

Information for Celebrating your Wedding in St Francis of Assisi Church, West End

Congratulations on your decision to celebrate your wedding in the Catholic Church. We welcome you as a couple, together with your family and friends to St Francis Church, West End. St Francis of Assisi Church is a place of special significance. A request to be married in this Church presupposes in the parties an awareness of the religious dimension of the occasion.

The following is a brief guide to assist you in planning for your wedding at St Francis of Assisi Church. It is a wonderful setting for a wedding. It is not, however available for hire in the way that one may hire a venue for a wedding reception. Weddings may take place provided certain requirements are fulfilled. These conditions are set down to enable you and your guests to enjoy the celebration of your marriage in St Francis of Assisi Church.

➤ **Wedding Fee Structure:**

- with your own Priest \$500.00

Or

- with our Parish Priest \$800.00

A **non-refundable** booking fee of \$200 is payable with the return of your Wedding Booking Form. If for any reason the wedding is cancelled within 3 months of the date booked, there will be no refund of paid deposit. Full payment must be received **six weeks** prior to the wedding date. If you would like to make regular monthly payments, please discuss this with the Parish Priest.

➤ **Bookings:**

Couples from outside the Parish are welcome to invite their own Catholic Priest who will be responsible for all details of the marriage preparation. If this isn't possible, one of our Priests may be available to assist you. Please note that the celebrant at your ceremony or nuptial mass must be a Catholic Priest.

Take time to decide whether you are having a Ceremony or a Nuptial Mass.

The Priest who is to be the Marriage Celebrant will guide you through the process of preparation and will be responsible for all the papers, both government and Church.

Weddings can be celebrated during the week and on Saturdays at any time within reason or on a Sunday after 11.00am. It should be noted that weddings will not be celebrated on the following dates:

- Easter weekend (which includes Good Friday, Holy Saturday, Easter Sunday, and Easter Monday)

Each wedding party has the use of the Church and grounds starting 30 minutes before the scheduled time of your wedding, for a period of no longer than 180 minutes. A Nuptial Mass/Wedding Ceremony should not take any longer than 60 minutes.

Couples wishing to celebrate their wedding in **St Francis of Assisi Church** need to be aware that due to the size of the Church and Workplace Health and Safety regulations, a maximum of only **250 guests** (including the bridal party) is permitted. If Covid-19 Restrictions are in place – the current rules applicable at the time of the wedding apply in relation to capacity numbers.

To arrange a booking, (refer to the back page for details) or please contact Parish office on (07) 3324 3734 or email stitaspar@bne.catholic.net.au

➤ **Liturgy:**

In choosing to have your wedding at St Francis of Assisi Church you are choosing to celebrate the Roman Catholic Rite of Marriage. While your priest will lead you step by step through the Rite of Marriage, we encourage you to purchase the publication *When We Marry* to assist you in planning the wedding. This book may be purchased from the Liturgical Commission at orders@litcom.net.au or call 3336 9444. Please take the time to work through this guide noting what is and what is not included in the Rite of Marriage.

Particular care is needed to ensure Readings chosen are from the Scriptures and that music is appropriate to the Rite. Please don't hesitate to discuss this with your Priest if you have any questions regarding the ceremony.

Again your Priest will assist you to finalise your marriage ceremony.

➤ **Music:**

All music used at wedding ceremonies should reflect Christian values.

There are several local vocalists who offer their services, or you may feel free to organise your own vocalist.

- Genevieve O'Brien (Classical Soprano) 0403 184 527
gen238@hotmail.com www.genevieveroseobrien.com
- Wendy Brown (Piano and vocalist) 0410 653 871
- Rhapsodaisy (Vocalist, piano and flute) 0417 768 487

(The contact details above are provided to the Wedding couple, but any arrangements or agreements made are on a private basis only.)

➤ **Decorations/Flowers:**

Flower arrangements are NOT included in the price. Wedding parties wishing to decorate the pews need to speak with the Parish Office. **No other decorations** are allowed e.g., **carpets, topiaries, candelabra's etc.** Bows are allowed to be tied to the pews, but no pins or any other form of attaching them to the pews which may result in the pews being damaged. It is the responsibility of the bride to organise the attaching of the bows immediately before the ceremony and removal of the bows immediately after the ceremony. No seating/furniture is to be moved in the Church.

➤ **Alcohol:**

Alcohol is strictly prohibited in the grounds of St Francis of Assisi. If anyone is found in possession of alcohol, they will be asked to leave the premises.

➤ **Special Requirements:**

Please note that the use of confetti, rice, rose petals, bubbles, or similar substances are not permitted at St Francis' or the surrounding precinct. Doves or butterflies are not to be released.

➤ **Mobile Phones:**

Remembering the Church is a sacred place, please ensure that your guests have their mobile phones switched off during your wedding rehearsal and wedding ceremony.

➤ **Rehearsals:**

If a wedding rehearsal is required, it can be booked through our Parish office. Rehearsals should not take any longer than 45 minutes.

➤ **Punctuality:**

As St Francis of Assisi Church is used for various liturgical ceremonies, bridal parties should be sensitive to the fact that other events may be happening in the Church on their wedding day.

It is imperative that the bridal party arrives at least **10 minutes** before their appointed time so that they are ready to walk down the aisle on time. The Church, Priest and musicians may have other urgent appointments and the service may have to be abbreviated if the bride is late.

➤ **Photographs:**

Photographs and Videos are permitted but care must be taken that this is done in an unobtrusive manner. It is desirable that photographers and video operators consult with the celebrant prior to the ceremony. **Photographers are not permitted on the Sanctuary (Altar area) during the ceremony.** Extra lighting for videos is to be avoided. Equipment is not to be attached to walls or pillars. Care is to be taken that no damage is caused to the Church buildings or furnishings.

➤ **Cars:**

There is only 1 car park space in front of the Church and limited car park in the presbytery's ground. The car park should be vacated as soon as possible after the ceremony. Please ensure that all cars are securely locked. All vehicles must vacate the grounds of the Church within the 120 minute time frame allocated for each wedding.

➤ **How to proceed:**

If you would like to proceed with booking St Francis of Assisi for your wedding ceremony, call our office to make sure the date you have in mind is available then, fill out the wedding Booking Form, together with notification of the \$250 deposit via internet transfer:

Scan and email to stitaspar@bne.catholic.net.au

Deposits can be made via internet transfer, details are:

BSB:	064 786
Account:	100 022 825
Acc Name:	Dutton Park Church Account
Reference:	Your last names and wedding date

Please note this bank account is for internet transactions only.

If you have any queries regarding the use of St Francis of Assisi Church for your wedding, please do not hesitate to contact our Parish Secretary on 3324 3734.

Once again, congratulations and we wish you all the best in preparing for your special day.

Warmest Regards

Fr William Aupito Iuliano
Parish Administrator

WEDDING BOOKING FORM

(Please print)

Date of wedding: _____ Time of wedding: _____

Church: St Francis of Assisi St Ita's

Has either party been married before? No Yes

If yes, have you obtained the required declaration of freedom to marry? No Yes

Type of ceremony: Nuptial Mass Wedding Ceremony

Bride's Full Name:	_____
Address:	_____ _____
Phone:	_____
Email:	_____
Religion:	_____

Groom's Full Name:	_____
Address:	_____ _____
Phone:	_____
Email:	_____
Religion:	_____

NAME OF PRIEST (if using own Priest): _____

Home Parish of the Priest: _____

Contact no: _____

Email: _____

We have read the information and understand the requirements for celebrating our wedding in Dutton Park Parish, and we consent for data collection.

Bride's Signature date: / /

Groom's Signature date: / /

Privacy

The privacy of all individuals is important to the Dutton Park Parish. We are committed to protecting all personal information we collect and hold. Our Privacy Policy is available at www.brisbanecatholic.org.au/privacy-policy/

Privacy Collection Statement

The parishes, school and agencies of the Archdiocese of Brisbane (we, us or our) may collect, use and disclose personal information about you. We collect personal information directly from you and may also collect personal information passively through our website. We collect your personal information to fulfil the mission and directions of our organisation, to minister the sacraments and provide pastoral care to you, to provide you with other services and products you are seeking, to communicate with you about the services and products we offer, to solicit donations and to comply with our legal and regulatory requirements. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek. We may disclose personal information about you to our parishes, schools and agencies and service providers who assist us in operating our organization.

SUPPORT DOCUMENTS

Below are the support documents to be submitted:

- Birth Certificates
- Obtain copies of your extract Baptism Certificates for the Catholic party.

To obtain this you need to contact the churches where you were both baptised (via email if available), give them the details e.g., Full name, date of birth, date of baptism (even the year will help) and they will forward to you an extract copy which you can then forward onto us. The extract copy will have all your sacraments recorded. This can take a while to obtain so it really needs to be done urgently.

- Driver's Licence/passport
- You also will need to book into the Pre Marriage-Education Course with any of below course place;
 - Centacare www.centacarebrisbane.net.au
 - Lighthouse Relationships <https://www.lighthouserelationships.com.au>
 - Smart Loving www.smartloving.org/engaged

Important matters:

- Please supply details if either of you have been married before.
- Catholic - Advise us if this is a Roman Catholic Rite or do either of you or your parents belong to an Eastern Rite.
- Mix marriage - Advise us if this is a marriage between Catholic and non- Catholic.