

# **Your Wedding at St Michael's North Cadbury**

## **Some Guidance Notes - October 2022**

### **Enquiring...**

For enquiries relating to the availability of the church and other matters please contact the Rector, Revd Tristram Rae Smith, email: [tristramraesmith@gmail.com](mailto:tristramraesmith@gmail.com), tel: 01963 440585

### **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

Further information about the FOCCUS (Facilitating Open Couple Communication) questionnaire is available at:-

[www.foccusinc.com](http://www.foccusinc.com)

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

Making the most of your Church Wedding, Ally Barrett

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 supported by various retired clergy all of whom are experienced in taking weddings. 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. In the case of the Diocese such approval can only be finalised within six months of the proposed wedding. 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.

Another of our organists Clare Leavold can sometimes arrange for a small choir from the parish to sing at your wedding. The fee for this is £120.

The Rector can also advise on other choirs who have sung at weddings in the church in the past although couples will need to contact and make their own arrangements in this respect.

### **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. 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 before and after the service or simply after the service if this is what you prefer. Further important information relating to bellringers are set out in the Punctuality section of this note.

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. Any professional musician has the right to charge double their normal fees if they are being recorded. The charge for our organists in these circumstances will increase from £150 to £200.

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**

The Church is happy for you to do your own flowers or to employ a florist and we can suggest names if you need them. Flowers are not permitted on the altar.

There is a high quality permanent flower arrangement in place on the pedestal to the left of the altar. This is not to be moved.

However, couples are welcome to bring in their own pedestals for flowers to be placed either by the chancel steps and/or in front of the south door. In addition decorations may be placed on the pew ends. All these items may be taken to the reception if so desired.

Could either you or your florists please contact Mrs Nicky Wilson on 01963 440642 in good time to let her know what flowers and decorations you are intending to place in the church for your wedding. And for any further help or advice, please likewise contact Mrs Wilson.

Please note that in the periods running up to Christmas and Easter (Advent and Lent) only simple flowers are allowed and items relating to these festivals must remain in situ; again Mrs Wilson can advise.

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

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.

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.

## **Candles**

There will be two candles on the altar, but for safety reasons no other lighted candles are allowed.

## **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.

## **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 the 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. Drinking water can be made available at the back of the church.

### **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 verger, 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.

Please note that if the start of your wedding is delayed by more than 15 minutes the bellringers reserve the right not to ring the bells again at the end of the service if they have been ringing before the service. If they have not been ringing before the service and are notified that the wedding has started more than 15 minutes late, they have the right not to ring the bells after the wedding. In these circumstances any fees paid in respect of the bellringers are forfeited and are not refundable.

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.

### **Timing Issues in Relation to Civil Weddings at North Cadbury Court**

These issues are relevant where the church is to be booked for a wedding on a day when there is to be a civil wedding at North Cadbury Court. We will advise you as soon as possible if this is the case.

If both church and civil wedding begin at exactly the same time severe confusion and logistical issues will result and this is a scenario which should be avoided if at all possible.

Both sets of guests will be using the same driveway which leads to both church and the Court.

Even a half hour time difference either way presents various difficulties. Church bells may interfere with the civil wedding and there will be confusion among the guests knowing where to park and which location they are going to for their wedding.

A church wedding taking place an hour later than the civil wedding is feasible in terms of logistics. A church wedding taking place an hour earlier than the civil wedding still presents problems as the departure of the church congregation could coincide with the arrival of the guests for the civil wedding. So in this case it would be advisable for a church wedding to take place, say, 1 ½ hours earlier than the civil wedding.

### **The Legal Side**

The most important reason for getting married in church is of course spiritual and both in your 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.

It is best for you to check with us what the Sunday services may be if you are planning to visit on a particular Sunday or alternatively to send us a schedule in advance of the dates on which you intend to visit. This will enable us to advise you on which service to go to. An



advance email of your plans also enables us to keep an accurate record of your pattern of attendance.

For information our current monthly service schedule in the morning for the parish is:-

1 <sup>st</sup> Sunday	11 am Group Service at St Michael's
2 <sup>nd</sup> Sunday	9.30 am Communion at Galhampton (a daughter church nearby)
3 <sup>rd</sup> Sunday	11 am Sunday Worship at St Michael's
4 <sup>th</sup> Sunday	11 am Communion at St Michael's
5 <sup>th</sup> Sunday	Please ask us for advice on this

### **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 Licence or by Superintendent Registrar's Certificate ('SRC').

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.

For those who are not resident in this country or where one or other of the couple are not UK nationals or do not have settled status banns cannot be read as the legal preliminary to the wedding and special rules apply. These are set out below.

### **Marriages which Involve Non UK Nationals (other than Irish Citizens)**

First of all please note that these rules have changed as regards European Economic Area ('EEA') citizens as from 1<sup>st</sup> July 2021.

If a proposed UK marriage involves one or more EEA citizens and if he/she/they do not hold a Settled or Pre-Settled Status under the Brexit EU Settlement Scheme it is no longer possible either to read banns or to apply for a Bishop's Licence as the necessary legal preliminary to the marriage. Instead the couple must apply for an SRC. This procedure will be exactly the same as has applied since 2<sup>nd</sup> March 2015 for non UK nationals from other countries such as the USA, Canada and Australia.

The only exception to this rule is for Irish citizens who will be free on residence in the UK to be married after banns or by Licence.

An SRC needs to be issued by a civil Registry Office. The couple need to arrange with the Registry Office in the district where one or both of them are resident to give notice 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 an SRC can be issued. This waiting period can be extended to 70 days if there is a suspicion of a sham marriage.

When approaching the Registry 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 Registry 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 may also be advisable to let the Registry Office know that the wedding will be a church one as we understand that designated staff at the Registry 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. It is possible to apply for a Bishop's Licence if both are UK and/or Irish citizens. The Rector is a Surrogate for the purpose of swearing the Affidavit which is necessary as a preliminary to the issue of a Bishop's Licence. So the couple can make an appointment with him for this purpose. Otherwise personal attendance at the Diocesan Registry in Wells is needed.

Where one of both of the non-resident couples are not citizens either of the UK or of Ireland they will need to apply for an SRC just as they would if they were resident in England and Wales.

For this purpose the couple will need to be resident in England or Wales for the minimum residence period (seven clear days not counting the day of arrival) before giving notice of their marriage at the Registry Office of the district where they have been residing. A waiting period then follows as explained above. The couple do not need to continue to be resident during the waiting period but do need to be available for interview if called upon.

If the couple already have a Qualifying Connection with St Michael's their pre-notice residence period can be anywhere in England or Wales. However, if there is no pre-existing Qualifying Connection then residence must be within the parish of St Michael's/Camelot Group of Parishes. The issue of the SRC on this basis will then entitle the couple to be married at St Michael's.

### **Identity**

Because of these rules it is important for us to check formally the identity of couples to determine whether or not they are UK or Irish nationals and hence what legal preliminaries are needed for the wedding. For this purpose 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.

Where banns are to be read for EEA citizens on the basis that they have Settled or Pre-Settled Status under the EU Settlement Scheme it will be necessary to check this Status. The way that this is done is to supply to us a government Code in this respect together with full names and date of birth.

### **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. Our preferred method of payment is by BACS (or failing that cheque) to be paid fourteen days in advance of the wedding.

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 (2022 rates)

For marriage service in church	480
For reading banns here	32
For reading banns in home parish and issuing certificate	48

Optional extras

Heating (if required)	100
Organist	150 (or 200) <sup>1</sup>
Bellringers	180 <sup>2</sup>
Verger	100

In relation to the church fees (these will include the bellringers and verger's portion for onward transmission to them) the BACS details are as follows:-

Account Name:- PCC of North Cadbury  
Account No:- 68682565  
Sort Code:- 60-04-33

Please add the reference Marriage/Name. This will enable us to trace the payment.

If a BACS transfer is not possible we will accept cheques for the church fees to be sent by post to the Camelot Parishes Office, 6, The Close, North Cadbury, Yeovil, BA22 7DX and to arrive fourteen days before the date of the wedding.

The organist should be paid by BACS/cheque and the relevant details for this will be given in due course on the fees schedule.

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<sup>1</sup> The higher rate applies when the organist is being video recorded.

<sup>2</sup> The bells may be rung either before and after the service or on simply one of these occasions. This is the couple's choice but in any event the fees are the same. There are six bells so the charges reflect £30 per bellringer.

## **Changes to Marriage Registration and the Issue of Marriage Certificates**

As from the 4<sup>th</sup> May 2021, the system of Marriage Registration and the issue of Marriage Certificates has changed.

Marriage Registers are no longer held by the church nor can the church issue Marriage Certificates.

Instead, if a Marriage takes place after banns or a Bishop's Licence we will prepare a Marriage Document based on information and instructions provided by you. This Marriage Document will then be signed at the service by the couple, the minister who is officiating and at least two witnesses.

If a Marriage takes place after an SRC a Marriage Schedule is issued by the local Registry Office and normally sent direct to you for onward presentation to us. Likewise this Schedule will need to be signed at the service.

Following the Marriage we will send the Marriage Document/Schedule to Yeovil Registry Office. Once this has been received by them and the details entered onto the electronic register, you will be able to obtain a Marriage Certificate(s) from them or from the General Register Office.

Certificates can be requested (£11 each) online at [Copies of certificates \(somerset.gov.uk\)](https://www.somerset.gov.uk/copies-of-certificates) or by telephone on 0300 123 2224. Certificates should be posted out within five working days of the request or after receipt of the completed Marriage Document/Schedule.

It will be noticed that only one document rather than four (as was previously the case) will be signed at the Marriage service. This will result in shortening the time for signing of documents at the service although it is still possible for the signing to form a special moment within the service.

## **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](https://www.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.