

***St. Andrews by the Sea
Uniting Church***

92 Jetty Rd. Glenelg, S.A.



***An information guide
for your wedding***

A WEDDING HYMN

*When love is found and hope comes home,
sing and be glad that two are one.
When love explodes and fills the sky,
praise God and share our Maker's joy.*

*When love has flowered in trust and care,
build both each day, that love may dare
to reach beyond home's warmth and light,
to serve and strive for truth and right.*

*When love is tried as loved-ones change,
hold still to hope, though all seems strange,
till ease returns, and love grows wise
through listening ears and opened eyes.*

*Praise God for love, praise God for life,
in age or youth, in calm or strife.
Lift up your hearts! Let love be fed
through death and life in broken bread.*

—Brian Arthur Wren



We are pleased you are considering getting married
at St. Andrew's by the Sea Uniting Church—
a Christian community in the heart of Glenelg

This guide includes some commonly asked questions and answers
to help you as you make decisions about your important day.

Who is eligible to get married at St. Andrews?

Church members and non-members alike are welcome to get married at St. Andrews. There is no pre-requisite required.

Since you have come to us rather than to a civil celebrant, you have chosen to enter into the experience and meaning of a Christian marriage service. We will provide a Uniting Church Minister if you do not already have a Minister, Pastor or Priest.

Note that with all weddings, there are certain legal requirements we will observe:

- ◆ there is to be no existing marriage
- ◆ if either party is under the age of 18 years, legal consent is required

What if one or both parties is divorced?

The Uniting Church in Australia recognises that not all marriages realise the hopes with which they were begun. We know that despite the pain of breaking up, there is a possibility of beginning again.

Hence we are delighted to be involved in your marriage or re-marriage, if that is the case.

Please note, however, that no Minister can be involved in the re-marriage of a divorced person unless the Decree has become Absolute at least one calendar month prior to the wedding.

What if we are a same-sex couple?

Anyone who wishes to profess their love and exchange vows using the Christian Rite of Marriage is welcome to do so at St. Andrews Uniting Church.

What happens after our chosen wedding date is confirmed with the church and we've paid the deposit?

Under normal circumstances, you can expect that a Minister from St. Andrews will contact you approximately three months prior to your wedding. The Minister will spend time getting to know you in order to help you plan a day that is unique to you. The Minister will also explain to you the procedure leading to your wedding day.

When you meet the first time, the necessary paperwork (forms required by the Commonwealth Government) will be discussed.

Information required for Commonwealth Government forms are:

- ◆ full BIRTH CERTIFICATES are essential (a current Passport may also be helpful)
- ◆ and if a re-marriage, evidence of dissolution either a DEATH CERTIFICATE or a DECREE ABSOLUTE
- ◆ Evidence of Australian citizenship (if applicable) if born outside of Australia
- ◆ BIRTH CERTIFICATE, PASSPORT and other supporting documentation if not an Australian citizen is required



Will a pre-marriage course or counselling be offered?

Both the Church and the Commonwealth Government encourage pre-marriage preparation.

We can give you information about courses available near you.



Or you may take up the opportunity to participate in “Prepare” with the Minister who is officiating at your wedding. “Prepare” is a relationship enrichment programme used by Ministers to assist couples in learning more about themselves, their partner and their relationship.

Your Minister will explain the procedure involved if you would like to participate in any of these aids to preparation.

What about the paperwork that makes our marriage legal?

All the documents needed for registering your wedding, etc. will be supplied by the church.

For example, there is a Notice of Intended Marriage which will be given to you early in the arrangement process. This form must be back with the celebrant a **MINIMUM of ONE CALENDAR MONTH** before your wedding.

If consent is needed (by being under the age of 18 years) you may need to seek permission from a Magistrate. The Minister will be able to advise you in this.

Prior to your wedding day, you will be required to sign a Declaration (also supplied) indicating that there is no reason why you cannot be married (e.g. already married to someone else, under the age of 18 years, prohibited relationship).

Will someone other than the two partners need to be involved in the ceremony?

The documents you sign on your wedding day need to be witnessed by two people, aged 18 years or over. Often couples will ask two members of their wedding party to sign for them. Witnesses can be either friends or family members.

Will we have the chance to practice before the actual wedding ceremony and is this included in the cost?

The Minister will schedule a rehearsal with you a day or two before the wedding. This gives everyone involved in the wedding an opportunity to run through the details of the ceremony. There is no extra cost for the rehearsal.

What can we expect of the service itself?

The service is conducted according to the Rites of the Uniting Church in Australia*. Within these rites there is a choice of:

- ◆ Vows
- ◆ Scripture readings
- ◆ Hymns and other music

Your choices will be discussed with you as part of the planning process.

The length of the service is approximately thirty minutes. The time may be longer, or shorter, depending upon the elements and participation of others in the service (e.g. readings, music etc.).

*** Normally a minister from the team at St. Andrew's by the Sea will conduct your marriage.**

However, if you currently participate in another church and wish to have your Minister or Priest share in your Marriage Service, you need to discuss this with the Minister in placement at St. Andrew's by the Sea as soon as possible.

Is it possible to have a printed order of service?

The church may be able to prepare and print an order of service for you that includes songs, readings and the names of those who are participating. The Minister can advise you of what is possible.

The church's hymn books are another alternative, if you wish.

Is an organist / pianist provided by the church?

The church musician is available to play at your wedding and is included in the cost. They are most willing to discuss your music choices with you.

If you have arranged for a soloist to sing during the service or intend to use other musicians or recorded music, could you please advise the Minister and the Hospitality Coordinator.

If church equipment is being used, the hirer is required to adhere to any operating procedures that may be attached to that equipment or to instructions issued by the church. The sound system in the church can only be used on a limited automatic setting that is sufficient for speaking and basic music needs.

What flowers will be provided?

Silk flower arrangements will be provided by the church and remain in the church following the wedding service.



If you would like to have fresh flowers in the church for your wedding, we do have a preferred Florist at the Bay Junction Florist, here in Glenelg. Amanda would be happy to discuss your wedding flower choices with you and can offer three options in different price ranges. She also has access to the church and will deliver the flowers hassle free for you.

Bay Junction Florists
97 Jetty Road, Glenelg
Telephone: 08 8294 1633

Can we decorate the pews?

Please feel free to supply your own pew decorations to fit in with your colour scheme. We do have some pew decorations available if you would like to use them. Please speak with the Hospitality Co-ordinator about your options.

Please **DO NOT** use pins or glue to attach them.

Ribbon or elastic cord is best.

Is a photographer / videographer allowed to take photos the church during the ceremony?

Yes, your photographer and/or videographer can work within the church. They do need to be discreet in their role, however, for we want the focus to remain on you and your sacred service rather than on them.

Video recording must use the available light.

Please ask them to speak with the Minister before the service.

Can we use confetti or rice as part of the celebration?

In our attempts to be environmentally friendly, **you may not use confetti or rice** outside the church or anywhere else. Please share this information with your wedding guests. Rose petals or bubbles can be used.

What parking is available?

The Hospitality Coordinator will have the area in front of the church reserved for the official wedding cars.

There is limited parking for guests in the church car park located on the south side of the building.

What is the cost and what does it include?

There are costs involved by the church in arranging your wedding which you will be asked to defray.

These include the Minister, Hospitality Coordinator, and musicians fees, the church property maintenance, plus all Government forms.

The cost per couple is **\$1000.00**.

There is an initial deposit of **\$150.00** which will secure your chosen date on the church calendar. **This deposit is not refundable.**

The balance is due no later than **14 days** before the wedding. **Lack of payment could result in cancellation.**

Please make your payment by direct deposit (EFT) to St. Andrew's by the Sea Uniting Church Glenelg. Account details will be provided on your invoice.

How do we make a booking?

To secure the booking for your wedding (date and time), it is important to forward the Marriage Booking Form (detachable last page of this "Guide") at your earliest convenience. An electronic form is also available on the church website:

www.standrewsuc.org.au

When we receive this form, our Hospitality Coordinator will contact you and begin the process.

Once the date and time are confirmed by the Hospitality Coordinator, a \$150.00 non-refundable deposit will secure your wedding at St. Andrews. A lack of confirmation and deposit by you might mean that your preferred day and time may no longer be available.



St. Andrews by the Sea UCA Glenelg Privacy Policy Statement

St. Andrews by the Sea Uniting Church acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000* and will comply with these principles whenever personal information as defined by the Act is collected by us.

In accordance with the National Privacy Principles

1. We will only collect personal information from you with your prior knowledge and consent;
2. We will only use personal information provided by you for the purposes for which it was collected;
3. We will not disclose your personal information to a third party without your consent;
4. We will not disclose your personal information to other institutions and authorities except if required by law or other regulation;
5. We will remove personal information from our records when it is no longer required (except where archiving is required);
6. We have processes and policies to protect the personal information that we have under our control from:

unauthorised access;

improper use;

alteration;

unlawful or accidental destruction and accidental loss.

Our contact details are as follows:

St. Andrews by the Sea Uniting Church
92 Jetty Rd Glenelg SA 5045
Tel 08 8295 1771
events@standrewsuc.org.au



The Uniting Church in Australia
ST ANDREWS BY THE SEA

MARRIAGE BOOKING FORM

PERSON 1: NAME	
ADDRESS	
PHONE	
EMAIL	

PERSON 2: NAME	
ADDRESS	
PHONE	
EMAIL	

Requested date and time:

Date: _____

Time: _____

Please forward this completed form to:

**St. Andrew's by the Sea Uniting Church
92 Jetty Rd., Glenelg SA 5045**

Upon receipt of this form, we will be in contact with you.

St. Andrews by the Sea Uniting Church
seeks to be an inclusive
and welcoming community.

We do not discriminate
by race, ethnicity, religion,
socio-economics,
gender, orientation,
or knowingly in any way.

