



**UNITING CHURCH IN THE CITY**



# ***WEDDING INFORMATION***





## STEPS TO ARRANGING / BOOKING YOUR WEDDING

- Check availability of the church with the Ceremonies Co-ordinator
- Book the church
- Confirm church booking by paying Booking Fee
- Arrange a meeting with the minister
- Complete planning and legal documents with minister
- Complete Pre Marriage Preparation program
- Contact Organist and discuss music
- Confirm Order of Wedding Service and print (optional)
- Complete payment for church twenty one (21) days prior to wedding
- Attend a wedding rehearsal

In planning your wedding there are some particular aspects that you need to take into consideration. The following paragraphs will provide a guide as to what is expected if you eventually make one of the Uniting Church in the City Churches (Ross Memorial, Trinity or Wesley) your choice.

### INITIAL ENQUIRIES

Your initial enquiry is made to the Ceremonies Co-ordinator, Gail Christie, Uniting Church in the City (UCIC) Office on 6103 4222 or [gailc@ucic.org.au](mailto:gailc@ucic.org.au) The Ceremonies Co-ordinator will offer assistance regarding available dates for your wedding and the process for planning for your wedding.

*PLEASE NOTE: The Uniting Church in the City Church Council has confirmed that same gender marriages may be conducted at Wesley Uniting Church, however same gender marriages may not be conducted at Ross Memorial or Trinity Uniting Churches.*

### BOOKINGS

A tentative booking can be made with the Ceremonies Co-ordinator, however the booking is not confirmed until a non-refundable Booking Fee of \$250 is received within two (2) weeks of making the tentative booking. If a Booking Fee has not been paid within this time, it will be assumed that you do not wish to proceed with your wedding at one of our churches.

### COSTS

The all-inclusive fee for the wedding is currently set at \$1,875. This fee includes a UCIC Minister, use of the Church for rehearsal and wedding, Organist, Church Officer/Verger, Pre Marriage Preparation Program and all administrative and legal requirements.

If you choose to have your own Minister / Pastor or Musicians or Pre Marriage Program, the fee is NOT reduced.

The total fee, less the Booking Fee but including any other associated costs, should be paid to the office no later than three (3) weeks before your wedding date.

Payments can be made via the following methods:

**Bank Transfer / Internet Banking:**

**Name:** Uniting Church in the City

**BSB:** 016 002

**Account No:** 108233383

**Reference:** Church and date of your wedding. (eg. Wes25Feb17)

Please notify the Ceremonies Co-ordinator of the date of the transfer.

**Cash** - come to 1<sup>st</sup> floor, Uniting Church in the City, 97 William St, Perth

**Cheque / Money Order** - made out to "Uniting Church in the City" and mailed to the Ceremonies Co-ordinator, Uniting Church in the City, PO Box X2222, PERTH 6847.

**Debit / Credit Card** – A fee of 0.5% / 1% is charged should you wish to use this facility (GST inclusive)

*Cheque cannot be used less than three (3) weeks before the wedding day.*

## **TIME OF WEDDINGS**

Weddings on weekdays and at any time on Saturday, by negotiation with the minister and subject to availability of the church.

Weddings on Sundays are not before 1pm at Trinity and Wesley. There are NO Sunday weddings able to be held at Ross Memorial.

The wedding ceremony takes approximately 40 minutes.

## **MINISTERS**

A Minister associated with UCIC Churches will celebrate your wedding, according to the Rites of the Uniting Church in Australia. UCIC has three Ministers: Rev Craig Collas (Wesley Church), Rev Dr Herman Nienaber (Trinity Church) and Rev Hannes Halgryn (Ross Memorial Church). If necessary, they may be contacted through the UCIC Office in the first instance.

If you wish to use another minister, please indicate this when booking. Currently ministers of any Christian denomination may conduct weddings in Ross Memorial, Trinity and Wesley.

**NO** civil celebrants may use UCIC churches for weddings.

## **PRE MARRIAGE PROGRAM**

The Church has a commitment to help you in establishing a rich and lasting relationship and requires all couples to participate in a Pre Marriage Preparation program. If this is arranged with our Facilitator, the cost is included in your fees.

If you decide to do this with your own Minister/Facilitator (the fee is not reduced), they will need to supply us with a confirming letter no later than one (1) month prior to the wedding date.

The pre marriage program that is used by the UCIC is:

### **PREPARE / ENRICH**

'Prepare' is a short, confidential program designed for couples who are planning to be married. Its aim is to identify and encourage those things, which build up a relationship and strengthen a marriage.

'Prepare' involves a couple in up to three interviews with a trained facilitator:

- once to fill in a questionnaire with your opinion on a number of issues,
- further meetings to go through the results of the questionnaire after they have been processed by computer.

The questionnaire used by 'Prepare' is NOT an examination or a compatibility test. There are no right or wrong answers. It is not a screening process to sort out who should be married. Its purpose is to help you understand more about yourself, your partner, and your relationship. All information is confidential between you and the facilitator, who has been carefully trained in this sensitive work.

See website for more details, <http://www.prepare-enrich.com.au/>

## **MARRIAGE PAPERS / DOCUMENTS**

It is a legal requirement that a *Notice of Intended Marriage* form be completed and signed at least one month before the wedding.

This form can be downloaded from our website or from <http://www.ag.gov.au/FamiliesAndMarriage/Marriage/Documents/Notice-of-intended-marriage.pdf> This form [pages 3 & 4] can be printed off, completing page 3 only, and emailed/posted to the Ceremonies Co-ordinator, Gail Christie. If this has not been received it will be completed with the Minister, at your first meeting.

Birth certificates are required to be sighted by the Minister (a full certificate is preferred but an extract is acceptable) plus one photocopy of each sent to the Ceremonies Co-ordinator, Gail Christie. You will need to have a copy of the translation of your Birth Certificate if the original is not in English.

Also, some form of photo ID is required to be sighted by the Minister.

If either of you has been married before, evidence of the previous spouse's death or, in the case of divorce, dissolution is also required.

## MEETINGS

Unless by arrangement, all meetings will be held at the Uniting Church in the City Office, Level 1, 97 William Street, Perth.

You will need to have your first appointment a minimum of three (3) months before the service so that the necessary documentation (see above) and planning can be arranged. Usually 3-4 meetings will take place with the Minister.

The first meeting, is when documentation for the *Notice of Intended Marriage* form is completed. It will also include the beginning of your Pre Marriage program and some discussion about the marriage service.

The second and subsequent meetings (including the Pre Marriage program feedback) will be about the marriage service, which is based on the Rites of the Uniting Church in Australia. The Minister will discuss the flow of the service, its meaning and the vows that you will make to each other. Some emails may take place in between, including draft outlines of the service.

## WEDDING SERVICE

While the actual details may vary from service to service, the main 'elements' of the service will be:

- Entrance of the bridal party
- Welcome/greetings
- Prayer
- Meaning of marriage/declaration of purpose
- Readings/Poem/Songs/etc.
- Short reflection on marriage/homily
- Declaration of Intent
- Commitment of support/affirmation by family and friends
- Prayer
- Vows
- Giving and receiving of rings
- Proclamation of marriage
- Blessings
- Signing of register
- Announcement of the couple
- Sending out/exit — recessional music



Hymns and songs may be included to be sung if the guests are familiar with church music. This is at the discretion of the couple in discussion with the minister / organist.

## ORDERS OF SERVICE

Some couples choose to provide an order of service, either through a professional printer or using a PC. This is not essential, and it is the couple's choice if they wish to do so. The Minister can assist you with questions concerning content when you are preparing your order of service. The Minister needs to see the Order of Service at least two (2) weeks before your service AND before it is printed. The preparation and cost of the orders of service are the responsibility of the wedding couple.

## MUSIC



Music plays a very important part in your wedding service and we are fortunate to have highly accomplished organists. All our churches have excellent pipe organs and a selection of fine music is usually presented before, during and following the service.

The UCIC will provide an organist for your wedding. If you do **NOT** require an organist, please inform us when making your booking. If you wish to use a different organist, this will need the approval of the regular church organist, and this will be at your own expense.

Please contact the Organist to discuss your music requirements no later than three (3) weeks before the wedding. The organist is not normally present during rehearsals. If you require this, an additional fee of \$150 will be charged.

Music from CD's can be used with the agreement of the minister. At Wesley, Trinity and Ross Memorial the sound system in the church is recommended for use, in consultation with the Church Officer.

You may invite other musicians or singers to participate in the service, with the agreement of the minister and in consultation with the organist, if participating. This however will be at your own expense.

## ORGANISTS / MUSICAL DIRECTORS

### Contact Details:

### ROSS MEMORIAL

Tomasz Nowak

Home Phone: 9417 1514 Mobile: 0435 456 904

tomasznowak690@gmail.com

### TRINITY

Jangoo Chapkhana

Home Phone: 9473 0185 Mobile: 0439 523 782

info@jangoochapkhana.com

## WESLEY

Angela Currie  
Mobile: 0419 850 004  
angelac@ucic.org.au

## THE REHEARSAL

The rehearsal usually takes place for one (1) hour in the week leading up to the wedding. At this rehearsal and if possible, all participants in the wedding should be present (bride, groom, attendants including any flower girls and pageboys, readers, etc.)

## ACCESS TO THE CHURCH ON THE WEDDING DAY

The church will be open one (1) hour before the service and should be adequate time for setting up. There may be a charge if any earlier access is required and the church available.

## BANNERS

There are Christian seasons and events celebrated at our churches throughout the year with the occasional use of internal banners, artwork, colours and signage. These will **not** be removed.

External banners can be removed if contractors' costs are covered.

## PHOTOGRAPHS/VIDEOS

The photographer and videographer are required to contact the Minister prior to the wedding day to discuss protocols / mutual requirements. **Couples are asked to ensure that this conversation with the Minister takes place.**

## PARKING

Parking around the churches is limited for the Bridal party.

At Wesley, we are able to reserve parking through the City of Perth. A maximum of 4 bays is allowed. Note that a stretch limo will require 2 bays. Arrangements need to be made well in advance to ensure the spaces are available. There is no charge for this.

At Trinity, we have special (portable) ramps and permission from the City of Perth for dropping off on the pavement in front of the church for one stretch car or two small cars. Parking for these cars is further down from the church. Please advise if you wish to make use of this parking. There is no charge for this.

At Ross Memorial, parking is available on the paved area in front of the church. There is no charge for this.

Guest parking is available either in nearby streets or car parks.



## **STARTING TIME OF THE WEDDING**

Please appreciate that your wedding may not be the only one for that day. Hence, all Weddings must start at the time for which they are booked. Late arrival of the Bride (more than ten minutes) is not acceptable and can cause serious inconvenience to our staff and your guests. Late arrivals may result in the organist/pianist being unable to provide their service for your Wedding and a shortened ceremony. They often have other commitments – including other weddings – which they can't be late to, so they need to leave your wedding on time.

## **FLOWERS**

Silk flower arrangements only are provided in all the UCIC Churches. You are welcome to provide your own fresh flowers. These will need to be put in place immediately before the ceremony.

## **CONFETTI, ETC**

The throwing of rice, petals, confetti is not permitted inside or outside the church, due to anti littering by-laws. Please advise your family and friends.

## **FEES**

[It is important that all fees be paid no later than three \(3\) weeks prior to your wedding.](#)

No Invoice is sent and information regarding the amount of the Balance of fee's can be obtained by calling the Ceremonies Co-ordinator, UCIC Office, Monday to Wednesday, 8.30am - 4.30pm on 6103 4222.

