



# Guidelines for Weddings

## Parish Community of St Charles Borromeo & Church of Mary Immaculate

### Congratulations on your Engagement!

*God who is love and who created man and woman for love has called them to love. By creating man and woman he called them to an intimate communion of life and of love in marriage: "So that they are no longer two, but one flesh" (Matthew 19:6). God said to them in blessing "Be fruitful and multiply" (Genesis 1:28).*

This booklet will help you to plan your wedding. Before contacting the Parish Centre, please read the information below.

To have a wedding at Mary Immaculate Church, Waverley, it is necessary that the marriage should take place according to the rites of the Catholic Church. The requirements of the Catholic Church for the celebration of marriage may differ from those of the civil law. At least one of the parties must be a Catholic, and both bride and groom must be free and capable of marriage as the Church understands it.

### Priest or Deacon Celebrant

Weddings are generally celebrated in your own Parish Church to develop contact with your local priest and parish community. You may have a specific reason or connection with our Waverley Parish, but if not, you are welcome to celebrate your wedding at Mary Immaculate Church (with a letter of freedom from your current Parish or Residency).

It is customary for those from outside the Waverley Parish to supply their own priest celebrant who must possess the faculties of the Archdiocese of Sydney, but if your priest is not available on the day, our Parish Priest may be available. Your officiating priest will guide you through the process of preparation and will be responsible for all the paperwork, both Government and Church.

We ask couples to contact their officiating priest to confirm their availability before booking your wedding. Please also give the officiating priest or deacon at least 8-10 months' notice to complete paperwork so there is adequate time for preparation. If you have previously been married, please contact your priest before setting a wedding date.

### Offerings for the Priest or Deacon Celebrant

Please be aware that most priests/deacons would dedicate 8-10 hours of service to your wedding. An offering for his time and services, in the amount of your choosing, would be appreciated. As a guideline, you may like to consider what the cost would be of a regular civil marriage celebrant.

Please note that this offering is NOT included in the Church booking fee. It is preferred that a donation be given on the day of your wedding to your priest – traditionally this is the best man's role.



## Documentation to your Priest

Approximately eight (8) months before the wedding ceremony, you will need to arrange a meeting with your officiating priest to prepare the documentation for your wedding.

If either of you have been previously married, it is important to meet with your officiating priest **as soon as possible** to make sure you are clear to go ahead with the marriage. If this is not discussed at the onset of your booking, it may cause a delay in your wedding date being set.

You will need to provide the following:

- ◆ Baptism Certificate (issued within a period of six months prior to your first meeting with the priest). Please contact the parish of your baptism to obtain this.
- ◆ A full copy of Birth Certificate. A current non-Australian Passport will suffice for those born overseas.
- ◆ Certificate from Pre-marriage Catholic Care course (mentioned below).
- ◆ If either of you have been previously married, you will need to show evidence of an annulment.

Other Marriage forms will be completed in consultation with the priest or deacon.

## Pre-Marriage Education Courses

It is expected that any couple intending to marry using our Parish Priest will participate in one of the Pre-Marriage Courses offered in the Archdiocese of Sydney and run by CatholicCare.

CatholicCare's team of professional educators use clinical tools to deepen the connection between couples in preparation for sacramental marriage. Couples reflect on their relationship, build marriage and relationship skills and establish core values, goals and aspirations as a couple.

They offer two courses:

- ◆ **Becoming One:** a group-based marriage preparation course.
- ◆ **Intimate 2:** three face-to-face sessions with a marriage and relationship educator suited to mature-age couples, couples with children and couples who have previously been married.

Their courses are run either in the group, with online video conferencing or face-to-face format, on weeknights and some weekends. Evidence that you have completed one of these courses will be required before your marriage. Please arrange dates as soon as possible.

You will need to contact CatholicCare directly to book in a course most suitable to your individual needs. A copy of their course schedule is available on their website <https://www.catholiccare.org/>

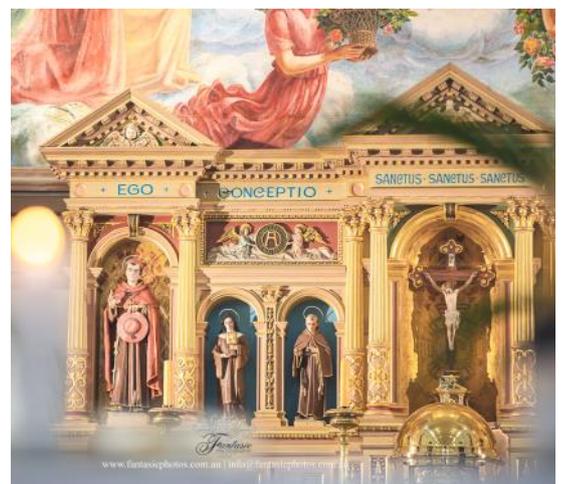
**CatholicCare Sydney** – Ph: 13 18 19 or email: [mre@catholiccare.org](mailto:mre@catholiccare.org)

## Nuptial Mass or Wedding Ceremony

It is important to carefully plan your wedding ceremony. The way you choose to celebrate should reflect where you are on your own faith journey, for example, it may be an anomaly for a couple to request a Nuptial Mass if both partners seldom attend Mass. The form of the wedding ceremony will be decided in discussion with the celebrant.

Since a wedding (Ceremony or Nuptial Mass) is the official liturgy of the Church, it must be in accord with official rites of the Catholic Church. Therefore, the readings and prayers must be from the official liturgical books.

It is helpful for couples to have printed service booklets to encourage guests to participate in the service. You should be aware that printed material in the booklets should comply with copyright law. Your booklets will be discussed with your officiating priest including choosing prayers and scriptures.



## Bookings for Weddings

A tentative booking can be made by completing this Wedding Application Form then returning it with full payment of church donation within 60 days. A proposed time and date should be checked with the your officiating priest and Parish secretary as soon as possible before booking. The date and time will be confirmed via receipt once the donation and form has been provided. In case of cancellation 50% of the total amount of the fee will be retained if a booking is cancelled with less than 3 months' notice.

### Mary Immaculate Church is available for weddings on:

- ◆ Saturdays starting any time between 11:30am to 2:00pm.
- ◆ Sundays starting any time from 12:00pm – 2.00pm (provided no baptisms are scheduled)
- ◆ Weekdays may be celebrated after 12:00pm to 2:00pm.

*Please note: The time you book is your allocated time that the bride is ready to walk down the aisle, so advise your guests to be at the church at least 20 minutes before your allocated time. The latest time to start a wedding is 2:00pm as our evening mass is 5:00pm, therefore the church to be vacated by 4:00pm.*

## Church Booking Donation

Cleaning, along with the supply of Church and Altar requisites are a significant cost to the Waverley Parish. To assist with the recovery of these costs a donation is asked to confirm your booking. *Reminder - this booking fee is NOT the same and does not include the donation to your officiating priest/deacon. An offering to your priest of your choosing is customary and would be greatly appreciated on the day of your wedding.*

**Fees:** \$500 for a Weekday/Saturday Wedding

\$700 for a Sunday Wedding

### To pay via electronic transfer:

Commonwealth Bank (CBA)

**Name:** Catholic Development Fund

**BSB:** 062-784

**Acc:** 100 00 1470

**Via our website BPOINT (CBA): Biller Code 1949254**

<https://www.bpoint.com.au/pay/waverleyparish> OR

scan this QR code below to pay via our website.



If it allows, please enter your "Surname Wedding Fee" as the description and notify once transfer made

## Wedding Rehearsals

If you wish to use the church for a wedding rehearsal, please make your booking as soon as possible or at least two months before your wedding day. The booking fee for your wedding will entitle you to a one-hour (1hr) rehearsal. Rehearsals can be scheduled on a weeknight or Saturday day if there are no other events in the church.

This rehearsal time should allow for all the participants to attend at the one time i.e., wedding party, musicians, sound people etc. A maximum of one (1) hour is allocated for rehearsals and must be completed by 7:00pm. Extra rehearsal times are charged at \$100 an hour. A rehearsal may not be necessary as it may be sufficient to "talk through" the ceremony with your celebrant.

## Music for your Ceremony

The Church has a CD player which connects with our Church audio system and available free of charge. There is also a projector system that can play a presentation of photos and music through your laptop. We have also recently introduced a Bluetooth system that allows you to play music from your iPad or tablet which connects with our Church audio system.

### The Organ

The Church organ is uniquely designed to fill these spaces adequately and the Church organists are professional musicians who are experts at providing appropriate liturgical music. You must contact our Church Organist if you wish to use the organ - Kurt Ison – Ph: 9798 9579 or mob: 0430 372 990 or e: [music@waverleycatholic.org.au](mailto:music@waverleycatholic.org.au)

If you wish to use another organist other than Kurt Ison, you will need to apply for permission from him. He, along with the Parish Priest, will decide according to their proven competency as an organist and qualifications. Fees for organists and vocalists are to be arranged with them. Alternatively, you can use the electric keyboard or grand piano at the front of the church after consulting with the Parish Priest.

## Church Regulations

### **Punctuality**

As a matter of courtesy to your guests & priest and in consideration for other events that may follow in the Church, it is necessary that the bride arrive at the Church ready to process down the aisle at your allocated time. The Bridegroom should arrive at least 40 mins before the start of the ceremony to meet with the priest and ensure everything has been set up correctly.

### **Confetti**

The use of confetti, rice, bubbles, flower petals etc. is NOT permitted within the Church or on the property. (Printing this on the wedding invitation can be a good idea.)

### **Flowers & Pew Decorations**

You may decorate the pews for the wedding. Although, we do ask that they are removed after the ceremony. Please no Blu tack or thumbtacks. Flowers in the church are welcome, and you may choose to donate them to the church – we love flowers here! But please, not flower petals on the carpet!

### **Candles**

Decorative candles other than marriage candles are not permitted in the Church. If you intend to have a wedding candle, a dish must be provided to prevent dripping of wax onto the carpet and pews.

### **Photography & Video**

Please tell photographers to speak with the celebrant on the day of the wedding to discuss what is permitted, especially when video cameras are being used. You may wish to convey the following instructions to them before your wedding: No additional lighting may be used. Photographers must NOT move around the church during the ceremony, nor are they permitted to walk onto the sanctuary area. Please remind Photographers they are in a sacred space and the ceremony is a sacred celebration.

### **Parking**

Parking is limited on the grounds and therefore the 3 spaces at the front of the church should be reserved for the wedding cars. All wedding patrons are requested to park in the council car park or on the street and are not to park on the lawn or in the Church driveway. Please note Waverley Council are very strict regarding their parking laws, so please advise the guests to comply when parking on the day. Most parking has a 2-hour time limit. Public transport is the best option.

### **After the Wedding**

Please ensure that the church is left in the same condition in which it was found. This means removing all decorations, rubbish, booklets and returning any furniture to its original location. The reason for this is a Mass will often follow your wedding and it is the priest that is left to clean any mess that is left behind!

### **Refreshments (after the ceremony)**

Food & drinks are not allowed in the Church during the ceremony. If you require to use the grassed area outside the Church after your ceremony to provide light refreshments, a fee of \$100 per hour is required to the Parish. It is your responsibility that all rubbish is removed from the grounds. The use of the grounds outside the Church must be approved by the Parish Secretary when booking your wedding.

Please sign the acceptance of these guidelines on the next page.





# Acceptance of the Church Regulations

We agree to comply with the Church Regulations for weddings at Mary Immaculate Church, Waverley.  
We agree to provide a copy of the guidelines to third parties assisting us with our wedding  
(e.g. wedding planners, florists, photographers, hire cars)

We undertake to rectify any damage we, our guests or our hired helpers may cause at Mary Immaculate Church associated with our wedding.

Please sign to indicate your agreement with the above Church regulations:

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Print Name:

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Print Name:

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Signature:

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Signature:

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Date:

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Date:

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**PARISH OF ST CHARLES BORROMEO | MARY IMMACULATE CHURCH WAVERLEY**

The Parish Centre: PO Box 577, Waverley NSW 2024

[www.waverleycatholic.org.au](http://www.waverleycatholic.org.au)

**Parish Secretary: Carla Korkor**

Phone: (02) 9369 9399 or Email: [office@waverleycatholic.org.au](mailto:office@waverleycatholic.org.au)

*Office Hours: 9:30am - 2:30pm Tuesday to Friday*

**Parish Priest: Fr Bernie Thomas OFM**

Ph: (02) 9369 9328 or Email: [parishpriest@waverleycatholic.org.au](mailto:parishpriest@waverleycatholic.org.au)



# Wedding Application Form

PLEASE COMPLETE THIS FORM AND RETURN IT VIA EMAIL OR MAIL

The Parish Centre: PO Box 577, Waverley NSW 2024 Phone: (02) 9369 9399  
Email: [office@waverleycatholic.org.au](mailto:office@waverleycatholic.org.au) Website: [www.waverleycatholic.org.au](http://www.waverleycatholic.org.au)

Office Hours: 9:30am - 2:30pm Tuesday to Friday

WEDDING DATE: _____ <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY <input type="checkbox"/> WEEKDAY		WEDDING TIME: __ : __ AM/PM SAT START B/W 11:30AM - 2PM   SUN/WEEKDAY START B/W 12PM - 2PM	
CELEBRATING PRIEST: (PLEASE CONTACT WHEN BOOKING TO CONFIRM THEIR AVAILABILITY)		CHURCH: PHONE:	
TYPE OF CEREMONY: <input type="checkbox"/> NUPTIAL MASS <input type="checkbox"/> WEDDING CEREMONY			
REASON WHY MARY IMMACULATE CHURCH WAVERLEY, OR CONNECTIONS TO PARISH? (IF YOU ATTEND ANOTHER PARISH, YOU WILL NEED PERMISSION FROM YOUR LOCAL PARISH PRIEST)			
<b>GROOM</b>		<b>BRIDE</b>	
FULL NAME:		FULL NAME:	
CONTACT NO:		CONTACT NO:	
EMAIL:		EMAIL:	
ADDRESS:		ADDRESS:	
USUAL OCCUPATION:		USUAL OCCUPATION:	
CONJUGAL STATUS: (E.G NEVER PREVIOUSLY MARRIED, DIVORCED/WIDOW)		CONJUGAL STATUS: (E.G NEVER PREVIOUSLY MARRIED, DIVORCED/WIDOW)	
RELIGION:		RELIGION:	
PARISH OF RESIDENCE:		PARISH OF RESIDENCE:	
BAPTISM DATE AND PLACE:		BAPTISM DATE AND PLACE:	

## CHURCH BOOKING DONATION

Wedding Donation:    Weekday/Saturday \$500    Sunday \$700    Use of church grounds after your ceremony (\$100/1 hour)

Payment Method:    Bank transfer    BPoint on website    Cash

To pay via BPoint: visit <https://www.bpoint.com.au/pay/waverleyparish> and select Bill Code 1949254.

To pay via bank transfer: Commonwealth Bank

Name: Catholic Development Fund   BSB: 062 784   Acc: 100001470

If it allows, please enter your "Surname Wedding Fee" as the description and notify once transfer made.

To pay by cash: visit the Parish Centre during office hours 9:30am – 2:30pm Tuesday to Friday (please call before arriving)