

Parish of Bramshott & Liphook



Getting Married
at St Mary's
2017

WEDDING INFORMATION

St Mary The Virgin, Bramshott Wedding Information 2017

Thank you for your interest in getting married at St Mary's Bramshott and many congratulations on your engagement. We are delighted that you wish to have your wedding in our church. This booklet aims to tell you what you need to know about getting married here. Please read it through and if you can't find the information you need please contact the Church Office. There is a list of contacts at the back of this booklet which we hope you will find helpful.

Who can be married at St Mary's?

If you or your partner are resident in our parish, and provided you have not been married before, you have the right to be married in our church according to the rites of the Church of England. You do not have to be baptised or be a regular churchgoer. If you or your partner have been married before and your former spouse is still living then that is not automatically a bar to getting married at St Mary's – however you will need to talk to our vicar, Valentine Inglis-Jones.

If neither you nor your partner live in our parish, you can still get married at St Mary's provided we can establish a connection for you – for example, if your parents live or lived here, you were baptised here, or you come to church here. Contact the Church Office for further information, or go to www.yourchurchwedding.org.

How to arrange a wedding at St Mary's

The first thing to do is to arrange a meeting with our vicar, Valentine Inglis-Jones. Contact the Church Office, where we will take your details and set up a meeting. We can reserve a wedding date for you in the church diary at this

stage, however we will be unable to confirm the date until you have spoken to Valentine and returned the completed booking form.

Valentine, as the incumbent, will usually be the minister conducting your wedding. However, if Valentine is unable to be here on the date you require we have other licensed clergy who may be available to marry you. If this proves to be the case we will let you know as soon as possible.

After you have had your initial meeting with Valentine or another minister, there are a number of things to decide and arrange – some are legal requirements and others a matter of choice. Please see our wedding checklist at the back of this booklet to keep track of what needs to be done!

Wedding Fees

Please see the wedding fees list at the back of this booklet for the most recent fees. We do not require a deposit to be paid in advance, although we do ask that you return the booking form as soon as possible. You will be invoiced the final amount in the month before the wedding.

Reading the Banns – a legal requirement

It is a legal requirement that Banns of Marriage are read in the Church of England parishes of both bride and groom, plus the parish where you are getting married, if different. The wedding cannot take place unless this has happened. At St Mary's we usually arrange for this to be done on three consecutive Sundays in the month before your wedding. When you return your booking form we will send out a banns form for you to complete and return so that we have all the information we need for the banns reading, and also for completing the wedding register on the actual day.

If you are both resident in our parish then that is all you need to do. However, if either or both of you live in another parish, you also need to arrange for banns to be read in the parish church where each of you lives.

That church will give you a certificate after the banns have been read there which you need to return to us before your wedding. It is very important that you do this because we cannot legally marry you unless we have that certificate. If you are not sure where your parish church is you can find out by going to www.yourchurchwedding.org – or contact the Church Office.

In rare circumstances weddings take place by Common License rather than after the reading of Banns, for example if one of the couple is a foreign national. If this is the case then the above banns requirement does not apply. If you think this may apply to you please discuss it with your minister when you first meet with them.

Wedding Preparation Day

We hold a wedding preparation day once a year which we encourage all couples to attend. Marriage is a great adventure, and we want to prepare all our couples for it as best we can. The day is a really good opportunity to draw aside from busy schedules and from all the planning to think through as a couple what the adventure could involve, what some of the pitfalls are, and what the best marriages look like. You will be sent an invitation in due course. It is not compulsory to attend, but we would love to see you.

Planning the ceremony

This section contains information on a number of issues you may want to think about when planning the ceremony – from service sheets to flower arrangements. Please read it through before you complete your booking form – although don't worry if you're not in a position to decide everything straight away, you can change the arrangements at a later stage. Just put "tbc" on the booking form for now – the important thing is to return it. Please feel free to contact us about any of it at any time.

Bellringers

If you would like the bellringers at your wedding please let us know on the booking form. You will need to contact and pay them directly (details in the contacts list at the back of this booklet). Please note that we cannot guarantee that the bellringers will be available for weekday weddings. The current bellringers fee can be found on our wedding fees page.

Music

It is very much your choice what music you have at your wedding and how it is played. So long as the hymns and music chosen broadly reflect the Christian nature of the ceremony, we are happy for you to have an organist, choir, band or singer as you choose.

Hymns

The website www.yourchurchwedding.org has some useful suggestions for hymns, or please do ask if you would like advice.

Organist

If you would like to arrange for an organist to play at your wedding we can put you in touch with one. Just let us know on the booking form and we will give you their details so that you can contact them directly. Our current organist fee can be found on our wedding fees page. Payment should be made by you directly to the organist, and we ask that you bring the fee to the Church Office a week or so before the wedding so that we can give them the money on your behalf on the day.

Choir

We do not have a church choir as such, but you are welcome to arrange for a choir yourself if you wish. Please do contact the Church Office if you would like to discuss this option.

If you have any other queries about music please do contact us.

Flowers

We have a church florist who is happy to provide a main pedestal arrangement only on request for a cost of £70-90 by agreement.

Alternatively you are welcome to use your own florist, we just ask that you make them aware of our Guidelines for Flower Arranging, which we will send you once you return your booking form. We also ask that you leave any main pedestal arrangements at the church after your wedding for Sunday worship. This is because our church flower arrangers are unable to gain access to the church if a wedding is on. If you do not wish to have flowers at your wedding that is absolutely fine -but please indicate this on your booking form.

Service Sheets

The order and content of your service sheet is something you will want to talk to your minister about when you meet with him. The Church of England website www.yourchurchwedding.org has a number of suggestions for hymns and readings, and an online ceremony planner which you may find useful. We also ask that you check the final draft with your minister before sending it to the printers.

Video & Photography

You are welcome to take photographs or video the wedding as you choose. In terms of photographs it is really important that you as a couple are able to get great photographs of the day. The best photographers are always able to take great shots whilst keeping a low profile and we just ask that they follow this basic rule of thumb.

There is no extra payment to be made to us for videoing the wedding although the organist fee is slightly higher (see our wedding fees page).

However we would like to draw your attention to the section on copyright law below.

Verger

A verger carries out a number of duties at a wedding – setting up the church and clearing up afterwards, reserving parking spaces, supervising the sound system, paying the bellringers and the organist, etc., plus helping with any last minute practical issues that may come up. Our current verger fee can be found on our wedding fees page. We consider this role to be essential to the smooth running of any wedding and so although it is technically an optional extra we will arrange for a verger to be present unless you specifically state that you prefer to undertake these arrangements yourselves.

Copyright

Our church has a CCL license which means that you are covered

- a) For the reproduction in your order of service of the words of any hymn or worship song included in the CCLI license scheme. In practice this means most familiar hymns and worship songs, but if you are unsure please contact us.
- b) For the video recording of any live music played during your wedding service.

However, if the service involves any recorded music being played (e.g. a CD) and you wish to video it, you need a Limited Manufacture License (LML) from www.prsformusic.com. If you are having a professional videographer they should be aware of the licensing requirements, but we would advise you to ensure you have discussed copyright issues with them. If you are unsure about whether you are covered, we would advise you to take out an LML yourselves, especially if a friend or family member will be videoing the service, as it covers you not just for the service but for music played or recorded during the rest of the day (e.g. music played at a reception and/or disco). For further information contact us, or go to http://www.ccli.co.uk/licences/weddings_licences-overview.cfm.

Passport

Many brides choose to keep their own name after their wedding, or change their passports at a later date. However, if the bride wishes to travel on the honeymoon under her married name, it is possible to apply for a new passport to be post-dated to the date of the ceremony. To do this you will need to pick up a PD2 form from the Post Office and get it signed by our vicar before sending it in with your application.

Parking

St Mary's has no car park so all parking is on-street only.

Wedding Rehearsal

When you return your booking form we automatically reserve the church from 5 pm on the evening before the wedding for a rehearsal. However, this date can be rearranged if you prefer, just contact the minister who is marrying you to arrange an alternative.

Wedding Fees 2017

1	Legal fees payable to this church	
	Statutory fee for a basic Church of England Wedding service, not including the banns fee	
	This includes:	£424.00
	<ul style="list-style-type: none"> • The marriage certificate • The church costs (including lighting and administration) 	
	Fee for reading of the banns at this church†	£28.00
	TOTAL LEGAL COSTS PAYABLE TO THIS CHURCH	£452.00
2	Extras which a couple may choose or decline*	
	The support of a vergers at the ceremony	£30.00
	Organist	£100.00
	Organist if wedding is being filmed	£140.00
	Bellringers	£160.00
	Church Flower Arranger (main pedestal only)	c. £70-90 by arrangement
	Suggested donation to the upkeep and running of St Mary's	£220.00

† please note that if you are not resident in this parish you also need to pay for the banns to be read in the church(es) of the parish(es) in which you are resident. This payment will need to be made directly to the church(es) concerned.

*please see the Planning Your Ceremony section of this booklet.

Prices quoted are for 2017 only –and are usually increased at the beginning of each calendar year

Useful Contacts

PRIEST-IN-CHARGE
Revd Valentine Inglis-Jones

The Rectory
22 Portsmouth Road
Liphook
GU30 7DJ
07917 151498
vicar@liphookchurch.co.uk

CHURCH OFFICE
Open Mon-Thur 9.30-12.30
Kate Lloyd Jones
(Church Secretary)

The Ark
Church Centre
Portsmouth Road
Liphook
GU30 7DJ
01428 725390
office@liphookchurch.co.uk
www.liphookchurch.co.uk

ORGANIST

Contact the Church Office

FLOWERS

Contact the Church Office

BELLRINGERS
Toby Arkless

1 Telconia Close
Headley Down
Hampshire
GU35 8ED
01428 714941
arkless.ringer@btinternet.com

CHURCH OF ENGLAND
WEDDING WEBSITE

A useful source of general information
about getting married in the Church of
England
www.yourchurchwedding.org

Wedding Checklist

After you have had your initial meeting with your minister...

AS SOON AS POSSIBLE

Complete & return booking form

We will then come back to you with any contact details and forms you need. Then...

Contact organist, if using

Contact bellringers, if using

Contact church florist, if using

If using own florist, ensure that they have seen, signed and returned guidelines

NEARER THE TIME

Complete Banns form and return to the Church Office

Arrange for Banns to be read in your home parish churches, if applicable

Return the Banns certificate from the other parish churches, if applicable

Apply for Limited Manufacture License if applicable

Draw up service sheet and checked final proof with your minister

Pay final invoice

Deliver payments for organist, bellringers, etc. to Church Office.

CHURCH LANE
**ST MARY'S
BRAMSHOTT**

CHURCH ROAD

← PORTSMOUTH

A3

LONDON →

B3004 TO BORDON

LONGMOOR ROAD

THE
ANCHOR

B2171 LONDON ROAD

B2131 TO HASLEMERE

LLOYDS
BANK

St Mary's Bramshott
Church Lane, Bramshott GU30 7SQ

Church Centre Liphook
Portsmouth Road, Liphook GU30 7DJ

01428 725390

www.liphookchurch.co.uk

office@liphookchurch.co.uk

B2070 PORTSMOUTH ROAD

CHURCH CENTRE
LIPHOOK
CHURCH OFFICE & RECTORY

THE FIRS