

# ST JOHNS LUTHERAN CHURCH

## WEDDING INFORMATION



## STEPS TO ARRANGING/ BOOKING YOUR WEDDING

- Check availability of the church with the Wedding Co-ordinator
- Book the church
- Confirm church booking by paying Booking Fee
- Arrange a meeting with the minister
- Complete planning and legal documents with minister
- Complete Pre Marriage Preparation program
- Contact Organist and discuss music
- Confirm Order of Wedding Service and print (optional)
- Complete payment for church twenty one (21) days prior to wedding
- Attend a wedding rehearsal

In planning your wedding there are some particular aspects that you need to take into consideration. The following paragraphs will provide a guide as to what is expected if you eventually make St John's Lutheran Church your choice of wedding venue.

### INITIAL ENQUIRIES

Your initial enquiry is made to the Wedding Co-ordinator, Sharon Reid, St John's Church office on 9227 8072 or [weddings@stjohnspertth.org.au](mailto:weddings@stjohnspertth.org.au). The Wedding Co-Ordinator will offer assistance regarding available dates for your wedding and the process for planning for your wedding.

### BOOKING AND FEES

A tentative booking can be made with the Wedding Co-ordinator.

Once the **Booking Form** is returned, an invoice will be sent to you. Upon payment of a non-refundable deposit of \$200 (within two (2) weeks of receipt of the invoice), the date will be secured. If a Booking Fee has not been paid within this time, it will be assumed that you do not wish to proceed with your wedding at our church.

The balance of the fees are to be paid at the church office by cash, bank-cheque or via EFT no less than four weeks (4) before the wedding.

Payments can be made via the following methods:

**Electronic Fund Transfer** to our bank account at the ANZ:

**Account:** *St John's Lutheran Church Perth Inc.*  
**Account No:** *4214 39409*  
**BSB:** *016 002*  
**Reference:** *Invoice number*

Please e-mail the internet banking receipt, showing the amount and date of payment to [weddings@stjohnspertth.org.au](mailto:weddings@stjohnspertth.org.au). Attention: **Wedding Payment**. Be sure to include your name and the date of your wedding.

**Cheques:**

Please make cheques payable to St Johns Lutheran Church Perth Inc.

**Cash:**

Come to the church at 16 Aberdeen St, Perth.

## COSTS

The all-inclusive fee for the wedding is currently set at \$1,050. This fee includes the Minister, use of the Church for rehearsal and wedding, Wedding Warden, Pre-Marriage Preparation Program and all administrative and legal requirements. We can provide the use of, at no extra cost:

- Church bells (recorded)
- Sound system
- Pew bows
- Keyboard
- Data projector
- Unity candles

If you choose to have your own Minister/ Pastor and Pre-Marriage Program, the fee is NOT reduced.

## TIME OF WEDDINGS

Weddings can be on weekdays and at any time on Saturday, by negotiation with the minister and subject to availability of the church.

Weddings on Sundays are not before 3pm.

The wedding ceremony takes approximately 40 minutes.

## MINISTERS

St John's Lutheran Church has two ministers who can celebrate your wedding, according to the Rites of the Lutheran Church of Australia. They are Pastor André Meyer & Pastor Peter Hage. They may be contacted through the Church office in the first instance.

If you wish to use another minister, please indicate this when booking. Currently ministers of any Christian denomination may conduct weddings in St John's.

**NO** civil celebrants may conduct a wedding ceremony at St John's.

## PREPARATION FOR MARRIAGE

We strongly encourage you as a couple to seek some form of pre-marriage counselling with your minister or another organisation e.g. Relationships Australia. One such course is the Prepare-Enrich marriage preparation course [www.prepare-enrich.com.au](http://www.prepare-enrich.com.au)

This helps to give couples a clearer view of their relationship and helps them to become more aware of their strengths, as well as areas needing work or strengthening. Courses such as this are only the beginning. Successful and happy marriages are like everything else in life - they don't just happen. They need an ongoing investment of time, personal energy and love if they are going to be rich and fulfilling.

## MARRIAGE PAPERS/ DOCUMENTS

It is a legal requirement that a *Notice of Intended Marriage* form be completed and signed at least one month and one day before the wedding. This will be completed by the Minister at your first meeting.

Birth certificates are required to be sighted by the Minister (a full certificate is preferred but an extract is acceptable). You will need to have a copy of the translation of your Birth Certificate if the original is not in English. Also, some form of photo ID is required to be sighted by the Minister. If one (or both) of you were born overseas, either a passport or Certificate of Citizenship will need to be sighted by the Minister. If either of you has been married before, evidence of the previous spouse's death or, in the case of divorce, dissolution is also required.

## MEETINGS

Unless by arrangement, all meetings will be held at St John's Lutheran Church, 16 Aberdeen Street, Perth.

You will need to have your first appointment a minimum of three (3) months before the service, so that the necessary documentation (see above) and planning can be arranged. Usually 3-4 meetings will take place with the Minister.

The first meeting, is when documentation for the *Notice of Intended Marriage* form is completed. It will also include the beginning of your Pre Marriage program and some discussion about the marriage service.

The second and subsequent meetings (including the Pre-Marriage program feedback) will be about the marriage service, which is based on the Rites of the Lutheran Church of Australia. The Minister will discuss the flow of the service, its meaning and the vows that you will make to each other. Some emails may take place in between, including draft outlines of the service.

## WEDDING SERVICE

While the actual details may vary from service to service, the main 'elements' of the service will be:

- Entrance of the bridal party
- Welcome/greetings
- Prayer
- Meaning of marriage/declaration of purpose
- Readings/Poem/Songs/etc.
- Short reflection on marriage/homily
- Declaration of Intent
- Commitment of support/affirmation by family and friends
- Prayer
- Vows
- Giving and receiving of rings
- Proclamation of marriage
- Blessings
- Signing of register
- Announcement of the couple
- Sending out/exit — recessional music

Hymns and songs may be included to be sung if the guests are familiar with church music. This is at the discretion of the couple in discussion with the minister.

## ORDERS OF SERVICE

Some couples choose to provide an order of service, either through a professional printer or using a PC. This is not essential, and it is the couple's choice if they wish to do so. The Minister can assist you with questions concerning content when you are preparing your order of service. The Minister needs to see the Order of Service before it is printed. The preparation and cost of the orders of service are the responsibility of the wedding couple.

## CHURCH ETIQUETTE

For all weddings in St John's we encourage an atmosphere of simple dignity and quiet reverence. This enables the couple and worshippers to sense the presence of God and appreciate the deepest meaning of what is taking place.

Loud conversations in the church, particularly by the wedding party, prior to the service are distracting and inappropriate.

## USE OF THE CHURCH

St Johns is a church building consecrated for Christian worship. We must insist that church furnishings are not interfered with or changed. This includes the altar, pulpit, lectern, candles, crucifix and particularly the paraments, which are the coloured hangings on the altar, pulpit and reading stand. These change colour through the year - for example, violet for the four weeks before Christmas, white for Christmas, violet again for the six weeks before Easter, white for the seven weeks after Easter and then green for the rest of the year.

If you would like to know the colour of the paraments at the time of your wedding please contact the church office.

At times, especially during Christmas and Easter, there may be seasonal displays in the church – for example, the Christmas tree - which need to remain unchanged.

We have an installed data projector in the church which can be used prior to or during the wedding. *You will need to provide your own computer, please talk this over with our Wedding Co-Ordinator.*

## MUSIC

The use of music at the wedding ceremony should create an atmosphere of reflection and praise. It should foster among the guests a sense of the mystery of God's love and an appreciation for the gift of marriage.

Obviously we do not allow songs to be used if the words and message are in conflict with or contradiction to the Christian faith. If there are any queries talk things through with our Office Administrator.

We encourage the use of live music. St Johns has experienced pipe organists available. There are also vocalists and instrumentalists in the congregation who are skilled on the keyboard, guitar, recorder, violin ...who can be contacted to provide music.

The services of an organist or musicians at the wedding is by private arrangement. We are happy to provide you with details of our organists and musicians who can play for you at a very reasonable cost. ***Payment for the organist or musicians is a private arrangement between yourself and the musicians/ organist.***

Music from CD's can be used with the agreement of the minister.

You may invite other musicians or singers to participate in the service, with the agreement of the minister. This however will be at your own expense.

*Please advise us of your plans for music at your wedding.*

## **WEDDING WARDEN**

Please contact the church office for all enquiries up to the time of the rehearsal, which is usually any time during the week before the wedding. The warden will be at the rehearsal and will assist you with all matters to do with the use of the church.

## **THE REHEARSAL**

The rehearsal usually takes place for one (1) hour in the week leading up to the wedding. It is preferable that all participants in the wedding should be present (bride, groom, attendants including any flower girls and pageboys, readers, etc.)

## **ACCESS TO THE CHURCH ON THE WEDDING DAY**

The church will be open one (1) hour before the service and this should be adequate time for setting up. There may be a charge if any earlier access is required and the church available.

## **PARKING**

Parking around St John's is limited. Parking is available in the courtyard for the bridal limousine.

Guest parking is available either in the nearby streets or carparks. There is parking available (at a cost) in the St John's Square carpark, which is under the building. Entrance is via Newcastle Street.

## **PHOTOGRAPHS AND VIDEOS**

We recognise the value and importance of having a photographic record of the wedding ceremony. We request the photographers to be respectful and discreet. Movement from one part of the church to another during the service should be kept at a minimum. The use of cameras flashes should be avoided if at all possible.

## **FLOWERS**

You are welcome to provide your own fresh flowers. These will need to be put in place immediately before the ceremony

## **CONFETTI SHALL NOT BE USED**

Guests should be advised of this well before the service. Flower petals are acceptable (in reasonable amounts) outside the church.