



CELEBRATING YOUR MARRIAGE at ST.FRANCIS OF ASSISI CHURCH

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Congratulations!

A wedding is an occasion of great joy and happiness.

**** IT IS ESSENTIAL THAT YOU READ AND FOLLOW THESE GUIDELINES ****



1. **BOOKING THE CHURCH:**

- a) Contact the Parish Office for availability of the Church. Office hours are: weekdays 10am-5pm
- b) **Your booking remains tentative until you have had an interview with the Celebrant of the Marriage and you have paid the Church Booking Fee and Confetti Bond.**
- c) **CANCELLATIONS OF WEDDING BOOKINGS** at our Church must be done in writing, advising that the confirmed booking is no longer required. Church Booking Fee and Confetti Bond will then be re-imbursed.

2. **CHURCH FEES:** The following fees apply:

- a) **Church Booking Fee - \$300.** This is for the use of the Church and must be paid within 3 weeks of making your booking. This will confirm your booking. **An Exemption of \$50** is given to registered contributors of our planned giving campaign.
- b) **Confetti Bond - \$100.** This is to be paid at the same time as the booking fee. There are no exemptions to paying the bond. It is refundable if the Church grounds are left clean after the wedding.
- c) **Celebrants Fee - \$300.** Please pay this when paying your booking fees or no later than the day of rehearsal for the wedding.
- d) **Organist/Singer** – These are determined by them and are payable to them before the wedding.
- e) **Flowers for the Church** – Contact the Parish Office. *See note below.*

3. **PAPERS REQUIRED:**

- a) **Birth Certificate:** Your original copy or an extract is acceptable.
- b) **Baptism Certificate:** A recent copy **issued within the last six months.** Ring the Church where you were Baptised and ask for a recent copy to be sent to you. If you were Baptised here at St. Francis of Assisi Church, please notify the Parish Office. **This certificate will be required when you meet with your Priest.** The Commonwealth document “Notice of Intended Marriage” must, by law, be signed at least one clear month before the wedding day; this will be completed when meeting your Priest. In the case of minors, the written consent of parents is required.

4. **FLOWERS AND DECORATIONS FOR THE CHURCH:** Please do not organize your flowers or decorations for the Church until you have contacted the Parish Office 8337 3849

We will advise you concerning the requirements for flowers and pew decorations in the Church. It is a requirement that 2 arrangements of fresh flowers are left in the Church for the Sunday Masses. Pew ribbons are available. Artificial flowers for the Church are not permitted.

5. **MUSIC FOR THE WEDDING:** Organist – Anna Fantasia (m): 0438 827 844

She is the only organists permitted to play the Church Organ. It is not permitted to bring anyone else in to play our organ. Please ring Anna and she will advise you on the availability of a singer, the fees required and the selection of your music. A list of acceptable songs and music is attached for your selection. **Ballads and songs from the hit parade are not acceptable for the Church ceremony; you may consider having them at your reception. The use of recorded music is not permitted.**

6. **MARRIAGE PREPARATION COURSES:**

The Commonwealth Marriage Law demands serious preparation for Marriage and obliges each couple to attend a pre-marriage course. Please ensure you collect the pamphlet concerning this course with this information. Ring Centacare direct on 8210 8200 to arrange a time, which suits you to attend. This course is a requirement for all couples wishing to be married at St. Francis of Assisi Church.

In addition, contact the Parish office **at least six months before** to make an appointment to meet with the Priest celebrating your Marriage to arrange the necessary papers.

7. THE CEREMONY:

The ceremony for your Marriage can be celebrated with or without Nuptial Mass. Couples who regularly attend Sunday Mass would generally celebrate their Marriage with Mass. Indicate your choice when making your booking or meeting with the Priest.

8. BOOKLET FOR THE SERVICE:

If you wish to have a booklet for the service, please commence preparing it early so that it can be given to your Priest to check for inaccuracies before the first printing or photocopying. Contact the Parish Office for a sample booklet we can email you to help you with the layout and to assist you with selection of readings. You can also purchase the Booklet “**When We Marry**”, from **Pauline Books and Media Centre**, 27 Hindmarsh Square City, **Ph: 8223 2735**. If required, the covers for your booklet are also available from the Centre.

9. WEDDING REHEARSAL:

Arrangements are to be made with the Priest celebrating your wedding to have a rehearsal close to the actual date. All attendants, readers and other participants should be present. If you are having a booklet, bring sufficient copies for the rehearsal.

10. CONFETTI:

Confetti, rice, sugared almonds, rose petals etc. must not be thrown in the Church foyer or anywhere outside the Church. **THE CONFETTI BOND IS FORFEITED IF THIS REQUIREMENT IS NOT OBSERVED.** It would be helpful if your invitation cards advised guests of this requirement. The celebrant will also give them a reminder at the wedding.

11. PHOTOGRAPHERS:

Very often the beauty and dignity of a wedding can be marred by thoughtless photographers, particularly when making video films. Be careful to select persons who will abide by instructions and show due reverence for the sacred nature of the Church and its celebrations. We urge a minimum of movement, avoidance of strong lights and filming of the main parts only. Please ensure that the photographers speak to the celebrant on the night of rehearsal. **Video cameras are restricted to the rear balcony and the side aisles of the Church.**

12. CONFESSION – RECONCILIATION:

Catholic parties and attendants who wish to receive Holy Communion at the celebration may want to go to Confession. Confessions are held in our Church every **Saturday at 11.00am – 12noon & 5.00pm - 5.45pm**, or by arrangement with your Priest.

13. CELEBRANT FROM ANOTHER CHURCH:

You may decide to choose a Priest from another Church to celebrate your wedding. If so, please advise the Parish Office that he has accepted your request and he is willing to perform the service. Appointments concerning your marriage preparation and for completing the necessary papers are to be made with the chosen celebrant.

N.B. If you choose a Priest from another Church you must still follow all the above guidelines if you wish to be married at St. Francis of Assisi Church.

14. SUGGESTED BOOKS:

- These books are helpful for those planning to marry and are available from Pauline Books & Media Centre, 27 Hindmarsh Square, City.
- 1) “Couples Preparing for Marriage” - Bishop B. Hickey
 - 2) “Marriage in Christ” - Brisbane Liturgical Commission
 - 3) “How to Survive being Married to a Catholic” Majellan Publications
(For non-Catholic Partners)
 - 4) “Handbook for Today’s Catholic” - Majellan Publications

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 The tentative date booked for your wedding is

Your booking fee and confetti bond need to be paid by.....to confirm this booking.

(updated June 2017)

