



## The Bridge Church

### Information For Weddings at The Bridge Church Kirribilli and Neutral Bay As of 1 January 2023

Congratulations on your engagement!

At The Bridge Church, we rejoice in God's gift of marriage. We believe God instituted marriage for His purposes and for our good, and we look forward to helping couples prepare for married life together. Here is some information to assist you in your planning, including answers to some FAQs that may be helpful to share with your guests.

#### **Facilities:**

Wedding bookings include access to the following facilities on the property

1. The Church for both rehearsal and wedding ceremony
2. The courtyard
3. The kitchen
4. The Hall is also available for hire separately for your after ceremony refreshments , please see below for fees.

(Note: please do not use the preschool playground at Neutral Bay)

#### **Fees:**

As a member of our church<sup>1</sup>, marriage preparation and the pastor's time in conducting the wedding is provided free of charge. Only the operating cost of the wedding will be charged as this covers the time of the Verger and cleaning fees. The payment of \$500 will be required at the time of confirmation. This covers the cost of

- a. Verger duties - this covers 3 hours of their time (from set up to lock up)
- b. Cleaning fee of the Church.
- c. Preparation and submission of legal marriage documentation.

If you would like livestream (Kirribilli only) this will require an additional verger at a cost of \$200. If you would live livestreaming at Neutral Bay, we can recommend a supplier.

Hall hire is \$100 per hour +GST (if required for refreshments after the wedding)

If you are having a reception at the church, the verger will be required to stay. Their hourly rate for additional time is \$50 per hour.

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<sup>1</sup> A member of church is someone who attends weekly for 6 months or more.



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If you require the vergers to be at the rehearsal, this will incur an additional cost of \$50.

### **What do we need to believe?**

At The Bridge Church we conduct Christian wedding services, so we ask that you share our belief that God is uniting you in marriage, and that this union is for life.

### **Do we have to be baptised or Anglican?**

There are no requirements to be either baptised or Anglican to marry at The Bridge Church.

### **What days of the week can we get married?**

The church is available on any day of the week, with the exception of Sundays. Please note that availability on Fridays is often limited due to after school programs and youth programs. We do not conduct weddings on the Easter Weekend, or the first week after Christmas.

### **How many people does the church seat?**

Comfortable seated capacity at each site is 140. Overflow areas are available.

### **Can we arrange for another minister to lead the service?**

This may be possible, but please discuss it with us. This will require both the permission of the Senior Pastor, and for your minister to be ordained in the Anglican Church.

### **Can weddings take place outside or out of town?**

This requires the Bishop's approval and depends on couples sourcing their own sound systems, chairs, etc. Pastors may not find this possible if the location is too distant.

### **Do you allow Christian couples from other churches to marry at Church by the Bridge?**

If you are a member of another church, please let us know when you contact us. As a priority, we seek to provide weddings for members of The Bridge Church, however there is sometimes availability for guest Christian weddings.

### **Do we need to do marriage counselling?**

We request that all couples marrying at The Bridge Church complete the marriage preparation course with our Community Care Director or the pastor marrying you. Costs to cover materials are included in the wedding fee. Couples who have completed the course have found it very beneficial. The course is practical, and covers a range of



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topics including communication, conflict resolution, and understanding expectations. It is a great foundation as you prepare for married life.

### **Do you marry divorced persons?**

We do marry divorced people, depending upon the status of their previous marriage and with consideration for the care of any children. This will need to be discussed with a pastor. As an Anglican church, permission is also required from the Bishop.

### **Do you marry same sex couples?**

We welcome same sex couples to our church, however we do not conduct same sex weddings. As a Bible believing church, we uphold that marriage in God's sight is between one man and one woman voluntarily entered into for life.

### **Can couples write their own vows?**

The Preface, Consent and Declaration of marriage is fixed both legally and by the diocese. We then ask couples to choose between Form 1 and 2 and can allow minor amendments to vows and exchange of rings if required. Both forms are available for you to view via a link on our website.

### **Is parking available?**

At Kirribilli there is parking in the church driveway for a maximum of three wedding cars. At Neutral Bay we are able to attempt to set aside a limited amount of space for wedding cars in front of the church; we have signs that are put out for this purpose. Unfortunately, there is no other reserved parking on-site at either church. There is street parking close-by, and Kirribilli is a short walk from Milsons Point Railway Station. Please note that parking can be in short supply when there are large events in Kirribilli (e.g. during the monthly markets on the 4th Saturday of the month), so if marrying there, please advise your guests to allow plenty of time to find a parking space.

### **Can our guests throw petals/confetti/rice, or have petals scattered down the aisle of the church?**

For reasons of safety and cleanliness, we request that your guests do not throw confetti or rice or petals, either on church property or in the street. Using bubbles is permitted.

### **Do you have facilities for a reception or refreshments?**

We have a Hall at both sites which is available for hire at \$100 + GST per hour. If you would like to hire the Hall, please seek event insurance from [ANSVAR](#). Please note,



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alcohol is not permitted to be served anywhere on either of the church properties without prior permission from the wardens. Additional time for our vergers to be present will incur additional charges. The vergers will need to be on site until all activities are concluded as they are responsible for locking up the property.

### **What is a vergers and do we need one?**

A vergers is required for every wedding on site. The vergers arrives 1 hour prior to the wedding to set up the church, helps with any questions on the day, manages basic AV and packs down the church. They are not responsible for cleaning. The vergers is organised by the church office for a minimum of 3 hours. Any time beyond this will incur further charges. A checklist for the vergers will be sent to you and must be returned two weeks before your rehearsal date.

### **When can we have a rehearsal?**

A rehearsal of one hour maximum duration will be scheduled with the minister who is marrying you, in the week prior to your wedding. It is useful if all or most of the bridal party can participate in this. If you are having a band, they are not permitted to practise at the rehearsal. The band can rehearse and do a sound check in the hour before the wedding.

### **When can our florist/friends/musicians access the church?**

The church is opened one hour prior to the ceremony and is kept open for half an hour after the ceremony. If your rehearsal is the day before the wedding you may leave supplies in the church, however please note: due to Friday afternoon/evening activities the church can not be set up for the wedding. If you require more than one hour prior, this will need to be discussed with the church office.

### **Paperwork**

The paperwork will be completed by the Anglican minister who is performing your ceremony. We will require you to complete the NOIM (Notice of Intended Marriage) form, which will be needed at least one month before the wedding to ensure correct details are in the Registry Book. We will also need you to complete the Declaration of No Legal Impediment to Marriage form.

If you are using a photographer or videographer, their Public Liability Insurance must be forwarded two weeks before the date of the wedding.

If you would like to hire the Hall, please seek event insurance from [ANSVAR](#).



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### **COVID restrictions**

Couples are responsible for ensuring family members and guests are well and have not been in contact with anyone with COVID or awaiting the results of a test. Sanitiser will be provided.

### **Decoration in the church**

If your wedding date is over the Christmas or Easter period, our own decorations take precedence over those being used for a wedding. If any regular items or fixtures need to be removed, please submit your request to the church office - some equipment moves may incur extra fees for professional services.

### **Order of service sheets**

The content of the order of service will be discussed with the minister prior to your wedding. The printing of the order of service will be the couple's responsibility and any leftovers must be collected and taken away, otherwise they will be disposed of.

### **Special requests**

Whilst we will try and accommodate your requests regarding your service, we reserve the right to refuse any request we deem to be unacceptable or unreasonable. Our decision will be final.

### **Audio Visual requirements**

We will need your final AV requirements confirmed at the rehearsal.

Music - The easiest format for music that will not be live is to provide us with a Spotify playlist.

Slides - Any songs and bible readings to be used as slides should be provided as a JPEG export via a USB.

### **Technical requirements for band**

Confirmation of technical requirements must be supplied at the rehearsal, or before this date. We will need to understand how many instruments and microphones will be used by musicians and vocalists (this is in addition to those used by minister and couple exchanging vows). A keyboard and drum kit are available to be used at each site by prior arrangement.

### **Live Streaming**

This is available at Kirribilli only. We can record audio only at Neutral Bay. A verger to manage the live stream will incur additional costs.



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### **Floor plan**

A floor plan of the church should be provided for the verger to indicate any special seating arrangements, where the registry table should be placed and any particular requirements. You do not need to advise numbers prior to the event. Set up for any function after the wedding is not the responsibility of the verger, however tables are available for you to use.

### **Run Sheet**

It is helpful to supply a run sheet to indicate timing of proceedings including a cue for the verger to play songs, show slides and any other items. This includes any music to be played pre-service.

The run sheet should also clarify timing of any deliveries or set up needs either in the church or kitchen, prior to the wedding. Access to the church or kitchen can be arranged via the church office, however regular ministry activities will take priority. If a verger or staff member needs to be present outside of hours, fees may be incurred.

### **Catering**

Information regarding any food or beverages to be served on site will be required. Refrigerator space is available at both sites, by prior arrangement. Please source your own cutlery, crockery and tablecloths for your function. Access to the kitchen can also be arranged prior, on the condition that it is cleaned afterwards in preparation for use on Sunday. Any internal spaces used for consumption of food or beverages must be left cleaned and ready for church use. If you are using the site for a reception, please remove all rubbish.

Please note, alcohol is not permitted to be served anywhere on either of the church properties without prior permission from the wardens.

### **Cleaning**

The Verger will return the whole site to a tidy state, ready for Sunday gatherings. They are not responsible for excessive cleaning. Some couples hire a cleaner to come in after their function, recommendations are available from the church office. It is your responsibility to remove the decorations and flowers from the site.