



HAVE YOUR WEDDING IN ONE OF BRISBANE'S OLDEST HERITAGE-LISTED CHURCHES



As one of Brisbane's most photogenic churches, St Paul's offers an historic and beautiful setting for your wedding. With its lovely exterior of local sandstone and stunning interior with long central aisle, rich red cedar timber pews and glorious stained-glass windows, it could be the perfect setting for your special day.

WEDDING INFORMATION ST PAUL'S PRESBYTERIAN CHURCH, SPRING HILL, BRISBANE

Our full wedding package includes:

- ◆ Services of St Paul's officiating Minister
- ◆ Pre-marriage counselling (with St Paul's Minister if he is to conduct the wedding)
- ◆ Wedding rehearsal
- ◆ Floral decorations
- ◆ Church Property Officer (to open and set up church facilities on the day)
- ◆ Live music on pipe organ (Organist fee extra by arrangement with an organist)
- ◆ Audio recording of the Service
- ◆ ¹Public Liability Insurance²

³Full package price: \$1683

The information provided below will assist you in making the decision about choosing St Paul's as the venue for your special day. Our Weddings Coordinator will be delighted to help you with any queries you may have. (You can make a booking enquiry using the online form at the end of this information.)



1. Booking Enquiry

- 1.1 Your initial interest in holding your wedding at St Paul's can best be advanced by reading through this information and then completing the online Booking Enquiry form at the end of this. Upon receipt of your application, and allowing due time for it to be considered, St Paul's Weddings Coordinator or Minister will be in touch with you. Please note that approval for your wedding to be held at St Paul's is at the discretion of the Minister.
- 1.2 A visit to the church in person by arrangement will allow you to meet with the Weddings Coordinator and ask any questions you may have. This is best arranged in advance for a Sunday, after the 9.30am or 5pm worship service. We invite you to join us for the Service first and experience being in this sacred space.
- 1.3 Weddings may be held on any day of the week except Sundays. While Saturday weddings are booked a minimum of two hours apart, wedding parties and guests should aim to vacate the Church grounds within 1.5hrs, in order to ensure adequate time for set-up and arrival of guests for any subsequent weddings on the same day. Exceptions to this timing may be allowed, depending on the schedule of weddings that day and hire of the Church Hall for refreshments.

2. Marriage Service and Celebrant

- 2.1 The Marriage Service is a Christian religious ceremony, as well as a legal one.
- 2.2 All marriages at St Paul's are required to be performed by the Minister of St Paul's, or another Christian Minister approved by the St Paul's Minister. If a couple wish to be married by someone other than the St Paul's Minister, the details of this other Christian Minister are to be provided on the online booking enquiry form. This information must be considered by the Minister of St Paul's before approval can be given. If such approval is given, the total package price will be reduced accordingly.

¹ Members of the Presbyterian Church of QLD are covered for PL Insurance.

² For non-PCQ members PL may be an additional cost. Please refer to 3.4.

³ A reduced package price is available for members of St Paul's Presbyterian Church.

3. Formalities and Legalities

The following information is issued to ensure that the correct procedures are followed, both in relation to the Commonwealth of Australia Marriage Act and in respect of the regulations drawn up by the Church.

- 3.1 The *Marriage Act* states that formal notice of an intended Marriage must be provided to the Minister no later than one month before the date of the wedding. The St Paul's Weddings Coordinator prefers that your Notices of Intended Marriage form be completed at least three months prior to the wedding date. However, you do not require this form before booking the St Paul's church and it is advisable to give as much notice as possible to the Weddings Coordinator in order to reserve the preferred date and time for your wedding. This booking can be done as far ahead of the wedding as possible, even a year or more in advance.
- 3.2 A non-refundable deposit of \$250 is required to confirm your booking with the Church. An Invoice will be sent ahead of your payment. The deposit will however be deducted from the overall fee which is currently \$1683.
(Electronic Banking: Bank: National Australia Bank, Account Name: St Paul's Presbyterian Church, BSB: 084004, A/C 019372998. Cheques to be made out to St Paul's Presbyterian Church and addressed to Weddings Coordinator, St Paul's Presbyterian Church, PO Box 156, Spring Hill Q 4004)
- 3.3 After reserving the Wedding date and time, you should make an appointment with the Minister of St Paul's to discuss the arrangements for the marriage service, including pre-marriage counselling requirements, and completion of the formal Notice of Intended Marriage form. This may require more than one appointment. If the Minister at St Paul's has given prior approval for you to be married by your nominated Minister you would make the above arrangements with that Minister.
- 3.4 If the wedding is not being conducted by a Presbyterian Church of Queensland (PCQ) Minister and the couple are not members of a PCQ Church, the couple must complete the PCQ Hirer's Agreement and pay the Insurance Premium of \$88 to the Church's Insurer Ansva.
- 3.5 When an "outside" Minister is conducting the wedding, they will need to provide a copy of a certificate of Public Liability Insurance of \$10M or more.
- 3.6 The St Paul's Weddings Coordinator will be able to clarify the PCQ requirements for PL insurance.

Documentation

- 3.7 You MUST produce your birth certificates and Photo ID or Passports before ANYONE can marry you. This is a strict requirement of the *Marriage Act*. If you have been married before, you must also produce documentary evidence regarding the termination of this previous marriage.
- 3.8 Marriage of a person under 18 without the order of a Judge or Magistrate is invalid. Under no circumstances can permission be given when both parties are under marriageable age.
- 3.9 In addition to the Notice of Intended Marriage form, it will be necessary for the couple to sign a Declaration of No Legal Impediment to Marriage in the presence of the officiating Minister, as close to the wedding day as possible. Arrangements can be made for this to be done at a rehearsal just prior to the wedding.
- 3.10 On the day of your marriage you must have two witnesses over the age of 18.

4. Seating

- 4.1 St Paul's can comfortably seat up to 350 guests in traditional red cedar timber pews. (Seating can be increased by the addition of individual chairs.)
- 4.2 Seating is divided by a long central aisle, which provides a focal point for the arrival and entry of the bridal party.



5. Photography

- 5.1 With its beautiful stonework, gothic arches and stained-glass windows, St Paul's Church and Church grounds provide an ideal setting for photographs of your special day.
- 5.2 Please discuss with the Minister the photograph opportunities that may arise during the service such as the entrance of the bridal party, the exchanging of rings and the kissing of the bride. These will be indicated by the Minister on the day.

- 5.3 Video recording of the Service may take place as long as it is done in a non-intrusive manner.
- 5.4 Time permitting, your professional photographer may take photographs of the wedding party inside the church at the conclusion of your ceremony.

6. Floral and Pew Decorations

- 6.1 Floral decorations are a feature of every weekly Church Service at St Paul's and are the responsibility of the Flower Guild. Special effort will be taken by the Guild to meet your specific requirements regarding colour and types of flowers used for your wedding day. Please note however, that the flowers must remain in the Church at the conclusion of your ceremony, for use in the weekly Church Service.
- 6.2 You are welcome to provide your own decorations on the ends of the wooden pews, but please do not use drawing pins or adhesives. You will need to arrange for someone to promptly remove the decorations after the Service. Alternatively, you may use the Church's pew decorations of crocheted bells or satin bows.



7. Music

- 7.1 A special feature of St Paul's is the historic pipe organ. You are welcome to discuss your music selection with the Minister and Church Organist in the lead-up to your special day.
- 7.2 A list of organ music appropriate for bridal processions is available from the St Paul's Weddings Coordinator.
- 7.3 If you wish to incorporate one of your favourite musical selections into the service via ipod or CD player, this must be arranged and tested with our sound technician well before the big day to ensure compatibility of your device/source and our equipment.



8. Audio

- 8.1 St Paul's modern sound system is equipped to provide excellent audio reception throughout the Church building.
- 8.2 A variety of microphones is available for any vocalists you might have and for the Minister, which also enables the couple to be heard when saying their vows.
- 8.3 The Church is equipped with a hearing loop for the hearing impaired.
- 8.4 A quality audio recording of the entire service onto USB is offered as part of the wedding package.

9. Confetti

- 9.1 No confetti, rice or flower petals are to be thrown in the Church or Church grounds. Please inform your guests of these restrictions.

10. Parking

- 10.1 Only bridal wedding cars or vehicles for disabled guests are allowed on Church grounds.
- 10.2 Street parking is available for wedding guests. For more details, go to www.stpaulspc.org.au and click *About Us/Location and Facilities*.

11. Church Hall

- 11.1 Our Church Hall, located adjacent to the Church on the Church grounds, is available for hire at an additional cost, and is an ideal location for your guests to enjoy some light refreshments while bridal party photographs are being taken or for your reception. St Paul's Weddings Coordinator can provide you with more information.

