

# First Steps

## Establishing a Date and a Minister for Your Wedding

Please read the Uniting Church's statement "The Purpose of Marriage" (below). This statement is a required part of any wedding service, so couples should be happy with the values expressed in it. When you sign the application form, you are agreeing to "The Purpose of Marriage" being read at your service.

Please ring the church office (9am - 5pm, Monday - Friday) and ask the Administrative Assistant to check the church diary and the minister's diary for your preferred wedding day and time. The Administrative Assistant will take your name and contact details, and will enter a tentative booking for you. You will be given a booking reference number to enter on your booking form. The tentative booking will be removed from the diary one calendar month after it is entered unless we receive from you a non-refundable booking deposit of \$100 and a completed "St Stephen's Uniting Church: Booking for a Wedding" form.

Please download the government required form "Notice of Intended Marriage" from the web site of the Registrar of Births, Deaths and Marriages: <http://www.ag.gov.au/celebrants>. Fill the form in, but do not sign it. It needs to be signed in the presence of the officiating minister, who must also sight originals of the documentation described on the form (birth certificates, passports, divorce papers if applicable, etc) not less than one calendar month and no more than 18 months before the wedding.

### USUAL PRACTICE

If the couple wishes to follow the usual practice, and have the minister of St Stephen's officiate at the service, the couple fills in Section 1 of the Booking for a Wedding form, and sends it, with a \$100 non-refundable booking deposit, to the Administrative Assistant. The Administrative Assistant will then ask the minister to contact the couple and arrange the first of three meetings.

- (1) an introduction to the U.C.A. wedding service options, and the submission of the "Notice of Intended Marriage" form.
- (2) a service planning meeting
- (3) a wedding rehearsal.

If, at any time during the meetings, the minister decides that there are significant reasons for not proceeding with the marriage, he has the right to cancel the wedding. The booking deposit is non-refundable.

### EXCEPTIONAL CIRCUMSTANCES

If, for some exceptional reason, the couple wants another minister to officiate, the alternate minister must apply to the St Stephen's minister for permission. The St Stephen's minister will send a "minister's information form" to the couple. It is the couple's responsibility to forward the form to the alternate minister, and it is the alternate minister's responsibility to return the form to the St Stephen's minister. The St Stephen's minister makes the final decision as to whether the nominated minister may officiate at the service. In making his decision, the St Stephen's minister will consider a number of factors, including whether the nominated minister is a registered marriage celebrant, whether the nominated minister's ordination is in a church affiliated with the National Council of Churches in Australia, or the World Alliance of Reformed Churches. The nominated minister will be required to express a willingness to work with sensitivity to the liturgical ethos of St Stephen's and the theology of marriage affirmed by the Uniting Church in Australia. It is not St Stephen's policy for secular celebrants to be appointed.

Regardless of who officiates at the service, musical matters remain the responsibility of St Stephen's Director of Music.

**This process requires lots of communication, and couples requesting an alternate minister should allow plenty of extra time.**

Once the St Stephen's minister has made a decision, he will inform the couple by letter, with a copy being sent to the alternate minister. A confirmation form will be enclosed with the letter, which when returned to St Stephen's office with a \$100 non-refundable booking deposit, will confirm the booking. No alternate minister may officiate at a wedding at St Stephen's until a permission letter is issued. Should the approved alternate minister withdraw for any reason following the approval, any further nomination from the couple will need to be approved by the St Stephen's minister.

# Second Steps

## Liaising with other St Stephen's Personnel

During your first official meeting with the minister, you will be advised to contact two other important staff members at St Stephen's: (1) the Director of Music, and (2) the Flower Convener...

### THE DIRECTOR OF MUSIC

The Director of Music at St Stephen's is Mr Mark Quarmby. Mr Quarmby is responsible for all musical matters relating to your wedding. Please see his wedding music pages (below). Mr Quarmby can be contacted through the church office (02 9221 1688), by email: [mark@ssms.org.au](mailto:mark@ssms.org.au), or by mobile phone (0413 166 803).

### THE FLOWER CONVENER

The members of St Stephen's Flower Committee provide flowers for all services within the Church. This Committee arranges the flowers for your wedding, and arrangements should be made through the Convener, Rosalie Ramsay, (mob. 0427 338 258).

# Third Steps

## Other things to think about

### CHURCH AVAILABILITY

The Church will be open approximately one hour prior to the scheduled time of the Service.

### TIME OF THE BRIDE'S ARRIVAL

Punctuality in arriving for the Service is of the utmost importance. Where photographers and video operators are involved, please ensure that sufficient time is allowed so that the Service can begin promptly at the scheduled time as a courtesy to both your guests and the staff of St Stephen's.

### PHOTOGRAPHERS AND VIDEO OPERATORS

Please have your selected photographer / video operator contact the Minister prior to the wedding Service.

### MARRIAGE PREPARATION COURSES

Through its Marriage and Family Counselling Service, the Uniting Church runs some very good marriage education courses. St Stephen's strongly recommends couples to participate in such courses. Please ring UNIFAM's Sydney office on (02) 9261 4077 for information on when and where the next course will be held.

### CHURCH CONTACT DETAILS

St Stephen's Uniting Church, 197 Macquarie Street, SYDNEY NSW 2000

Telephone: (02) 9221 1688, Fax: (02) 92300316, E-mail: [office@ssms.org.au](mailto:office@ssms.org.au)

### PAYMENT OF ACCOUNTS

While the non-refundable booking deposit is due within one month of the tentative booking being made, the balance of the fees must be paid one month prior to the wedding. Payments should be directed to the Administrative Assistant at the Church Office. Cheques should be made out to "St Stephen's Uniting Church". It should be noted that the minister's fee assumes that there will be three meetings with the couple and one wedding service conducted. Couples withdrawing from the process after the meetings with the minister have begun might care to consider whether they have a moral responsibility to recompense the minister's for his time.



# St. Stephen's Uniting Church

197 Macquarie Street Sydney 2000

Phone: 02 9221 1688 Fax: 02 9230 0316

Email: [ststephens@ozemail.com.au](mailto:ststephens@ozemail.com.au)

Web: [www.ststephenschurchsydney.org.au](http://www.ststephenschurchsydney.org.au)

## The Purpose of Marriage

This statement comes from the Marriage Service of the Uniting Church in Australia. We ask that couples seeking marriage at St. Stephen's read this, and proceed with the application for a wedding at St Stephen's only if they are happy with the Uniting Church's understanding of marriage. We ask couples who are applying for a minister other than the St Stephen's minister to officiate at their wedding to show this statement to their nominated minister. The nominated minister must indicate in the Minister's Information Form that she or he has seen this statement and will uphold its intent in the service held at St Stephen's.

*Marriage is appointed by God.  
The church believes that marriage is a gift of God  
in creation and a means of grace in which man  
and woman become one in heart, mind and body.*

*Marriage is the sacred and life-long union of a man  
and a woman who give themselves to each other in  
love and trust.*

*It signifies the mystery of the union  
between Christ and the church.*

*Marriage is given that husband and wife  
may enrich and encourage each other in  
every part of their life together.*

*Marriage is given that with delight and tenderness  
they may know each other in love, and through their  
physical union may strengthen the union of their  
lives.*

*Marriage is given that children may be born and  
brought up in security and love, that home and  
family life may be strengthened, and that society  
may stand upon firm foundations.*

*Marriage is a way of life which all people should honour; it  
is not to be entered into lightly or selfishly, but responsibly  
and in the love of God.*

**An Oasis of Christian Worship, Thought and Action**

# St Stephen's Uniting Church: Booking for a Wedding

Booking Reference No.

## Section 1 - Couple's Application Form

### Parties to Marriage

Bride

Groom

Name	_____	_____
Address	_____	_____
Phone Numbers	_____	_____
Email	_____	_____

### Date and Time of Marriage

Date \_\_\_\_\_ Time \_\_\_\_\_

### Appointment of Minister

Either

We apply to have the minister of St Stephen's officiate

When using the minister of St Stephen's the following schedule of fees (GST inclusive) applies:

Church	\$600.00
Minister	\$400.00
Organist	\$375.00 - Sunday surcharge of \$175
Church Officer	\$143.00 - Sunday surcharge of \$22
Flowers	\$352.00

If either party to the marriage is a communicant member of St Stephen's, the church fee and the minister's fee may be waived. Please tick here to discuss the waiver.

If you are using the St. Stephen's minister, and are not applying for fee waivers, tick here, and enclose the non-refundable \$100.00 booking fee to secure your booking.

Or, in exceptional circumstances

We apply for permission for an alternate minister to officiate

If you apply for permission for an alternate minister to officiate at your wedding, you need to get the alternate minister to fill out Section 2 - over. See the "First Steps" flow chart for a description of the application process.

When using an approved alternate minister, the following schedule of fees (GST inclusive) applies:

Church	\$600.00
Minister	Negotiate with the minister
Organist	\$375.00 - Sunday surcharge of \$175
Church Officer	\$143.00 - Sunday surcharge of \$22

**Do not send any money** to St Stephen's until the St Stephen's minister has approved the application for the alternate minister.

### Declaration

We have read "First Steps", "Second Steps" and "Third Steps", and "The Purpose of Marriage". We agree to the process described in these documents, and apply to be married at St Stephen's.

Bride

Groom

Date

Date

# Section 2

## Nominated Alternate Minister's Information Form

This section should be filled out on in the exceptional instance when a couple want a minister other than the minister of St Stephen's to officiate at a St Stephen's wedding. This section should be filled out by the nominated minister.

### Nominated Alternate Minister's Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email \_\_\_\_\_

Denomination \_\_\_\_\_

Status within Denomination

e.g. Ordained Minister of word / Priest etc \_\_\_\_\_

Is your Church a member of  
World Alliance of Reformed Churches?

No

Yes

Is your Church a member of the  
National Council of Churches in Australia?

No

Yes

Are you a registered Marriage Celebrant under  
the Marriage Act 1961?

No

Yes  
Celebrant's Number \_\_\_\_\_

If yes, what is your Celebrant's number?

Do you have a church marriage register, or do you  
require the St Stephen's register?

Own  
Register

Require St  
Stephen's Register

What is the nature of the planned service?

Marriage  
Service

Blessing of existing  
Registered Marriage

### Notes for the Alternate Minister

# A

St Stephen's Church is a congregation within the Uniting Church in Australia, and seeks to uphold in its worship the theology of the Uniting Church in Australia. We ask nominated alternate ministers to read the "Purpose of Marriage" statement which has been sent to the marriage couple along with this form, and to initial this box as a sign that you are in agreement with it.

↓

# B

St Stephen's Church is a congregation with a distinguished tradition of formal liturgy and fine music, through which we believe God is glorified. Alternate ministers need to indicate their willingness to operate with sensitivity to this. Operating with sensitivity includes at least (1) preparing liturgy thoroughly, and (2) working closely and co-operatively with the Director of Music at St Stephen's who has the final say as to what kind of music is appropriate at St Stephen's. Please initial this box, as a sign that you are in agreement with this.

### Declaration

I have read the documents read "First Steps", "Second Steps" and "Third Steps". I agree to the process described in these documents. I apply to officiate at the wedding described in Section 1 of this form.

Minister

Date

→

# WEDDING MUSIC

AT

## ST STEPHENS UNITING CHURCH

### INTRODUCTION

Thank you for choosing St Stephen's for your wedding.

Music plays a very important role in all forms of worship at St Stephen's, including weddings.

As St Stephen's is fortunate to possess a fine pipe organ, many couples choose to have the organ as the only music during the service. While this is very appropriate, other musicians and musical groups can be arranged in addition to the organ. They can include musicians/groups such as:

- String quartet
- Trumpeter
- Vocalist
- Professional Choir / Quartet of Singers

It should be understood that the employment of such suitable and competent musicians will require the payment of an additional fee depending on the group or soloist and these musicians will need to be approved by the Director of Music

If you prefer to use only the organ at your wedding, as a guide, a list of the most frequently chosen wedding pieces and hymns is listed below. These are only suggestions and recordings should be available in iTunes or YouTube for you to hear most of them.

It is also recommended that you meet with the Director of Music at least one month prior to your wedding. However, you are free to contact him at any time in order to discuss your musical requirements. Please contact the Church office on 02 9221 1688 or email Mark Quarmby at [mark@ssms.org.au](mailto:mark@ssms.org.au)

### Suggestions for Organ Music and Hymns

#### Hymns (numbers come from our Hymn Book *Together in Song*)

- |     |                                    |
|-----|------------------------------------|
| 100 | All creatures of our God and King  |
| 398 | Come down, O love divine           |
| 137 | For the beauty of the earth        |
| 72  | From all who dwell below the skies |
| 152 | Joyful, joyful, we adore you       |
| 613 | Lord of all hopefulness            |

# WEDDING MUSIC

AT  
ST STEPHENS UNITING CHURCH

- 106 Now thank we all our God  
603 O perfect love  
134 Praise, my soul  
111 Praise to the Lord, the almighty  
161 Tell out, my soul  
10 The Lord's my Shepherd

### **Procession (for the entry of the bridal party)**

- Bridal March (Wagner)  
Canon in D (Pachelbel)  
Trumpet Voluntary (Prince of Denmark's March) (Clarke)  
Prelude from *Te Deum* (Charpentier)  
Trumpet Tune (Purcell)

### **Signing of the Register**

- Jesu, joy of man's desiring (Bach)  
Air from *Water Music* (Handel)  
Air on a G String (Bach)  
Sheep may safely graze (Bach)

### **Recession (for the departure of the bride and groom)**

- Wedding March (Mendelssohn)  
La Rejouissance from *Fireworks* (Handel)  
Hornpipe from *Water Music* (Handel)  
Prelude from *Te Deum* (Charpentier)  
Trumpet Voluntary (Prince of Denmark's March) (Clarke)  
Toccatina from *Symphony no 5* (Widor)  
Trumpet Tune (Purcell)

As mentioned, this list is a sample of the music which is suitable and which is most often requested for weddings.

If you have any further queries regarding the music for your wedding, please contact our Director of Music, Mark Quarmby by emailing [mark@ssms.org.au](mailto:mark@ssms.org.au). Alternatively you can phone him on 0413 166 803.