



ST PAUL'S PARISH

ONE PARISH - SIX CHURCHES - MANY NEEDS - WORKING TOGETHER

Address: PO Box 150, Moss Vale, NSW 2577

Phone: 4868 1931

Email: mossvale@dow.org.au

Website: www.stpaulsmossvale.org.au

Thank you for your enquiry regarding your wedding in St Paul's Parish, Moss Vale.

The attached booking form and memorandum of understanding will enable you to reserve the Church for your nominated wedding date.

It is important that you consider the conditions which apply to use of the Church and agree to comply with them. These forms include provision for your acceptance of these conditions.

Please also appreciate that fees from weddings only contribute a small part of the cost needed to maintain this Church. The work of volunteers and contributions which come from other parts of the Moss Vale Parish and surrounding areas combine to cover the cost needed to keep it available.

It is unfortunate that in the past, not everybody at weddings has respected the Church and the conditions which apply to its use. It has therefore become necessary to introduce a refundable bond to cover costs of any additional clean-up that may be necessary and late arrival. I am sure that you will take the necessary steps to ensure that your guests understand that nails, screws, adhesives, etc must not be used to hang decorations on walls, doors or furniture. Information for the return of the bond is on our website.

One of the requirements which is included on the booking form is connected with readings for your wedding service. A template for the booklet is available on our website, this includes all readings for the Rite of Marriage and you may only select from those provided.

The minimum requirement is one Reading, the Responsorial Psalm, Alleluia Verse and Gospel.

There is also a requirement for you to complete an approved pre-marriage course. These are available through the Catholic Adult Education Centre (Lidcombe), Centacare, Embrace or Engaged Couples and it is suggested you make a booking as soon as possible.

After making the booking for the course, please contact me at least six months before the wedding date to arrange a meeting to complete the necessary paperwork. If I am not contacted within this time and the required paperwork is not completed, it may jeopardize me being able to celebrate your wedding. The following will be needed for this meeting:

- Baptism Certificates for all baptised parties (no more than six months old)
- Identification e.g. drivers licence
- Birth Certificates for those born in Australia or Passport/Citizenship for those born overseas.
- Evidence of Death or Annulment if either party was previously married.
- Marriage Course Certificate (if possible at the time of meeting with Father)

Special considerations such as a divorce from a previous marriage will need to be advised in conjunction with your booking, to ensure that the related requirements do not impact on the planned date of your wedding. (Note, you need to allow six to twelve months for the process of obtaining Freedom to Marry in the Catholic Church)

If you are marrying outside your Parish, you should contact your local Parish Priest as a matter of courtesy to inform him of your pending marriage.

When considering the time for your wedding, please be mindful that there may be other bookings for the Church on the same day. It is important that your arrival and commencement of your ceremony takes this into account and that you avoid discomfort to yourself, guests, the Priest and others by being on time. Some Brides in the past have obviously not treated their responsibility in this regard with the seriousness it deserves. To emphasise the importance of this it has become necessary to include the timely commencement of the wedding service as a condition for refund of the bond.

Our volunteer Sacristan will clean and set up the church for your wedding. Please contact the Parish Office on 4868 1931 approximately two months before your wedding and we will provide contact details. **All bookings including rehearsals need to be made through the Parish Office.**

The Churches in our parish are as follows:

- St Francis Xavier, Berrima
- St Patrick's Sutton Forest
- St Brigid's Bundanoon
- St Paul's Moss Vale
- St Peter's Burrawang

Please refer to our website for costings.

After the wedding please apply in writing to the Parish secretary for the return of your bond, giving all necessary details as to whom the cheque (or direct debit) should be addressed. Bond money will be withheld if any part of these guidelines is not respected or in the case of any disrespectful behaviour. In these cases the decision of the Parish Priest is final.

You can confirm reservation of the Church for the date and time of your wedding by completing the attached forms and returning them to the Parish Office with full payment for the particular church **(plus service charge of 0.58% if paying by credit card)** within 30 days. Should you cancel the booking for any reason, your payment less \$70 will be refunded.

I look forward to helping you with the celebration on your special day within the St Paul's Parish.

Yours faithfully,

Fr Richard Green, OSPPE
Parish Priest