

# **WEDDINGS AT THE CHURCH OF THE GOOD SHEPHERD, LAKE TEKAPO**

Weddings can be conducted at other locations by arrangement. Please contact the Administrator.

## **INFORMATION**

This information sheet includes:

- Booking Procedure
- Planning your Service
- Marriage Preparation
- Applying for a Marriage License
- Fees
- Application Form
- Music Form
- Wedding Services
- Additional information when having a Wedding in the Church of the Good Shepherd.

### **Using a Wedding Company or Wedding Planners**

If you are engaging the service of a Wedding Company or Wedding Planner to organize your wedding they will have the information that you will require and will assist you with your Application and all details relating to your wedding.

If we can help with your wedding arrangements in any way or if you have any queries please do not hesitate to contact us.

### **Christian Marriage Blessing.**

Occasionally married couples ask for a Christian Marriage Blessing at the Church of the Good Shepherd. There are various reasons for this:

If couples from overseas marry in a civil ceremony in their home country it avoids the complication of applying for Marriage Licenses in New Zealand. Other times couples have married overseas and want to share their marriage vows with friends and family in New Zealand.

In either of these situations couples may have a service of Christian Marriage Blessing at the Church of the Good Shepherd. A special service for this is available on the website.

Couples who have been married for many years or celebrating an anniversary may want to renew their vows in a Christian ceremony.

Both Services are at the discretion of the Minister in Charge of the Mackenzie Parish and are approved and conducted on a case by case basis. Please contact the Administrator.

**INFORMATION FOR COUPLES WISHING TO BE MARRIED IN THE CHURCH  
OF THE GOOD SHEPHERD**

*Please read through the following information carefully. It contains important details on how to arrange for your wedding at the Church of the Good Shepherd.*

**CONTENTS**

- 1. THE CHURCH .....4
- 2. WHO CAN TAKE A WEDDING IN THE CHURCH..... 4
- 3. POLICY ON SAME-SEX MARRIAGES AND MARRIAGE BLESSINGS .....4
- 4. BOOKING THE CHURCH FOR YOUR WEDDING ..... 4
  - a. Deciding on a date
  - b. Procedure for Making a Booking
- 5. PREPARING FOR YOUR MARRIAGE ..... 5
  - a. Local Couples
  - b. International Couples or New Zealand couples outside Mackenzie
- 6. PLANNING YOUR WEDDING SERVICE..... 7
  - a. Applying for a Marriage Licence
  - b. Witnesses
  - c. Fees
- 7. ADDITIONAL INFORMATION ..... 8
  - Photography
  - Music
  - Seating
  - The Ringing of the Bell
  - Flowers & Decoration
  - Unity Candle
  - Confetti, Rice streamers
  - Church Furniture
  - Alcohol
  - Smoke Free
  - Wheelchair Access
- 8. CONTACT INFORMATION ..... .8

## **THE CHURCH**

The Church of the Good Shepherd was built in 1935 as a memorial to the pioneer families of the Mackenzie. While it is vested in the Anglican Church, it has always been used by the various denominations in the Mackenzie area and is one of three churches in the Mackenzie Co-operating Parish.

### **1. DO I NEED TO BE BAPTISED TO BE MARRIED IN THE CHURCH?**

It is a customary requirement that at least one of the couple be a baptised member of a church.

We do make exceptions for couples who identify as Christian or who demonstrate a sympathetic understanding of the Christian faith.

### **2. WHO CAN TAKE A WEDDING IN THE CHURCH?**

The Church may only be used by ordained Christian Clergy who are NZ Registered. Marriage celebrants are not permitted to perform Services in the Church.

The Minister of the Mackenzie Co-operating Parish is responsible for all those officiating weddings in the church.

If you have prepared for marriage with the support of your family Minister, Priest or Pastor and would like them to take your wedding at the Church of the Good Shepherd please let us know. This can be arranged at the discretion of the Minister of the Mackenzie Co-operating Parish.

### **3. POLICY ON SAME SEX MARRIAGE AND MARRIAGE BLESSINGS**

The Church of the Good Shepherd is part of the Mackenzie Cooperating Parish, a partnership between Anglican and Presbyterian churches. The Anglican church does not permit its clergy to officiate for same-sex marriages and the Presbyterian church has recently voted to uphold the traditional Christian understanding of marriage “as the loving, faithful union of a man and a woman.”

We affirm the universal human need for friendship and companionship and acknowledge that loving, committed relationships are essential both within and beyond the sacrament of marriage. Furthermore, we welcome all people, regardless of sexual orientation, to visit the church, attend worship services and belong to the faith community. We are, however, committed to honour the church's traditional teaching on the nature of marriage as between one man and one woman.

There are a number of local marriage celebrants who are able to conduct services for same-sex couples in the Mackenzie area and if required we can help you contact them.

## 4. BOOKING THE CHURCH FOR YOUR WEDDING

**a. Deciding on a date.** For confirmation of the availability of your preferred date and time please email: [minister@mackenziechurch.org.nz](mailto:minister@mackenziechurch.org.nz)

When choosing your date and time please keep in mind that the Minister will also wish to meet with you for a pre-wedding meeting. For couples living outside the Mackenzie Co-operating Parish area this is usually 1 or 2 days prior to your wedding and a suitable time can be arranged.

Please allow at least an hour for your pre wedding meeting.

For couples living within the local area it is expected that you will meet with the Minister several times leading up to your wedding. (see 5. PREPARING FOR YOUR MARRIAGE)

The Booking of the church will provide access to the Church 30 minutes prior to your Wedding Service and 1 hour from the commencement of your Service. This will also allow for photos in the Church following your wedding. The Minister would expect the Groom and his party to be at the Church 15 minutes prior to the agreed time of the Service and the Bride and her party to be there within a few minutes of the appointed time.

The Guides will restrict the tourists and visitors from entering or being in the close vicinity of the church during your Service.

### **b. Procedure for Making a Booking**

1. Submit the completed Application Form by email, fax or post.
2. Please note that all areas **must** be completed. If you have chosen **Option 1** (see 5. PREPARING FOR YOUR MARRIAGE) then the letter of support from your Minister, Pastor or Priest must accompany your completed Application.
3. Following consideration of your Application you will receive a Provisional Confirmation of Booking and a Payment Advice with the details for payment of the required non refundable deposit.
4. Your Booking will be confirmed on receipt of your deposit being received by the due date.

## 5. PREPARING FOR YOUR MARRIAGE

A wedding lasts for one day but you are preparing for a marriage of a life time. Just as we look forward to celebrating your wedding vows with you, we also encourage you to spend adequate time as a couple preparing yourselves for marriage.

While we appreciate that some couples are already in long term partnerships, preparing for marriage is the perfect opportunity to share and discuss your values, expectations and hopes for your future together. The preface to the marriage service in *A New Zealand Anglican Prayer Book* says, "Marriage is a way of life .... no one should enter into it lightly" Whether you are living in Mackenzie or travelling from overseas to be married here, we're committed to assisting you in any way we can to help you prepare for your life together.

## **A. Local Couples**

Couples preparing for marriage who live within or close to the Mackenzie district should anticipate several meetings with the Minister during the months leading up to their wedding.

This will include the couple taking part in the Prepare/Enrich relationship assessment. Prepare/Enrich is an online relationship assessment tool designed to help couples grow in their awareness and strengths. The assessment is completed individually. Couples then discuss the results together with the Minister who is trained facilitator.

For further information: [www.prepare-enrich.org.nz](http://www.prepare-enrich.org.nz)

## **B. International Couples or New Zealand couples outside Mackenzie**

If you are coming from overseas or live outside the Mackenzie District you may be unable to participate in a series of pre-marriage meetings with the Minister who will be taking your wedding service. Therefore we require couples coming from overseas or elsewhere in New Zealand to do one of the following:

### **Option 1**

Meet with your local church minister, pastor or priest to discuss your marriage plans. This will be an opportunity for you to find support, receive counselling and discuss the values of Christian marriage.

Please provide a letter from your Minister that expresses his or her support for your wedding at The Church of the Good Shepherd. This will provide support for you as you prepare for marriage, it will also assist us by ensuring a positive relationship between our church and your own local church. If you need help finding a church minister in your area please let us know. Please include the letter of support from your Minister, Pastor or Priest with your Application.

### **Option 2**

As an alternative, we ask you to either participate in a Christian based marriage preparation course or receive pre-marriage counselling. Information for both these options has been included below.

#### **a. Marriage Preparation Course:**

We endorse the Alpha Marriage Preparation Course. "The Marriage Preparation Course is an invaluable series of five sessions designed to help engaged couples develop strong foundations for a lasting marriage." This course provides couples the opportunity to prepare for marriage on their own and does not involve group sharing or counselling. There is usually a small cost for course materials.

For further information: New Zealand – [www.relationshipcentral.org.nz](http://www.relationshipcentral.org.nz)

International - [www.relationshipcentral.org](http://www.relationshipcentral.org)

## **b. Prepare/Enrich:**

Prepare/Enrich is an online relationship assessment tool designed to help couples grow in their awareness and strengths. The assessment is completed individually. Couples then discuss the results together with a trained facilitator. Prepare/Enrich is available in several languages.

*For further information:*

New Zealand – [www.prepare-enrich.org.nz](http://www.prepare-enrich.org.nz)

International - [www.prepare-enrich.com](http://www.prepare-enrich.com)

## **c. Other Courses:**

Many mainline Christian Churches (e.g. Catholic, Anglican, Baptist, Presbyterian) offer their own marriage preparation courses that you may be aware of.

Contact a church in your area to find a course that suits your time frame

Please indicate in the space provided on your Application Form which of the above options that you have chosen.

## **6. PLANNING YOUR WEDDING SERVICE**

There are Wedding Service Options available to couples and these can be downloaded from this Website. Couples can then choose the Service that is most suitable to them. There is also a selection of Readings and Blessings which couples can choose to include in their Service. Couples may also have their own suggestion which we are happy to include.

### **a. Applying for a Marriage Licence**

A Marriage Licence is the legal authority by which a Minister is permitted marry you. A New Zealand Marriage Licence is essential and the Notice of Intended Marriage can be obtained at any Register of Births, Deaths, and Marriages. The Government website [www.bdm.govt.nz](http://www.bdm.govt.nz) is very helpful. The Registrar requires 3 working days before a Marriage Licence can be issued.

**Important: Please bring your Marriage Licence with you to your Pre-Wedding Meeting with the Minister.**

### **Application for Notice of Intended Marriage:**

The following are the details that you will require to complete your 'Notice of Intended Marriage' form.

**Minister:** Rev'd Andrew David McDonald

**Denomination:** Anglican

**Church Address:** The Church of the Good Shepherd, Pioneer Drive, Lake Tekapo

### **b. Witnesses**

Every wedding must have two witnesses. Please provide the full name and address of both witnesses in the area provided on the Application Form. Please notify us of any changes should they occur prior to your wedding.

## c Fees

For couples living **outside** the Mackenzie District the cost of having a Wedding or a Christian Marriage Blessing Ceremony at The Church of the Good Shepherd is **\$NZ1200** (GST inclusive).

This fee helps to cover our expenses and contributes to the continued upkeep of the Church. Use of the church, the Minister, Parish administration, organist or use of the music system, the Church Guide and Bell Ringing are all included in this cost.

Wedding/Marriage Blessing Fee \_\_\_\_\_ \$1200

To confirm a Booking a non-refundable deposit of \$NZ150.00 is required to be paid within one calendar month of the Booking application being made. You will receive a Payment Advice which will include the Parish Banking details. The Balance of the payment owing must be received by the Parish 4 weeks prior to your Wedding date.

Should the need to cancel your Booking occur after the full payment has been made then a partial refund of the Fees paid may be considered. The application for a refund must be made in writing. If couples wish to use the services of their own family Minister, Pastor or Priest (other than the Minister in Charge of the Mackenzie Co-operating Parish), their reimbursement is the couple's responsibility and is over and above the above fee.

For couples who are active members or have family who are actively involved in the life of the church **within** the Mackenzie District there is no fee but you may consider a donation.

If you would like us to arrange an Organist then an organist's fee of \$100 will be required.

There is also a cost of \$50 for the Prepare/Enrich marriage preparation.

Any donation you may like to make to the Church to assist with day to day ministry within the Parish is welcome and is tax deductible (to help cover time and travel you may like to consider donations between \$300-\$1200). Please make donations to the Mackenzie Cooperating Parish not directly to the Minister.

## **7. ADDITIONAL INFORMATION**

**Photography:** The taking of photos is welcomed in the Church during your Service but the Ministers ask that your photographer please uses sensible discretion.

**Music:** Please complete your Music Form and return to the Office 10 days prior to your Wedding.

**Seating:** There is seating in the Church for 65 people including the Minister, Organist, Bridal Party and Photographer. When there are more than 65 guests attending some may have to remain outside the Church during the wedding. The Church has a sound system, which can be set up outside the Church for use on such occasions.

**The Ringing of the Bell:** The Guide will ring the Church Bell at the conclusion of your Service.

**Flowers & Decoration:** If you wish to have the Church decorated with flowers, this is the responsibility of the couple. You are welcome to discuss this with the Administrator. Blu tac, tacks, pins and the like are not permitted. Pew decorations can be attached with ribbon or similar.

**Unity Candle:** If you wish to include a Unity Candle in your Service please discuss this with the Administrator.

**Confetti, Rice Streamers:** Confetti and Rice Streamers are not permitted in the Church or on Church grounds. Rose petals may be used outside the Church only. Please ask the Guide to show you where rose petals can be thrown.

**Church Furniture:** Church furniture and seating must not be moved at any time as there is a very high risk of damage being caused to the very special furniture and fittings.

**Alcohol:** Alcohol is not permitted in the Church or on Church grounds.

**Smoke Free:** The Church and Grounds are Smoke free at all times.

**Wheelchair Access:** There is limited wheelchair access available.

**Please note that all Bookings and communication must be made through the Mackenzie Cooperating Parish Office. Contact details below.**

We wish you well as you prepare for your Marriage and please do not hesitate to contact us if you have any queries or if we can help in any way.



## **8. CONTACT INFORMATION**

The Rev. Andrew McDonald  
Minister/Vicar  
Mackenzie Cooperating Parish  
P O Box 34 Fairlie 7949 New Zealand  
Parish Office, St Columba Church/Hall Complex  
Main Street, Fairlie Ph+64 (03) 6858389 Fax: +64 (3) 685 8185  
Email: [minister@mackenziechurch.org.nz](mailto:minister@mackenziechurch.org.nz)

Vicarage  
Mackenzie Cooperating Parish  
11 Kirke Street Fairlie 7925 New Zealand  
Home +64 (03) 6856124  
Mobile +64 21 201 4798  
Email: [minister@mackenziechurch.org.nz](mailto:minister@mackenziechurch.org.nz)

[www.churchofthegoodshepherd.org.nz](http://www.churchofthegoodshepherd.org.nz)

[www.mackenziechurch.org.nz](http://www.mackenziechurch.org.nz)