

Getting married at  
the Parish Church  
of St Werburgh,  
Spondon.

Your wedding will be one of the most important days of your life and as you're wanting to be married in church then that's really important, we take planning your wedding really seriously. We are always delighted when couples choose to be married at the Parish Church and we work very hard to ensure that the service is unforgettable for all the right reasons and the highlight of the wedding day.

### **Can we get married at St Werburgh's?**

You may be married at the Parish Church when either the bride or bridegroom (or both) live in the Parish of Spondon.

You may also be married at the Parish Church if you satisfy any of the following qualifying connections:

- if this is the parish where you were baptised and/or confirmed
- if you have lived in this parish for 6 months or more, at any time during your lives
- if you have attended worship in this parish for at least 6 months
- if this is the parish where your parents have lived or worshipped (during your lifetime)
- if your parents or grandparents were married in this parish

If either (or both) of you have been married before and divorced this is not a barrier to being married here, it is something that needs to be discussed with the priest who is going to marry you and we will need to see any decree absolute.

Weddings can then be arranged on most Wednesday and Saturday mornings between 10am-11am at church. Before making any other arrangements it is very important that you check to see if your preferred date is possible for us at St. Werburgh's.

**Your date is only secure once we receive a £100 non refundable deposit.**

## **Fees for 2020** *(the legal fees are set nationally and increase annually)*

### **WEDDING SERVICE**

(including certificate and reading of Banns) **£508**

*We ask for a Voluntary contribution to the mission and ministry of St. Werburgh's. (We can reclaim 25% from HMRC if you gift aid this voluntary contribution)* **£130**

**ORGANIST** **£110**

*If you want to use your own organist,* **£50**

**BELLS** **£150**

Extra Certificate **£14**

Service Booklet **£20**

DEPOSIT PAID (date: ) -£100

---

**TOTAL:**

---

### **BLESSING OF MARRIAGE SERVICE**

*We ask for a voluntary contribution to the mission and ministry of St. Werburgh's (We can reclaim 25% from HMRC)* **£130**

**IF YOU NEED BANNS** because you are marrying elsewhere **£44**

A cancellation charge of **£50** is levied if you cancel your wedding within three months of the service.

We do not offer a choir to sing at weddings but we can put you in touch with local semiprofessional choirs if you would like a choir to sing.

There is no extra fee if your wedding is videos

### **FLOWERS**

You may use your own florist. However we are able to provide flowers for your wedding at a very reasonable cost.



## **LEGAL STUFF - ITS REALLY IMPORTANT YOU READ THIS BIT!**

BANNS or SUPERINTENDENT REGISTRAR'S CERTIFICATE or SPECIAL LICENCE

### **BANNS**

Banns are a public announcement of your intention to be married. In the Church of England, Banns must be published three times before the wedding. This is a legal requirement. They are read out on three consecutive Sundays during the three months prior to your wedding date.

**If you reside outside the Parish of Spondon then your banns must be published both here and in the Parish Church where both the bride and groom reside.**

If you are on the electoral roll of this parish because you attend services here regularly, it is still necessary to have your Banns read at your local Parish Church as well as at St. Werburgh's.

**It is your responsibility to arrange for the calling of Banns and it is advisable to contact your parish church at least four months before your wedding in order for them to be called.**

Your banns will be called here on the first three consecutive Sundays of the month before your wedding. i.e. if you are being married in June your banns will be called here on the first three Sundays in May. They do not need to be called on the same Sundays in both/all churches.

We would love to invite you to come to church and hear your Banns read on at least one Sunday. Many couples and their families choose to attend the publication of their Banns of marriage and we look forward to welcoming you for this. At St. Werburgh's they are read at the start of the 10am Parish Mass.

The Banns Certificate: where Banns have been called in another parish, the certificate should be provided in good time before your wedding.

With effect from March 2015 where one or both parties applying to be married is a non-EEA national (to check if you are or not go to: [www.gov.uk/eu-eea](http://www.gov.uk/eu-eea)) you must obtain a Superintendent Registrar's Certificate (SRC) unless you have been granted an Archbishop's special licence.

SRC's can be obtained from a designated Registrar's Office ([www.gov.uk/register-offices](http://www.gov.uk/register-offices)). There is a 28 day waiting period between applying and being granted a licence. An SRC will need to be presented to Fr Julian, the Vicar at least a full working week before your wedding in order for a wedding to proceed. An SRC is valid for a period of 12 months from the date of notice provided by the register office.

All other couples seeking to book a wedding at St Werburgh's will need to provide evidence that they are both UK citizens or EEA nationals by presenting their passports to the church office where copies will be taken and details recorded. When this process has been completed the church can agree that the notice of the marriage can be given by the system of banns. You therefore require a passport in order to be married. If there is any doubt or question relating to this government legislation please come to Parish Office.

## **PLANNING YOUR DAY**

### **PRIEST**

In January of the year you are to be married, it will be decided which member of the parish clergy will conduct your wedding. It is not possible to stipulate which member of the clergy will officiate at your wedding.

It is also possible for you to bring in a visiting priest to help with the service. This is at the discretion of the Vicar.

### **MUSIC**

We are very flexible about music and you can use your own music or have a more traditional wedding.

At a wedding there are five main decisions to be made concerning the music:

- Music before the ceremony as the guests arrive
- Music for the start
- Music during the service e.g. during the signing of the registers
- Hymn(s)
- Music as you leave the church

#### **PRE CEREMONY MUSIC as the guests arrive**

This sets the mood, which is usually quiet, and acts to prepare everyone for the service. The music can be classical, romantic, love songs, religious, or any combination. You may use the CD player attached to the PA system or we can download music to play directly. If you have no preferences then the organist will simply play a traditional selection – most couples choose this option.

**MUSIC BEFORE THE SERVICE** (e.g. during the signing of the registers)

Some couples choose to have a solo singer or choir to provide music for the signing of the registers. Sometimes the bride and groom will ask a friend to sing during the ceremony. If you would like a choir or a soloist, but do not have anyone specific in mind then please contact us and we will advise on booking and fees etc. Most couples choose to have an organ piece.

## HYMNS

Its really important you choose hymns that people will sing. If lots of your guests are used to being in church then you've a wide choice. If your guests are not as used to being in church then its probably best to make some traditional choices. Think about the kinds of hymns people sing at international rugby matches... Guide Me O Thou Great Redeemer for instance or the hymns that get sung at state occasions on the TV.

## FLOWERS

The flowers for weddings at St Werburgh's can be arranged by your own florist or our expert flower arrangers.

If you use your own florist, it is really important they communicate with us regarding what is possible and access, there are often communication problems with practical arrangements and florists.

## BELLS

Bellringers are available to ring at weddings usually at the beginning and end of weddings.

The arrangement covers ringing before and after a service lasting approximately 45 minutes. If your wedding last significantly longer than this you will need to pay an additional fee of £60.

## PHOTOS/VIDEOS

We are very relaxed about photography and have very few restrictions. However, if we're honest there are often difficulties with photographers so ask you to make sure they get in touch in advance of the big day. Likewise videos - we ask that videography is not roaming but remains static - we can advise on the best location for a video camera.

## REHEARSAL

A wedding rehearsal with the priest will be arranged for some time during the week prior to the wedding. You both need to come to the rehearsal and it can be both useful and fun for ushers, bridesmaids, best men etc... however it isn't a party!

## ORDERS OF SERVICE

Many couples like to have a printed service sheet with the order, words to hymns etc. This is not essential, but if you plan to use a service sheet please consult the priest conducting the wedding before it is printed and the person conducting your wedding will need to see a draft before they are printed. We can produce a simple order of service for you if you wish.

## READINGS

The wedding service normally has a Bible reading, which is chosen from a wide range of topics such as love, commitment and the best foundations for living. Some deal more specifically with the love of God and the example Jesus gave us. Your Priest will be able to help you decide on a reading that fits in with your wedding. As well as other Bible readings, she or he may be happy for you to include a suitable non-religious reading. Choices have been as diverse as 'Winnie the Pooh' and 'Tolkien'!

## CONFETTI

Only biodegradable varieties are permitted and it can only be thrown at the end of the drive.

## TIMETABLE FOR THE WEDDING ARRANGEMENTS

### **At least four months before the wedding:**

1. Make contact with the priest conducting your wedding to finalise arrangements.
2. finalise the order of service and arrange a wedding rehearsal date. Confirm bells, music and flowers.

### By one month before your wedding

1. Paid all the costs of the wedding and flowers in full. **If you have not paid in full by one month before the wedding it is AUTOMATICALLY CANCELLED.**

### At least two weeks prior to the wedding:

1. Send the Banns certificate from other churches (where applicable) or if marrying by licence provided the licence to Fr Julian the vicar.

### A few days before the wedding;

1. Meet the priest for a rehearsal as arranged

We recommend the following online resources:

- [www.yourchurchwedding.org/planner](http://www.yourchurchwedding.org/planner)

An official site of the Church of England with an excellent Wedding Planning aid.

- [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 regarding 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 secular reading suggestions for your wedding.