

Order of Service

The service of Christian marriage requires at least one Bible reading and appropriate music choices. At the wedding interview you will be given a leaflet suggesting Bible Readings, Music and Hymns as well as contact details our resident organist (if applicable). A sample order of service may also be provided. It is your responsibility to have your Order of Service printed after it has been proof read by the Minister. The details of the service can be left till a couple of months before the service, till then focus on your relationship.

Rehearsal

The rehearsal is usually held the Thursday or Friday before the wedding. All the wedding party should attend so that you can be reassured that all is in readiness for the day. Also at the rehearsal the declarations required by law will be made and signed and all fees should have been paid.

Flowers

If you wish to have flower arrangements inform the Parish Office as it requires coordination with our flowers for Sunday Church Services. Holy Trinity has silk flowers which cannot be removed.

If you only wish to have pew decorations these are your responsibility to provide and to remove at the end of the service. Please do not pin or stick anything to the pews but use ribbon, ties or elastic.

Things to Avoid

Exceeding 120 guests at the Wedding Service. 50 at St Stephen's, Tallong.

Very young children being involved as flower girls etc. A minimum age of seven is strongly advised. Small children can be charming, but often do not understand what is happening and so freeze, misbehave or cry and detract attention from the bride. Do not let sentiment spoil your day.

Good luck symbols, such as horseshoes or rabbits feet which are not appropriate at a Christian wedding.

Confetti! Bubbles, biodegradable confetti, rice or rose petals may be used once well clear of the Church.

Photographs and Video

Your wedding is a Church Service, and photographs, while significant, are secondary to the importance of the Service and saying your wedding vows in the presence of your friends and relatives. Photographs are only taken inside the building with the permission of the Minister. You are asked to discourage guests from taking photographs once the Service has commenced unless directed by the Minister.

Please tell your photographer to arrive at the church before the bride and introduce themselves to the Minister. Photographers are allowed at the front of the church as the bride enters but they should confine themselves to the side or rear of the congregation during the wedding service itself and take their shots from there so as not to distract you or your guests.

While most photographers are sensitive to appropriate behaviour for a wedding in church unfortunately this cannot be assumed so it is necessary for you to raise these issues with them. You may want to show this leaflet to your photographer. Uncooperative photographers may be asked to leave the premises.

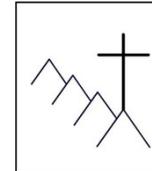
Video cameras with a light are not permitted and videos must be taken from a stationary position not in general view of the congregation.

If you have any questions or desire further information please contact the Parish Office between 9am-12pm Monday to Thursday or send us an Email.

The Anglican Parish of Sutton Forest

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This pamphlet was printed in August 2014



The Anglican Parish of Sutton Forest

knowing Christ – loving each other
serving our community – reaching the world

Wedding Preparation

All Saints',
Sutton Forest
7320 Illawarra Hwy,
Sutton Forest



St Aidan's, Exeter
5 Exeter Road,
Exeter



Holy Trinity,
Bundanoon
15 Church Street,
Bundanoon



St Stephen's, Tallong
640 Highland Way,
Tallong



Parish Office: 4883 6019

Wedding Preparation



This information sheet will answer many questions that you may have in preparing for your wedding day in the Parish of Sutton Forest. You can start with this checklist:

- ◇ Book the Church, date and time
- ◇ Pay Administration Fee for Church booking
- ◇ Book into a Marriage Preparation course
- ◇ Attend a Sunday Church Service
- ◇ Meet the Minister
- ◇ 1st wedding interview with the Minister
- ◇ Do the 'Notice of Intended Marriage' (NOIM) Form and return it to the Minister
- ◇ Show Original Birth Certificates to Minister
- ◇ 2nd wedding interview with the Minister
- ◇ Make final payment for the Church, Minister, Verger and Organist (if applicable) at least one month prior to wedding date.
- ◇ Prepare an Order of Service and send to the Minister for proof reading. Include 1 or 2 Bible readings and Music choices.
- ◇ Arrange Wedding Rehearsal with Minister
- ◇ Notify the Parish Office of Florist's details and organise Florist's access to the Church

Confirming your Wedding Booking

Your arrangement to be married in the Parish of Sutton Forest is confirmed by paying the Administration Fee and speaking with the Minister following a Sunday Service, unless circumstances make this unrealistic and an alternative meeting is organised. Attending a Church Service will help you feel comfortable in Church and so make your wedding day more enjoyable as well as helping you to get to know the Minister.

Wedding Fees

The church booking will only be confirmed after you have spoken to the Minister **and** we receive your Administration Fee (*refundable if you inform us of cancellation*). Final payment for your wedding is due one month prior to your wedding date.

Administration Fee	\$110 inc GST
Church & Minister	\$600
Verger Fee (required)	\$110 inc GST
Organist Fee (if required)	\$150
TOTAL (if applicable):	<u>\$970 inc GST</u>

Payment can be made to 'Parish of Sutton Forest' by cash to staff, cheque, EFT or cash to a bank.

EFT: BSB 704 998 (Westpac) A/C 100 008 276
(Reference: groom's surname / bride's surname)
BANK: BSB 034 868 (Westpac) A/C 00 3790
(if paying in a BANK, contact Parish to inform us)

Your wedding fees are a contribution to the running costs and maintenance of church property and the ongoing, active ministry of the Parish. If you are facing financial hardship the fees can be negotiated.

Marriage Preparation

It is expected that couples being married will do some form of Pre-Marriage Education. There are options like the Prepare/ Enrich, which the Minister can discuss with you.

It is suggested that couples undertake this preparation as early before the wedding as possible so that they may gain maximum benefit from the material.

While some couples may not see the need for such preparation it is a valuable investment in your relationship and the Minister is yet to meet a couple that has not found the experience worthwhile. It is much more important to put preparation into your years of marriage than into the day of your wedding.

Wedding Interviews

The interviews deal with the nature of marriage and planning the wedding service. The interviews usually take place in The Rectory, 1 Gullies Road Bundanoon, behind the Holy Trinity Anglican Church. Bring your Original Birth Certificates, not photocopies, to the first interview.

Notice of Intended Marriage (NOIM)

A NOIM Form can be obtained from the Minister.

The NOIM Form *must* be completed and given to the Minister no later than **one calendar month and one day before** the wedding date and signed **not more than six calendar months** before the wedding date.

The NOIM must be signed in the presence of a duly qualified witness such as the Minister. Please read all the directions on the NOIM before filling in the Form. Return the Form to the Minister and show the Minister your Original Birth Certificates. The Minister must see these documents prior to the Wedding. This is a legal requirement.

Birth Certificates can be obtained for a small charge from the Registry of Births, Deaths and Marriages 1300 655 236.

Use block letters. Use black pen.

Names, unless changed by Deed Poll or a former marriage, must be exactly as on your Birth Certificate.

Conjugal status is filled in as "Never validly married" etc, but *not* "Never Married" or "Single".

The place of birth must correspond with that on your Birth Certificate. In both questions 4 and 6, please include the State.

If a parent or parents have died, their names must be included and the word "deceased" added.

In law you may be related by birth, marriage or adoption. Such a relationship may not prevent your marriage, but it must be stated on the NOIM Form.