

# Marriage Services

## at Cashmere Hills Presbyterian Church

Corner of Dyers Pass Road & MacMillan Avenue, Cashmere, Christchurch  
Website: [www.cashmerechurch.org.nz](http://www.cashmerechurch.org.nz)

Minister: Rev David Coster BA, BTh.  
Email: [minister@cashmerechurch.org.nz](mailto:minister@cashmerechurch.org.nz)

Office Administrator: Gail Weaver  
Email: [office@cashmerechurch.org.nz](mailto:office@cashmerechurch.org.nz)

Office: 2 MacMillan Avenue,  
Cashmere, Christchurch 8022  
Phone: (03) 332 7129  
Fax: (03) 332 7130



Planning on getting married? How exciting! If you would like to have your service at Cashmere Hills Presbyterian Church, we would love to have you. The following are some things for you to consider as you begin to plan for the big day:

### Who To Contact

Initial arrangements (date and time) for a wedding at Cashmere Hills Presbyterian Church can be made by contacting the Parish Office (03 332 7129). The office secretary, Gail Weaver, will be able to tell you whether the date and time you have in mind is available. This information can also be checked on the "Weddings" page of the Parish website.

The Parish Office is open Tuesday, Thursday, and Friday mornings.

You then (if you have not already) need to be in touch with the Minister to discuss one of the following options:

1. Normally a wedding will be conducted by the minister of Cashmere Hills Presbyterian Church.
2. Another Presbyterian minister may conduct a wedding in the Church at the request of or with the concurrence of the minister of Cashmere Hills Presbyterian Church.
3. A minister or pastor of one of the churches in good standing with the Presbyterian Church, and to which at least one of the couple belong as active members, may conduct the wedding with the concurrence of the minister of Cashmere Hills

### Presbyterian Church.

In 3 above the following criteria will apply:

- (a) The building is the spiritual home of the congregation of the Cashmere Hills Presbyterian Church, and, as such, should be treated with respect at all times.
- (b) The booking of the Church will provide access to the Church for one hour prior to and one and a half hours after the time the service is to commence. The Church will be opened by the cleaner/caretaker.
- (c) If a rehearsal is required the minister/pastor must negotiate that with the minister of Cashmere Hills Presbyterian Church.
- (d) All fees must be received in the Church Office not less than seven days before the wedding.
- (e) No furniture or decorative elements, or any symbols – especially those relating to the Presbyterian Church – are to be removed, moved, or covered over.
- (f) Sound System—all levels are pre-set and must not be altered in any way. No other items may be fed through the sound system.
- (g) The Power Point system is not available for use except by special negotiation. It would then require an office bearer of Cashmere Hills Presbyterian Church to be present, and this would incur an additional fee.
- (h) The minister or pastor must be a marriage celebrant on the list of celebrants of his/her church. Celebrants on the civil list may not conduct weddings at Cashmere Hills Presbyterian Church. The name and Church of the minister/pastor shall be advised at the time of booking the Church.
  - (i) The service must be a Christian marriage service.
  - (j) The printed Order of Service must state which Church the minister belongs to.
  - (k) You will be required to sign an agreement to these conditions and a bond of \$300 will be required. This is refundable where the Church and its chattels are left in a good and working condition.

## Planning Your Service

Several months before your wedding, the Minister will need to meet with you both, for the first of 2 or 3 discussions. This provides an opportunity to share your understanding of the commitment you are making by way of marriage, to plan the wedding service and discuss your particular needs. A marriage service is a very personal liturgy and it is important that you are fully involved in shaping the service you will have on the day.

## Resources for a Marriage Service

The Minister will be able to provide you with a variety of resources to help shape your service. You may also be aware of options that have been used by others who have been recently married in a Church service.

You also need to give some thought to any hymn you may wish to use in the service. If you are including a hymn (sometimes two) then you should also consider printing an order of service which will include the words of the hymn/s. If you are printing a hymn sheet, you will need to appoint one or two persons to be at the door of the Church handing these to guests as they arrive.

Most services include a reading appropriate for the occasion. The resource kit provided by the Minister will give you some options to consider. You may also like to consider inviting someone to be the reader – a friend or family member you might like to have involved in your service.

## Seating

Cashmere Hills Presbyterian Church seats about 180 people comfortably and therefore for most weddings there is ample room for guests and others who may wish to share this occasion with you.

## Music

By choosing Cashmere Hills Presbyterian Church, you have asked for your wedding to be a Church service. The Church has a fine organ and a grand piano. The Church's organist is available if required and we can put you in direct contact with the organist if you wish to discuss particular details. Other music (such as soloist or instrumentalist while you are signing the marriage register) may also be appropriate. Discuss these options with the minister conducting your wedding.

## Photography & Video Recording

Photography and video recording of your marriage service is permitted—assuming always, of course, that the photographer is using sensible discretion during the service. Remember that you have asked for your marriage service to be a Church service – please respect that.

## Flowers

Every couple being married at Cashmere Hills Presbyterian Church has their own expectations about flowers for the Church. We therefore find that it is better to leave these arrangements as your responsibility. We simply require that, for Saturday weddings, whatever main flower arrangement you have at the front of the Church remain for the following Sunday service. If you wish, at the conclusion of your marriage service you are free to remove whatever other supplementary arrangements you may have had in place.

Vases, pedestals and other items are all available at the Church for your use.

Large white bows are available for the ends of the pews in the Church, or you are welcome to provide your own decorations for the – but be mindful that such decorations tend to narrow the effective space available in the Church aisle. If you are decorating the ends of pews yourselves, a ribbon loop is the most effective means of securing such decoration. The use of drawing pins, map pins etc, is not permitted. BlueTak is not recommended.

## Confetti

We do not prohibit the use of confetti – but (for your own sake) we strongly recommend you encourage your family and friends to use bio-degradable, environmentally friendly alternative items (flower petals, rice etc).

## Marriage Licence

A marriage licence is the legal authority by which the Minister is permitted to marry you. Marriage licences are obtained through the Register of Births, Marriages and Deaths at the Christchurch District Court. The minister requires your Marriage Licence at least ten (10) days prior to your wedding.



## Fees

Use of the Church: For those whose family is not actively involved in the life of the Cashmere Hills Presbyterian Church: \$500

Minister's Fee: When the Minister of the Cashmere Hills Presbyterian is to officiate: \$100. (If another Minister is to take the service, this fee is to be negotiated separately)

Organist (if required): \$60

These fees include the **Booking Fee** of \$50, which is non-refundable, and which must be paid within one month of making your booking. A further fee for opening the Church for your rehearsal may also be required (see below)

The remaining fees are to be paid to the Church Office (2 Macmillan Avenue, Cashmere, Christchurch) at least seven days before the date of the wedding.

## Rehearsals

Rehearsals are not mandatory, although many couples prefer to have a rehearsal of their marriage service. If you intend to have a rehearsal, those arrangements need to be made with the Minister at the time you finalise your marriage liturgy. If you intend your rehearsal to be the evening prior to your wedding we strongly recommend that you plan the rehearsal for no later than late afternoon.

*If the Cashmere Hills Minister is not officiating, and your rehearsal is to take place at a time when there would otherwise be no-one on the premises, a further fee of \$50 is payable so that arrangements can be made to open the buildings and give advice on the use of the equipment.*

There will be a variety of other things on your mind as the evening progresses. Give some prior thought to such things as:-

- How you will be arriving at the Church on the day.
- Will the bride be accompanied?
- Will the bridesmaids or the bride enter the Church first?
- Will the bridal party have their backs to the congregation or be facing them?
- Will the bride be "given away" or are there alternative options to be considered?
- Will each have a wedding ring?
- Who will be holding the wedding rings?

## Service Times

Cashmere Hills Presbyterian Church is a popular venue and has many weddings each year. There may well be a wedding immediately before or after yours on the day you have chosen. With this in mind, we ask that you respect the time you

have booked for your wedding. It is always the Bride's prerogative to be a minute or two late – but please do not stretch that tradition too far! The Minister (and your guests) 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. Much more than that causes unnecessary anxiety for all concerned – and should there be a wedding immediately following yours, puts at risk the time you had booked.

## If you have made a booking

If you have made a booking for your wedding service to be at Cashmere Hills Presbyterian Church, we will have diaried it, and any later requests we have will be fitted around it. Your booking will be our priority. However, in fairness to all, we must ask that if your arrangements alter in any way, you advise the Parish office immediately ((03) 332 7129). Unless you advise us otherwise, you will be responsible for the booking you have made.

## You & Cashmere Hills Presbyterian Church

You have asked for your marriage service to be a Church service at Cashmere Hills Presbyterian Church. We are therefore assuming you feel a strong affinity to Cashmere Hills Presbyterian Church and clearly understand the Christian principles upon which you are founding your relationship in marriage. You will feel more "at home" on the day of your wedding if you have made Cashmere Hills Presbyterian Church your "Church home" in the intervening weeks and months. Sunday services are at 10.00am and we warmly encourage you to become part of the worshipping congregation. It will help move your mind and heart from Cashmere Hills Presbyterian Church being just a "nice building" to being a living, lively community of faith.

## What if we become uncertain about being married?

Marriage is a very real, and hopefully always, long term commitment on the part of two people. It is not unusual for two people to pause and reflect on whether they are really ready and willing to make such a commitment. If that question arises for you face it honestly. It is much easier – much better – to face it honestly now, rather than later. You may want some help to think through your response to the seemingly awkward questions which may be emerging for you – and the Minister will be glad to help, or will be happy to assist you to find the help you may be looking for.

## Looking for a Reception Venue?

The facilities at Cashmere Hills Presbyterian Church were extensively renovated in late 2009, providing an internal link from the Church to the Lounge and upgrading the lounge, toilets and kitchen.

The lounge itself is large enough to seat 90-100 guests formally, with tables, chairs, crockery, and cutlery available for you to use. Attached to the Lounge is a Registered commercial kitchen, which includes both a Chiller and a Fridge, ideal for those wishing to hire in an outside catering company.



If you choose to hire the Lounge for your reception it is available to you from 9.00am to 11.00pm (please leave the premises by midnight), at a cost of \$500. (A refundable bond will also be required.)

Alternatively you may wish to only serve light refreshments (morning or afternoon tea) following your ceremony, in which case you can hire the Lounge for 3 hours for \$125 (plus refundable bond).



Enquire at the Church Office to see whether the venue is available for your reception, or to arrange to look around the facilities.

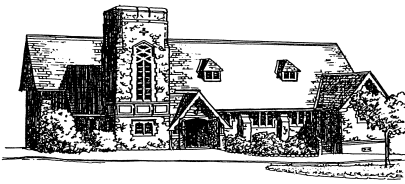
## CHECK LIST

- ❖ **CONTACT THE PARISH OFFICE**
- ❖ **BOOK THE DATE**
- ❖ **CONTACT THE MINISTER**
- ❖ **PLAN THE SERVICE**
- ❖ **FLOWER ARRANGEMENTS**
- ❖ **HYMN SHEET**
- ❖ **SUPPLY THE MARRIAGE LICENCE & FEES**
- ❖ **REHEARSAL**

## Further Information

You may have many other questions as you plan for this important occasion in your life. Further information can be obtained from Cashmere Presbyterian Centre Parish Office, 2 MacMillan Ave, Cashmere, telephone (03) 332 7129, or email [office@cashmerechurch.org.nz](mailto:office@cashmerechurch.org.nz)

We here at Cashmere Hills Presbyterian Church wish you all the best as you plan for this exciting occasion. The blessing of God be with you!



*Cashmere Hills Presbyterian Church  
Cnr. Dyers Pass Road & Macmillan Ave, Cashmere, Christchurch*

**WEDDING BOOKING**

Date.....

Time.....

Name of Bride.....

Address.....

.....

Phone: Home..... Mobile.....

Email:.....

Name of Bridegroom.....

Address.....

.....

Phone: Home..... Mobile.....

Email:.....

Is the Cashmere Hills Presbyterian Church Minister to Officiate? Yes/No

If not,

Name of Minister/Pastor/Priest.....

*(subject to approval by Cashmere Hills Presbyterian Church)*

Address.....

.....

Church.....

Phone.....

Is the Cashmere Hills organist required? Yes/No

Please confirm main flowers will be left for Sunday  
(Saturday weddings only) Yes/No

Do you wish to book the Church lounge?

No     Yes—½ day only     Yes—full day

*For Office use:*

Organist ..... Confirmed

Officiating Minister .....

Cleaner/Caretaker advised

Booking Fee received

Flower Convenor advised

Remaining Fees, total.....

Letter to Minister (if applicable)

Received

Bond paid     Church checked

Amount of Bond to be refunded.....