#

# Wedding services pack

**The united beneficeS of ASTON CANTLOW,**

 **CLAVERDON, PRESTON BAGOT**

**and WOOTTON WAWEN**

**Congratulations, you are soon to be married…**

Thank you for considering our churches for your wedding service. Whether you are looking for a wedding ceremony, a service of dedication after a civil ceremony or a service of wedding blessing, we can help. All of our buildings are beautiful and suitable for wedding services. We hope that the details contained in this pack will answer most of your questions. We hold a Wedding Preparation morning for couples usually early in the year when we will explain all aspects of your wedding ceremony.

We will also endeavour to cover the following areas of interest:

  Explain the format of the modern marriage service.

  Music is an important part of the service and an organist will be available.

* The fees for the service.

  Banns and the wedding document or schedule.

**‘Yes’, you can marry in Church!**

If you or your fiancé are not UK nationals or either of you has been previously married, please enquire before completing the included forms.

You are strongly advised to read the documents at the back of this booklet before completing and signing the forms where applicable.

Under the Church of England Marriage Act, you can marry at one of our churches if you have a qualifying connection with that church. A qualifying connection means:

(i) Either of you lives in the parish; or

(ii) Is on the church’s electoral roll.

You can also marry in this church if either one of you:

(iii) has at any time lived in the parish for a period of at least six months;

(iv) has regularly gone to normal church services in the parish church for a period of at least six months.

(v) was baptised in the parish;

(vi) was prepared for confirmation in the parish or one of your parents, at any time after they were born,

(a) has lived in the parish for a period of at least six months

(b) has at any time regularly gone to normal church services in the parish church for a period of at least six months; or

(vii) one of your parents or grandparents was married in the parish.

 If you live within our parishes, please print and complete the forms found on pages 8-10 as appropriate.

 If you live outside our parishes and have no qualifying connection with the church of your choice, then you will need to attend your chosen church regularly (at least twice a month) for six months before your banns are read. You will also need to provide us with a copy of your birth certificate and proof of identity and where you are living.

 Please print and complete the forms found on pages 11-18 as appropriate to the Parish Office. If you live outside our parishes, and have a qualifying connection with the parish you wish to marry in, you will need to complete the form on page 14 and provide proof of that connection).

 The forms look more daunting than they really are, but please don’t hesitate to come back to use if you need help or advice, we’re here to help you.

 **We wish you God’s blessing as you organise your service.**

**Types of Service**

For marriage ceremonies, we use the currently licensed Church of England marriage service. The words are poetic and beautiful, having been refined over many hundreds of years.

**Wedding Blessings**

For wedding blessings, we have some flexibility but base our service on the Church of England Thanksgiving for a Marriage service.

<https://www.yourchurchwedding.org/article/wedding-blessings/>

**A Service of Dedication after a Civil Marriage**

For a service of dedication after a civil marriage we base our service on the following Church of England service.

<http://www.churchofengland.org/prayer-worship/worship/texts/pastoral/marriage/civilmarriage.aspx>

**BOOKING THE DATE WITH INTERVIEW AND DEPOSIT**

Once we have received your completed forms with a provisional date, you will be invited to meet with the Priest in Charge, Revd. Alison Hampton and the wedding administrator in person. Here all legal checks of identity and address/s are made. On booking the date a deposit (minimum £100) is requested. Unless there are exceptional circumstances, a refund of the deposit is not usually offered if the wedding is cancelled six months or less before the wedding date. The Priest-in-Charge will be responsible for making the final decision.

**Contact Information**

Our weddings administrator will be pleased to answer your questions.

**The Parish Office**

The Church Centre

Church Road.

Claverdon

Warwick CV35 8PD

Email: churchesofardenoffice@gmail.com

Tel: 01926 840100

**Priest in Charge**

Vacancy

**Banns of Marriage**

Banns are called within 12 weeks of the marriage service on three consecutive Sundays There is still a legal requirement in most circumstances to have Banns of marriage read aloud in both the church where you will marry and your own parish church where you live. Your home parish church will issue you with a certificate after the third reading, this certificate must be handed to us prior to your wedding. It is up to you to arrange the calling of your Banns in your home parish. Your home parish will charge you a fee of £36 for calling the banns and £18 to issue the certificate (reviewed annually). If you both live in the parish in which you are marrying you will only require to have your banns read in that parish.

N.B. You must arrange with your local Vicar for your Banns to be read in the parish(es) where you are currently living. Your Vicar will then issue you a certificate, which should be given us before the wedding ceremony can legally take place. To find or confirm your local parish simply enter your postcode on the following website: [www.achurchnearyou.com](http://www.achurchnearyou.com).

 We do hope you will join us for the reading of your Banns.

**Orders of Service**

An order of service template can be emailed to you and we can also email you the words of the hymns to help you create your perfect Order of Service. If the choir is singing at your wedding please remember to print enough copies of the Order of Service for the choir, usually 12.

**Readings**

It is mandatory to have a reading from the Bible in your service. You will be given some typical bible readings from which to choose a reading, a member of one of your families or a friend may read the bible passage. In addition, you can also choose a non-biblical reading - we have some suggestions or search online. You can also choose one or two prayers to be read by the Vicar during the ceremony.

**Witnesses**

In May 2021 the marriage registers are being replaced by a marriage document or schedule. The document will continue to be signed at the wedding ceremony but this will then be forwarded to the Registry Office and they will produce the certificate/s. You can have up to six witnesses sign the document but we recommend having two people.

**Rehearsal**

The wedding rehearsal usually takes place the evening before the wedding at around 6pm. To confirm your rehearsal date and time please talk to the Vicar taking your wedding. In addition to the bride and groom, it is helpful if the person giving away the bride can attend along with the best man, chief bridesmaid and ushers. Other close family members are also welcome to attend.

**Music for Your Wedding**

Music for your wedding is an essential part of the ceremony, choosing what will be played as the service commences and concludes as well as your choice of hymns is important. You may choose to book our organist and choir, this can be arranged for you by the wedding administrator.

You may like to have a soloist or other musicians; we will be delighted to try and accommodate your choices and will discuss this with you and we will do our best to advise you of the possibilities. Appropriate CD music can also be played on our sound system or CD player depending on the church.

Choosing hymns can also be difficult; the organist and the priest in charge are available to help guide you if needed. Most services have three hymns but as each service is unique we will be happy to discuss your requirements individually. Visit The Church of England website: [www.yourchurchwedding.org](http://www.yourchurchwedding.org) which has music clips of popular wedding hymns to help you choose.

**Photography**

We do allow both still and video photography during wedding ceremonies. In accordance with the Royal College of Church Organists, our organists charge an extra fee if their work is to be recorded.

**N.B.** **We do not permit recordings made in our services to be placed onto the Internet.**

If you have an official photographer, he or she will need to complete and return the photography licence included in this pack. Your photographer must make arrangements to meet a representative of the church at the church before the service to discuss the ceremony. We are happy to achieve the best possible results for your wedding album but we please ask your photographer to observe a degree of sensitivity in the service, particularly during the prayers.

If you plan to have a video made of the service, please discuss this with us prior to booking your videographer as there may be an extra cost involved that will increase your fees because of copyright issues. A separate photography licence may also need to be completed and your photographer will also need to make arrangements to meet a member of the church prior to the service.

**Flowers**

Flowers are welcomed in our buildings throughout the year, including the church season of Lent. During Lent, we do ask that flowers are removed again after the service. If you are having a florist to organise your church flowers, we ask that they contact us to discuss what is possible. Most florists are aware how to decorate a church beautifully without causing any damage to our ancient and listed buildings but we are happy to advise them.

**Choir and Bellringers**

If you would like the choir or bells, these can be arranged by the wedding administrator.

**Confetti**

Confetti is welcomed at all of our churches and should be **bio-degradable** **only**. Guests are welcome to shower the happy couple with confetti **outside** our church buildings and away from the church entrance.

**Church Attendance**

We warmly invite you to join us at Sunday services leading up to the date of your wedding.

If you would like to explore your faith further, we regularly run the ‘Alpha Course’; for more information or to stay in contact after your wedding please contact the Parish Office.

**How much will the service cost?**

The fees due for a wedding ceremony or similar service depend on a number of factors. To estimate the fee for your service, look at the table below which shows the statutory and optional elements. Once you have chosen your options, you can see what your ceremony is likely to cost. The statutory fees change early in the new year.

|  |  |  |
| --- | --- | --- |
| Publication of banns/certificate of banns | 36.00118.001 |  |
| Marriage Service | 531.001 |  |
| Verger | 25.002 |  |
| Organist | 90.003 |  |
| Video fee | 65.503 |  |
| Bells | 120.003 |  |
| Choir | 100.003 |  |
| Heating (3 hours @ £11/hr) | 40.003 |  |
| Clergy Travel (0.45p/mile) 3 |  |  |
| Optional Gift to the church |  |  |
|  | Sub-Total |  |
|  | Less Deposit |  |
|  | Balance to pay |  |

An invoice will be sent to you approximately six weeks before the wedding, and final fees are payable four weeks before the wedding and may be made by cheque or bank transfer. Our preferred method of payment is bank transfer.

1 Statutory fees set by the Church of England or the Registrar General. Reviewed annually.

2 Whilst these costs are legally optional, we consider it vital to the smooth running of the service

3 These costs are optional. The addition of clergy travel only arises if we are unable to provide clergy on your chosen day. In that circumstance, other local clergy may be asked to officiate thereby incurring additional fees.

The maintenance of our churches is a heavy financial burden on our small congregations. A large part of the fee charged is not kept by the local church. If you wish to make an additional gift to the church, it would be greatly appreciated.

**Fees for a service of wedding blessing are bespoke to each service and depend on the complexity.**

**The Marriage Service - Order of Service**

To aid those printing their own order of service sheets, please find the order we will use below.

Entry of the bride

Introduction and welcome

Hymn

Bible readings and poems

Talk

Marriage ceremony (declaration, vows, giving and receiving of rings

Signing of the marriage document or marriage schedule

Prayers

Hymns

Exit

**The Lord’s Prayer**

Those printing their own order of service may wish to incorporate the words of the Lord’s prayer, as follows:

**Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power and the glory,
for ever and ever.
Amen.**

Please now go on to complete the following forms:

**✂**

**Churches of Arden – Wedding Information**

|  |  |
| --- | --- |
| **Names:** |  |
| **Priest taking service:** |  |
| **Church:** |  |
| **Date of Wedding:** |  | **Time:** |  |

Please complete as much of the information below as possible and return the form to us.

|  |  |
| --- | --- |
| **Number of Guests:** |   |
| **Bride Presented by:** |   |
| **Best Man:** |   |
| **Name of Chief Bridesmaid:** |   | **Number of** **Bridesmaids:** |   |
| **Entry Music:** | E.g. Bridal Chorus (Wagner) |
| **1st Hymn:** |   |
| **Rings:** | One or Two |
| **Bible Reading:** |   | **Read by:** |   |
| **Another Reading:** |   | **Read by:** |   |
| **2nd Hymn:** |   |
| **Prayer Choice No.:** |   |
| **3rd Hymn:** |   |
| **Music during** **Registration:** | *If unsure our organist will play a suitable piece.* |
| **Exit Music:** | e.g. Wedding March (Mendelssohn) |
| **Additional Options:** (see Fees for costs) |
| **Organist:** | Yes/No | **Bellringers:** | Yes/No |
| **Choir:** | Yes/No | **Heating:** | Yes/No |
| **Verger:** | Yes | **Professional Videographer** | Yes/No |

**Any other information:**



Diocese of Coventry

**Limited Licence to Conduct Professional Photo/ Videography**

**In the Church buildings and curtilage:**

*(Vacancy), Vicar.*

……………………………………………………………………. Name of Church

You are hereby granted a limited licence to conduct professional photography and/or videography work in the aforementioned church buildings and their associated curtilages on

Date

Between the hours of

Your licence is granted subject to the following to the following terms:

I, the undersigned, understand that the church buildings and their associated curtilages are private property. Failure to obtain this licence or to comply with its terms will result in my being denied access to and/or removed from the property. If a marriage ceremony is in process, it may be halted whilst this occurs and I will/may be liable for any costs incurred.

I understand that failure to comply with this licence may lead to the Vicar refusing to grant future licences.

I understand that it is an offence in law to disrupt Divine Worship in a Church of England Church building and/or a legal marriage ceremony without just cause.

I agree:

* to abide immediately with all instruction given by church officials;
* only carry out photo / videography in designated areas;
* to stay within designated areas whilst the service is in progress; and
* meet with a church official, at the church building, no later than one calendar week before the ceremony.

………………………………………………………………………………..

 Signed

……………………………………………………………………………….

 (please print name in capitals)

………………………………………………………………………………

 Dated

SCHEDULE I

**Name(s) and address(es) of photographers/videographers and assistants:**

|  |  |  |
| --- | --- | --- |
|  | Name | Address |
| Company/Trading Name: |  |  |
| Principal/Proprietor |  |  |
| Additional authorised persons: |  |  |
|  |  |
|  |  |
|  |  |

THE INFORMATION ON PAGES 9 AND 10 IS NOT REQUIRED WHEN BOOKING YOUR WEDDING.

 **CHURCH OF ENGLAND MARRIAGE MEASURE 2008**

**Form for completion by a person who wishes to marry in the parish by virtue of a Qualifying Connection with the parish**

*A Warm Welcome - We are delighted that you wish to marry here.*

The Minister of the parish, whose name and address are set out below, is under a legal duty to be satisfied that you can lawfully marry in the parish before the marriage can take place or a firm date and time can be fixed for it. To make this process as quick and simple as possible, whichever of you claims to have a connection with the parish is asked to complete this form and return it to the Minister.

**PLEASE BEGIN BY READING THE FOLLOWING NOTES**:

Please complete all four parts (A, B, C and D. In Part D, please complete sections 1 and 2 and the question(s) in section 3 which apply to you.

Before completing the form, and in particular Part D, you may well find it helpful to read the material on the Church of England Marriage Measure 2008 on the Church of England web site at www.cofe.anglican.org including the House of Bishops’ guidance on the Measure, if you do not have access to the internet the parish will be pleased to send you a copy of an explanatory leaflet and the House of Bishops’ guidance.

If you are not certain about how to complete any part of the form, please contact the parish for advice.

If

• either of you has been married previously, and your former husband or wife is still alive; or

• either of you is not a UK national;

please alert the Minister to that as soon as possible, even before submitting the completed form, so that the special issues which arise can be considered without delay.

The Minister is the person responsible for complying with the Data Protection Act 1998 (the data controller) in relation to the personal information you provide on and with this form. The Minister will use that information to establish whether you can lawfully be married in the parish. When the Minister has considered the completed form, it is possible that the Minister may still need to ask you for some further documents or other information, or may need to ask someone holding an official position in the parish for further information in support of your connection with the parish. If any special issue arises in your case it is also possible that the Minister may need to ask for advice on it from the diocesan legal adviser. However, if any of these becomes necessary, the Minister will see that you are kept fully informed. The Minister will share the information you have given only with those people who need to see it in order to provide the further information or advice described above.

**✂**

**PART A – REQUEST TO MARRY IN PARISH**

*Person completing form– please insert full names of yourself and your fiancé(e)*

I, ....................................................., wish to be married to ....................................................... according to the rites of the Church of England in the Parish of …………………………..……, by virtue of my having a qualifying connection with the parish under the Church of England (Marriage Measure) 2008.

I confirm that the information and answers given in and supplied with this form are correct to the best of my knowledge and belief. I agree that the information may be used for the purposes described in note 5 above.

Signed ......................................................

Date .............................................

**PART B – THE PROPOSED MARRIAGE**

My fiancé(e) and I wish to be married in the following church /place of worship in the parish of…………………………………………………………………………………

Our preferred date and time for the marriage would be \*

.........................................

...........................................................................

\* Please see introductory paragraph on page 13

**✂**

**PART C - GENERAL INFORMATION ABOUT YOURSELF AND YOUR FIANCÉ(E)**

*(Please complete in block capitals)*

**BRIDE**

|  |  |
| --- | --- |
| Full name |  |
| Present home address |  |
| Date of Birth: |  |
| Nationality |  |
| Occupation |  |
| Telephone number (daytime) |  |
| Telephone number (evening) |  |
| Mobile telephone number |  |
| E-mail address |  |
| Proof of identity |  |
| Father’s full name and occupation |  |

**✂ BRIDEGROOM**

|  |  |
| --- | --- |
| Full name |  |
| Present home address |  |
| Date of Birth: |  |
| Nationality |  |
| Occupation |  |
| Telephone number (daytime) |  |
| Telephone number (evening) |  |
| Mobile telephone number |  |
| E-mail address |  |
| Proof of Identity |  |
| Father’s full name and occupation |  |

|  |  |
| --- | --- |
| Have either of your previously been married? | Yes/No |
| If yes,  |  |
| (a) When did the marriage end?  *(Give date)* |  |
| (b) How did it end? *e.g. divorce, death* |  |
| (c) Is the other spouse still alive? |  |

**✂**

*Note: The law also forbids a person who has entered into a civil partnership to enter into a marriage while the civil partnership is still subsisting.*

Are you and your fiancé(e) related or connected by marriage? Yes/No

*If your answer is yes to this question, please give details*

**✂**

**PART D – YOUR QUALIFYING CONNECTION WITH THE PARISH**

*Please complete sections 1 and 2 and whichever questions(s) in section 3 apply*

SECTION 1 *Please tick relevant statement(s)*

I wish to rely on a connection with the parish by virtue of **one or more** of the following:

|  |  |
| --- | --- |
|  | 🗹 |
| • I was baptised in the parish (by a Church of England service/form of baptism) |   |
| • I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish |  |
| • My parent or grandparent was married in the parish by a Church of England service |  |
| • I have had my usual place of residence in the parish for at least 6 months 1 |  |
| • My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime. 1 |  |
| • I have habitually attended public worship at Church of England services in the parish for at least 6 months. 2 |  |
| • My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime. 2 |  |

1  This can apply whether or not you or your parent(s) are still resident in the parish

2 This can apply whether or not you or your parent(s) are still attending worship in the parish

Note: In the Church of England Marriage Measure a parent means:

* parent of either a legitimate or an illegitimate child; or
* an adoptive parent (This requires legal adoption); or
* a person ”who has undertaken the care and upbringing” of another person.

For a grandparent, one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.

**✂**

**SECTION 2**

Does any of the information on which you are relying to show your connection with the parish:

|  |  |
| --- | --- |
| • give a name for you which is different from the one you have used on this form; or | Yes/No |
| • give the surname for any parent or grandparent of yours which is different from your surname as set out on this form? | Yes/No |

If yes, please:

|  |  |
| --- | --- |
| • give the previous/other name(s)  |  |
| • explain how the difference has arisen and |  |
| • if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name) |  |

**PLEASE NOW GO ON TO COMPLETE THE PART(S) OF SECTION 3 WHICH CORRESPOND TO THE STATEMENT(S) YOU HAVE TICKED IN SECTION 1 ABOVE**

**✂**

**SECTION 3**

*Please answer the questions which relate to the connection(s) you have ticked in section 1.*

*Please give exact dates, places, names etc. if possible – if not, please give as much information as you can*

*As regards what documentary or other information will be needed, please see the paragraphs in the House of Bishops’ guidance on the Church of England Marriage Measure (see page 13) which deal with the relevant connection with the parish. The documents you supply will be returned to you.*

*Please complete your answer on a separate piece of paper if necessary and submit it with the form.*

**My Connection is that I was baptised in the parish (by a Church of England service/form of baptism)**

|  |  |
| --- | --- |
| When were you baptised? |  |
| Where were you baptised?  |  |
| What documentary or other information do you have for this? *(Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form)* |  |

**My connection is that I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish**

|  |  |
| --- | --- |
| When were you confirmed? |  |
| Where were you confirmed? |  |
| Who prepared you for confirmation? |  |
| In which register is your confirmation recorded? |  |
| What documentary or other information do you have as regards the registration of your confirmation? *(Please submit any copy of an entry in the confirmation register, certificate etc. or other documents with this form)* |  |

**✂**

**My connection is that my parent or grandparent was married in the parish by a Church of England service**

|  |  |
| --- | --- |
| When and where did the marriage take place? |  |
| Please give names of the parties to the marriage, and state how the relevant party/parties are related to you |  |
| What documentary or other information do you have for this? *(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)* |  |

**My connection is that I have had my usual place of residence in the parish for at least 6 months -** *This can apply whether or not you are still resident in the parish*

Please give:

|  |  |
| --- | --- |
| Each address at which you have been resident in the parish, and |  |
| The dates between which that address was/has been your usual place of residence |  |
| What documentary or other information do you have for the above? *(Please submit the documents with this form)* |  |

**My connection is that my parent has had his/her usual place of residence in the parish for at least 6 months during my lifetime - *This can apply whether or not your parent(s) is/are still resident in the parish***

Please give:

|  |  |
| --- | --- |
| Each address at which a parent of yours has been resident in the parish; |  |
| The name(s) of the parent(s) resident there; and  |  |
| The dates between which that address is/was his/her/their usual place of residence |  |
| What documentary or other information do you have for the above? *(Please submit the documents with this form)* |  |

**✂**

**My connection is that I have habitually attended public worship at Church of England services in the parish for at least 6 months - *This can apply whether or not you are still attending worship in the parish***

|  |  |
| --- | --- |
| When did you begin to attend public worship habitually in the parish? |  |
| If you no longer do so, when did you cease to do so? |  |
| *Please state:* |  |
| Where you worshipped in the parish during this period; |  |
| How often/on what occasions; and |  |
| What types of services you attended |  |
| What documentary or other information do you have for the above? *(Please submit the documents with this form)* |  |

**My connection is that my parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime - *This can apply whether or not your parent(s) is/are still attending worship in the parish***

|  |  |
| --- | --- |
| When did your parent(s) begin to attend public worship habitually n the parish? |  |
| If that is no longer the case, when did it cease? |  |
| Please give his/her/their name(s) and his/her/their address(es) over that period |  |
| Please state: |  |
| Where he/she/they worshipped in the parish during that period |  |
| How often/on what occasions; and |  |
| At what types of service s? |  |
| What documentary or other information do you have for the above? *(Please submit the documents with this form)* |  |