

# Information for Couples wishing to be married in the Church of the Good Shepherd,

## **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 working in the area and is part of the Mackenzie Cooperating Parish (Anglican/Presbyterian)

## **Who can take weddings in the Church**

The Church may only be used by ordained Christian clergy. Marriage celebrants are **NOT** permitted to perform weddings in the Church.

**Visiting Clergy:** If you wish to use your own Minister please provide the name of your Minister, his/her Church and contact details in the space provided on the Application Form. The Minister in Charge of the Mackenzie Parish and your Minister will need to have a 'conversation' prior to approval being granted.

**Fr Nicholas:** If you wish a Catholic Priest to officiate at your wedding, You will need to contact our local Priest Fr Jim Nicholas to find out when he would be available to conduct your wedding and to also complete the documentation he will require from your priest. Father Nicholas can be contacted here in Fairlie on +64 3 685 8148 or email [jimnicholas@xtra.co.nz](mailto:jimnicholas@xtra.co.nz)

## **Deciding on a Date & Time:**

The Church of the Good Shepherd is a popular tourist "must see" and is on the tourist route. The Parish employs Guides who do their utmost to ensure that your privacy is protected during your Service but we do strongly recommend that you do not plan to be married between 11 am and 2 pm because of the number of visitors to the church during that time. We suggest morning weddings 10.30 am and afternoon weddings from 2 pm.

Please check the online Calender for availability of dates. For confirmation of availability please email [mackenzie.church@xtra.co.nz](mailto:mackenzie.church@xtra.co.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. This is usually scheduled for the day before the wedding but a suitable time can be discussed. The purpose of this meeting is for you and the Minister to meet and to also finalise the details of your wedding service. Please allow at least an hour for your Pre Wedding Meeting

## **Organising the Church for your Wedding**

The Booking of the Church will provide you with 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 Service) It is always the Brides prerogative to be a minute or two late but we ask that you do not stretch the tradition too far. The Minister will expect the Groom and his party to be at the Church 15 minutes prior to the time of the service and the Bride and her party to be there within a minute or so 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.

**Seating:** There is seating in the church for 65 people including the minister, organist, bridal party and photographer. When there are more than 65 people attending a wedding, some people 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.

**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 Candles:** If you wish to include Unity Candles in your Service then these must be used with extreme care. The snuffer must be used to extinguish the candle/candles at all times. Candle wax is very damaging and 'blowing out' the candles can scatter the wax onto the surrounding areas causing permanent damage. Please be guided by the Minister.

**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.

**Smokefree:** The Church and Grounds are Smokefree at all times.

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

**Photography:** The taking of photos is welcomed in the Church during your Service but the Minister asks that your photographer please use sensible discretion.

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

### **Getting your Marriage Licence:**

A Marriage Licence is the legal authority by which a Minister is permitted to 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. 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 Church details required for the 'Notice of Intended Marriage' form please contact Anne for confirmation of the details mentioned below.

**Minister:**

**Denomination:**

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

**Witnesses:** Every marriage must have 2 witnesses. We can arrange this if required.

### **Planning your Service.**

We will provide you with the Resources for your Marriage Service. The 'Wedding Service Script' is the usual script the Minister uses so please feel free to use it as is but if you do wish to make changes the Wedding Kit has additional Readings, Verses etc that may be helpful for you. You may also wish to write your own vows. It is really important to remember that it is your wedding and that the service is personalise and meaningful for you both. .

The Minister who must be an ordained Christian Minister must conduct Christian weddings at the Church. As such the following elements need to be a part of the service.

- Scripture / bible reading

- Message
- Prayer
- Declaration of Intent and Vows
- Blessing, asking God to bless your marriage.

The Minister will go over your wedding service with you and finalise details at your Pre Wedding Meeting. If you wish to discuss your wedding service or have any queries prior to your pre wedding meeting please do not hesitate to contact us.

### **Fees:**

For Couples living outside the Mackenzie Parish the cost of using the Church is \$770 (GST inclusive) The Parish Minister, Organist and/or CD system are available if required and included in the above cost.

Couples who reside (or have parents who reside) within the Mackenzie Parish are welcome to contact the Administrator

Payment details will accompany your official Confirmation of Booking and payment is required in full one month prior to your wedding date.

If couples wish to use the services of Fr Nicholas or Ordained Clergy other than the Minister in Charge of the Mackenzie Cooperating Parish, their reimbursement is the couple's responsibility and is over and above the above fee.

### **Securing your Booking:**

In order to secure a booking of the Church of the Good Shepherd, your Application must be completed and returned to the Parish Office as soon as possible. Following processing a Confirmation of Booking will be forwarded to you.

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.

**Anne Dobson**  
**Administrator**  
**Mackenzie Cooperating Parish**  
**P O Box 34, Fairlie 7949**  
**New Zealand**  
**Parish Office, St Columba Church/Hall Complex**  
**Main Street, Fairlie**  
**Ph: +64 (0) 3 685 8389 Fax: + 64 (0) 3 685 8185**  
**Email: [mackenzie.church@xtra.co.nz](mailto:mackenzie.church@xtra.co.nz)**