



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 arrangements
- ◆ 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 (Couples from St Paul's or Village Church are given special consideration and will be provided with alternate information specific to holding their wedding at St Paul's.)

Couples who are not part of a Presbyterian Church congregation will need to acquire Public Liability Insurance. Currently the premium is \$100. (Please refer to 3.5 for details.)

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.



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, ask questions and take photos. 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 such a beautiful space.
- 1.3 Weddings may be held on any day of the week other than Sundays. Weddings are booked for a period of three hours. If additional time is required, please enquire about costs and time.

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 and the bank details will be included on the invoice. The deposit will be deducted from the overall fee.
- 3.3 Having reserved the date and time, you should make an appointment to see the officiating Minister 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, you must provide a copy of the Certificate of Insurance for that Minister.
- 3.5 If neither the bride nor the groom is a member of the Presbyterian Church, then the couple is required to take out a Public Liability Policy through the Presbyterian Church's insurer. The weddings coordinator will provide the necessary form for the couple to complete and send to Ansvor together with their remittance of the \$100 fee. A copy of the certificate must be provided to St Paul's weddings coordinator.



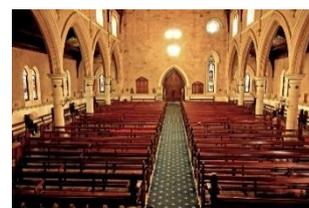
4. Documents

- 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, capacity will be according to Government regulations. For the purpose of calculating allowable numbers based on whatever the ratio is at any given time of people to area, the available space measures 400 square metres.
- 5.2 Seating is divided by a long central aisle, which provides a focal point for the arrival and entry of the bridal party and the exit of the happy couple.



6. Time Allocation

- 6.1 A three hour window of time is allowed for availability of the church on the day, starting 1 hour before the ceremony's scheduled start time. This will allow for last minute set up beforehand, the ceremony itself and photographs outdoors afterwards (or indoors if the weather is inclement.)



7. Rehearsal

A 90 minute time slot will be allowed for this, ideally during the week leading up to your special day. This is when you fine tune details such as rehearsing the bridal entry, the positioning of the attendants, microphone selection and discussion with the church's sound technician – just to name a few. Your officiating minister will run through the basics of the ceremony. If the rehearsal is to be on a week night, please be aware that for parking, St Paul's Terrace is a clearway from 4 – 7 pm.



8. Floral and Pew Decorations

(See examples of arrangements via a link on the main Weddings page.)

- 8.1 Floral decorations are a feature of every weekly church service at St Paul's and are the responsibility of the Flower Guild. If you choose to use the services of the Guild for your floral arrangements, special effort will be taken by the Guild to meet your specific requirements regarding colour and types of flowers used for your wedding day. The Guild's floral arrangements must remain in the church at the conclusion of your ceremony, for use in the weekly church service.
- 8.2 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 those decorations after the service. Alternatively, you may ask for the church's pew decorations of satin bows to be in place.
- 8.3 Any own choice floral decorations are to be installed during the 90 minute wedding rehearsal time or in the 1 hour window before the ceremony start time.



9. Music

- 9.1 A special feature of St Paul's is the historic pipe organ, which together with the beautiful gothic space, is like a marriage – one is meant for the other. Organ music is the perfect choice for the grand arrival of the bride up the long central aisle. The church organist will be pleased to offer suggestions of music selections. A list of youtube examples of organ music appropriate for bridal processions is available from our weddings coordinator.
- 9.2 If you wish to incorporate your favourite musical selections in the service these must be provided on CD and tested with our sound technician at the rehearsal.



10. Photography

- 10.1 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.
- 10.2 Please discuss with the Minister the photograph opportunities that may arise during the service.
- 10.3 Video recording of the service may take place as long as it is done in a non-intrusive manner.
- 10.4 Time permitting, your professional photographer may take photographs of the wedding party inside the church at the conclusion of your ceremony.



11. Audio

- 11.1 St Paul's sound system provides excellent audio reception throughout the church building.
- 11.2 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. Our sound technician will be present.
- 11.3 A quality audio recording of the entire service is offered on USB as part of the wedding package.



12. Confetti

- 12.1 No confetti, rice or flower petals are to be thrown in the church. Please inform your guests of these restrictions. Biodegradable products could be considered for outdoors.



13. Parking

- 13.1 Parking on site is limited to bridal party cars and vehicles for disabled guests.
- 13.2 Plenty of street parking is available for wedding guests.



14. Church Hall

- 14.1 The church hall is located adjacent to the church and is available for hire at an additional cost. It is an ideal location for your guests to enjoy light refreshments after the ceremony or for a reception. Our weddings coordinator can provide you with more information.

