

# *REGINA COELI - MARRIAGE INFORMATION SHEET*

Couples who would like to celebrate their wedding at Regina Coeli are asked to give at least 6 months notice so that there is adequate time for preparation.

## **Documents required for the Priest - Celebrant**

- Baptism Certificate (recent issue).
- Birth Certificate if born in Australia or Passport if overseas born
- Marriage declaration forms will be filled in by the priest.

## **Pre-marriage Education Courses**

- These are recommended by both the Church and the Government. There are many courses around Sydney each year and you are encouraged to book early as numbers are limited. Preparation Course brochure's are available from the parish office.

## **Marriage Booklets**

- Books to assist you in preparing your ceremony and/or booklets are available at Pre-Marriage Courses or at Catholic bookstores. The celebrant will also discuss ceremony and Liturgy preparation during your meetings.

## **Offerings for Weddings**

- The donation for a wedding at Regina Coeli is \$800.00. This must be paid and returned with the booking form to the parish office. The booking for the Church is not confirmed until these have been returned and an appointment has been made with the celebrant. **\$100.00** will be retained if cancellation occurs.

## **Offering for Priest - Celebrant**

- It is normal to make an offering to the Priest/Celebrant who celebrates the wedding.
- This is not included in the above Parish offering.
- \$400-\$500 is recommended.

## **Wedding Rehearsal**

- This is generally conducted a couple of days before the marriage. Arrangements need to be made while meeting with the celebrant.

## **Flowers**

- You may use your own florist, however flowers can be organised through the Church. An offering of \$200 is required to help cover the cost of the flowers, prepare the church and pew decorations. ***During the season of Lent (from Ash Wednesday to Easter Sunday), no flowers are placed on the Altar in keeping with the austerity and penitential spirit of the season.***

## **Music**

- Following are a list of Musicians that are recommended.

Jennifer Wentzel ( 9532 0464), Susanne Bowers (9559 1434), Michele Samuelson (9580 4649), Clare Brotherton (9580 3239) & Roseanna Gallo (9801 6262).

- If alternatively the use of a CD has been decided to use in the Church and the matter has been discussed with the celebrant, it is a requirement that you use a person from the parish community to play the music. They have a sound working knowledge of the sound system. An offering of \$30 is to be paid to the Parish Office at least one month before the wedding; otherwise it will not be permitted on the day.

## **Choice of Music**

You may choose music/ hymns for your wedding but it must be liturgically appropriate and be approved by the celebrant who will assist you if required. It is usual to have music/hymn for the bride's entrance, responsorial psalm, the exit of the wedding party and during the signing of the register. If you are having a Mass, there will be opportunities for additional music during the Procession of Gifts and Holy Communion. Popular/secular songs are not permitted. These are more appropriate at the festivities of the reception after the ceremony and/or Mass.

## **Photography & Videos:**

### ***Please advise Photographers and Video personnel:***

- Not to enter the altar area.
- To limit movements during the ceremony so to avoid distraction and enable better visibility for the congregation.
- As a matter of courtesy, confer with the celebrant as to his wishes.

## **Wedding Booklets**

- If you are offering your guests a printed booklet then you should be careful not to infringe copyright in the matter of hymns or songs. This could leave you open to a substantial fine. You will need to discuss the order of service booklet with the priest before printing.

## **Final Notes:**

- It is spiritually and emotionally necessary to give yourselves some minutes of reflective preparation prior to the ceremony. Please be aware that the Priest has other appointments and commitments, so **the ceremony must start on time.**
- Please **do not light any candles other than the wedding candle (if this is being provided for the altar) or use any type of confetti, petals or rice throwing around the Church.** If there is any damage from these items to the church, additional cleaning charges will incur.