

*“AND THE TWO SHALL BECOME AS ONE”*  
(Gospel of Matthew 19:5)



## WEDDING INFORMATION BOOKLET

### PARISH OF SOUTH YARRA

*Congratulations on your proposed marriage. We are delighted that you have enquired about marrying in our parish.*

*Here are some points of information, which will make it easier for you to arrange your marriage ceremony —*

OUR PARISH CHURCHES



Please feel welcome to visit and compare our two beautifully maintained churches. St. Joseph's is open from 8.00am until 5.00pm every day whilst St. Thomas Aquinas is open 9.00am until 5.00pm Monday to Friday and for scheduled services on Saturdays and Sundays.

St. Joseph's Church  
50 Fitzgerald Street  
South Yarra



(Just off Chapel Street, opposite the Jam Factory)

St. Thomas Aquinas Church  
43 Bromby Street  
South Yarra



(Near the junction of St. Kilda & Toorak Roads – close to the Botanical Gardens)

## BOOKINGS

General enquiries about suitable times and dates can be made by contacting the Parish Office on 9826-9677 between the hours of 9.00am and 5.00pm Monday to Friday.

The Parish Wedding Secretary is available to answer more in-depth questions and assist with bookings. Contact: 9826-9677 between 10.00am & 12.00noon Tuesday. Tentative bookings can be made with the Wedding Secretary or Parish staff, however you will need to complete the 'Wedding Booking Form' available as a download here and return it, together with your Church offering of \$800-00 within 30 days to secure your booking.

## YOUR CELEBRANT

Only a Catholic Priest or Catholic Deacon registered as a Marriage Celebrant in Australia may officiate at your wedding. If you live in the Parish of South Yarra, a priest from our parish will celebrate your wedding. Couples from outside the Parish are requested to invite their local Parish Priest or a priest friend to celebrate their wedding. If this is not possible, a priest from South Yarra Parish may be able to assist. Please contact the Parish office on 9826-9677 to check availability.

The wedding celebrant acts on behalf of the Commonwealth and the Catholic Church and is responsible for:

1. Assisting you with planning the wedding ceremony and/or nuptial mass
2. Preparing & lodging various Church & Government Documentation
3. Recommending Marriage Preparation Courses
4. Officiating on the day of your wedding

It is customary to make a separate offering to the priest. An amount of \$200-\$300 is appropriate. (It is useful to note that a civil celebrant will charge \$500-\$1000)

This can be done at the time of booking or in person on the day of your wedding.

## **EXPENSES**

An Offering of \$800 applies to weddings held in our Parish Churches. Your booking is only confirmed once this amount is received. The Parish of South Yarra also holds a \$300 bond to ensure our guidelines are upheld during your ceremony. This bond should be received by the Parish Office at least 8 weeks before your wedding and is refunded within 4 weeks after your wedding if no issues have occurred. As our Parish is an important provider of outreach services to the local and wider community, many couples choose to donate their bond towards our work with the disadvantaged. (for further information see: Community Outreach) If you would like to do this, a tick box is available on the booking form.

The church offering covers administration, use of the church and gardens for a 2 hour period, on-costs such as cleaning, gardening and maintenance associated with making our churches available.

Church offering	\$800-00	(non-parishioners & non-contributing parishioners)
Church Offering	\$400-00	(Parishioners who are regular contributors to our Thanksgiving program)
Bond	\$300-00	Refundable after inspection
Celebrant's offering	\$200-\$300	

## **PAYMENT**

We are happy to accept payments by Visa or Mastercard and can direct debit a Savings account on request. Alternatively you may like to pay by direct deposit. Contact the Parish office on 9826-9677 for our banking details. When making your direct payment, please ensure your surname and the date of your ceremony is referenced. Cheques/Money Orders should be made out to 'St. Joseph's South Yarra.' You may choose your payment option on the Booking Form.

## **CANCELLATION**

Tentative bookings where no booking form and payment has been received will be cancelled after a period of 8 weeks. Where cancellation is required for a confirmed booking, this must be done in writing. As it is unlikely that we could rebook your chosen date, cancellations which occur within six months of your wedding date will incur a \$200 administration fee. The remainder of your church offering \$600 will be refunded. In addition to this, cancellations which occur within 8 weeks of your wedding date will forfeit the bond.

## **DOCUMENTATION**

1. Commonwealth Law requires:
  - Born in Australia – a full birth certificate
  - Born outside Australia – a birth certificate or a passport issued by the appropriate Government
  - Notice of Intended Marriage – must be lodged not more than 18 months before and not less than one month before the wedding ceremony
2. Catholic Church requires:
  - For Catholic parties – Copy of Baptismal Certificate not more than 6 months old

- Letter of Freedom if the bridegroom is a Catholic living outside South Yarra parish- obtained from your local parish priest
- Permission to Marry if the bride is a catholic living outside South Yarra Parish- obtained from your local parish priest

## **WITNESSES**

It is a legal requirement that at least two witnesses of 18 years of age or more, attend the ceremony and sign the Government Register and Associated paperwork.

## **CONFETTI, RICE, FLOWER PETALS ETC.**

No confetti, rice or flower petals are to be used in the church or church grounds. Bubbles are permitted.

## **FLOWERS & DECORATIONS**

Depending on the liturgical season, there are times when no flowers are provided by the church. Couples are free to use a florist of their own choice for both the personal flowers (bouquets, button-holes) and the flowers to decorate the church. No flowers are permitted on the altar, however flower arrangements can be placed on pedestals behind the altar, to either side of it or on the floor or a low table in front of the altar. Pew decorations are permitted but must not be adhesive i.e. flowers or ribbons need to be attached by loops over the ends of the pews. No archways, garlands or masonry stands are permitted. Flowers & Decorations can be delivered 30 minutes prior to the ceremony. At the conclusion of the ceremony, please arrange for a guest or member of the wedding party to remove all decorations and all flowers with the exception of two flower arrangements which can be left to decorate the church if desired. The Parish can recommend a florist if required.

## **MUSIC**

The Parish has a number of experienced musicians who are available to perform at weddings.

**Amy Yu                      Organist/Pianist                      0402 396 036**

Amy is a graduate from Melbourne University's Bachelor of Music. She has played at countless weddings over many years and our congregation enjoys her services at Sunday Mass each week. Amy plays all the traditional pieces and is happy to consult with couples about their choice of music.

**Rosaleen O'Brien                      Pianist/Vocalist/Organist                      0427 270 743**

Rosaleen studied classical piano and theory with a number of excellent teachers. She has provided traditional and contemporary music for wedding ceremonies over many years.

**N.B. Payment for music services should be negotiated and paid directly to the musicians involved.**

St. Joseph's has a beautiful heritage listed organ and an upright piano, both of which are available to experienced musicians by prior arrangement. Portable keyboards and recorded music (CDs) are permitted and can be set up by you on the day of your wedding. CDs can be played in St. Joseph's

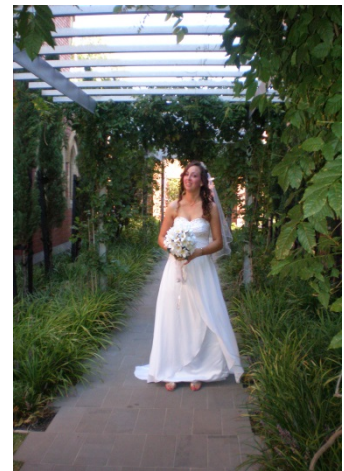
audio system. You are asked not to alter the sound settings on the audio system as it is set for optimal performance and altering the settings may result in interference. St. Joseph's has a choir loft and this is available to choirs or singers by prior arrangement. St. Thomas Aquinas has an Allens electronic organ available to experienced musicians. Couples are invited to bring their own CD player with them. String quartets are permitted in both churches. External musicians and singers are asked to bring all they require with them on the day as your celebrant will be unable to accommodate last minute requests for equipment and accoutrements.

## **PHOTOGRAPHY**

The Photographer and/or Video Camera Operator are requested to consult the celebrant before the ceremony. They must agree to follow standard Church practice to be discreet and not enter the Sanctuary area during the Ceremony. Photography is permitted during the ceremony. Artificial lighting is not permitted in the church. To prevent disruption, guests who wish to photograph are asked to show due reverence in the church.

## **CHURCH ENVIRONMENT**

Please ensure that no church furnishings, liturgical decorations or signage are moved and that guests park their cars responsibly. (See Parking) It is the responsibility of the Bridal Party and their families to ensure that you and your guests behave in a manner which is respectful of the church and the Sacrament of Matrimony. The drinking of alcohol or smoking in the forecourt or grounds of the church is not permitted.



## **PARKING**

St. Joseph's has a church car park which can accommodate up to 20 cars. The car park is accessed from the Portland Place end of Fitzgerald Street. It is recommended that these spaces be reserved for the celebrant, bridal party, musicians, photographer and elderly or infirm guests. There are 500 spaces available in the adjacent Jam Factory complex. St. Thomas has no off street parking. There is good public transport to both our churches.

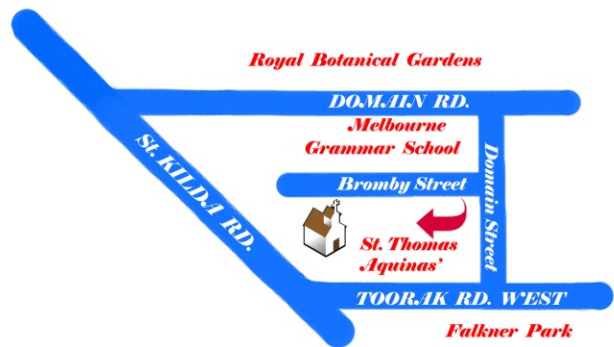
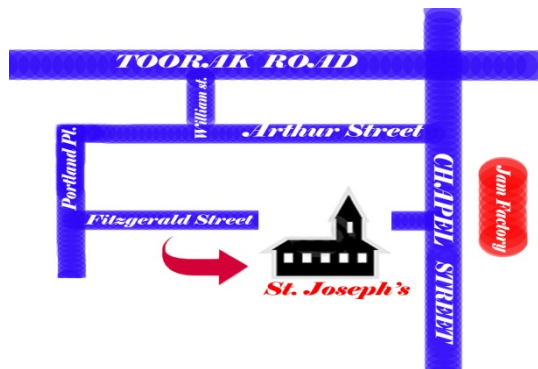
## **REHEARSAL**

Rehearsals are optional but are usually held 2-3 days prior to your ceremony in the late afternoon or early evening. Rehearsals must include your celebrant and can be arranged with the Wedding Secretary on 9826-9677. It is recommended that you arrange your rehearsal as soon as practicable to ensure that a mutually convenient time and day is available.

## **COMMUNITY OUTREACH**

The Parish of South Yarra is an important provider of community services. Currently the Parish operates twelve Emergency Housing apartments, a crisis shelter for the homeless, a food bank which services 1100 families per year and a 24 hour bread supply. The Parish also provides pastoral support to the elderly and isolated in the local community. We have a partnership with the Haven Foundation which has seen our convent building converted into 14 independent living units for

those living with mental illness. The Parish provides heavily subsidised accommodation to many community support groups and provides free internet access to the disadvantaged in the local community. All of our Projects are staffed by volunteers and each is supported entirely through donation and fundraising. If you would like to donate your Bond after your wedding please tick the appropriate box on your booking form. Such a donation would be received with gratitude.



**CONTACT US:**

Telephone: 9826 9677  
Email: [weddings@parishofsouthyarra.org.au](mailto:weddings@parishofsouthyarra.org.au)  
Website: [www.parishofsouthyarra.org.au](http://www.parishofsouthyarra.org.au)