



# Wedding organisation Handbook for Licensed Ministers

Including: Legal information & links

Church of the Foursquare Gospel in Australia policy information.

Foursquare church rites and ceremony outlines

Wedding organisation timeline

## Index

P-3	Preamble
P-4	Couple seeking to marry obligations
P-5 & 6	Licensed Minister of Religion's obligations
P-7	Church of the Foursquare Gospel in Australia "Rites"
P-8	Examples of marriage ceremony components
P-8	Address to guests
P-10	Legally required statement by Minister
P-11	Example: Minister's address to bride & groom
P-13	Example: Vows
P-15	Example: Pronouncements
P- 16	Minister's checklist of legally required forms
P- 17	Wedding organisation checklist
P- 19	Contact information for resources

## **Preamble:**

The Church of the Foursquare Gospel in Australia is committed to the respectful and theologically orthodox support of 'Christian' marriage.

'Christian' marriage being defined by God in the Bible as "a lifelong, exclusive union between a man and a woman for the benefit of the natural offspring of that union and for the flourishing of human society, to the exclusion of all others, voluntarily entered into for life" [Sydney Anglicans, 2017, p.5]. Foursquare doctrine allows for marriage between a biological male and a biological female, who both confess Jesus Christ as their Lord and Savior.

"A minister of Religion is registered to conduct marriages according to the rites of their religious organisation only" [Dep't of Justice, 2024, p. 5]. A Minister of Religion, licensed by the Registry of Births, Deaths and Marriages can conduct marriage ceremonies Australia-wide according to the denomination's approved rites, form or ceremony. Examples of form and ceremonies are outlined further in this document.

A religious minister can require couples seeking to be married to attend church services and/or compulsory pre-marital counselling with a qualified professional [Dep't of Justice, 2024, p. 5]. Foursquare considers pre-marital counselling a helpful and necessary preparation for marriage and encourages Minister's to refer the couple to a qualified pre-marital counsellor.

A religious minister has a right to say *no* to the conducting of *any* marriage, and not to be discriminated against, or vilified, for choosing not to perform a marriage. This may occur for any conscientious objection and must be explained to the couple seeking to be married.

## **The couple seeking to marry obligations:**

- a] To be honest about their legal right to marry without legal impediment and sign a 'Declaration of no Impediment' form and allow a copy to be made.
- b] To provide evidence of birth certificate and identity [photo evidence like passport] and to allow copies to be made.
- c] In the case of remarriage, to provide divorce certificate and allow a copy to be made.
- d] In the case of having had a prior spouse die, to provide evidence by death certificate and give permission for a copy to be made.
- e] Be willing to meet the minister without their partner, so that 'Informed consent' to the marriage can be assessed for both persons. To be willing to answer questions the minister has about the background to the marriage.
- f] Being willing to attend premarital counselling with a qualified counsellor or undertake the 'Prepare' program. Knowing that the minister may not perform the marriage if premarital counselling does not occur.
- g] Sign the 'Notice of Intent to Marry' form before the Minister and an authorised witness no later than 1 month prior to the wedding, nor earlier than 18 months before the ceremony.
- h] If one person of the couple is under 18 years of age, they must provide parental consent or a Court Order... and the marriage must take place before 3 months of permission lapses.
- g] If a 'shortening of time' for the marriage is required, to provide evidence of: "1. Employment related or travel arrangements. 2. Wedding or celebration arrangements. 3. Medical reasons. 4. Legal proceedings. 5. Error in giving notice" [Department of Justice, 2024, p. 19]. The Marriage Services Team at the Registry MUST be contacted: 1300 305 021 before permission is granted [a fee is payable]
- h] Organise the pre-wedding preparations: invitations, location, time, day, guests, catering & drinks, dress for bridal party and groomsmen, transport, décor & flowers, booking of photographer, videographer & book location, payment for minister's service, church hire [if required], honeymoon accommodation, and ensure that changes of name & address are registered with Department of Transport, power, gas & water services, the electoral roll, licensing, insurers, passport office, professional registrations, etc.

## **Licensed Minister of Religion's obligations:**

a] It is vital that a Minister checks the "conjugal status" of both person's intending to marry. Any person previously married must present either a certificate of divorce [ decree absolute], or a death certificate of their prior spouse to the religious minister to sign, date and copy for their records.

b] As soon as possible after the engagement, refer the couple to pre-marital counselling by a qualified professional or to the 'Prepare' program. Ensure they complete the program prior to the wedding.

c] Ensure both people show evidence of their birth, current address and photo ID [passport or driver's licence]. Make a copy of this evidence for your records. Ensure legal names are used on any form and are correctly spelled and use block letters or typing, and not cursive writing.

d] Conduct an individual session with each party to the marriage, to ensure that informed consent to marry is freely given and that no coercion exists. If coercion is suspected, and you need to ensure safety, contact triple zero [emergency], Crime Stoppers [1800 333 000 or [www.crimestoppers.com.au](http://www.crimestoppers.com.au) ] the Australian Federal Police [131 237] and also provide information to the person at risk about forced marriage [ 02 9514 8115 or [help@mybluesky.org.au](mailto:help@mybluesky.org.au) ]

e] If an interpreter is required for the individual session to check for informed consent, or for the ceremony, please arrange. The couple will have to pay the expense.

f] Ensure the couple sign the 'Notice of Intent to Marry' form no later than 1 month prior to the wedding, nor earlier than 18 months before the ceremony. Ensure an authorised witness is there for the signing. Complete the 'For Celebrants Use' section.

g] Give the couple a copy of the 'Happily Ever Before and After' brochure – available from the Registry of Births, Deaths and Marriages in your state.

h] Answer questions the couple may have.

i] Prepare 3 marriage certificates before the ceremony. 1 for The Registry of Births, Deaths and Marriages in your state, another for your own copy and a copy for the couple [Form 15].

j] Ensure there are 2 witnesses over the age of 18 to the marriage.

k] Include vows and declarations in the marriage ceremony that comply with Church of the Foursquare Gospel in Australia's Declaration of Faith, Policy and Procedure on Christian Marriage and the couple agree to.

l] Ensure you sign the marriage certification noting that the marriage was conducted according to the rites of the Church of The Foursquare Gospel in Australia. Ensure each person has signed the forms, including yourself.

m] If you have used an interpreter, ensure they give you the 'Certificate of Faithful Performance by Interpreter' form.

n] After the wedding, within 14 days, forward the signed 'Declarations of No Legal Impediment', 'Notice of Intent to Marry' form, supporting documents [identity documents, statutory declarations, court orders, parental permission and Certificate of Faithful Performance by an Interpreter form] and the Wedding certification to the Registry of Births, Deaths and Marriages in your state. NO Email submissions.

o] You must keep records for 6 years from the day after the wedding.

p] If you stop being a licensed minister, you must destroy any unused marriage stationery. If you die, unused marriage stationery must be destroyed. All marriages registered by that celebrant must be held in a safe place by the religious organisation he/she was a member of.

## **Church of the Foursquare Gospel in Australia “Rites”**

### **Every religious marriage ceremony requires by law a few things:**

- A couple who give free, informed consent to marry without legal impediment, and who have provided independent evidence to the Minister’s satisfaction.
- A date, time, location, 2 authorised witnesses, an “authorised celebrant”, i.e., Minister of religion and a ceremony that includes public notice, declarations & vows, and religious “rites” or “customs” specific to the denomination [Department of Justice, 2024, p. 5].
- The authorised celebrant [Licensed Minister] declares they are conducting the marriage ceremony as a licensed Minister of the Church of the Foursquare Gospel in Australia and according to the rites of the denomination.
- Declarations or vows by the person’s being married that they intend to exclude all others and commit to each other for life.
- The filling out of the legally required and witnessed marriage forms [thereafter forwarded within 14 days to the Registry of Births, Deaths and Marriages by the licensed Minister].

### **In the Church of the Foursquare Gospel in Australia’s tradition, a few other non-legal inclusions are made.**

- A welcome to the marriage of --x-- and --x-- and an opening prayer.
- An address to guests, inclusive of a description of Christian marriage, the value of marriage, and the role of God in marriage.
- A query to the guests about any legal objections to the marriage.
- An address to the bride and groom, outlining the serious and binding nature of marriage – in body, soul & spirit.
- A short Biblical message to the guests and bride and groom.
- Vows exchanged by the Bride and Groom – agreed upon, and with the Minister’s consent.
- Prayer over the Bride and Groom... maybe laying on of hands to bless.
- A pronouncement to the guests after the signing of the marriage register.

### **Optional inclusions in a marriage ceremony may include.**

- Music played for the bridal processional.
- Songs, or hymns of praise after the welcome that all participate in.
- Music played during the signing of the register.
- Music played as the Bride and Groom leave the ceremony.

## **Examples of marriage ceremony components**

### **Minister's Address to Guests:**

1. On behalf of --x-- and --x—I want to welcome you to this special occasion in their lives, their marriage ceremony. At the creation of humanity, God, the creator of all things, established marriage between a man and woman for their mutual happiness. In the garden of Eden God said, “it is not good for man to be alone; I will make a comparable helper to stand alongside him” [Gen 2:18]. King Solomon recognised the power of finding the right wife... “He who finds a wife finds a good thing and obtains favour from the Lord” [Prov 18:22]. This groom -x- has found his wife, and we who are their witnesses are encouraged to share in the groom’s joy. As Jesus Christ longs for His bride, the church, the groom has longed for his bride ..x.. and now they can enter into a marriage that glorifies Jesus together
2. Welcome family and friends to the wedding of --x--and --x--. When God wanted to describe the beauty of unity, mutual understanding, mutual submission, ongoing support, praise and love in His bride, the Church, He used marriage as the metaphor in Ephesians 5. A Godly marriage is a strong bond, in Song of Songs, it is called a bond as strong as death” that survives “many waters” that can’t quench it [S of S 8:6 & 7]. You are here to witness the bride and groom’s commitment to a Godly marriage in which Jesus, by the Holy Spirit, will inhabit both bride and groom and help them to keep their vows.
3. Welcome family and friends to the wedding of ..x.. and ..x... We are gathered here today in the sight of God and in the presence of guests and witnesses, to join together this man and this woman in Holy matrimony, which is a covenant relationship instituted by God, for the mutual benefit, pleasure, labour and support of each other. It is voluntarily entered into with the expectation of a lifetime commitment. The bride and groom want a Christian marriage, in which Jesus Christ is the strength, power, wisdom and depth of love in their relationship.
4. On behalf of the bride and groom ..x.. & ..x.. I welcome you here today to witness their marriage ceremony and celebrate their joy. These two people confess they are Christians and have come to the belief it is the will of God that they marry and continue their relationship with Jesus Christ together for life. The mysterious miracle of Christian marriage is that when Jesus is Lord of both the bride and groom’s lives, they become unified in spirit, not just the flesh. The power of a couple praying and worshipping together is a place Jesus inhabits.

5. Welcome friends and family to the marriage ceremony of ..x.. and ..x.. Marriage is not to be entered into lightly as it was instituted by God in the Garden of Eden to end loneliness, provide companionship, mutual pleasure and to build God fearing families for children to grow up safely in. Marriage was designed to end selfishness and the immoral sexual abuse of people. Godly marriage builds stable societies and is the learning ground for mutual respect, compassion, help and loving correction. The groom and bride want their marriage to glorify Jesus Christ, and for their relationship to be like the spiritually intimate relationship Jesus Christ has with His bride, the church... empowering, equipping, enabling and mutually enriching.
6. Welcome guests and family to the marriage of ..x.. and ..x... Of the world's three great institutions – the Home, the Church, and the State, the home is the oldest and most sacred. Marriage is the foundation of a Godly home and the marriage covenant was the design of Creator God to build families and societies. When God built the first woman [Eve] from the first man [Adam] and brought her to him, Adam recognised she was his equal and exclaimed she was, “flesh of my flesh and bone of my bone” [Gen 2:23]. This means she is not to be dominated and controlled by him, but held closely to his side, as his most beloved relationship... in the ways Jesus would treat His bride, the church. Today, we are here to witness the bride and groom agree to the covenant of a Christian marriage, in which, Jesus Christ is the foundation of their mutuality.
7. Welcome guests. We are here today in the sight of God, and in the presence of these witnesses to join ..x.. and ..x.. in holy matrimony. This honourable estate, instituted by God, is adorned and beautified by the presence of Jesus Christ within the bride, groom and fellow believers present.

Jesus loves weddings, His first miracle was at a wedding in Cana in Galilee, in which families were celebrating together. Today, we celebrate the union of these two people, from two families and hope and pray they will build their family to follow Jesus, in the power of the Holy Spirit and evidenced by the fruit of the Holy Spirit. People are affected by marriage and family; some negatively, yet a Godly marriage and family is an example to aspire to.

8. Welcome friends, family and witnesses. Today we are gathered to witness the start of a marriage covenant between ..x.. the Bride and ..x.. the Groom. The Bride and Groom have prepared for today in spirit, heart and mind and sincerely believe it is God's will they marry as fellow followers of Jesus. They believe the commitment to each other is for life and will rely on their Lord and Saviour, Jesus Christ to empower them by the Holy Spirit to keep this covenant.

9. ..x.. and ..x.., along with their families welcome you all here today to witness their marriage ceremony. The Bride and Groom believe today is a culmination of God's plans for them, so they can move forward as man and wife in the service of Jesus Christ. They are committed to serving Jesus Christ and each other from today onwards as an example of Christlike service to each other's betterment. ..x.. and ..x.. both know that their lifelong commitment to each other is only possible by the power of the indwelling Holy Spirit, who will gift them with the divine love to continue together despite any stormy times ahead and give them wisdom to know how to handle adversity as well as blessings.

**The statement in bold below is required by law** [after the welcome address to guests]

**My name is \_\_\_\_\_ I am a licensed minister of the Church of the Foursquare Gospel in Australia and registered with the Registrar of Births, Deaths and Marriages to perform marriages according to the denomination's rites.**

Let's pray together.

Now, before vows are taken, if any person has a legitimate, legal reason why these two cannot be married, let them speak now, or forever be silent [wait for a minute].

As there is no legal impediment to the marriage, let all present agree to support and encourage this marriage and not divide it.

### **Minister's address to Bride & Groom:**

1. ..x.. and ..x.., marriage is an art... and like any other creative process it requires active thought and effort. It requires communication of one's heart intention and finding a way to express what something '*means*' to us. We need to be able to listen to understand another's perception of what we both see and agree to disagree if we don't see the same thing. We need to practice painting a picture of the relationship we want and get the right tools to make the vision real. We need to give of ourselves generously and receive likewise, with gratitude. Eternity is a long time to not be painting the same masterpiece. Jesus wants Christian marriages to be examples of His lovingkindness, lack of judgment, encouragement and empowering.
2. ..x.. and ..x.., marriage is a dynamic process of discovering the depths of each other. It is a lifelong journey, not a quick arrival. In Christian marriage, being the right person is as important as finding the right person; we do not marry for selfish reasons. Marriage is facing the reality of loving over a lifetime of up's and down's and still choosing each other. Christian marriage is a couple agreeing to become more Christlike in their thoughts, actions, work, relationships and parenting. Christian marriage is not meant to be a power struggle about who is right or wrong... it is continually submitting to the Lordship of Jesus and obeying Him.
3. ..x.. and ..x.., Marriage signifies the mystical union between Jesus Christ and His church. Thus, Jesus is very interested in how we do marriage. Husbands need to love their wives the way Jesus loves the church. This is a big ask as Jesus suffered and died for His church, enabled and empowered her, gave her gifts and trusted her to get on with what He had asked her to do. Husbands are instructed by Peter to give honour to their wives, so their prayers are not hindered. Wives need to respect their husbands and build him up, evidencing gratefulness and not trying to wrestle power off him in disrespectful ways.
4. ..x.. and ..x.., I charge you both before God, and these assembled as witnesses, to take to heart and spirit the vows and covenant you are agreeing to today and together to work together for each other's best benefit in the sight of God.

Groom, you are about to commit to love your wife as your own body and like Jesus loves His bride, the church. This is not easy, and you will need to submit to the Holy Spirit's help and empowerment.

Bride, you are going to become your husband's number 1 fan, prayer warrior and encourager.

5. Groom ..x.., by standing here today you are demonstrating before God and these people, that you are unashamedly committing to your bride, ..x.. to pray for her, protect and encourage her and love her unconditionally as Jesus loves His bride, the church and gave Himself to serve and empower her.

Bride ..x.., by standing here today you are demonstrating before God and these people, that you are unashamedly committing to your husband ..x.. to pray for him, encourage and support him and love him unconditionally as the church loves its Lord Jesus Christ.

In the home you make together, may the will of Jesus be the central focus of your choices and the reason you serve one another.

6. I charge you both, as you stand in the presence of God and these witnesses, to remember that only love, loyalty, forgiveness, hope, humility of spirit and non-competitiveness will be strong enough as the foundation of a happy and enduring marital home. Allow no bitterness and forgiveness to spring up between you, don't be too proud to admit fault, say sorry and ask for forgiveness. Once forgiven, do not bring up old grievances.

The vows you are making before God and these witnesses will require you both to submit to the Lordship of Jesus Christ and the empowerment of the Holy Spirit. May you both bear the image of Jesus in your marriage.

7. Groom ..x.. Having confessed you are a follower of Jesus and desire to marry this woman, you need to understand that: Marriage is a miraculous spiritual, emotional and physical joining of two people Jesus loves. Your wife belongs to Jesus FIRST of all, she is not your possession. To be Christlike, you must choose to serve her and love her sacrificially, like Jesus does His church. You also need to honour your wife as a co-heir of the grace of life, so your prayers won't be hindered.

Bride ..x.. Having confessed you are a follower of Jesus and desire to marry this man, you need to understand that: Marriage is a miraculous spiritual, emotional and physical joining of two people Jesus loves. Your husband belongs to Jesus FIRST of all, he is not your possession. To be like the Bride of Christ, you must choose to honour and respect your husband and pray for and with him for God's will to be fulfilled in your lives.

8. ..x.. and ..x.., the marriage relationship can be the most fulfilling, delightful and sacred relationship you will ever have apart from your relationship with Jesus. Love is the key ingredient, the kind of unselfish love God describes in the

scriptures in 1 Corinthians chapter 13: “Love is not boastful, envious, rude, proud, dishonouring of others, selfish or demanding of its own way, but patient, kind, not easily angered, keeping no record of wrongs. Love doesn’t delight in bad things and rejoices in the truth. It protects, trusts, hopes and perseveres. Love never fails.” This kind of love is only possible by the indwelling Holy Spirit’s power.

A second ingredient in a Christian marriage is maturity in spirit, heart and mind, knowing that you enter marriage to bless your spouse, not just to meet your own needs. Christian maturity recognises that there will be ups and downs and that commitment to Jesus Christ will be the key factor in a lifelong relationship. You both agree this is what you want.

### **Examples of vows:**

#### **1. Spoken in turns by the couple**

“I [groom], in the presence of God and these witnesses, declare I choose you above all others to share my life and future with, and in so doing, I commit myself wholly to you.

I promise to love, cherish, respect and be faithful to you throughout all the changing circumstances of life we walk together before God.

I make this commitment to you honestly, with love, faith and trust, in the certainty that God is with us. As a symbol to the world of these vows, I give you this ring to wear to remind us of the commitment I am making.”

Bride repeats the same words.

#### **2. Spoken by minister**

[Groom’s name] Do you take [bride’s name] as your wife, to love and cherish like your own flesh, to protect and encourage her, and to love her, even as Christ loves His church?

Groom responds

**Minister continues** Then turn to her and make this declaration of your intention...

[Groom speaks] According to the Word of God, I will leave my father and mother and join myself to you, to be your husband, so we can be one, before God, in Jesus’ name.

**Minister continues**

[Bride’s name] Do you take [Groom’s name] as your husband to respect, honour and cooperate with him before Christ?

Bride responds

**Minister continues** Then turn to him and make this declaration of your intention...

[Bride speaks] I, according to the Word of God, leave my father and mother, and unite with you as your wife. From this moment we will be one, before God in Jesus' name.

### 3. Spoken by minister

[Groom's name] Do you take [Bride's name] to be your wife, to treasure her as your own body, to love, protect, encourage and care for her for the rest of your life in a way that glorifies God?

Groom responds

#### **Minister continues**

The turn to her and make this vow: "today in the sight of God and these witnesses, I take you as my wife, I will care for you like Jesus cares for His church and dedicate myself to you alone, and as a symbol of this vow, I give you this ring."

#### **Minister continues**

[Bride's name] Do you take [Groom's name] to be your husband, to honour him, encourage him and live together in unity for the rest of your life in a way that glorifies God?

Bride responds

#### **Minister continues**

The turn to him and make this vow: "today in the sight of God and these witnesses, I take you as my husband, I will care for you, respect you and dedicate myself to you alone, and as a symbol of this vow, I give you this ring."

### 4. Spoken by minister

[Groom] please face your bride... will you take [Bride] as your wife, as valuable as your flesh, to love her even as Christ loves you and His church... to care, protect and nurture her, excluding all others, for the rest of your lives?

**[Groom responds... I will]**

#### **Spoken by Minister**

[Bride] please face your husband... will you take [Groom] as your husband, to honour and work with him for the benefit of your marriage and family... to care, protect and nurture him, excluding all others, for the rest of your lives?

**[Bride responds... I will]**

#### **Spoken by minister**

Together say these promises:

**Groom & Bride say together:** We promise before God and these witnesses to be faithful, true and commit to each other for life, in good times, bad times, sickness, health, lack or plenty, to honour each other and together serve God for life.

#### **Spoken by minister**

A ring is a symbol to both of you and to other people, that you are consecrated to each other in a never-ending circle of love. Together, this wedding party and guests pray a blessing over your marriage, may you glorify God together and be an example of Christian marriage. Please exchange rings, knowing that this symbolic gesture binds you together in body, soul and spirit.

## **Bride and groom exchange rings**

### **Spoken by minister**

We will now sign the register, then prepare to meet Mr & Mrs [Name]

### **5. Spoken by Minister: face each other and speak your vows before God and these witnesses.**

#### **Groom speaks:**

Because God has brought us together, and we both firmly believe it is God's will we marry, I [name] take you [bride's name] to be my beloved wife. To serve, honour and empower you as Christ has His beloved church. I promise to listen to the Holy Spirit to guide our mutual decision making as we serve the Lord Jesus Christ together. I give myself to you without reservation and promise to love and be faithful to you no-matter life's circumstances. Before God, I promise these things.

#### **Bride speaks:**

Because God has brought us together, and we both firmly believe it is God's will we marry, I [name] take you [groom's name] to be my beloved husband. To serve, honour and empower you to be all God wants you to be in Christ. I promise to listen to the Holy Spirit to guide our mutual decision making as we serve the Lord Jesus Christ together. I give myself to you without reservation and promise to love and be faithful to you no-matter life's circumstances. Before God, I promise these things.

**Spoken by minister:** Now you exchange rings as a symbol of your union.

**Groom places ring on Bride's finger, saying** I place this ring on your finger to symbolise my commitment to you and you alone before God and these witnesses. I pray God empowers me to keep these vows and serve Him by serving you.

**Bride places ring on Groom's finger, saying** I place this ring on your finger to symbolise my commitment to you and you alone before God and these witnesses. I pray God empowers me to keep these vows and serve Him by serving you.

#### **Spoken by minister**

We will now sign the register, then prepare to meet Mr & Mrs [Name].

### **Examples of pronouncements by Minister**

**Spoken by minister:** And now, having witnessed your vows and the exchange of rings as symbols of these vows, I pronounce that you are husband and wife, in the name of The Father, the Son and the Holy Spirit. "The Lord bless you, the Lord keep you; the Lord make His countenance shine upon you, be gracious to you, and give you peace." Amen.

**Spoken by minister:** Because [groom] and [bride] have made theses vows before God and these assembled witnesses, and exchanged rings as symbolic of those vows, I declare they are husband and wife, in the name of The Father, the Son and the Holy Spirit. Amen.

**Spoken by Minister:** As the representative of Jesus Christ and before Almighty God, and in the name of the Father, Son and by the power of the Holy Spirit, I pronounce you are one together, husband and wife.

**Spoken by Minister:** And now, having heard you both declare your intentions and vows before God and these witnesses, and witnessed you exchange rings, by the authority vested in me as a representative of Jesus Christ, and a servant of His Gospel, I declare you to be one together, husband and wife.

**Spoken by Minister:** Having heard and witnessed your vows and witnessed your exchange of rings before God and this assembly... by the authority vested in me as a representative of Jesus Christ, and a servant of His Gospel, I declare you to be one together, husband and wife. May you go in peace to love and serve the Lord.

**MINISTER'S REQUIRED DOCUMENTATION FOR A MARRIAGE TO BE LEGAL:**

Current 'Notice of intent to marry'

'Declaration of no Legal Impediment to Marriage' form

Marriage brochure from the Attorney General's Department, Registrars of Births, Deaths & Marriages [to be handed to Bride & Groom]

Current marriage 'Register book' from Registrars of Births, Deaths & Marriages

Current 'Marriage Certificate' [from the above-mentioned]

Copies of current identification documents for Bride & Groom [as required by the above-mentioned]

Evidence of Court Order if couple under 18 years of age.

Evidence of parental consent if couple under 18 years of age.

Interpreter's certificate for non-English speaking persons.

Evidence of divorce, if either party previously married

## WEDDING ARRANGEMENTS CHECKLIST

Name of Bride:	Name of Groom:	Meeting dates:
Evidence of identity: Y/N	Evidence of identity Y/N	Minister copies evidence Meeting dates:
Chief witness name:	Chief witness name:	
Evidence of prior divorce? Y/N	Evidence of prior divorce? Y/N	Minister copies evidence Y/N
Separate meeting with Minister? Y/N Date:	Separate meeting with Minister? Y/N Date:	Minister keeps notes in diary
Declaration of no impediment signed? Y/N Date:	Declaration of no legal Impediment signed? Y/N	Minister copies and keeps originals to send to Registry after wedding
Pre-marital counselling evidence? Y/N	Pre-marital counselling evidence Y/N	With whom?  Dates
Notice of Intent to Marry signed 30 days before wedding? Y/N	Notice of Intent to Marry signed 30 days before wedding? Y/N	Minister copies and keeps original to send to Registrar after wedding
Date of wedding rehearsal	Location of rehearsal?	Minister notes in diary

<b>Wedding Date:</b>	<b>Wedding Venue:</b>	<b>Time:</b>
Ceremony location booked? Y/N	Photographs venue booked? Y/N	
Invitations printed or sent? Y/N Date:	Guest list agreed upon? Y/N Date:	Date invitations sent & guest list noted
Transportation	Transportation	Minister notes with whom & what time arrival
Who walks Bride down aisle? Y/N	Where families sit is signposted? Y/N/	

Bridesmaids	Groomsmen	Minister notes who will sign legal documents
Flower-girls? Y/N	Pageboys? Y/N	
Agreed music for Bridal procession Y/N	Agreed person to carry rings Y/N	Minister notes who is doing what in diary
Agreed songs, hymns or music during service? Y/N	Arrangement of audio equipment as required? Y/N	Minister notes in diary
Flowers and decoration? Y/N	Transport post-wedding? Y/N	
Photographer? Y/N	Videographer? Y/N	
Musicians booked? Y/N	Who leads praise & worship? Y/N	Minister is notified & notes in diary
Order of Wedding ceremony forms printed & at hand Y/N	Persons who will hand out order of service at wedding Y/N	Minister may need to have a copy
Gift registry? Y/N Guest book? Y/N Gift box? Y/N	Who takes certificate for safekeeping and gifts after ceremony? Y/N	Minister to compile documents and send to Registrar's office as required by Law.
Reception location booked? Y/N	Wedding night location booked? Y/N	Is minister invited to reception? Y/N
Catering arranged? Y/N	Transport of Decorations arranged? Y/N	
Wedding dress, bridal hair, etc & accessories, & Bridesmaid's hair & dresses organised? Y/N	Groom's, groomsmen's clothing, shoes, etc organised? Y/N	Minister has event in diary and location

<b>Wedding components agreed upon with Minister</b>
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Type of seating arrangements Y/N
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Type of Address to guests? Y/N
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Type of Address to Bride & Groom? Y/N
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Is there a short sermon? Y/N
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Type of Vows? Y/N
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Type of Pronouncement Y/N
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Special features Bride and groom want: specify.
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<b>Minister forwards all required documentation to the Registry within 14 days after the solemnisation of the marriage? Y/N</b>
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**Contact details for any inquiries about religious weddings in Western Australia, or to get a copy of the 'Minister's Kit: Registry of Births, Deaths & Marriages'**

Registry of Births, Deaths & Marriages.  
Level 10, 141 St. Georges Terrace  
PERTH WA 6000

PO Box 7720  
Cloisters Square  
PERTH WA 6850

T: 1300 305 021  
E: [bdm@justice.wa.gov.au](mailto:bdm@justice.wa.gov.au)

[The Registry of Births, Deaths and Marriages \(www.wa.gov.au\)](http://www.wa.gov.au)