



Weddings in the Chapel of St Hilda of Whitby

Congratulations on your engagement! We are pleased that you are considering the Chapel of St Hilda of Whitby for your marriage ceremony. This guide will explain the steps involved in preparing for your wedding and also provide you with important information related to weddings in the School Chapel.

Availability of the Chapel

The Chapel is not a parish church and therefore its availability for weddings and pastoral services is limited to those with a significant connection to the School: for instance, current or former staff, Old Scholars, or children of staff. In your application you will need to indicate your connection with the School. Permission for all services must be expressly given by the School.

The Chapel is consecrated as an Anglican place of worship. This means that all weddings must be conducted using the prescribed Anglican rites, and must be conducted by an ordained Anglican clergy person who is also a registered Marriage Celebrant. It is not possible to have a 'non-religious' ceremony in an Anglican church. It is also not possible to have clergy of other denominations conduct your wedding in the Chapel, though they may be involved in some way. The priest conducting your wedding can advise on this. Marriage ceremonies that fail to meet these criteria risk being deemed null and void by the Register of Births, Deaths and Marriages. It is also essential that at least one party is baptised, and preferably a regular attendee at their local church. Clergy cannot conduct an Anglican marriage ceremony where neither party is baptised.

For reasons of continuing pastoral care, you are encouraged to arrange for your local Anglican priest to conduct your wedding ceremony and to maintain contact with that parish community after your wedding. If you are having difficulty finding an available priest for your preferred date, please contact the School Chaplain and enquire as to their availability. Anglican clergy from outside of the Perth Diocese may also be able to conduct your ceremony, though they will need to contact the Archbishop for approval well ahead of time.

During school term time weddings may only be conducted on Saturdays or Sundays. However, no weddings may be held on Saturdays during examination periods. In school holiday time weddings may be held on weekends or weekdays, excluding the official school closure period from late December to early January each year. Up to three weddings may be booked on the same day, at two hour intervals. Other School events, or essential maintenance works, may be taking place on the same date as your wedding.

Weddings are not usually permitted during the season of Lent – six weeks prior to Easter – however exceptions may be made depending on your circumstances. Please note: in keeping with church traditions flowers cannot be used in the Chapel during Lent, even at weddings. No wedding may be held during Holy Week, the week immediately prior to Easter.

Music

A number of options exist for music for your ceremony. Should you wish to book the school organist, bells or choir, please contact the following people directly and make the necessary arrangements. Fees will apply for the provision of music.

Organist -	Mr Tim Chapman	9285 4250	\$250
Choir -	Mrs Toni Boyd	9285 4250	<i>tba</i>
Bells -	Mrs Mary Townsend	9389 1154	\$250

You are also welcome to make other arrangements for music. Should you wish to have another organist play you will need to consult with the school organist first. Live music is strongly recommended over recordings, for both its reliability and the atmosphere it creates. Some couples choose to include hymns while others prefer to have only instrumental pieces. It is important to choose well known hymns if you wish for your guests to join in the singing.

Flowers

You will need to organise your own flower arrangements, if desired. Four flower stands are available, suitable for 20cm diameter vases. The School does not provide vases. Iron pedestals and urns are not permitted, in order to prevent damage to the floor. Floral arrangements are not to be placed on the altar. Flowers and other decorations must not cause damage to any furnishings in the Chapel. All flowers and decorations must also be removed from the Chapel after your wedding ceremony. The Chapel will be opened by the Verger 1 hour prior to your ceremony and floral arrangements may be delivered and set up then. Alternatively, they may also be set up the afternoon before as part of your wedding rehearsal.

Photography and Videography

It is important that the solemnity of the occasion not be interrupted by excessive movement or flash photography, therefore some restrictions do apply to photography and videography. Additional lighting is not permitted in the Chapel. Generally, it is expected that photographers remain in one place during the ceremony. They must be in front of the priest at all times and in the main body of the Chapel building. Photography from the choir gallery is encouraged and wonderful photographs can be gained from there. If you intend for your service to be filmed, the videographer must use a fixed tripod and remain in one place throughout the ceremony. Please confirm exact requirements with your priest and advise your photographer and videographer well ahead of time.

You are also encouraged to consider an 'unplugged wedding', where guests are asked to refrain from taking photographs during the ceremony. This allows your guests to be fully present with you, prevents disruptions, and also helps to ensure better professional photographs. You can make a note of this in your order of service, or the priest can make an announcement. Some photographers also have their own chalkboard signs that can alert guests to your request.

Important Notes

It is a requirement that the School Verger be used at all weddings. The Verger will be present before, during and after the service to ensure the smooth running of your wedding.

St Hilda's is a smoke free zone. Smoking is not permitted in the Chapel or anywhere on school grounds. The consumption of alcohol is also not permitted. Please advise your guests.

Confetti, petals and rice are not permitted in the Chapel or on school grounds. Doves or butterflies may be released outside the Chapel only. Bubbles are also permissible outside.

Toilets are available and the Verger can direct your guests.

Costings

The total cost for your wedding will be \$650, which includes the use of the Chapel and the Verger's services on the day. Your deposit of \$250 will secure your booking. This needs to be accompanied by your completed Wedding Application Form. The remaining fees will be invoiced to you closer to the time of your wedding.

Clergy do not generally charge a fee for conducting weddings, however you will need to confirm this with your priest.

Contact

For further information please contact:

The Rev'd Lisa Spargo, School Chaplain

Lisa.Spargo@sthildas.wa.edu.au

Steps for planning your Wedding

1. **Initial Enquiry** – Contact the Communications and Engagement Office to express your interest, and check the availability of your preferred wedding date. A tentative booking can be made and held for three weeks only. The 'Wedding Application Form' will be forwarded to you for completion.
2. **Booking** – To secure your booking, complete the 'Wedding Application Form' and return to the Communications and Engagement Office, along with your non-refundable deposit of \$250.
3. **Confirmation** – A Letter of Confirmation will be sent to you once your form is received and deposit paid. At this stage you can make other necessary arrangements, such as booking a reception venue and sending invitations.
4. **Meet with your priest** – Meet with the priest conducting your wedding as soon as possible. A number of important forms need to be completed with them well ahead of your wedding date, and your priest will guide you through this. All details pertaining to the wedding service itself are to be arranged with your priest. They will arrange a series of further meetings with you.
5. **Music** – Make any arrangements for music as soon as possible. Refer to the general information sheet for guidance.
6. **Rehearsal Booking** – At this stage you may also like to book your wedding rehearsal. These are best conducted the day prior to the wedding to ensure that interstate friends or family significantly involved in the ceremony can attend: ie- Friday afternoon for a Saturday wedding. It also gives an opportunity for the Chapel to be set-up as required (see Step 8). Please liaise with the priest conducting your service as to their availability.
7. **Marriage Preparation** – Complete a course of marriage preparation. Your priest can advise you on this and make recommendations. Some priests also conduct their own marriage preparation programs.
8. **Final Payment** – An invoice for the remainder of fees will be sent to you closer to your wedding date. A receipt will be forwarded to you upon payment.
9. **Chapel Set-up and Rehearsal** – Only very minor rearrangements of furniture are permitted. These are best done during the rehearsal with your priest. Floral arrangements could also be set up at this time. Refer to the general information sheet for further information on flowers. During your rehearsal the priest will guide you through the format of the ceremony.
10. **Wedding Day** – The chapel will be booked for two hours: opened 1 hour prior to your booked ceremony time and closing 2 hours afterwards. Ceremonies usually take no more than half an hour. This allows sufficient time for your ceremony and photographs afterwards. Please endeavor to be on time, remembering that other weddings or events may be booked in the chapel the same day. Your priest and other officials may also have other commitments.

