

# CATHOLIC PARISH OF HOLY EUCHARIST & ST. MARY'S MALVERN EAST

## Holy Eucharist Church

1241 Dandenong Rd  
Malvern East 3145

## St. Mary's Church

91 Manning Rd  
Malvern East 3145

**Parish Office** 91 Manning Road Malvern East 3145 Tel 03 9571 2407

Email [malverneast@cam.org.au](mailto:malverneast@cam.org.au) Web: Malvern East Catholic Parish

## CATHOLIC PARISH OF ST JOSEPH'S MALVERN

### St. Joseph's Church

47 Stanhope Street  
Malvern 3144

**Parish Office** 47 Stanhope Street Malvern 3144 Tel 03 9401 6390

Email [Malvern@cam.org.au](mailto:Malvern@cam.org.au) Web: [www.stjosephsmalvern.org.au](http://www.stjosephsmalvern.org.au)

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## THE CELEBRATION OF THE SACRAMENT OF MARRIAGE

Congratulations in deciding to get married.

The Catholic parishes of Malvern and Malvern East share in your joy, and we are excited that you are considering using one of our Churches for this wonderful occasion.

You are invited to contact either Parish office and arranged a suitable time to meet with the Priest. This initial meeting will assist you in understanding the various legal and church requirements.

So before filling out the preliminary marriage forms, please call the office.

May the Lord continue to bless you, as you prepare for this most important sacrament.

With every blessing,

Monsignor Stuart Hall  
Parish Priest

### Introduction

The Church, through her representative the priest, will do all in her power to make your wedding day a wonderful day in your life. Remember, though, that the marriage celebration is only the beginning of an experience which, through your co-operation with God and with each other, will grow infinitely better through the years ahead. Its success, of course, depends so much on your own attitudes, and the effort that you will put into your marriage.

In the words of S. Paul:

*"So faith, hope and love abide, these three; but the greatest of these is Love."*

*We are at the beginning of a new and wonderful journey, Lord. We know where we have been. We know the sorrows and the joys, the triumphs and defeats, of our past lives. We do not know what lies ahead. There will be pitfalls as well as pleasures. Our hours of happiness will be interrupted by times of despair. Mountains will be interspersed with valleys. The road will sometimes be rough. But we are grateful, O God that we can travel together. We pray that we may continue to walk side by side, supporting one another. May we receive from you and from each other the grace and strength we need. May we discover in the midst of difficult hours that deep inner peace and joy of knowing that we are surrounded by your loving concern and that we need never lose our way. We dedicate our lives to you, O Lord. You are our Shepherd, our constant Companion. Amen.*

### Documentation Required

The priest who celebrates your marriage will draw up the documentation required by both the Federal Government and the Church. Below is the list of documents you will need.

Documentation Required		
Both Parties	Catholics	Non Catholics
<ul style="list-style-type: none"> <li>• Birth Certificate <i>And if applicable</i></li> <li>• Overseas passport [non Australian]</li> <li>• Death certificate of previous partner</li> <li>• Decree absolute of divorce</li> <li>• Decree of annulment</li> </ul>	<ul style="list-style-type: none"> <li>• Baptism Certificate</li> <li>• If you are not living in the Parish of Malvern or East Malvern you will need a 'Letter of Freedom' and 'Permission to Marry outside your own Parish' from your own local parish priest</li> </ul>	<ul style="list-style-type: none"> <li>• Baptism / Christening Certificate if you are a Christian belonging to another Christian community</li> </ul>

### Marriage Preparation

The Church treasures the sacrament of marriage and she wants to ensure that every couple has the opportunity to receive solid marriage preparation. After discussing with the priest celebrating your marriage, couples are required to undertake a marriage preparation course. The Parish recommends the *CatholicCare Marriage and Relationship Education Partnerships Program* and information brochures are available from the parish office, and contact details for booking your marriage preparation course are listed below. These courses are heavily booked and you need to make your booking as soon as possible. At the conclusion of the preparation course you will receive a certificate of completion. Once you have completed your preparation you are encouraged to meet again the priest celebrating your marriage so as to discuss the various insights you gained through the preparation.

- CatholicCare Marriage and Relationship Education  
Tel. 9287 5516 or [www.ccam.org.au](http://www.ccam.org.au)

### Order of Service

You may wish to produce a wedding service booklet, though this is not of necessity. Your wedding booklet must be in accord with the Catholic rite of marriage and only the authorised texts of the Catholic marriage service may be used. Your priest will assist you in its planning.

### Choosing between a Nuptial Mass and a Marriage Ceremony

A Nuptial Mass is the full form of celebrating a marriage between two Catholics. It is the first Eucharistic meal you have as husband and wife, and it unities you spiritually as you begin to be the domestic church within your community. A Nuptial Mass takes about 45 minutes. A simpler marriage ceremony is often more suitable when a Catholic marries a non-Catholic. Please discuss what ceremony is suitable for you with your priest.

## **Simplicity**

Christian marriage is a time for sacred simplicity, a time in realising that spiritual values abide forever.

## **Music**

As you have chosen to have a Catholic wedding, in a Catholic Church, then the music you choose needs to be of a sacred character and reflect the religious meaning of the celebration. In choosing music for your wedding it is suggested that you reflect on the following points:

Are the words of your music words of worship and prayer? Do they express a Christian view of love and marriage? Will the words help your guests remember that your marriage is a religious ceremony in which God is present?

Please remember that your wedding is the celebration of a sacrament of the Church and the ceremony is an act of worship.

For these reasons sacred music is to be used at your wedding. Secular music is more appropriate at your reception. Any musicians should be advised about the nature of the music that is required to be played in church.

### *Some suggested musicians:*

Rosaleen O'Brien: 0427 270 743 (*vocalist & keyboard*)

Angela Grasso: 0412 090 858 (*vocalist & keyboard*)

Pamela Raines: 9563 5621 (*harpist*) email: pamelaraines@hotmail.com

### *Some suggested singers: (from our parish choir)*

Samantha (Sam) Seconnino 0412 936 228

Stephanie Whyte 9568 2661

Liz Lumley 0416 274 065

Lisa Janssen 0414 862 140

Leesa Horrigan 0408 033 671 (also keyboard)

## **Ushers**

Some of your guests should be appointed as ushers to

- greet guests and give out service booklets in the front porch,
- show guests to their seats,
- close any interior doors after the bride has entered the church,
- open the doors for the final procession from the church,
- remove service books etc. from the church immediately after the ceremony.

## **Flowers & Decorations**

Couples may have floral arrangements at the main altar. These arrangements become the property of the church so that they can be used at weekend Masses, except during Lent when the flowers are to be removed after the ceremony. It is the couple's responsibility to order these arrangements and to ensure they are delivered to the Church. Our preferred florist, since they know the church and access arrangements is *The Bloom Room 287A Waverley Rd, Malvern East, 9572 2994*, however you are welcome use your own florist.

If there is more than one wedding on the weekend of your wedding then the flowers and their cost are to be shared between couples. In keeping with sacred simplicity no other floral arrangements or decorations of any kind are permitted in the church, this includes on the pews.

## Recommended Offerings

- i: A deposit of \$400. This will confirm your booking. *(If paying by Direct Debit please reference your Surnames & date of Wedding)*
- ii: The balance of \$400 (for weddings at St. Mary's and St Joseph's) or \$250 (for weddings at Holy Eucharist) payable a month prior to your wedding.
- iii: A suggested offering of \$350 is made to the priest celebrating your marriage. If the local priest from Malvern East or Malvern is officiating at your wedding the offering can be given in cash or by Direct Debit (account *Malvern East Presbytery Account; BSB 083 347 A/c No 86467 5742 with Ref: Surnames & date of Wedding.*

Bank Details: for using each Church

**Malvern East Parish:** Account Name: Malvern East Church

BSB: 083-347

Account Number: 68771 5124

Reference: Surnames & Date of Wedding

**Malvern Parish:** Account Name: St Joseph's Church Malvern

BSB: 083-347

Account Number: 58195 5533

Reference: Surnames & Date of Wedding

Other costs: Flowers and Musicians and the related costs are a private arrangement between the couple, the florist and musicians.

## Confetti, Petals & Rice

Are not permitted in the church or on church grounds. It is useful to print this on wedding invitations and on your service booklets to alert guests.

## Commencement of Service

Please note that the date and time of your wedding cannot be changed without approval. ***The time booked is the actual starting time of the wedding.***

Due to other appointments or church obligations a late start may necessitate shortening the ceremony or even postponing it. Please advise drivers and photographers that you intend to arrive at the church 5-10 minutes before the booked time, thus allowing photos to be taken as you enter the church, and the ceremony can start on time.

## Preliminary Booking

If you wish to make a preliminary booking please

- Phone the Parish to arrange a meeting with the priest, and to check if the proposed date & time is available.
- After seeing the Priest, then complete the Booking Form and return it with your deposit to the Church where you are getting married at.

During the initial interview with the priest your booking will be verbally confirmed, and arrangements to commence preparations and the documentation required by both the Commonwealth Government and the Church will be discussed. The following certificates and documents will be required when completing the documentation.

1. Birth Certificate or Passport for those born overseas and who have no ready access to a birth certificate.
2. Recent copy of Baptismal certificate (within 6 months) obtained from parish of baptism.
3. Confirmation certificate or letter from parish where you were confirmed for the Catholic party.
4. 'Permission to Marry' - a letter or certificate from the Parish Priest for the bride, if marrying not in your parish church.
5. 'Freedom to Marry' - a letter or certificate from the Parish Priest for the groom, if marrying not in your parish church.
6. If either party has been married before: Death certificate of deceased spouse or Decree Absolute of Divorce, and (if applicable) a Decree of Nullity from the Church Tribunal.

### **YOUR RECORDS**

<b><i>Your Check List</i></b>	<b><i>Date / Time</i></b>	<b><i>Notes</i></b>
Booking sent with \$400 Deposit		See details under 'Recommended Offerings'
Marriage Preparation Course Booked		CatholicCare Marriage and Relationship Education Tel. 9287 5516 or <a href="http://www.ccam.org.au">www.ccam.org.au</a>
1 <sup>st</sup> Meeting with priest		Initial meeting with the Priest
Balance of Church fee paid \$400 (St. Mary's & St Joseph's) \$250 (Holy Eucharist)		Payable one month prior to your wedding. See details under 'Recommended Offerings'
Priest's Offering paid (\$350)		See details under 'Recommended Offerings'
Draft Service Booklet emailed to priest for approval		Please do not print booklets until the draft has been approved by the officiating Priest
Marriage Preparation Course completion certificate sent to priest		
Date & Time of Rehearsal		Normally sometime during the week leading up to your wedding.

Your notes:

**Preliminary Marriage Booking - [PLEASE PRINT CLEARLY]**

<b>Name of Church you are requesting</b> (please circle)	<b>St Mary's Church</b> 91 Manning Road Malvern East 3145 <b>Holy Eucharist Church</b> 1214 Dandenong Road Malvern East 3145 <b>St Joseph's Church</b> 47 Stanhope Street Malvern 3144
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	<b>Groom</b>	<b>Bride</b>
<b>First Name</b>		
<b>Surname</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Religion</b>		
<b>Baptized (yes/no)</b> <i>One party must be a Baptised Catholic</i>		
<b>Which Catholic Parish do you live in or belong to?</b>		
<b>Have you been married before?</b>		
<b>If 'Yes' how did that marriage end: Death or Divorce**</b>		

**\*\* Divorce and Freedom to Marry**

If a previous marriage ended in civil divorce and the former partner is still living a process of a church annulment maybe required. The Priest is happy to discuss your circumstances with you and identify a possible way forward.

<b>Priest celebrating your Marriage:</b> <i>Please give details if you have approval for a priest other than the priest of Malvern / Malvern East to celebrate your marriage</i>	<b>Name of Priest</b>	
	<b>Priest's Parish</b>	
	<b>Priest's Phone No</b>	

<b>Church</b>	<b>Proposed Day &amp; Date</b>	<b>Time</b>	<b>With Mass or No Mass</b>