

Checklist:

Government Requirements

- ☐ Full birth certificate (not an extract)
- ☐ Passport (if born overseas)
- ☐ Driver's licence (useful for extra ID)
- ☐ Decree Nisi (if divorced)
- ☐ Notice of Intended Marriage
- Signed at least 1 month before wedding
- Valid for up to 18 months

Church Requirements

- ☐ Baptism Certificate
- ☐ Annulment Decree (if previously married)
- May take months; outcome not guaranteed
- ☐ Letter of Freedom to Marry (if outside St. Kevin's Parish)

Preparation

- ☐ Enrol in a Pre-Marriage Education Programme
- <https://melbournecatholic.org/live/marriage-and-family/marriage-preparation>

- ☐ Meet with celebrant (priest will guide timeline)

The Celebration

- ☐ Decide format:
- Nuptial Mass (within the Mass), OR
- Ceremony only (outside the Mass)
- ☐ Prepare a wedding booklet (Together for Life suggested resource)

Witnesses

- ☐ Two witnesses confirmed
- Each 18 years or older

Decoration and Florals

The Flower Ministry at St. Kevin's is conducted by a dedicated group of parish volunteers who seek to serve the community and honour God by preparing elegant floral arrangements. These arrangements are intended to enrich the celebration of worship.

Wedding Arrangements

The Flower Ministry provides floral arrangements for all weddings celebrated at St. Kevin's Church. On occasion, however, due to work or personal commitments, the Ministry may not be available. Floral arrangements are not provided for weekday weddings, as members of the Ministry hold full-time employment. Any unavailability will be communicated to the bridal couple at the time of booking.

Important Notes

The members of the Flower Ministry are volunteers and not professional florists. Couples and their families are therefore kindly asked to extend courtesy, patience, and cooperation in all dealings with the Ministry.

Booking Guidelines

Reservations for wedding floral decorations, including the selection of a Wedding Package, are to be made at the time of booking the church, ideally at least one year prior to the wedding. While bridal couples are not obliged to engage the Flower Ministry, it is important to note that unless the Ministry is unable to serve a wedding—which has been an extremely rare occurrence—no outside florist or decorator may provide floral arrangements at St. Kevin's Parish. This policy is an executive decision of the Parish leadership and is observed to ensure consistency and reverence in the use of the church.

Please contact the Parish Office for booking enquires or requests.

Important Points for Using the Church

Music

- ☐ Supply your own music or contact a parish choir leader
- ☐ If using the parish audio-visual system:
 - Bring your own laptop
 - Use responsibly (any damage must be paid for)
 - ☐ No secular music is permitted during the liturgy

Photographers

- ☐ Official photographer must meet the celebrant before the ceremony
- ☐ Work unobtrusively (especially in the main aisle and near the first row)
- ☐ No flood lights or excessive movement
- ☐ Not permitted in the sanctuary area (except briefly after signing in front of the altar)

Videographers

- ☐ Avoid flood lights
- ☐ Remain in one position during the ceremony
- ☐ Not permitted in the sanctuary area

Confetti, Rice, Petals, etc.

- ☐ Not permitted inside or outside the church (they damage the carpet)
- ☐ Inform guests in advance (e.g., in wedding invitations)

Fees

- ☐ Church: Suggested donation \$350
- ☐ Celebrant: Suggested gift to priest \$350
- ☐ Organist / Choir / Other musicians: Pay as negotiated

If you wish to have your wedding outside the Parish, please contact the office via email with the following details to request a Permission or Freedom to Marry letter.

Full name

Partner's full name

Current Address

Years living in parish

Date of wedding

Church of intended marriage

Celebrant name

Wedding Flowers At St Kevin's

The St Kevin's Flower Ministry is carried out by a small, yet enthusiastic, group of volunteers who seek to serve the St Kevin's community and glorify God by creating skilful and graceful flower arrangements to enhance worship and other church sponsored activities

The Flower Ministry will set up ALL weddings at St Kevin's church, however there may be times when they are not able to do so. Also, due to full-time work, the team cannot do wedding arrangements during weekdays. In all these instances, the bridal couple will be informed of the team's unavailability at the time of booking.

The Flower Ministry kindly reminds everyone that they are dedicated volunteers and not trained florists and thank everyone for their courteous cooperation

When to book:

Bookings for decorations for weddings at St Kevin's, along with the selection of a Wedding Package, are to be made at the time of booking the church i.e. at least 1 year prior to the wedding

Bridal couples are not obliged to choose the Flower Ministry to decorate the church on their wedding day. However, please note that unless the Flower Ministry is unable to attend to their wedding (which has happened under extremely rare circumstances in the past), no other party is allowed to perform this duty at St Kevin's parish. ***This is an executive decision made by the leaders of the Parish***

Booking Form (Continued..)

All bookings and payments are to be made via the Parish Office along with with your names, wedding date and choice of Wedding Package on the 'Wedding Package Booking Form' available to download:

https://docs.google.com/document/d/185mCmfj7OInibKp_GimhEDXVZpEdr_ybJsdI3nGpbUQ/edit?usp=sharing