



Thank you for your interest in planning a Crossroads Wedding. This is an exciting time, and the Crossroads Staff and I are celebrating with you!

You may be asking what I should do next. The steps below outline the process of planning your big day at Crossroads.

1. Contact Crossroads to get a tentative date for the facility and schedule an initial appointment with a pastor.
 - At your appointment with the pastor, you will discuss your future premarital counseling and any questions or concerns you may have before moving forward.
 - If a non-Crossroads pastor is used, he or she must be approved to perform a ceremony at Crossroads.
2. Return your application and \$150 deposit
 - Your deposit will be deducted from the total balance due
3. Set up and complete your premarital counseling.
 - Refer to page two of this package for further details regarding counseling requirements.
4. Schedule the final meeting with your pastor and the Ceremony Coordinator to finalize the details of your big day and complete the Wedding Ceremony Details Form.
 - Should be completed 30 days before the ceremony date
5. Submit the balance of your wedding package to Crossroads 30 days before the ceremony.
 - You may do this during your last appointment with the pastor and Ceremony Coordinator.
6. Submit premarital counseling confirmation documentation to the Ceremony Coordinator.
 - Should be completed no later than three weeks before the ceremony
7. Obtain your marriage license.
 - Refer to page four of this package for further details regarding obtaining your marriage license.
8. Ceremony Rehearsal
9. THE BIG DAY

Please review the following pages for additional details and information. Should you have any questions, feel free to contact me. I look forward to working with you.



Kinsey Bondy

Wedding Ceremony Coordinator

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I work remotely. Email communication is preferred.



PREMARITAL COUNSELING

- Premarital counseling is required for all ceremonies held at Crossroads (including ceremonies not performed by a Crossroads pastor) and all ceremonies performed by Crossroads pastoral staff
- Scheduling and completing your sessions is your responsibility. They must be **completed** no later than three weeks before the ceremony.
- Counseling scheduling should only be done after your date has been confirmed and you have had your initial meeting with the Pastor.
- If the pastor performing your ceremony is also completing your counseling, pastoral and counseling meetings may be combined.
- Counseling consists of 4 in-person sessions between the couple and counselor(s) and post-session assignments/ homework. To get the most out of your sessions and fully commit to completing the requirements, we recommend you schedule and start this process as soon as possible.
- Crossroads recommends using Ryan and Candice Moline or Pastor Keith Luke for counseling.
 - Ryan and Candice contact info: 419-843-3164 or ry.moline@gmail.com
 - Pastor Keith, 734-854-1301
 - The cost of counseling is \$175. This includes two assessments, four in-person counseling sessions, and two books.

What to Expect from Counseling*

Two Assessments
Two Books
4 In-Person Counseling Sessions (8 hours)
Post- Session Assignments/ Homework

*Actual sessions and work may vary



PLANNING A CROSSROADS WEDDING: THE DETAILS

FACILITY:

- Due to building restrictions/needs, the concourse and cafe are not available for wedding ceremonies
- We allow **4 hours** of access to the Crossroads Campus the day of your ceremony (decorating, photo, and delivery times must be scheduled within your scheduled 4-hour period). If you need additional time, please coordinate that through your Ceremony Coordinator, which may require additional fees.
- Crossroads provides separate pre-ceremony rooms for the Bride (and party) and Groom (and party). These are available within the 4 hours of Crossroads Campus access on the ceremony day.
- The auditorium aisle length is 75'
- There are no rooms to accommodate children before, during, or after the ceremony. Parents must supervise children.
- Rice or birdseed is not permitted inside or outside of the church.
- Flower petals are permitted if using an aisle runner but are not allowed outside of the church.
- Crossroads is a non-smoking facility. Smokers must step outside the building to smoke.
- Alcoholic beverages are NOT permitted on the premises at any time
- Food is permitted in designated areas only
- Reception rental is available but requires a separate application and fee schedule.

DECORATIONS:

- Only non-damaging fasteners for decorations may be used. (Do not use staples, nails, tacks, or tape to fasten decorations)
- Candles may be used, but they must be drip-less
- Your Ceremony Coordinator will be able to accept floral or rental equipment deliveries (during your 4 hours of access). Please make the arrangements before the day of your ceremony. Payments required for vendor deliveries are the responsibility of the wedding party.
- We cannot promise your platform set up until one month before your ceremony, due to Sunday morning ministry needs. We will make every effort to clear the platform in front of the curtain whenever possible.
- Cleanup- Please arrange for all floral, decorations, equipment, rentals, and personal items to be cleared from the church immediately after the wedding

MUSICIANS, VOCALIST, MEDIA, AND PHOTOGRAPHY

- Crossroads does not provide pre-recorded music, musicians, vocalists, or instruments. Music can be provided via CD, zip drive, shared Google file, shared Spotify playlist
- You will be assigned a sound technician who can provide technical support for your pre-recorded music, musicians, and/or vocalists.
- You may have a combination of up to three musicians and or vocalists (more than three may result in additional fees)
- Please have musicians and or vocalists who will be used during your wedding available 45 minutes before the ceremony starts for sound check
- Musicians' and or vocalists' fees are handled separately between the wedding party and the musicians/vocalist.



- The large video screens at the front of the auditorium may be used. However, they require the scheduling of a Crossroads Media Tech at an additional cost of \$75
- Please review all musical selections with your Ceremony Coordinator to ensure they are appropriate.
- Flash photography is not permitted during the ceremony
- Photographers/Videographers are not permitted on the stage area during the ceremony unless pre-arranged with the Ceremony Coordinator and Pastor

REHEARSAL:

- You are encouraged to have a rehearsal 1 to 2 evenings before your wedding
- Your rehearsal can be scheduled through your Ceremony Coordinator and typically runs one hour
- Anyone having a role in the ceremony should attend the rehearsal
- The Ceremony Coordinator/Pastor will facilitate rehearsal and will begin promptly
- Bring any pre-recorded music you may be using.
- **Bring your marriage license to the rehearsal.**

PREMARITAL COUNSELING:

- Premarital counseling (counseling) is required for all ceremonies held at Crossroads and/or performed by a Crossroads Pastor
- Please review page two of this document for further details regarding counseling

MARRIAGE LICENSE:

- You must apply for your license with the county clerk where the marriage ceremony will be **performed**. Once issued, the license can be used only in the issuing county
- Crossroads is located in Monroe County, Michigan
- Detailed Monroe County License information can be found at the following link:
https://www.co.monroe.mi.us/officials_and_departments/officials/county_clerk/marriage_license.php
- **Monroe County requires TWO additional witnesses to sign the marriage certificate in addition to the bride, groom, and officiant**
- Detailed Lucas County License information can be found at the following link:
<http://www.lucas-co-probate-ct.org/marriage-licenses>
- Crossroads will submit your certificate of marriage to the appropriate county after ceremony completion and provide you a photocopy (this is not your legal/ sealed marriage license)
- **The appropriate county will mail the official legal documentation** once they have processed the certificate provided by Crossroads.

NON-CROSSROADS PASTOR

- All Non-Crossroads pastors must be approved before performing a ceremony on the Crossroads campus.
- The pastor must be ordained to perform ceremonies in the State of Michigan, but no other licensing is required.
- To perform ceremonies in the State of Ohio, the pastor must be ordained AND hold Ohio licensure.

**OFF-SITE CEREMONY:**

- Travel expenses may include mileage to and from the event for rehearsal and the wedding ceremony. Hotel rooms (if necessary) will also be included. Travel costs would be agreed upon during your meeting with a Pastor.
- Travel expenses are not included in the package price and will be due one (1) week before the ceremony.

CANCELLATION:

- Should your wedding be canceled or the use of our Pastor/ facility is no longer needed, you need to notify your Ceremony Coordinator immediately. A full refund will be issued only if notified no later than 30 days before the scheduled ceremony. If notified less than 30 days from the ceremony, the \$150 deposit will be forfeited.