

# Marriage in the Anglican Parish of Hunters Hill

St Mark's  
Figtree Road  
Hunters Hill

All Saints  
Ambrose Street  
Hunters Hill

Current as at March 2022

## CONGRATULATIONS

Congratulations on your decision to be married.

We hope that the time leading up to your wedding day will be an exciting and happy one. We know it will also be busy, so we are ready and willing to help in any way we can to make your wedding day extra special.

We hope that this booklet will help you with some of the more practical aspects of planning your Church wedding. As part of our preparations we will sit down together and walk through this entire document.

We want your day to be truly special, and a great blessing for you as you begin the amazing journey that is marriage.

*Rev'd Michael Armstrong*

Rector

Anglican Parish of Hunters Hill

## Marriage in the Anglican Church

The Anglican Prayer Book teaches that marriage is the union of a man and a woman in a lifelong partnership in which they are called to unite in heart, mind and body, to enrich and respond to each other and grow in tenderness and understanding. It is a gift from God and a symbol of God's unending love for his people. Marriage is therefore a sacrament, a visible sign of God's love.

Marriage within the Parish of Hunters Hill are conducted in a manner that meets the requirements of both the Church, and the State, who have licenced and authorised our clergy to conduct marriages in accordance with the rules and ordinances of the Anglican Church of Australia. It is a good example of the Church and State working together for the good of our society.

The following booklet provides information for you as to the process of getting married, the conduct of the marriage, and also what we will provide to ensure your day is a true blessing. It will form our "agreement" with yourself, so please read carefully and ask for clarification if required. Please note that it may also be varied, especially as circumstances beyond our control may vary.

### The Process

We'd love to meet you face to face and show you around in person, so after reading this you may like to make a time to meet up with Rev'd Michael ([revmichael@aphh.com.au](mailto:revmichael@aphh.com.au)).

If you do not know our Parish, then we also recommend coming along on a Sunday morning to Church. This lets you see us in action, get to know us a little better, and importantly see and hear the space in usage, especially the church organ. Normally we meet on Sunday morning at 8:00am in St Mark's, and 10:00am at All Saints'.

When you are ready to commit, we suggest you make contact and confirm that your date and time are available (see below for further information). We require you to complete the application form found on our website, and to pay a deposit of \$750.00 to confirm your intention. It is only when we receive these that we "hold your date", and the Parish Clerk will write to you to confirm this.

After that you will meet with Rev'd Michael to complete the Notice of Intention. This is a legal requirement, and you will need to bring with you your birth certificates (preferred) or passport and some photo ID (it may be your passport). At that meeting we will also begin some planning for your wedding.

If you opt to do some marriage preparation (highly recommended – see below) you will meet with Rev'd Michael on one or two further occasions, as required.

In the week prior to your wedding, preferably the day before, you will need to attend a rehearsal with your bridal party.

## Practicalities

### COVID-19

COVID-19 will continue to impact all of our lives for some time. We abide by all regulations and requirements of NSW Public Health Orders, and these may vary from time to time, and you will need to take this into account when planning your marriage.

For your information, and to assist with your planning, if “physical distancing” is required you may wish to note that at 4m<sup>2</sup> we are able to have 96 people in All Saints’ Church and 40 in St Mark’s Church. At 2m<sup>2</sup> we are able to have 166 people at All saints’ and 75 people at St Mark’s. In both cases, to enable us to reach this number, some seating planning is required. It should also be noted that at various times this number has not included “staff” such as the Minister, Musicians and photographers.

On occasions NSW Health has required masks to be worn in Church, and for singing to not occur, or be limited.

We ask that you be aware that this change is beyond our control, and so you may wish to simply take into account the possibility.

### Postponement or Cancellation

With more than three months’ notice we will, via negotiation, seek to postpone a wedding to another mutually suitable time. We cannot guarantee any new dates, and so best to check first before locking in with reception venues.

If the service is moved to the following year, fees for that year will apply.

Should you choose to cancel your wedding with more than 90 days notice, we will refund all but the deposit unless it is less than 30 days beforehand, whereby you will forfeit the entire fee.

### Fees

A wedding in the Parish of Hunters Hill is subject to fees. For a wedding that takes place in 2022 the fee will be \$2,850.00 at All Saints’ Church, and at \$2,500.00 at St Mark’s Church.

This fee includes completion of legal requirements, the Minister, exclusive use of the church building and grounds for photographs (for extended usage of our grounds, see *Grounds Usage* below), an organist/pianist and two sets of flowers arranged by our arrangers, and pew bows (if desired), and prepare/enrich.

Additional fresh flowers can be placed in the church by arrangement with the Minister and at an additional cost (see flowers below). Music which requires the purchase of sheet music, or special copyright, is also in addition to this cost.

Marriage services conducted by a Minister outside of one of our church buildings (e.g. Garden, Beach etc) will entail a fee of \$1,800.00 in 2022. This includes all legal requirements and the Minister. We do not provide a PA, tables or any other needs for the service. Please note that a service outside may only occur with approval of the Regional Bishop, and your clergy will explain this and work with you to seek to obtain permission if you require. Travel more than 20km away will also incur an additional fee for travel, and this depends on the distance being requested.

We do not “negotiate” fees by removing anything included above.

A non-refundable deposit of \$750.00 is required to confirm your booking. Please note that until this is received your wedding date and time cannot be confirmed. Full payment must be made three months prior to the wedding. If payment is not received before that time, without agreement by the Minister in writing, we will consider that your wedding has been cancelled by you.

Cheques should be made payable to “The Anglican Parish of Hunters Hill”, and we are able to receive direct deposits to Commonwealth Bank Account 062182 10022269 in the name of Anglican Parish Hunters Hill General. Please reference the Bride’s surname and date of wedding.

Weddings booked or to occur in the following calendar year are subject to the fees set for that year. These fees are usually not confirmed until November of the previous year, and couples should plan for this to increase approximately by CPI.

A marriage that is commenced by our Parish (up until Notice of Intention) and transferred to another celebrant will also forfeit the deposit.

### **Pre-Marriage Preparation**

There is significant evidence that marriages which have had some preparation have a much higher likelihood of success. Our Parish offers a questionnaire-based course called “Prepare/Enrich”. This entails each party completing a questionnaire online, and then meeting with Rev’d Michael in person to go through the results. When you complete your Notice of Intention we will discuss if you wish to do this.

### **Conduct of Services**

Your service will be conducted as per the rites of the Anglican Church of Australia using A Prayer Book for Australia Second Order of Holy Matrimony. An outline is found at the end of this document.

Our Church is not “for hire”, and as such your service will be conducted only by our licenced and experienced clergy. We apologise that we do not permit ministers or pastors from other Churches to conduct the service, but may invite (at your request, and at our determination) your minister to participate within the liturgy to pray or offer a blessing. We encourage everyone to get married in their own local church – especially if that is the community of people you worship with.

### **Time of services**

We have set times for services to occur on Saturday’s at 11:00am, 1:00pm and 3:00pm. Mid-week has more flexibility, and we are happy to negotiate a suitable time. We are open to Sunday afternoons, but need to negotiate.

We allow two hours in total for your usage of our site. For planning purposes, we would normally open the Church 40 minutes prior to the service to allow the Groomsmen and Guests to arrive. The service takes between 30 and 40 minutes, and you then have around 40 minutes of time for photos in the grounds surrounding the Church.

Those who have a 3:00pm time slot may opt for a two-hour extension of time to host drinks and nibbles in our grounds, or hire our hall. There are additional costs and conditions around this which is treated as a separate event – see details in Grounds Hire below.

### **A place of worship**

All Saints’ and St Mark’s are first and foremost places of worship for lively communities of faithful Christians who meet regularly in these sacred spaces. As such, there may be items in place that assist with our worship, especially around our liturgical calendar. For example, a Christmas Tree at Christmas. Often there is nothing added into our churches, but best ask to avoid any confusion or disappointment.

## **Flowers & Decorations**

We have some wonderful arrangers in our congregation who ensure that the flowers are beautiful and tasteful, and large enough for our venue. They do “classic” arrangements.

We provide two large floral displays in the sanctuary of the Church, and one further arrangement at the entrance.

We can also provide pew bows.

For an additional cost of \$250.00 we can provide additional flowers, such as small bunches to be placed in the pew bows.

Prior to your wedding we will encourage you to be in contact with one of these people to discuss your colour preference. Please also understand that if other services take place on the same day, we will try and negotiate a common colour that works to everyone’s advantage, and results in more flowers for all 😊. However if this is not possible, we are happy to arrange separate arrangements for each wedding.

To ensure high quality and for flowers that fit with our heritage space, we do not allow other external florists to provide flowers – sorry. Experience has told us they do not always understand the facility and its needs. Flowers remain the property of the Parish at the conclusion of the service.

We also prefer that no decorations be placed within the Church, although we are open to discussing this with you. Please note that we have to abide by various regulations, such as Work, Health and Safety. We ask that nothing be attached to any furnishings.

## **Seating Size**

St Mark’s comfortably holds approximately 80 people. All Saints’ comfortably seats 225. Traditionally (but feel free to not do so) the Bride’s family and friends sit on the left side of the church and the Groom’s on the right. During COVID-19 this may vary (see above).

## **Ushers**

It will be helpful to your guests if you arrange to have two ushers available at least 20 minutes before the commencement of your wedding service.

## **Don’t be late!**

Being on time is essential. Other events take place in the life of the church and so to make sure you have all the time you need, we ask that you be on time. We allow 2 hours for your wedding, including arrival time, the marriage and time for photos afterwards. Please plan your car journey well and allow extra time on Saturday for sports events.

The bridegroom’s party will need to arrive 30 minutes before your scheduled time, and the Bridal party will arrive 5 minutes before the service commences. Please note that we hold the right to postpone or delay your wedding should you be more than 15 minutes late.

It is advisable that on your wedding invitations you might put a fifteen-minute earlier time slot, such as “2.45pm for a 3.00pm service”. This will allow guests to know that you will value their promptness.

## **Service Sheets**

We are happy to help you to prepare an order of service if you require one. An electronic outline is available on our website. Unfortunately, we cannot print these for you, but can certainly recommend someone if you need this.

## Music

We have truly talented musicians who can make your service very special. We value the organ as a rich contribution to our wedding services and believe live music creates the best environment for worship and celebration. However, you are welcome to negotiate with the Minister other forms of music, including recorded music. Our Parish adheres to copyright of music requirements and your fee covers the usage of most music within the church. The Minister will need to approve your choices to ensure your day will be a memorable one – for all the right reasons 😊. If we need to purchase sheet music, or special copyright, this will be at your own cost in addition to the fee. Marriages conducted outdoors are responsible for their own music and copyright.

You will require three pieces of music:

1. The entrance of the bridal party (length depends on number in the party);
2. The signing of the register (should be at least 4 minutes long);
3. Recessional (something to leave by).

The following are suggestions by our musicians:

<b>ENTRANCE MUSIC</b>	
Bridal Chorus – “Lohengrin”	Wagner
Canon In D	Pachelbel
The Prince Of Denmark's March (Trumpet Voluntary In D Major)	Clarke (Purcell)
Trumpet Tune in D	Clarke
Triumphal March, Aida	Verdi
Spring From Four Seasons	Vivaldi
St Anthony Chorale	arr. Haydn
Wedding Processional from "The Sound of Music"	
<b>SIGNING OF THE REGISTER</b>	
Jesu, Joy Of Man's Desiring	Bach
Air on the G String	Bach
Air from "The Water Music"	Handel
The Swan	Saint-Saens
Pie Jesu	Faure
To a Wild Rose	Macdowell
Aria from "Xerxes"	Handel
Minuet from the Overture to "Berenice"	
<b>RECESSIONAL MUSIC</b>	
Wedding March From Midsummer Night's Dream	Mendelssohn
La Rejouissance (The Rejoicing) from "Music for the Fireworks"	Handel
Minuet from Fireworks Music	Handel
Processional from Fireworks Music	Handel
Finale from Fireworks Music	Handel
Ode To Joy	Beethoven
Trumpet Tune	German
March from "Scipio"	Handel
Nun Danket Alle Gott	Karg-Elert
Final from Symphony No. 1	Vierne
Tuba Tune	Cocker

## Photography

Your photographer is most welcome. He or she should consult with the Minister prior to the commencement of the service to ensure that the best location for photographs is found, and also to ensure that your service is not disturbed by photographers moving around during the service. It is advisable, if possible, that the photographer attend the rehearsal. On the day of your wedding we will ask guests to keep clear of the aisles if they choose to take photos (and put phones on silent), and express a preference for a “tech free” time as they might simply participate in the moment 😊.

## Video

Professional or amateur video is welcome. However video operators require a special “Single-Event Video Licence” from AMCOS/ARIA before a wedding can be videotaped. Please make your family and friends aware of these copyright laws. Refusal to allow videoing on the day can cause confusion and embarrassment.

## Live-stream

We are able to provide a live-stream of your service from All Saints’ Church. This requires at least one month’s notice to organise. We do not vouch for the quality of this, and do not provide copies. Generally it is of good quality, and is a wonderful way to engage family and friends who cannot be physically present due to health or distance. The service should be available to view via Youtube for up to one week after the service to be viewed, but please note, we have had issues regarding the removal of videos due to copyright.

## Something to throw?

Traditionally confetti, rose petals or rice may be thrown over brides and grooms to celebrate the event. Unfortunately these make a huge mess, stain clothes and have environmental consequences. We would suggest that bubbles would be a preferable alternative and can be used within the church. You may like to provide some for your guests.

## Readings

An Anglican Wedding Service includes a reading from the bible. There may be up to two readings if you desire (both can be from the bible, or one may be a poem – however at least one will be from the bible). You can choose a suitable reading from the list below or talk with the Minister about other options. Guests are most welcome to read these. Please understand we hold the right to determine what readings can occur, and these need to reflect the ethos of our Parish.

Genesis:	Chapter 1, verse 26 to Chapter 2, verse 4a.	1 John:	Chapter 4, verses 7 to 16.
Psalms:	128; 37 (verses 3 to 7); 67; 23; 100; 121; 138.	1 Corinthians:	Chapter 12, verse 31 to Chapter 13, verse 13 (or Chapter 13, verses 1-8a)
Ecclesiastes	Chapter 4, verses 9 to 12	St. Mathew:	Chapter 7, verses 21 to 29.
Ephesians:	Chapter 3, verses 14 to end.	St. John:	Chapter 2, verses 1 to 11.
1 John:	Chapter 3, verses 18 to 24.	St. John:	Chapter 15, verses 9 to 17.

Our Church uses the New Revised Standard Version (Anglicised) of the bible, and you can find this version, and see the above readings at <http://bible.oremus.org/>.

## Marriage Outside

Marriage outside is possible within the Anglican Church, but requires permission from the Bishop. This process may take some time, so best to discuss this early.

It is always lovely to be married outside, but it is ideal to have a back-up plan. We suggest booking an alternative indoor location as a precaution – and make sure that you put this information on your wedding

invitation (for example: In the event of unfavourable weather, our service will take place at XYZ. Send a text to X's Best Man on 12345678901 to confirm on the day).

Marriage outdoors also has some logistical requirements in terms of being seen and being heard. We ask that you arrange for a PA system and some seating (especially for older relatives). Please note that getting married in public parks and gardens often requires a booking to be made through the local city council or other authority, and there is sometimes a fee associated with this that you will be liable to pay.

### **Rehearsal**

It is normal that a rehearsal takes place with the bridal party before the marriage takes place, often the night before. This ensures that your day runs smoothly, and that everyone knows what takes place during the service. This time is usually negotiated at your first meeting with the Minister. The rehearsal usually takes one hour. Please be on time.

We ask that:

- The Bride and Groom be present;
- The Bridesmaids and Groomsmen be present;
- The two witnesses be present (this may be Best Man and Matron of Honour);
- If someone (usually Dad) is "giving the bride away" – he should come along;
- You bring along any music, service sheets, bubbles or other items required for the service – that way you know they are already present and ready to go;
- The Bride and Bridesmaids bring along the shoes they will wear on the day (all will be explained).

If you are getting married outside, or at another venue, it is often good to find out if you can also have a rehearsal at that place and book the space for a time negotiated with the Minister.

### **Grounds Hire**

Your fee entitles you to use our grounds following the service for photographs for up to one hour. It is possible to extend this if a wedding or other church event is not following your service (on a Saturday this means only after the 3:00pm time slot).

If you wish to use our grounds to serve drinks and nibbles to your guests, then we are most open to exploring this. Unfortunately this is treated as a separate event and so requires us to enter into a licence agreement with you. This will involve various conditions around the serving of alcohol and care for our grounds and facilities. There is an additional fee of \$300.00 (plus GST) plus a bond of \$500.00 (refundable on meeting conditions in the licence). This entitles you to exclusive use of the grounds for up to two hours. You will also be required to obtain Public Liability Insurance, which we can assist you to do.

We are also happy to recommend local caterers who can assist with service of alcohol and food (who we know and trust) and recommend other options such as the Café's in very close proximity to our Churches.

### **Legal Speak**

Marriage is celebrated within the framework of the *Commonwealth Marriage Act*, which is a Federal Law governing all marriages celebrated within Australia and its Territories. Failure to comply with all the provisions of the Marriage Act involves heavy penalties, invalidation of the marriage, and possible gaol terms.

At least one month (31 + 1 days) prior to the date you will need to meet with the Minister who is conducting your wedding and complete the legal requirements for marriage. The Service conducted is as required by

the Commonwealth and prescribed by the Archbishop of the Diocese of Sydney. The service is unable to be altered.

The following areas are applicable, and you need to be aware of them:

### **Minimum Age**

Under the law of the Commonwealth of Australia, the marriage of any person under 18 years of age without the order of a judge or magistrate is invalid. If you are under 18 years of age marriage is still attainable, however, will require greater notice so that permission may be sought.

### **Birth Certificates and/or Passports**

An original Birth Certificate must be shown to the Minister at least one month prior to the marriage. If you do not have your birth certificate one may be obtained by contacting the Registry of Births, Deaths and Marriages. This does have a cost associated with it and will require an extended period of time. An original and valid passport is also an acceptable form of identification. If your Birth Certificate or Passport is not in English, an acceptable and verified translation will be required by an approved translation service (<https://www.naati.com.au/>).

### **Identification**

Photo ID is required at the time we complete your Notice of Intention. This may be your passport, or Drivers Licence.

### **Change of Address**

Please let us know if you change your address or phone number after you have made a booking. If we cannot contact you we will assume you are no longer intending to marry and your booking will lapse.

### **Evidence of Death**

A Death Certificate must be produced before the Marriage of a person whose previous union terminated in the death of the partner may proceed.

### **Divorce**

The Minister must be shown the Decree stating the date of the termination of the previous marriage. Information concerning the date of the first union and the number of children (together with dates of birth) must also be supplied to the Minister. An application to the Bishop of the Diocese in regard to the marriage of divorced persons is required if either party has been previously divorced. Please note the outcome of this application may take considerable time to obtain, so you need to allow more than one months notice.

### **Compulsion**

It is an offence under the act for any person to be married under duress, compulsion, or in any other way against his or her own free will.

### **Sobriety**

It is an offence under the Act, for any marriage to be solemnised if one or both of the parties to the union appear under the influence of, or affected by, alcohol or drugs. So please, no alcohol or drugs in the 24 hours before your marriage. If the Minister feels that any members of the party are not sober, the marriage will be postponed.

### **Witnesses**

You must have two witnesses to the Marriage, who sign the Registers. Both witnesses must be over the age of 18 years. These are usually your Matron of Honour and Best Man. However, it can be any person present at your wedding.

## Terms and Conditions

This document sets out the terms and conditions upon which marriage is to occur within the Anglican parish of Hunters Hill. It is the responsibility of Brides and Grooms to check for updates to these terms on our website, and it is always wise to ask before proceeding or assuming 😊 .

## Legal Documentation & Certificates

A number of Legal Documents must be signed as part of the Marriage Contract.

1. Notification of Intended Marriage.

This form must be signed and witnessed no later than one full month and one day before the date of the Marriage. In all normal circumstances, this should be completed well before the wedding and is usually done at your first meeting with the Minister. You will need to bring along your birth certificates (preferred) or passport, and some photo ID (it can be your passport). If you have been married previously you will need to bring a copy of your divorce papers and decree, and we will also complete some paperwork to send to the Bishop to seek approval.

2. Declarations.

Statutory Declarations as to legal fitness of the couple to be married must be signed before the Marriage and be witnessed by the Minister of the marriage. This is usually done at your rehearsal.

3. Marriage Registry.

The Parish Register is signed and completed on the day of the marriage, as well as a copy for the Registrar General. This is registered for you by your Minister.

4. Marriage Certificate.

We provide a “marriage certificate” to you. This is not a legal document. The legal document is the “Registered Marriage Certificate” (below).

5. Registered Marriage Certificate.

Similar to your birth certificate, a document showing the official registration of your marriage is available from the office of Births, Deaths and Marriages. We do not supply this for you. You can receive one by applying at NSW Births Deaths and Marriages. Your marriage is usually registered by us on the first business day after your wedding. It can take several weeks for your Registration to be officially lodged by the Registry Office and a certificate obtained. You can apply online at: [https://onlineforms.bdm.nsw.gov.au/application/marriage\\_details](https://onlineforms.bdm.nsw.gov.au/application/marriage_details)

For further information about changing your name, go to:

<https://www.nsw.gov.au/family-and-relationships/name-changes-and-corrections/change-your-surname-after-marriage>

## **Your Wedding Service**

As part of the Anglican Church of Australia our service follows the pattern of worship outlined in *A Prayer Book for Australia*. The following is an extract of that service.

### **Entrance**

*A suitable song is played to welcome the bridal party.*

### **Statement of Intention**

*The Minister outlines to all present the basis of marriage – love.*

We have come together in the presence of God to witness the marriage of *N* and *NN*, and to ask God's blessing on them as we share their joy . . . *(the introduction continues)*

### **The Reading/s**

*A poem may be read followed by a reading from the bible. The bible reading is always the last word.*

### **The Wedding**

*N*, will you give yourself to *NN*, to be her husband, to live with her according to God's word? Will you love her, comfort her, honour and protect her, and, forsaking all others, be faithful to her so long as you both shall live? *I will.*

*NN*, will you give yourself to *N*, to be his wife, to live with him according to God's word? Will you love him, comfort him, honour and protect him, and, forsaking all others, be faithful to him so long as you both shall live? *I will.*

Families and friends, you are witnesses to these vows. Will you do everything in your power to uphold *N* and *NN* in their marriage? *We will.*

I, *N*, in the presence of God, take you, *NN*, to be my wife/husband:  
to have and to hold from this day forward,  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish,  
so long as we both shall live.  
All this I vow and promise.

*The partner responds in reciprocal.*

*The rings are blessed and then exchanged.*

I give you this ring as a symbol of our marriage. With all that I am and all that I have I honour you; in the name of God. Amen

I receive this ring as a symbol of your love and faithfulness to the end of our days. May God enable us to grow in love together.

*Hands are joined and wrapped with the Minister's stole.*

Before God and in the presence of us all, *N* and *NN* have joined hands and made their solemn vows, promising life-long faithfulness to each other. In the name of God, I declare them to be husband and wife. What God has joined together, let no one separate.

*A blessing is said upon the couple.*

*The couple are pronounced married and invited to kiss one another.*

*The Register is signed during which an appropriate song is played.*

### **The Prayers**

*Prayers are said for the couple and for their future.*

### **The Blessing**

*A final blessing is given and the congregation stand to welcome the new couple.*

## **Contact Us**

### **The Parish Office**

is located at 2 Ambrose Street  
Hunters Hill NSW 2110  
Phone: 02 98172167

### **Postal address:**

2 Ambrose Street  
Hunters Hill NSW 2110

We look forward to meeting with you  
and helping to create a special day  
which will be a blessing upon your continuing journey.

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