _____

***** By signing below, I acknowledge that I have read & agree with the Crosswater Wedding Policy and Fee Schedule as presented and will abide by all stipulations set forth. Additionally, I must comply with the Crosswater Policies for Church Facilities. I understand upon application approval that I must complete all Scheduling Prerequisites before my Wedding Date will go from a "tentative" to a "confirmed" status on the Church Calendar. Additionally, I understand that wedding setup will have to be planned around pre-existing Worship Center/stage decorations.**

Bride _____

Date _____

Groom _____

Date _____

FEE SCHEDULE

The following list of fees will help you in planning your budget.

All fees are due to the Crosswater Office 4 weeks before your wedding date.

Pre-Marital Counseling (5-6 week course)

Crosswater Pastor \$0.00 (if Pastor is officiating)

Outside Counselor *Varies - Paid directly to service provider*

Church Fees (Paid to Crosswater Community Church, 1 check is fine)

Building Rental

Sanctuary \$250.00 (Waived for members of CCC)

Café \$250 for non-members

(includes serving area of kitchen) \$150.00 for members

(See section entitled Facilities Available for services included in rental)

The following fees are payable directly to the Crosswater approved professional person providing the following services. You will coordinate facilitation of services and payment for each party through your Crosswater Wedding Liaison/Director.

Set up, Clean up & Reset Fees (Cleaning before & after wedding)

Sanctuary \$150.00

Worship Center Foyer/Café \$150.00

Sound & Light Technician \$200.00 (includes Rehearsal)

Wedding Liaison \$250.00

Wedding Director *Varies - Consult with the Planner directly.*

(A Crosswater Liaison or Director is required to have a Wedding at Crosswater)

Wedding Planner: *Varies - Consult with the Planner directly.*

Pastor's Honorarium: \$300.00 - 400.00 (*Suggested*)

Obtaining a Marriage License

The laws governing Marriage Licenses are State Laws, so a license may be obtained from St. John's County or Duval. The information from both websites are on the pages following.

<http://www.duvalclerk.com/ccWebsite/MarriageLicense.department>

<http://www.clk.co.st-johns.fl.us/recording/marrlice.html>

Effective 1/7/13 Duval County information:

In order to obtain a marriage license in Duval County, a couple must apply together, in person, at the Duval County Clerk of Courts office. The marriage license is only good within the State of Florida. Both parties must be present with their State issued ID, military ID, or passport, as well as their Social Security cards.

If either applicant has been married previously, you will need to know the exact date of divorce, death, or annulment. If the marriage ended within the last sixty (60) days, you must bring proof showing how the marriage ended.

Applicants under eighteen (18) years of age must have consent from both parents, unless a Court order has given one parent sole custody, in which case they must have consent from the parent having sole custody. The consent must be provided at the time the application for a marriage license is made. Applicants under sixteen (16) years of age must have court approval, and should contact the Clerk of Court's office for more information.

The fee for a marriage license is \$93.50, and must be paid in cash only. Other forms of payment are not accepted. **If both parties have taken a premarital class with a registered premarital course provider, the fee is reduced to \$61.00.**

Effective January 1st, 1999, there is a three (3) day waiting period for marriage licenses unless a premarital class has been taken from a registered premarital course provider. If both applicants are Non-Florida residents, then this waiting period shall be waived.

Office information

We are open Monday thru Friday, excluding Holidays. Hours for each office are listed below. If you have a question or would like more information, please contact either of our offices at:

Duval County Courthouse – Downtown
501 West Adams Street, Room 2396
Jacksonville, FL 32202
(904) 255-2000

Hours: 8:00am - 5:00pm

Duval County Courthouse - Beaches Branch
1543 Atlantic Blvd
Neptune Beach, FL 32266
(904) 255-2000

Hours: 8:00am - 4:30pm

Effective 1/7/13 St John's County information:

Clerk of Court – St. Johns County

4010 Lewis Speedway,
St. Augustine, FL. 32084

Tel. (904) 819-3600

Fax (904) 819-3661

<http://www.clk.co.st-johns.fl.us/>

Requirements

- Both parties must be present and have an acceptable form of picture identification, drivers license are preferred. If you are not a U.S. citizen, a valid passport must be presented.
- Social Security numbers will need to be provided. If either or both parties are not U.S. residents, then a valid passport will act in lieu of the Social Security number.
- It is required by Florida Law that a [Family Law Handbook](#) be read prior to issuance of the marriage license.
- If either party has been previously married before, the exact date of the last terminated marriage must be known.
- If 16 or 17 years of age, both parents must sign and have notarized a [Certificate of Consent for Marriage](#). If under 16 years a court order must be obtained. Exception is a minor that has been married before, as they are considered an adult.
- The state of Florida now requires a 3 day waiting period if both parties are Florida residents and have not taken an approved marriage class.
- The license is good for 60 days from the effective date and can be used anywhere in the State of Florida.
- The cost of the license is \$93.50. If the couple has attended an approved counseling class the price is reduced to \$61.00. The provider of the class must be listed with the Clerks office. Inquires may call 904-819-3640.

Changing your name?

If you change your name, be sure to tell Drivers License Bureau as well as Social Security. And tell your employer about your name change too. Making sure all your records are correct now means you'll get the right Social Security benefits later. To get a new Social Security card, you'll need identification that shows your old name and your new name, such as a marriage certificate or divorce decree. If you were born outside the U.S., you will also need proof of U.S. citizenship or that you are living in the U.S. legally. The new card sent to you will have your new name and the same number. And it's free. You never need to pay for Social Security services like this. Just call Social Security at 1-800-772-1213 for information on how to get your new Social Security Card.

Need further information?

Any further information regarding marriage license may be obtained through the Clerk of Circuit Courts office by calling 904-819-3640.