

# **The Billericay & Little Burstead Team Ministry**



## **Getting Married in Church**

*Some notes to help you plan your wedding*



 THE CHURCH  
OF ENGLAND  
wedding  
faith · hope · love 

It has been our privilege to take many weddings over recent years. Although there is now an ever increasing choice when it comes to choosing your wedding venue, couples are still drawn to having a church wedding because of an inner sense that this is the appropriate place to begin married life combined with a recognition that their ceremony will be in an experienced and safe pair of hands. A church wedding (when compared with so many other attractive venues) also still represents excellent value for money.

Your wedding day marks a great change in your lives. It is a big step and the church welcomes you and wants to help you make this special day in your lives as memorable and enjoyable as possible.

Having made your decision to be married in church you will now have a lot of planning to do. We hope this booklet will be of help to you in the months to come. We have tried to cover many aspects of the information you need but if you have any question please contact us and ask.

## ***Can I get married in this parish?***

You may marry in one of churches if either of you lives in the parish.

You are also welcome to be married in our parish if any of these applies to one of you:

- ❖ you were baptised or prepared for confirmation in this parish;
- ❖ you have ever lived in this parish for six months or more;
- ❖ you have at any time regularly attended public worship in this parish for six months or more;
- ❖ one of your parents has lived in this parish for six months or more during your lifetime;
- ❖ one of your parents has regularly attended public worship here for six months or more during your lifetime;
- ❖ your parents or grandparents were married in this parish.

## ***Who can get married in Church?***



Anyone who qualifies (see above) is able to get married in any of our four Parish Churches as long as they and their partner are entitled to get married under civil law and as long as neither is divorced or has been part of a dissolved civil partnership.

If one or both of you has been married before or has been part of a dissolved civil partnership then the clergy may well be happy to carry out the service, but we are required to talk through your situation with you first. No dates can be offered until that process is complete. Please speak to one of the clergy about how we can help with your marriage plans.

If either of you are not EEA nationals (from one of the 28 EU member states, plus Iceland, Liechtenstein, Norway and Switzerland.), having a Church of England wedding you will need to speak to one of our vicars first.

## ***"What if one of us is a foreign national?"***

With effect from 2 March 2015, anyone from outside the European Union or Iceland, Liechtenstein, Norway and Switzerland will need to apply for a Superintendent Registrar's Certificate (or in very rare cases for a Special Licence from the Archbishop's Faculty Office).

The vicar has the discretion whether or not to accept a Superintendent Registrar's Certificate. So if one of you is a foreign national you should speak to one of the clergy about it first

If you need an SRC you will need to contact one of the registry offices specially designated by the Home Office. The nearest to Billericay is Brentwood Registry Office, 1/2 Seven Arches Road, Brentwood, CM14 4JG Tel: 01277 233565.

## ***When can a wedding take place?***

Legally, a wedding can only take place between the hours of 8am and 6pm. You can get married on any day of the week, although you might have to take account of other events in the church. We will do our best to give you the date that you want.

## ***Where can a wedding take place?***

Weddings in this parish can take place in

- ❖ Emmanuel Church, Laindon Road
- ❖ Christ Church, Perry Street
- ❖ St John the Divine, Outwood Common or
- ❖ St Mary the Virgin, Little Burstead



You might want to consider which church you would like to use for your wedding.

Please note that St Mary the Virgin has a capacity for only 80-100 guests. Emmanuel and Christ Church are rather larger.

## ***Who will take the wedding?***

The clergy in Billericay & Little Burstead work as a team, and your service may be conducted by any one of them. Occasionally, we may ask another minister from outside the parish to provide cover during busy periods.

## ***Who has to attend the wedding?***

Obviously the Bride and Groom and the minister but apart from that you will need two witnesses who have attended the service and who are over 18 years of age to sign the registers. By law, a wedding is a public event and must be open to all.

## **Booking**

If you would like to book a wedding please phone our Weddings Administrator, Maralyn Buchanan on 01277 656715.

## **Costs**

Weddings are not a money making enterprise for the Church but there are costs that you will be asked to meet. These costs are of two types:

- ❖ There are legal fees, set by law for the banns, the licence and the service
- ❖ There are our fees covering things like the organist, choir and heating.

Occasionally couples would like a friend who is an organist to play for their wedding or a choir that they are members of to sing, please speak to the person taking your wedding about this.

## **About paying...**

Marriage Fees are surprisingly reasonable, and will usually be a very small part of the total cost of your day. The fees are set by Parliament at the beginning of each year which does mean that they can only be confirmed then. Nevertheless, we can give you details of our current fees in order to help your budgeting, if you wish.

Fees should be paid by cheque if at all possible. Please make cheques payable to *Billericay and Little Burstead PCC Wedding Fees Account* and pay at least a month before your wedding.

A deposit is required at the time your wedding is booked – currently this is £125. This deposit will be offset against the wedding fees payable one month before the wedding and would be refundable (less £20) before your banns are called. After this, further deductions may be made to cover the costs incurred.

## **Changes**

If any of your details change after you have booked your wedding it is vital that you let us know.

Please let us know of changes in writing. If you need to postpone or cancel your wedding please also let us know in writing. Unfortunately, we sometimes need to charge a cancellation fee to cover our costs.

## ***Banns and Licences***

Nationals of countries within the European Economic Area or Iceland, Liechtenstein, Norway and Switzerland and who live in England may be married by banns and will not usually require a licence.



Before you can be married, you must have your banns read in the parish(es) in which you live and in this parish, if it's not the same one. This has to be arranged by you, and must take place over any three Sundays in the three months leading up to your wedding.

The announcement of banns is part of the ancient law of the land. It is a public declaration of the bride and groom's wish and intention to marry, and an opportunity for people to make any legal objection. The main reason for this requirement is to prevent bigamy. Despite what some people imagine no one can stand up and declare an opinion on your compatibility.

You will need to have your banns called in all of the following:

- ❖ the church where you are getting married.
- ❖ if either of you lives in another parish, you must contact the minister of that parish church and request your banns to be read there too - you will be charged a fee for this. After the 3rd reading of the banns, the minister of that church will issue you with a banns certificate. You **must** present this banns certificate to the minister who is officiating at your marriage service. The marriage ceremony cannot proceed without it.
- ❖ any church where you or your partner are a member of the electoral roll.

You do not have to come and hear your banns called, but most couples like to and we encourage you to do so; it is very useful to know what the church is like when a service is taking place. You will be told when your banns are being called so we look forward to seeing you.

In some cases, a licence has to be applied for, and we can advise you on how to do that.

## ***Flowers***



If you would like floral arrangements for your wedding, you will need to make arrangements with our church representative, and a florist or a professional flower arranger if you are using them.

If there are other weddings on the same day as your wedding it would be a good idea to coordinate arrangements for flowers with the other couples and we will tell you if this is the case.

Please contact the Church representative for your church at least one month before the wedding. They are:

- ❖ Christ Church: Linda Gilbey 01277 656217
- ❖ Emmanuel: Sheila Lucas 01268 710741
- ❖ St John the Divine: Janet Masters 01277 654998
- ❖ St. Mary the Virgin: David Bowles\* 01277 657615

\* David will arrange access for your florist but St Mary the Virgin is unable to provide flowers

## Confetti



Please ask your guests only to bring *biodegradable* confetti. They might be asked to pick up anything else that they throw!

## Music

### Choosing music for your wedding



There are several opportunities for you to select music during the service. You can choose:

- Two or three hymns
- Music as the bride enters the church
- Music as you leave the church as husband and wife
- Music to be played during the signing of the register

It is important to liaise with the minister and the organist before finalising your music to make sure it is in the repertoire of the organist, choir and any other musicians.

### Instrumental music

There is a wide range of music available for you to use during the service, and the clergy and organist will be happy to discuss this with you.

It is also perfectly possible to use recorded music at any time in the service.

### Hymns and songs

A good tip is to try to choose hymns and songs that will be known by the majority of your friends and relations and are not too difficult to sing. Most hymns are

suitable if they mean something special to you. However, if you choose anything unusual and not in our hymn books you must check any copyright, and you need to provide words and music for organist and choir.

If you would like help with choosing hymns for your wedding please do ask the person conducting your wedding. One tip: Do read through all the verses of the hymns that you are considering and ask yourself if the words are appropriate for your wedding day!

### **Some suggestions**

*Amazing Grace*

*At the name of Jesus*

*Be still for the presence of the Lord*

*Be thou my vision*

*Come down, O love divine*

*Dear Lord and Father of mankind*

*Give me oil in my lamp*

*Great is thy faithfulness*

*Guide me O thou great redeemer*

*How great thou art*

*Jerusalem*

*Living Lord*

*Lord of all hopefulness*

*Lord of the Dance*

*Love divine, all loves excelling*

*Make me a channel of your peace*

*Morning has broken\**

*My Jesus, my Saviour*

*Now thank we all our God*

*O Jesus I have promised*

*O thou who camest from above*

*One more step along the road I go*

*Our God reigns*

*Praise my soul the King of heaven*

*Praise to the Lord the Almighty*

*Seek ye first*

*Such love*

*Take my life and let it be*

*Tell out my soul*

*The King of Love*

*The Lord's my shepherd*

*The Servant King*

*Thine be the glory*

*You shall go out with joy*

\* If you wish to have this hymn printed on your wedding service sheet, you need to pay a copyright fee to David Higham Associates, 5-8 Lower John Street, Golden Square, London, W1F 9HA, phone 020 7434 5900, email: [dha@davidhigham.co.uk](mailto:dha@davidhigham.co.uk)

## Choosing a reading from the Bible



The wedding service normally has one 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. What follows gives a number of readings that are suitable. Get hold of a modern translation of the Bible and check them out. If you need help your minister will help you make your final decision.

- ❖ **John 2: 1-11** An account of how Jesus went with his mother and friends to a wedding and gave some miraculous assistance when all the wine had been drunk before the end of the feast.
- ❖ **I Corinthians 13** Although talking about love in a broader sense than marriage, this well known passage is often read at weddings.
- ❖ **Colossians 3: 12-17** Paul describes how important it is for Jesus to be at the centre of everything we do.
- ❖ **I John 4: 7-12** John shows that God is love, and that because of God's love for us we too should love one another.
- ❖ **Ephesians 3: 14-21** Paul prays that the reader should know the love of Christ at the very foundation of their life.

## Service Sheets



Many couples like to have a service sheet for their wedding and many people now either produce these themselves or get friends to help.

The order of service may contain the words to your chosen hymns and will help the congregation to follow the stages of the ceremony.

Having a service sheet is not essential but if you do produce one please do not do this until you have talked about your service with the person conducting your wedding.

Most wedding services in the Church of England use the Common Worship marriage service. If you have an e-mail address we can easily send you the text of the wedding service, Bible readings and the words of hymns. It is important to acknowledge copyright on your service sheet (see section on copyright)

When considering what quantity to print to bear in mind that the bridal party will need at least 6 copies and the choir and organist may well need 9 or 10 copies.

## Photography and Video



Most couples like to have photos of their wedding. It is important that any photography is not a distraction on such a special day so it is important to talk to the person conducting your wedding about this.

If you are planning a video recording, please note the following points:

- ❖ If you want a video, you must ask for permission. It will be understood that couples agree that the recording will be made only for private and domestic purposes and not more than three copies will be made.
- ❖ The recording will not be allowed to interfere in any way with the service. No extra lighting will be allowed. The minister taking the service has the right to withdraw permission for the video recording.
- ❖ Usually access to the church will only be possible half an hour before the service commences.
- ❖ Couples using a professional videographer should check that they have public liability insurance up to £500,000.

Please look at the section on copyright

## Help with copyright

### Words of hymns

Words of hymns and songs are printed subject to copyright law and if you are producing your own service sheet you will need to acknowledge copyright.

Our churches each have a copyright licence with Christian Copyright Licensing (CCLI) which will cover most of the hymns used at weddings

<b>For weddings at</b>	<b>please print on your service sheet</b>
Emmanuel	CCLI Licence 2646
St John's	CCLI Licence 263657
Christ Church	CCLI Licence 4482
St Mary the Virgin	CCLI Licence 1195975

### Words of the marriage service

The copyright of the prayer book is held by the Central Board of Finance of the Church of England. If parts of the actual wording of the service are reproduced then please also use the following copyright acknowledgement:

Some material included in this service is copyright: © The Archbishops' Council 2000

**Recording copyright**

Our Church Copyright Licences (CCL) allow you to audio/video record your wedding service provided you do not capture a CD that is being played during the wedding, or dub music on afterwards.

To record music played in the service, the couple may require a Limited Manufacture Licence from PRS for Music. See [www.prsformusic.com](http://www.prsformusic.com)

If the wedding is being recorded by a professional videographer they will probably have their own licence

# Step by Step Guide

## Step 1 Initial contact and legalities

The first thing you should do is contact the wedding administrator (Maralyn Buchanan 01277 656715). If you are eligible to marry in one of our churches you can book a provisional date and time for your wedding service and complete the marriage application form. Then you can go ahead and book your reception, photographer, cars and florist etc.

## Step 2 Banns

About three months before your wedding you will receive a letter seeking the information that we need for your Banns to be read here and telling when the banns will be read. We will also ask about the options that you are choosing for your wedding i.e. whether or not you require bells and a choir etc. We will then be able to tell you the full cost of your wedding.

If you need to have your banns read in another church please arrange for this to be done.

## Step 3 Meeting with the minister

The minister officiating at your wedding will need to meet with you to fix the detailed arrangements for the service e.g. your choice of hymns and readings. Please do not produce a service sheet until after this meeting. Any Banns certificate from another other parish will be due at this time. The minister will also collect information from you that will be needed to fill in the wedding registers

## Step 4 Rehearsal

Sometime in the week before your wedding day the officiating minister will arrange a wedding rehearsal at the church. This is a great opportunity to calm nerves and get used to the pattern of the ceremony. While it is only really necessary to have the bride and groom present, it is helpful if the best man and giver-away are able to come, and bridesmaids, ushers and others are also welcome. At this time you can sort out any last minute problems so that the day will be perfect.

**We aim to make your wedding ceremony a really wonderful occasion. celebration of your love and commitment so if you have any queries, please do not hesitate to contact either the wedding administrator or officiating minister at any time.**

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