



Information and Advice for:

PREPARING
for
CHRISTIAN MARRIAGE

*St Swithun's Allington, Holy Trinity Bothenhampton,
Holy Trinity Bradpole, St Mary's Bridport,
St Mary's Walditch and St John's West Bay*

NB: Before you continue reading, please be aware that by having your wedding in one of our six churches, we have a legal obligation to keep your data. We would like to assure you that we will keep it safe by storing it securely.

Getting married in the Bridport Parish

Thank you for your enquiry about the conducting of a service of Christian marriage at a church within the Bridport Team. I am pleased to provide the following for your information:

Getting married: The legal bits

This explains the legal requirements in regard of a marriage in an Anglican church. It is especially important that this sheet be read thoroughly by couples that live outside the ecclesiastical parishes within the Team.

Getting Married in Bridport

General information about the churches that will help you decide if one is the right place for your wedding. Also included in this section are details about how much the marriage will cost and the policy of the District Church Councils about minor matters such as filming the service, confetti, photographs etc.

Information for couples where one or both partners have been previously married

This contains information about the position of the House of Bishops in regard of the remarriage of divorcees and a statement of the Minister's practice in this matter.

Preparing for our Christian Marriage

Being married in Church is a statement of faith in which vows are said before God. These prayers aim to help your spiritual preparations.

Planning an Order of Service, Readings and Hymns, Websites

Further information which may be useful as you plan your wedding.

Checklist

A checklist to keep track of what you need to do and when.

Please read all of the information carefully. If you wish to go ahead and make a booking, or have any questions at all, please contact the Rector. You will need to complete a Banns Application Form, pay a (non-refundable) deposit and preferably meet with a Minister to confirm a booking.

Having a booking does not guarantee that your wedding can go ahead – all the legal requirements must be met.

The Banns of Marriage Application Forms are included as separate files, please complete and return them to the Officiating Minister. They give all the details necessary to enable Banns to be called in church. The information given is also used to complete the Register of Marriage and the Wedding Certificate.

It is extremely important that these forms are completed clearly and accurately with attention being given to the spelling of fore and surnames, especially where these may be unusual in some way. For example: Lisa and Liza, Philip and Phillip etc. Mistakes are not easily put right and corrections at a later date may incur considerable cost.

Getting married: The legal bits

For a marriage to be conducted following the rites of the Church of England one of the following routes is required:

The Calling of Banns

To qualify to marry by banns in a given parish, by law certain conditions have to be met. Any person who **resides** within the boundaries of the parish, is on the Electoral Roll of the parish or can demonstrate a qualifying connection with the parish may be married after the calling of Banns. Banns are called on three Sundays before the date of the wedding within three months of it taking place.

“Resides” is defined as living at a residence that is ‘sufficiently permanent’. A correspondence or ‘suitcase’ address is **not** sufficient. Secular and ecclesiastical law is different on this point. For an Anglican service one or other of the couple must reside in the parish for a **minimum of 15 consecutive days** which must include the three Sundays on which the Banns are called. It is possible to RESIDE at a hotel or guest house. However, a signed, numbered receipt of payment for the stay is necessary for the wedding to proceed.

Those who seek to marry by virtue of a qualifying connection with the parish need not reside in the parish. The qualifying connections are listed on part 2 of the Banns of Marriage Application Form.

Banns need to be called in each parish where a member of the couple resides in addition to the parish where the wedding is taking place. This means banns need to be called in one, two or three parishes. So, banns must be called in:

- One parish if the couple both live in the parish where the wedding is taking place.
- Two parishes if the couple both live in the same parish but that is not where the wedding is taking place; or if one member of the couple lives in the parish where the wedding is taking place but the other lives in a different parish.
- Three parishes if both members of the couple live in different parishes outside the parish where the wedding is taking place.

Only one member of the couple needs to satisfy one of these conditions. The three Sundays do not have to be consecutive.

To say one is staying somewhere and then not to do so is perjury under the law and would make the marriage irregular.

Qualifying connections are set out in law and ministers do not have any flexibility in this matter.

Couples must arrange to have banns called in the parish(es) where they live and obtain certificates. To do so, contact the Anglican Priest in the parish(es) concerned at least three months before the wedding.

ALL applicants for marriage must prove national identity. A passport is acceptable. If one or other of the couple do not possess a passport, please ring the office 01308 424747 or the Team Rector 01308 301457 for further advice. Email: admin@parishofbridport.org

The Common Licence

This licence is granted by the Bishop and dispenses with the requirement for the calling of Banns. The Diocesan Registrar grants the Common Licence on the Bishop's behalf. To obtain a licence a Legal Oath must be sworn before the Registrar or his Surrogate.

One or both of the applicants must have resided in the parish for fifteen days prior to the swearing. The Licence is usually granted when one of the couple is a foreign national.

The Special Licence (also called the Archbishop's Licence)

Anyone may apply to the to the Archbishop of Canterbury's Faculty Office in Westminster for a Special Licence. There is a fee for the Licence that is refundable if the Archbishop declines to grant the License.

The introduction of "qualifying connections" means there are now fewer occasions where Archbishop's Licences would be granted

The License is granted entirely at the discretion of the Archbishop and his jurisdiction is used sparingly. 'Good cause' must be demonstrated as to a why a more normal preliminary to Anglican marriage cannot be used.

A Superintendent Registrar's Certificate

A Certificate may be obtained from the local Register Office in Dorchester. The License is only granted in instances where the normal procedures cannot be met. If granted, the requirement for the calling of Banns is suspended. There is no duty on a Minister to marry a couple on this basis.

e.g. a partner is suffering from a terminal illness or is imprisoned.

Special Cases

A special case may be when one or other of the couple is a foreign national.

Contact the Rector for further advice.

Superintendent's License

Marriages of those **born outside the European Economic Area** or where one partner was born outside the area **MUST** gain a Superintendent's License. This affects all citizens of countries other than the 28 countries of the EU plus Norway, Switzerland, Iceland, Liechtenstein.

At the wedding service the officiating Minister also acts in the role of Registrar. The Bridport Team contains both male and female ministers. If you need to, please discuss this with the Rector.

When a wedding service is booked this confirms the use of the building only, not the services of any individual minister.

Getting Married in Bridport

The Bridport Team of Churches is part of the Church of England (or the Anglican Church). They welcome Christians from all denominations and see themselves as part of the wider Church in the local Deanery, Diocese and worldwide Anglican Communion.

All the buildings in the Team have much to commend them. Most importantly, they remain vibrant and living places of worship. Couples should be aware of the integrity of this heritage and of those who worship there today. They are much more than just a 'venue'.

Worship takes place across the Team on Sundays every week and at other times during the year. Notice of services can be found in the porch, external notice boards or in the Team magazine, *The Bridge*.

By tradition, weddings most commonly take place on Saturdays but the ministers are happy to discuss the availability of other days during the week, with the exception of Sundays due to the number of services held in churches across the group. Although the law (in regard of when a marriage service can be conducted) has changed so that secular weddings may now be undertaken during the evening period, this does not affect services in church. Therefore, **a marriage service in church can only be conducted between the hours of 8.00 a.m. and 6.00 p.m.** The marriage must have concluded before 6.00 p.m. meaning the latest possible time for a service to begin in church is 5.00 p.m.

The Marriage. The form of service used is authorised in 'Common Worship: The Pastoral Services'. Couples who refer to the 'old service' usually mean the service from the 1928 version of the Book of Common Prayer. If you think you might wish to use this service or include Holy Communion, please discuss it with a Minister.

The Rector is happy for authorised ministers from denominations who are a part of "Churches Together in England" to share in the officiating at the service.

By 'tradition' the bride is a few minutes late. However, please be aware that the minister may be taking another wedding or other service that day and need to travel to another Church in the Team or elsewhere, so, *if the bride arrives later than 5 minutes after the advertised time of the service, the Minister reserves the right to shorten the service, including cutting hymns, readings and other non-essential additions.*

Flowers: There are often displays of flowers throughout the year in Church, apart from during the seasons of Advent (4 weeks before Christmas) and of Lent (approximately the six weeks before Easter). Professional florists are welcome to place displays in the Church prior to the wedding. Whether or not you wish to have additional flowers or use a professional florist, all couples must contact the local organiser at least 2 months before the Wedding, or as soon as possible if the wedding has been booked late. *Whoever has arranged the displays, it is required that flowers remain in the Church after the service (except during Lent and Advent) and are removed at a later date which should be agreed with the local organiser.*

Music: Professional musicians and talented amateurs are welcome to perform at appropriate times during the service. If this is desired, please discuss it with the Officiating Minister. The churches have organists who are willing to play at services. Please make early (3 months prior to wedding) contact with your organist:

St Mary's (Bridport) **Tim Linsley**=01297 442358

St John's (West Bay) **Tim Linsley**=01297 442358

St Swithun's (Allington) **Stephen Beardshall** Email: sbearshall@btinternet.com

Holy Trinity (Bradpole) **Bruce Upton**=01308 420876

St Mary's (Walditch) **Thelma Pulman**=01308 458533

Holy Trinity (Bothenhampton) **Tim Linsley**=01297 442358

If couples wish to use an organist other than one of these people, please discuss this with the Minister before making the booking. The Church Choir is also available to sing at your Wedding on request (excluding Walditch & Bradpole churches).

Rehearsal: A rehearsal is usually held during the week before the wedding, most often the night before. The Rector encourages anyone with a 'walk-on part' to attend if this is possible. It is especially helpful for very young children to see the building and meet the Rector before the service.

Confetti: Couples are asked to inform their guests that confetti should be thrown in the area beyond the gates only and that only confetti that is easily and rapidly *biodegradable* e.g. dried flower petals should be used.

Videoring and recording the Service: It is possible for the wedding service to be videoed as a permanent record of the day. However, there are complications in regard of copyright. Please read the permit (included at the end of this document) and if you are happy to accept it, you then sign in the relevant places.

If a service is to be videoed, then the camera must be set upon a tripod and remain on it for the duration of the service. This is to prevent the movement of a cameraman distracting the couple and the congregation from the service.

Photographs: Many couples engage the services of a professional photographer to take their pictures. Photographs may not be taken during the service until the signing of the Registers at the end. As with videoring, this is to prevent people being distracted by flashes during the service. At the beginning the Minister will ask guests not to use their cameras during the service until the wedding party are ready to leave the church. If the weather is inclement then the guests and wedding party may remain in the church for their formal photographs.

Local Contact: "The Bridge" parish magazine has details of Churchwardens and Administrators who will act as a point of contact and can, for example, liaise between the couple, choir, flower arrangers and bell ringers, depending on the couple's requirements, to help things run smoothly.

Advice for couples where one or both have previously been married

In 1994 the General Synod of the Church of England determined that there were circumstances in which a divorced person may be married in church during the lifetime of a former partner.

The Bishop of Salisbury has delegated to Parish priests the decision as to whether or not to conduct a wedding service where one or both of the couple has a partner from a previous relationship who is still alive.

Some Ministers, with the support of the Church Councils, are happy to conduct marriage services in these circumstances within the Code of Practice set down by the Diocese and national church for such matters.

Where a proposed wedding involves a person who has been previously married, please discuss this with the Rector.

He/she will follow a Code of Practice for the interview that aims to explore the nature of the breakdown of the previous relationship, whether the current relationship was a direct cause of the failure of the previous relationship and other related matters. The Code notes: 'The couple should understand the purpose of the interview and it should be made clear to them that attending the interview cannot imply an agreement to conduct a marriage. Both partners should attend the interview and they should be made aware in advance of the searching and personal nature of the issues to be discussed.'

If after the interview it is felt inappropriate for a marriage service to be conducted the option of a Service of Prayer and Dedication following a civil wedding can be explored.

The Ministers are very aware of the sensitive and pastoral nature of this issue. They wish to be positive in their dealing with couples in this situation but would note that they are bound by the Code of Practice that is followed in these circumstances.

A Minister must by law have sight of the Decree Absolute and would like a photocopy of it to be retained in the couple's file.

If you have previously registered a Civil Partnership please contact the Minister for further advice.

Preparing for our Christian Marriage

'On the third day there was a wedding in Cana of Galilee, and the mother of Jesus was there. Jesus and his disciples had also been invited to the wedding. When the wine gave out.....'

Read the rest of the story in St. John's Gospel Chapter 2 verses 1 - 12 in the New Testament of the Bible of how Jesus attended a wedding and helped the bride's parents when the wine stopped flowing. It was to be the first miracle He performed.

A prayer that can be said during the period when the Banns are being called:

Lord,
the source of all true love,
we pray that you will grant us joy of heart,
seriousness of mind
and reverence of spirit
as we prepare to enter the oneness of marriage
and that we may be strengthened and guided by you,
through Jesus Christ our Lord.
Amen

Lord and Saviour Jesus Christ,
who shared at Nazareth the life of an earthly home:
reign in our home and give us grace to minister to others.
Grant that by deed and word
we may be witnesses to your saving love
Amen

Gracious Lord,
bless our parents and families
that they may grow in love and friendship.
Grant that, as they witness our vows
they may find their lives enriched and strengthened
and their loyalties confirmed;
in Jesus Christ our lord
Amen.

'Common Worship: The Pastoral Services' (Adapted) © The Archbishops Council 2000s

'Father, we pray for all who are joined in a second marriage. Give them love, perseverance and faith as they try to fill the role of partner and parent. Save them from remorse, jealousy and resentment. Help them to build up a new sense of belonging. May they deal fairly and lovingly with all situations that crop up in everyday life. Give them faith, hope and love and good success in establishing strong family bonds.' *The Lion Prayer Collection, ©Lion Publishing 1992*

Notice to permit use in Church of Video Recording Equipment

Parish of (Insert name)

Video Recording of a service of Marriage

on

of

This notice is issued by the incumbent to give permission for recording equipment to be brought into and used inside the church for the purpose of recording the above service subject to the conditions noted in the booklet 'Advice on the preparation for Christian Marriage.

The attention of the recordist is drawn to the following matter:

1. The law of copyright is complex. It is most important that it is recognized the neither the incumbent not the parochial church council has any authority to give copyright permission for the lawful reproduction or recording of any work- literary or musical- which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. Certain 'blanket' arrangements have been made to facilitate the recording in church of the texts of the marriage service.
3. The conditions on which a tape of the material specified above may be made with prior application are as follows:
 - No rights in the recording and no copies of it may be transferred or assigned in consideration of money or money's worth, i.e. the rights in the recording and copies may not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
 - No more than three copies of the recording may be made.
 - Neither the recording nor any extract from it may be exhibited in public.
4. The copyright owners of the material listed in the Diocesan Handbook charge fees for this permission.
5. These blanket arrangements and the permissions relating to the material specified in paragraph 2 above do not extend to any part of the service other than the text of the authorized service and psalms from the three Psalters. Thus hymns, anthems, additional prayers etc. are not covered by these permissions and it is your responsibility to obtain permission for any such other copyright material that is included in the service. Copyright subsists in a work at least until the end of the period of 50 years from the end of the calendar year in which the originator (author, composer, etc.) died. Where there is doubt whether material is copyright the publisher will usually be able to assist.

This is important where secular popular music on CD or audiotape is performed as part of the marriage service. So far as copyright music and lyrics are concerned detailed advice on aspects of copyright is available from the Mechanical Copyright Protection Society Ltd. Elgar House, 41 Streatham High Road, London SW16 1ER.

6. A fee is payable to the district church council for the Incumbent's permission to bring recording equipment inside the church and use it there. (see fee sheet)

Permit to use Video Recording Equipment in
(Insert Name of church)

I have read the whole of this notice. I accept that the incumbent has given me permission only to bring video recording equipment inside the church and use it there, subject to the conditions specified above. I acknowledge that the incumbent has not given copyright permission or authorized the recording of any material or performance protected by law.

Dated Signed
(Recordist)

This permit should be signed and returned to the Officiating Minister before the marriage service takes place.

Planning an Order of Service

With the development of computers and increased quality of home printers, many couples now decide to produce their own Orders of Service. The information below applies whether you choose that option or decide to have it produced professionally. **Please make sure the minister has seen a copy of your order of service before you have it printed as the marriage service is not in a fixed format and different ministers may do things in a different order.**

Detailed below are the sections of the marriage service:

Introduction

- Welcome
- First hymn (Insert words)
- Preface to the Marriage Service
- The Declarations
- The Collect
- Reading: (Insert Biblical ref.)
- Sermon

The Marriage

- The Vows
- The Giving of Rings
- The Proclamation
- The Blessing of the Marriage
- (Second hymn if three to be included in Service)
- Prayers
- Second/third hymn (Insert words)
- Registration of the Marriage
- The Dismissal

The list on the previous page shows all the elements of the service and the Order of Service is designed to guide the congregation through the service. You don't have to include every element in the list, but if you do, then that's the order they come in. As a minimum, you need to include the words of the hymns and the Lord's prayer, as the congregation need to sing/say them. Beyond that, it's up to you as the minister will guide everyone through the service. An example might be:

Entrance Music
Welcome and Introduction
Hymn
The Declarations
The Collect
Reading
Sermon (or The Address)
The Marriage
The Blessing of the Marriage
Prayers
Hymn
Registration of the Marriage (or Signing of the Register)
Exit Music

In the section entitled 'Prayers' please include the words of the Lord's Prayer which the congregation say together, either in the modern form (on the left) or, if you prefer, the traditional form (on the right).

Our Father in heaven,
hallowed be your name,
your kingdom come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those who sin against us.
Lead us not into temptation
but deliver us from evil.
For the kingdom, the power,
and the glory are yours
now and for ever.
Amen.

Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power and the glory,
for ever and ever.
Amen.

Secular readings and poems may be inserted at various points as may musical items. In such circumstances discuss this with the minister first.

The minister is always happy to proof read and check an Order of Service for a couple before it is produced.

The titles of the music chosen for the Entry of the Bride and the Exit of the Bride and Groom may be added before the Introduction and after the Dismissal.

Readings

There are many popular and exciting readings. Read some of these together and see if what they say seems important to you.

- *God creates women and men to look after the earth*
[Genesis, Chapter 1, verses 26-28](#)
<http://bible.oremus.org/?ql=85114832>
- *A love poem between two lovers*
[Song of Solomon, Chapter 2, verses 10-13; Chapter 8, verses 6-7](#)
<http://bible.oremus.org/?ql=85117794>
- *Jesus teaches how to live life that brings true happiness*
[Matthew, Chapter 5, verses 1-10](#)
<http://bible.oremus.org/?ql=85116886>
- *Jesus teaches about marriage, and welcomes children*
[Mark, Chapter 10, verses 6-9 and 13-16](#)
<http://bible.oremus.org/?ql=85117921>
- *What happens when Jesus attends a wedding reception*
[John, Chapter 2, verses 1-11](#)
<http://bible.oremus.org/?ql=85117518>
- *Love, actually!*
[1 Corinthians Chapter 13](#)
<http://bible.oremus.org/?ql=85117610>
- *Committing to each other*
[Ephesians Chapter 5, verses 21-33](#)
<http://bible.oremus.org/?ql=85118046>
- *Seeing the good side...*
[Philippians Chapter 4, verses 4-9](#)
<http://bible.oremus.org/?ql=85118078>
- *Getting the perfect relationship*
[Colossians Chapter 3, verses 12-17](#)
<http://bible.oremus.org/?ql=85118125>

•

Your minister will be pleased to help you choose the right readings for your wedding service. The scriptural reading should always be from an authorised version of the Bible.

The Minister is happy to include secular material e.g. a poem, as a part of the service where appropriate. He/she would always wish to see such material before the service.

Hymns

There are usually two or three hymns during a wedding service. Again, the minister will be happy to help you decide.

The following are popular choices, but in no way are you restricted to these:

- All things bright and beautiful
- Come down O love divine
- Father hear the prayer we offer
- Give me joy in my heart
- Love divine, all loves excelling
- Lead us, heavenly Father, lead us
- Lord of all hopefulness
- Make me a channel of your peace
- Morning has broken
- One more step along the world I go
- O, praise ye the Lord
- Now thank we all our God
- Praise my soul, the king of heaven
- The king of love my shepherd is

Processional music

Many couples choose the traditional "Bridal March" from Lohengrin by Wagner and "Wedding March" by Mendelssohn. However, there is other music that can be chosen, so if you want something different, talk to your organist about this. They will advise on what will sound good on the instrument in church. Some churches allow recorded music to be used; speak to your minister.

Websites

The Church of England Website (www.yourchurchwedding.org) contains a good deal of further information including answers to many common questions as well as the text of the marriage service. There are a number of wedding websites with suggestions for music and readings that you could choose:

www.2-in-2-1.co.uk

If you go to the 'Wedding Centre' section of their site you will find lots of suggestions about hymns.

www.confetti.co.uk

This site includes the words and music of the more popular wedding hymns as well as suggestions for readings.

<http://www.weddings-southwest.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

This gives some Biblical and other readings for your wedding.

Checklist

This checklist is designed to help ensure you've done all you need to legally get married in church, as well as other things to help the service go more smoothly. It is not a definitive list – there will, no doubt, be other things you will regard as important or essential (such as a photographer) but things relating directly to the church service, such as organists and orders of service, are covered. If you are in any doubt about anything, please contact the office or a minister.

What we've got to do!	When	Done!
Returned Banns of Marriage Application form* for host church to the Rector/Officiating Minister.	ASAP	
Paid deposit to confirm the booking of the church.	ASAP	
If appropriate, photocopied Decree Absolute and returned to the Officiating Minister	ASAP	
Agreed a date and time for the rehearsal.	ASAP	
If appropriate for couples not resident in the parish, attend worship for the necessary 'habitual' period and complete the record sheet for each attendance.	ASAP – the latest time to start is 7 months before the wedding. Must be completed a minimum of 1 month before the wedding.	
If either member of a couple is not resident in the parish where the wedding is taking place, arranged for banns to be called in their home parish(es).	Minimum of 3 months before the wedding, can be arranged much sooner.	
If either member of a couple is not resident in the parish where the wedding is taking place, obtained banns certificate(s) from home parish(es) to confirm banns have been called.	Bring your certificate(s) to the rehearsal.	
Set dates for calling of Banns in host church	Minimum of 3 months before the wedding	
Discussed arrangements for music, if appropriate	Minimum of 3 months before the wedding	
Discussed arrangements for bell ringing, if required	Minimum of 2 months before the wedding	
Discussed flowers with the local organiser	Minimum of 2 months before the wedding	
Produced draft Order of Service (if appropriate) and had it checked by the minister. Bear in mind the printer's deadline if not printing yourself.	At least a month before the wedding recommended.	
Paid fees for the marriage, including bells, choir and video permit if appropriate.	Minimum of 4 weeks before the wedding	
If videoing the service, returned the completed permit (including recordist's signature) to the office.	Minimum of 2 weeks before the wedding	
Produced orders of service including sufficient extra copies for, eg, the minister, verger, choir and organist	At least a week before the wedding recommended	

***This checklist is for people getting married by banns, which is the preferred method in most circumstances. If you are intending to get married by licence, please contact the minister for advice on what you need to do.**

PLEASE READ THIS INFORMATION CAREFULLY

Please fold this page over to ensure the contents remain confidential.

From October 2008, one way to qualify to marry in a parish is by habitually attending public worship in that parish for a period of at least six months before the banns are called.

‘Habitual’ in this context is defined as being a minimum attendance of once a month.

Banns are called on three Sundays before the wedding, so in practice this means that someone must begin attending the church at least seven months before the date of the wedding to be able to complete six months’ attendance and allow time for the banns to be called. However, it is advised that you begin attending as soon as possible and complete the six months well in advance to guard against any unforeseen circumstances.

There are other qualifying criteria which do not require attendance but rely on another particular connection with the parish. If you are unsure, please discuss this with a minister or the office.

There is no requirement for both members of the couple to attend every time, but **attendance cannot be shared out**– eg John cannot attend 5 times and Jane once – but if John and Jane attended 5 times together, Jane or John could attend on their own the other time. If you are in any doubt, please speak to a minister or contact the office.

To prevent any possible issue or challenge arising, the couple are asked to complete this record of attendance as proof of meeting the legal requirement to enable the Banns to be called and the marriage to take place.

Record of attendance at worship at:

.....

The form must be signed by an Authorised Minister or Church Warden.

Names:

1.

2.

Date of proposed wedding:

Date	Attendees*	Confirmed by	Signed

*Please enter “both” or the Christian name if only one member of the couple attended.

NB: The habitual worship must begin at least seven months before the date of the proposed wedding and attendance cannot be shared out (please see the note on the left).

Bridport Team Ministry - WEDDING FEES for 2024

(An immediate £100 deposit secures your booking. All other fees **must** be paid at least 4 weeks before wedding date. Local fees increase annually)

Names of those to be married:

Wedding Date: Time:

Which Bridport Team Ministry (BTM) Church is the wedding to take place in? (Please tick below)

St Mary's, South St, Bridport St Mary's, Walditch St John's, West Bay
 Holy Trinity, Bothenhampton St Swithun's, Allington Holy Trinity, Bradpole

Member of Clergy taking service:

Statutory Fees set by General Synod

	£	£
<i>Bridport Team Rector's Fees (i.e. Clergy Fee)...</i>	<i>Mandatory fees are in bold</i>	

Wedding Service	241.00	
-----------------	---------------	--

Individual District Church Council Fees...

Publication of Banns**	36.00	
------------------------	--------------	--

Certificate of Banns**	18.00	
------------------------	-------	--

Wedding Service	290.00	
-----------------	---------------	--

Video (Copyright)	40.00*	
-------------------	--------	--

Local Fees agreed by PCC

Church Heating (Oct-April inclusive)	95.00	
--------------------------------------	-------	--

Verger	63.00	
--------------	--------------	--

Organist (£170 if making video for performing rights)	85.00*	
---	--------	--

Choir (£170 if making video for performing rights)	85.00*	
--	--------	--

Bells (before <u>or</u> after only)	100.00	
-------------------------------------	--------	--

Bells (before <u>and</u> after)	149.00	
---------------------------------	--------	--

Copyright (only if words of Hymns are printed in Order of Service)	43.00	
--	-------	--

Church produces Order of Service (hourly rate/usually takes 1 hour) =.....x	13.00	per hour
---	-------	----------

Church prints Order of Service (double-sided A4 card, B&W)	0.38	per page
--	------	----------

Altar Servers (Nuptial Mass St Swithun's)	25.00	
---	-------	--

Sub-Total £

Less £100 Deposit paid on - £ 100.00.....

Date balance due (min 4 weeks before wedding) **Balance Due** £ _____

* When a video is made of the service, **organist and choir fees are doubled** to take account of performing rights. Additionally, a fee of £40 is payable to cover copyright fees. To video your wedding, you will need the Team Rector's written permission to bring recording equipment inside the church and use it there.

BANNES fees are set by the Registrar General and may rise. If either of you **live outside the Bridport Parish (yet still have a qualifying connection i.e. you're allowed to get married in Bridport) you'll have to **get banns read at the local Parish Church where you live** (you'll pay them directly £32+£16=£48) - we must receive this 'non-local' Banns Certificate *before* your wedding. You will be notified of dates when your BTM Banns are to be read. They will be read in the church you are marrying in; usually on three consecutive Sundays; during the usual Sunday morning Service; within the 3-month period leading up to your wedding date.

The £100 deposit cheque should be made payable to 'Bridport Team Rector Fees' and posted to: The Administrator, c/o The Rectory, 84 South Street, Bridport DT6 3NW or paid by BACS: TSB Bank Account Name: 'The Bridport Rector Fees' - Account Number 01065610 with Sort Code 30-91-21. Fees payable relate to the year in which the wedding takes place, *not when the wedding was booked*, therefore subject to change. You can request a DRAFT Invoice after booking to give you an idea of costs but an accurate invoice will be sent to you at the start of the calendar year of your wedding. Please note that the total cost of your wedding will be split between *the church you marry in and Salisbury Diocese* (aka 'The Bridport Team Rector Fees'). Your invoice will explain the breakdown.

EXAMPLE: So, to hold your wedding in one of our 6 x BTM churches that requires **BANNES+Service, verger, organist and bells** (afterwards only), plus **copyright** for hymns to appear in your own Order of Service, **no** video of wedding, you're looking at: **£36+(£241+£290)+£63+£85+£100+£43 = £858**

Guidance for completing the BANNES / MARRIAGE Application Form

One person on behalf of both may complete this form. If the marriage is to take place in another parish, only the GREY boxes need to be completed.

Complete ALL boxes if the marriage is to take place in a Bridport Team Ministry church i.e. St Mary's Bridport, Holy Trinity Bothenhampton, St Mary's Walditch, St John's West Bay, St Swithun's Allington or Holy Trinity Bradpole.

At least seven days' notice is required before the first reading of banns. Banns have to be read on three Sundays before the marriage (within the three months leading up to the marriage).

(Section 3) If either of you will be under the age of 18 on the day of the wedding, and has not been widowed, the consent of parents or guardians is required.

(Sections 4, 11a, 11b) Your church wishes you a lifetime of love that grows within God's protection. But we recognise that some marriages do fail for all sorts of sad and painful reasons. So, in certain circumstances the Church of England accepts that a divorced person may marry again in church and this has been the case since 2002. Please speak to the Priest who will be officiating at your wedding.

(Section 6a) Include the town, county and postcode.

(Sections 7a, 7b and 7c) **Name, surname and occupation of mother, father or step-parent**
Each party can have up to four parents recorded. Where a parent is deceased the words (deceased) should be entered *after* the name. If any parent is retired, details of *their last occupation* should first be written then the word "retired" afterwards, this should be included even if the parent is deceased.

(Section 9) **Signing**

Once completed, if there are any discrepancies when the member of Clergy goes through your details with you, the form can be amended. The couple must sign in the spaces provided.

(Section 14) This means the Church of England parish in which you live. If either of you does not live in the parish where the marriage is to take place, you must arrange for the banns to ALSO be read in your own parish and obtain a banns certificate which is given in advance to the Priest marrying you.

Surnames should be in capital letters.

If no information is given, a line should be drawn in the space.

If handwritten, please use black ink and ensure distinct and clear handwriting.

Return of the marriage document

- An official **Marriage Document** will be prepared (pre-printed) based on the information you have provided on this Banns Form, which you will both sign on your wedding day. [The **Marriage Document** replaces the signing of Registers and the issuing of a Marriage certificate on your wedding day].
- The priest will post the signed **Marriage Document** to the local Register Office: **Dorchester Register Office, Dorset History Centre, Bridport Road, Dorchester DT1 1RP** (The Marriage Document will be posted on your wedding Day, or soonest thereafter).
- Once registered, *you (or your representative) will be able to obtain a marriage certificate* from this local Register Office i.e. **YOU** must contact the Dorchester Register Office 01305 225153 or email: registrars@dorsetcouncil.gov.uk to arrange this.

BANNS / MARRIAGE APPLICATION FORM – THE BRIDPORT PARISH

Fill out ONLY the grey boxes if you are marrying in a different Parish

Return to: The Rectory, 84 South St, Bridport DT6 3NW

Ref. No.

Office use only:

--

1^a Proposed DATE of marriage		1^b Proposed TIME of marriage			
1^c PLACE of marriage					
	MAN	WOMAN			
2 Name and surname <i>(including middle names)</i>					
3 Date of birth	Age:		Age:		
4 Condition (e.g. SINGLE)					
5 Occupation					
6^a Residence at time of marriage					
6^b Since when have you lived at this address?					
7^a MOTHER: <i>Name</i>					
<i>Occupation</i>					
7^b FATHER: <i>Name</i>					
<i>Occupation</i>					
7^c STEP-PARENT: <i>Name</i>					
<i>Occupation</i>					
8 Your Nationality					
9^a We certify that our answers are true & agree to pay a £100 non-refundable deposit when booking and balance of payment 30 days before the wedding.	<i>Please sign:</i>	<i>Please sign:</i>			
9^b Date when signing					
10^a Tel / Mobile No.					
10^b Email address					
11^a Have you been previously married?					
11^b If so, was the previous marriage terminated by death?					
11^c Are you related or connected by marriage? If so, how?					
12 Have you been baptised? If so, where?					
14 Which is your Parish Church?					
15 Please tick which of the following you will require at your wedding:	<i>Organist</i>	<i>Choir (if church has a choir)</i>	<i>Bells (if church has bells)</i> Before only..... After only..... Before & After.....	<i>Will hymns be printed in your Order of Service?</i> YES..... NO.....	<i>Will you have a Best Man?</i> YES..... NO.....
	<i>For Clergy use:</i> Date the balance was paid in full:	<i>For Clergy use:</i> Who's taking the Wedding?	<i>For Clergy use:</i> Couple's future address	<i>For Clergy use:</i> Publication of BANNS dates	
<i>Number of Bridesmaids</i>	<i>Total Amount of Wedding</i> <small>NB: this total may increase as fees change yearly</small> £	<i>Date £100 Deposit Paid</i> <i>Date Balance Due:</i>			

Please use BLACK ink and put a line through any box that is being left blank