

**THE  
HEART  
OF THE  
CITY**

**ST JAMES  
CHURCH**

**WEDDINGS AT  
ST JAMES'**



St James' Anglican Church  
173 King St Sydney  
(opposite Hyde Park Barracks)  
For more information visit  
[www.sjks.org.au](http://www.sjks.org.au)  
or call 8227 1300

**APPLICATION  
FORM  
2017**

As Sydney's oldest church, St James' is a place of soul-stirring worship, challenging preaching and fine music. We are a progressive community that welcomes all people regardless of age, race, sexual orientation or religion.

# WEDDINGS AT ST JAMES'

## **INFORMATION AND FEES**

Fee: \$2000.00

**A \$300 non-refundable deposit is required to confirm your booking.**

The balance is required three weeks prior to the wedding and can be paid by direct debit, cash, cheque or charged to your credit card.

This fee includes the church, the celebrant (a member of the St James' clergy), the vergers, the organist and the marriage preparation course.

## **MARRIAGE PREPARATION**

One of the conditions of getting married at St James' Church is that you undertake a marriage preparation course.

After sending your deposit please contact our marriage preparation consultants, Enid Copeland (Willoughby) on 9958 4976 - or 0419 285 119 or John Carroll from 'Life Explored' (Parramatta) on 0419 703 410 or [johncarroll\\_1945@gmail.com](mailto:johncarroll_1945@gmail.com) as soon as possible to ensure meetings can be scheduled at convenient times.

## **FLOWERS**

If you require floral arrangements over and above arrangements that may be in the church (dependent on the season of the Church's year), you will need to organize this through your own florist. The church has two vases at the front of the altar, and an arrangement can also be placed in the baptistery at the entrance of the church. It is customary for any flowers brought in for the wedding to remain in the church (with the exception of Lent and Advent). Please ask your florist to contact our Verger on 0412 295 678 to discuss appropriate times for delivery of the flowers and the specific requirements of the church.

## **BELL RINGING**

St James' Church has a magnificent set of eight bells. A team of eight bell ringers is required to ring the bells. This can be arranged by ticking the "Bells" box on page 4. The cost is \$660. For further information about bells, please contact Mrs Marylon Coates on [marylon@ronaonline.net](mailto:marylon@ronaonline.net)

## **CHOIR**

Members of St James' Choir are available to sing at weddings. Please contact the Head of

Music on 8227 1306 or email music@sjks.org.au. The cost is \$200 per chorister. If you require chorister/s please tick the "Choir" box and state how many singers you need.

### **CRYPT FUNCTION HIRE**

The crypt or covered courtyard area below the church can be hired for your post wedding function. The hire cost is \$660.00 for the crypt and \$800 for the covered courtyard (incl. GST) for a self-catered reception including use of the kitchen.

After hours church management staff may be engaged at an additional cost and are charged after 4.00 pm Mon-Fri, after 1.00pm Sat, and after 4.00pm Sun at \$50 per hour. Please tick "Crypt hire" or "Covered courtyard hire" on the following page if you wish to have your post-wedding function here.

### **RECORDINGS**

Prior permission is required from the clergy for any sound or video recording of this service, and additional charges may be incurred (eg copyrights).

### **PAYMENT**

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If you wish to make an electronic payment for your wedding fees, our bank account details are:

Account name: The Churchwardens of St James' Church General Account.  
BSB: 032 007. Account No. 250025.

For the reference please use the groom's surname and date of wedding.

*OR*

Enclose a cheque payable to 'St James' Church' for \$ \_\_\_\_\_

*OR*

Please debit my  Visa  Mastercard for \$ \_\_\_\_\_

Card No. \_\_\_\_\_

Name on card: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_

Signature of cardholder \_\_\_\_\_ Date \_\_\_\_\_

A receipt will be sent to you once we have received this form and deposit.

Please detach this centre page and return to the Parish Office. Please keep the outer page for your records.

# APPLICATION FORM

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Proposed date and time of wedding \_\_\_\_\_

*Please note: Weddings taking place on any day after 4 pm will incur an extra verger fee of \$50 (inc. GST) per hour.*

Proposed celebrant of wedding (if any) \_\_\_\_\_

Please tick if you would like to have the bells rung (\$660)

Please tick if you would like one or more choristers.

Number of choristers (1, 2, 4, 8 or more at \$200 each) \_\_\_\_\_

Please tick if you would like to hire the crypt/covered courtyard..

## YOUR CONTACT DETAILS: Please use block capital letters

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|  | Groom  | Bride  |
|--|--|--|
| Home telephone number                          |  |  |
| Work telephone number                          |  |  |
| Mobile number                                  |  |  |
| Email address                                  |  |  |
| Church affiliation (ie. Anglican, RC, Uniting) |  |  |
| Have you been baptized?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you been confirmed?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## YOUR PERSONAL DETAILS: For registration purposes

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|  | Groom | Bride |
|--|-------|-------|
| Family name                                |       |       |
| Given names                                |       |       |
| Usual occupation                           |       |       |
| Usual place of residence<br>(full address) |       |       |

| Groom   | Bride            |
|---|------------------|
| Marital status ( <i>never married, widower, widow, divorced</i> )   |                  |
| Birthplace ( <i>if born in Australia, city or town and State or Territory; if born overseas, city or town and country</i> ) |                  |
| Date of birth   |                  |
| If born outside Australia, total period of residence in Australia ( <i>years and months</i> )                               |                  |
| Father's surname  |                  |
| Father's given names  |                  |
| Alive / deceased  | Alive / deceased |
| Father's country of birth   |                  |
| Mother's maiden name  |                  |
| Alive/deceased  | Alive/deceased   |
| Mother's given names  |                  |
| Mother's country of birth   |                  |

Are you related to each other?  Yes  No

If so, please state your relationship \_\_\_\_\_

## DETAILS OF PREVIOUS MARRIAGES: If applicable

| Groom   | Bride |
|---|-------|
| Number of previous marriages  |       |
| Date(s) of each previous marriage ceremony ( <i>if known, give full date</i> )                      |       |
| Number of children of the previous marriage or marriages born alive, whether now living or deceased |       |
| Date(s) of birth of each of those children  |       |
| How last marriage terminated (death, divorce or nullity)  |       |
| Date on which last spouse died, or date on which termination of last marriage became final          |       |

Please detach this centre page and return to the Parish Office, Level 1, 169-171 Phillip Street, Sydney 2000. Please keep the outer page for your records.

## DOCUMENTS REQUIRED

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*The celebrant is required to sight the **originals** and take a photocopy of the following documents before marriage can be solemnized.*

**If you were born in Australia** your birth certificate is required;

OR current Australian/overseas passport and driver's licence.

Passports are accepted as evidence of date and place of birth.

A driver's licence alone is not acceptable.

**If you were born outside Australia** your birth certificate is required. If your country of origin does not have birth certificates, then a current foreign passport will suffice. Only if it is not possible to produce a birth certificate or a current overseas passport, may you provide an Australian passport or citizenship certificate, together with a statutory declaration stating —

- Why it is not possible to produce a birth certificate; including an account of action taken to try to obtain a copy of your birth certificate.
- The date and place of birth.
- The declaration can be witnessed by the celebrant and does not require a JP or any other official witnesses.

**If you have been married before** evidence of divorce or the spouse's death certificate is to be produced.

## **CONTACT US**

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### **CLERGY**

The Reverend Andrew Sempell Rector

The Reverend John Stewart Associate Rector

### **MUSIC**

Warren Trevelyan-Jones Head of Music

music@sjks.org.au

Phone 8227 1306

Alistair Nelson Organist

organist@sjks.org.au

Phone 8227 1308

### **PARISH OFFICE**

Dianne Ward Administrator

office@sjks.org.au

Phone 8227 1300

Level 1, 169-171 Phillip Street, Sydney 2000

Fax 9232 4182

Michelle Chan Accountant 8227 1302

Verger's mobile 0412 295 678

### **MARRIAGE PREPARATION CONSULTANTS**

John Carroll 0419 703 410

johncarroll\_1945@gmail.com

Enid Copeland 9958 4976