

WEDDING INFORMATION SHEET

1. BOOKINGS & PRE-WEDDING APPOINTMENTS

Weddings in our parish can be celebrated during the week, Saturday or Sunday afternoon. However, you should note that weddings will not be celebrated on the following dates:

- Sundays during Lent
- Holy Week
- Easter weekend (which includes Good Friday, Holy Saturday, Easter Sunday and Easter Monday)

Please contact the parish office to make booking arrangements.

Your celebrant priest will be responsible for all the papers, both government and church. As a marriage is both a civil and church celebration, there is an essential "pre-wedding" appointment with the celebrant priest prior to your wedding to complete the legal criteria. This meeting needs to be approximately eight weeks prior to the wedding, to fit in with the relevant government department's requirements. You both need to bring your **birth certificates**, or extract, and **baptism certificates to this meeting**. In the circumstances where a dispensation will need to be granted by the Archdiocesan Judiciary, the meeting should be arranged for minimum of 3 months before the date of the wedding. For situations where an annulment needs to be sought, a minimum of 12 months is required.

2. PUNCTUALITY

Wedding parties are expected to be punctual. It is important to arrive in sufficient time to be able to enter the church at the appointed time. There may be other urgent appointments involving the church, the priest, or the musicians.

3. CHURCH PREPARATION

Should there be a visiting priest for the wedding, please make arrangements with the parish Manager about a Sacristy key. If Fr Syrilus or Fr Steve is celebrating the wedding, they will open the church.

Should you wish to make any wedding preparations (i.e. flowers or accessories), please ensure you book the time with the Parish office to ensure there is not another booking made.

4. PHOTOGRAPHS

Photographs and videos are permitted but care must be taken that this is done in an unobtrusive manner. Photographers are not permitted on the Sanctuary (the elevated area around the Altar) during the ceremony. Extra lighting for videos is to be avoided and allowed only with the permission of the celebrant.

5. TIME OF SERVICE

The length of the service will depend on whether you are having a simple wedding ceremony or a Nuptial Mass. The simple ceremony takes approximately half an hour, and a Nuptial Mass can take up an hour, but usually about 45minutes.

6. FEES - Please note that these fees are subject to change.

a. Church Booking Fee

A fee of **\$1,000.00** is payable to the Parish as a booking fee for the church. Tentative bookings (i.e. without the booking fee being paid) will be held for only four weeks. Payment can be made by either;

- i. Cheques or money orders made payable to the "Holy Spirit Parish" or
- ii. Electronically, referencing your last name and wedding date, into BSB: 064 786 A/c #: 100 000 127

b. Priest's Stipend

The stipend for the priest is **\$300.00** and should be paid at the same time as the church booking fee into the account nominated above

PRE MARRIAGE EDUCATION PROGRAM

FOCCUS and Centacare Catholic Family and Community Services conduct pre marriage education courses called 'Plan for your marriage, not just your wedding.' It is not necessary for both parties to be Catholic, and while these courses are not essential, they are highly recommended by all priests at Holy Spirit Parish New Farm hence the priests would have an expectation that the course had been completed before the pre-marriage meeting. If this is not the case notification would need to be made well before this meeting so the priest can discuss the topic with you.

It is advised that the couple attend a course six months before marriage. There are group courses available (no sharing of personal information is required), or individual courses for couples who prefer a personalised program. The FOCUS program, which entails private sessions with an accredited Relationship Educator is another option.

Leaflets are available in the parish office if you wish to review the programme in more detail. For further information please telephone Centacare office: 07 3252 4371 or visit their website www.centacarebrisbane.net.au

DECORATIONS/FLOWERS

The wedding couple, at their own expense, supply any flowers, and generally, florists deliver and arrange the flowers before the wedding. Check with your florist that they are familiar with this church and can do the delivery at an appropriate time on the day, bearing in mind that there is usually a baptism and sometimes a morning wedding. Wedding parties wishing to decorate the pews need to be aware that these decorations must be removed immediately after the wedding in order to leave the church ready for the next wedding and/or Mass that evening.

PLEASE NOTE

- **The use of confetti/ rice/rose petals, etc is NOT permitted in the church or the surrounding grounds. This is due to occupational health and safety restrictions as these items are slipping hazards. If these items are used at a wedding, an after hours' cleaner will be engaged as the area must be clean before any further services can be held on the premises. These costs will be passed on to the person responsible for the wedding booking. Depending on the extent of the cleaning, these costs will be not less than \$200.**
- **Church pews are not to be moved.**
- **The audio system cannot be adjusted as it has been professionally collaborated for the priest to use during Mass. Further, the speakers in the main body of the church cannot be moved. Any adjustment made causes the system to malfunction and will require an audio technician to be engaged to correct the problem. The cost of the service call will be passed on to the person responsible for the wedding booking.**
- **NO pet allowed inside the church (except Guide Dogs).**