

**NOTES ABOUT WEDDINGS  
AT ST. BEDE'S PYRMONT & ST. JAMES' FOREST LODGE/GLEBE**

**St Bede's Church, 43 Pyrmont Street, Pyrmont.**

The church faces Jones Bay Road and will hold approximately 110 people. There is free parking for two wedding cars outside the church; meter parking elsewhere.

St Bede's is normally open only on Sunday mornings for Mass at 8.00 and 11.00am.

**St James' Church, 2 Woolley Street, Forest Lodge.**

The church will hold 250 people. There is free parking in the surrounding streets.

The church is open daily and for Mass on Saturday evenings at 5pm and on Sunday mornings at 9:30am.

**Parish Priest**

As there is only one priest for the parishes of Forest Lodge and Pyrmont, couples who do not live in the parishes, or are not involved in the life of either parish, should arrange for their own CATHOLIC priest or deacon to perform the marriage ceremony.

A booking will not be confirmed until these details are provided.

If this is not possible, you need to have received the agreement of the Parish Priest to celebrate your marriage.

**Visiting Priests or Deacons**

Any visiting priests or deacons MUST email a copy of their Ministry Card to us on [weddings@stjames-stbede.org.au](mailto:weddings@stjames-stbede.org.au) as soon as possible, but at least 1 month prior to the wedding taking place.

**Meeting with the Priest or Deacon**

The priest or deacon is responsible for seeing that the couple undertake a course of marriage preparation, for the paperwork and the ceremony planning for the couple.

You will need to meet with the Priest/Deacon at least 3 months prior to your wedding date to complete the government and church paperwork and to discuss the order of your wedding service.

***Documents required when meeting with the Priest or Deacon***

- Wedding application form
- Birth Certificate or passport
- A recent copy of your Baptism certificate. Please request an updated copy from the parish of your baptism no more than 6 months prior to your wedding date.
- Certificate of completed wedding preparation course (or proof of enrolment)
- Divorce and/or Annulment papers if applicable.

You will need to show the original (and provide copies) of the above documents at your meeting with the priest or deacon:

**Wedding preparation course**

Catholic Care (Face to Face course)

Please contact CatholicCare on

Phone: 9509 1234

Email: [mre@catholiccare.org](mailto:mre@catholiccare.org)

<http://www.catholiccare.org/families/relationships/marriage-and-relationship-education-0>

Smart Loving Online Course

[www.SmartLoving.org/engaged](http://www.SmartLoving.org/engaged)

**Bookings**

Wedding ceremonies are generally held on Saturday's.

If you wish to have your ceremony on an alternative day, you will need to receive agreement from the Parish priest.

The latest start time for a wedding at either parish is 2pm.

Please note: Due to Mass commitments, NO weddings will be held on Sundays.

### **Wedding Rehearsal**

Rehearsals are held on the Wednesday prior to your wedding, at 7pm. This will be arranged when your booking is confirmed.

### **Church Access**

The church is opened 1 hour prior to your ceremony and is kept open for half an hour after the ceremony.

### **Payments**

The church booking fee is \$700. Your booking will not be confirmed until this payment has been received. Cancellations (after payment) will incur an administration charge of \$150.

The booking fee does not include the customary offering to the celebrant, which is best made to the priest at the wedding rehearsal.

### **Music (live or recorded)**

Since a wedding in the church is a sacred ceremony, music should be of a sacred nature. Secular music cannot be played in the church.

- If you would like the church organ to be played, we can supply you with details of the parish organist.
- Use of other instruments such as the harp, classical guitar, viola etc are welcome.
- There is an iPod facility in the church or you can bring Bluetooth speakers etc. Please bring any/all cords that may be needed.
- You will need to be responsible for any copyright issues involved in the playing of recorded music.

### **Flowers and decorations**

Because of the décor of the churches, only small arrangements of flowers should be used.

- Flower arrangements are not to be placed directly on the altar. It is permitted to place arrangements directly in front of the altar on the floor.
- Floral arrangements can be placed anywhere else in the church.
- Your florist will need to be advised that we do not provide any vases.
- Pew decorations are allowed but only if tied onto the pews. (Absolutely NO pins or glue allowed)

Floral arrangements may be left in the church if you wish, EXCEPT during the Season of Lent, when all flowers must be removed from the church. (Lent begins on Ash Wednesday and concludes with the Easter Vigil)

### **Confetti**

The use of confetti, rice, rose petals etc are NOT permitted.

### **Animals in the church**

With the exception of service animals, pets are NOT permitted in the church. If you wish for your pet to be part of your wedding, please reserve this for your photo's or reception.

**\*See next page for International wedding information.**

## **INTERNATIONAL WEDDINGS**

### **Information for couples living in Australia, getting married overseas**

If you are of the Catholic faith, live within our parish boundaries and are getting married overseas in a Catholic church, you will need to meet with our parish priest to complete the relevant paperwork. This needs to be completed AT LEAST 3 months prior to your wedding date.

You will need to show the original (and provide copies) of the following documents at your meeting with our priest:

- Birth Certificate, passport or drivers license
- A recent copy of your Baptismal Certificate. Please request an updated copy from the parish of your baptism no more than 6 months prior to your wedding date.
- Certificate of completed wedding preparation course (or proof of enrollment).
- Name and address details of the parish and priest where you are getting married
- A BLANK overseas registered post envelope (\$25 from the post office)

### **Information for Couples living overseas who wish to be married at St Bede's Pyrmont or St James Forest Lodge.**

#### 1 – Australian Government Requirements

- A couple marrying in Australia need to complete a "Notice of Intended Marriage" sometime in the period 18 months – 1 month prior to the wedding.
- In the case of couples living overseas, it will need to be completed and witnessed where they are living and then mailed to St James Catholic Church, Forest Lodge. Only certain categories of persons are authorised under the Marriage Act to witness a "Notice of Intended Marriage".
- Australian diplomatic and consular officials are authorised witnesses. So too are notaries public. You need to furnish a birth certificate or a current passport when completing this form.

#### 2 – Church Requirements

- Each couple marrying in a Catholic ceremony needs to complete a "Pre-Nuptial Enquiry" form, which basically establishes for Church purposes that they are free to marry. A basic requirement is that at least one of the parties is a baptised Catholic of the Latin (Roman) rite. *It will need to be filled out with a priest of the Catholic diocese where you are living. He would normally forward it to his bishop, who would send it to the archbishop of Sydney, and then it would finally be sent to the celebrant at St James Catholic Church Forest Lodge.*
- When filling out the "Pre-Nuptial Enquiry" the Catholic party will need to present a copy of their Baptism Certificate which has been issued within the last 6 months. This can be obtained by contacting the parish where the baptism took place. An additional form called a "Mixed Marriage Dispensation" needs to be filled out by the Catholic party when he or she is marrying someone from another Christian denomination, or a person who has not been baptised.

If you require further information, please contact the Parish office on 02 9660 1407 or email [weddings@stjames-stbede.org.au](mailto:weddings@stjames-stbede.org.au)

Office hours are Monday, Wednesday and Friday 9.30am to 2.30pm.