



43454 Crossroads Drive, Ashburn, VA 20147
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Wedding Celebrations at Crossroads

Congratulations!

We are excited to share in your happiness as you formulate your wedding plans and begin the beautiful adventure of marriage. The wedding policy at Crossroads is one that combines care for you as a couple and organizational information to insure your wedding service runs smoothly. We sincerely hope that the following guidelines serve to prepare you for one of the happiest days of your life. Please complete the wedding request form online. You will receive an email from the Crossroads Wedding Scheduler once the Pastor has approved your date.

Arrangements

A minimum of three months' notice is required to schedule a wedding service. Reservations for the church facilities are done on a first come basis. Weddings will not be performed four weeks before Easter or Christmas. Crossroads does not have a wedding coordinator on staff, therefore the couple will coordinate their own event. If a Church Musician and A/V Technician are needed, details and coordination of their availability will need to be determined. Crossroads cannot guarantee they are available on the wedding date.

Wedding Rehearsal

Please let us know if you plan on a rehearsal the day before the wedding date. Make sure that everyone is on time for the rehearsal as we will begin at the scheduled time (allow for one hour for rehearsal). Please note that the Pastor will assist in instructing the couple as they walk through the ceremony.

Pre-Marital Counseling

Pre-marital counseling is required prior to the Crossroads' Pastor conducting the wedding service. The Pastor will provide suggestions of counseling offices upon the couple's request.

Wedding Facilities

The Sanctuary at Crossroads seats 450 people. Other rooms at Crossroads can be made available for the wedding party. Please indicate the rooms needed when making the wedding request. The wedding party is allowed to use rooms for two hours prior to the ceremony. Crossroads does not

rent its facilities to couples to be married by other Pastors from congregations outside of Crossroads. Under certain circumstances, the Crossroads' Pastor may assist another Pastor from a different congregation during the wedding service.

Music and A/V Support

The bride and groom should feel free to discuss their choice of music with the Pastor, Worship Leader & Programs Integrator. We will make every effort to accommodate the couple's selections where possible.

Live music begins 15 minutes prior to the service. All vocals and instrumental soloists should make advance arrangements with the Worship Integrator for rehearsal time. Fees for all musicians or vocalists will be paid separately and the cost negotiated with the couple in advance.

Their services are not included in the fee for the church musician and /or the A/V technician.

The sanctuary piano is not to be moved. If the piano is moved for any reason the couple will be billed for the cost of one piano tuning.

The A/V technician will oversee the use of all sound equipment including microphones and lighting within the sanctuary.

Photography and Videotaping

Photography during the wedding service should be conducted in a manner appropriate for a worship service. We encourage no flash photography during the ceremony. Professional photographs and video taping of the wedding service can be done through professionals hired by the couple.

Flowers, Decorations, and Candles

Flowers and decorations should be appropriate to a place of worship. No flowers should be placed on a wooden surface without protection underneath. Decorations are allowed to be placed two hours prior to the rehearsal and/or the wedding ceremony. No staples, tacks, wires, or tape are to be used to attach decorations in the church. Candles will be lighted using candle lighters. Unity candles and all other candles must be placed on protected surfaces. All candles must be extinguished at the end of the wedding ceremony.

Additional Guidelines

- The Church facility must be left in same condition in which it is found.
- The bridal couple is responsible for any damages to the property during the service.
- No rice, confetti, bird seed, or live flower petals will be thrown in the church or on the church property.
- No drugs, tobacco, or alcohol will be permitted or consumed on the church property.

Fees and Honorarium Schedule

The wedding fees are the responsibility of the couple and reflect direct costs and minimal charges. Should you find yourself in a circumstance of special need, we remain open to helping you. A non-refundable wedding registration fee is required one week after the wedding date has been approved by the Pastor and the Facilities team.

The facility fee and cleaning services fees are due one week prior to the service. All honorariums should be made payable to and given directly to each individual at the wedding rehearsal (or if no rehearsal on the day of the wedding). Facility fees and cleaning services fees should be made payable to Crossroads UMC.

Fee Schedule:

- Wedding Registration Fee \$50 (payable to Crossroads UMC)
- Pastor \$400 /Holidays \$450 (payable to the Pastor)
- Travel Costs (Current government rate for travel payable to the Pastor 2 weeks prior to the wedding)
- Church Musician \$300 (payable to the church musician)
- A/V Technician \$200 (payable to the A/V technician)
- Sanctuary Fee \$200 (payable to Crossroads UMC)
- Rooms for the Wedding Party \$100 (payable to Crossroads UMC)
- Cleaning Services \$150 (payable to Crossroads UMC)

Additional Information

If you have any questions, please email weddings@crossroadsnova.org.