



Suffolk Heights Benefice

Getting Married

at

All Saints' Church, Chedburgh
All Saints' Church, Chevington,
St Mary's Church, Depden,
St Edmund's Church, Hargrave,
St Mary Magdalene's Church, Hawkedon,
All Saints' Church, Rede.

A Guide for Beginners

22.01.2012

This version supersedes all earlier editions.

Getting married.

WHAT'S IT ALL ABOUT?

“We have good hope that you have well weighed and pondered these things with yourselves long before this time.”

Indeed!

However, you may still find this passage from the Marriage Service in the *Alternative Service Book 1980* thought-provoking, or even surprising:

The Scriptures teach us that marriage is a gift of God in creation and a means of his grace, a holy mystery in which man and woman become one flesh. It is God's purpose that, as husband and wife give themselves to each other in love throughout their lives, they shall be united in that love as Christ is united with his Church.

Marriage is given, that husband and wife may comfort and help each other, living faithfully together in need and in plenty, in sorrow and in joy. It is given, that with delight and tenderness they may know each other in love, and, through the joy of their bodily union, may strengthen the union of their hearts and lives. It is given, that they may have children and be blessed in caring for them and bringing them up in accordance with God's will, to his praise and glory.

In marriage husband and wife belong to one another, and they begin a new life together in the community. It is a way of life that all should honour; and it must not be undertaken carelessly, lightly, or selfishly, but reverently, responsibly, and after serious thought.

This is the way of life, created and hallowed by God, that *N* and *N* are now to begin. They will each give their consent to the other; they will join hands and exchange solemn vows, and in token of this they will give and receive a ring.

Therefore, on this their wedding day we pray with them, that, strengthened and guided by God, they may fulfil his purpose for the whole of their earthly life together.

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WHAT DO WE DO NOW?

IMMEDIATELY, you must do three things:

1. Obtain the name, address and telephone number of the priest who is to conduct the service, and ensure that you are agreed on the church, date and time of the ceremony, and that he has all the details he needs of you both.

If you move, or your telephone number changes, or there are other significant changes, please let the priest know at once. *Changes of address may mean you cannot legally be married in the church you have agreed.*

2. If you are in any of the categories below, you must let the priest who is to conduct the service know *at once*:
 - a. If either of you will be under 18 on the proposed day of marriage,
 - b. If either of you has a spouse still alive from a previous marriage,
 - c. If either of you has ever entered into a civil partnership under the terms of the Civil Partnership Act of 2004,
 - d. If you are related to one another by blood or marriage,
 - e. If one of you is not a British Citizen,
 - f. If neither of you is baptised,
 - g. If neither of you is resident within, or on the (church) electoral roll of, the parish in which you wish to marry.
 - h. If either of you is being coerced into marriage,
 - i. If you have any reason to suppose the legality of your proposed marriage will be challenged, *appropriately or otherwise* - e.g. after banns or at the ceremony itself.

3. Check with the priest whether you can be married after banns, or whether you will need to apply for an Archbishop's licence.

*If you are to be married after banns, you will need to arrange when and where they will be published in the churches of Suffolk Heights Benefice. Establish where else, if anywhere, they need to be read, and arrange their publication with the priest there. Afterwards, obtain a certificate of publication of banns from that church and deliver it to the priest who is to conduct the service. **This process is your responsibility, and should be completed by one month before you are to be married.***

If you will need to be married under Archbishop's licence, then you will need to telephone the Church of England Faculty Office to ask for a form of "Application for a Special Marriage Licence". (Open Monday - Friday 10.00h - 16.00h; telephone number 0207 222 5381). When you have received it, before starting to fill it in, arrange to meet the priest who is to conduct the service, and complete the application with him; answers to some questions are best phrased in accepted ways. The Faculty Office advise that application for a licence should be made "immediately the officiating minister has agreed to solemnize the marriage and not [left] ... to the last moment. Applications may be made up to 18 months in advance".

Note that the granting of a licence is at the absolute discretion of the Archbishop - there is no appeal from his refusal. "Couples should be dissuaded from proceeding with other arrangements until the Faculty Office has indicated that a Licence will be granted".

Note that if a licence is granted, banns are not published.

AT LEAST THREE MONTHS BEFORE YOU ARE DUE TO BE MARRIED, you should arrange to meet the priest to agree on:

1. Which service you wish to use, and where necessary, which options within the service, and whether you would like communion at the same time. (There are currently three marriage services that are legal for Church of England use, and one that may, with the bishop's specific permission, be used for the marriage to a Christian from a different church. The priest who is to conduct the service will advise you about these),
2. For some services, which bible reading(s) you wish to use,
3. Which hymns, if any, you wish to use,
4. Any additional material to be used in the service,
5. Arrangements for producing an Order of Service, if you wish to use one,
6. A date and time for a rehearsal. The rehearsal is important, and should usually take place in the week before your wedding.

At the same meeting, if you wish to have your service audio- or video-recorded, you should obtain an application form from the priest.

Note that if you are planning to record any music during your wedding (or reception), then you must also obtain a *Wedding Video-Recording Licence*. This is the time to apply for this licence. For details, see the section in this booklet on *Photography and audio-video recording*.

Please note that you should ensure that any musicians at your wedding are happy with your choice of music before writing it into an Order of Service.

It is *your* responsibility to ensure that the necessary legal preliminaries to marriage are completed in time. If they are not, you may have to postpone your wedding. Therefore:

AT LEAST ONE MONTH BEFORE YOU ARE DUE TO BE MARRIED:

1. *If you are being married after banns*, ensure that
 - a. your banns have been read three times at the church(es) in Suffolk Heights Benefice
 - b. that you have obtained certificates of publication of banns from any other church at which they should be read, and
 - c. that you have shown any such certificate to the priest who is to conduct the service.

If these preliminaries have not been completed, then **as a matter of urgency**, you should contact the priest who is to conduct the service and explain the problem.

2. *If you are being married under Archbishop's licence*, ensure that you have written notice that it is to be granted, and that you have sworn the affidavit and returned it to the Faculty Office in London. *If you have not*, then **as a matter of urgency**, you should contact the priest who is to conduct the service and tell him.
3. Please contact any musicians to discuss your requests for music at your wedding. Contact details are in the "Music" section of this booklet.

AT LEAST ONE WEEK BEFORE YOU ARE DUE TO BE MARRIED:

1. Decide how many copies of the marriage certificate you will require.
2. Then contact the priest who is to conduct the service to confirm the date and time of the rehearsal, the number of copies of the marriage certificate you will require, and the total payment which will be due. *Also, if you are being married under Archbishop's licence*, ensure that the priest who is to conduct the service has received it.

To avoid complicating the wedding day itself, we ask for payment of all charges in full at the rehearsal.

AT THE REHEARSAL (IN THE WEEK IMMEDIATELY BEFORE YOU ARE TO BE MARRIED):

1. It is helpful if the following people can attend:

- a. The bride and groom,
- b. The best man,
- c. The bridesmaids and page-boys,
- d. The person giving away the bride, (if anyone is),
- e. Anyone who is reading, singing etc in the service.

In addition, parents of the bride and groom are also welcome, as are ushers and people who are to be witnesses on the day.

2. Please also bring:

- a. Your certificate(s) of publication of banns in any other church, if you needed any,
- b. Your Archbishop's licence, if you needed one,
- c. Your completed application form for a licence to record the service, if you are planning to record it,
- d. Your *Wedding Video-Recording Licence*, if you are planning to record any of the service,
- e. A dozen or so Orders of Service, if you will be using them at the wedding itself,
- f. Pen and paper,
- g. Payment as agreed.

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ORDERS OF SERVICE

These are optional, though strongly recommended, and most couples have them. Please discuss the content of any Order of Service with the priest who is to conduct the service, and in any case *before you commit to print*.

You may wish to have your Orders privately printed, but other options may be available. For example, we can usually provide a Rich Text Format file of the Order of Service by e-mail or on a computer floppy disc for you to process yourselves. Some couples like to print their own Orders of Service from such a file, enclosing them in professionally printed covers.

FLOWERS

You are generally welcome to invite friends or florists to decorate the church before the service. In the first instance, you should speak to the priest taking the service about access and other practicalities.

It is a normal courtesy to leave your flowers in church after the service.

However, *for weddings during Lent and Advent*, special arrangements will apply, since normally no flowers are put in church during these solemn seasons. For the dates of Lent and Advent this year, please see the “*Important Dates*” section on page 13 of this booklet. If you are planning to marry in Lent or Advent, please discuss your flowers with the priest who is to conduct the service.

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MUSIC

Music is optional, but can transform a service. We recognise that the choice of music for a wedding is a very personal matter.

All six churches of the Benefice are fortunate in having the services of able organists, and usually, one or other will be able to make himself available to play for your wedding if you wish. Unfortunately, there are no church *choirs*.

Visiting singers and other musicians are generally welcome, either to supplement or replace local musicians, *but only with the consent of the priest taking the service*.

No two weddings are the same, but generally you will need to consider music for:

1. Before the service, while guests are gathering in church,
2. The entrance of the bride or couple,
3. Hymns and psalms,
4. The signing of the registers, and
5. The walk down the aisle at the end of the service.

A large repertoire is available, and your musicians will be happy to discuss it with you and advise. Clergy, too, will be happy to suggest hymns.

Please do talk through your requests with your musicians at least one month before the service and certainly before finally printing or duplicating an Order of Service containing details of music.

BELLS

All Saint's, Chevington and St Mary Magdalene, Hawkedon each have peals of five bells; there are three bells in St Mary, Depden and All Saints', Rede. It may be possible for them to be rung at your wedding. In the first instance, please speak to the priest conducting your marriage for details. At present, the three bells in St Edmund's, Hargrave cannot be rung. There is no peal in All Saints', Chedburgh.

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PHOTOGRAPHY AND AUDIO-VIDEO RECORDING

Please make your guests are aware that it is *not* acceptable to take photographs during the religious service.

However, you are free to photograph outside the church, and, during the signing of the marriage registers, inside. You are also free to photograph inside church before the service, and during and after your walk down the aisle at the end of the service; you may also come back into church after the service for photography. At these times, flash photography is perfectly acceptable. There is no charge.

Exceptionally, audio-video recording of the entire service is permitted by prior arrangement, provided that you and the recordist sign agreements which give detailed guidance of how recordings may be obtained and used. In practice, given a reasonably co-operative recordist, arranging recordings is not usually a problem. A charge may be made by the church if any expenses are incurred.

The Church Councils for the Benefice currently ***also*** require that:

1. No artificial lighting other than that ordinarily provided by the Parochial Church Council be used in the making of the recording,
2. No more than two cameras be used inside the church, and that they be placed in positions to be agreed before the day of the marriage with the priest conducting the service. Neither cameras nor operators shall move around the church during the service.
3. The camera operators shall be dressed as if they were guests at the wedding.
4. ***In addition***, you must comply with the legal requirements concerning copyright. *If you are planning to record any music during your wedding (or reception), you must contact the body which deals with copyright and obtain their Wedding Video-Recording Licence.*

The priest who is conducting the service will expect to see this licence at the wedding rehearsal, and recording will generally not be permitted if the licence is not produced. The body issuing these licences will make a significant charge.

Please remember that copyright requirements are neither imposed by, or variable by, the church, but by law, and that the church does not benefit financially from them. The regulations should be the same wherever music is recorded.

Please ask the priest who is conducting the service for a separate leaflet about Wedding Video-Recording licences, if you were not given one with this booklet.

You should apply for a licence to European Copyright Licensing Ltd, contact details:

European Copyright Licensing Ltd,
PO Box 1339
EASTBOURNE
BN21 1AD

Telephone: 01323 436111
Fax: 01323 436112
E-mail: info@wvrl.co.uk

You may apply for a licence by telephone or online, at www.wvrl.co.uk.

5. Please note that choirs, organists and any other performer being recorded has a 'performer's right' allowing him to charge the recordist a fee for his inclusion on the recording. The Royal School of Church Music produces guidelines on the size of these fees. In some cases they may be substantial.

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CONFETTI, RICE etc

No form of confetti, rice etc may under any circumstances be strewn or thrown inside church.

Outside the building, but within the church grounds, we also prefer you not to use confetti or the like, but if you really must, *only natural, biodegradable materials such as flower petals or rice may be used.*

Please make your guests aware of these restrictions.

Biodegradable confetti, made from delphinium and other flower petals, is available from The Real Flower Petal Confetti Company, Wyke Manor, PERSHORE, WR10 3NZ, (Telephone: 01386 555045, or www.confettidirect.co.uk; e-mail: info@confettidirect.co.uk).

Getting married in Suffolk Heights Benefice in 2012.

IMPORTANT DATES

In 2012, Lent runs from Wednesday 22nd February to Saturday 7th April, and Advent from Sunday 2nd December to Monday 24th December inclusive.

In 2013, Lent runs from Wednesday 13th February to Saturday 30th March, and Advent from Sunday 1st December to Tuesday 24th December inclusive.

WHAT WILL IT COST?

All Church of England churches have some fees imposed by Parliament and other external authorities. These fees are revised (usually upwards) annually, most of them in January. We can do nothing about these fees locally, but we are obliged to collect them and account for them. They should be the same in any Church of England church, though other charges will vary according to local circumstances. Here are two typical **examples - your wedding is unlikely to cost exactly the same as either:**

| | <i>No video-recording or bells; marriage after banns</i> | <i>Video-recording, bells; marriage after Abp's licence</i> | |
|-----------------------|--|---|--------------------------------------|
| | £ | £ | |
| Banns | 22 | - | <i>(Fixed by Parliament)</i> |
| Archbp's Licence | - | 220 | <i>(Fixed nationally)</i> |
| Marriage service | 262 | 262 | <i>(Fixed by Parliament)</i> |
| Organist | 50 | 50 | |
| Facility fee | 65 | 65 | |
| Five bells (£20/rope) | - | 100 | |
| Video Licence, say | - | 40 | <i>(Fixed by licence authority)</i> |
| 2 Marriage certs. | 7 | 7 | <i>(Fixed by registrn authority)</i> |
| TOTAL | 406 | 744 | |

WHEN DO WE NEED TO PAY?

Fees for an Archbishop's licence will need to be paid to the Faculty Office in London as soon as your application is granted, and before the licence is issued, and the fee for the affidavit paid at the time it is sworn.

Church fees, and those for banns and marriage certificates and usually also those for musicians should be paid in full at the wedding rehearsal to the priest conducting the rehearsal. Cash is particularly welcomed; cheques should be made payable to "The PCC, xxx Church, Chedburgh [or Chevington or Depden or Hargrave or Hawkedon or Rede]".

Details of charges for 2012 are as follows:

CHURCH FEES

As in the table on the preceding page. Please remember that apart from the facility fee, most of these charges are set centrally, and the local church has no power to alter them. Although for everyone's convenience, fees for our *regular* organists and ringers are usually collected by us and paid directly to the people concerned, the church does not receive any of these fees. We may ask you to negotiate and settle directly with any other musicians or ringers.

IF THE SERVICE IS VIDEO- OR AUDIO-RECORDED,

you will probably need a Wedding Video-Recording Licence (currently costing between about £10 and £65, depending on your requirements. This Licence fee is not set by the Church, and cannot be varied by it). If, exceptionally, your video-recording puts the church to any expense, we shall expect you to reimburse the parish fully.

HAWKEDON GRASS-CUTTING

In Hawkedon, if the grass around the church is cut primarily for your wedding, we shall expect you to reimburse the parish. The cost is likely to be approximately £70.

BANNS, LICENCES AND CERTIFICATES

A charge of £22 is set by law for publishing banns. If banns are read for a marriage elsewhere, there is an additional charge of £12 (also set by law) for the necessary certificate of publication of banns. Other parishes reading banns for a marriage here should charge the same.

An Archbishop's Special Licence currently costs £220. *No extra charge* is currently made for an affidavit sworn in front of Suffolk Heights Benefice clergy for a couple being married in one of the Benefice churches. Other Commissioners may charge £5.

Copies of the marriage certificate can be provided at the time of registration of the marriage, but we are obliged to charge £3.50 *each* for these. Copies requested later must be charged at a higher rate, currently £9.00 *each*. These fees are prescribed by law, and reviewed by the registration authority annually. **They usually rise on 1st April each year.**

MUSICIANS

It is not essential to have musicians at a wedding, though most couples do ask for an organist. Our *regular* organists' fees for a wedding in Suffolk Heights are currently £50; if they are not available, we will usually be able to find substitutes, but they may ask much more (up to around £200).

Getting married in church ... and then?

When you get married in church here, you carry with you the blessings of the Church and the prayers and good will of the congregations. It is always a pleasure when couples that are to be, or have been, married in church come to meet that church community at one of the services. Please accept our warm invitation to do so. If you have not previously been used to attending church, we will try to make you feel at home without overwhelming you, and, if you wish, someone will sit with you and guide you discretely through the service - just ask on your way in.

If things go wrong ...

At the beginning of married life, it may be difficult to imagine that later on, your life together may become problematic; or the world outside your marriage may throw at you difficulties that can seem insurmountable. Families may be too far away to be able to help when the going gets tough, or, not uncommonly, they are the *cause* of problems. Children, debt, alcohol and domestic violence are other common sources of anxiety.

At such times, there are almost always other people who can give assistance, and it is almost always worth seeking help. *The clergy* are one source of help that may not come to mind at first. Most clergy have a broad experience of life, and are virtually unshockable. They are free, and will try to be impartial and available (and not just to regular church-goers). They will also maintain complete confidentiality if you wish.

If you think they may be able to help, or if you would like someone simply to listen, please do not be shy of asking. If you do not know your local clergy, the noticeboard to be found outside almost every church, or inside the porch, will usually give contact details. British Telecom directory enquiries, (Telephone: 118500), may also be helpful in locating local clergy, or you may find www.achurchnearyou.com or the Church of England website (www.england.anglican.org or www.cofe.anglican.org) helpful starting places.

Getting married

YOUR WEDDING HAS BEEN BOOKED FOR -

TIME:

DATE:

AT: *Church,*
in the Diocese St Edmundsbury and Ipswich

*By Archbishop's Licence / After Banns, to be read
in All Saints' Church, Chevington, at the 09.00h service
and in other churches of the benefice*

at

on:

*1 Sunday,
2 Sunday,
3 Sunday,*

Priest due to conduct the marriage: The Rev'd

Address and telephone number:

In case of problems, in the first instance please get in touch with:

The Churchwarden in your village