

## Benefice of Camelot Parishes

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### **Your Wedding at St Michael's North Cadbury Some guidance notes, December 2018**

#### **Preparing...**

#### **Wedding Preparation**

A useful website is:-

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

#### **Marriage Preparation**

Some useful websites are:-

[www.marriagecare.org.uk](http://www.marriagecare.org.uk)

For FOCCUS questionnaire with facilitator, one day Marriage Preparation Day, Preparing Together (click our services, then marriage preparation)

[www.relationshipcentral.org](http://www.relationshipcentral.org)

For details of Marriage Preparation Course

The Marriage Book, Nicky and Sila Lee (book of the Marriage Preparation Course)

Growing Together: A guide for couples getting married, Andrew Body

The 5 Love Languages, Gary Chapman

The Highway Code for Marriage, Michael and Hilary Perrott

A weekend event for engaged couples called Engaged Encounter, information from [www.marriageencounter.org.uk](http://www.marriageencounter.org.uk)

#### **The service itself**

#### **Clergy Team**

Weddings at St Michael's are conducted by a team of clergy consisting of Revd Tristram Rae Smith, Rector, Revd Ron Wood, Assistant Priest, and Canon Brian McConnel, who is retired but who has permission to officiate at St Michael's. You will be put in touch with whoever is officiating at your service so that this person can guide and prepare you for the wedding service and take it on the day.

#### **Participation of other ministers**

You may have a friend or a member of the family who is ordained in the Church of England or some other recognised Christian denomination. Current or retired Church of England priests can officiate at your wedding with the approval both of the Rector and of the Diocese. Ministers of other denominations (for instance, Catholics

or Methodists) can (again with the approval of the Rector) assist at your wedding, for instance, by leading the prayers, giving the address or by doing one or more readings. However, the officiant in charge of the service needs to be a priest in the Church of England and its overall form needs to be in accordance with an authorised Church of England service.

### **Organists**

We have a number of skilled and experienced organists available to play at weddings and one of these will be allocated to your wedding if you so wish. You will be able to discuss your choice of hymns and music on entry, exit and the signing of the registers with the organist.

Alternatively, you may wish to use your own organists and other musicians and this too is perfectly acceptable.

### **Choir**

There is no resident choir in the parish available for weddings although it is possible that one of our organists Martin Russell (tel: 01963 31607) may be able to arrange for one at a small fee if so requested. Failing this, if a choir is required couples will need to make their own arrangements. Personal contacts (for instance, with schools in the area where one or other of the couple has a connection) can prove to be very helpful.

### **Remarriage of divorcees**

Under certain circumstances it is possible to be remarried in church following a divorce. We follow the Bishops' Guidelines in this respect. Please contact the Rector if you would like further information on this. We are aware that this may well raise sensitive issues and we aim in all circumstances to deal with any enquiries with care and confidentiality.

There is a helpful leaflet which can be downloaded from

<https://www.yourchurchwedding.org/article/marriage-after-divorce/>

This gives some indication of the relevant issues for the purposes of the Bishop's Guidelines.

### **Wedding Blessings**

You may wish to be married by civil ceremony and subsequently to have your wedding blessed in church. We are happy to explore this option with you. However, we are expected to use services authorised by the Church of England as the basis for any wedding blessing and also to charge the church fees that would normally be charged for a full wedding.

For further information on this subject including information for same sex couples please refer to [www.yourchurchwedding.org](http://www.yourchurchwedding.org)

### **The role of the Verger**

You will be allocated a Verger for your wedding. He/she will act as your point of contact in the period immediately running up to the wedding to deal with any practical or logistical questions that arise.

The Verger will attend the wedding rehearsal and will be responsible for the collection of all fees at that time. He/she will operate the sound system during the wedding itself (see below) and will also support you and your ushers in whatever arrangements may be needed to seat guests at the wedding in the appropriate place.

### **Sound system and music on CDs**

Because of the size of the church it is necessary to use the sound system in order to ensure that speakers are heard by all. This cannot be done solely through voice projection.

Sometimes couples wish to play CDs for specific items in the wedding service. The sound system which can amplify commercially produced CDs. However, the sound system is not able to amplify satisfactorily either homemade CDs or downloads etc. We would ask therefore that any music that is not live is made available to us in the form of a commercially produced CD.

### **Bellringers**

Subject to availability, we can arrange for bellringers to ring bells either before or after the service. For a small additional fee (see Fees) they are willing to ring both before and after the service.

Owing to the limited number of bellringers, we regret that it is not possible to offer their services for weddings that do not take place in the church i.e. civil ceremonies at North Cadbury Court.

### **Flag**

The bellringers have also offered an additional service available on request to couples who wish to have a flag flown from the tower at their wedding. There is a small charge of £20 for this service if you use one of our flags or £10 if you bring your own.

### **Photography**

Official photographers are very welcome and we try to accommodate all reasonable requests with the ground rule of 'unobtrusiveness.' We do ask, however,

that guests do not take their own photographs during the service itself as this can prove to be distracting.

### **Video recordings**

If a video recording is required the necessary equipment can be brought in. The organist and any other professional musician have the right to charge double their normal fees if they are being recorded.

There are no copyright charges provided that (a) copies of the recording and rights in it are not sold on for profit (b) no more than three copies of the recording are made and (c) no part of the recording is shown in public.

If couples have any doubts as to the possibility of copyright infringement resulting from recordings being made, they are advised to look at the PRS for Music website, [www.prsformusic.com](http://www.prsformusic.com), to investigate what licence might be needed. One that is recommended by them for weddings is the Limited Manufacture Licence available from £15 upwards. Couples should also raise the question of copyright with their videographer as it may be that they will include copyright protection within the total package which they offer.

### **Christmas and Easter**

As we are sure you will appreciate Christmas and Easter are very busy periods for both clergy and congregations. For this reason, we are unable to accept wedding bookings in the week immediately preceding either Christmas or Easter.

### **Flowers and Decorations**

You may wish to employ your own florist. However, at least one month before the wedding we would ask that the person responsible for decorating the church contacts Mrs Pam Wood, tel: 01963 441192, who is in charge of the flower rota to discuss your plans. When the flowers are taken away after the wedding please ensure that one arrangement to the left of the altar is left behind for the church service on the following Sunday. Otherwise, this area would be left undecorated on the Sunday.

The florists on North Cadbury Court's list of suppliers have been informed of this guidance. However, if you are using other florists, perhaps family or friends, please do make sure that they are aware of and follow the procedure set out above.

Please note that only simple flowers are allowed during the periods running up to Christmas and Easter. Also at these times the crib, Advent candles and Christmas tree must not be moved and Christmas and Easter flowers must remain in situ.

No damage must be done by fixing material to any part of the church and no decorations are allowed that would pose a Health and Safety risk to the church or the congregation.

Every effort will be made to ensure that the church is clean, tidy and welcoming for each wedding. However, weddings are undertaken on the basis that the existing decorations and items in the church are to be accepted as they stand and are not to be moved or removed for the purpose of the wedding.

### **Wedding Planners**

We are very happy to work with wedding planners if you choose to use them. However, we would ask that you provide any wedding planner with a copy of this note as soon as possible so that they are aware from the outset of the guidelines within which we operate.

### **Candles**

Two candles are normally lit on the altar for weddings. We regret, however, that for safety reasons it is not possible to have other lighted candles placed elsewhere in the church for weddings.

### **Heating grilles**

The heating system of the church requires the maintenance of open grilles some of which are situated in the central aisle of the church. The position of these grilles should be carefully noted as anyone who will be wearing high heeled or other shoes which could get caught in the grilles is advised to step to one or other side of them. This applies particularly to those taking part in the procession in and out of the church. Covering the grilles is not possible as this can increase any degree of risk.

### **Car Parking**

Where wedding receptions are being held at North Cadbury Court car parking space is provided by the Court.

For other weddings, there is a field on the right as you approach the churchyard through an avenue of trees. This field is made available on these occasions to provide car parking space. However, this facility is for the purpose of attendance at the wedding itself and not to provide parking for subsequent events. Accordingly, it is expected that all cars will leave the field within a reasonable period after the service has ended and any photographs outside the church have been taken. In any event, no cars are to be left in the field overnight.

### **Birds or animals participating in service**

We regret that we do not feel it practical or appropriate to allow the participation of birds or animals in the service- as, for instance, in the use of doves or other birds to deliver the wedding rings during the service. Guidedogs are, however, an exception to this rule.

## **Food and drink**

Please note that no food or drink will be allowed before, during or after the service.

## **Confetti**

Biodegradable confetti (for instance, rose petals) may be thrown after the service. However, no confetti of any kind may be thrown in the service itself and within the church because of cleaning issues and the possible impact on the heating system. No paper confetti is permitted at all as this is difficult to clear up and can become unsightly in the churchyard and surrounding area.

Please ensure that all your guests are fully aware of these rules about confetti.

## **Punctuality**

Please do ensure that as far as possible that everyone turns up punctually for both the wedding rehearsal (which usually takes place a day or so before ) and the wedding itself. The vergers, musicians, bellringers and officiant are all affected by any major delays to the start of either the rehearsal or the wedding. In addition, goodwill from neighbours can be forfeited if major timing issues arise. We do appreciate, however, that sometimes despite everyone's best attempts last minute problems can arise and can cause unavoidable delay. Please inform either the officiant or the vergers of any such issues as soon as they become known to you.

## **Dates**

The date and the time that you have booked will be reserved for you. In the event of our receiving another wedding enquiry for the same date, we will only offer times at least two hours before or two hours after the time reserved for your wedding.

If two weddings are booked on the same date a two hour minimum 'buffer' should be sufficient at a practical level provided the first wedding begins promptly. However, issues can arise concerning the provision of flowers for both weddings. The simplest solution to this is for couples to share the flowers or alternatively for them to come to some other mutually agreed arrangement. If this is not possible then priority will be given to the flower arrangements of the first couple to book on the principle of 'first come, first served.'

If you find that you need to change the time of your wedding that you have reserved please **give us as much advance warning as possible**. The Rector, the officiant at your wedding (if this is not the Rector), the vergers, musicians and bellringers will all need to know about the change of time. With notice of more than a month before the wedding such changes of time can normally be accommodated.

An important exception to this rule is where more than one wedding has been booked for the same day. In these circumstances both couples will have been asked to confirm and agree their times so as to ensure that the two hour minimum

'buffer' is in place. Accordingly, subsequent changes to the time of the wedding will only be allowed with the consent of the other couple involved.

### **The Legal Side**

The most important reason for getting married in church is of course spiritual and in our preparations and the service itself we want to help you to realise and enjoy the full significance of this. Nevertheless, there is also a legal aspect which we need to observe and to get right.

As with most of the law, unusual circumstances can give rise to further complexity and so the Rector will be happy to give further guidance as and when this is needed. But the main provisions are summarised below.

### **Six Months Public Worship**

Anyone who lives in the Parish or who has certain types of personal or family connection with the Parish is entitled to be married at St Michael's. For more information on the types of connection that carry such an entitlement please see

<https://www.yourchurchwedding.org/article/finding-a-church/>

If you have no such personal or family connection then it will be necessary for you to attend public worship regularly in the Parish for a period of 6 months ending at least one month before your wedding.

The purpose of this is for you to establish a Qualifying Connection with the Parish which then gives you the legal right to be married at St Michael's. Without such a Connection we are not able to conduct your wedding.

We interpret regular public worship as meaning at least a monthly attendance over the 6 month period. We think that you will find the most accessible services to attend to be:-

1 <sup>st</sup> Sunday	11 am Group Service at St Michael's
2 <sup>nd</sup> Sunday	11 am Communion at St Michael's
3 <sup>rd</sup> Sunday	11 am Galhampton Family Service (daughter church in next village)
4 <sup>th</sup> Sunday	11 am Communion at St Michael's
5 <sup>th</sup> Sunday	11 am Family Service at Bratton Seymour

You are of course free to attend any of the other parish services as you wish. But please email us in advance with your plans for Sundays on which you wish to attend. This will enable us to advise you of any changes to the schedule. It also enables us to keep an accurate record of your pattern of attendance.

### **Banns**

Banns is the formal giving of a notice in church concerning your forthcoming wedding. It gives people an opportunity to raise any **legal** (i.e. not personal) objections to the marriage. A similar opportunity is given in the marriage service itself. Banns need to be properly read in order for your wedding to take place legally unless you are to be married by Superintendent Registrar's Certificate (please see the process outlined below).

We will arrange for the reading of banns here but if one or both of you are resident outside the parish then banns also need to be read in the parish in which you are resident. For this purpose you will need to approach your local Church of England parish church and make the necessary arrangements. There will be a small fee payable to your local parish church and they will produce a certificate as evidence that banns have been properly read there. Banns need to be read three times and within three months of the wedding. It is **most** important that you make contact with your local parish church and arrange for banns to be read there as otherwise it is impossible from a legal point of view to perform the wedding. There is a website [www.achurchnearyou.com](http://www.achurchnearyou.com) which on submitting your postcode can advise you of the identity of your local parish church.

We will normally start reading banns on the first Sunday of the month before your wedding is due to take place. So, for instance, if your wedding takes place in June, banns would start to be read from the first Sunday in May. It is essential that by the time banns begin to be read you have obtained your Qualifying Connection. In effect, this means that attendance will need to begin at least seven months before the wedding.

Where one or other of the couple are neither UK nationals nor nationals of any country in the European Economic Area it is not possible to use banns as the legal preliminary to the wedding. The rules applying to these couples are set out below.

### **Marriage of nationals from outside the European Economic Area ('EEA')**

As from 2<sup>nd</sup> March 2015, new rules apply where one or both of the couple is a national from outside the EEA. Nationals of the USA, Canada and Australia, for instance, fall into this category.

Where the rules apply, it is now necessary for the couple to contact and appear in person before a designated Register Office giving evidence of identity, residence and nationality and of their entitlement and intention to marry at St Michael's. Following the giving of this notice there is a 28 day waiting period before a Superintendent Registrar's Certificate can be issued. This Certificate will then authorise us legally to conduct your wedding.

A list of designated Register Offices can be downloaded from

<https://www.gov.uk/government/publications/designated-register-offices-in-england-and-wales>



When approaching the Register Office it is understood that couples will need a letter from ourselves to confirm that the church is happy to conduct this wedding. Once we have had an initial meeting and agreed in principle that the wedding can go ahead we are happy to supply such a letter. However, we understand that the Register Office will require us in this letter to confirm that the Qualifying Connection has been obtained. So it is advisable to obtain the Qualifying Connection as soon as possible so that when the appointment with the Register Office is made all the necessary confirmations can be given.

It is also advisable to let the Register Office know that the wedding will be a church one as we understand that designated staff at the Register Office are required in order to deal with church weddings.

### **Marriage of those not currently resident in England and Wales**

Some complications can arise where couples are resident in parts of the United Kingdom other than England and Wales. In these circumstances we would ask the Diocesan Registry for their advice as to whether banns can be read or whether it is necessary to apply for a Bishop's Licence.

Where couples are resident outside the United Kingdom it is not possible to read banns and the wedding must proceed under Bishop's Licence (where the couple involved are both EEA nationals). For cases where the couple are non-resident and one or more of them are non EEA nationals we understand that Bishop's Licence would not be available and again we would need to seek further advice from the Diocesan Registry in these circumstances.

Bishop's Licence requires personal attendance at the Diocesan Registry and an appointment must be made in this respect.

The other issue that arises is that of the Qualifying Connection enabling the wedding to take place at St Michael's at all. There may be an existing personal connection which is sufficient such as previous residence in the parish or parents' residence. But clearly the route of six months regular attendance at public worship at St Michael's cannot be fulfilled in these circumstances. However, it is possible for a parent to attend public worship for six months and this will result in a Qualifying Connection being available for the child.

### **Identity**

Because of these new rules it is now important for us to check more formally the identity of couples who are from within the EEA and for whom banns will be the legal preliminary to the wedding. So it will be necessary for us to see some appropriate evidence of identity such as passports and a recent utility bill or other evidence of address.

### **Fees**

Fees for conducting the marriage service itself, reading the banns and producing a marriage certificate are fixed nationally by the Church of England and revised each year usually by an amount equivalent to inflation.

In addition, there are a number of optional extra fees to cover additional services provided by the local church. In our context, these cover items such as heating and the services of an organist, bellringers and vergers.

Not all of these fees will necessarily be applicable to your circumstances. You may, for instance, wish to provide your own musicians or not to have the bells rung. And in warmer weather it is unlikely that heating will be needed. We would, however, strongly recommend that you do have a trained member of the church to act as a vergers for your wedding. He or she will attend the wedding rehearsal and the wedding itself and deal with any practical queries and arrangements that might arise. These include operating the sound system which is required by the acoustics of the church (other than for very small services). In our experience, it is difficult if not impossible for your own ushers to fulfil these responsibilities and, in particular, for insurance reasons the sound system needs to be operated by trained people.

Because the fees set by the Church of England are revised each year, it is not possible to provide you with a formal breakdown and schedule of fees at this stage. When this does become possible we will send you such a schedule. The fees are payable on or before the wedding rehearsal (which is normally in the week before the wedding) and the schedule will indicate our preferred method of payment.

However, for budget purposes, we recognise that it is likely to be helpful at this stage to have a general indication of the amount of the fees. So we offer the figures given below on this basis but please note that they cannot and are not intended to be the final figures:-

Church of England fees (2019 rates)

For service, reading banns here and providing one certificate	489
For reading banns in home parish	44

Optional extras

Heating (if required)	100
Organist	100
Bellringers	150 (or 90) <sup>1</sup>
Vergers	100

<sup>1</sup> The higher rate applies where bells are rung both before and after the service; the lower where they are rung on simply one of these occasions. There are six bells so the charges reflect either £15 or £25 per bellringer.

The fees are payable at the wedding rehearsal and our preferred method of payment is by cheques in favour of 'The Camelot Group of Parishes' for the church

fees (including heating if needed) and in favour of the organist for his or her fees. The bellringers and vergers may be paid by cash. The vergers will be responsible for the collection of all fees at the wedding rehearsal.

If cheques are difficult it is possible to pay all the fees in cash. BACS transfer details are available on request. However, we do need any BACS transfers to be made at least six weeks before the wedding. The reason for this is that charity regulations do not enable us to operate a secure and efficient system of internet banking (i.e. one that can only be operated by at least two people). Therefore time is needed in order to check receipt of any fees from our monthly bank statements.

### **Marriage Certificates**

The Marriage Certificate is a copy of the original Marriage Registers and should be sufficient evidence of your marriage for official purposes. We are happy if requested (for an additional fee of £4) to supply you with two Marriage Certificates at the time of your wedding although this will mean that the time for signing of the Registers will be somewhat extended.

### **General Data Protection Regulations ('GDPR')**

We will process your personal data in accordance with our obligations under the GDPR. A copy of our Data Privacy Notice is available on the Camelot Parishes website, [camelotparishes.co.uk](http://camelotparishes.co.uk). At our first meeting we will ask you to sign the relevant Consent Form required under the GDPR.

### **First meeting**

We would like to meet with you at the earliest opportunity after you have made the booking for your wedding to go through all the practical details with you. Could you please bring evidence of identity and address to this first meeting as well as evidence of any existing Qualifying Connection if you have one (for instance, your or a parent's residence in the parish). If your name has been changed by Deed Poll evidence of this is also needed.