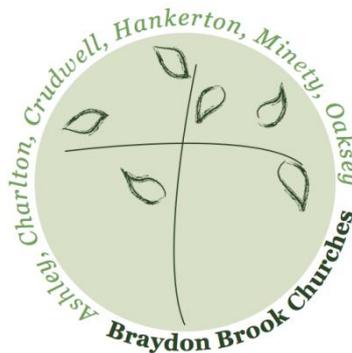


Braydon Brook  
Churches  
*Ashley, Charlton, Crudwell,  
Hankerton, Minety  
and Oaksey*

INFORMATION AND ADVICE  
FOR PREPARING FOR  
CHRISTIAN MARRIAGE.



# Getting married in Braydon Brook

Thank-you for your enquiry about the conducting of a service of Christian marriage at a church within Braydon Brook. I am pleased to provide the following for your information:

## Getting married: The legal bits

This explains the legal requirements in regard of a marriage in an Anglican church. It is especially important that this sheet be read thoroughly by couples that live outside the ecclesiastical parishes of Braydon Brook.

## Getting Married in Braydon Brook

In this section, you'll find some general information about the churches. Also included are details about how much the marriage will cost and the policy of the Parochial Church Councils about minor matters such as filming the service, confetti, photographs etc.

## Information for couples where one or both partners have been previously married

This contains information about the position of the House of Bishops in regard of the remarriage of divorcees and a statement of the Minister's practice in this matter.

## Preparing for our Christian Marriage

Being married in Church is a statement of faith in which vows are said before God. These prayers aim to help your spiritual preparations.

## Planning an Order of Service, Readings and Hymns, Websites

Further information which may be useful as you plan your wedding.

## Checklist

A checklist to keep track of what you need to do and when.

**Please read all of the information carefully. If you wish to go ahead and make a booking, or have any questions at all, please contact the administrator. You will need to complete Banns Application Forms (available from the office) to confirm a booking.**

**Having a booking does not guarantee that your wedding can go ahead – all the legal requirements must be met.**

**The Banns of Marriage Application Forms** are included as separate files, **please complete and send them both to the office**. They give all the details necessary to enable Banns to be called in church. The information given is also used to complete the Register of Marriage and the Wedding Certificate.

**It is extremely important that these forms are completed clearly and accurately with attention being given to the spelling of fore and surnames, especially where these may be unusual in some way. For example: Lisa and Liza, Philip and Phillip etc. Mistakes are not easily put right and corrections at a later date may incur considerable cost.**

# Contact details

In the first instance please contact:

Mrs Lorraine Mackie  
The Deanery Office  
The Old Squash Court  
Holloway  
Malmesbury  
Wiltshire  
SN16 9BA

Tel: 01666 825019

E-mail: [admin@deanery.org.uk](mailto:admin@deanery.org.uk)

## Other useful numbers

Chippenham Register Office  
Registrar: Mrs. M. Allen. Tel 01249 654361

Surrogates who can Swear a License:  
Revd. Judith Ashby 01666 750300

Registrar of the Diocese:  
Mr Tim Berry LLB  
Harris & Harris  
14 Market Place,  
Wells,  
Somerset  
tel: 01749 674747

# Getting married: The legal bits

For a marriage to be conducted following the rites of the Church of England one of the following routes is required.

## The Calling of Banns.

To qualify to marry by banns in a given parish, by law certain conditions have to be met. Any person who **resides** within the boundaries of the parish, is on the Electoral Roll of the parish or can demonstrate a qualifying connection with the parish may be married after the calling of Banns. Banns are called on three Sundays before the date of the wedding within three months of it taking place.

“Resides” is defined as living at a residence that is ‘sufficiently permanent’. A correspondence or ‘suitcase’ address is **not** sufficient. Secular and ecclesiastical law is different on this point. For an Anglican service one or other of the couple must reside in the parish for a **minimum of 15 consecutive days** which must include the three Sundays on which the Banns are called.

Those who seek to marry by virtue of a qualifying connection with the parish need not reside in the parish. The qualifying connections are listed on part 2 of the Banns of Marriage Application Form.

Banns need to be called in each parish where a member of the couple resides in addition to the parish where the wedding is taking place. This means banns need to be called in one, two or three parishes. So, banns must be called in:

- One parish if the couple both live in the parish where the wedding is taking place.
- Two parishes if the couple both live in the same parish but that is not where the wedding is taking place; or if one member of the couple lives in the parish where the wedding is taking place but the other lives in a different parish.
- Three parishes if both members of the couple live in different parishes outside the parish where the wedding is taking place.

Only one member of the couple needs to satisfy one of these conditions.

The three Sundays do not have to be consecutive.

To say one is staying somewhere and then not to do so is perjury under the law and would make the marriage irregular.

Qualifying connections are set out in law and ministers do not have any flexibility in this matter.

Couples must arrange to have banns called in the parish(es) where they live and obtain certificates. To do so, contact the Anglican Priest in the parish(es) concerned at least three months before the wedding.

### **The Common Licence.**

This licence is granted by the Bishop and dispenses with the requirement for the calling of Banns. The Diocesan Registrar grants the Common Licence on the Bishop's behalf. To obtain a licence a Legal Oath must be sworn before the Registrar or his Surrogate.

One or both of the applicants must have resided in the parish for fifteen days prior to the swearing. The License is usually granted when one of the couple is a foreign national.

### **The Special Licence (also called the Archbishop's Licence)**

Anyone may apply to the to the Archbishop of Canterbury's Faculty Office in Westminster for a Special Licence. There is a fee for the Licence that is refundable if the Archbishop declines to grant the License.

The introduction of "qualifying connections" means there are now fewer occasions where Archbishop's Licences would be granted

The License is granted entirely at the discretion of the Archbishop and his jurisdiction is used sparingly. 'Good cause' must be demonstrated as to a why a more normal preliminary to Anglican marriage cannot be used.

### **A Superintendent Registrar's Certificate**

A Certificate may be obtained from the local Register Office in Chippenham. The License is only granted in instances where the normal procedures cannot be met. If granted, the requirement for the calling of Banns is suspended. There is no duty on a Minister to marry a couple on this basis.

e.g. a partner is suffering from a terminal illness or is imprisoned.

### **Special Cases**

A special case may be when one or other of the couple is a foreign national.

Contact the Office for further advice.

*At the wedding service the officiating Minister also acts in the role of Registrar.*

*The Ministry Team of Braydon Brook contains both male and female ministers. Only couples who can fully accept the ministry of both men and women ministers should consider being married in the Group.*

*When a wedding service is booked this confirms the use of the building only, not the services of any individual minister. This is particularly important in view of the statement above.*

# Getting Married in Braydon Brook

Braydon Brook Churches are part of the Church of England (or the Anglican Church). They welcome Christians from all denominations and see themselves as part of the wider Church in the local Deanery, Diocese and worldwide Anglican Communion.

All the church buildings in Braydon Brook are Grade One listed: they are architecturally very fine, with much to commend them. Most importantly, they remain living places of worship. Couples should be aware of this heritage and of those who worship there today. They are much more than just a 'venue'.

Worship takes place across the area on Sundays every week and at other times during the year. Details of services can be found in the porches, external notice boards, in village magazines, the Braydon Brook Churches' Newsletter, or by contacting the office.

By tradition, weddings most commonly take place on Saturdays but the ministers are happy to discuss the availability of other days during the week, with the exception of Sundays due to the number of services held in churches across the area.

## The Marriage

The form of service used is authorised in 'Common Worship: The Pastoral Services'. Couples who refer to the 'old service' usually mean the service from the 1928 version of the Book of Common Prayer. If you think you might wish to use this service or include Holy Communion, please discuss it with a Minister.

The Minister is happy for authorised ministers from denominations who are a part of "Churches Together in England" to share in the officiating at the service.

By 'tradition' the bride is a few minutes late. However, please be aware that the minister may be taking another wedding or other service that day and need to travel to another Church in the area or elsewhere, so, **if the bride arrives later than 5 minutes after the advertised time of the service, the Minister reserves the right to shorten the service, including cutting hymns, readings and other non-essential additions.**

## Fees for 2018

A **£100 deposit** secures the booking and *all fees must* be paid at least four weeks in advance of the date of the wedding.

	£
Publication of Banns for Marriage	29.00
Marriage Service + Marriage Certificate***	445.00
Verger Fee (Except Ashley)	50.00*

### Optional items

Heating <i>recommended October – May</i> Ashley, Charlton, Hankerton, Minety Oaksey & Crudwell	25.00 50.00
Permission to Video	60.00
Bells: Charlton & Minety 90.00. Oaksey 120.00	
Bells: Crudwell 100.00	
Organist: Depending on Organist, from	60.00
Certificate of Banns (if required**)	14.00

\* £100 for Oaksey

**Cheques should be made payable to 'Braydon Brook Fees Account'**

Fees payable relate to the year in which the wedding takes place, rather than when the wedding was booked. Please contact the Rectory Office during the calendar year of your wedding to find out what the fees will be.

\*\*A certificate is only required for banns called in another parish (see "The Calling of Banns" under "Getting Married: The Legal Bits"). The publication and certificate fee is payable to the other parish.

**Local Contacts:** They can, for example, liaise between the couple, flower arrangers and bell ringers, depending on the couple's requirements, to help things run smoothly.

For **Minety**: Lorna Best can be contacted on 01666 860754

For **Oaksey**: Nick Mangnall can be contacted on 01666 577982

**Flowers:** There are often displays of flowers throughout the year in Church, apart from during the season of lent. If you wish to add extra for the day of the wedding this is possible on receipt of a contribution to cover the additional cost. Professional florists are welcome to place displays in the Church prior to the wedding. All couples **must** contact the person responsible for the flowers in the particular Church **at least 3 months before the Wedding**, or as soon as possible if the Wedding has been booked late. The contacts are:

Ashley : Mrs. Shane Hoskins 01666 577219  
Charlton : Mrs. Joyce Smith 01666 822490  
Crudwell : Mrs. Helen Carter 01666 577375 or Judy Clark on 01666 577225  
Hankerton : Mrs. Valerie Durnford 01666 577723  
Minety : Mrs. Lorna Best 01666 860754  
Oaksey : Mrs. Catherine Woodward 01666 577701

It is required that flowers remain in the Church after the service, **but they must be removed at a later date by whoever has arranged the displays**, especially if flowers were brought in. Please arrange with local organiser.

**Music:** Professional musicians and talented amateurs are welcome to perform at appropriate times during the service. If this is desired please discuss it with the Parish Priest.

We have several talented organists who will play at the service. They are:

Mr. Jonathan Adkins 01666 505692  
Mrs Megan Mills 01666 823840 (usually organist for Charlton)  
Mr Rick Hewitt 01453 520008

Couples should contact one of these people directly to discuss their requirements. **Couples are expected to book the organist directly.** If none of these are available, we can provide contact details for other organists in the area.

If couples wish to use an organist other than one of the above named people, this is not normally a problem, but they should discuss this with the Parish Priest before making the booking.

**Bells:** The Churches at Charlton, Minety, Crudwell and Oaksey have peals of Bells which can be rung by teams of ringers. For Charlton or Oaksey, please contact Mr Christopher Daws 01666 824029, for Crudwell, please contact Mr Richard Gray 01666 823979 and for Minety, please contact Mr John Sheppard 01666 860631. The other churches do not have bells suitable for ringing.

**Rehearsal:** A rehearsal is usually held during the week before the wedding. The Parish Priest encourages anyone with a 'walk-on part' to attend if this is possible. It is especially helpful for very young children to see the building and meet the Parish Priest before the service.

**Confetti:** Couples are asked to inform their guests that confetti should be thrown in the area beyond the gates only and that only confetti that is easily and rapidly biodegradable e.g. dried flower petals should be used.

**Videoing and recording the Service:** It is possible for the wedding service to be videoed as a permanent record of the day. However, there are complications in regard of copyright. Please read the section at the end about the videoing of marriage services and if you are happy to accept it, then sign in the relevant places. If a service is to be videoed, then the camera must be set upon a tripod and remain

on it for the duration of the service. This is to prevent the movement of a cameraman distracting the couple and the congregation from the service.

**Drones:** It is possible for a Drone to be used to take images on your wedding day. There are of course legal procedures that have to be adhered to. The law is that drones with cameras cannot be flown within 50 metres of buildings and people. We would also insist that the drone operator is a qualified professional with their own public liability insurance. **Please read the permit included at the end of this document and if you are happy to accept it, sign in the relevant places and return it to the Office** We would need to receive the permit at least two weeks prior to the date of the wedding.

**Photographs:** Many couples engage the services of a professional photographer to take their pictures. Photographs cannot normally be taken during the service until the signing of the Registers at the end, though the minister is happy to discuss this with the official photographer. As with videoing, this is to prevent people being distracted during the service. If the weather is inclement then the guests and wedding party may remain in the church for their formal photographs.

# Advice for couples where one or both have been previously married

In 1994 the General Synod of the Church of England determined that there were circumstances in which a divorced person may be married in church during the lifetime of a former partner.

The Bishop of Bristol has delegated to Parish priests the decision as to whether or not to conduct a wedding service where one or both of the couple has a partner from a previous relationship who is still alive.

The Ministers, with the support of the Parochial Church Councils, are happy to conduct marriage services in these circumstances within the Code of Practice set down by the Diocese and national church for such matters.

**Where a proposed wedding involves a person who has been previously married the Minister will wish to meet the couple before a final decision is made as to whether to conduct a wedding service.**

He/she will follow a Code of Practice for the interview that aims to explore the nature of the breakdown of the previous relationship, whether the current relationship was a direct cause of the failure of the previous relationship and other related matters. The Code notes: 'The couple should understand the purpose of the interview and it should be made clear to them that attending the interview cannot imply an agreement to conduct a marriage. Both partners should attend the interview and they should be made aware in advance of the searching and personal nature of the issues to be discussed.'

If after the interview it is felt inappropriate for a marriage service to be conducted the option of a Service of Prayer and Dedication following a civil wedding can be explored.

The Ministers are very aware of the sensitive and pastoral nature of this issue. They wish to be positive in their dealing with couples in this situation but would note that they are bound by the Code of Practice that is followed in these circumstances.

A Minister must by law have sight of the Decree Absolute and would like a photocopy of it to be retained in the couple's file.

If you have previously registered a Civil Partnership please contact the Minister for further advice.

# Notice to permit use outside of Church using a Drone Recording Equipment

Parish of (name of church).....

Drone Recording prior to and after a service of Marriage

on (date/time).....

of (names of bride and groom).....

This notice is issued by the Incumbent to give permission for the use of drone recording equipment to be used outside of the church for the purpose of recording the time prior to and after the service subject to the conditions noted in the booklet 'Information and Advice for Preparing for Christian Marriage'.

The attention of the recordist is drawn to the following matters:

1. The law of copyright is complex. It is most important that it is recognized that neither the Incumbent nor the Parochial Church Council has any authority to give copyright permission for the lawful reproduction or recording of any work - literary or musical - which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. The conditions on which a tape of the material specified above may be made with prior application are as follows:
  - No rights in the recording and no copies of it may be transferred or assigned in consideration of money or money's worth, i.e. the rights in the recording and copies may not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
  - No more than three copies of the recording may be made.
  - Neither the recording nor any extract from it may be exhibited in public.
3. The recordist must be covered by Public Liability Insurance and adhere strictly to the terms of the current law regarding buildings and people in the operation of the drone
4. The current law is that drones with cameras cannot be flown within 50 metres of buildings and people. A fee of £40.00 is payable to the Parochial Church Council for the Incumbent's permission to use recording equipment within the cartilage of the church and churchyard .Cheques should be drawn in favour of the PCC of the host church and may be included in a single cheque for the total fees.
5. Any infringement of these rules such as overflying other property, operating in a dangerous manner or within 50 meters of people/buildings will result in the drone operator being immediately required to cease the drone operation.

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Permit for use in (name of church).....  
of Drone Recording Equipment.

Names of couple:.....

Date/time of wedding:.....

I have read the whole of this notice. I accept that the Incumbent has given me permission only to bring Drone recording equipment within the authorised 50 meter area of the church and individuals and use it there, subject to the conditions specified above. I acknowledge that the Incumbent has not given copyright permission or authorized the recording of any material or performance protected by law.

Dated.....Signed.....(Recordist)

This permit should be signed and returned to the office before the marriage service takes place.

# Notice to permit use in Church of Video Recording Equipment

Parish of (Insert name).....

Video Recording of a service of Marriage

on

of

This notice is issued by the incumbent to give permission for recording equipment to be brought into and used inside the church for the purpose of recording the above service subject to the conditions noted in the booklet 'Advice on the preparation for Christian Marriage.'

The attention of the recordist is drawn to the following matter:

6. The law of copyright is complex. It is most important that it is recognized the neither the incumbent not the parochial church council has any authority to give copyright permission for the lawful reproduction or recording of any work- literary or musical- which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
7. Certain 'blanket' arrangements have been made to facilitate the recording in church of the texts of the marriage service. Without prior application having to be made to the copyright owners, permission has been given for the recording either on video tape or audiotape those services listed in The Diocese of Bristol Handbook Section A8 a copy of which is available from the incumbent on request.
8. The conditions on which a tape of the material specified above may be made with prior application are as follows:
  - No rights in the recording and no copies of it may be transferred or assigned in consideration of money or money's worth, i.e. the rights in the recording and copies may not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
  - No more than three copies of the recording may be made.
  - Neither the recording nor any extract from it may be exhibited in public.
9. The copyright owners of the material listed in the Diocesan Handbook charge fees for this permission.
10. These blanket arrangements and the permissions relating to the material specified in paragraph 2 above do not extend to any part of the service other than the text of the authorized service and psalms from the three Psalters. Thus hymns, anthems, additional prayers etc. are not covered by these

permissions and it is your responsibility to obtain permission for any such other copyright material that is included in the service. Copyright subsists in a work at least until the end of the period of 50 years from the end of the calendar year in which the originator (author, composer, etc.) died. Where there is doubt whether material is copyright the publisher will usually be able to assist. This is important where secular popular music on CD or audiotape is performed as part of the marriage service. So far as copyright music and lyrics are concerned detailed advice on aspects of copyright is available from the Mechanical Copyright Protection Society Ltd. Elgar House, 41 Streatham High Road, London SW16 1ER.

11. A fee of £60.00 is payable to the parochial church council for the Incumbent's permission to bring recording equipment inside the church and use it there. Cheques should be drawn in favour of the PCC of the host church and may be included in a single cheque for the total fees.

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Permit to use in (Insert Name).....  
of Video Recording Equipment.

I have read the whole of this notice. I accept that the incumbent has given me permission only to bring video recording equipment inside the church and use it there, subject to the conditions specified above. I acknowledge that the incumbent has not given copyright permission or authorized the recording of any material or performance protected by law.

Dated.....Signed.....(Recordist)

This permit should be signed and returned to the office before the marriage service takes place.

# Preparing for our Christian Marriage

'On the third day there was a wedding in Cana of Galilee, and the mother of Jesus was there. Jesus and his disciples had also been invited to the wedding. When the wine gave out.....'

Read the rest of the story in St. John's Gospel Chapter 2 verses 1 -12 in the New Testament of the Bible of how Jesus attended a wedding and helped the bride's parents when the wine stopped flowing. It was to be the first miracle He performed.

## **A prayer that can be said during the period when the Banns are being called:**

Lord,  
the source of all true love,  
we pray that you will grant us joy of heart,  
seriousness of mind  
and reverence of spirit  
as we prepare to enter the oneness of marriage  
and that we may be strengthened and guided by you,  
through Jesus Christ our Lord.  
Amen

Lord and Saviour Jesus Christ,  
who shared at Nazareth the life of an earthly home:  
reign in our home and give us grace to minister to others.  
Grant that by deed and word  
we may be witnesses to your saving love  
Amen

Gracious Lord,  
bless our parents and families  
that they may grow in love and friendship.  
Grant that, as they witness our vows  
they may find their lives enriched and strengthened  
and their loyalties confirmed;  
in Jesus Christ our lord  
Amen.

'Common Worship: The Pastoral Services' (Adapted) c.The Archbishops Council  
2000s

'Father, we pray for all who are joined in a second marriage. Give them love, perseverance and faith as they try to fill the role of partner and parent. Save them from remorse, jealousy and resentment. Help them to build up a new sense of belonging. May they deal fairly and lovingly with all situations that crop up in everyday life. Give them faith, hope and love and good success in establishing strong family bonds.' The Lion Prayer Collection, ©Lion Publishing 1992

# Preparing for your Marriage

It has been shown that preparation beforehand results in a more stable marriage. Therefore, preparation forms an important part of any marriage taking place in one of the Braydon Brook churches. This normally consists of two sessions with both partners and the minister(s), usually in the three-month period before the wedding.

# Planning an Order of Service

With the development of computers and increased quality of home printers, many couples now decide to produce their own Orders of Service. The information below applies whether you choose that option or decide to have it produced professionally. **Please make sure the minister has seen a copy of your order of service before you have it printed as the marriage service is not in a fixed format and different ministers may do things in a different order.**

Detailed below are the sections of the marriage service:

## Introduction

- Welcome
- First hymn (Insert words)
- Preface to the Marriage Service
- The Declarations
- The Collect
- Reading: (Insert Biblical ref.)
- Sermon
- (Second hymn if three to be included in Service)

## The Marriage

- The Vows
- The Giving of Rings
- The Proclamation
- The Blessing of the Marriage
- Second/third hymn (Insert words)
- Prayers
- The Dismissal
- Registration of the Marriage

The list above shows all the elements of the service and the Order of Service is designed to guide the congregation through the service. You don't have to include every element in the list, but if you do, then that's the order they come in. As a minimum, you need to include the words of the hymns, as the congregation need to sing them. Beyond that, it's up to you as the minister will guide everyone through the service. An example might be:

Entrance Music  
Welcome and Introduction  
Hymn  
The Declarations  
The Collect  
Reading  
Sermon (or The Address)  
Hymn  
The Marriage  
The Blessing of the Marriage  
Hymn  
Prayers  
Registration of the Marriage (or Signing of the Register)  
Exit Music

Secular readings and poems may be inserted at various points as may musical items. In such circumstances discuss this with the minister first.

The titles of the music chosen for the Entry of the Bride and the Exit of the Bride and Groom may be added before the Introduction and after the Dismissal.

# Readings

There are many popular and exciting readings. Read some of these together and see if what they say seems important to you.

- *God creates women and men to look after the earth*  
[Genesis, Chapter 1, verses 26-28](#)  
<http://bible.oremus.org/?ql=85114832>
- *A love poem between two lovers*  
[Song of Solomon, Chapter 2, verses 10-13; Chapter 8, verses 6-7](#)  
<http://bible.oremus.org/?ql=85117794>
- *Jesus teaches how to live life that brings true happiness*  
[Matthew, Chapter 5, verses 1-10](#)  
<http://bible.oremus.org/?ql=85116886>
- *Jesus teaches about marriage, and welcomes children*  
[Mark, Chapter 10, verses 6-9 and 13-16](#)  
<http://bible.oremus.org/?ql=85117921>
- *What happens when Jesus attends a wedding reception*  
[John, Chapter 2, verses 1-11](#)  
<http://bible.oremus.org/?ql=85117518>
- *Love, actually!*  
[1 Corinthians Chapter 13](#)  
<http://bible.oremus.org/?ql=85117610>
- *Committing to each other*  
[Ephesians Chapter 5, verses 21-33](#)  
<http://bible.oremus.org/?ql=85118046>
- *Seeing the good side...*  
[Philippians Chapter 4, verses 4-9](#)  
<http://bible.oremus.org/?ql=85118078>
- *Getting the perfect relationship*  
[Colossians Chapter 3, verses 12-17](#)  
<http://bible.oremus.org/?ql=85118125>
- *Being a good lover!*  
[1 John Chapter 4 verses 7-12](#)  
<http://bible.oremus.org/?ql=85118169>

Your minister will be pleased to help you choose the right readings for your wedding service. The scriptural reading should always be from an authorised version of the Bible.

The Minister is happy to include secular material e.g. a poem, as a part of the service where appropriate. He / she would always wish to see such material before the service.

# Hymns

There are usually two or three hymns during a wedding service. Again, the minister will be happy to help you decide.

The following are popular choices, but in no way are you restricted to these:

- All things bright and beautiful
- Come down O love divine
- Father hear the prayer we offer
- Give me joy in my heart
- Love divine, all loves excelling
- Lead us, heavenly Father, lead us
- Lord of all hopefulness
- Make me a channel of your peace
- Morning has broken
- One more step along the world I go
- O, praise ye the Lord
- Now thank we all our God
- Praise my soul, the king of heaven
- The king of love my shepherd is

## **Processional music**

Many couples choose the traditional "Bridal March" from Lohengrin by Wagner and "Wedding March" by Mendelssohn. However, there is other music that can be chosen, so if you want something different, talk to your organist about this. They will advise on what will sound good on the instrument in church. Some churches allow recorded music to be used; speak to your minister.

# Websites

The Church of England Website ([www.cofe.anglican.org/lifeevents/weddings](http://www.cofe.anglican.org/lifeevents/weddings)) contains a good deal of further information including answers to many common questions as well as the text of the marriage service.

There are a number of wedding websites with suggestions for music and readings that you could choose:

[www.2-in-2-1.co.uk](http://www.2-in-2-1.co.uk)

if you go to the 'Wedding Centre' section of their site you will find lots of suggestions about hymns.

[www.confetti.co.uk](http://www.confetti.co.uk)

This site includes the words and music of the more popular wedding hymns as well as suggestions for readings.

[www.weddingguide.co.uk](http://www.weddingguide.co.uk)

The Information and Advice section has suggestions for readings and music including clips of the more popular processional music to help you make your choice.

[www.weddings.co.uk/info](http://www.weddings.co.uk/info)

This gives some Biblical and other readings for your wedding.

# Checklist

This checklist is designed to help ensure you've done all you need to legally get married in church, as well as other things to help the service go more smoothly. It is not a definitive list – there will, no doubt, be other things you will regard as important or essential (such as a photographer) but things relating directly to the church service, such as organists and orders of service, are covered. If you are in any doubt about anything, please contact the office or the parish priest.

What we've got to do!	When	Done!
Returned Banns of Marriage Application forms* for host church to the office.	ASAP	
Agreed time of service and confirmed booking	ASAP	
If appropriate, photocopied Decree Absolute and returned to office	ASAP	
Agreed a date and time for the rehearsal with the minister	ASAP	
Agreed dates for Preparation sessions with Minister(s)	ASAP	
If appropriate for couples not resident in the parish and without a qualifying connection, attend worship for the necessary 'habitual' period and complete the record sheet for each attendance.	ASAP – the latest time to start is 8 months before the wedding. Must be completed a minimum of two months before the wedding.	
If either member of a couple is not resident in the parish where the wedding is taking place, arranged for banns to be called in their home parish(es).	Minimum of 3 months before the wedding, can be much sooner.	
If either member of a couple is not resident in the parish where the wedding is taking place, obtained banns certificate(s) from home parish(es) to confirm banns have been called. Send to Parish Priest.	ASAP when banns have been called.	
Agreed dates for calling of Banns in host church	Minimum of 3 months before the wedding	
Contacted Churchwarden to discuss arrangements for the day, including number of guests expected	Minimum of 3 months before the wedding	
Booked an organist and discussed arrangements for music, if appropriate (preferably book ASAP as organists can get booked up early)	Minimum of 3 months before the wedding	
Contacted choir master to discuss music, if required	Minimum of 3 months before the wedding	
Contacted tower captain to discuss bell ringing, if required	Minimum of 2 months before the wedding	
Discussed flowers with the local organiser	Minimum of 2 months before the wedding	
Produced draft Order of Service (if appropriate) and had it checked by the Parish Priest. Bear in mind the printer's deadline if not printing yourself.	At least a month before the wedding recommended.	
Paid fees for the marriage, including bells, choir, video permit and organist if appropriate.	Minimum of 4 weeks before the wedding	
If videoing the service, returned the completed permit (including recordist's signature) to the office.	Minimum of 2 weeks before the wedding	
Produced orders of service including sufficient extra copies for, eg, the minister, vergers, choir and organist	At least a week before the wedding recommended	

**\*This checklist is for people getting married by banns, which is the preferred method in most circumstances. If you are intending to get married by licence, please contact the minister for advice on what you need to do.**

**PLEASE READ THIS INFORMATION CAREFULLY**

Please fold this page over to ensure the contents remain confidential.

From October 2008, one way to qualify to marry in a parish is by habitually attending public worship in that parish for a period of at least six months before the banns are called.

‘Habitual’ in this context is defined as being a minimum attendance of once a month.

Banns are called on three Sundays before the wedding, so in practice this means that someone must begin attending the church at least seven months before the date of the wedding to be able to complete six months’ attendance and allow time for the banns to be called. However, it is advised that you begin attending as soon as possible and complete the six months well in advance to guard against any unforeseen circumstances.

There are other qualifying criteria which do not require attendance but rely on another particular connection with the parish. If you are unsure, please discuss this with a minister or the office.

There is no requirement for both members of the couple to attend every time, but **attendance cannot be shared out**– eg John cannot attend 5 times and Jane once – but if John and Jane attended 5 times together, Jane or John could attend on their own the other time. If you are in any doubt, please speak to a minister or contact the office.

To prevent any possible issue or challenge arising, the couple are asked to complete this record of attendance as proof of meeting the legal requirement to enable the Banns to be called and the marriage to take place.

Record of attendance at worship at:

.....

The form must be signed by an Authorised Minister or Church Warden.

Names:

1. ....

2. ....

Date of proposed wedding: .....

Date	Attendees*	Confirmed by	Signed

\*Please enter “both” or the Christian name if only one member of the couple attended.

NB: The habitual worship must begin at least seven months before the date of the proposed wedding and attendance cannot be shared out (please see the note on the left).