

WEDDINGS AT ST MICHAEL'S

VIEWING THE CHURCH

The church is open on selected days from 10:30am to 1:30pm for Guided Week Day Tours. Doors open for Sunday Service at 9.30am every Sunday, for a 10am start and you are welcome to come in and view the church before the service.

Alternative times can be arranged by calling the office on 9654 5120 between Monday to Friday, 9.00am to 5.00pm.

RESERVING THE CHURCH FOR YOUR WEDDING

It is important for you to reserve the church as early as possible to ensure that you obtain the date and time you require. Contact the church office and check availability. You can make a tentative booking for two weeks and the booking can be confirmed by completing the Wedding Booking Form and paying the deposit. The deposit itself is not refundable and will be applied to the balance of the wedding fees. The total balance must be paid at least ten working days before your wedding.

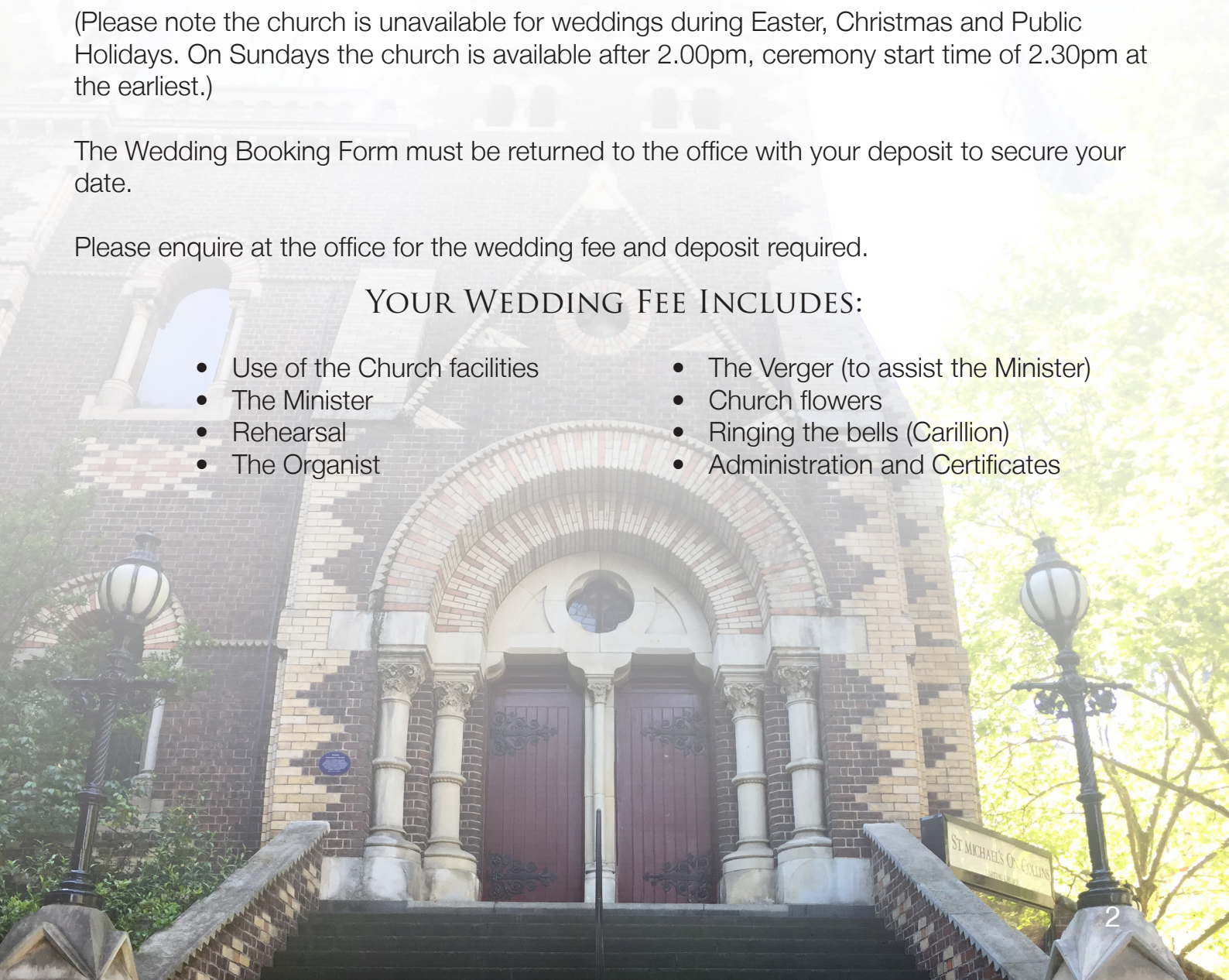
(Please note the church is unavailable for weddings during Easter, Christmas and Public Holidays. On Sundays the church is available after 2.00pm, ceremony start time of 2.30pm at the earliest.)

The Wedding Booking Form must be returned to the office with your deposit to secure your date.

Please enquire at the office for the wedding fee and deposit required.

YOUR WEDDING FEE INCLUDES:

- Use of the Church facilities
- The Minister
- Rehearsal
- The Organist
- The Verger (to assist the Minister)
- Church flowers
- Ringing the bells (Carillion)
- Administration and Certificates



MEETING YOUR MINISTER

After confirming the booking, you will need to arrange a meeting with the presiding Minister to discuss the content of the ceremony, organise a time for the rehearsal and complete the necessary documentation. This is also a good opportunity to discuss the personalisation of your wedding. Only appointed Ministers of St Michael's are permitted to preside over the ceremony.

WHAT TO BRING TO THE MEETING

- Your Notice of Intended Marriage form. Please bring this filled in without signatures. (The notice needs to be completed at least 32 days before your wedding but not more than 18 months.)
- Birth certificate if born in Australia or a passport if born outside Australia. The Minister needs to see originals, not photocopies.
- Relevant Divorce or Death certificates.

REHEARSALS

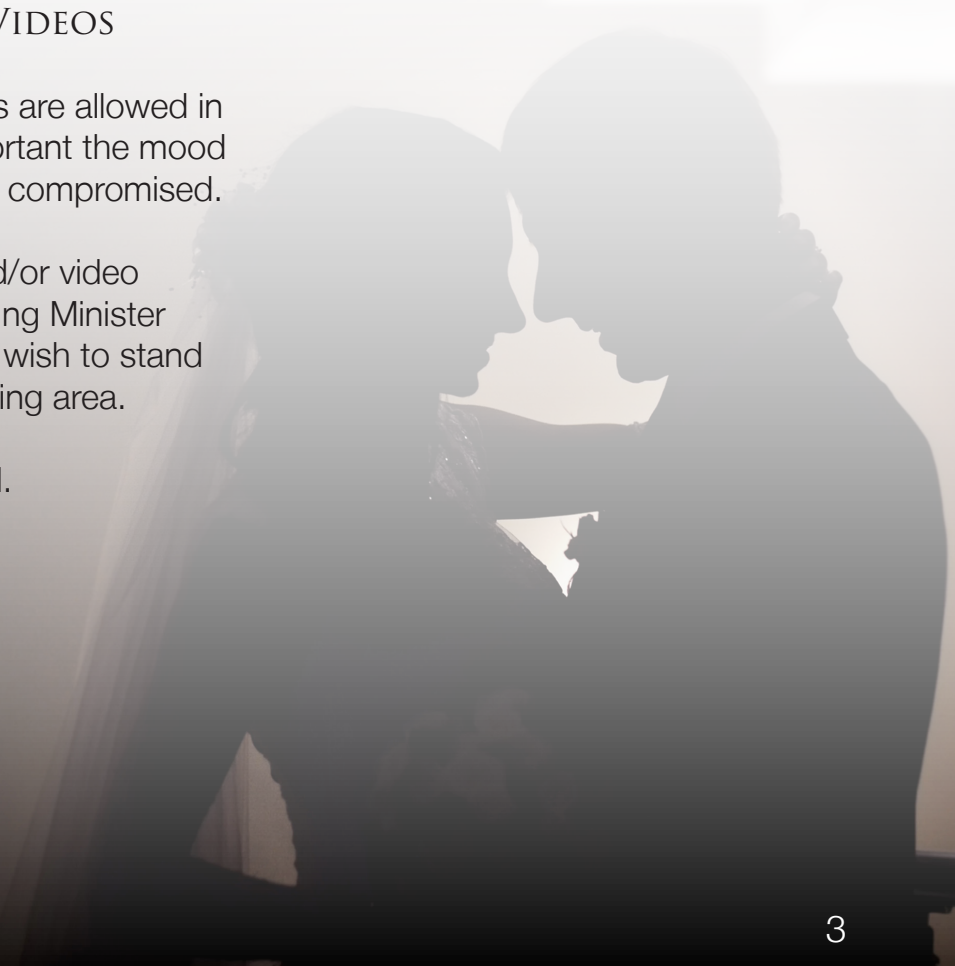
To ensure the wedding ceremony goes as smoothly as possible, it is important for all participants to have an opportunity to ask questions, and become familiar with their particular role and responsibilities. We strongly recommend that a rehearsal is held close to the date of your wedding. The rehearsal date and time is to be organised with the presiding Minister.

PHOTOGRAPHS AND VIDEOS

Photographers and video cameras are allowed in the general seating area. It is important the mood and integrity of the service are not compromised.

Please ask your photographer and/or video producer to speak with the presiding Minister before the wedding service if they wish to stand anywhere else apart from the seating area.

Outdoor photography is permitted.



ON THE DAY

The doors will be open half an hour before your ceremony booking time to allow all your guests to arrive. It is at this time that any floral or pew decorations can be placed. Pew decorations must be easily attached and contain no adhesives.

Ten minutes before the booked ceremony start time, our Organist will play music you have selected. When the bride or groom is ready to proceed, the processional music will accompany her or him down the aisle. The ceremony will proceed to the signing of the Register accompanied by another musical interlude. At the conclusion of the ceremony, the Recessional music will be played and the wedding party will move from the church.

You have one hour from your ceremony booking time to carry out your wedding ceremony, including photography both in and outside the church.

CHURCH FURNISHINGS

Please note church furnishings cannot be moved from their set places. Other items of furniture or other objects cannot be brought into the church.

CONFETTI

No confetti products, pot pourri, rose petals, rice, etc., are to be used inside the church. Confetti can be used outside the church. We ask that you refrain from using fake or plastic flowers petals for environmental concerns.

FLOWERS

The wedding fee includes two large flower arrangements in the church. Any additional arrangements can be organised for an extra fee. Please make enquire with the St Michael's Administrative Staff.

PARKING OF WEDDING PARTY CARS

St Michael's has no jurisdiction over street parking in the CBD. It is the direct responsibility of the Melbourne City Council. Parking permits are applied through Melbourne City Council at:

Melbourne City Council
Permits and Approvals
Ph: 9658 9764

Address:

Permits Team
GPO Box 488
Melbourne Victoria 3001

Email: reservedparking@melbourne.vic.gov.au

Website: www.melbourne.vic.gov.au/parking-and-transport/parking/parking-permits

In person:

Melbourne Town Hall
Administration Building
120 Swanston Street, Melbourne
7.30am to 5pm, Monday to Friday (public holidays excluded).

Please note: Reserved parking permits cannot be issued on the spot



MUSIC FOR YOUR WEDDING AT ST MICHAEL'S

Please complete the Music Selection Form and return to the Music Manager and Administration Staff at least 30 days before your wedding date. Otherwise, the Standard Wedding Music Package will apply. We recommend submitting your form as soon as possible.

St Michael's allows the use of other musicians/vocalists and recorded music in CD or USB format. CDs and USBs can only be used for the Processional, during the signing of the register and the Recessional. If you wish to have other musicians/vocalists or recorded music during your service please complete the Wedding Music Selection form indicating your preferences.

MUSIC SELECTION

STANDARD WEDDING MUSIC PACKAGE

Before the Ceremony:

- a) Jesu; Joy of man's desiring - J. S. Bach
- b) Aria - from the water music - G.F. Handel

The Processional:

Bridal Chorus from Lohengrin - R Wagner

The Signing of the Register:

Canon in D - J. Pachelbel

The Recessional:

Wedding March from a
Midsummer Nights Dream
- F. Mendelssohn



AVAILABLE ORGAN MUSIC SELECTION

1 - BEFORE THE CEREMONY

Gentle music will be played on the organ ten minutes before the official ceremony start time until the wedding party is ready to walk down the aisle.

- Jesu, Joy of man's desiring - J.S. Bach
- Air - from the orchestral suite in D major - J.S. Bach
- Gavotte - from the orchestral suite in D major - J.S. Bach
- Air - from the water music - G.F. Handel
- Canon in D - J. Pachelbel
- Prelude on Rhosymedre - R. Vaughan Williams

2 - THE PROCESSIONAL

The wedding party procession into the church takes approximately one minute. As this is a relatively short time frame, only one song can be played.

- Prelude to a Te Deum - M.A. Charpentier
- The Prince of Denmark's March - J. Clarke
- La Réjouissance - G.F. Handel
- Canon in D - Pachelbel
- Trumpet Tune - H. Purcell
- Bridal Chorus from Lohengrin - R. Wagner

3 - THE SIGNING OF THE REGISTER

More than one song can be selected here.

- Jesu, Joy of man's desiring - J.S. Bach
- Air - from the orchestral suite in D major - J.S. Bach
- Gavotte - from the orchestral suite in D major - J.S. Bach
- Air - from the water music - G.F. Handel
- Canon in D - J. Pachelbel

4 - THE RECESSIONAL

The music for the recessional should be celebratory in nature and has to be long enough for the Wedding Party and a fair proportion of the guests to exit the church.

- Prelude to a Te Deum - M.A. Charpentier
- The Prince of Denmark's March - J. Clarke
- La Réjouissance - G.F. Handel
- Hornpipe - from the water music - G.F. Handel
- Wedding March from a Midsummer Night's Dream - F. Mendelssohn
- Trumpet Tune - H. Purcell
- Toccata - C.M. Widor

HYMNS

Hymns are not compulsory at your wedding. Approved hymns are listed below and include hymns from the Australian Hymn Book. If you are considering any hymns not listed, they must be provided when submitting your Music Selection Form, 30 days prior to your wedding date. St Michael's does not provide hymn books to wedding parties or guests.

COMMENDED HYMN LIST

From the Australian Hymn Book

AHB 148 - Love Divine

AHB 16 - The Lord's My Shepherd (Psalm 23)

AHB 81 - The King Of Love My Shepherd Is (Psalm 23)

AHB 92 - Hymn To Joy

AHB 14 - Now Thank We All Our God

ADDITIONAL MUSICIANS AND VOCALISTS

If you are considering additional musicians, vocalists or soloists, they must be arranged through the St Michael's Administration prior to booking and confirming. Please refer to the Wedding Music Selection Form.

CARILLON

Your ceremony will finish with traditional sounds of the Carillon ringing outside the church.

MUSIC SELECTION FORM

The Music Selection Form must be submitted to the Music Manager and Administration Staff at least 30 days prior to your wedding. If it is not received in this time frame, the Standard Wedding Music Package will be selected on your behalf and played on your wedding day. We recommend submitting your form as soon as possible.

If there are any technical difficulties on the day, the Organist will play the Standard Wedding Music Package.

MORE INFORMATION

If you would like any other information regarding your wedding ceremony, please contact St Michael's Administration on (03) 9654 5120 or email: office@stmichaels.org.au.

Office hours 9.00am - 5.00pm, Monday to Friday
Level 2, St Michael's Administration Building
St Michael's Place
120 Collins Street
Melbourne VIC 3000



ST MICHAEL'S UNITING CHURCH
120 COLLINS ST MELBOURNE - WWW.STMICHAELS.ORG.AU
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