

**The Anglican Parish of Kangaroo Point
The Church of St. Mary the Virgin**

455 Main Street, Kangaroo Point 4169

PO Box 7050, East Brisbane 4169 Telephone: 07 3391 4071 Fax: 07 3391 5223 Mobile: 0415 911 492

Email: office@saintmarys.org.au rector@saintmarys.org.au

Rector - Archdeacon Stephen Redhead



WEDDING ADMIN DETAILS *check list for St Marys office*

- wedding *booking acknowledgement* letter; sent
- wedding ceremony *confirmation* letter; sent deposit receipt; sent
- letter re *pre-wedding seminar* asking for completed documents; sent
- original *birth and baptism certificates*; provided, copied and returned
- Notice of Intended Marriage*; signed and witnessed and
- appointment* with Fr Stephen; made
- wedding information* form; completed

CHECK couples' requests for following (where not downloaded)

St Marys *Picture*, St Marys *History*, UBD *Map*

St Marys *Pew Ribbons*

Candle lighting; requested, and *supply candles* where lighting requested

Church *bell ringing* at ceremony; requested

Rehearsal day & date *reservation*; made

Drivers' guide for wedding vehicles; issued

Wedding *Order of Service* – including Wedding music, hymns, readings, poem and prayers; arranged

Music &/or Extra Music; arranged

Drinks &/or Food *on the Lawn*; requested

Final Wedding *Payment*; made

Marriage preparation *course* (Kinnections); attended