



**Christ Church**  
YOUR VILLAGE CHURCH

## Parish of Christ Church, Ellerslie

Anglican Diocese of Auckland

169 Ladies Mile

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# Terms, Conditions & Wedding Information for Being Married at Christ Church

## Introduction

Congratulations and best wishes as you prepare for your wedding!

We are aware that there is a lot to plan as the day approaches, and we will endeavour to assist you as much as we can in relation to the ceremony. This brochure sets out the parish's policies in relation to weddings, and to give you some practical information to guide you.

## Church Booking

In order to confirm a booking for your wedding, a copy of the confirming letter must be signed and returned to the parish office along with a deposit of half the facility fee, or the fee paid in full. Every endeavour will be made to keep verbal bookings, however a booking is not guaranteed until the confirming letter and deposit have been received.

Any intended change to the time of your wedding must be discussed with the Priest before being confirmed. If for any reason your arrangements change and you no longer wish to marry at Christ Church, please let us know as soon as possible as it may free up an opportunity for another couple.

## Costs and Financial Matters

There are several areas involving money which are good to keep in mind when planning the day and setting your own budget.

Christ Church has a wedding facility fee of \$NZD300.00, plus GST (\$345 in total). This is a set fee (not a donation) which will be used to restore and maintain the 140 year old church building. This can be paid in full at the time of booking, or as a deposit of \$100 plus GST (refundable up to three months prior), with the balance of \$200 plus GST paid before the day. Payment can be made by bank deposit.

The Church hall and kitchen are able to be hired at an additional cost of \$30 per hour, and will need to be booked in order to have refreshments after the service.

If the Priest is conducting your ceremony, there is an expectation that you give a gratuity to the Priest towards ongoing ministry. As this is a donation from you, it is at your discretion for how much you would like to give. The money is not considered as income, but instead goes into a discretionary fund for miscellaneous ministry expenses. Generally your wedding will involve between 6 and 8 hours of work, unless your marriage preparation is also done with the priest. The Priest will discuss this with you.

## Marriage Licence

You are responsible for obtaining your marriage licence. Application for a licence can be made any time during the 3 months before the date of a wedding. We recommend that you apply as soon as practicable within the 3 months.

- Phone Births Deaths & Marriages on 0800 22 52 52 to find their nearest office to collect an application form or to have one posted. You can also download the forms online from going to their site at [www.dia.govt.nz](http://www.dia.govt.nz) and then clicking on the link "Forms".
- Each person is to complete their side of the form. The celebrant's name must be entered. Contact the Parish Office to find out the name of the Priest who is to be the celebrant for your wedding if applicable.
- Denomination is Anglican.
- The address of the church is: Christ Church, 169 Ladies Mile, Ellerslie, Auckland.
- Return the completed form to the Department. One of you must do this in person to complete a statutory declaration. You will be told when to collect the completed licence, although normally 3 working days are required.
- Once you have collected the licence, check that the typed details are correct, and then give the forms to the Priest at your next appointment or at least one week prior to the wedding. You will receive 3 forms - 2 copies of the registration form, and a white authorisation form.

The Marriage Register kept at the church will be prepared for the wedding day. Three copies are signed at the ceremony, one of which is then given to you.

## Meeting the Priest and Rehearsal

Weddings in the parish church are conducted by one of the parish clergy, or another licensed minister by agreement with the Vicar. Many couples today use wedding planners; it should be noted that the planning of the actual ceremony (as opposed to the reception, flowers, cars, etc). is the role of the celebrant in consultation with the couple.

If applicable, please contact the Parish Office three months before the day to arrange to meet with the Priest who will be conducting the ceremony. Please be punctual for your appointment; if you are running late, please advise the priest or parish office.

It is usual to meet with the Priest on at least two occasions to finalise arrangements about the service, and to discuss our understanding of a marriage commitment. In addition to this, a rehearsal is normally arranged for a time in the week prior to the ceremony itself.

## Marriage Ceremony

By approaching our parish for your wedding ceremony, we understand that to be a request for a **Christian marriage ceremony** upholding the Anglican tradition.

There is considerable choice within the modern Anglican marriage liturgies from which to choose the appropriate content for your ceremony.

## Marriage Preparation

We require that couples carefully prepare for the new commitment and relationship that marriage will mean. Marriage preparation is a condition of hiring our facilities. Please speak to your celebrant or the Priest to find out the appropriate options for you.

## Music

The musical elements of your wedding ceremony are an essential aspect of your planning to set the tone and dignity of the occasion. Christ Church has an organ well suited to provide entrance, exit and incidental music as well as to accompany any hymns you may choose. The parish church also has a piano which can be used for solo singing and incidental music at the signing of the register.

Bands can be accommodated and digital devices can be used through our sound system.

## Photographers and Videographers

Photography and Video recording is allowed at Christ Church, but acceptable practice should be discussed with the Priest.

Photographers are welcome to attend the rehearsal, and if they are unable to do so, they must speak to the Priest when they arrive, prior to the ceremony, to ensure understanding of these arrangements. They may make arrangements to see inside the parish church with the lights on prior to the service.

## Flowers, Decorations and Confetti

Any special arrangements of flowers or decorations in the parish church must be discussed with the Priest, and are at the Priest's discretion.

You must discuss any moving of furniture in the church with the priest and this will be at the priest's discretion.

Bows or ribbons may be tied (not fixed with adhesives or staples) to the ends of the pews.

Confetti (e.g. rice and paper) may not be thrown within the church grounds, although flower petals are permitted outside the parish church building.

Not clearing the church immediately following your service may incur a penalty fee.

## Parking

Christ Church has limited parking. We recommend that friends and family be made aware that parking is on the street or in the parking areas a few doors down towards the Ellerslie village. The bridal cars can drive up to the main door of the church where the Priest will meet them.

Parking of all vehicles is limited to the sealed areas.

## Refreshments after the service

Alcohol may only be served from the Church Hall. If the Church Hall is available it can be booked in advance for refreshments or your reception. Rates, Terms and Conditions apply if you are hiring the Church Hall. Please note that a separate booking process applies to the Church Hall; contact the Administrator. All rubbish must be taken off site as you leave. No glasses or bottles may be left on site. We cannot store any items before or after your service. Any rubbish or items left may incur an additional charge. If you do decide to use the Church Hall, you must (a) arrange for your caterer/wedding planner to contact the office directly to arrange delivery and collection and (b) arrange an appointment through the parish office if you need to bring caterers/florists/photographers through the premises beforehand.

We do not have stemware available.

## A Timeline

Again, congratulations. We look forward to helping make this day special for you.

There is much to do in preparation – here is a general guideline to assist you.

### **3 months prior**

- Contact the church office and meet with the Priest. At this meeting you will be given two booklets of marriage liturgies (the wording for the service) and one booklet of suggested readings and hymns.
- After the first meeting with the Priest, organise your marriage licence.
- Book to attend a marriage preparation course through the Church or at Relationship Services.

### **1 month prior**

- Meet with the Priest again with your ceremony proceedings and readings selected, and music finalised.

### **1 or 2 days prior**

- Wedding rehearsal.
- The Marriage Licence is to be left with the Priest at the rehearsal.
- The wedding ring(s) may be left with the Priest too.

### **On the day - arrival**

- We suggest that the bridegroom and groomsmen arrive around 45 minutes before the wedding starts. This is to ensure that all is well with the bridegroom, and allows for any contingencies.
- We expect the bride to be on time, not early or late. After any photos exiting the car, last minute toilet or makeup stops, the bride will then be 5 to 10 minutes 'late' down the aisle.

- Guests don't arrive late, sometimes they do arrive on time, in which case they see the cars and hurry to be seated before the bridal entrance.

## Regular Worship and Membership

Weekly Sunday worship is at 9.30 am. You are welcome at any of our services, and we encourage you to worship with us at some time leading up to your wedding.

May God bless you as you prepare to be married.

Please do not hesitate to call if you require any further information or assistance.