



## *Introduction . . .*



We are very happy for you as you take this important step in beginning your new life as a couple. We want you to have the best marriage possible and we have set up principles to assist you in making your marriage a success. These principles are built on our understanding of scripture concerning God's design for marriages.

This handbook is offered to assist you in planning and preparing for your wedding and marriage.

*“Unless the LORD builds the house,  
its builders labor in vain.”*

*Psalm 127:1*

# *Marriage Ministry Procedures*



We request the following procedures be followed by all couples to be married at Crestwood Baptist Church.

- 1) At least six months prior to your planned wedding date, call Jeanne Claypool at the church office to check on date availability and request the use of the church facilities for your wedding/reception (241-8534).
- 2) Complete the questionnaires at the end of this form, the mentoring consent form and mail them to the church office.
- 3) Once the questionnaires, contract and deposit have been received, Jeanne will schedule for you to meet with a pastor. (Note: The date for the wedding cannot be finalized until the couple returns the completed information sheets and meets with the minister.)
- 4) After your initial meeting with a pastor, you will be assigned a mentor couple who is trained in working with couples. There are normally eight pre-marital sessions and one or two post-marital meetings with your mentor couple.

### Check List:

- \_\_\_\_\_ Call the Church Office.
- \_\_\_\_\_ Complete the Questionnaires and Mentoring Consent form and return them to CBC.
- \_\_\_\_\_ Meet with the Pastor.
- \_\_\_\_\_ Complete your Wedding Contract, make your deposit to CBC and return them to Jeanne Claypool.
- \_\_\_\_\_ Begin your pre-marital assessment with your Mentor Couple.

## *General Information . . .*



### Wedding Guidelines for Crestwood Baptist Church

- 1) All weddings and/or receptions are to be scheduled through the church office.
- 2) The Worship Center seats approximately 350 people
- 3) The Fellowship Hall can accommodate approximately 240 people at round tables
- 4) The center aisle is 40 feet long
- 5) Pricing and fees can be found on the Wedding and Reception Costs at a Glance page.
- 6) Weddings cannot start any later than 5 PM
- 7) Receptions need to be over by 9:30 PM and parties need to be out by 10 PM. If not out by 10 PM deposit will be lost.
- 8) Receptions without a wedding at CBC need to be over by 5 PM
- 9) No smoking in the building and no use of alcohol is permitted on church property.
- 10) The throwing of birdseed must be kept outside of the church building.
- 11) Silk petals must be used by the flower girl.
- 12) The wedding party has permission to dance in the Fellowship Hall.
- 13) Pricing and fees can be found on the Wedding and Reception Costs at a Glance page.
- 14) Wedding parties are responsible for any additional cleaning charges assessed by the custodian and fees will be taken out of the deposit if necessary.
- 15) Pictures that need to be taken after the wedding ceremony **MUST** be taken directly following the service. Any delay will constitute an additional charge to be taken from the deposit.  
(Note: Please notify photographers that our technicians will be available one to one-half hour(s) before the pre-wedding music begins. They do not, however, come in two-three hours prior to the wedding to turn on stage lights, etc.)
- 16) Stage arrangements need to be discussed with the Worship Minister Greg Cagle. [Greg@crestwoodbaptist.org](mailto:Greg@crestwoodbaptist.org).
- 17) Any CD music should be on one CD. It's difficult to make smooth transitions between songs when technicians have to switch CD's. For example, the couple must provide either a prelude CD and ceremony CD (to include recessional) or one CD with everything in order. (Note: CBC cannot burn these CD's for the couple.)
- 18) Soloists/duets may use tapes; however, a CD is preferred. (Note: If there is a solo(s) during the prelude, this needs to be in place on the prelude CD.
- 19) Instrumentalists (most often a guitar) need to bring their own cables, direct boxes, etc. if they wish to connect through CBC's sound system. CBC will not provide equipment for instrumentalists. (Important: All singers, instrumentalists, etc. participating in the wedding, need to be at the rehearsal.)
- 20) You may only use "no drip" candles in the Worship Center.
- 21) Rehearsal time is to be limited to one hour. If your rehearsal goes over one hour, there will be a \$25 charge for each additional hour (or portion thereof) for each of the following: Sound Technician, Special Lighting Operator, Video Director/Operator, Musician, Pastor and a Wedding Coordinator.

- 22) Because your wedding is a sacred occasion, the marriage ceremony should be one of reverence and honor. Your wedding should include prayer, scripture reading and reference to God's plan for marriage. In addition, all music should be appropriate to Christian worship.
- 23) Payment of fees will be made by check to Crestwood Baptist Church no later than one month prior to the date of the wedding.

#### Reception Guidelines for Crestwood Baptist Church

- 1) Pricing and fees can be found on the Wedding and Reception Costs at a Glance page.
- 2) The kitchen may be used but requires special notification and pricing. Please contact our foods coordinator Sandy Beard 241-8534 x105.
- 3) We have 40, 5 foot round tables in the reception area that can hold up to eight people.
- 4) Parties must provide their own table cloths.
- 5) Music played during the reception must be appropriate. Please listen to your lyrics.
- 6) All items must be removed from the sanctuary after the ceremony and before going on to your reception no matter if your reception is at CBC or another location. CBC is not responsible for anything you leave behind that is lost or stolen.
- 7) Alcohol is not permitted.
- 8) Parties must have all persons and items out of the church by 10 PM. Any time after 10 will result in losing your deposit.

To reserve the Fellowship Hall for your party, please contact Jeanne Claypool at 241-8534.



## Crestwood Baptist Church Marriage Ministry Mentoring Consent Form

We understand that the mentoring process consists of guidance pertaining to ideals, beliefs and Scripture by the Mentor Couple.

We acknowledge and understand that we are not receiving psychiatric or psychological counseling. We understand and recognize that the Mentors are not licensed mental health providers.

We acknowledge that any advice shared by the Mentor Couple regarding issues is not given in a professional capacity but is offered solely in their recognized capacity as caring, Biblically-based facilitators.

We acknowledge and understand that we take full responsibility for the decisions made by us regarding our relationship and do not hold our Mentor Couple liable in any way for those decisions.

We understand that the role of the Mentor Couple as facilitators and that we have to make our own decisions as individuals and as a couple.

We understand that the information discussed during the mentoring sessions and the results of the inventory are confidential. We agree that when deemed necessary the Mentors can share pertinent information with the clergy listed below.

Therefore, we consent to the terms as outlined.

His Signature \_\_\_\_\_ Date \_\_\_\_\_

Her Signature \_\_\_\_\_ Date \_\_\_\_\_

Clergy \_\_\_\_\_

(3 copies: The mentored couple, the Mentor Couple, the clergy)

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Confidential Premarital Information Sheet - Bride\*

Please follow these steps once you receive this form:

- 1. Fill out this form completely.
2. Return completed form, along with the groom's form, to Crestwood Baptist Church, in the confidential envelope, to Tammy Underwood, Wedding Coordinator.
3. The date for your wedding cannot be finalized until these completed forms are returned to the church office and the date is approved on the church calendar.

Name Address
City State Zip
Home Phone Work Phone
Email Address

Age
Are you a member of Crestwood Baptist Church? Yes No

If not, what is your church affiliation?

Previously married? Yes No

If the previous marriage(s) ended in divorce, please answer the following:

Give reason for divorce(s)

What reconciliation efforts were made?

What is the date the divorce was finalized?

Any Children? Yes No If yes, list ages:

Have you and your fiancé lived together or are you presently living together?

Yes No

How long have you dated?

How long have you been engaged?

Are you pregnant? Yes No

Do you believe you are saved? Yes No

Describe your salvation experience:

Do you believe you will go to heaven when you die? Yes No

What is the reason you believe this way?

Describe your relationship with Christ at this point in your life.

Desired Wedding Dates and Times (1st Choice)

(2nd Choice)

Desired Rehearsal Dates and Times: (1st Choice)

(2nd Choice)

Requested Minister for Wedding (1st Choice)

(2nd Choice)

Church Facilities Needed: Worship Center Fellowship Hall

Reception Location:

\*This information will be shared with your pastor and your mentoring couple.



Confidential Premarital Information Sheet - Groom\*

Please follow these steps once you receive this form:

- 1. Fill out this form completely.
2. Return completed form, along with the bride's form, to Crestwood Baptist Church, in the confidential envelope, to Tammy Underwood, Wedding Coordinator.
3. The date for your wedding cannot be finalized until these completed forms are returned to the church office and the date is approved on the church calendar.

Name Address
City State Zip
Home Phone Work Phone
Email Address

Age
Are you a member of Crestwood Baptist Church? Yes No

If not, what is your church affiliation?

Previously married? Yes No

If the previous marriage(s) ended in divorce, please answer the following:

Give reason for divorce(s)

What reconciliation efforts were made?

What is the date the divorce was finalized?

Any Children? Yes No If yes, list ages:

Have you and your fiancé lived together or are you presently living together?

Yes No

How long have you dated?

How long have you been engaged?

Do you believe you are saved? Yes No

Describe your salvation experience:

Do you believe you will go to heaven when you die? Yes No

What is the reason you believe this way?

Describe your relationship with Christ at this point in your life.

Desired Wedding Dates and Times (1st Choice)

(2nd Choice)

Desired Rehearsal Dates and Times: (1st Choice)

(2nd Choice)

Requested Minister for Wedding (1st Choice)

(2nd Choice)

Church Facilities Needed: Worship Center Fellowship Hall

Reception Location:

\*This information will be shared with your pastor and mentoring couple.



***Crestwood Baptist Church  
Marriage Ministry  
Wedding Contract***

Date: \_\_\_\_\_

Wedding of \_\_\_\_\_ and \_\_\_\_\_

Contact Name, Address & Phone \_\_\_\_\_  
\_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Have you read through this packet thoroughly and agree to the policies? \_\_\_\_ Yes \_\_\_\_ No

Will you be using a decorator/florist for your decorations? \_\_\_\_ Yes \_\_\_\_ No

When will the church be decorated; Friday (during business hours) or the day of your wedding? Date \_\_\_\_\_ Time \_\_\_\_\_

Minister \_\_\_\_\_ Phone \_\_\_\_\_

From what Church? \_\_\_\_\_

Will you be using one of our pianists for your wedding music \_\_\_\_ Yes \_\_\_\_ No

If "No" please indicate who or what you will be using for your selected music.

Taped music \_\_\_\_\_ CD music \_\_\_\_\_ Your own musicians \_\_\_\_\_

Will you be using our Fellowship Hall for your rehearsal dinner \_\_\_\_ Yes \_\_\_\_ No  
reception? \_\_\_\_ Yes \_\_\_\_ No

Wedding Deposit (\$125.00 to reserve date) \_\_\_\_\_ Rec'd Date \_\_\_\_\_

Balance \_\_\_\_\_ Due Date \_\_\_\_\_

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_