



*Your Wedding at*

**ST MICHAEL'S**

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Dear Bride and Groom,

We are delighted that you have chosen St Michael's as the church for your wedding day. The church is one of Melbourne's most distinctive buildings. Its rare external brickwork and its peaceful and beautiful interior make it one of the most unusual churches in Australia. It has an impressive history in the life of this city. Today, its congregation is the largest of any city church in Australia; and it is vigorously involved in many activities to enhance and enrich people's lives.

In responding to your request to be married, we will do all we can to make it one of the most memorable events of your lifetime. A marriage is of course a very exciting social and family occasion. In coming to this church you are also saying you want it to be something more than that. A marriage within a church has an added character, tradition and dignity. It also means that you take your vows and express your intentions before the altar and you receive the blessing of the church as you move together into a new era of your life.

In marrying in this church you immediately become part of a very large family of people who have been married here. I know that people over many years talk with a great deal of pride of their happy association with this church. Many, though they live perhaps in distant places, return for their anniversaries.

Without being intrusive in any way, we would like to keep some contact with you. Perhaps you too will visit the church on or near your anniversaries. If you do that, please let me know that you are present for such an important occasion. If or when you have children, you would like them baptised here, we would be happy to do that for you.

My warmest wishes,



Dr Francis Macnab  
Executive Minister

# WHERE DO YOU START?

## 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 the availability. You can make a tentative booking and the space is held open for two weeks. The booking can be confirmed by completing the Wedding Booking Form and paying the deposit. The deposit will be applied to the balance of the wedding fees. The deposit itself is not refundable. The total balance must be paid at least two weeks before your wedding

In determining your wedding date, please note the times the church is not available i.e.; during Holy Week - the week immediately before Easter, Easter Saturday, Easter Sunday, St Michaels Day and the day preceding, or Public Holidays. On Sundays the church is available after 2.00 pm.

The Wedding Booking Form must be returned to the office with your deposit to secure your date. After securing your date, the Music selection form must be returned to the office at your earliest convenience, but no later than one month before your wedding date.

Please enquire at the office for the fee and deposit required or view this on our website.

## WHAT DOES THE WEDDING FEE INCLUDE?

The 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

# YOUR NEXT STEP

## 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 paperwork. The Weddings Coordinator will provide you with the details of your appointed Minister. We want this day to be as special as you hope it to be. Please ask the minister how best to include your personal touch.

Please note that only the appointed Ministers of St Michael's are permitted to preside over the ceremony.

## YOU WILL NEED 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**.

## VIEWING THE CHURCH

The church is usually open weekdays from 10.30 am - 1.30 pm (please call to confirm if making special arrangements). If you cannot make these times, contact the office and arrange a time to view the Church between office hours, weekdays 9.00 am - 5.00 pm. The church is also open on Sundays for morning service at 10.00 am.

## **REHEARSALS**

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

## **PHOTOGRAPHS AND VIDEOS**

Photographers and video cameras are allowed in the general seating area. It is important however that 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 he/she wishes to stand anywhere else apart from the seating area.

Photographs outdoors are permitted in all available garden areas and steps.

## **MOVEMENT OF FURNISHINGS**

Please note church furnishings cannot be moved from their set places, nor can other items of furniture or other objects be brought into the church.

## **CONFETTI**

No confetti products, pot pourri, rose petals, rice, etc, are to be used inside the church. We would ask you to leave the church in as good a state as you enjoyed at the start of your ceremony. Confetti can be used outside the church.

## **FLOWERS**

The wedding fee includes a specially selected flower arrangement in the church - you do not need to do anything - this will be arranged on your behalf. Additional arrangements of personal flowers can be organised for an extra fee. Please make your enquiry with the Wedding Coordinator at St Michael's.

## ON THE DAY

The doors will be open half an hour before your ceremony booking time to allow all your guests to arrive.

If you have arranged for floral or pew decorations for the day, please note that they will be allowed in at this time only. Pew decorations must be easily attached and contain no adhesives.

Ten minutes before the booked ceremony start time, our Organist will play music that you have selected. When the bride arrives at the church entrance and is ready to proceed, the processional music will accompany her down the aisle. The ceremony will commence and then proceed to the signing of the Register when there will be another musical interlude. The bride and groom will sign the Register and receive their Marriage Certificate. At the conclusion of the ceremony, the Recessional music will be played and the bridal party will move from the church. Your guests will have time to leave or be included in your photographs. Please note that you have one hour from your ceremony booking time to carry out your wedding needs at the church.

## PARKING OF BRIDAL CARS

The Melbourne City Council is responsible for access to parking outside the church; St Michael's has no jurisdiction. You will need to apply through the Melbourne City Council as they alone can give you a permit. The following contact details may help you in this matter:

Melbourne City Council  
Permits and Approvals  
Ph: 9658 9764  
Fax: 9658 9912  
Address: Permits and Approvals  
GPO Box 488G  
Melbourne Victoria 3001  
E-mail: [permits@melbourne.vic.gov.au](mailto:permits@melbourne.vic.gov.au)  
[www.melbourne.vic.gov.au/permits](http://www.melbourne.vic.gov.au/permits)

*Music for Your Wedding at*

ST MICHAEL'S

# WEDDING MUSIC AT ST MICHAEL'S

We have a superb list of music available to complement your wedding service, ranging from the traditional wedding music to other unique and beautiful music. The format of the service sometimes requires us to keep the music within certain time limits. We have included an explanation of the various points in the wedding service where music is usually played and the guidelines and restrictions about music to be played. All musicians need to be approved by the music manager before you book them. Please ask about our selection of 'approved musicians' also. Enquiries may be made through the Manager of Music. Compact discs and other recordings are not allowed.

## MUSIC SELECTION

Please fill out the accompanying 'Music Selection' form and return to the office at your earliest convenience, but no later than one month before your wedding date.

If you have forgotten to send in your form one month ahead we will assign the *Deluxe Wedding Music Range* music as follows;

### St Michael's Deluxe Wedding Music

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

## 1 - BEFORE THE CEREMONY

Quiet music will be played on the organ ten minutes before the official ceremony start time until the bridal party is ready to walk down the aisle. We have selected music that can be adapted on the day if required.

### Music available

*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

*Aria - from the water music* - G.F. Handel

*Canon in D* - J. Pachelbel

*Prelude on Rhosymedre* - R. Vaughan Williams

## 2 - THE PROCESSIONAL

It does not take very long for the bridal party to process to the front of the church, typically, around 60 seconds, when the bride walks very slowly. The music needs to end as soon as the bride has arrived and the minister is ready. The processional music on this list is of a nature that can be ended tastefully at a variety of places. It must also be remembered, that the music is performed live and cannot simply be faded out. *Please note, given the length of time of the bridal party entrance, separate music is not available for the entry of the bridesmaids.*

### Music available

*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

Music during the signing of the register can be more flexible. The couple usually pose for many photographs as well as sign the official documents, therefore it is allowable for the music to go overtime a little. This is also a good place for a vocalist or a soloist to perform should you desire.

#### Music available

*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

*Aria - 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 Bridal Party and a fair proportion of the guests to exit the church.

#### Music available

*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. If you are not comfortable or familiar with hymns, you are most welcome to omit these from your ceremony.

Approved hymns are listed below and include hymns from the Australian Hymn Book. If you are considering any other hymns, these must be approved by the Manager of Music at least one month before your service.

### **RECOMMENDED 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**

### **SINGERS, STRING QUARTETS AND TRUMPETERS**

If you are considering extra Musicians and soloists, this must be arranged through the Manager of Music. Unapproved performers will not be permitted. If you wish a bagpiper, we will welcome this, though we require that they play outdoors.

All additional musicians need to be approved by the Manager of Music at least one month prior to your ceremony.

## **CARILLON**

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

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## MORE INFORMATION

If you would like any other information regarding your wedding ceremony, please feel welcome to contact the Weddings Coordinator at St Michaels office on (03) 9654 5120 or email:weddings@stmichaels.org.au. (Office hours 9.00 am - 5.00 pm, Monday to Friday).

**Terms and conditions:** In securing a booking you are thereby agreeing to abide by all the terms and conditions implied and set down by St Michael's Church Council as described in printed, in electronic, and broadcast versions of information in relation to your enquiries. St Michael's reserves the right to charge the prevailing prices of the day.

Cover photography courtesy of Chris Clinnick Photography; [chrisclinnick.com.au](http://chrisclinnick.com.au) and The Bank Photographic Studio; [thebankstudio.com.au](http://thebankstudio.com.au).

# Wedding Booking Form

Wedding Date: \_\_\_\_\_ Wedding Ceremony Start Time: \_\_\_\_\_

Name Of Bride: \_\_\_\_\_

Address Of Bride: \_\_\_\_\_  
(Please inform the office if your address changes)

Contact Details:           H: \_\_\_\_\_           B: \_\_\_\_\_  
                                  M: \_\_\_\_\_           e-mail: \_\_\_\_\_

Name Of Groom: \_\_\_\_\_

Address Of Groom: \_\_\_\_\_  
(Please inform the office if your address changes)

Contact Details:           H: \_\_\_\_\_           B: \_\_\_\_\_  
                                  M: \_\_\_\_\_           e-mail: \_\_\_\_\_

Please circle

Extra Flowers Required: (Charge \$100, *Roses \$120*)

Yes / No / TBC



The Church is usually open weekdays from 10.30am – 1.30pm (please call to confirm if making special arrangements). The Church is also open on Sundays for morning service at 10.00am.

# Wedding Survey

Please take the time to complete this survey, we value your feedback.

1. How did you find out about St Michael's?

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2. Why did you choose St Michael's for your wedding?

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3. Did you find the wedding package informative?

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4. Was there any other information you wanted in the wedding package?

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5. Comments or suggestions?

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6. How would you rate your initial contact with St Michael's?

1	2	3	4	5
Not Satisfactory	Satisfactory	Average	Good	Excellent



Please complete the booking form and return with your deposit to:-

St Michael's Uniting Church  
120 Collins Street Melbourne Vic 3000  
Ph: 9654-5120 Fax: 9650-3863  
e-mail: [weddings@stmichaels.org.au](mailto:weddings@stmichaels.org.au)  
web: [www.stmichaels.org.au](http://www.stmichaels.org.au)

*Any information you supply to St Michael's is protected by our Privacy Policy.  
If you would prefer not to be contacted in the future, please contact the office.*

# Wedding Music Selection

Please ensure you have read the accompanying booklet before filling out this form. This form needs to be filled out and returned to the St Michael's wedding administrator one month prior to your ceremony.

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Names: \_\_\_\_\_

## 1. Music Before the service

Please note, time constraints may prevent all music requested being performed or additional music may be performed as required.

	Title / Composer
1	
2	
3	
4	

## 2. The Processional

Title / Composer

## 3. Music During the Signing of the Register

	Title / Composer
1	
2	

## 4. The Recessional

Title / Composer

## 5. Hymns (not compulsory)

Please note, hymns other than on the recommended list are subject to approval by the Manager of Music

	Title / Composer / Hymn Number
1	
2	

## 6. Additional Musicians

Please note, if you are considering any other music or musician, you must contact the Music Manager for formal approval. As this process is stringent and can be lengthy, this approval must be finalised at least ONE MONTH BEFORE your wedding date. All decisions by the Music Manager are final and further negotiations will not be entered into.

## ST MICHAEL'S

120 COLLINS ST, MELBOURNE 3000  
PH (03) 9654 5120, FAX (03) 9654 3863  
EMAIL: [weddings@stmichaels.org.au](mailto:weddings@stmichaels.org.au)  
WEB: [www.stmichaels.org.au](http://www.stmichaels.org.au)