

YOUR WEDDING

We are glad that you have chosen to be married in one of the churches in the parish of Wisley with Pyrford. This booklet is intended to give you information about arrangements for the service and the preparation for it.

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We are sure you will find it helpful to read this booklet at the earliest opportunity.

Please note that details of fees, which are updated each January, will be provided on a separate sheet. Also, the parish florists for each church are given separately.

Marriage Preparation

After you have arranged the date of your wedding with our Wedding Secretary in the Parish Office, you will be given a wedding pack, which will hopefully answer all your queries. In it you will find details of a Marriage Workshop, which we encourage you to pursue. In due course you will be contacted by the member of our clergy who will be performing your ceremony to make a date for a meeting to discuss the arrangements. An important part of this preparation session will focus on helping you to consider the meaning of your marriage and to look at the content of the marriage service rather more deeply than you will probably be able to do on your wedding day.

As a parish, we are concerned that you should have all the support and preparation you need for your married life together. There are many facets to a marriage and this meeting will provide a chance to step back from the business of sorting out the arrangements and reflect on what your wedding day is really all about.

This meeting will normally take place in an evening, and usually lasts for about two hours.

Rehearsal

The wedding rehearsal normally takes place in the week immediately preceding your wedding day. You can arrange a mutually convenient date for the rehearsal during your meeting with the member of clergy who will conduct the ceremony

It is sometimes not possible for everyone involved in the service to be present at the rehearsal. However, it would be helpful if, aside from the bridegroom and bride (whose presence is mandatory!), the following people attend:

best man
bridesmaid(s)
matron(s) of honour
page boy(s)
father of the bride (or whoever is giving the bride away)

You can expect the rehearsal to take about 30 minutes.

Fees (details of which are supplied separately)

Fees are charged for the following:

- the service itself and use of the church
- the organist (including copyright fee)
- the vergers
- publication of Banns
- the Marriage Certificate

The basis for these fees is set by the Church Commissioners; there is usually a small increase on 1st January each year.

Cheques are payable to: The PCC of Wisley with Pyrford.
Payment can be made electronically.

We ask that you make the payment to the Parish Office two to three weeks before the wedding.

Legal Requirements

A wedding is not just a service in church - many legal aspects are involved. It is important that the legal requirements are met in full, **otherwise the wedding cannot take place.**

There are strict laws regarding who may marry in any particular parish. Details are to be found on the Church of England website: <http://www.cofe.anglican.org/> where you will find a 10 page questionnaire under the Marriage Measure section for couples hoping to marry in a specific church.

A marriage can take place either after the issue of a Licence, or more commonly, after the calling of Banns.

The Church of England stipulates that all persons marrying must provide the Parish Office with photographic proof of nationality. Please therefore please e-mail or post photos of either driving licences or passports. Additionally we must have sight of Decree Absolute papers following a divorce. An e-mail version is acceptable. Thank you.

1. Marriage after Banns

Calling Banns involves announcing in church that you intend to marry, and requesting anyone who knows of an impediment to the marriage to declare it (this is extremely rare!).

The law requires that Banns are called on three Sundays in the Church of England parish in which you live. This means that if either of you lives outside this parish, you must arrange for Banns to be called in that parish also. If the two of you live in two different parishes, but worship in ours, then both other parishes must call your Banns. **Don't forget that the same address for each of you must appear on all Banns of Marriage Application forms.**

It is your responsibility to arrange the calling of any Banns outside this parish. Legally, they have to be read within three months of the wedding and we strongly encourage you to make arrangements for this early; in our parish we try to read them at the beginning of this three-month period. Last minute Banns readings, which are not read correctly, can lead to a costly last minute Licence. Most couples try to fix different dates for Banns readings in different parishes so that they can attend to hear them all. When the Banns have been read at another parish, you must obtain a Banns Certificate, and you should send this to our Parish Office at least 3 weeks before the wedding. You can expect to pay a small fee for the reading of Banns.

If the Banns are not called in the parishes where you live, or the certificate is not delivered to the Parish Office, the wedding cannot take place.

In this parish we call the Banns at the 10am service in the Good Shepherd, and the 11.30am service at St. Nicholas' Church. Banns for Wisley weddings are additionally read there at 10am.

2. Marriage by Licence

There are two sorts of Licence. A Common Licence is necessary where Banns would normally be called but for some reason are not possible. For example, if you wish to be married at less than three weeks' notice, or one of you is living abroad or in Scotland. If one of you is not of British nationality, and there is a doubt that a Banns-based

marriage may not be recognised in your own country, then it is recommended that you apply for a Common Licence.

A Common Licence is obtained through a Surrogate Priest, and the Parish Office will be able to assist you in this process.

A Special Licence is required if neither of you can satisfy the Qualifying Connections but there are extenuating factors regarding your wish to be married in our parish. This Licence is obtained in London and is normally granted only for special circumstances. You will have to justify your wish to be married here to the Archbishop of Canterbury, and have very good reasons for not marrying in your own parish church.

Both Licences require one of you to swear an affidavit declaring that you know of no impediment to the marriage, and both also attract a legal fee. ***Where Banns are not called, the marriage cannot take place without one or other of these Licences.***

Passports

The regulations require that your passport must be in the name in which you have booked any foreign travel tickets. If the bride wants a passport in her new name for the honeymoon, it can be obtained beforehand, provided that it is applied for in good time. To do so, you need to obtain a special form from the Post Office and then arrange, through

the Parish Office, for it to be signed by the Minister who intends to conduct your wedding ceremony.

Regarding **re-marriage**, death/divorce papers must be viewed by the person conducting the wedding in advance.

Flowers

The people responsible for arranging flowers in our three churches are listed on the separate slip enclosed. They will be very happy to discuss your needs, the earlier the better. You are, of course, welcome to make your own arrangements for flowers, but **we would be grateful if you could contact our teams anyway, otherwise they will be standing by for you.**

If there are other weddings on a particular day, we suggest that the brides contact each other by getting the relevant phone numbers from the Parish Office. It might then be possible for them to share the costs involved. Normally this works very well, and the brides are happy to choose pastel colours to suit everyone, but should there be any problem, please do not hesitate to contact the Wedding Secretary – sooner rather than later.

If you are using an outside florist, we request that you obtain the vergers' telephone number from the Parish Office. Liaison with her will ensure that the church is unlocked in readiness for the flower arrangers and that the timing does not clash with other church commitments. Please ensure that the church remains in a tidy condition. We are always concerned that the church is kept in good order – it is only cleaned once a week, but it is frequently used on weekdays and has many visitors.

We would appreciate it if you could leave the flowers at least until after the Sunday services so that others can enjoy them.

If the parish teams are helping you, the costs must be discussed with them.

Please note that artificial flowers are never used to decorate our churches unless there are extenuating circumstances.

If candles form part of your floral decoration, they may not be lit (for safety reasons) and must be removed immediately after the service.

Music

Music is obviously a very important part of the service, and, in the choosing of music and hymns for your wedding, you will need to liaise with the organist. The Wedding Secretary will tell you who will be playing the organ for your ceremony. It is important to liaise with your organist well in advance of the day, and certainly before putting together an Order of Service.

Should you wish to provide your own organist, please inform the Parish Office when you book the wedding. If we have a Director of Music at the time of the wedding, the organist's fee is still payable to the parish.

You may already have ideas about which hymns you would like, but in case you are undecided, the following suggestions might give you some food for thought:

Amazing Grace
Praise my Soul the King of Heaven
Love Divine all loves excelling
O perfect love
Thine forever God of love
Now thank we all our God
Dear Lord and Father of mankind
Father hear the prayer we offer
Morning has broken
Praise to the Lord the Almighty
Take my life and let it be
The Lord's my shepherd
Be thou my vision
Great is thy faithfulness
Lord of all hopefulness

Please note that, if you are not printing the words on your Order of Service, you should check that the hymns of your choice are in the books of the church where you are marrying. **Let the Parish Office know if you need hymn books to be put out in the pews.**

Photography

A wedding service is an act of worship, in the presence of God. We ask that this be respected by all budding photographers; photography is only allowed during the signing of the registers and as you process out, and must be done discreetly. Please discuss this with the person conducting your ceremony in advance.

Your wedding fees (available from the Parish Office) include your right to have your ceremony videoed, or audio-taped (for copyright reasons).

We allow a 2 hour gap between weddings on any one day, to give the photographers enough time to play their part. The Parish Office will inform you if there are other weddings on the day you have chosen.

Car Parking

At St. Nicholas' Church there is a large car park behind the Old School Room, which is beside the church. We recommend that you have someone to oversee the parking, to encourage people to park sensibly and **not to block the entrance** or access to the private house at the rear. It would be a good idea for someone to patrol the car park during the ceremony. Leaving presents visible in cars is to be discouraged.

Parking at the Good Shepherd is usually not a problem, but guests are encouraged to drive well into the car park and not to block the turning circle, or the approach road, or the public road outside. It is possible to park on one side of the road if the church park is full.

At Wisley there is only a small area in front of the church for parking. However, at weekends, cars may be parked in the office car park next to the church.

Seating capacity

The seating capacities of our three churches are as follows:

Good Shepherd	250, expandable to 400+
St. Nicholas'	110 for a cosy maximum
Wisley	64 if all adults 80 including children

Please could you inform the Parish Office how many guests you are expecting.

A word about confetti ...

In order to minimise the chance of littering the graves at St. Nicholas' and Wisley churches, we ask that confetti is not thrown until you and your guests are outside the churchyard gate. The area of distribution at the Good Shepherd is less critical. It is also worth encouraging guests to use biodegradable confetti.

Suggested Readings:

Genesis 1:26-28
Song of Solomon 2:10-13 & 8:6-7
Jeremiah 31:31-34
Romans 8:31-35 & 37-39
Romans 12:1-2 & 9-13
1 Corinthians 13
Ephesians 3:14-end
Philippians 4:4-9
Colossians 3:12-17
1 John 4:7-12

The Parish Office

The Parish Office address and opening hours for weddings are as follows:

The Parish Office
The Church of the Good Shepherd
Coldharbour Road
Pyrford
Woking
Surrey
GU22 8SP
Telephone: 01932-346345
e-mail: carol@wisleywithpyrford.org

The office is open for wedding bookings on Wednesday mornings from 9.30am – 12.30pm and on Fridays from 2 – 4pm.

It would be helpful if you could keep in touch with the Parish Office by telephone or e-mail to ensure that all the necessary arrangements are made.

We will be pleased to assist you in any way we can in the preparations for your wedding.

We have a sizeable collection of wedding service sheets in the office. Please ask to look through them for inspiration when designing your own.

We hope your wedding day is a wonderful experience for you both and wish you many years of happiness together.

CHECKLIST

HAVE YOU:

arranged for an interview with the person conducting your ceremony? He/she will usually contact you;

arranged a rehearsal date? This is normally fixed for the week prior to the wedding, but book early;

arranged for Banns to be read in all relevant churches, or organised a licence? This should be done as early as possible;

liaised with the organist? This should be done as early as possible;

contacted the parish flower team, whether you are using them or not? This should be done early;

obtained the form from the Post Office for the bride's new passport, if you have booked travel tickets in her married name?

ensured that the Parish Office is given Banns Certificates from other churches if relevant as early as possible?

paid the wedding fees? This should be done 2/3 weeks before the wedding date;

kept in contact with the Parish Office by phone or e-mail to ensure nothing has been overlooked?



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A guide to your wedding in the parish of
Wisley with Pyrford

