

# MARY MOTHER OF THE CHURCH CATHOLIC PARISH IVANHOE

## Parish Office

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[www.ivanhoecatholics.com](http://www.ivanhoecatholics.com)



*All Correspondence to Parish Office*

**Mary Immaculate Church**

4 Waverley Ave Ivanhoe

**St. Bernadette's Church**

89 Bond St Ivanhoe

**Mother of God Church**

56 Wilfred Rd Ivanhoe East

## INFORMATION FOR CELEBRATION OF MARRIAGE

**Bookings** Couples who wish to marry in one of our three churches will need to contact the Parish Office 9499 1515 to make a booking. Date of booking must be discussed with the Parish Priest before it can be confirmed.

### When are Marriages celebrated?

Marriages normally take place on a Saturday although other days may be arranged with the Priest concerned. Weddings after 3.00pm on Saturdays are not normally possible because of other commitments.

Please note that marriages do not take place during Holy Week: specifically from the day before Palm Sunday to Easter Monday inclusive. Sundays are not always possible due to Priestly and Parish commitments. You should also be aware that at different times the church will be decorated in associated colours such as purple during Lent or Advent.

**Date and Time:** It is essential that the wedding begins on time for all concerned. In some cases the Priest may have other commitments, as well as taking into consideration parishioners who prepare and close churches. Because of 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 on time and that your wedding will start at the booked time.

**Celebrant:** The Priest who celebrates your wedding will assist in marriage preparation, as well as preparation of church and government documents prior to your wedding. The Priest will also assist and advise in the format of your wedding.

You are welcome to invite another Catholic Priest to celebrate your wedding such as a Catholic Priest who is a relative or friend. It is customary that this particular Priest contacts the Parish Priest and Office to confirm time and details of your wedding and rehearsal.

It is customary and courteous to make a separate offering to the Priest who celebrates your marriage whether this is a local Priest from our Parish, or another Priest from outside the Parish.

A separate offering is also required for the church in which you are marrying whether it is the local Parish church, another Catholic Church outside the Parish. *Please refer to financial arrangements.*

**Appointments:** As part of marriage preparation you are required to make an initial appointment with the Priest concerned at least 12 weeks prior to the wedding so that church and government documents can be completed and submitted within the required time and marriage preparation arranged. Appointments with the Parish Priest are arranged through our Parish Office. At present these appointments with our Parish Priest normally take place on Saturdays.

**Documents required:** At your initial appointment you will need to provide the following documentation:

- **Birth certificates** for those born in Australia. If born overseas either a birth certificate or a current overseas **Passport** providing evidence of date and place of birth.
- **Baptism Certificate & Confirmation Certificate** for those who are Catholic. For those who are non-Catholic and belong to another Christian church, Baptism Certificate and Confirmation Certificate if applicable.
- **Permission to Marry / Letter of Freedom:** If you are not living in the Parish of Ivanhoe you need a Letter of Freedom and Permission to Marry outside your own Parish from your own Parish Priest These are obtained from the Priest or Parish Office in which you currently live.

- **If you have been previously Married:** You will need either a Death Certificate of your previous partner or a Decree Absolute of divorce *and* a Decree of Annulment from a Catholic Marriage Tribunal.

All Documents mentioned above need to be presented and sighted at your initial interview.

Further documentation may be requested as a result of the initial appointment.

**Pre - Marriage Formation:** It is expected that couples will undertake an approved marriage preparation course. At present there are two facilitators within our Parish who provide FOCCUS Marriage program at the Parish Office on Thursday evenings or Saturday mornings. Contact can be made with CatholicCare contact number for Ivanhoe: 9287 5516 for details and cost. If living outside Ivanhoe, phone general enquiries 9287 5516.

Other options: Relatewell 9354 8854, Marriage Education 9486 7833 or Marriage Encounter 9583 7960

#### **Financial Arrangements:**

- **Church:** For use of one of our three churches the church fee is \$300. Cheques can be made payable to 'Catholic Parish of Ivanhoe' and given within two months of booking the wedding as confirmation of your intention to be married in our Parish. Payment can be made in person or by mail to the Parish Office, 4 Waverley Ave, Ivanhoe 3079. If marrying at a church outside the Parish, arrangements need to be made with the church concerned. Each church has their own scale of costs and can vary widely.
- **Priest:** It is customary to make an offering to the Priest officiating of your marriage. As a guide, marriage celebrants usually receive more than \$300 for a wedding. Your offering to your Priest should be given before the Wedding Day or at the rehearsal.
- Considerations will be taken into account in cases of financial hardship. Simply discuss your situation with your Priest at your initial interview.

**Rehearsal:** Rehearsals are normally held 2 – 3 days before the wedding in the evening after 6.00pm. The time is arranged with the Priest. Our Parish Office needs to be informed to avoid clashes with other events and so that the church can be opened and locked later. It is important that your rehearsal begins on time and is concluded within 45 mins.

**Music:** Your wedding is a religious ceremony, and as such music chosen should reflect the sacred nature of the ceremony, as well as being appropriate for a Catholic wedding in a Catholic Church. Most non-religious music is best kept for the reception - NOT THE CHURCH. The Parish Office can offer advice as to copyright for music used. You will need to arrange musicians if required.

**Wedding Booklets:** 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. The Parish Office will also check the booklet in reference to use of hymns and copyright.

**Flowers:** Personal arrangements need to be made for floral decorations in the church used for your wedding and their placement in the church. Floral arrangements can be delivered to the church late afternoon or in the morning prior to the wedding, taking weather conditions into account. **PLEASE NOTE:** Since the churches are on separate sites, it is important to contact the Parish Office 9499 1515 so that arrangements can be made for the church to be open for the persons concerned.

**Pew Decorations:** Are not provided by the church, and are optional and as such are not a necessary item. They can be attached to the pews only be elastic or string. They are not to be attached by pins, tacks, BluTack etc which cause considerable damage to the wood. Any pew decorations must be put in place on the day of the wedding or the evening before (providing the church is not in use). Please make sure that you arrange someone to remove and collect them immediately after the ceremony.

**Confetti, rice, flower petals:** 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. Guests, as well as people attending Mass the next day, may slip and fall on rice and flower petals. Cleaning confetti both in and / or outside the church can be very difficult. Bubble machines are not permitted.

*If you have any questions please ask.  
We will do whatever we can to make the celebration of your Marriage  
an occasion of blessing and joy.*

# Preliminary Marriage Booking

*[Please Print Clearly]*

	Groom	Bride
<b>Christian Names</b>		
<b>Surname</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Religion</b>		
<b>Baptised (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**

i: If a previous marriage ended in divorce, and the previous marriage partner is still living, no marriage can take place unless they have an annulment of their previous marriage from the Tribunal of the Catholic Church. A civil divorce without the annulment means the party is NOT free to marry.  
 ii: If either party is not free to marry then the couple should make an appointment with a priest to discuss the possibility of seeking an annulment.

<b>Priest celebrating your Marriage:</b> <i>Please give details if a priest other than the parish priest of Ivanhoe is celebrating your marriage</i>	<b>Name of Priest</b>	
	<b>Priest's Parish</b>	
	<b>Priest's Phone No</b>	

Church	Proposed Day & Date	Time	With Mass or No Mass

## **No Weddings can be booked:**

- **Holy Week / Easter:** From the Vigil of Palm Sun through to Easter Monday inclusive.
- **During school term:** Please avoid school pick up time (weekdays 2.30pm - 4.00pm)
- **Saturdays:** Before 11.00am or after 3.00pm.

## **Declaration of Bride and Groom:**

*We have read the preparatory notes carefully and understand the conditions and obligations placed upon us. We also understand that our marriage will commence at the time booked and any lateness in arrival may mean that our wedding ceremony may be shortened or postponed.*

Signature of Groom \_\_\_\_\_ Signature of Bride \_\_\_\_\_