



## St. Leopold Mandic Catholic Church

22 Fitzgerald Road, Sunshine West, Victoria 3020

Phone: (03) 93637434

Email: [hkcmelbourne@gmail.com](mailto:hkcmelbourne@gmail.com)

Website: [www.cccsuns.com.au](http://www.cccsuns.com.au)

### MARRIAGE REQUIREMENTS AND INFORMATION FOR St LEOPOLD MANDIC CHURCH 22 FITZGERALD RD, SUNSHINE WEST 3020

Parish House                      22 Fitzgerald Rd  
Postal address                    Sunshine West, Vic 3020  
Phone:                                03 9363 7434  
Email:                                [hkcmelbourne@gmail.com](mailto:hkcmelbourne@gmail.com)

Croatian Catholic missions have been created around the world as expression of a spiritual care of the Church for its emigrated members – the congregation. With the time, these centers like ours, St Leopold Mandic will become not only the carriers of the spiritual life of emigrated Croats, but also the centers of cultural and social life. The various prayer and service groups of St Leopold Mandic show this. You are welcome to be part of this, as you share with us your talents and become enriched with the love of God.

#### PREPARATION

Marriage is a sacrament, a serious life-long commitment. It is not merely a matter of arranging the reception, filling in the necessary papers and getting to the Church on time. All couples wishing to be married at St Leopold Mandic are expected to attend a marriage preparation course; details can be obtained by phoning or sending an email.

#### PREVIOUS MARRIAGE

If either partner has been through any form of marriage before, no matter where or when, it is important to make this fact known before making a firm booking.

#### DOCUMENTS REQUIRED

- **Birth Certificate (or extract of entry birth):** Required by law for all persons. In the case of persons born in Victoria this is obtained from the Register of Births. Forms available at Post Offices.
- **Baptism Certificate:** Required in the case of baptized persons. Either the actual certificate of Baptism or a Verification of Baptism Certificate is acceptable. For a Verification contact the Church where the baptism took place. Give full name, date of birth, parent's name (including mother's maiden name and date of baptism if known).

#### A PERMISSION/LETTER OF FREEDOM

**Required for Catholics not living in St Leopold Mandic parish.**

Contact the parish where you are **now residing for your letter of freedom.**



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### WEDDING CEREMONY PREPARATION

The celebration of marriage may take place either within Mass or outside of mass. This is to be discussed with the priest conducting the ceremony as well as the order of service and the various reading and prayers couples can select. Approximately 3-4 months prior to the wedding a celebrant will contact you to arrange a meeting and fill in Government and Church papers. This is when you bring Birth and Baptism Certificates. Please discuss with the Priest any special requirements for the Church- e.g. flowers, decorations or equipment over and above what will normally be provided.



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### PRE MARRIAGE COURSE CERTIFICATE

Please find below the current available courses:

1) MARRIAGE EDUCATION 2022 –2023 Catholic Care

Email: [hkcmelbourne@gmail.com](mailto:hkcmelbourne@gmail.com)

Website: [www.cccsuns.com.au](http://www.cccsuns.com.au)

Contacts: 03 9363 7434

2) RelateWell (Family Relationships Institute)

Email: [relate@relatewell.org.au](mailto:relate@relatewell.org.au)

Website: [www.relatewell.org.au](http://www.relatewell.org.au)

Phone: 03 9354 8854

3) MARRIAGE PREPARATION SEMINARS (Life, Marriage & Family office)

Email: [lmf@cam.org.au](mailto:lmf@cam.org.au)

Phone: 03 9287 5579

### COST OF THE CEREMONY

#### HOW MUCH DOES IT COST TO MARRY AT ST LEOPOLD MANDIC?

There are costs involved with the use of the centers buildings and staff are needed to prepare the Church for a wedding. Lighting, cleaning, maintenance, insurances, provision of sound equipment, staff wages, support of the priests are some of the costs involved.

The Wedding Cost in 2022 & 2023 is **\$1200.00**

**\$600.00** (\$100 non-refundable) deposit paid at the time of booking the Church.

### FINAL PAYMENT TO BE PAID AT LEAST ONE MONTH PRIOR THE WEDDING

Payment through the Parish Office or, if being married by a priest from St Leopold Mandic, handed to the celebrant at the processing of your papers. **Cheques /Australian Money Orders to be made payable to Croatian Catholic Center Sunshine; Credit Card payments can be made electronically by visiting Parish Office.**

### CANCELLATION OF INTENDED MARRIAGES

If a couple have to cancel their wedding, please notify the Parish Office at 03 9363 7434 as soon as possible. Other couples may be anxious to make use of the time you have booked. **You will appreciate that cancellations MUST be made in writing.**

The above information is supplied to help you in your preparations. Please feel free to consult with the priests at any time. We are here to assist you.



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### **PLEASE NOTE**

**The actual street address of the Church itself – if you need it for your wedding invitation is:**

**St Leopold Mandic, Catholic Church**

**22 Fitzgerald Road**

**Sunshine West, Vic 3020**

**All other correspondence to: Croatian Catholic Centre**

**22 Fitzgerald Road**

**Sunshine West, Vic 3020**



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### **CHURCH INFORMATION**

#### **CAR PARKING**

The space at the front of the Church is for Bridal cars only. Please advise guests, musicians and photographers that they should park on the side and behind the Centre Hall.

#### **PHOTOGRAPHS AND VIDEO**

Please ensure that Photography and video taken during the ceremony is not intrusive and respects the sacred nature of the church. The photographer must consult with the celebrant before the ceremony. No drones or aerial photography is permitted inside the church.

#### **FLOWERS**

The Church normally does not facilitate arrangements of flowers.

**Should you wish to have your flowers it is at your own cost and you are welcome to do so.**

#### **BRINGING YOUR OWN MUSIC**

You may bring your own IPOD/ IPHONE device with songs or playlist, as we have a compatible socket. If you have a CD you must bring your own player and connection cord. Any music used must be church appropriate and is normally checked with the priest at the rehearsal or at some time prior to the wedding day.

#### **CONFETTI, RICE PETALS AND BUBBLES**

All types of items which can be thrown or otherwise are forbidden in the Church and inside the Church grounds. Couples are requested to advise their guests to refrain from throwing them inside the Church or on the steps and pathways in front of the Church. Please be mindful that after your wedding mass the church will be used for other masses.

**This ruling is for environmental and safety reasons.**

#### **CHURCH BELLS**

Some Churches do have bells like St Leopold Mandic, however the bells are not operational yet.

Should you wish to have Church Bells sounding you would need to arrange this yourself with your own bells and bell ringers.