



# OUR LADY OF VICTORIES PARISH



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## GUIDELINES FOR MARRIAGE PREPARATION

### & BOOKING CONDITIONS

*(Please read these guidelines and contract carefully and retain for future reference)*

#### WEDDINGS AT OUR LADY OF VICTORIES CHURCH

Welcome to Our Lady of Victories Catholic Parish Horsley Park. Thank you for considering celebrating your wedding at our church. You are very welcome; however, we do ask that you please respect our prayer space as this is the place where the Catholic community of Horsley Park worships.

#### SACRAMENTAL OF MARRIAGE

Marriage is a Sacrament, a serious life-long commitment. And when a man and a woman fall in love and make their commitment before God and the church, we gather with them in moments of joyful promise as they become ministers of the Sacrament of Marriage to one another.

In preparation for the Sacrament of Marriage, the engagement period is an excellent time to begin weekly attendance of the Sunday Eucharist / Mass. By practicing your faith in the Sunday Eucharist / Mass you show that you are part of the Catholic community and desire to celebrate a Catholic wedding and form a Catholic family. You are strongly encouraged to participate in the **Sacrament of Reconciliation** and receive the healing touch of Christ in your life while preparing for the Sacrament of Marriage.

**BAPTISM OF CHILDREN: PLEASE NOTE CAREFULLY: CELEBRATING A WEDDING IN OUR CHURCH DOES NOT GIVE YOU THE RIGHT TO BAPTISE YOUR CHILDREN IN THIS CHURCH. CHILDREN SHOULD BE BAPTISED IN THE PARISH TO WHICH THE FAMILY BELONGS. NORMALLY THIS IS THE PARISH WHERE THE FAMILY LIVES, OR THE PARISH WHERE THE FAMILY PARTICIPATES REGULARLY.**

#### THE FOLLOWING NEED TO BE DISCUSSED WITH YOUR CELEBRANT:

- **PREVIOUS MARRIAGES / DIVORCES**

If either party has been through any form of prior marriage, no matter where or when, it is essential to contact the Tribunal of the Catholic Church before making a firm booking. In cases of prior marriages, a Certificate of Annulment of the previous marriage and divorce papers or death certificate of the previous spouse must be available to you at time of booking.

- **MIXED MARRIAGES**

At least one party must be Catholic for the church to be used for a wedding. When one partner is not a Catholic, the Catholic party will be asked to sign and answer questions regarding keeping the faith, and raising children within the faith. The marriage ceremony is the same in all cases. In cases of Mixed Marriage, your celebrant will discuss and apply for any dispensation required.

## ▪ CONFIRMATION OF TENTATIVE BOOKING

The completed and signed Booking Form must be returned within one (1) month of booking the church, together with the full payment of \$1,400.00, of which \$900.00 is the Church Offering covering the cost of church flowers for the sanctuary and general running and maintenance costs. The balance of \$500.00 is a refundable bond (refer below).

Payments can be made as follows:

- in cash at the Parish office during office hours only – Monday to Friday, 9.30am to 2.30pm.
- by cheque - all cheques are to be made payable to *Our Lady of Victories Parish*
- by credit card by completing and returning the enclosed form with your booking form
- online via our website, click on the 'Support Us' button at the top of the homepage and follow the links.

Your booking is AUTOMATICALLY CANCELLED if your signed Booking Form and full payment are not returned within the required time.

## CHURCH BELLS

- Bell ringing is not included in the basic wedding donation. The bells can be rung after your ceremony for a further donation of \$100.00, which can be made at the time of your booking payment.

## CANCELLATIONS OF WEDDINGS

If you decide to cancel your booking, must notify our office, your celebrant and musicians, **in writing**, as soon as possible.

## RETURN OF BOND MONEY

After the wedding please apply **in writing (via email)** to the Parish secretary for the return of your bond, giving all relevant bank account details necessary for electronic transfer of refund.

The bond will only be refunded if all the conditions in these guidelines have been respected. All or part of the bond money will be withheld if any part of these guidelines is not respected or in the case of any disrespectful behaviour. In these cases the decision of the Parish Priest is final.

## PUNCTUALITY

*Punctuality is of utmost importance.* The times for Saturday weddings are 11.30am, 1.30pm and 3.30pm. Sunday weddings may be celebrated at 1.30pm and 3.30pm. Weekday weddings are possible. Available times can be discussed at time of enquiry. The bride **must be on time** on the wedding day. Arriving late inconveniences many people. ***The tradition of the bride being late is not allowed. If the bride is more than 10 minutes late or if the wedding party and guests do not leave the church grounds at least 20 minutes before the next wedding is due, the couple will lose all or part of their bond money.***

*The time printed on your wedding invitation should reflect the actual starting time you have booked for your wedding.* Advising guests of an earlier time is strictly **not** permitted as this interferes with other weddings and events scheduled in our church on the day.

Please inform your celebrant, guests and photographers that you **must** abide by the following schedule:

FOR WEEKEND WEDDINGS BOOKED AT	11.30am	1.30pm	3.30pm
Groom arrives at	11.00am	1.00pm	3.00pm
Bride arrives at	11.15am	1.15pm	3.15pm
Mass/Service starts no later than	11.30am	1.30pm	3.30pm
Mass/Service ends no later than	12.40pm	2.40pm	4.40pm
Church grounds cleared by	1.00pm	3.00pm	5.00pm

## THE CELEBRANT AT THE WEDDING:

It is the responsibility of the couple to book the celebrant (Roman Catholic Priest or Deacon) and to organise a meeting with him **between six (6) and two (2) months before the wedding**. Any Catholic priest or deacon can celebrate weddings at Horsley Park church. With the celebrant the couple will decide whether they are to have a nuptial Mass or a wedding liturgy.

The donation to the celebrant for the wedding ceremony is to be discussed with him. This donation is payable direct to your celebrant one month before the wedding.

If you do not have your own celebrant please contact our office on 9620 1242 to seek availability of our priests or for contact details of a Deacon.

## PRE-NUPTIAL INQUIRY AND NOTICE OF INTENDED MARRIAGE

At the meeting with your celebrant you will complete Church and Government paperwork. You will need to produce the following documents. All documentation must be hard copy.

- BIRTH CERTIFICATE (or foreign passport for anyone born overseas)  
The law requires Australian born persons to present an *original* birth certificate.
- BAPTISM CERTIFICATE  
A recently issued certificate, **not older than 6 months**, is required in the case of all baptised persons. This can be obtained by contacting the church where the Baptism took place. It is normal procedure to ask for a recently issued Baptism certificate for marriage purposes.
- PHOTOGRAPHIC EVIDENCE OF IDENTITY – such as Driver's Licence, Passport, Identity Card or Proof of Age Card
- MARRIAGE PREPARATION COURSE ATTENDANCE CERTIFICATE  
This certificate will be issued to you on completion of your Marriage preparation course.
- ANY DOCUMENTATION RELATING TO PRIOR MARRIAGES – if applicable

## MARRIAGE PREPARATION COURSE

It is essential that the bridal couple attend a marriage preparation course. Attached is information detailing courses run by various agencies of the Church. Pre-marriage courses **must be completed** before you meet with your celebrant.

## MARRIAGE CERTIFICATE

A Marriage Certificate will be provided to you at the time of your wedding. The Government certificate may be applied for from the Registry of Births, Deaths and Marriages. Please note that those who sign as Witnesses on the Marriage Certificate **MUST** be over 18 years of age.

## TEXT FOR THE MARRIAGE CEREMONY

The texts of the Marriage Rite are available from the celebrant. They can also be obtained from the Parish website under 'Sacraments'. The couple is invited to choose their scripture readings and other options to personalise their wedding celebration. If you are preparing booklets, you must have them checked by your celebrant before they are finalised.

## NUPTIAL MASS / WEDDING LITURGY

If a Nuptial Mass is to be celebrated, the celebrant decides whether the bridal couple should receive both the Body and the Blood of Christ. On the occasion of a marriage of mixed religion or non-practicing Catholics, a wedding liturgy is usually preferred. The decision however, is to be made in consultation with the celebrant. Due consideration is to be given to the feelings of the non-Catholic party.

## READERS

The couples are encouraged to ask adults to proclaim the scripture readings and Prayers of the Faithful. The readers need to be able to proclaim the readings clearly and intelligibly.

## **CHOOSING YOUR WEDDING MUSIC: Music in a Christian Wedding**

Music is a servant in worship. It is never to be done for its own sake within a celebration of Christian worship. Music chosen for your wedding should be chosen to suit the different parts of the whole celebration. The text of sung pieces should always respect the particular emphasis of the action and gesture being celebrated. As a matter of courtesy, please discuss your choices with your celebrant.

- “Performance” type music must be carefully avoided.
- There is room for solo pieces and/or choir pieces for folk type music, as well as more classical music.
- Good taste and dignity will determine what is to be sung, by whom, when and how.

These guidelines are suggestions based upon an understanding of the reality being celebrated.

- ***Popular music from Broadway musicals or from pop movies is not allowed during the celebration.***
- The most appropriate time to play a secular / modern song would be at the signing of the register.
- It is the bridal couple’s responsibility to organise the musicians. Costs and payment arrangements are to be discussed directly with the musicians chosen.
- Alternatively, you may choose to have your music on CD or USB. Our church has a CD / USB player which connects into the main sound system, however, you will need to arrange for one of your guests to operate the player on the day. It is also recommended that you come to the church to ‘test’ your CD / USB, during office hours a few days prior to your wedding (**not at your rehearsal time**).

## **PHOTOGRAPHS**

Professional photographers and videographers are permitted during the celebration provided they do not become a distraction, in order to preserve the true reverence for the celebration. Please request that the photographer and videographer introduce themselves to the celebrant prior to the celebration. If the aforementioned scheduled times are not **strictly** adhered to, **NO PHOTOS/VIDEOS** will be permitted inside the church after the Wedding Ceremony.

## **DECORATION OF THE CHURCH**

Our Parish church is freshly decorated with flowers on the Sanctuary every weekend.

- **THE ONLY OTHER** decorations permitted are **PEW DECORATIONS** - to be provided by the wedding couple.
- Pew decorations are understood as being: eg a length of material secured to the pew end, which must be kept clear from the floor and not limit access in and out of the seats. If a spray of flowers is used, this must not be higher than 15cm from the pew end and must be secured to the pew. See Note below.
- Free standing pots, additional arrangements, candelabras etc, are not permitted either inside or outside the church.
- Seasonal Parish decorations in the church relating to the time or celebration of the liturgical year (eg Easter, Christmas or other Sacraments etc) must not be changed or removed for weddings.

***PLEASE NOTE: NO THUMB TACKS, BLUE TAC OR STICKY TAPE IS TO BE USED ON PEWS, CHAIRS OR CHURCH FURNITURE. NO DECORATIONS PERMITTED ON CANDLE-STANDS, ALTAR OR AMBO. YOU NEED TO ENSURE THAT YOU ARRANGE FOR SOMEONE TO REMOVE PEW DECORATIONS AND BOOKLETS FROM THE PEWS IMMEDIATELY AFTER THE WEDDING.***

## **OTHER CONDITIONS:**

The church and the grounds are cleaned in preparation for weekend liturgies and weddings.

- ***FLOWER PETALS, CONFETTI, SOAP BUBBLES OR RICE ARE STRICTLY NOT PERMITTED AT ALL***
- ***USE OF CANDLES AS DECORATIONS IS PROHIBITED.*** The only acceptable candles will be the family candles and unity candle used during the wedding ceremony, if desired.
- ***THE CHURCH VISUAL PROJECTION SYSTEM IS NOT AVAILABLE FOR USE AT WEDDINGS.***

## **VEHICLES**

- Under no circumstances are vehicles permitted to drive on the paved areas.
- There is a 5-tonne load limit in the church grounds.
- Buses, trucks or other vehicles exceeding this load limit are not permitted in the church grounds.
- Burnouts are strictly not tolerated.