



St Michael with St Mary

Getting Married Here

A guide to help you in the preparation for your marriage at either St Michael, St Albans or St Mary, Childwick Green



**St Michael
St Albans**



**St Mary
Childwick Green**



Congratulations on your Engagement!

We are delighted that you have considered getting married in St Michael's Parish.

This Wedding Preparation Guide aims to provide answers to many, if not all, of the questions you may have as you prepare for your marriage.

It also contains the paperwork that you will need to complete and return, so it is very important that you read through the pack carefully.

We hope that you find the guide easy to use and we recommend that you download a copy for your records so that you can use it as a reference as you plan your wedding. There is also a wide range of material on-line and we suggest that you look at the Church of England's website www.yourchurchwedding.org

The Guide has been divided into the following sections:

- Getting married in the Parish of St Michael
- Legal Preliminaries
- Booking Your Wedding
- Wedding Preparation
- Order of Service Booklet
- Music and Readings
- Photography and Videography
- General Information
- Timeline*
- Appendices

* The timeline is designed to help you through the process so that you know when to expect a communication from us, and when we will expect to receive information etc. from you.

If you want to clarify any points in the guide, have any questions or simply wish to speak to someone, please contact Georgie Ray in the Parish Office on (01727) 835037 or e-mail admin.stmichaels@btconnect.com - experience has shown that telephone contact is the best method at the outset. The office is open 09:00 - 12:00 weekdays, excluding Wednesdays and Bank Holidays.

GETTING MARRIED IN THE PARISH OF ST MICHAEL

There are two churches in the Parish of St Michael – St Michael's in St Albans (the Parish Church), and the sister church of St Mary's which is located in the nearby hamlet of Childwick Green.

St Michael's Church is the larger of the churches and is located in the ancient setting of Roman Verulamium and has a peal of bells, whereas St Mary's offers an intimate village setting which is more appropriate for a smaller number of guests. You may be married in either of these churches and we can give you guidance as to which venue may be more appropriate to your plans.

Most of the information contained in this Guide applies to both churches – we have made it clear where the details apply to the appropriate church.

You are welcome to be married in either of our churches if:

- one of you lives in the parish; or
- one of you is entered on the church's Electoral Roll.

You can also marry in St Michael's parish if you can claim what is known as a '**Qualifying Connection**' to the parish. The connection can be any one of the following:

- one of you was baptized or prepared for confirmation in the parish;
- one of you has ever lived in the parish for six months or more;
- one of you has at any time regularly attended public worship in the parish for six months or more;
- one of your parents has lived in the parish for six months or more in their child's lifetime;
- one of your parents has regularly attended public worship in the parish for six months or more in your lifetime; or
- one of your parents or grandparents was married in the parish.

If you wish to be married here through a '**Qualifying Connection**', you will need tell us about this on the additional form provided at **Appendix 1**.

LEGAL PRELIMINARIES

Weddings are a legal ceremony as well as a religious service, and we cannot conduct your marriage without the legalities being completed.

The usual legal preliminary to a wedding is the **calling of banns**. These have to be called in the parishes where both bride and groom are resident (and also in this parish if you both live elsewhere). You will need to contact the priest of each parish, and must obtain a certificate from them once your banns have been called.

Your banns will be read in St Michael's at the 9.30am service, usually on the first three Sundays of the month preceding the month in which your wedding is due to take place. You are particularly encouraged to attend on these Sundays. (If you are marrying at **St Mary's**, your banns must legally be read at St Michael's (the Parish Church) but as a courtesy, they will also be read at the evening service at St Mary's).

Some couples (e.g. if bride or groom is not a UK national) will need legal preliminaries other than banns. We will advise you if this is the case upon receipt of your application form.

BOOKING YOUR WEDDING

You may book your wedding at any time. An application form (**Appendix 2**) and a form on which you should record your details for the Marriage Register (**Appendix 3**) can be found in this booklet. We will require you to bring your passports with you and proof of your address e.g. a recent utility bill in your name. Your passports and other proofs will be photocopied and returned to you at the time of your visit and a file will be opened.

If either, or both of you live in St Michael's parish or are member of the church Electoral Roll, you should contact the Parish Office to make arrangements to visit the office with:

- your completed application form (**Appendix 2**);
- the completed form recording your details for the Marriage Register (**Appendix 3**);
- your passports, and
- proof of your address e.g. a recent utility bill in your name.

If you are requesting to be married in the parish by Virtue of a Qualifying Connection (VOC), you should contact the Parish Office to make arrangements to visit the office with:

- your completed VOC (**Appendix 1**), and the proof(s) in support of the connection you have selected; your completed application form (**Appendix 2**);
- the completed form recording your details for the Marriage Register (**Appendix 3**);
- your passports, and
- proof of your address e.g. a recent utility bill in your name.

It is sometimes possible to be married in church if you are divorced and your former husband/wife is still alive. If you are in this position, we will need to arrange a mutually convenient appointment for you to meet with the vicar. He can then have an open conversation with you about the circumstances of the previous breakdown in order to discern how best we can help you.

We will be able to discuss the date and time of your proposed wedding when you visit the office so that we can make a provisional booking in the church diary which will be subject to confirmation once the vicar's diary has been checked.

Having booked your wedding, if you change your address or job before the wedding takes place, it is important that you let us know as soon as possible so that the correct details on the day of your wedding are recorded in the wedding registers.

WEDDING PREPARATION

You will meet with the minister taking your wedding on two or three occasions before the date itself.

This will usually include:

- an exploratory conversation at, or shortly after, the time of your booking;

- a detailed session which looks at the structure of the service and your particular plans; and
- a rehearsal in the church usually two evenings before your wedding day.

ORDER OF SERVICE BOOKLET

Most couples choose to produce an order of service; this helps their guests during the service and becomes a memento of the day. As some parts of the marriage service are fixed because they are required by law, the minister taking your wedding will discuss the contents of your service and this will allow you to produce the booklet that is right for you.

WEDDING MUSIC

Music is an integral part of your wedding and we want to ensure that you make the right choices as this is an area where you can personalise the service. We have included some popular choices of music (**Appendix 4**) but it may be that you already have an idea of the music that you would like for your wedding.

Alternatively, if you want some guidance to help with your selection, our Director of Music, Colin Hamling, has a wealth of experience and will be happy to advise you, and in any case would be pleased to speak with you; Colin can be contacted by e-mail on colin@hamlingmail.com Also, the minister taking your wedding will be happy to discuss musical choices with you.

We are able to provide singers for leading the singing of the hymns and possibly singing an anthem during the signing of the registers; if you would like this, please let us know as soon as possible by contacting Colin on colin@hamlingmail.com

You may, of course, have musicians within your family, or among your friends, whom you would like to take part in the service. Again, please let us know as soon as possible so that their participation can be integrated into the overall musical structure of the service.

If you are planning to produce a printed Order of Service, please include the Director of Music when you send a draft to the minister. You must also print somewhere on your Order of Service, perhaps the back page: 'Words of songs reproduced under CCLI Church Copyright Licence 2167438'.

Having made your choices on all of the above, it is important that you complete the Music Selection Form (**Appendix 5**), and send a copy of the form to the Parish Office, a **minimum of 8 weeks** before your wedding date, by e-mail to admin.stmichaels@btconnect.com

READINGS FOR YOUR WEDDING

The selection of the readings for your wedding is another area where you can personalise the service. There is always one Bible reading and often a piece of poetry or prose as well. A selection of popular readings from the Bible is available at **Appendix 6**. The minister who will be officiating

at your wedding will be able to discuss the inclusion of any such material with you at one of your meetings.

WEDDING PHOTOGRAPHY AND VIDEOGRAPHY

Most couples want a permanent record of their special day. Our guidance about photography and videography in the appendices will help this record to be made while at the same time keeping the service running smoothly. **Please note that, legalities prevent aerial photography or videography by means of a drone.**

Please read the guidance relating to photography and videography in **Appendix 7**. Plans of the layout of the two churches, showing where your photographer and/or videographer can stand, can be found at **Appendix 8**. If you wish, you can print a copy for yourself but you should pass on a copy of the appropriate sheet and church plan to your designated photographer and/or videographer so that they are aware of their obligations and any restrictions.

If you wish to make any video recording of your wedding (professional or amateur) it is essential that you let us know by completing the videography application form at **Appendix 9** and then send the completed form, at least 12 weeks before your wedding day, by e-mail to the Parish Office on admin.stmichaels@btconnect.com so that your file can be noted, other administrative action can be taken, and the fees for videography, as detailed below, can be added to your invoice.

You should also be aware that videography incurs the following additional fees:

- Organist: + 100%. (This is because a video repeats the organist's performance)
- Choir: + 50% (This is because a video repeats the choir's performance)
- Parish Office administration: £28.50

BELLS

If you wish the bells to be rung after your wedding, please inform either the officiating priest at your first meeting or the Parish Office as soon as possible after your decision. **This applies solely to marriages taking place at St Michael's; there are no bells at St Mary's.**

FEES

Fees are reviewed annually by both The Church of England, which sets the Statutory (Legal), Fees and the Parochial Church Council, which sets the Local Fees. The fees for the current year (2020) are shown at **Appendix 11** and these can be used to help you to set your budget for your wedding.

Fees generally increase each year, usually in line with inflation and an e-mail will be sent to inform you of the fees for the year as soon as possible following the release of the new set of fees; this will then provide you with an opportunity to review your wedding costs.

An invoice detailing the exact sum required will be sent to you, along with a covering e-mail explaining how payment should be made, **8 weeks before the date of your wedding**. The fees must be received by the Parish Office **not less than 4 weeks before** your wedding day.

FLOWERS

Flowers for weddings in St Michael's may be arranged through Wendy May who can be contacted by phone on (01727) 853695 or bmay@i-c-a.demon.co.uk and flowers for weddings in St Mary's

may be arranged through Anita Lindeman who can be contacted on 07906 655641 or anita.lindeman@ntlworld.com

We ask that **all** flowers in church are arranged through Wendy and Anita because of their understanding of the care and needs of each building. Wendy and Anita have many years of professional experience and, if you wish, they would also be pleased to design and make your bouquet, bridesmaids' posies, corsages, buttonholes and floral arrangements for your reception. Please contact Wendy (St Michael's weddings) and Anita (St Mary's weddings) once your wedding is booked so that they can get your requirements into their diaries.

PARKING

ST MICHAEL'S CHURCH - Car parking around St Michael's is difficult and can become very awkward on Saturdays during the summer period.

Please advise your guests of the following options:

- There is a pay and display car park adjacent to Verulamium Museum (AL3 4SW) but this fills up very quickly on summer weekends and should not be relied upon.
- There is additional pay and display parking at the far side of the park (Westminster Lodge, AL1 2DL).
- The nearest on-road parking to the south of St Michael's is on the Verulam (Waitrose) estate (e.g. AL3 4JZ) and to the north of St Michael's on the Batchwood estate (e.g. AL3 5TZ).

St Michael's School (adjacent to the church) offers their playground in return for a fixed fee. **If you want to explore this option, please contact the school directly** so that they may send you the appropriate paperwork and advise you of the fee. You should contact the office manager at the school by phone on (01727) 854866 or by e-mail on admin@stmichaels.herts.sch.uk

There may be additional parking available for hire at the **Memorial Hall** which is located in **Branch Road (AL3 4SS)** and is a short walk away from the church. Please contact **Danielle Argent** on (01727) 836041 or hallbooking17@gmail.com to discuss availability.

There is no parking:

- on adjacent roads - this was further restricted in 2013 and is virtually non-existent
- on the grass verges on Bluehouse Hill - parking here is prohibited and ferociously patrolled!
- in the churchyard - space here is for the bride's car only and disabled access
- at the vicarage - spaces here are for clergy and St Michael's volunteers only

ST MARY'S CHURCH - There is ample car parking around the Green at Childwick but out of respect for our neighbours, and other users of the estate, please ask your guests to park only on the hard surfaces because the grass verges are easily churned up, especially in wet weather.

TOILET FACILITIES

There are **no** facilities in St Michael's church, but if any of your guests needs to visit the toilet, they should approach one of the church stewards. They will be able to accompany the person to the toilets in the nearby Parish Centre. In the event of a simultaneous booking in the Parish Centre, there are public toilets in the car park adjacent to Verulamium Museum (AL3 4SW).

There is an accessible toilet along with baby change facilities at **St Mary's** church.

DISABLED GUESTS

If any of your guests has a disability please let us know at the first available opportunity so that we can try to make them as comfortable and included as possible.

CONFETTI

Couples are welcome to use confetti at both churches. To help our churchyard volunteers, please make sure your confetti is bio-degradable (paper or petals only).

YOUR SERVICE TIME

It is important that your service starts on time because the church and its staff (organist, singers, bell-ringers, stewards, minister) may have other commitments later in the day. This means that they are contracted from the agreed start time of the service. In the event of a delayed start, we reserve the right to take decisions to fit your wedding around our other commitments - e.g. reducing elements of the service, sending staff home, opting to ring the bells when the bride arrives and not when she leaves, etc. We can discuss this further at your rehearsal, but it is important that the bride in particular leaves enough time (especially during summer Saturday traffic) to get to the church five minutes before the start of the service, and to have an agreed communication chain, in case there is a car-breakdown.

CONTACT DETAILS

Your first point of contact is Georgie Ray in the Parish Office. The office is closed on Wednesdays but it is open 09:00 - 12:00 on other weekdays, excluding Bank Holidays. Outside of these hours, you can call the office on (01727) 835037 and leave a message on the answerphone or send an e-mail to admin.stmichaels@btconnect.com

TIMELINE

This is a high-level list of the process for ensuring that your preparation for your wedding progresses smoothly. If you want clarification or to discuss points not covered below, please get in touch with Georgie in the Parish Office (see Contact Details).

AT ANY TIME

- Download a copy of this guide and start to fill-in the paperwork that applies to you. (We recommend that you print the booklet and each appendix separately).
- Telephone (01727) 835037 or e-mail the Parish Office admin.stmichaels@btconnect.com to arrange an appointment to discuss the date of your wedding.
- Bring your passports, proof of address any other paperwork to the office so that the date can be entered in the church diary and a file started.

12 WEEKS BEFORE YOUR WEDDING DAY

- Arrange for your banns to be read in your 'home' parish(es) if you do not live in St Michael's parish. (We will inform you if you need different legal preliminaries)
- Confirm that you wish for the bells to be rung after your wedding (weddings at St Michael's only).
- Apply for permission to make a video recording of your wedding, if required.

8 WEEKS BEFORE YOUR WEDDING DAY

- An invoice for the fees for your wedding will be sent with a covering e-mail.

6 WEEKS BEFORE YOUR WEDDING DAY

- Send a copy of your completed music selection to the Parish Office

4 WEEKS BEFORE YOUR WEDDING DAY

- Your banns will be read in St Michael's on three consecutive Sundays (the dates of the readings will be confirmed to you by e-mail)
- Your banns certificate(s) from your 'home' parish(es), if you do not live in St Michael's parish, should be delivered to the Parish Office to prove that all of the legal preliminaries have been carried out.
- Payment of the fees for your wedding should be paid to the Parish Office.

2/3 DAYS BEFORE YOUR WEDDING DAY

- Your wedding rehearsal will take place in church.

Church of England Marriage Measure 2008 Form

This form must be completed if you wish to marry in the Parish of St Michael, St Albans by ***Virtue of a Qualifying Connection*** with the parish. A ***Qualifying Connection*** applies if you are **NOT** resident or **NOT** entered on the Electoral Roll in the Parish of St Michael, St Albans.

The Vicar of the Parish, **The Reverend Kenneth Padley of St Michael's Vicarage, St Michael's Street, St Albans AL3 4SL**, is under a legal duty to be satisfied that you can lawfully marry in the parish before the marriage can take place or a firm date and time can be fixed for it. To make this process as quick and simple as possible, whichever of you claims to have a connection with the parish is asked to complete this form and return it to the Parish Office.

PLEASE BEGIN BY READING THE FOLLOWING NOTES

a) Before completing the form, you may well find it helpful to read the material on the Church of England Marriage Measure 2008 on the Church of England web site at www.cofe.anglican.org

b) In the Church of England Marriage Measure a parent means:

- a parent of either a legitimate or an illegitimate child; or
- an adoptive parent (This requires legal adoption); or
- a person "who has undertaken the care and upbringing" of another person.

For a grandparent, one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.

c) If either of you has been married previously, and your former husband or wife is still alive or either of you is not a UK national, please alert the Parish Office to that as soon as possible, even before submitting the completed form, so that the special issues which arise can be considered without delay.

d) If you are not certain about how to complete any part of the form, please contact the Parish Office for advice.

e) The Vicar of the Parish is the person responsible for complying with the Data Protection Act 1998 (the Data Controller) in relation to the personal information that you provide on, and with, this form. The vicar will use this information to establish whether you can lawfully be married in the parish.

When the vicar has considered the completed form, it is possible that the vicar may still need to ask you for some further documents or other information, or may need to ask someone holding an official position in the parish for further information in support of your connection with the parish.

If any special issue arises in your case it is also possible that the vicar may need to ask for advice on it from the diocesan legal adviser. However, if any of these becomes necessary, the vicar will see that you are kept fully informed.

The vicar will share the information you have given only with those people who need to see it in order to provide the further information or advice as described above.

REQUEST TO MARRY IN PARISH

Please insert the FULL names of yourself and your fiancé(e)

I,, wish to be married to

..... according to the rites of the

Church of England in the Parish of St Michael, St Albans. by virtue of my having a qualifying connection with the parish under the Church of England (Marriage Measure 2008).

I confirm that the information and answers given in and supplied with this form are correct to the best of my knowledge and belief.

Signed

Date

Please note: *The law forbids a person who has entered into a civil partnership to enter into a marriage while the civil partnership is still subsisting*

YOUR QUALIFYING CONNECTION WITH THE PARISH

Please complete Sections 1 and 2 and whichever question(s) in Section 3 apply

Section 1

Please tick the relevant box, or boxes

I wish to rely on a connection with the parish by virtue of **one or more** of the following :

- A** I was baptised in the parish (by a Church of England service/form of baptism)
- B** I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to church or chapel in the parish
- C** My parent or grandparent was married in the parish by a Church of England service
- D** I have had my usual place of residence in the parish for at least 6 months *
- E** My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime *
- F** I have habitually attended public worship at Church of England services in the parish for at least 6 months **
- G** My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime **

* *This can apply whether or not you or your parent(s) are still resident in the parish*

** *This can apply whether or not you or your parent(s) are still attending worship in the parish*

Section 2

Does any of the information on which you are relying to show your connection with the parish:

- give a name for you which is different from the one you have used on this form; **or**
- give the surname for any parent or grandparent of yours which is different from your surname as set out on this form?

Yes/No (*please delete as appropriate*)

If **YES**, please:

- give the previous/other name(s)
- explain how the difference has arisen and
- if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name)

Section 3

*Please answer the questions which relate to the connection(s) you have ticked in **Section 1**.*

Please give exact dates, places, names etc. if possible – if not, please give as much information as you can

A I was baptised in the parish (by a Church of England service/form of baptism)

- When were you baptised?
- Where were you baptised?
- What documentary or other information do you have for this? (***Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form***)

B I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish

- When were you confirmed?
- Where were you confirmed?
- Who prepared you for confirmation?
- In which register is your confirmation recorded?
- What document or other information do you have as regarding the registration of your confirmation? (***Please submit any copy of an entry in the confirmation register, certificate etc. or other documents with this form***)

C My parent or grandparent was married in the parish by a Church of England service

- i. When and where did the marriage take place?
- ii. Please give names of the parties to the marriage, and state how the relevant party/parties are related to you.
- iii. What documentary or other information do you have for this? ***(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)***

D I have had my usual place of residence in the parish for at least 6 months. *(This can apply whether or not you are still resident in the parish)*

Please give:

- i. each address at which you have been resident in the parish, and
- ii. the dates between which that address was/has been your usual place of residence
- iii. What documentary or other evidence do you have for the above? ***(Please submit the documents with this form)***

E My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime. *(This can apply whether or not your parent(s) is/are still resident in the parish)*

Please give:

- i. each address at which a parent of yours has been resident in the parish;
- ii. the name(s) of the parent(s) resident there; and
- iii. the dates between which that address is/was his/her/their usual place of residence
- iv. What documentary or other evidence do you have for the above? ***(Please submit the documents with this form)***

F I have habitually attended public worship at Church of England services in the parish for at least 6 months. *(This can apply whether or not you are still attending worship in the parish)*

- i. When did you begin to attend public worship habitually in the parish?
- ii. If you no longer do so, when did you cease to do so?

Please state:

- a. Where you worshipped in the parish during this period;
- b. How often/on what occasions; and

- c. What types of services you attended.
- d. What documentary or other evidence do you have for the above?
(Please submit the documents with this form)

G My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime. *(This can apply whether or not your parent(s) is/are still attending worship in the parish)*

- i. When did your parent(s) begin to attend public worship habitually in the parish?
- ii. If that is no longer the case, when did it cease?
- iii. Please give his/her/their name(s) and his/her/their address(es) over that period

Please state:

- a. Where he/she/they worshipped in the parish during that period
- b. How often/on what occasions; and
- c. At what types of services
- d. What documentary or other evidence do you have for the above?
(Please submit the documents with this form)

Application for Marriage in the Parish of St Michael, St Albans

Using block capitals, please complete the following information about yourself and your fiancé(e) and return it to the Parish Office.

	GROOM	BRIDE
<i>Full name</i>		
<i>Present home address and date you moved in</i>		
<i>The Parish in which you live (You can find this by entering your post code on www.achurchnearyou.com)</i>		
<i>Tel (day)</i>		
<i>Tel (evening)</i>		
<i>Tel (mobile)</i>		
<i>e-mail</i>		
<i>Date of birth</i>		
<i>Age on date of marriage</i>		
<i>Nationality (as shown on your passport)</i>		

	GROOM	BRIDE
Are you Baptized?* <i>(Please delete whichever answer does not apply)*</i>	Yes/No	Yes/No
Are you Confirmed?* <i>(Please delete whichever answer does not apply)*</i>	Yes/No	Yes/No
* This information does not affect your rights but it does give us helpful background information about you		
Have either of you previously been married ? <i>(Please delete whichever answer does not apply)</i>	Yes/No	Yes/No
If yes,		
(a) When did the marriage end? <i>(Give date)</i>		
(b) How did it end? <i>e.g. divorce, death</i>		
(c) Is the other spouse still alive?	Yes/No	Yes/No
Note: <i>The law also forbids a person who has entered into a civil partnership to enter into a marriage while the civil partnership is still subsisting.</i>		
Are you and your fiancé(e) related or connected by marriage? <i>(Please delete whichever answer does not apply)</i>	Yes/No	
If yes, please give details		

SIGNED:(GROOM)

SIGNED:(BRIDE)

DATE:

We'd love to let you know about important services and events coming soon in the parish via our monthly e-mail. Please tick the box if you DO NOT want to be included on this facility.

Important Note: For the purposes of the General Data Protection Regulation (GDPR), along with the Data Protection Act 2018, the Data Controller is the Vicar of the Parish, who will use the information on this form to ensure that the legal requirements relating to the marriage are complied with and to make arrangements for the wedding ceremony.

The Vicar will only share the information with those who need to see it for those purposes.

Parish of St Michael with St Mary

Information for the Marriage Register

Please complete clearly in BLOCK CAPITALS and return to: The Parish Office, The Vicarage, St Michael's Street, St Albans, AL3 4SL

Date of wedding		Time		Church (please delete as appropriate)	St Michael's St Mary's
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	Full Name & Surname	Age on date of marriage	Condition (please delete as appropriate)	Rank or profession	Address*	Birth Father's Full name & Surname **	Birth Father's Rank or profession **
Groom			Single				
			Married				
			In a civil partnership				
			Widower (from marriage or civil partnership)				
			Previous marriage dissolved (divorced)	Tick if retired <input type="checkbox"/>			Tick if retired <input type="checkbox"/>
			Previous civil partnership dissolved				Tick if deceased <input type="checkbox"/>
Bride			Single				
			Married				
			In a civil partnership				
			Widow (from marriage or civil partnership)				
			Previous marriage dissolved (divorced)	Tick if retired <input type="checkbox"/>			Tick if retired <input type="checkbox"/>
			Previous civil partnership dissolved				Tick if deceased <input type="checkbox"/>

Are you related by blood or marriage? (please delete)	Yes / No
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* if you are considering moving address it is legally essential that you talk with us

** if you are unable or uncomfortable about supplying this information, please leave blank

Wedding Options - Hymns

To look up texts for these online please visit <http://hymnal.oremus.org/> Although this website will give you a good idea of the words to the hymn, we recommend that that, when you have made your selection, and before you print your Order of Service, you contact the organist to check that the words shown are those that are traditionally used.

We have used the following key for all of the hymns listed to help with your decision in making your selection namely, * for very suitable and # for well known

General Praise

- * # All creatures of our God and king - CP 250
- # All my hope on God is founded - CP 368
- * # All people that on earth do dwell - CP 369
 - Christ whose glory fills the skies - CP 2
 - Colours of Day - HON 87
 - Come, ye faithful raise the anthem - CP 409
- # Give me joy in my heart - CP 433
 - Great is thy faithfulness, O God my Father - CP 453
 - Holy, holy, holy, Lord God almighty - CP 202
- # Immortal Invisible - CP 474
- * New every morning is the love - CP 6
- * Now thank we all our God - CP 530
- * O Lord my God when I in awesome - CP 262
 - O worship the King - CP 546
- # Praise my soul the king of heaven - CP 555
 - Praise O praise our God and King - CP 273
- * Praise to the Lord the Almighty the King - CP 558
 - Praise the Lord ye heavens adore him - CP 556
- * Songs of praise the angels sang - CP 574
 - Ye holy angels bright - CP 626
 - Ye watchers and ye holy ones - CP 230

Wedding Specific

- * At Cana's wedding, long ago - CP 341
- * Come to a wedding, come to a blessing - AMHSRW 344 (tune of Morning has broken)
- * Jesus Lord we pray - CP 342
- * O Perfect Love, - CP 343
- * The grace of life is theirs - CP 344
- * We pledge to one another - AMHSRW 350 (tune of I vow to thee my country)

Connected to Aspects of Marriage

- Alleluia, Alleluia, hearts to heaven - CP 137
- # All things bright and beautiful - CP 251
- # Amazing Grace - CP 375
- Blessed city, heavenly Salem - CP 207

- * Brother Sister let me serve you - CP 393
- Come down O love divine - CP 175
- Come ye faithful raise the strain - CP 143
- * For the beauty of the earth - CP 253
- * God is love let heaven adore him - CP 442
- * Gracious Spirit Holy G [holy heavenly love]- CP 182
- * Guide me O thou great Redeemer - CP 455
- I to the hills will lift mine eyes - CP 471
- Lord for the years - CP 81
- * # Lord of all hopefulness - CP 507
- * # Love divine all loves excelling - CP 516
- * Love of the Father, love of God the Son - CP 186
- Make me a channel of your peace - CP 519
- * Morning has broken - CP 260
- * O Holy Spirit Lord of grace - CP 188
- O love that will not let me go - CP 542
- * # One more step along the world I go
- The God of Love my Shepherd is - CP 587
- The King of love my shepherd is - CP 589
- Wake O wake with tidings thrilling - CP 39

Wedding Options - Organ Music

Suitable for Entry

Bridal March from Lohengrin ['Here comes the Bride'] - Wagner

Arrival of Queen of Sheba - Handel

Prelude to a Te Deum - Charpentier

Canon - Pachelbel

Trumpet Tune - Purcell

Trumpet Voluntary "Prince of Denmark's March" - Jeremiah Clarke

Suitable for Exit

Wedding March from Midsummer Night's Dream - Mendelssohn [the traditional exit piece]

Marche triomphale, Nun Danket alle Gott - Karl-Elert

Trumpet Voluntary "Prince of Denmark's March" - Jeremiah Clarke

Hornpipe from the Water Music - Handel

If you listen to recordings on CD, YouTube or anything similar, it is likely that the music will have been made on large organs, and in very resonant buildings. Some pieces may have a very different impact when played in St Michael's church or be unsuitable for the organ. The organist will be pleased to advise on any particular choices you make.

Wedding Music Selection

Venue: St Michael's / St Mary's

Please delete as applicable

Please return the completed form by e-mail to admin.stmichaels@btconnect.com a minimum of 8 weeks before the date of your wedding.

Date and time of Wedding:.....

Name of Couple:.....

Please give name of the primary contact for any queries:.....

Home Phone/Mobile Number:.....

E-mail address:.....

Are you providing a printed Order of Service? Yes/No *(Please delete as applicable)*

Do you wish singers to be provided? Yes/No *(Please delete as applicable)*

Are you intending to use other musicians during your service? Yes/No *(Please delete as applicable)*

Your Choice of Hymns: *(please note - 3 are required)*

1.

2.

3.

Music at the Entry of the Bride:.....

Music during the Signing of the Registers:.....

Music at Exit:.....

Wedding Options - Bible Readings

To look up these texts online please visit <http://bible.oremus.org/>

Genesis 1:26-28, 31 - creation of men and women

Genesis 2:7, 18-25 - creation of men and women

Ruth 4 - The Marriage of Boaz and Ruth

Psalms 67 - praise and blessing of God

Psalms 127 - God providing for families

Psalms 128 - God's providence again

Ecclesiastes 4:9-12a - The Value of a Friend

Song of Solomon 2:8-14, 16a; 8:6-7 - love poetry

Isaiah 43:1-7 - God's Protection Promised

Isaiah 55:10-13 - God's promising blessings

Isaiah 61:10-62:3 - thanks to God

Matthew 5:1-12 - The Beatitudes

Matthew 7:24-29 - building a strong household

Matthew 19:4-6 - Jesus on importance of marriage

Matthew 22:35-40 - God's commandment to love

Mark 10:42-45 - serving each other

John 2:1-11 - Jesus at a wedding

John 15:9-17 - The commandment to love

1 Corinthians 7:1-5, 10-11 - Paul on marriage

1 Corinthians 13 - The Gift of Love

2 Corinthians 5:14-17 - new creation

Colossians 3:12-17 - assorted virtues

Ephesians 2:4-10 - God's love

Ephesians 3:14-19 - godly families

Ephesians 4:1-6 - Unity

Ephesians 4:25-5:2 - Rules for New Life

Ephesians 5:1-2, 21-33 - imitating God

Philippians 2:1-12 - Imitating Christ's Humility

1 Thessalonians 4:1-12 - A Life Pleasing to God

1 Peter 3:1-7 - Wives and Husbands

1 John 3:18-24 - love

1 John 4:7-16 - God Is Love

1 John 4:16-21 - God is love

Revelation 19:7-9 - The marriage of God to people

Wedding Photography

The following information applies to BOTH churches, except where specified

We want wedding families to get the very best from their special day. We want you to have a smooth service *and* a permanent record for years to come. This sheet is for couples and their photographer to help to achieve this together.

Members of the congregation are *only* permitted to take photographs *before* the service (up to and including the entry of the bride) and *after* the service (from the point when the couple are leaving the church). ***Please make sure that all of your guests are aware that the use of any photographic equipment, mobile phones and video recorders during the service itself is strictly prohibited.***

For the duration of the service itself, wedding couples may invite *one* person (professional or a friend) to act as their photographer. This person must be nominated in advance to the cleric taking the service. Ideally the photographer should attend the rehearsal. If this is not possible, the photographer must arrive at the church half an hour before the start of the service to familiarise themselves with the building, and to receive any specific briefings. If the photographer is an amateur, they ***MUST*** attend the rehearsal.

During the service, the photographer ***must*** operate from the marked places shown on the appropriate church plan, copies of which are included in Appendix 9. More information concerning the positioning of the photographer at each church is specified below.

ST MICHAEL'S: The positions from which the photographer must operate are the back of the church (A), and at the head of the North Aisle (B) where they can shoot through the doorway to where the couple stand.

Photographers must avoid the more exposed central aisle and Lady Chapel.

Photographers should not use flash or cameras with a loud click.

At the point of signing the registers, the photographer should join the couple and witnesses either in the vestry (C) or in the chancel. ***For legal reasons*** it is essential that no visible record is made of the pages of the wedding register.

ST MARY'S: During the service, the photographer must operate from the head of the north aisle (A). This is an exposed position so movement must be kept to a minimum.

At the point of signing the registers, the videographer should join the couple and witnesses in the schoolroom (B). ***For legal reasons it is essential that no visible record is made of the pages of the wedding register.***

Photographers should not use flash or cameras with a loud click.

Taking moving footage (videography) during your wedding is permissible but it is legally complicated and involves extra costs. Please see the separate videography information sheet (Appendix 8) if you wish to explore this.

Wedding Videography

The following information applies to BOTH churches, except where specified

It is possible for moving footage of weddings to be recorded in church. *This is not routine because there are important legal considerations for couples to take into account, and it is vital that you keep the office informed to ensure a smooth administration of the process.*

Ideally, at your first meeting, you should inform the cleric who will be officiating at your wedding of your intention to make a video recording of the service, and hand him/her a completed **Application for Permission to Video/Sound Record in Church and Churchyard (Appendix 9)**

If, at a later date, you decide to record your wedding, you must send a copy of the completed **Application for Permission to Video/Sound Record in Church and Churchyard (Appendix 9)** to the office *a minimum of 8 weeks before your wedding date.*

Please follow these guidelines:

Videographer. The bride and groom must nominate one person who will be responsible for videography. The parish reserves the right to decline individuals if they have not followed our guidance in the past. The priest will pause the service in the event of filming (e.g. on mobile phones or other hand-held devices) by others.

Licensing. Videography of any live music performance, e.g. hymns or organ music, or pre-recorded music e.g. CD's or MP3 files, requires permission by means of a copyright licence. The Limited Manufacture Licence from PRS for Music is the best way to obtain this permission, and the named videographer should visit www.prsformusic.com/LM where full details for the process can be found. *Please note that a licence will still be required even if the videographer is a friend who is doing a favour on the day.*

Acceptance of these terms indicates that the video recording is for private use only. 'Private Use' does not permit any form of internet mounting.

Insurance. In the event that fixed equipment (tripods, wires, etc.) are to be used, videographers must also supply insurance details to include public liability insurance at a minimum underwriting of £2,000,000 (the standard rate) and insurance against accidental damage to the building.

The bride and groom are responsible for ensuring that the original copyright licence and videographer insurance are presented to the parish office at least one month in advance of the wedding; we will make a copy of these documents for our records and inclusion in the file.

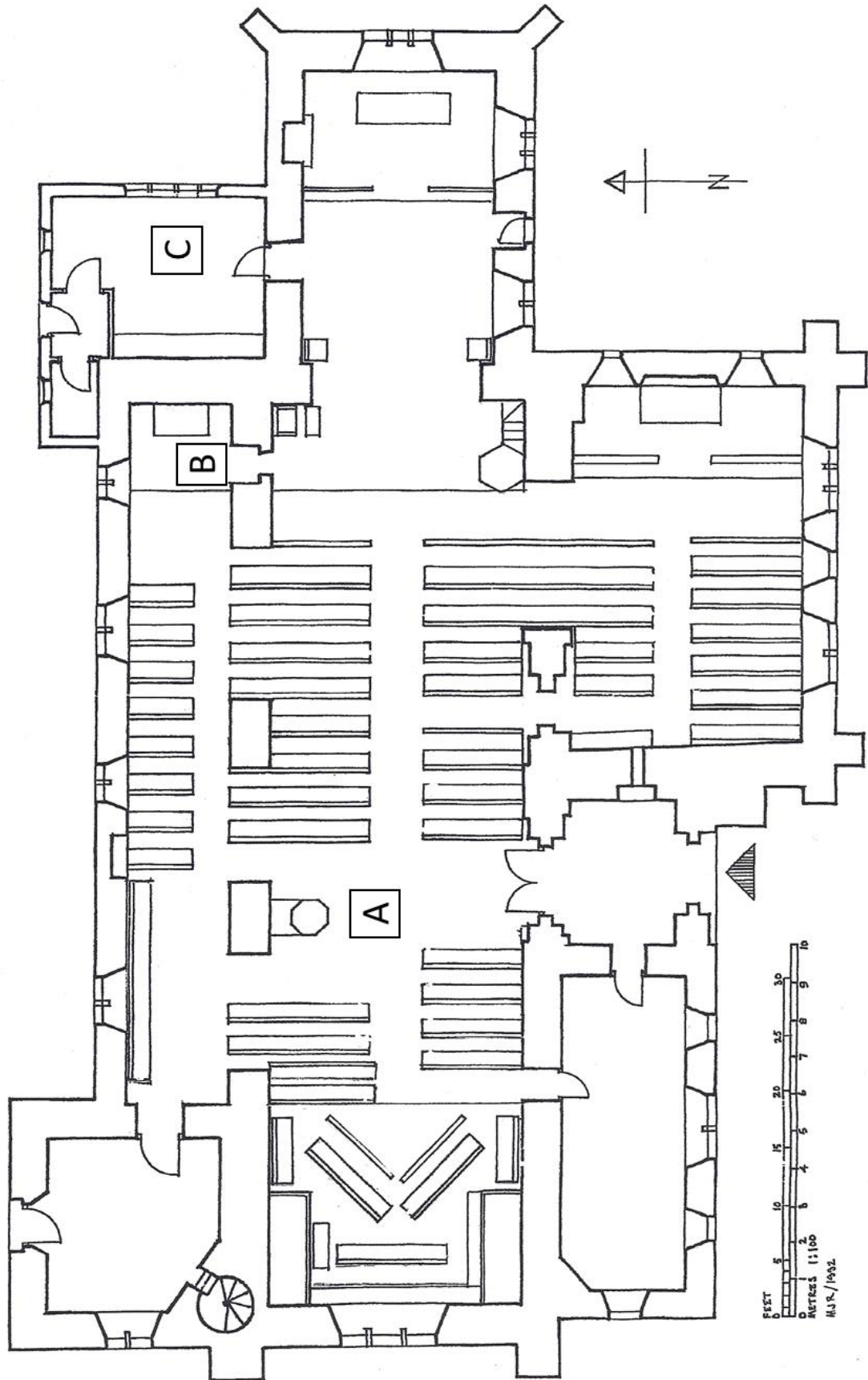
Briefing. The bride and groom will supply the videographer with a copy of this sheet. Ideally, the videographer should attend the rehearsal but if this is not possible, they must arrive at the church at least 30 minutes before the start of the service to familiarise themselves with the building and to receive any specific briefing. If the photographer is an amateur, they **MUST** attend the rehearsal.

During the service, the videographer must operate from the marked places shown on the appropriate church plan, copies of which are shown as Appendix 9. More information for each church is as specified.

ST MICHAEL'S: The positions from which the videographer must operate are: the back of the church (A), and at the head of the North Aisle (B) where they can shoot through the doorway to where the couple stand. *Videographers must avoid the more exposed central aisle and Lady Chapel.* At the point of signing the registers, the videographer should join the couple and witnesses either in the vestry (C) or in the chancel. *For legal reasons it is essential that no visible record is made of the pages of the wedding register.*

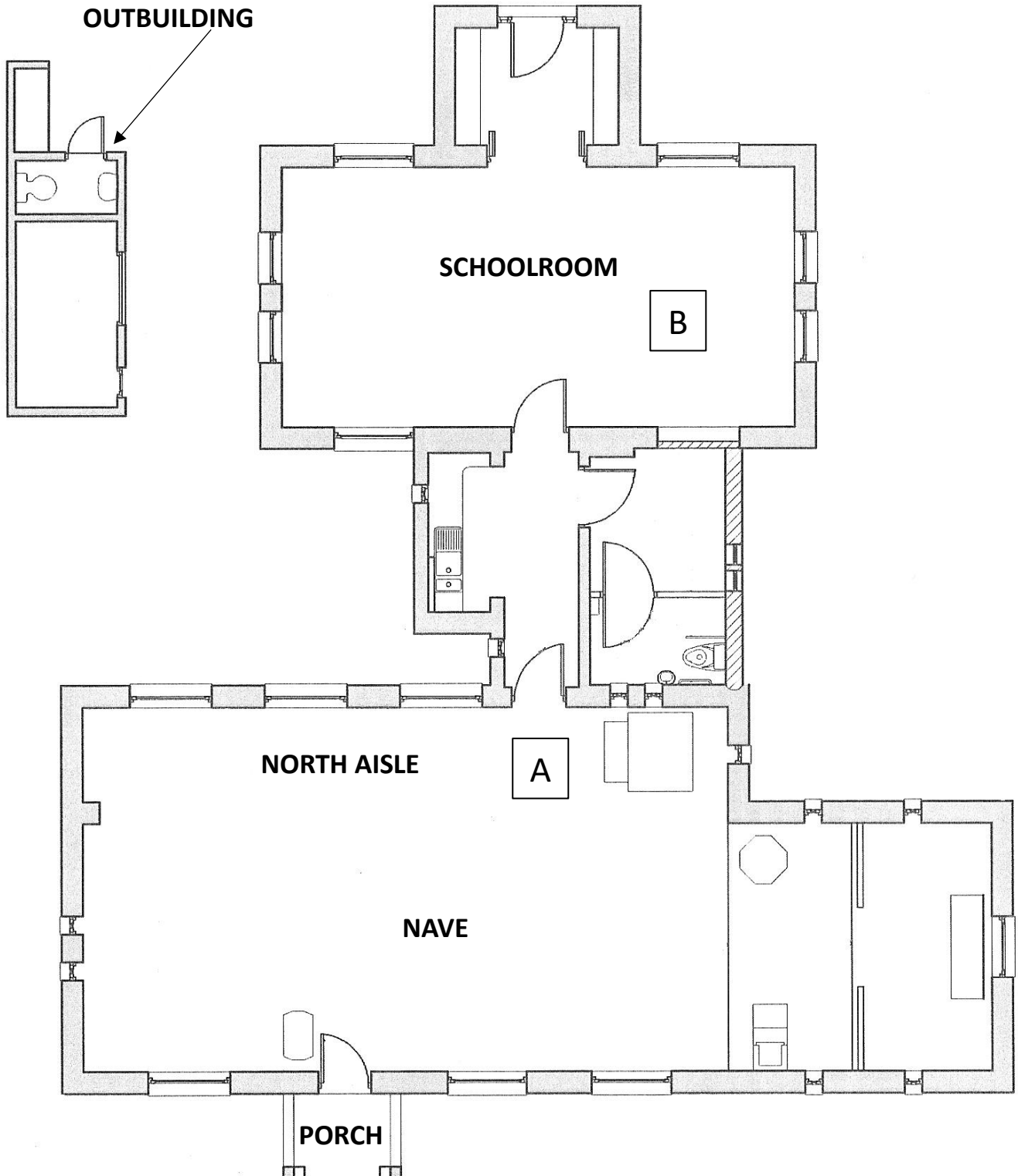
ST MARY'S: During the service, the videographer must operate from the head of the north aisle (A). *This is an exposed position so movement must be kept to a minimum.* At the point of signing the registers, the videographer should join the couple and witnesses in the schoolroom (B). *For legal reasons it is essential that no visible record is made of the pages of the wedding register.*

APPENDIX 8: Layout - St Michael's Church



ST MICHAEL'S CHURCH — ST ALBANS

APPENDIX 8: Layout - St Mary's Church



ST MARY'S CHURCH, CHILDWICK GREEN

APPLICATION FOR PERMISSION TO VIDEO/SOUND RECORD IN CHURCH AND CHURCHYARD

It is possible for moving footage of weddings to be recorded in St Michael's and St Mary's. However, because of the issues outlined on the wedding videography information sheet (Appendix 7), we ask that couples intending to video their wedding let us know as early as possible (and a minimum of three months before your wedding) by completing this form and returning it to the Parish Office.

We, **and**

apply for permission to video/sound record our marriage service in Church on:

Date:..... **at**

- We have read and understood the wedding videography information sheet.
- We will bring the original PRS licence (and, if applicable, the PPL licence and insurance certificate) to the Parish Office at least a month before our wedding.
- We are aware of the extra costs involved in videography.
- We are aware that the recording will be for personal and family use only and will not be mounted on the internet or uploaded to any internet social media sites e.g. Facebook, YouTube etc.

Our nominated videographer is _____, contact _____

- Our videographer is an amateur/professional (please delete)
- Our videographer will / will not be able to attend the rehearsal (please delete)
- We have given a copy of the appropriate wedding videography information sheet and appropriate church plan to our videographer

Signed **and**
Applicants

Date.....

WEDDING FEES

The Statutory Fees (Legal) are set by The Church of England with the Local Fees being set by the Parochial Church Council and the fees for 2020 are shown below, broken down into their elements, and by each church. The first two items on each list are Statutory (Legal) Fees laid down by The Church of England. Please read the notes at the bottom of the page carefully as these contain very important information.



St Michael's

Publication of Banns	31.00
Marriage Service	463.00
Marriage Certificate - ONE*	11.00
Use of organ and organist	169.00
Church Stewards**	46.00
Contribution towards church heating costs***	65.00
Bell Ringers (optional)	180.00
Church Choir (optional)	280.00



St Mary's

Publication of Banns	31.00
Marriage Service	463.00
Marriage Certificate - ONE*	11.00
Use of organ and organist	169.00
Church Steward**	23.00
Contribution towards church heating costs***	65.00
Church choir (optional)	280.00

NOTES:

*Marriage certificate: This is the cost of ONE certificate. If more are required, the administrator must be informed before the invoice for the wedding is sent i.e. six weeks before the date of the wedding, so that the correct sum can be charged.

**Church Stewards: Up to four Ushers should be provided by the couple. The church stewards are required to be in attendance for insurance purposes.

***Contribution towards church heating costs: This item will be included on the invoice for weddings that take place between 1st October and 30th April inclusive. If heating is NOT required during this period, the administrator must be informed before the invoice is sent, i.e. eight weeks before the date of the wedding.

PLEASE NOTE: This set of fees **DOES NOT** include the additional fees for videography; please see page 5 for details. Please ensure that you inform the Parish Office of your intention to record the ceremony at the earliest available opportunity so that the file can be noted and the appropriate fees charged on the invoice.