

2018

Getting Married in the Parish of Sanderstead



For your notes

Cover photograph used with permission of the Hibberd family.

Wedding booklet redesigned in 2016 by Jackie Worthington in collaboration with
Anne Halliday. Last updated January 2018.

FIRST THINGS FIRST!

In Sanderstead Parish, ALL wedding administrative arrangements and communications for both All Saints' and St Mary's weddings must be directed through the Parish Office located in All Saints' Halls. Although St. Mary's is shortly due to leave the team, please continue to direct all communications through the Parish Office until notified otherwise.

At your first visit we will fill in as many details as possible. We will also need to see proof of residence of one of you in the parish (recent letter or bank statement for instance). The information about names, ages, occupations, etc. is entered in the Marriage Registers. **Since we act as legal Registrar** for your wedding, we must get it exactly right, so please do not fail to tell us of **any mistakes** - however small - if necessary, right up to the wedding day. **Any changes of address or occupation or circumstances MUST be notified.** If you are in any doubt over details (for example, is your father's middle name Stephen or Steven?) please check.

Please note that **any changes to the date and/or time** of a wedding which has been booked can only be made **after agreement with us** - and with the new arrangements confirmed in writing or by arranging an appointment with the Marriage Clerks on a Monday evening. **If all details are not correct the Wedding may not take place**

NB Wedding fees are liable to change each year. Wedding fees are charged at the rate applicable for the year the wedding takes place, regardless of when the booking is taken.

We require from you:

- Qualifying connection's documentation (utility bills or a bank statement)
- Passports to verify British citizenship



A note from the Parish of Sanderstead

We are delighted that you are planning to be married in the Parish of Sanderstead.

There are a number of legal formalities which have to be dealt with, but above all we are concerned to make the service an occasion which is memorable, and which you can enjoy in its full Christian significance.

These days the pressures of life makes marriage a challenging path to tread. At the same time we are seeing increasing levels of dissatisfaction with materialism and individualism. A commitment to marriage, which the marriage service describes as “God’s gift in creation” – is a spiritual bond that can be a means of living healthy and fulfilled lives in the love of God. We trust that your married life together will be long and happy and we believe that, with God’s help and strength it can start off on the best possible footing. To that end, please be aware that we shall be praying for you as you prepare for marriage and that the church in which you are married (and the Church of England wherever you might be living) is there to support you beyond your wedding day into your married life and in your own journey through life.

Please read the enclosed information carefully: we hope that it answers many of your questions! It also sets out how and when we will need to meet you to plan your wedding service details and explain the significance of the different parts of the service to you.

We would also like to invite you to come to any of our 10am services to see the church “at work”, to get a feel of the building when it is in use and meet some of the people who make up the church family.

The Church of England has an EXCELLENT website - yourchurchwedding.org – which contains lots of helpful information on all aspects of getting married in the Church of England.

In the meantime, we trust that all your preparations go smoothly.

CALLING BANNS of MARRIAGE

| | |
|--|---|
| If you both live in the parish | We simply call your banns here, as a result of your visit to us. |
| If only one of you lives in our parish | We call the banns here and <u>YOU must arrange for them to be called in the other's parish church as well.</u> They may only be called in Church of England churches in the three-month period before the wedding. They should be called at least 6 weeks before your wedding. |
| Where both of you live outside the parish | but one or other has the right to be married in one of the four churches in the Parish of Sanderstead by virtue of being on the church's Electoral Roll or has a Qualifying Connection, the <u>BANNS</u> must be called in the places of residence as well as here! |

If, as a non-resident, you change your address and subsequently your parish church after booking a wedding, **you must notify us** and arrange for the banns to be read at the new parish church.

As soon as the banns have been called in the other parish(es) you must collect the Banns Certificate and hand it directly to the Parish Office at least 10 days before the date of the wedding.

If the Banns Certificate is not returned by the date of the wedding it cannot take place.

Banns are called in church on three consecutive Sundays: at the 10 am service at All Saints' for weddings at All Saints; at the 11 am service at St Mary's for weddings at St Mary's. As well as being a legal requirement, your banns readings are special public occasions when people in church hear of your intention to marry. It's an exciting and happy time, so you're welcome to invite your family and friends to hear your banns too, if you'd like.

Your Sanderstead banns will be read on Sundays

| | | |
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NOTE

If there is not enough notice given for the banns to be read before the marriage is due to take place, or if one or both of you are British but do not live in England (or Wales), the Common Licence procedure needs to be used rather than banns.

If one or both of you is a national of a country which is outside the European Economic Area, you will require a Superintendent Registrar's Certificate to marry, rather than have banns read.

USEFUL INFORMATION

Music

We are very happy to help you with the choice of music and hymns for your service – Details of our organists can be found at the back of this booklet.

Flowers

All arrangements for the provision of flowers must be made **Twelve Weeks** prior to your wedding through the Parish Office. If there is more than one wedding on the day we usually pass your contact number to the other couple(s) in case you want to negotiate flower plans: please inform us immediately if you do not want a contact number given to another couple. If your wedding is taking place in the Church Seasons of Advent and Lent, please be aware that it is our custom not to have flowers in church. However, you are welcome to arrange for your own flowers in church, but they **must be removed** at the end of the service.

Photographs/Video

Photographs are restricted in church during the ceremony but may be taken afterwards. Your official photographer may take a timed exposure photograph, without flash, from the back of the church during the ceremony. If you choose to have a video recording of your wedding, please see pp 6 & 7 regarding the special conditions that apply and also the legal aspects of copyright/performing rights and the payment of appropriate fees.

Wedding Fees

Details for 2018 wedding fees are on page 9. An invoice will be sent to you **13 weeks** prior to your wedding.

Preparing for Marriage

As well as all the practical details that need attention we also want to help you to think about the meaning and significance of marriage. We are therefore holding a “*Preparing for Marriage*” day on **Saturday 3rd February 2018**. This is a vital part of getting ready for your wedding and we know that it is very enjoyable, so we very much hope you will come.

The Service

We will hope to confirm with you **Twelve Weeks** before the wedding which of the clergy will be taking your wedding service. You will need to meet them to discuss the particular details of your service and to arrange a time for a rehearsal (usually in the week before the wedding).

Wedding Contact Liaison

15 to 17 weeks before your wedding you will be contacted by a wedding liaison volunteer, who is there to help you with any last minutes questions or queries that you may have concerning the optional extras.

VIDEO RECORDING

Video recording of the wedding service is permitted, as long as the following procedures are followed and points noted. This note is issued by the Team Rector to give permission for recording equipment to be brought into the church to record the service, subject to the following conditions:



- to minimise disruption the whole service should be filmed and not just parts of it
- the equipment should operate without the use of special lighting and cables and be inaudible in use
- at All Saints, the camera should only be situated either at the back of the church under the tower or beside the organ behind the choir stalls. For weddings at St Mary's, please seek advice on the location of the video camera during the service. There should be no movement of the camera from the entry of the bride until she and her husband move to sign the register

Note: if equipment needs a power socket a Portable Appliance Test certificate will be required.

The law of copyright is complex: neither the Team Rector nor the Church Council has any authority to give copyright permission for the reproduction of any work which is protected by copyright. Copyright permission is granted by the copyright holders of the service for recording that, without further permission being sought, provided

- no copies may be sold commercially (except to the couple or parents who commissioned the recording)
- no more than three copies of the recording may be made
- no recording may be exhibited in public.

NB Restrictions only start to apply when you wish to use the recording other than for "private and domestic use" or you do not get the consent of the performer.

continued overleaf

VIDEO RECORDING *continued*

This permission does not extend to the recording of music or hymns. If the service is recorded, whether by a family member or a professional videographer, any live music performances or commercial music performances captured (or dubbed on afterwards in post-production) will require permission. The Limited Manufacture Licence from *PRS for Music* is the best way to obtain this. Visit **prsformusic.com/LM** for details.

Copyright remains with a work until the end of a period of 50 years from the end of the calendar year in which the author and/or composer died. Detailed advice about copyright is available from **prsformusic.com** or at the address below

PRS for Music
2 Pancras Square
London
N1C 4AG

Telephone 020 7580 5544.

Please note: The full video fee is payable with the other fees if this option is selected. If you opt out of having your wedding recorded it is **YOUR RESPONSIBILITY** to ensure that all your guests abide by this decision: this includes using the video function on mobile phones etc.

It is essential that any recordist has read and signed the enclosed declaration (p11), which should be returned to the Parish Office at the same time as fees are paid. These arrangements may seem ponderous but are designed to ensure that you have a dignified and memorable service (with no distractions) that is at the same time recorded for later use - and which works within some very complex laws.

Further information can be found on the enclosed leaflet 'Church Copyright Facts File – Weddings and Funerals' and on the Church of England website <https://www.yourchurchwedding.org/article/filming-a-wedding/>.

ORDER OF SERVICE

You will find set out below a guide for the preparation of an Order of Service. The headings in bold type should appear in the order: the other headings are for your information. Please discuss your service with the clergy who is to marry you **before** you send it to the printer.

If you are not having an order printed, we do ask you to provide a sheet with the text of the hymns printed out.

It is a good idea to appoint ushers to show guests to their seats and to distribute orders of service.

STANDARD ORDER OF SERVICE FOR A MARRIAGE IN THE PARISH OF SANDERSTEAD

Any changes to this order must be negotiated with the officiating clergy, who will advise on whether such changes are possible.

Entrance Music (*give title*)

Words of first hymn

The Marriage

Bible Reading (*give reference*)

Address

Words of second hymn

The Prayers

Words of third hymn (*if required*)

The Blessing

The Signing of the Register

Processional Music (*give title*)

MUSIC

In order to arrange the music for your wedding it is **vital** that you discuss your requirements with the organist before making any final decisions. This is because we may need to check repertoire, or sometimes book an organist to stand in, or to consider other arrangements. In the first instance for All Saints, please contact **Mr. John Jones** (organist), who may refer you to **Mr. Michael Burbidge** (deputy organist); or for a wedding at St. Mary's please contact **Mr. David Thomas**. All contact details may be found on page 14 of this booklet. Once you have decided on your music, please detach and return the Music Form (p.12) at least **14 weeks** before the wedding day.

FEES FOR 2018 WEDDINGS in THE PARISH OF SANDERSTEAD

Prior to your wedding, at

14 weeks Deliver the completed fees form (page 10) to the Parish Office.

13 weeks An invoice, (less your deposit) will be sent to you

12 weeks All fees are payable. NB Any subsequent cancellations after this point in time will still incur the due fees.

Please pay either

- by cheque made payable to **All Saints' PCC**, and sent to Sanderstead Parish Office, All Saints' Hall, Onslow Gardens, Sanderstead, CR2 9AB

or

- by BACS payment transfer to **Sanderstead All Saints' PCC**

Sort Code **55-70-30**

Account no **34786996**

Reference **Groom's Surname**

And then please advise the Parish Office by email the date the remittance is made.

| | | |
|----------|---|-----------------------|
| A | CHURCH FEES (Legal Fees, Wedding Prep Day, Banns & Certificates) | £484.00 |
| B | OPTIONAL EXTRA FEES | |
| | Organist's Fee | £120.00 |
| | Choir Fee | £120.00 |
| | Verger | £30.00 |
| | Pedestal of Flowers | £80.00 |
| | Video recording fee (no organist) OR | £15.00 |
| | Video recording fee (£15) plus | OR |
| | musician's performing rights fee (£60) | £75.00 |
| | Church Heating | £80.00 |
| C | EXTRA CHURCH FLOWERS By arrangement with: Mrs Lynne Davison (All Saints) or Anne Henderson (St Mary's) | Price to be agreed |
| | NB. Couples using their own florist MUST arrange in advance for access to the church prior to the wedding. Access can be arranged via the Parish Office . This will normally be on a Friday morning. | |



FEES FORM 2018

| | | | |
|---|-----|---------------------|---------|
| Wedding date | / / | Wedding time | : am/pm |
| Date 14 weeks' prior to wedding | | / / | |
| Groom's surname (use block capitals) | | | |
| Bride's surname (use block capitals) | | | |

| | | | |
|----------|---|------------------|--------------------------------|
| A | CHURCH FEES | Fee | |
| | <i>(Legal Fees, Wedding Prep Day, Banns & Certificates) NB the £100 Booking Deposit will be deducted from the total due on your invoice</i> | £484 | Yes |
| B | OPTIONAL EXTRAS (See page 9) | Fee | Please circle Yes or No |
| | Organist | £120 | Y or N |
| | Choir | £120 | Y or N |
| | Verger | £30 | Y or N |
| | Pedestal of Flowers | £80 | Y or N |
| | Video recording fee (NO musician) OR | £15 | Y* or N |
| | Video recording fee (£15) plus musician's performing rights fee (£60) | OR £75 | OR Y* or N |
| | Heating the Church | £80 | Y or N |
| C | EXTRA CHURCH FLOWERS (see pages 5 & 9) | | |
| | Fee agreed with Church Florist | £..... | Y or N |

**If yes, also complete the video form on the reverse,*

| | | | |
|------------------------------------|--|--------------|-----|
| Signed By bride or groom | | Dated | / / |
|------------------------------------|--|--------------|-----|

**WHEN COMPLETE, PLEASE RETURN THIS FORM (signed and dated)
TO THE PARISH OFFICE 14 WEEKS BEFORE YOUR WEDDING**



VIDEO FORM



PARISH OF SANDERSTEAD VIDEO RECORDING OF THE MARRIAGE SERVICE

If you choose to OPT OUT of recording your service, YOU must inform your guests that ANY TYPE of RECORDING is FORBIDDEN!

| | | | |
|------------------------|-----|------------------------|---------|
| <i>Date of wedding</i> | / / | <i>Time of wedding</i> | : am/pm |
| <i>Name of couple</i> | | | |

I have read the whole of this notice. I accept that the Team Rector and Churchwardens have given permission only to bring recording equipment into the church and use it there, subject to the conditions specified on pages 6 & 7. I acknowledge that the Team Rector and Churchwardens have not given copyright permission or authorised the recording of any material or performance which may be protected by law.

| | |
|--|-----|
| DATE | / / |
| SIGNED (by one of the couple to be married) | |
| SIGNED (by *Recordist) | |
| *If Professional, state Business Name | |
| *If Family member state 'PRIVATE' | |





MUSIC FORM

PLEASE CONTACT THE ORGANIST TO DISCUSS THE MUSIC FOR YOUR WEDDING: HE WILL BE PLEASED TO HELP YOU

If your wedding is at All Saints, initially contact Mr John Jones (01883 347367), who may refer you to Mr Michael Burbidge (01883 341770). If your wedding is at St Mary's, contact Mr David Thomas (07909 975846). Please note that ALL written communication regarding weddings in the Parish is to be made via Sanderstead Parish Office, All Saints' Church, Onslow Gardens, Sanderstead, South Croydon CR2 9AB.

| | | | |
|--|--|----------------|--|
| NAME OF BRIDEGROOM | | | |
| NAME OF BRIDE | | | |
| DATE OF WEDDING | | TIME | |
| ARE YOU PRINTING AN ORDER OF SERVICE? Answer Yes or No (NB If yes, you need 6 extra copies for organist and clergy) | | | |
| BRIDAL MARCH (at entry of Bride) | | | |
| HYMNS (If sung to more than one popular tune, give choice of tune) | 1 | | |
| | 2 | | |
| | 3 | | |
| DURING THE SIGNING OF THE REGISTERS | Any SPECIAL REQUESTS for music during the signing MUST BE DISCUSSED with the ORGANIST, otherwise he will select a piece to play. | | |
| WEDDING PROCESSION (at end of service) | | | |
| Name of person whom Organist can contact | | Their phone no | |
| Complete and return this form to the Parish Office 14 weeks prior to wedding | | | |



| USEFUL NAMES & TELEPHONE NUMBERS | |
|--|---------------|
| (Team Rector) Canon Martin Greenfield rector@sanderstead-parish.org.uk | 020 8657 1366 |
| Curate Rev'd Jeremy Groombridge Jeremy@sanderstead-parish.org.uk | 020 8686 7795 |
| Rev'd Susan Atkinson-Jones (Team Vicar) susan@sanderstead-parish.org.uk | 020 8657 5505 |
| Rev'd Grant Cohen (Team Vicar) grant@sanderstead-parish.org.uk | 020 8657 1725 |
| Mr John Jones Organist at All Saints johnwjones04@aol.com | 01883 347367 |
| Mr Michael Burbidge Assistant Organist at All Saints mikevburbidge@aol.com | 01883 341770 |
| Mr David Thomas Organist at St Mary's david.thomas096@gmail.com | 07909 975846 |
| Mrs Lynne Davison Contact for Flowers at All Saints lynbriton@blueyonder.co.uk | 020 8407 1565 |
| Anne Henderson Contact for Flowers at St Mary's nhenderson@ndirect.co.uk | |
| Sanderstead Parish Office Onslow Gardens Sanderstead South Croydon CR2 9AB parish.office@sanderstead-parish.org.uk | 020 8657 0665 |
| The parish office is open for general enquiries Monday - Friday between 10:00 am and 12:00 pm. | |
| The Marriage Clerks are available <u>by appointment only</u> in the Parish Office 8:00 - 9:00 pm on Mondays | |

