

WEDDING GUIDELINES ST THERESE'S PARISH

We welcome all couples wishing to celebrate the sacrament of marriage at St Therese's Essendon. Our parish priest has pastoral responsibility for those who live within the parish and will do all he can to accommodate parishioners who would like him to officiate their wedding onsite at St Therese's. Couples who are not parishioners but would like to hold their wedding at our church will need to ask their own parish priest or a priest friend to officiate.

The following guidelines are to assist couples marrying at St Therese's in their preparation for their wedding.

BOOKING A WEDDING AT ST THERESE'S

Wedding arrangements will only be made with the couple and not with friends or family of the bride or groom.

After confirming their preferred date and time are available the bride and groom should complete an application form (available from the parish office.)

St Therese's does not accept tentative bookings for weddings. A wedding will only be considered booked on receipt of the 50% deposit.

Final payment is due 12 weeks prior to the wedding date.

The booking cost does not include an offering for your celebrant.

Priest Offering: Whilst there is no set charge for the priest's offering, it is customary for the couple to give a generous donation for the priest's time during preparation for the wedding, arranging the legal requirements as well as for his services on the day of the wedding. As a guide, it is useful to note that a civil celebrant may charge between \$500 and \$1,000 plus.

WEDDING CEREMONY

Liturgy: Your celebrant will assist you in preparing the liturgy/marriage ceremony. We recommend that you start thinking about readings, music, prayers, etc. as soon as possible so that you can seek your priest's approval.

Live Music: If you arrange for live musicians to perform at your wedding please notify the parish in case some assistance is required with set up.

Recorded Music: You can play music files on the laptop connected through to the AV system via HDMI or you can plug an MP3 player directly into the AUX cable input to the AV. E.g. iPad, iPhone etc. All are standard practice here.

CHURCH DECORATIONS

Flowers: Our church flowers are everlasting and consist of two arrangements located next to the Tabernacle. Any special floral arrangements will need to be organised by you with your own florist. The florist will need to confirm an appropriate delivery & set up time with the parish office.

Decoration: Wedding parties may decorate the church temporarily for their ceremony. Any set up of decorations will need to be arranged with the parish office around other bookings in the church.

All decorations and floral arrangements need to be removed from the church immediately after the wedding unless otherwise organised with the parish.

LITURGICAL DECORATION OF OUR SANCTUARY

There are times throughout the Liturgical year when the Sanctuary is decorated according to the season and these decorations will remain in place for any wedding ceremonies.

The Season of Lent: we have a purple sail up behind the Tabernacle. There is no other décor during the Lenten period.

Easter Season: Yellow and white are the colours of Easter and sails of these colours are up behind the Tabernacle during Easter.

Advent/Christmas: During Advent the Giving Tree and the Nativity scene are set up on the Sanctuary where they remain until after the Feast of the Epiphany in early January.

Sacraments: Throughout the year our school celebrates the Sacraments of First Reconciliation, First Eucharist and Confirmation. The Sanctuary and church will be decorated accordingly.

ON THE DAY

Traffic Management: Where your wedding party will be arriving and/or departing in over-size vehicles (eg. Stretch cars/ limousine) please note that you must arrange for vehicular assistance at the front of the church, the Florence St/Lincoln Rd Corner. This is an extremely busy intersection and we ask your assistance to prioritise safety and avoid traffic congestion.

Wedding cars are **not permitted** on any of the Lawn areas surrounding the Church.

Toilets: Toilets/bathrooms are located at the rear of the church, external to the main building.

Photographer: Please ensure your photographer consults with the celebrant prior to the wedding ceremony.

Confetti: Confetti, rice, petals, etc. are not permitted in the church or church grounds. Please keep these for the reception centre.

PRE-WEDDING PREPARATION

To help with your preparation the following documentation will be required for when you meet with the priest celebrating your wedding.

- **Birth certificates:** Original of the extract or full certificate is required
- **Baptism certificate:** For each baptised Christian (please contact the parish where you were baptised if you cannot locate the original certificate/s)
- **Testimony of Freedom to Marry:** (If required) Mandatory for a Catholic person marrying outside their own parish; please contact your local parish.

Witnesses: Legal requirements state that two witnesses, at least 18 years of age, be present at the marriage celebration and sign the register and associated papers.

You must ensure all required Church and Government forms are completed by the relevant due dates. (Please contact your celebrant should you require further information.)

Marriage Preparation: The Church advise marrying couples to undertake an approved marriage preparation course prior to their wedding. Your celebrant will discuss the most appropriate preparation for you.

1/2hr Rehearsals: We encourage the testing of any required music/cd/audio visual equipment at this time, hence the person from your family/friends responsible for this area of the service should attend the rehearsal to familiarise themselves with the church equipment.

If you have any further questions, please do not hesitate to contact our parish office via phone 9401 6330 or via email essendon@cam.org.au

Regards,

St Therese's Parish Essendon