



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 a long central aisle, its 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 (if the wedding is conducted by St Paul's Minister)
- ◆ 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)

Full package price: \$1683 (Reduced prices available for members of St Paul's congregation)
(Depending on circumstances, couples might be required to take out Public Liability cover through Ansvar for a small fee of \$88. (Refer to No.3.1 for clarity on this.)

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.)



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, our 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 in person to the church by arrangement will allow you to meet with the weddings coordinator and ask any questions you may have. This is best arranged 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 other than 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. Exceptions to this require the approval of St Paul's minister. If a couple wish to be married in St Paul's by a Minister whom they have known and associated with previously, the details of this Minister are to be provided on the online booking enquiry form. This information will need to 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.)*



3. Formalities and Legalities

The following information is issued in order 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 handed to the Minister no later than one month before the date of the wedding. At St Paul's, it is preferred that all Notices of Intended Marriages be completed and signed at least three (3) months prior to the wedding date. For your own planning purposes however, it is advisable to give as much notice as possible to the weddings coordinator in order to reserve the date and time preferred for your wedding. This 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 *Having reserved the date and time, you should make an appointment to see the Minister of St Paul's in order to discuss the arrangements for the marriage service, pre-marriage counselling requirements, and to give formal notice of the intended marriage on the form prescribed by the Marriage Act. This could require more than one appointment. (If the minister at St Paul's has given approval for you to be married by your nominated Minister you would engage with that Minister for these formalities.)*
- 3.4 *If approval is given for your wedding to be conducted by a Minister whom you have known and associated with previously, and if neither the bride nor the groom is a member of St Paul's, then the couple is required to take out a Public Liability Policy through the church's insurer. The weddings coordinator will provide the necessary forms for the couple to complete and send to Ansvr together with their remittance of the \$88 fee. A copy of the certificate must be provided to St Paul's weddings coordinator.*



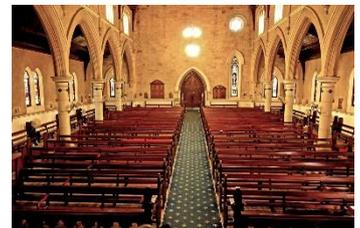
4. Documents

- 4.1 *When formal notice is completed, another appointment will be necessary for the signing of a Declaration stating that there is no legal impediment to the marriage. Arrangements can be made for a rehearsal at the time of signing the Declaration.*
- 4.2 *You MUST produce your birth certificates, or an Extract thereof, 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.*
- 4.3 *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.*



5. Seating

- 5.1 *St Paul's can normally seat up to 350 guests in traditional red cedar timber pews. However under COVID-19 rules, numbers are restricted to 100 for the size of our building, which is the current COVID maximum for a wedding.*
- 5.2 *Seating is divided by a long central aisle, which provides a focal point for the arrival and entry of the bridal party.*



6. Photography

- 6.1 *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.*
- 6.2 *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.*

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



7. Floral and Pew Decorations (A link to see examples of arrangements is back on the Weddings page.)

- 7.1 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.
- 7.2 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 and satin bows.



8. Music

- 8.1 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.
- 8.2 A list of fine organ music appropriate for bridal processions is available from our weddings coordinator.
- 8.3 If you wish to incorporate one of your favourite musical selections into the service it should be provided on CD and tested with our sound technician well before the big day to ensure compatibility of your device/source and our equipment.



9. Audio

- 9.1 St Paul's modern sound system is equipped to provide excellent audio reception throughout the church building.
- 9.2 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.
- 9.3 The church is equipped with a hearing loop for the hearing impaired.
- 9.4 A quality audio recording of the entire service is offered on USB as part of the wedding package.



10. Confetti

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



11. Parking

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



12. Church Hall

- 12.1 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 reception or for your guests to enjoy some light refreshments while bridal party photographs are being taken. Our weddings coordinator can provide you with more information.

