

# Marriage in the Anglican Parish of Hunters Hill

St Mark's  
Figtree Road  
Hunters Hill

All Saints  
Ambrose Street  
Hunters Hill

Current as at September 2023

## 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 document, and as such the entire process of getting married in our Parish.

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 yourselves, 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, show you around, and answer your questions 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)).

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 our church 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 \$1000.00 to confirm your intention. It is only when we receive these that we "hold your date", and the Parish Clerk will write 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 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.

## **Restoration of All Saints' Church**

From January to March 2024 restoration work is planned on the exterior of All Saints' Church. This work includes stonemasonry work, and the restoration of the East window. During this time there may be scaffold in place on the South or West sides of the church, and internally. The East windows will be removed.

We will not be offering weddings in All Saints' during this time. St Mark's Church will remain fully operational during this time, and available.

## **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 in Advent and Christmas. Often there is nothing added into our churches, but best ask to avoid any confusion or disappointment.

## **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 the minister 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". Your service will be conducted only by our licenced and experienced clergy.

## **Time and Timing of services**

### Saturday

Saturday's have set times at 11:00am, 1:00pm and 3:00pm.

At 11am you are able to move the service time earlier (for example 10am).

We don't advise services after 4pm at All Saints' due to the very bright light that comes in through the West Window, but we can do later service times at St Mark's. We have done night weddings.

### Mid-week and Sunday

We are open to exploring times and dates that suit you from Monday to Friday. We are open to Sunday afternoons after 1pm.

### Time

We allow 1.5 hours in total for your access to our site. For planning purposes, we would normally open the Church 30 minutes prior to the service to allow the Groomsmen and Guests to arrive. The service takes approximately 30 minutes, and you then have around 30 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.

## **Fees**

A marriage conducted in our Parish is subject to fees. We work very hard at ensuring that our fees cover only the costs incurred by our Parish, and so we do not "negotiate" fees.

### Preparation & Marriage in one of our Churches

For a wedding that takes place in 2024 (any service which occurs from 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024) the fee is \$3,200.00 at All Saints' Church, and \$2,950.00 at St Mark's Church.

This fee includes the Minister, flowers (as below), music (as below), marriage preparation (as below), and access to the church and grounds (for the time allocated above).

### Flowers & Pew Bows

The cost of fresh flowers (as below) is included within the fee above. Pew bows (optional) are also included.

Additional fresh flowers can be arranged through the Minister. The cost for adding small bouquets to be placed in the pew bows down the aisle at All Saints' only is \$300.00. An additional set of flowers in the church is \$300.00.

Should you wish to not have fresh flowers, you are welcome to have no flowers or to use our silk arrangements. We would deduct \$250.00 from the total fee above for either of these choices.

All flowers remain the property of the church and remain behind after the service.

If more than one wedding is to occur on the same day our arranger may negotiate between bridal parties for separate sets, or if all in agreement on the same colour, it may result in an increased number of flowers to share.

### Music

Our musician, the playing of up to three pieces within the service (see below), and music as the congregation gathers are all provided by our Parish and included within the fee. Our musicians are quite talented, and open to your choices, but please note that choices beyond those included below may incur an additional fee. Talk to the Minister about your thoughts and ideas and he can confirm any costs in writing to you. We charge the cost for the purchase of appropriate sheet music, and \$100.00 for any transcription required per piece of music.

### Marriage outside our churches

Marriage services conducted by a Minister outside of one of our church buildings (e.g. Garden, Beach etc) will entail a fee of \$2,000.00 in 2024. 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.

### Deposit and Payment

A non-refundable deposit of \$1000.00 is required to confirm your booking. Full payment is to occur 90 days prior to the wedding. If payment is not received before that time, without agreement by the Minister in writing, and should attempts to contact you or negotiate fail, we will consider that your wedding has been cancelled by you.

Payment should be made by direct deposit to Commonwealth Bank Account 062182 10022269 in the name of Anglican Parish Hunters Hill. Please reference the Bride's surname and date of wedding.

### Determination of set fees by calendar year

Weddings booked or to occur in the following calendar year are subject to the fees set for that year (e.g. booked in 2023 for a 2024 date, means your fee is that for 2024). These fees are usually not confirmed until November each year, and couples should plan for this to increase approximately by CPI.

### **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, the fee 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. Cancellations with less than 90 days notice forfeit the entire fee. Cancellations include the transferring of a Notice of Intention to another marriage celebrant.

### **Seating**

St Mark's comfortably seats approximately 60 people. All Saints' comfortably seats 220. 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 sit on the right.

### **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.

Prior to your wedding we will encourage you to be in contact with one of these people to discuss your colour preference. As noted in Fees above, 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 appropriate arrangements for this sacred space, we do not allow other external florists to provide flowers – sorry. Experience has told us they do not always understand the brief and our space. We want the best for you too.

Flowers remain the property of the Parish at the conclusion of the service.

No decorations are to be placed within the Church other than the bows and flowers we provide. Decorations outside the church are possible only upon written agreement with the minister. There will need to be arrangements to ensure their quick removal following the service, and to ensure that none of our property is damaged.

As noted in fees above, we can provide silk arrangements at a reduced cost. Please note that these are pre-made and there is no ability to change the arrangements. They are white and green.

### Readings

An Anglican Wedding Service includes a reading from the bible. There may be up to two readings if you desire. 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. We would welcome one of your guests to do the reading/s.

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

### Ushers

It will be helpful to your guests if you have an usher available at least 30 minutes before the commencement of your wedding service. They can hand out any service books or bubbles, but most importantly assure guests they are in the right place, and tell them where the toilets are 😊.

### Music

We value live music on our traditional instruments as a rich contribution to your wedding. We provide our own talented musician to play organ and/or piano, and able to play from an array of traditional music (as below) or to transcribe a variety of music styles, including contemporary, to be played on our instruments. They will be happy to advise what will work – noting that each are unique instruments.

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 😊. Music should be selected at least six weeks prior to the service to allow for rehearsal and any preparations by the musician.

There are traditionally three pieces of music included:

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

We are open to also adding in a hymn, or two, and you need to discuss these with the Minister.

Apologies, we don't allow other musicians or recorded music to be used. Marriages conducted outdoors are responsible for their own music and copyright.

<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
Spring From Four Seasons	Vivaldi
St Anthony Chorale	arr. Haydn
<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
Pie Jesu	Faure
To a Wild Rose	Macdowell
Aria from "Xerxes"	Handel
<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

### **Don't be late!**

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. As noted above, we allow ample time for your service, and so ask that you plan your preparation time prior to the service to allow the Grooms party to be present at least 30 minutes prior to commencement, and the Bride's party to arrive 5 minutes prior to the commencement.

This allows your party to arrive, have photos and do last minute pictures to make-up, before we commence. 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 for you to use as a template.

## **Photography**

Your photographer is most welcome. He or she should consult with the Minister prior to the commencement of the service to ensure the best location for photographs is found. 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. 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 (not St Mark’s). This requires at least one month’s notice to organise.

## **Something to throw?**

We do not permit confetti, rose petals, rice or anything that may require cleaning up or have environmental consequences. We encourage bubbles as an alternative to provide your guests, and these can be used in the church.

## **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.

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, usually the evening 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. 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/Maid of Honour);
- If someone is “giving the bride away” they should come along;
- You bring along any items required for the service;
- If anyone is wearing “heeled” shoes, bring them along.

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 by our insurer 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 \$350.00 (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 Caf  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**

### 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).

**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

*The bible reading/s.*

### 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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