

### Timing

The church is available at all times and on all days with the exception of Sunday morning and Easter Saturday. Under normal circumstances a 2-hour interval is allowed between marriages, however should you desire a longer time please discuss this with the office staff.

### Rehearsal

This is best arranged for a few days before your wedding. Please book the church through the Parish Office. It is the couple's responsibility to arrange this in good time with the Priest and with all the wedding party. Allow 45 minutes for the rehearsal.

### Flowers

Flowers are the responsibility of the wedding party. We invite you to leave a floral arrangement on each pedestal either side of the altar for the weekend Masses. When there is more than one wedding planned for the same day, you may liaise with the other couple in choosing flowers suitable for the weddings. We do not take responsibility for anything left behind in the church.

### Music

The Church is equipped with a modern sound system including microphones, amplifier, tape and CD player. There is a choir loft at the rear of the church, however no organ or piano upstairs. Portable musical instruments are welcome.

You will need to organise your own organist, singer or musician. Copyright laws apply, so care will need to be taken to avoid any breach of regulations.

### Marriage Booklets

The priest will assist in the planning of your wedding ceremony or Nuptial Mass. You will be given the opportunity to choose readings, prayers, etc. Some couples like to have booklets in the Church for their guests to follow the ceremony. There is no need to provide these, but if you choose to do so, "*Together For Life*" and "*When we Marry*" could be useful guides.

### Emergency details for the day of your wedding

Please phone 0428 813 682 in an emergency.

### Further information

Thank you for choosing Sacred Heart Church for your wedding. If you have any questions or concerns, please feel free to ring the Parish Office between 9:30am-3:30pm from Tuesday to Friday on 08 8346 3901. We are here to assist you in any way we can regarding the use of the Church.

Reviewed: January 2020



## Sacred Heart Parish Hindmarsh-Findon

Church: 252 Port Road Hindmarsh SA 5007  
Office: 29 Grange Road, West Hindmarsh 5007  
Postal Address: PO Box 34 Welland SA 5007  
Email: shparish@shphf.com.au  
Ph: (08) 8346 3901

## SACRED HEART CHURCH

252 Port Road, Hindmarsh

Sacred Heart Church has been a place of beauty and worship in the life of the parish community since November, 1924 when the foundation stone was blessed and dedicated by Archbishop Spence. We are now pleased to offer the Church to the wider community for Catholic marriages. The parish welcomes enquiries from those interested in using this beautiful church as the setting for their marriage ceremony.



We join with your families and friends in congratulating you and wishing you all the very best for your wedding. This brief handout aims to help you to understand what is involved in marrying in the Catholic Church.

## DOCUMENTATION

### **Documents you need to provide at your first meeting with the priest:**

- *Birth Certificate* – a full copy not an extract of birth certificate (from Registrar of Births, Deaths & Marriages in the capital city of birth)
- Photo ID—such as a driver's licence, passport, etc
- *Baptismal Certificate* – a recent and original copy (not more than six months old) is required.
- *Evidence of death or divorce / annulment* in the case of remarriage.

### **Documents that have to be completed:**

- *Notice of Intended Marriage* (Government form). The priest has copies of this and will assist you in completing the form.
- *Pre-nuptial Inquiry* (Church form). The priest will complete this form which you will sign.
- Dispensation Application (Church form). If one party is not a Catholic, this must be completed. The priest will complete the form which the Catholic party then signs.
- *Statutory Declaration* (Government form). Declaration of your freedom to marry, made prior to the marriage. Usually signed at the rehearsal.
- *Marriage Certificate* – Three copies – one for yourself, one for the church register, and one for the Registrar in Adelaide. These are signed at the end of the wedding ceremony.

## WEDDING INFORMATION

### **Preparation Courses**

The need for some form of preparation for marriage is recognised by the Church community and hence, it is expected of anyone wishing to get married in the Church.

There are several forms of Marriage and Relationship Education Programs available through Centacare— *Is Love Enough? Or Time For Us*. A brochure will be forwarded to you with the relevant details. It's a good idea to book on to this course as soon as possible.

Once you have completed the preparation course, please ring the Parish Office between 9.30am-3pm, Tuesday to Friday, to book your first appointment with the Priest. You will need to give the priest a photocopy of the letter which is issued to you by Centacare, citing your completion of the course.

### **Booking the Church**

All bookings must be made through the Parish Office at least six months prior to the requested date.

### **Fees and payment**

- **Church:** The Church is made available for a fee of \$600 payable within

two weeks of the time of booking.

- **Celebrant:** The Church fee does not include the priest's stipend. It is customary to offer a financial gift to the Priest who has prepared the couple and then celebrates their marriage. The suggested offering is \$300 (\$400 if venue is outside the parish) and is payable 2 weeks from the time of booking.
- **Procedure:** Full payment is required within 2 weeks will confirm your booking. **Your booking will only be confirmed in the parish diary, once payment is received in full.** To avoid disappointment, please ensure that funds are paid as soon as your arrangements are firm.
- **Cancellations:** The cancellation of your church booking will result in a \$50 administration fee deducted from your refund.
- There is no GST payable on any of the above fees.  
Direct Payment Details -- Bank: NAB -- BSB: 085005 -- Account No: 159172373 -- Account Name: Sacred Heart Parish – Reference: "{family name}-wedding"

### **Witnesses**

At least two are required. They must be at least 18 years of age.

### **Confetti**

Please do not throw confetti, rice, sugar almonds, rose petals etc inside the church or in the church grounds. It is your responsibility to inform your guests of this request. An invoice covering the cleaning of the church/grounds will be sent if the church is left untidy.

### **Photography**

A wedding at Sacred Heart is a joyful Christian ceremony. An atmosphere of dignity and quiet reverence is encouraged to enable the couple and their guests to sense the presence of God and to appreciate the deepest meaning of what is taking place. Distracting or intrusive activity can detract from the occasion. Photographers are requested to be respectful and discreet at all times in the church.

### **Pews**

Flowers or bows may be tied to or hung on the end of the pews (no sticking, pinning or blue tack). Please remove pew decorations immediately after the service.

### **Candles**

Extra candles are not permitted. No candles are to be placed on the altar, alcoves, window sills or other church furniture.

### **Access**

For access to the church for rehearsals, flower planning and installation please contact the parish office during office hours.