

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
- ◆ St Paul's Weddings Coordinator and Administration
- ◆ Pre-marriage counselling (if the wedding is conducted by St Paul's Minister)
- ◆ Wedding rehearsal
- ◆ Floral arrangements
- ◆ Church Officer (to open and set up church facilities)
- ◆ Sound System operator with up to four microphones of various types
- ◆ Availability of the historic pipe organ for live music (Organist fee is extra)



Full package price: \$2332

Couples who are being married by a Minister from a denomination other than the Presbyterian Church will need to acquire Public Liability Insurance through the church's specified insurer. (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 You are invited to read through this information first and then complete the online Booking Enquiry form on the Weddings page. Our weddings coordinator will be in touch with after first seeking approval for your wedding from the church's Minister. (Approval for your wedding to be held at St Paul's is at the discretion of St Paul's 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. We invite you to join us for the 9:30 am service first and experience being in such a beautiful space and then chat over morning tea.
- 1.3 Weddings may be held on any day of the week, though time is limited on Sundays. The church is available for a maximum period of three hours for the wedding ceremony and photographs.



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 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 is then considered by the Minister of St Paul's before approval is given. *(If such approval is given, there will be a reduction in the wedding fee.)*



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 officiating 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 \$500 is required to confirm your booking with the church. An Invoice will be sent and the church's bank details will be included on the invoice. The deposit will be deducted from the overall final balance of fees.
- 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 all 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 to St Paul's weddings coordinator of the Public and Products Liability Certificate of Insurance for that Minister that his church would hold.
- 3.5 When the officiating Minister is not a Minister of the Presbyterian Church, then the couple is required to take out a Public Liability Policy through the Presbyterian Church's insurer. A quote for this cost can be ascertained by the couple via this online link [One-Off Public Liability Insurance – Community Event Insurance – LCIS Community Group Risk Management, not for profit Risk management \(localcommunityinsurance.com.au\)](http://localcommunityinsurance.com.au) The couple will complete the form and send their remittance directly to the insurance company. A copy of the certificate must be provided to St Paul's weddings coordinator. For these non-PCQ officiated weddings, a hire agreement form will also be provided.



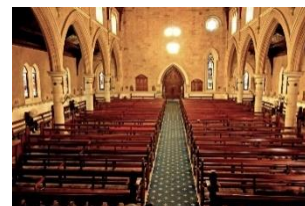
4. Documents

- 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.
- 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 that 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 church can comfortably seat up to 350 guests in traditional red cedar pews, 18 pews on each side of the centre aisle.
- 5.2 That long central aisle provides a focal point for the arrival and entry of the bridal party and for the exit of the happy couple.
- 5.3 Chairs and a table are provided for the couple to sign the Marriage Register.



6. Time Allocation

- 6.1 A maximum 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, time for the ceremony itself and photographs outdoors afterwards (or indoors if the weather is inclement.)
- 6.2 Any additional use of the grounds or hall for further celebrations can be requested and costs will apply. (See 14.1)



7. Rehearsal

A 90 minute time slot will be allowed for this, ideally scheduled a day or two before 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. Once your wedding is booked and the deposit paid, the weddings coordinator will email a Planning Form so that you can indicate your preferred day and time for the rehearsal, as well as identify other requirements from the church for the ceremony e.g. flowers, music, extra use of the property.



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 If you choose to not use the Flower Guild, there will be a reduction of the wedding fee.
- 8.3 The church can supply white or champagne colour satin bows at no extra cost for the ends of the pews. Alternatively 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.
- 8.4 Any own choice floral decorations are to be installed during the 90 minute wedding rehearsal time if there are no other events in the church between than and the wedding day or else 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, whose magnificent sounds match well with the beautiful gothic space. Just 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 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/music coordinator.
- 9.2 If you wish to incorporate your favourite musical selections in the service these must be provided on USB in mp3 format and tested with our sound technician at the rehearsal. They should be numbered and listed in the sequence required for the ceremony. Alternatively, if a Spotify playlist is to be used, a friend or family member will be required to operate the phone/device and be familiar with the required tracks and work alongside the church sound technician who will have the appropriate cable to link the device to the sound system.



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 what photograph opportunities are permissible 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 or instrumentalists you might have and for the Minister, a hand held radio mic enables him to hold it for the couple's voices to be amplified when saying their vows. Our sound technician will be present at the rehearsal and on the day.



12. Confetti

- 12.1 No confetti, rice or flower petals are to be thrown. Please inform your guests of these restrictions. Bubbles are acceptable outdoors.



13. Parking

- 13.1 Parking on site is limited to bridal party cars, officiating Minister and vehicles for disabled guests.
- 13.2 Plenty of street parking is available for wedding guests and it is wise to advise them of this.
- 13.3 Parking in St Paul's Terrace is free on weekends, but metered on week days.
- 13.4 St Paul's Terrace is a clearway from 4 – 7 pm weekdays.



14. Church Hall and Grounds

- 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.
- 14.2 If the grounds are required for serving refreshments, hall hire fees will still apply. This will allow for access to tables and chairs if required and the hall will be available to provide shelter for guests for protection from the elements if needed - rain or heat.
It also allows for the bathroom facilities to be available for your event.
Our weddings coordinator can provide you with more information.

